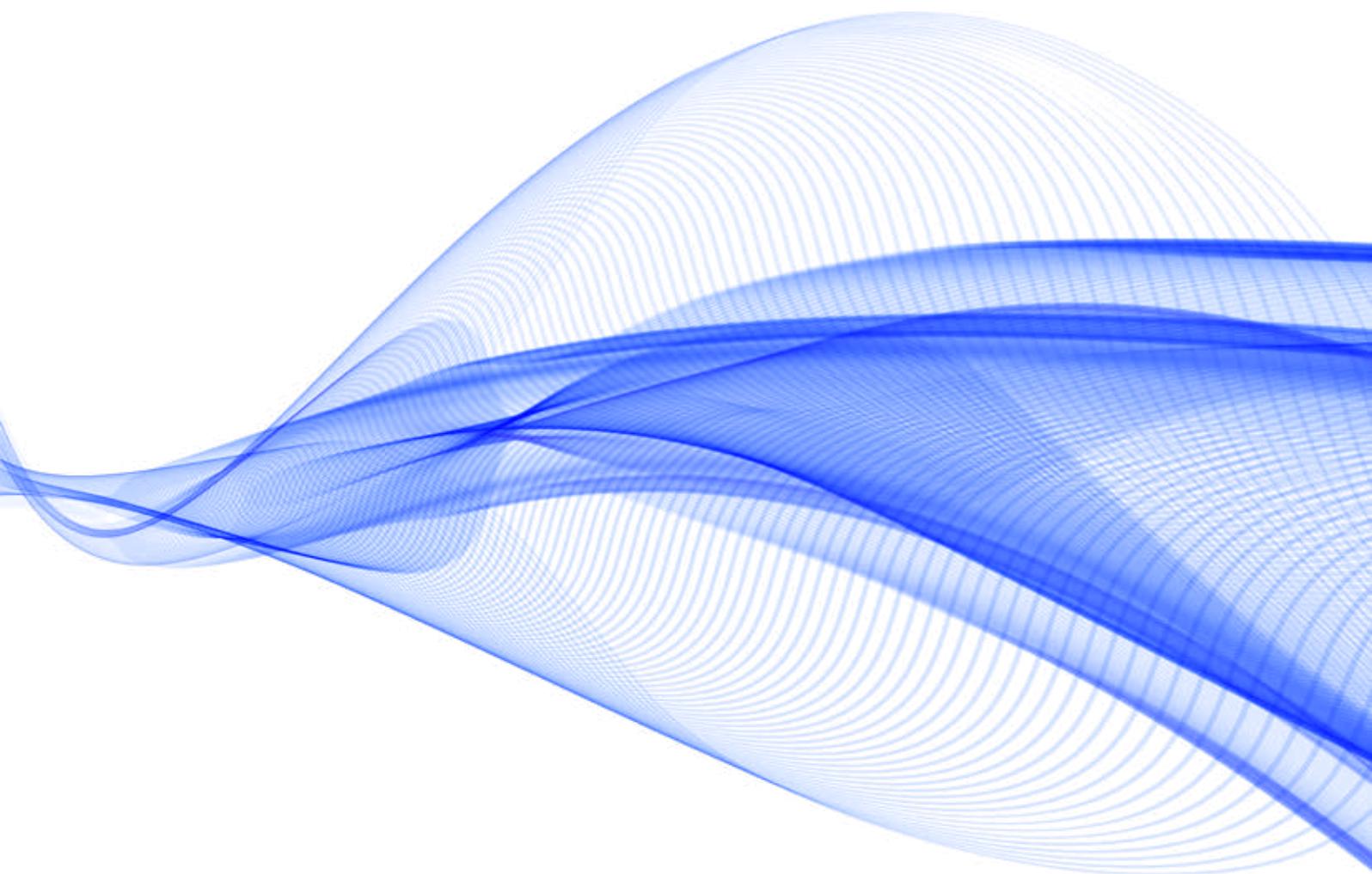


ANNUAL RE-REGISTRATION

COLLEGE DOCUMENTS



The College of Clinical Perfusion Scientists of Great Britain and Ireland



The College of Clinical Perfusion Scientists of Great Britain and Ireland

ANNUAL REGISTRATION AND CONTINUOUS PROFESSIONAL DEVELOPMENT

Purpose and Procedure

In the interest of best practice and patient safety, Clinical Perfusion Scientists are required to update and report their professional activity. The profession is bound by the following government directives, and the process of annual registration is fully endorsed and validated by the Guide to Good Practice in Perfusion. Department of Health, Gateway reference 10286 22nd July 2009

"The NHS Executive directive of December 1999 states that "Employers are asked to ensure that the employment of Clinical Perfusionists is limited to those practitioners who are accredited by the Society of Perfusionists of GB and Ireland and the College of Perfusionists or who are registered with them as trainees."

and

The Chief Scientific Officer, (DoH) letter of May 2007 states that "it is important that the infrastructure supporting registration arrangements remains in place and that practitioners continue to be held on voluntary registers in the interests of public protection."

