

Recommendations for records of continuing professional development (CPD)



Summary

Professional development should be considered as a continuous process, from the initial modular training, to a period of working under supervision until such time as competence is demonstrated. Individuals shall maintain competence and acquire new competences through a process of continuing education (Continuing Professional Development – CPD). This process shall be overseen by the person responsible for ensuring that staff are adequately educated, competent and continuously trained as identified in Article 24(1)(c) of Directive 2010/63/EU*. This requirement is intended to ensure that all those involved in the use and care of animals remain competent and up-to date on new developments in the field. The CPD should be annotated in a verified record, a CPD record. To promote consistency, ETPLAS suggests the use of a common CPD record template.

Annex: ETPLAS CPD record templates

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The Directive [ref. 1] requires that the member states shall ensure, through authorization or by other means, that the *minimum requirements with regard to education and training and the requirements for obtaining, maintaining and demonstrating requisite competence of persons using animals for scientific purposes* are fulfilled (paragraph 2, Article 23). Article 24 (1c) stipulates further that: staff should be.... *continuously trained and ... supervised until they have demonstrated the requisite competence.*

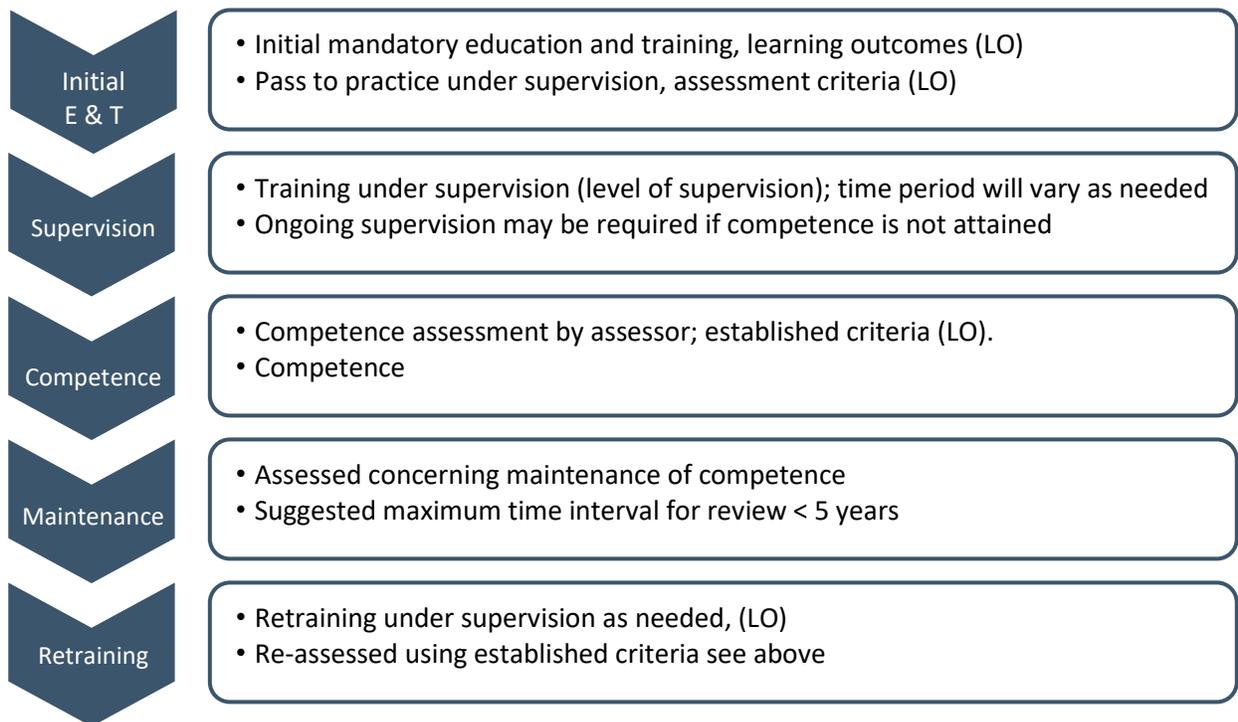
Training is a continuous, lifelong, process; from the initial modular training; to a period of working under supervision until such time as competence is achieved; followed by an ongoing period where competence is maintained and new competences are obtained. This to be

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achieved through a process of continuing education (Continuing Professional Development – CPD) [ref. 2].

As described in the endorsed working document [Ref. 2] verified records of all basic education and training, and of continuing professional development (CPD) should be kept by all persons using and/or caring for animals used in research. Records should be detailed down to the procedure level and be species specific. These should identify the level of supervision required, attainment of initial competence as well as the level of competence, where relevant, to allow the person to supervise and train others [Ref. 3]. A common approach in the way training and attained competences are recorded may facilitate transferal of CPD records between establishments within EU and thereby mobility of personnel.



