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**The Society and College of Radiographers (SCoR)**

**Scottish Council**

**Financial support for members/groups organising CPD study events**

**POLICY AND PROCEDURE**

**1.0 INTRODUCTION**

Scottish Council is the national committee in Scotland for the Society and College of Radiographers (SCoR). It is committed to supporting its members’ education, training and development, recognising that this will benefit both the individual member and the services they provide.

“*CPD Now*” is the College of Radiographers’ (CoR) online continuous professional development (CPD) portfolio system. It enables members to record their CPD activities against professional learning outcomes. Study day organisers may apply to CoR to receive CPD endorsement for the learning content of the study day / event. **CoR CPD endorsement demonstrates that the event or learning package meets the professional body's required standards for CPD and core “*CPD Now*” professional outcomes**. It is awarded by the CoR Approval and Accreditation Board.

“*CPD Now*” endorsement is valid for study days/conferences/events that are not credit bearing (i.e. formal PgC courses would be credit bearing) and do not confer any clinical competence. The endorsement is valid for 2 years; however, any substantial changes to the content during that period would require fresh endorsement. **Endorsement entitles study day organisers to use the “*CPD Now*” logo on study day publicity materials and attendance certificates along with a form of words that indicates which “*CPD Now*” outcomes the content may help attendees meet** (See Appendix 2 for guidance). These are forwarded to organisers after the application has successfully been reviewed by CoR.

There is a cost associated with an application for CoR CPD endorsement, which has been waived in recent years for Scottish SCoR members organising an event, if the form was signed by one of the Executive members of Scottish Council. This meant that CoR undertook the work of reviewing those applications without payment and did so only for those organisers in Scotland. For reasons of equity and fiscal responsibility, the CoR cannot continue to offerfree CPD endorsement

**Scottish Council will support SCoR members through a commitment to fund the “*CPD Now*” endorsement application fee for those study sessions run in Scotland by SCoR members for SCoR members, working in Scotland.**

The standard fee for each CPD endorsement application is £250 + VAT. The fee for NHS Trusts/Boards and education institutions is £100 + VAT. If education institutions take advantage of the CoR Inclusive Annual Fees Package, this entitles up to 10 endorsements to be included in the package. Scottish Council plans to bulk buy up to 9 CoR CPD endorsements, at a cost of £100 + VAT for each endorsement.

This policy and procedure sets out the process through which members/groups may apply for funding from Scottish Council to cover the cost of CoR CPD endorsement whilst organising a study event. Scottish Council has a responsibility to ensure equitable application of this policy and procedure. To this end, a sub-group has been formed to review each application. The sub-group membership may change annually but will have as a minimum, 1 education; 1 expertise based and 1 other member with a co-ordinator role as appropriate.

**2.0 SCOPE**

This policy is applicable to all SCoR members/groups in Scotland, wishing to apply for funding from Scottish Council (SC) to support their application for CoR CPD endorsement for a study event.

**AIM AND PURPOSE**

* To detail the process to be followed when applying to Scottish Council for funding to cover the costs of CoR CPD Endorsement when organising a CPD event
* To manage the process in a way that will ensure transparency, fairness and equity in relation to all members/groups.
* To provide funding to cover the cost of CoR CPD endorsement application fee to all SCoR members/groups organising events for SCoR members working in NHS Scotland..

Purpose of SC Sub-group

* To determine whether each funding application made to Scottish Council successfully fulfils the set criteria
* To manage the process in a timely manner
* To feedback to Scottish Council each application response for communication to the applicant(s).

**3.0 MAIN PROVISIONS (CRITERIA)**

**3.1 Pre-requisites**

* Event organisers must **fully** complete an electronic CoR CPD endorsement application before a request for any funding from Scottish Council can be reviewed by the sub-group.
* See SCoR website at <http://www.sor.org/learning/cpd/cpd-endorsement>for further helpful hints. Organisers can "print" their application to pdf or print to paper to send to Scottish Council from within CPD Now.
* Any CPD event must be mutually agreed by the Scottish Council sub-group as being organised by SCoR members mainly for SCoR members and is appropriate and relevant**.**

**3.2 The** **Criteria**:

* Event organisers are SCoR members practising in Scotland.
* Event content relates to the practice of radiography and is seen to be of sufficient quality
* Event organisers should provide guidance for participants on the CPD outcomes that may be achieved and how it may be used for this purpose. Outline guidance is provided in **Appendix 2**.
* Event audience will mostly be SCoR members
* A complete CoR CPD endorsement application is sent in a timely fashion to Scottish Council to be reviewed by the sub-group. Remember that CPD Now applications to HQ must be submitted at least 6 weeks before the event, so allow plenty of time for Scottish Council to review the submission (see flow chart in Appendix).
* The proposed event does not clash with a Scottish Council organised event - see <https://www.sor.org/around-uk/scotland/diary-dates> for the list of those events.

**4.0 PROCESS AND TIMESCALES**

A flow chart of the CPD endorsement application process to Scottish Council is illustrated in **Appendix 1**. Please note that, following successful funding from Scottish Council, event organisers still need to send the complete application to the College of Radiographers **at least 3 months** before the planned event.

**4.1 What Scottish Council would expect from event organisers:**

* That the criteria detailed 3.2 is fulfilled before submission to Scottish Council.
* Any publication about the event (e.g. advertising flyer and event programme) includes the CoR *“CPD Now”* logo and the Scottish Council logo.
* During the event, there is formal acknowledgement of the financial support from Scottish Council with a brief promotion of Scottish Council activities.
* A record of the event (e.g. a Synergy News article) will include an acknowledgement of support from Scottish Council.
* A record of the event (e.g. presentation abstracts) is to be placed on the Scotland part of the SCoR website for all members to see.
* A summary of the event evaluation is to be sent to Scottish Council.

