

**FIEH**



## **CONTINUING PROFESSIONAL DEVELOPMENT POLICY & YOUR REGISTRATION**



2020

## Acronyms

EHO	Environmental Health Officer
EHOs	Environmental Health Officers
EH	Environmental Health
CPD	Continuous Professional Development
FIEH	Fiji Institute of Environmental Health
NGO	Non-Government Organization

## Principles of continuing professional development

The purpose of continuing professional development (CPD) is to help improve the health, safety and quality of environmental and public health services provided to the public.

### Responsibility for personal learning

As an Environmental Health Practitioner, you are responsible for identifying your CPD needs, planning how those needs should be addressed and undertaking CPD that will support your professional development and practice.

### Reflection

Good Environmental Health Practice requires you to reflect regularly on your standards of practice.

### Scope of practice

You must continue to be competent and up to date in all key areas of your practice.

### Individual and team learning

Your CPD activities should aim to maintain and improve the standards of your own practice and also those of any teams or work colleagues in which you work.

### Identification of needs

Your CPD activities should be shaped by assessments of both your professional needs and the needs of the service and the people who use it.

### Outcomes

You must reflect on what you have learnt through your CPD and record any impact (or expected future impact) on your performance and practice.

## Summary

### What is CPD?

CPD is the way in which *Environmental Health* registrants continue to learn and develop throughout the profession so they keep their skills and knowledge up to date and are able to practise safely and effectively.

CPD is not just formal courses. A CPD activity is any activity from which you learn and develop.

This might include the following.

#### Work-based learning

For example, reflecting on experiences at work, considering feedbacks from clients or general public or being a member of a committee.

#### Professional activity

For example, being involved in a professional body or giving a presentation at a conference.

#### Formal education

For example, going on formal courses or carrying out research.

– Self-directed learning. For example, reading articles or books.

## Benefits of CPD

- Allows you to extend the depth of your knowledge and understanding into related and new fields that will benefit your current role as an EH Practitioner.
- Ensures that you maintain, develop and enhance the knowledge, understanding and skills you need to deliver a professional service to your customers, clients and those you engage with in a professional capacity.
- Guarantees your capabilities keep pace with the current standards of others in the same field and hopefully advance and progress further thus allowing you to become an asset to your organisation.
- Certifies that you and your knowledge stay relevant and up to date at all times on current industry affairs. You are more aware of the changing disease trends and strategic directions in your profession and are comfortable discussing current health issues.
- It delivers a deeper understanding of what it means to be a professional, along with a greater appreciation of the implications and impacts of your work.
- It provides the opportunity to engage and learn from others in your specialist field by interaction and

idea sharing at events, by attending courses and online discussions.

- Allows you to enhance and fine tune existing skills, develop new ones and also helps you fill knowledge and skills gaps.
- Recognized by other professional membership bodies and organisations and will assist you in building your reputation for all the right reasons.

Today CPD is viewed by many employers as one of the most important aspects of an individual's career and should be taken very seriously.

## CPD and registration

- CPD is the way in which you continue to learn and develop throughout your Environmental Health career so you keep your skills and knowledge up to date and are able to practise safely and effectively.
- CPD is not only formal courses but any activity from which you learn and develop.
- CPD is a requirement of your Allied Health registration, so you need to meet the CPD standards to stay registered and able to practice.

## Meeting the CPD standards

You need to do the following.

- Carry out regular CPD and keep a record of what you do in the way that is most convenient for you.
- Carry out different kinds of learning activities.
- Think about how your CPD might improve your Environmental Health practice and benefit your service users.

## Background

The *Allied Health Practitioners Act* was enacted in 2011 to regulate the practice of members of the Fiji Allied Health Practitioners Society, which constitutes of the Fiji Medical Laboratory Technologists Association, the Fiji Institute of Nutrition and Dietetics, Fiji Physiotherapy Association, and the Fiji Institute of Environmental Health.

It has been made a statutory obligation, under the *Allied Health Practitioners Decree*, that each EHO and EH Students shall apply for registration and licensing to ensure the competency and adherence to ethical Environmental Health practices who provide Environmental Health Services

Therefore, the premise for this policy is to guide the assessment of EHOs using the CPD process and approaches being adopted by the Institution. Subsequently, the outcome of the CPD process will facilitate the consideration of FIEH members as being competent and supportive of lifelong professional development as required under the *Allied Health Practitioners Decree 2011*.

