An example of a CPD submission by an Associate Director in a Health Services Research Unit

Commentary

The attached submission was made by a CSci registrant who was selected for audit as part of the CSci revalidation process in 2012. The submission consists of:

a. A 12 month summary (October 2011 to September 2012 inclusive) of the CPD programme taken from the RSS online CPD system.

b. A completed *Chartered Scientist CPD Revalidation Form.* This form contains the relevant context and reflection information necessary to assess the CPD activity against the Science Council's standards.

As this registrant had used the RSS online CPD system, both the *reviewed Activities* and *Benefits Gained* reports were submitted. In combination they provide information on the categories of activities undertaken, the number of learning hours undertaken and the reflective practice comments describing the benefits of each activity.

The panel of assessors concluded that this submission fully met the Science Council CPD standards, including the requirements of the RSS CPD Policy.

The submission has been (partially) anonymised for the purpose of providing this exemplar of good CPD practice.

REVIEWED ACTIVITIES REPORT

Activity Type	Title	Start Date	End Date	Learning Hours
Formal / Educational	Conference	20/08/2012 00:00	23/08/2012 00:00	8
Professional activity	Data monitoring committee	29/05/2012 09:00	29/05/2012 10:00	0.5
Formal / Educational	Department seminar	08/11/2011 13:00	08/11/2011 14:00	0.5
Formal / Educational	Department seminar	13/12/2011 13:00	13/12/2011 14:00	0.5
Formal / Educational	Department seminar	12/01/2012 13:00	12/01/2012 14:00	1
Formal / Educational	Department seminar	07/02/2012 13:00	07/02/2012 14:00	0.5
Formal / Educational	[redacted] training	07/09/2012 15:00	07/09/2012 16:00	1
Formal / Educational	Influencing Skills course	11/05/2012 00:00	18/06/2012 00:00	11
Work based learning	Managing analyst team	03/10/2011 00:00	28/09/2012 00:00	10
Professional activity	Manuscript review	27/10/2011 12:00	27/10/2011 17:00	0.5
Professional activity	Manuscript review	10/01/2012 12:00	10/01/2012 17:00	0.5
Professional activity	Manuscript review	13/02/2012 10:00	13/02/2012 15:00	0.5
Professional activity	Manuscript review	07/08/2012 09:00	07/08/2012 12:00	0.5
Professional activity	Manuscript review	05/09/2012 09:00	05/09/2012 12:00	0.5
Professional activity	MHRA [redacted] Expert Advisory Group	02/11/2011 06:00	02/11/2011 12:00	3
Professional activity	MHRA [redacted] Expert Advisory Group	30/11/2011 09:00	30/11/2011 15:00	3
Professional activity	MHRA [redacted] Expert Advisory Group	01/02/2012 09:00	01/02/2012 13:00	2
Professional activity	MHRA [redacted] Expert Advisory Group	13/06/2012 09:00	13/06/2012 13:00	2
Formal / Educational	Microsoft Office 2010 training	20/07/2012 09:30	20/07/2012 12:30	1.5
Formal / Educational	MRC HTMR Annual Meeting	10/02/2012 10:00	10/02/2012 16:00	3
Formal / Educational	MRC Hub Network workshop	20/02/2012 10:00	20/02/2012 16:00	6
Professional activity	MRC Strategic Skills Fellowship Panel	08/02/2012 08:00	08/02/2012 18:00	1
Professional activity	MRC Strategic Skills Fellowship Panel	15/03/2012 00:00	16/03/2012 00:00	8
Formal / Educational	NCRI Conference	07/11/2011 08:00	07/11/2011 18:00	3
Work based learning	PhD supervision	03/10/2011 00:00	28/09/2012 00:00	12
Formal / Educational	Policy Perspectives on Academic Research	22/11/2011 09:30	22/11/2011 16:30	7
Formal / Educational	Presentation	27/06/2012 09:00	27/06/2012 11:00	1
Formal / Educational	Presentation	20/06/2012 14:00	20/06/2012 15:30	0.5
Professional activity	Project Management group	29/02/2012 12:00	29/02/2012 13:30	0.5