**4.2 Response from Scottish Council**

Where an application has been submitted, Scottish Council will respond in a timely manner (see timescales in flow chart in Appendix 1). When applying, please do take heed of any forthcoming holidays that may delay a response from Scottish Council.

**5.0 REFUSAL OF APPLICATION**

Scottish Council has the right to refuse any application for funding to support CoR CPD endorsement application if the set criteria are not fulfilled.

In the event of any refusal, organisers will receive feedback. Re-submission to Scottish Council may be an option depending on circumstances.

**6.0 MONITORING AND REVIEW OF POLICY**

This policy and procedure will be monitored on an annual basis to ensure fairness and equity.

Maria Murray

(on behalf of Scottish Council)

Revised March 2018

**Appendix 1**

**Before Event**

**Event Organiser(s) – normally 5 - 6 months before planned event**

* Contact Scottish Council (SC) sub-group Lead to alert him/her about a forthcoming funding application to Scottish Council
* Complete the CoR CPD Application from CPD Now on the SCoR website

 <http://www.sor.org/learning/cpd/cpd-endorsement>Organisers can "print" their application to pdf or print to paper to send to Scottish Council from within CPD Now

* E-mail the SC sub-group Lead with the completed CoR application information (Refer to Appendix 2)

**Assessment – allow 1 month to complete**

* The SC sub-group assesses the application in line with the agreed criteria (see section 3.2)
* Members of the SC sub-group feed back their decision (and comments) to the SC sub-group Lead

**Receipt**

The SC sub-group Lead receives the completed application information and shares this with the other sub-group members for review **within 10 working days**

**Decision – allow further 10 working days to complete**

* An e-mail is sent to the event organiser(s) regarding the decision, with a copy going to the SC Chair and Secretary
* The expectations of the event organiser(s) (see section 4.1) are re-iterated.

**At least 3 months before planned event**

* If successful, the event organiser(s) complete the CPD Endorsement application process via CPD Now (organisers need to select Scottish Council from the drop down list in the payment section).
* SC Treasurer to be informed when to release the funds.
* SC Treasurer sends a cheque to HQ to cover the costs.
* Feedback and logos will be received through CPD Now.

**After event:**

**Event Organiser(s) – within 10 working days of the event**

* Contact Scottish Council (SC) “website co-ordinator” with a brief summary of the event, highlighting the results of any evaluation undertaken.

**Scottish Council (SC) “website co-ordinator”** **– within 10 working days of receiving the event summary**

* Highlight the event summary to Scottish Council members
* Contact Deeson to have event summary added to the “News” and “Scotland” part of the website - <https://www.sor.org//around-uk/scotland>

**Appendix 2**

**Articulating CPD Outcomes for Participants: Guidance for Event Organisers**

When you are offering an event for practitioners that is intended to contribute to their CPD portfolio, it is important you identify the nature of that CPD in terms of how it benefits them, or how they may use it in their portfolio. This is best offered in the form of outcomes, i.e. what they will be able to; do/know/understand after taking part. It is also useful to identify how the event relates to **CoR CPD Now outcome areas** (identified below).

**Writing outcomes:**

A learning or developmental outcome needs to state what the participant will gain from the event, either through being able to do something, or by guiding them to how the knowledge gained can be used for their development. It is important therefore that this is made clear in the promotional material. The following sample wording identifies some ways this may be done:

*“Participation in this event aligns with the following SCoR CPD Now outcome areas ??????????*

*Following participation in this event you should be able to:*

1. *Understand the relevance/value of ?????????? to your practice in ??????? activity/modality*
2. *Apply the knowledge gained in providing an enhanced experience for patients in your care.”*

The wording does not have to be precisely as above, but should identify what the participant can expect. The number of outcomes can also vary according to requirements

The words underlined are referred to as ‘**action verbs’**. They are important in getting across the thing that the participant will be able to do, so they are a requirement in creating effective outcomes. Others might include, eg: relate; compare; assess; recognise; assimilate.

Finally; it is useful if possible to identify ways in which the participant can use the knowledge gained for their CPD. This could involve providing guidance along the lines of:

*“Following this event and in support of the outcomes identified, it may be valuable for you to read up on areas related to each presentation in order to underpin your knowledge base. Use this information in your CPD portfolio as part of a reflection on what you have learned and how your practice will change as a result.”*

**This guidance is not definitive or intended to be overly prescriptive.** There is a vast range of material available online relating to the construction of learning outcomes. This is not referenced here as the objective is to be as straightforward as possible. A Google search for ‘writing learning outcomes’ will produce a myriad of information and the following link may be helpful.

<https://www.gcu.ac.uk/library/smile/writingandnumeracy/reflectivewriting/outcome/>

If you have any other queries, please drop a line to the Scottish Council through any of our identified channels.

**SCoR CPD Outcome areas**

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| --- | --- |
| 1. Practical skills | 14. Support and guidance for learners |
| 2. Knowledge base3. Work safely | 15. Understanding/application of teaching, learning and/or assessment |
| 4. Legal/ethical frameworks or guidance | 16. Curriculum design, planning and development |
| 5. Communication skills6. Manage knowledge/information | 17. Widening participation in education/recruitment and retention of learners |
| 7. High-quality health care/education services | 18. Integration of education and employment |
| 8. Patient centred care and choice | 19. Evidence to support practice |
| 9. Inter-professional/agency working or learning | 20. Knowledge and skills in audit/research |
| 10. Leadership/management skills | 21. Contribute published research evidence |
| 11. Workforce development or staff governance | 22. Further the profession |
| 12. Service design | 23. Professional body/trade union |
| 13. Financial planning |  |