



FOH

FACULTY OF
OCCUPATIONAL
HYGIENE

Faculty of Occupational Hygiene CPD Guidance

Contents

Introduction.....	2
The main details of the scheme	3
What counts as CPD?	3
Guidance to help you complete your return	5
Home Office Group Authority Licence (MDHS 25)	6
Career breaks	6
Retired members.....	6
Audit Process	6
Completing a CPD Return Online	6
Further Help	7

Introduction

The Faculty of Occupational Hygiene is committed to the concept of Continuing Professional Development (CPD) as a mandatory means of encouraging and upholding the highest professional standards of knowledge and performance among the qualified practitioners of occupational hygiene.

CPD is a means for you to take ownership of your career and its continuing development. By maintaining a record of your professional and allied activities you are able to demonstrate your commitment to your career progression and to the profession of occupational hygiene.

Competence is a combination of knowledge, experience and training which is maintained and advanced continuously through professional practice and CPD. Initially occupational hygiene professionals are formally and rigorously required to demonstrate their competence via formal training, personal learning and experience portfolios and oral examinations, leading to the Certificate and Diploma awards. In order to remain competent occupational hygiene professionals are expected to keep up to date and continuously enhance their knowledge and experience. CPD plays a key part in this process.

All Faculty members (apart from retired members) are required to complete an annual return from the first full year of membership onwards. **Note, however, that use of MDHS 25/4 and 1,2-MP must be recorded if used, even during a partial year (see Section 5).**

The main details of the scheme

There are four main areas of CPD which are:

1. Work-based activities
2. Professional learning and education
3. Conferences/Presentations/Publications
4. Horizon broadening
5. Other (to allow for an entry of CPD that you may feel is not covered in the four main areas)

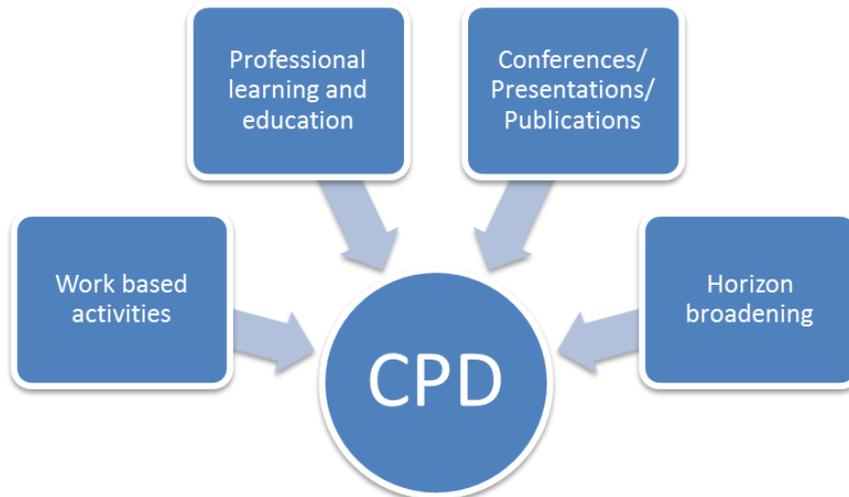
You need to accumulate a minimum of 10 points per calendar year with no more than 6 points being counted in any one category. You are required to complete CPD records annually by 31st January. An administrative charge of £35 (levied on 1 March) will be payable on late submissions made after 31st January. If by 31 March, CPD returns are incomplete or unsatisfactory, your Faculty membership will revert to individual BOHS membership and post-nominal Faculty letters may no longer be used.

Participants will be selected at random to provide documentary evidence of their CPD activities for audit purposes. This process will provide Faculty Committee with the assurance that members of the profession are maintaining their skills and ensures the integrity of the Scheme.

What counts as CPD?

Many different activities can count towards your CPD. Not only is CPD gained through formal training and qualifications but also by attendance at seminars and events or personal activities outside of the workplace.

To help you record your activities, we have given you some examples for each area. This is not an exhaustive list. As well as recording your activity, you will need to add a 'reflected outcome' statement to detail the benefits gained, and to guide you towards further development goals.



Area of CPD	Points to claim
1. Work-based activities e.g. mentoring, teaching, project related research, organisational skills	
Actively involved in occupational hygiene practice	Max of 4 Full time (more than 18 hours per week) 4 Part time (8 to 18 hours per week) 2
Staff training, mentoring, supervision	Max of 4 for ongoing mentoring and training of more than 18 hours per week and pro rata Or 1 per day for formal training sessions (up to 4)
Specific project research e.g. researching hazards in an unfamiliar industry sector or researching controls on a novel exposure scenario	2
Chairing/running meetings/groups	2
Participation in meetings/groups	1
Voluntary (professional) work	1
Developing transferable skills e.g. IT, business, financial.	1
Legal and forensic work	1
2. Professional learning and education e.g. Faculty qualifications gained, professional and work-based learning/education, post graduate study, distance learning	
Attendance on a Faculty/International Module or Proficiency course	1 per day
Work-based learning course	1 per course
Passing a Faculty Module/International Module	1
Award of a BOHS professional qualification (DipOH, CertOH, Certificate of Competence in an individual subject)	6
Study towards a postgraduate qualification e.g. post graduate diploma, Masters or PhD	6
Research for publications and papers	1 per paper/publication
Self-study to increase general knowledge of Occupational Hygiene - Reading of journals/technical papers/blogs	1
Participation in public meetings	1 per meeting
Careers lecturing	1 per lecture
Writing examination questions	1 per 5 questions