Professional activity	Project management group	29/08/2012 15:00	29/08/2012 16:30	0.5
Formal / Educational	RSS Glasgow Local Group / YSS meeting	24/01/2012 18:00	24/01/2012 20:00	0.5
Formal / Educational	Scottish School of Public Health Research	08/03/2012 09:00	08/03/2012 13:00	4
Formal / Educational	Stroke Research Network Aphasia and Epilepsy Workshops	12/06/2012 10:30	12/06/2012 16:30	2
Formal / Educational	Training update in Good Clinical Practice	27/09/2012 09:30	27/09/2012 12:30	2
Professional activity	Trial steering committee	11/10/2011 10:00	11/10/2011 12:00	1
Professional activity	Trial Steering Committee	14/02/2012 11:00	14/02/2012 15:00	2
Professional activity	Trial Steering Committee	28/02/2012 13:30	28/02/2012 15:30	1
Professional activity	Trial Steering Committee	27/04/2012 13:00	27/04/2012 15:00	1
Formal / Educational	UK Clinical Trials Methodology Conference	04/10/2011 10:30	05/10/2011 16:30	4
Formal / Educational	Webinar	19/04/2012 16:00	19/04/2012 17:00	1
Formal / Educational	Workshop	08/05/2012 10:00	08/05/2012 16:00	2
				110

BENEFITS GAINED REPORT				
Title	Learning Hours	Activity Description	Benefit to Practice	Benefit to Users
Conference	8	Attended International Society for Clinical Biostatistics	Increased awareness of current methodological developments in biostatistics	Ability to apply current best methodological practice to user research questions
Data monitoring committee	0.5	[redacted] clinical trial data monitoring committee	Building experience of making recommendations during an ongoing clinical trial	Greater insights available to inform future recommendations provided
Department seminar	0.5	Title "Engaging data" Speaker [redacted], Public Health Registrar, NHS [redacted] Using examples from the world of information design this talk explores how we can use visual evidence to communicate more effectively with our audiences. Title "Machine Learning for Statistical Genetics and Genetic Epidemiology" Speaker [redacted]	Learning of novel ways in which to present data	Improvements to data presentation in our research reports
Department seminar	0.5	Title "Retinal vessel morphology traits as a tool in microvascular research: phenotyping process and genetic analysis" Speaker [redacted] Title "Is telehealth an effective way of managing hard to control blood pressure?" Speaker [redacted]	Broadening research experience from academic seminars on topics outside my immediate area of work	Bringing breadth as well as depth of experience to consultancies I undertake

Department seminar	1	Speaker: Associate Professor Anthony Shakeshaft, National Drug and Alcohol Research Centre (NDARC), University of NSW, Sydney Title: "A seven year cluster RCT to evaluate the cost-benefit of community action in reducing alcohol consumption and harm: what have we learned about prevention and treatment?"	Learning how multiple methods of implementation can be used in a public health research programme with a single objective	Awareness of how we might translate the approaches used in this Australian study to our own cluster randomised trials.
Department seminar	0.5	Title: 'Understanding and assessing research impact' [redacted]	Introduction to the topic of knowledge exchange	Applying the skills gained to increase the impact of research collaborations in which I am involved.
[redacted] training	1	Training in use of the [redacted] student record system, [redacted]	Effective supervision of PhD students	Students receive effective communication and record-keeping
Influencing Skills course	11	Series of sessions to introduce and practice a range of influencing skills	Provided a more strategic approach to meetings and interactions with colleagues, by allowing me to identify what I and other parties require from the meeting and by giving me the skills needed to achieve those goals.	They will find that I am better able to make progress towards the goals on our projects.
Managing analyst team	10	Managing a team of three analysts through regular group meetings and delegation of project work	Applying in practice some of the skills developed in the Introduction to Management training I have received	By establishing the regular team meetings the analysts now have a forum for exchange of ideas and brainstorming to solve problems that arise during project work
Manuscript review	0.5	Stroke journal article peer review	Building on experience of providing constructive peer review of manuscripts	Helping to improve the scientific quality of the final publication
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Manuscript review	0.5	Cerebrovascular Diseases manuscript	Building on experience of providing constructive peer review of manuscripts	Helping to improve the scientific quality of the final publication.