## Fiji Institute of Environmental Health

The Fiji Institute of Environmental Health (FIEH) was established in 1994 as a professional organization, which advocates for environmental health issues and represents the interests of all environmental health practitioners in Fiji.

Membership to the FIEH includes EHOs in Rural Local Authorities under the Ministry of Health, EHOs in Municipal Councils, EH practitioners who are specialists in corporate and private organizations and NGOs, academic institutions, EH Consultants and Retirees who have been Honorary or Associate members of the institute.

FIEH is committed to the professional development of its members and the enhancement of environmental health standards and quality health services in Fiji, through advocacy, training and leadership.

***Vision***

To lead and inspire the delivery of a safe natural, social and built environment that is safe and healthier through enhanced environmental health practice standards

***Mission***

To achieve excellence in the promotion of public health, sustainable development, and climate change solutions, through strong advocacy on professional Environmental Health practice and maintaining high quality standards of training and be the voice of the profession to support environmental health gains.

**Defining Continuing Professional Development**

Continuing Professional Development (CPD) is defined as 'A systematic and planned approach to the maintenance, enhancement and development of knowledge, skills and expertise that continues throughout a professional's career and is to the mutual benefit of the individual, the employer, the professional body and society as a whole<sup>1</sup>'.

The competence of members is vital to the continued development and standing of the environmental health profession. Each member of the FIEH has a personal responsibility to maintain his/her professional competence to the collective benefit of all members. Similarly, the FIEH has both a duty, and a responsibility, to invest resources in assisting members to meet their commitment.

***Eligibility***

To be eligible to participate in the FIEH CPD system, a Registrant must be a member of the Fiji Institute of Environmental Health and must have maintained their membership for the 1 year period that their CPD log relates to.

***CPD Scheme***

The CPD scheme operates over a **one (1) year period beginning on 1 August of any year**. Registrants are required to earn a total of 50 CPD points.

CPD points can be earned by undertaking a range of CPD activities including attendance at conferences, seminars and training courses, involvement in the management activities of FIEH or other professional bodies, post-graduate studies, publication or presentation of papers or other activities agreed to in writing by FIEH.

The CPD point allocation, while encouraging active involvement in professional development activities, peer-review (through publication and presentation of research/ practice initiatives) and participation in professional activities, also recognizes that professional development/training can be undertaken in a wide range of areas including technical and management topics, and personal development activities.

The policy is also designed to allow for successful participation by those registrants who may have limited access to conferences/training courses due to geographical locations or employer restrictions.

CPD Activity	Points
<b>A. Professional activity : Conferences/Seminars/Training</b>	
1. Participant or Presenter at Conferences (National, International, Regional)	3 per day Max 20 p.a.
2. Participant or Presenter at Seminars/Courses/Technical Meetings	3 per day Max 20 p.a.
3. Participant at Webinars, online training and other online professional development programs by FIEH	1 per day Max 15 p.a.
4. Participant or Presenter at Conferences conducted by other professional organizations	3 per day Max 15 p.a.
5. Presenter or Representative at Seminars/Courses/Technical Meetings conducted by other professional organizations, endorsed by FIEH	3 per day Max 15 p.a.
6. Webinars, online training and other online professional development programs by other professional organizations	1 per day Max 10 p.a.
7. Meeting the objectives of the:- Environmental health training/short courses conducted in-house by employer or other organization (e.g. environmental monitoring procedures)	3 per day Max 9 p.a.
8. Other training/short courses conducted in-house by employer or other organization (e.g. report writing, budgeting, stress management, business management)	1 per day Max 10 p.a.

