



Continuing Professional Development for Biosafety Professionals

Introduction

Your BSP status commences from the date of written confirmation from ISTR but to maintain your status, you must undertake appropriate professional development activities to maintain and expand your skills and experience.

The ISTR BSP CPD scheme is modelled on that used by IOSH, but all the evidence collected and submitted must be relevant to your role as a BSP and support the importance and value of that item.

Examples:

Attendance on a course on ionising radiation for radiation protection supervisors can only be included if you are supervising the use of ionising radiation in biological applications.

Authorship of a laboratory safety handbook for biological research laboratories can be included. If the handbook covers general laboratory safety then only those sections relating to biological safety can be included.

The scheme

Consistent with IOSH MyCPD, there are three themes against which you can record activities:

1. Keeping up to date with core knowledge and skills
2. Further development of professional knowledge and skills
3. Acquiring transferable management skills

1. Keeping up to date with core knowledge and skills

- Maintaining competence through:
 - Participation in meetings, conferences relating to biosafety
 - Authorship of articles on biosafety
 - Organisation and/or participation in refresher training on biosafety
- Being proactive in promoting improvements in safety culture with respect to work with biological material
- Developing positive health and safety policy with respect to work with biological material
- Developing a biorisk management strategy, for example:
 - Developing a risk assessment and control strategy

- Consideration of human factors (ergonomics)
- Developing monitoring and/or auditing tools or strategy
- Development of emergency response systems

2. Further development of professional knowledge and skills

- Training and education, for example:
 - Carrying out biosafety training
 - Attending training courses relevant to biosafety
 - Mentoring or coaching others in respect to safe work with biological material and/or knowledge development
- Contribution to projects that, for example:
 - Demonstrate an active role in contracted work through ensuring safe working in and design of bio-containment facilities.
 - Relate to systems for accident and incident investigation of events related to work with biological agents
 - Develop and implement work systems and procedures related to biosafety
 - Conduct basic research on biosafety on behalf of the employer
- Contribution to biosafety or biosecurity by, for example:
 - Delivering a paper or lecture on aspects of biosafety at a seminar or conference
 - Developing or delivering biosafety training courses or seminars
 - Working with other professions to provide input into laboratory or equipment design or processes

3. Acquiring transferable management skills

- Acquiring knowledge and skills
 - Learning new training skills, e.g. e-learning, to apply to biosafety
 - Expanding knowledge base to new areas for future application in biosafety

Points awarded

Activities can be recorded against one or more of the three themes, with points being awarded (from 0-3) depending on your assessment of the value of the activity to your development. You can split points between the three themes but you can only award yourself a maximum of 3 points for a single activity. You will need to accrue at least 30 points ideally spread between the three themes and evenly over the 3 year cycle.

IOSH MyCPD

If you are registered with MyCPD, you can use the same examples (and points) for your ISTR BSP CPD. All selected examples, however, must be relevant to your role in as a BSP and/or biosafety generally. If you are registered with another professional scheme, any credits assigned in that scheme that are relevant to biosafety can also be used for both.

If you do not use the IOSH My CPD or any other CPD scheme, you will need to keep your own records of activities (including reflective statements) and points awarded (see section on Procedure).

Reflective statements

When writing your reflective statement, think about:

- your professional objectives in undertaking the activity
- your approach and the reasons for it
- details of your completed activity including, where relevant, the contribution of others
- the results of the activities and the extent to which your objectives were achieved
- an analysis of the strengths and weaknesses of the approach you took, and learning points for the future

explaining how it may, or how you think it may, have an impact upon your future role as a BSP

Procedure

The CPD process is run on a 3 year cycle basis. You need to maintain a record of your CPD activities and submit a report to ISTR, with the first report due 3 years after first registration. The report should comprise a brief summary of your CPD which should be submitted to the ISTR BSP Scheme Administrator as indicated below.

Templates for recording your CPD are available on the ISTR website. If you are submitting examples from your MyCPD records, a print-off with the relevant examples highlighted can be included with the template.

The summary should include:

1. Name of BSP
2. Date of registration as BSP or start of previous three year cycle.
3. Current role in Biosafety
4. The title of the each item included together with the points awarded.

For those not in the IOSH scheme, the form on the ISTR website also provides a template for recording comments and reflection. From time to time ISTR will select a record for more detailed appraisal, in which case ISTR may ask you to submit your full CPD record including reflective statements for the period.

If you are unable to accrue sufficient points in the 3 year cycle because an extended period of absence from work (eg maternity/adoption leave, sick leave), please let the Scheme administrator know. We can stop the clock to take account of your absence and agree a new date for submission of your CPD summary.

CPD summaries should be submitted as follows:

If you were accredited in the months Jan-June, you should submit your summary by the end of June three years after your original accreditation (and every subsequent 3 years).
If you were accredited in the months July-December, you should submit your summary by the end of December three years after your original accreditation (and every subsequent 3 years).

You will receive a first reminder from the Scheme Administrator 8 weeks before your due date, with a second two weeks before the due date. If we do not receive a submission from you by that date, your name will be removed from the register until a CPD summary is

received. You will not receive a reminder that you have missed the deadline but you will be notified if your name is to be removed.

For example, an individual was accredited on 15th March 2013, so needs to submit their first CPD summary by the end of June 2016. They will receive a first reminder in at the beginning of May 2016 and a final reminder two weeks before the due date; if their summary (and fee) is not received by 30th June 2016, their names will be removed from the register.

Fees

There is no annual fee. A fee of £35 is payable to ISTR on submission of your CPD summary. The fee should be submitted to the Scheme Administrator using BACs (with a reference CPD) or by cheque made payable to ISTR.