Manuscript review	0.5	Review of manuscript for Stroke journal	Growing experience of providing constructive and relevant critical review of papers	Receipt of review comments which help improve manuscript scientific quality
Manuscript review	0.5	Review of manuscript for Stroke journal	Building experience of providing constructive critical appraisal of manuscripts	Receipt of review comments which help improve manuscript scientific quality
MHRA [redacted] Expert Advisory Group	3		Building awareness of trial design and methodology issues that arise in clinical trials of therapeutic interventions that apply novel scientific methodology.	Increasing the breadth of my experience in clinical trials, thus allowing me to provide colleagues with advice on a broader range of clinical trials questions
MHRA [redacted] Expert Advisory Group	3		Building awareness of trial design and methodology issues that arise in clinical trials of therapeutic interventions that apply novel scientific methodology.	Increasing the breadth of my experience in clinical trials, thus allowing me to provide colleagues with advice on a broader range of clinical trials questions
MHRA [redacted] Expert Advisory Group	2		Building awareness of trial design and methodology issues that arise in clinical trials of therapeutic interventions that apply novel scientific methodology.	Increasing the breadth of my experience in clinical trials, thus allowing me to provide colleagues with advice on a broader range of clinical trials questions.
MHRA [redacted] Expert Advisory Group	2	Advisory panel to the Commission on Human Medicines, providing advice on planned or ongoing clinical trials [redacted]	Building awareness of trial design and methodology issues that arise in clinical trials of therapeutic interventions that apply novel scientific methodology.	Increasing the breadth of my experience in clinical trials, thus allowing me to provide colleagues with advice on a broader range of clinical trials questions.
Microsoft Office 2010 training	1.5	Training in newly installed MS Office software	Efficient use of MS Office software	Improved presentation in reports
MRC HTMR Annual Meeting	3	Annual conference of MRC Network of Hubs for Trials Methodology Research	Learning about new areas of trials methodology research (e.g. personalised medicine); networking with colleagues from around the UK.	Able to pass on the knowledge gained to members of my team.
MRC Hub Network workshop	6	Workshop on treatment switches	Excellent introduction to a topic with which I was unfamiliar	Applying the techniques learned to suitable clinical trials within our unit's portfolio.

MRC Strategic Skills Fellowship Panel	1	Reviewing fellowship applications prior to shortlisting meeting	Gaining experience of peer review of fellowship applications	Better able to guide colleagues on the features of a successful fellowship application.
MRC Strategic Skills Fellowship Panel	8	Member of interviewing panel for MRC Strategic Skills Fellowships	Gaining insights into effective questioning to identify the candidates with the potential to be "research leaders of the future", a specific aim of the fellowship programme	Transferrable skills in interviewing with which I can contribute to recruitment of staff and research students to our department.
NCRI Conference	3	Presentation at early phase trial design workshop	Practice at presenting technical concepts to an audience from a mixture of disciplines	Improved methods of conveying technical ideas in lay terms
PhD supervision	12	Supervision of PhD students in lead supervisor and co-supervisor roles	Continuing to develop supervisory skill through experience of supervising a range of students	Students receive the supervision they require to develop and fulfil the potential of their research skills
Policy Perspectives on Academic Research	7	Course on engaging with policy-makers	This covered a topic which was completely unfamiliar to me and highly relevant in relation to the health services research we do which is intended to shape policy	Apply skills learned to health services research unit projects, to maximise the impact and relevance of the research we do
Presentation	1	Talk on Dose Escalation Trial Designs as part of a Translational Pharmacology Course	Informing researchers from a broad range of backgrounds about important clinical trials methodology concepts, building contacts for potential future research collaborations	Provided with the information required to run more efficient dose finding studies
Presentation	0.5	Talk to Stroke Research Group entitled [redacted]	Making contact with potential collaborators on future research projects in the area of [redacted]	Increased awareness of the methodology issues in the evaluation of surrogate outcomes.
Project Management Group	0.5	Mediterranean Diet and Allergy Study group meeting	Experience of challenges faced in implementing a research study within a routine healthcare setting.	This experience can be applied to other health services research studies
Project management group	0.5		Practical experience of management on a challenging project	Experience can be brought to other health services research projects facing similar challenges