CPD Activity	CPD Points
<b>B. Formal education - Academic Courses (Non full-time Students)</b>	
1. Masters studies in a field relevant to Environmental Health OR courses undertaken leading up to a Master Degree relevant to EH. [in the current year of assessment]	12.5 per course/subject Max 40 p.a.
2. A Postgraduate Diploma Certificate relevant to Environmental Health [in the current year of assessment]	10.5 per qualification Max 30 p.a.
3. A Postgraduate Certificate relevant to Environmental Health [current year of assessment]	7.5 per qualification Max 15 p.a.
4. A Bachelors of EH Bridging [current year of assessment]	10 points
5. An additional Bachelor's degree relevant to Environmental Health [ e.g. Law] in the current year of assessment	8 points
6. An additional Diploma relevant to Environmental Health [e.g OHS] in the current year of assessment	6 points
7. An additional Certificate relevant to Environmental Health [e.g. HSM/HPM] in the current year of assessment	5 points
<b>C. Work-based learning - Research</b>	
1. Research not included in B. (to be verified by supervisor)	1 per day Max 30 p.a.
2. Approved research proposal by FHREC	5 points per proposal Max 20 p.a
3. Approved funding proposal for community health projects by donors [DFAT,NZAID,WHO etc] [for Team or Applicant]	5 per proposal Max: 20 p.a
4. Completed Health Projects which were facilitated by EHOs (to be verified by supervisor)	3points Max: 20 p.a

## D. Professional and Technical Committees

1. National, Divisional, District/Municipal Professional or Technical Committees	5 per day Max 10 p.a.
2. Government Committees and other professional committee representation/involvement	1 per day Max 10 p.a.
3. Organise and facilitation of Primary Health Care and Healthy Islands seminar	10pts Max of 30 p.a
4. Attendance and presenting at Provincial meetings	5points Max of 10 p.a
5. Attendance and presenting at District and Tikina meetings	3 points/meeting Max 12 p.a
6. School Visits and part of the Health outreach Team	3 points per outreach Max 21 p.a
7. Attendance and presenting at Village meetings	3points/meeting Max 15 p.a
8. Compilation of monthly/annual status reports.	2points Max 6 p.a
9. FIEH Executive or FIEH AGM or Regional/International Environmental Health Institute Meetings	1 per hour Max 10 p.a.

## E. Professional and Technical Activities

1. Presentation of an environmental health lecture/paper at a conference	10 per paper (no additional points for repeated presentations) Max 20 p.a.
2. Presentation of a paper/lecture in a non-conference forum, e.g. regional group meeting, TWG meeting, school, university, community event	5 per paper/lecture (no additional points for repeated presentations) Max 15 p.a.
3. Publishing of an environmental health paper in an approved peer-reviewed journal	15 per paper Max 15 p.a.
4. Publishing of an environmental health paper (e.g. case study, paper regarding an environmental health project, etc.) in a non peer-reviewed journal/newsletter (e.g. PH Journal)	5 per paper (no additional points for repeated papers) Max 15 p.a.
5. Active participation in an approved FIEH activity.	5 per hr Max 30 p.a.
6. Filing a PH case in Court in current review year – Prosecuting Officer	5 per case Max 20 p.a
7. Expert witness for a PH Case	5 points Max 20 p.a
8. Investigation Officer for a PH case	3 points Max 20 p.a

Members are required to maintain a record of CPD activities and submit it to the relevant FIEH office at the completion of the year.

CPD activity certification is not required for FIEH activities (e.g. conferences and workshops) which can be verified by FIEH. Certification of other CPD activities may be achieved through the signature of a course organizer, documentation demonstrating completion of a course, university transcripts or other evidence that demonstrates completion of the relevant CPD activity.

For future plans, Registrants may log their CPD activities online in the member area of the FIEH website or in a manual log (attached as appendix 1). The details and CPD points of all FIEH conferences and workshops will automatically be credited to member's online CPD tracker within 4 weeks of the event.

Members must be prepared to provide their CPD log and any documentation/evidence required by FIEH to verify CPD activities during the auditing process.

### **Certification and Awards**

FIEH will award a ***Practicing Certificate*** to those who attain at least 50 CPD points within the relevant 1 year period. The CPD certificate demonstrates the member's commitment to lifelong learning and professional development, and the enhancement of skills and knowledge. **Members must ensure that points earned indicate exposures in at least four of the five categories of professional activities outlined in this CPD framework.**

At the member's request, a letter will also be sent to their employer acknowledging the member's commitment to ongoing professional development and the benefits of such a commitment to their employer and the community.

### **Recognition of other CPD schemes**

FIEH reserves the right to accept certified CPD from other relevant professional bodies (potentially including bodies overseas) in order to ensure consistency between regulators and to keep burdens on registrants to a minimum.

Fiji Institute of Environmental Health (FIEH)

# CONTINUING PROFESSIONAL DEVELOPMENT LOGBOOK

Time Period: \_\_\_\_\_ to \_\_\_\_\_

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