

Continuing Professional Development

# Record Card

Institute of Animal Technology Registration & Accreditation Board

Revised 2004



### What is Continuing Professional Development (CPD)?

CPD is the maintenance and continuous progression of capability and competence, but need not necessarily lead to a qualification.

To be a professional animal technologist in a fast moving world demands constant development.

The most important aspect of CPD is the application of the knowledge and skills gained.

CPD aims to raise professional standards by demonstrating that Registered Animal Technicians are constantly seeking to improve performance and that investment in learning is an essential part of that commitment.

Used appropriately, CPD will provide the Registered Animal Technician with knowledge and skills that should be put into practice.

Space is provided within the *Interpretation of Codes* section to record the knowledge and skills gained as a result of the activities you are claiming. Activities should be relevant to laboratory animal science, technology and management.

### WHY IS CPD NECESSARY?

- Professional obligation
- Maintains and improves competence
- Increases job satisfaction
- Improves career prospects
- Helpful in litigious circumstances
- Enhances public confidence
- Develops managerial and organisational skills

### WHY RECORD CPD?

There is increasing importance attached to CPD as indicated in the **Guide to Professional Conduct** and the **NACWO Guidelines**. It is important for the registration scheme to have a system that ensures its members are keeping abreast of developments in their respective fields.

The Registration & Accreditation Board has no statutory obligation to create mandatory CPD. However, we must do everything possible to ensure that all members of the profession are aware of the latest developments in their field. As a profession we are obliged to offer the best possible service to animals and science.

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### REQUIREMENTS

A copy of the Record Card must be retained for future submission to the Registration & Accreditation Board and as an aid when applying for CPD awards.

### **HOW TO RECORD CPD**

The initial recording system is based on "TIME".

Time is considered to be the simplest and most effective way to record CPD activities for all registered members, at whatever level of experience and in whatever sphere of activity.

### MINIMUM ACCEPTABLE CPD

The minimum time recommended for CPD is **5 days**, or **35 hours**, per year, whether in full-time or part-time employment.

Distance learning and home study may account for a maximum of 10 hours towards the annual requirement.

### WHEN?

This self-recording scheme was launched in 1999. The success of CPD self-recording is dependent on the professional integrity of the individual. The Registration & Accreditation Board will monitor the effectiveness of the scheme. This may include review of individual CPD record cards. You should keep your record card safely and update it regularly.

CPD is the personal obligation of all Registered Animal Technicians

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GUIDANCE NOTES to the IAT REGISTRATION BOARD CPD Recording Scheme

## INTERPRETATION OF CODES

- A Conferences, congresses and meetings of up to 5 days duration
  e.g. IAT Congress, LASA Conference, IAT Branch educational meetings
  and visits. (1 day = 7 claimable CPD hours; Evening meeting = 1-2
  claimable CPD hours)
- B Presentations or demonstrations at any laboratory animal science, technology or management meeting including Home Office modular training ("on the stage time") repeat presentations/demonstrations excluded
- C Distance learning and home study including relevant journal articles, books etc. (A maximum of 10 hours may be recorded each year)
- D Work based projects including new techniques, new species, report writing, novel concepts etc.

Annual recommended minimum: 35 hours

The most important aspect of CPD is the application of the knowledge and skills gained. CPD aims to raise professional standards.

Record here the knowledge and skills that have resulted from the CPD activities recorded overleaf:

Date	Activity	Knowedge & Skills Gained	Hours (for interpretation of codes see overleaf)				
			Α	В	С	D	
July 2003	I.A.T.Amphibian Course	Husbandry of amphibians	4	-	-	-	
March 2004	Read I.A.T journal paper on Primate Housing	Greater understanding of modern primate housing	-	-	1	-	

Date	Activity	Knowedge & Skills Gained	Hours (for interpretation of codes see overleaf)				
				Α	В	С	D
Name of RAnTech	(in capitals)		Sub Total				
			Total Hours	(A+B+C+D)			



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