RSS Glasgow Local Group / YSS meeting	0.5	Multilevel Modelling Event Event jointly organised between the Royal Statistical Society Young Statistician Section (local group event) and the AQMeN Glasgow Social Statistics Group Dr Catherine Stewart will provide a brief overview of multilevel modelling. This will be followed by a presentation by Dr Linsay Gray on an application to spatial variations in adult BMI in the assessment of adolescent BMI and psychological well-being associations. Event Details: Date: Tuesday 24th January 2012 Location: Room 203, Department of Mathematics and Statistics, University of Glasgow, 15 University Gardens, Glasgow, G12 8QW Time: 6pm-7.15pm followed by a wine reception from 7.15pm in the Department Common Room Theme: Multilevel modelling Title: Accounting for spatial variations in adult BMI in the assessment of adolescent BMI and psychological well-being associations: a multilevel analysis Speakers: Dr Catherine Stewart and Dr Linsay Gray, Measuring Health team, MRC Social and Public Health Sciences Unit, Glasgow	Review of multilevel and spatial modelling, topics of importance in my health services research work	Improved ability to apply these methods in practice

Scottish School of Public Health Research	4	Launch meeting	Gained an effective overview of the main themes of public health research in Scotland.	Greater knowledge of potential uses for record linkage in public health research.
Stroke Research Network Aphasia and Epilepsy Workshops	2	Workshop including patients and healthcare professionals to generate research ideas for implementation within the NIHR Stroke Research Network	Maintaining a network of contacts in the NIHR Stroke Research Network; increasing experience of providing consultancy of clinical trials methodology in this context.	As a result I have experience of addressing a wider range of research questions which will benefit future consultancy advice to colleagues.
Training update in Good Clinical Practice	2		Maintain current knowledge of legal and regulatory framework for clinical trials research	Required level of training, accepted by regulators and ethics committees, to allow me to work on clinical trials
Trial steering committee	1	[redacted] trial steering committee, independent statistician	Building experience as independent statistician on trials steering committee	Improving the recommendations I give to guide other trials in which our unit is involved
Trial Steering Committee	2	[redacted] trial steering committee 1	Gaining experience as independent statistician on trial steering committee, in the unusual context of a non-randomised trial	Applying experience to other trials which I am involved in leading the statistical work or methodological development.
Trial Steering Committee	1	[redacted] trial steering committee	Gaining experience as independent statistician on a trial steering committee	As a result I am able to give more effective guidance to other clinical trials in which I am involved
Trial Steering Committee	1	[redacted] trial steering committee	Building experience as an independent statistician member of a trial steering committee, which is a relative new activity for me.	Better able to provide guidance on trials which we are running within the unit and on other trials as an independent steering committee member.
UK Clinical Trials Methodology Conference	4		Unique networking opportunity to be part of the first ever UK trials methodology conference. Develop understanding of technical concepts from presentations given.	Improving awareness of the main current themes of research in trials methodology, enabling best practice to be implemented in trials in which I am involved.