3. Conferences/Presentations/Publications	
Attendance at a Society event or conference	1 per day / or per regional meeting
Presenting at a conference	2 per presentation
Presenting at a regional meeting	1 per presentation
Poster presented at conference	1
In-house training	1 per training session
Attendance at another professional organisation's event, including webinars	1 per day or 0.5 per webinar
Published paper in the Annals of Occupational Hygiene or other relevant peer-reviewed publication	3 per paper (lead author) 2 per paper (co-author)
Reviewing papers for the Annals of Occupational Hygiene or other relevant peer-reviewed publication.	2 per paper
Article for BOHS Exposure or other related magazine, journal or Faculty newsletter	1
Article for trade association journals	1
4. Horizon broadening activities e.g. BOHS or other society work, community involvement	
Work for the Society or for other professional organisations (e.g. Member of Board, Committee Member, Regional Organiser, Technical Topic Leader, Examiner, OHTA, WHWB, production of technical guidance).	1 per meeting or 1 per day
Professional examinations marking	1 per day (max. 4)
PLP and PEP reviewers	1 per day (max. 4)
Community involvement (e.g. school governor)	1
5. Other	
We have added a section called 'Other' to allow you to add an entry of CPD that you may feel is not covered in one of the four main areas.	

Guidance to help you complete your return

4.1 You should aim for at least 10 points per year and a balance should be sought between the different areas of CPD, no more than 6 points will be counted in any one category.

4.2 CPD activities should be entered online on an ongoing basis. Evidence of your CPD activities should also be kept with appropriate documentation. There will be an audit of 5% of all eligible Faculty members; if you are selected you will be called upon to provide your evidence to support your annual return.

4.3 Supporting evidence may include copies of relevant programmes and timetables for conferences and meetings, proof of attendance at meetings, notes taken, summary of papers presented or written.

4.4 The annual return of CPD activities should be completed by 31 January as a record of your activity during the preceding calendar year; (the Faculty will periodically publicise reminders, but the onus to make a return lies with the individual). An administrative charge of £35.00 (levied on 1 March) will be incurred for late submissions made after 31st January.

4.5 The table in Section 3 is not an exhaustive list but is there to provide guidance. BOHS Head Office may be contacted for further clarification on what may constitute CPD and the points to be claimed. Improving the CPD process and the relevant topics and points allocation is an ongoing process.

4.6 If you need help with deciding what would be appropriate evidence to be submitted for your audit please contact BOHS Head Office for advice.

Home Office Group Authority Licence (MDHS 25)

Members of the Faculty of Occupational Hygiene (except those practising in Northern Ireland) are covered by the Home Office Group Authority Licence for the prescribed use of a controlled substance, i.e. 1-(2-methoxyphenyl)piperazine. This is used in Method for Determination of Hazardous Substances (MDHS) 25/4 - the preferred sampling and analytical method for determining exposures to organic isocyanates and for comparison to the Workplace Exposure Limit.

Active members of the Faculty will be permitted to operate under the licence as long as they comply with the requirements of the Standard Operating Procedure (SOP). The SOP and relevant forms are available to download from your membership account which you can access by logging in at <https://login.bohs.org/>.

You are required to inform BOHS by **1st December** whether you have used or plan to use MDHS25/4 during the current calendar year. Once you have let us know that you have used it or plan to use it during that calendar year, there is no need to inform us on subsequent occasions.

BOHS will then require a number of members to submit their records for audit. Failure to comply will necessitate an investigation of the member by the Faculty Board. Ultimately such failures could result in the Home Office removing the Group Authority Licence, Code of Ethics investigations on the member and for all members to have to obtain their own individual licences.

Career breaks

If you are taking a career break, for example for maternity leave or through redundancy or illness you may still be required to submit an annual return. If these circumstances apply, you should inform BOHS as soon as possible by email to membership@bohs.org or by writing to BOHS Head Office.

Retired members

Only if you have retired from full-time or part-time work will you be eligible for 'Retired' status and no longer be obliged to accumulate CPD points.

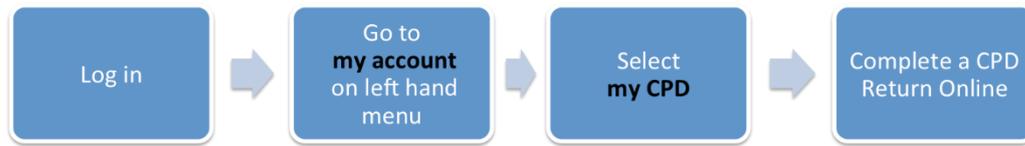
Audit Process

5% of the Faculty membership will be selected to provide documentary evidence of their CPD activities for audit purposes. If a member has not been able to attain the prescribed minimum number of points, they will be given the opportunity to explain why. If a member does not respond or provides inappropriate reasons - e.g. not enough time, refusal to complete a return, too costly to attend events - their Faculty membership will be withdrawn and they will no longer be entitled to use the appropriate post-nominal letters. This audit is separate to, and may be in addition to, the audit required by the Group Authority Licence.

Completing a CPD Return Online

All CPD returns are completed online by logging onto the members' area of the website. <https://login.bohs.org/>. Once you have logged into the site, use the top hand menu to go to 'my

account' and select 'my CPD'. You will be asked whether you have used MDHS 25/4 in the current calendar year, after answering this you can then enter your activities and save them.



Further Help

If you require any further help or advice regarding CPD please do not hesitate to contact BOHS Head office by email at membership@bohs.org