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CPD should commence when a person starts working with animals and continue throughout their working career. The CPD shall be overseen by the person responsible for ensuring that personnel are educated and trained at the work place [Ref. 1] and this would be an appropriate officer to verify and sign entries in the CPD record [Ref. 2]. In practical terms, particularly in large institutions, this person is likely to have oversight of a large number of individuals who contribute to training, supervision and CPD. It is important that the qualifications of the assessor(s) are made available to promote mutual recognition and thereby facilitate staff mobility.

A CPD scheme should cover both cognitive and behavioural domains of competence (i.e. theoretical and practical education and training, wherever appropriate).

The initial phase of education and training should be the entry-point of a CPD record where subsequent events of training, assessments, acquiring of competence and knowledge (e.g. by participating at relevant meetings, courses) and continuous training follow as distinct signed entries. Likewise, increase of different skills such as adding new species-specific skills and competences should go into the CPD record as they are acquired during continuing professional development [Refs 2-4]. When appropriate, exemptions from modular education and training based on previous training and expertise should be annotated and made clear (for example standard exemption criteria which apply) in the CPD records [Ref. 2].

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ETPLAS recommends that the CPD record is structured into sections (I to IV) to provide an easy overview. Sections of a CPD record should include:

I	II	III	IV
<ul style="list-style-type: none"> • Knowledge/cognitive level: Basic <i>education</i> (LAS courses) and where this is combined with initial training of skills, it would be <i>education and training</i> (courses) (articles 23 (2)(a-d), 24 (1)(a-c), 25, 38 and 40(2)(b)) • Behavior and attitude; assessed during training. • Level of supervision required/achieved • Competence record(s) • Maintenance of competence 	<ul style="list-style-type: none"> • Other relevant course(s) • LAS research activities • Recognition of a 3Rs initiative or 3Rs award 	<ul style="list-style-type: none"> • Intramural (Institutional) CPD program 	<ul style="list-style-type: none"> • Attendance at a LAS or 3Rs meeting /conference • Peer review • Presentation of work at a LAS event • Poster presentation in LAS or related relevant topics • Relevant publications • Relevant teaching • Professional (society committees, ethical reviews, working or expert groups, etc.)

The requirement for verification of CPD records will vary depending on national or local provisions. To facilitate recognition/acceptance in-between establishments and EU member states, the CPD record should be verified and managed in an accountable manner to facilitate transfer of records and, thus, promote mobility of staff.

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CPD programs are commonly based on awarding credits and ETPLAS considers it would be advantageous if a common standard for credits could be established across EU to facilitate mobility. Since no common EU standard currently exists national regulations for CPD credits in LAS apply along with recommendations from other organizations like FELASA which can serve as a guide [Ref. 5].

References

1. European Directive 2010/63/EU on the Protection of Animals Used for Scientific Purposes.
2. European Commission Working Document on the Development of a Common Education and Training Framework to Fulfil the Requirements under the Directive 2010/60/EU on the Protection of Animals Used for Scientific Purposes. Brussels, 19-20 February 2014.
3. Guidelines for Training, supervision and assessment of skills and competence, ETPLAS 2018.
4. Lifelong Learning. Continued Professional Development (CPD). Royal College Veterinary Surgeons, UK.
5. Guidelines for Continuing Education for Persons Involved in Animal Experiments – Recommendations of the FELASA Working Group. 2010.

Links to other proposals for CPD records

[LASA “Guiding Principles for Supervision and Assessment of Competence as required under EU and UK Legislation \(LASA 2016\)](#)

[Lifelong learning - Continuing Professional Development \(CPD\)](#)

[FELASA Guidelines for continuing education for persons involved in animal experiments \(2010\)](#)



I. Record of LAS courses attended				
Course	Date passed	Course provider	Accreditation/Approval body	Signature (function)*

* the standing of the officer signing the entry must be indicated (eg. NTCO, trainer, assessor)

II. Complementary courses				
Course	Date passed	Course provider	Accreditation/Approval body	Signature (function)*

* the standing of the officer signing the entry must be indicated (eg. NTCO, trainer, assessor)

III. Intramural (Institutional) CPD programme				
Programme description	N/A	N/A	Date	Signature (function)*

* the standing of the officer signing the entry must be indicated (eg. NTCO, trainer, assessor)

IV. Other CPD activities					
Type	Date(s)	Organiser/Sponsor /Journal/etc.	Holders role/contribution	Date	Signature (function)*

* the standing of the officer signing the entry must be indicated (eg. NTCO, trainer, assessor)