Webinar	1		Gained information on specific statistical methods that may be applied in central statistical monitoring of clinical trials.	Ability to apply the above methods to trials which are being run by our unit.
Workshop	2	MRC Network of Hubs for Trials Methodology Research Adaptive Designs Working Group	This was an opportunity to network with leading researchers in adaptive design from around the UK.	I was able to invite one of the attendees to be a member of the independent data monitoring committee of an adaptive design trial which we are running locally.
TOTAL	110			

Chartered Scientist CPD Revalidation Form
[For use by Royal Statistical Society]

Name:	[redacted]
RSS Membership No:	[redacted]
Email address:	[redacted]

This form is provided for you to assess your CPD activities over the 12 month period October 2011 to September 2012 inclusive and demonstrate that you meet the CPD standards for CSci revalidation.

General guidance on the revalidation process can be found on the CSci website at http://www.charteredscientist.org/about-csci/cpd-standards

Specific guidance for the revalidation of Chartered Scientists registered through the Royal Statistical Society can be found at www.rss.org.uk/csci_revalidation .

SECTION 1: Career Status & Job Role

Provide a brief summary of your career status and job role during the 12 month period (October 2011 to September 2012). Provide sufficient detail to give an understanding of the scope of your role and the skills and knowledge required to fulfil the role. This will enable the relevance of your CPD activities to your current job role and future career progression to be understood.
It is recommended that your summary is between 100 and 250 words.

During the past year I have continued in the role I have held since [redacted] 2010, as Associate Director (Statistics) of the [redacted] for Trials Methodology Research. I also have responsibility for leading the statistical work of the Health Services Research Unit. The methodology work involves collaborating with colleagues locally and nationally to develop research proposals which aim to improve clinical trials methodology (including the design and statistical analysis methods applied in trials). The Health Services Research Unit role again involves working collaboratively; seeking funding to support health services research clinical trials and observational studies. I manage a small team of statisticians and health economists in order to deliver funded projects. The role involves a detailed understanding of clinical trials methodology and the statistical methods used in analysing data from clinical trials and observational medical research studies, as well as familiarity with the legal and regulatory framework. Working as part of a team and ability to manage time and projects efficiently are important aspects of my role.

SECTION 2: Summary of CPD activities & the RSS CPD Policy

Have you used the RSS online CPD system to record your individual CPD activities over the 12 month period October 2011 to September 2012? **Yes** ✔ **No** ☐
(tick one box)

If **Yes**, you can leave this section blank and go to Section 3.

If **No**, please complete this Section.

The information that is required in this Section is:

a) The nature of the system you have used to record your CPD (e.g. employer's system, self-created spreadsheet, etc).
b) Information to supplement your summary of CPD activities.

Separate to this document you will be required to provide a copy of the summary of CPD activities from the system you have used. This summary may not provide all the information necessary to confirm that you have satisfied the requirements of the RSS CPD Policy (go to www.rss.org.uk/cpd for details). In this section provide any additional information that may be required to supplement your summary. For example, it may be necessary to clarify that you have carried out activities in at least 3 of the 5 categories of activity described in the RSS CPD Policy and/or that you have undertaken at least 60 learning hours.

a) CPD system used :

b) Additional information necessary to confirm compliance with RSS CPD Policy :

If information on categorisation of activities and/or learning hours is not included in your summary of CPD activities, please additionally provide
(i) a mapping of activities in your summary to categories, and
(ii) complete the following table:

Category of activity	**Total number of learning hours for activities in category**
Work based learning	
Professional activity	
Formal/educational	
Self-directed learning	
Other	
TOTAL	

SECTION 3: Reflection on benefit to professional practice

Please provide examples of specific skills and/or knowledge that you have developed through your CPD activities and explain how these have contributed to the quality of your professional practice and service delivery.

Those of you who have used the RSS online CPD system to record your activities will have commented on how each individual activity has benefited your practice. The purpose of this Section is for you to reflect on how, in combination, the programme of CPD activities you have undertaken in the 12 month period have maintained or enhanced your professional skills and knowledge in order for you to fulfil the requirements of your job role or progress your career.

It is recommended that your summary is between 100 and 250 words.

As I continue to grow into this leadership position, a key element of my CPD has been to develop the skills required to perform the role effectively. The formal training courses in *Influencing Skills* and *Policy Perspectives on Academic Research* have respectively given me a better understanding of how to lead research locally and to link it with priorities of policymakers nationally.

Another requirement of my role is to be knowledgeable of current best practice in clinical trials methodology. Relevant CPD activities include my attendance at the *International Society for Clinical Biostatistics* and *UK Clinical Trials Methodology* conferences, attendance at workshops and the annual meeting of the *MRC Network of Hubs for Trials Methodology Research*, and attendance at several departmental seminars. My *Good Clinical Practice* training update has ensured that my knowledge of clinical trials regulations is recognised by regulatory authorities.

A final aspect of my role which is developing is to contribute to the wider community of statisticians providing professional academic support to medical research. This is exemplified in my *Manuscript reviews* for peer-reviewed journals, my involvement as independent statistician on clinical trial *Data monitoring committees* and *Trial steering committees* and my membership of the *MRC Strategic Skills Fellowships Panel* and the *MHRA* [redacted] *Expert Advisory Group*.

SECTION 4: Reflection on benefit to users of your service

Please provide examples of how your CPD activity has benefited the users of your work (e.g. employers, clients, colleagues, students, etc).

Those of you who have used the RSS online CPD system to record your activities will have commented on how each activity has benefited users of your service. The purpose of this Section is for you to reflect on how, in combination, the programme of CPD activities you have undertaken in the 12 month period have enabled you to better deliver to users of your service (e.g. complete projects, give advice to clients, make decisions, manage your group, supervise colleagues, teach students, etc.)

It is recommended that your summary is between 100 and 250 words.

Much of my role is as a collaborator in multi-disciplinary research groups undertaking clinical trials work. Within such groups I take responsibility for the clinical trials methodology and statistical aspects of the research. My CPD activities which build knowledge and experience in these areas (attendance at conferences, workshops and seminars; involvement in the professional community of clinical trialists through trial data monitoring and steering committees) therefore benefit colleagues within these research groups as the CPD enables me to give improved support to the development of their clinical trials. Researchers are also required by regulatory authorities and ethics committees to have a suitably qualified (with up to date Good Clinical Practice training) professionally active statistician as part of the clinical trial team.

Maintaining knowledge of current best practice in clinical trials methodology also enables me to be an effective manager of a team of statisticians and health economists, as more junior colleagues are able to trust my judgement and decision-making.

My CPD has benefitted my employer: my provision of valid clinical trials methodology within funding applications has contributed to a number of substantial grants being awarded to the institution in which I work.

SECTION 5: Summary of supporting evidence that is available, and can be provided on request.

Only complete this Section if you are included in the Audit.
Otherwise go to Section 6.

Please provide a list of documents that you hold in your CPD portfolio and that provide evidence of the CPD activities undertaken. It is not expected that you will have documents for all activities (particularly the more 'informal' activities), but it is expected that most of the key activities will have such documentary evidence.

We would normally expect documents to be listed covering between 4 and 8 key activities.

There is no need to provide the actual documents, unless requested to do so by the panel of assessors undertaking the Audit process.

Activity title or brief description	**Evidence of activity (e.g. certificates of attendance, course material, reports, research papers)**
International Society for Clinical Biostatistics conference	Certificate of attendance, conference programme and book of abstracts
Influencing Skills course	Course notes
Training update in Good Clinical Practice	Certificate of attendance, course notes
Policy Perspectives on Academic Research course	Course programme, notes
IDDI Webinar on Central Statistical Monitoring of Clinical Trials	Online access to recording of webinar
UK Clinical Trials Methodology Conference	Conference programme
UK Stroke Research Network Aphasia Workshop	Agenda and workshop papers
UK Stroke Research Network Epilepsy Workshop	Agenda and workshop papers

Section 6: Declaration

This Section is to be completed by all CSci registrants.

I hereby agree that the information given is correct and supports my wish to revalidate as a Chartered Scientist (CSci).

Please tick the box below to indicate your agreement to the declaration.

I agree to the declaration ✔

Print name: [redacted]

Date: **8th November 2012**