Annual registration is designed to ensure that accredited and/or registered Clinical Perfusion Scientists continue to meet minimum standards of adequate and current knowledge in the field. The following section outlines the procedure by which annual registration is maintained.

Each accredited and/or registered Clinical Perfusion Scientist must acquire 135 registration points in a three-year period. These points are made up from one hundred and twenty (120) points for clinical activity and fifteen (15) points for academic activity.

A clinical activity report must be submitted every year demonstrating forty (40) clinical activity points. Academic activity reports must be submitted every 3rd year.

- Clinical Activity

40 points required per annum

1. Named Clinical Perfusion Scientist during Cardiopulmonary Bypass procedures

1 point per case

NB. This does not include EVLP, VAD, ECMO nor any standby procedures i.e. TAVI, OPCAB

2. Named Clinical Perfusion Scientist as Student Supervisor during Cardiopulmonary Bypass procedures

0.5 points per case up to a maximum of 10 points (20 cases)

NB. This does not include EVLP, VAD, ECMO nor any standby procedures i.e. TAVI, OPCAB. From 1st April 2016, cases carried out at units in Great Britain or Ireland that have not been accredited by the College will no longer be eligible for re-registration purposes.

- Post Graduate Academic Activity

15 points over a 3-year period

	Attending	Presenting
Internal ♦		
• Practical Workshop	1 point	2 points
• Educational/Teaching Seminar	1 point	2 points
• Departmental Meeting	1 point	2 points
• Morbidity & Mortality Meeting	1 point	2 points

External		
• National Conference/Meeting**	4 points	5 points
• Congress (1-day)*	4 points	5 points
• Congress (2-day or more)*	8 points	5 points
• Teaching on a recognised course (Under/Post graduate, College approved)		2 points per hour

Publications		
• Journal with Editorial Policy (exc. letters)	10 points	
• Journal without Editorial Policy (exc. letters)	2 points	

If presenting and attending, both sets of points are eligible

* Any Congress validated by the College of Clinical Perfusionists or by the validating body of the country in which that Congress is held, e.g.: SCPS AGM, annual congress organised by AmSECT, AACCP, CREF, FECECT, ScanSECT etc. An international congress that is not validated will be examined on an individual basis as long as sufficient proof of attendance is given.

** National conferences or meetings not validated by the College Council will be examined on an individual basis as long as sufficient proof of attendance is given.

♦ The Departmental Tutor must be able to provide proof of attendance at any internal event at the College's discretion. This will be in the form of an attendance register, which should be backed up by suitable documentation at the time of the event (e.g.: Minutes, register taken at meeting, programme agenda).

Annual Reporting

Clinical Activity Report

The period covered in the clinical activity report runs from the 1st April of one year through to 31st March the following year.

Each accredited and/or registered Clinical Perfusion Scientist must participate in and file with the College an annual clinical activity report documenting a minimum of 40 clinical activity points. It is the sole responsibility of the Clinical Perfusion Scientist to keep and maintain an up-to-date log of clinical activities. This report must be accompanied by the appropriate filing fee. From 1st April 2016, cases carried out at units in Great Britain or Ireland that have not been accredited by the College will no longer be eligible for re-registration purposes.

Academic Activity Report

The period covered in the academic activity report runs from April 1st of one year through to March 31st, three years later.

Each accredited and/or registered Clinical Perfusion Scientist must file with the College, an academic activity report every three (3) years.

Report Submission

The deadline for receipt of all reports is 1st May, one month after the close of the activity period. All reports received after the May 1st will be required to pay the late filing fee.

Annual registration is automatic subject to the following criteria:

1. All reporting requirements are satisfactorily met,
2. All reports are filed on time,
3. The appropriate filing fee accompanies the report.

Newly Accredited and Registered Clinical Perfusion Scientists

The first clinical activity report from a newly accredited and/or registered Clinical Perfusion Scientist is due on 1st May in the year following successful entry on to the full College register along with the stipulated fee. The amount of clinical activity and academic activity points required will be pro-rata depending on the date of registration.

NB. Cases performed while on the student register are not eligible.

Academic reporting is organised in alphabetical order to facilitate administration. Newly accredited and/or registered Clinical Perfusion Scientists will be informed when they are due to submit an academic activity report and the number of points required.

Striking Off

Perfusionists who fail to re-register before midnight on 31st May will be struck off the register. If a Clinical Perfusion Scientist is struck off, a letter to the individual, their employing organisation and or health authority will be sent informing them:

- That the Clinical Perfusion Scientist is now considered to hold inactive status.
- Details of the circumstances leading up to inactive status.
- The implications for the organisation and the conditions associated with holding inactive status.

There is a further administration charge of £100 to be reinstated to the register.

Perfusion Scientists working abroad

All Perfusion Scientists working outside Great Britain and Ireland that have maintained College registration will be placed on a separate overseas register. In order to maintain registration, the appropriate number of cases (40 points annually) and academic activity (15 points over a 3 year period) must be submitted in the usual manner. If they wish to return to work in GB or Ireland, they will have to complete a minimum of 10 supervised cases on their return. After this period, they will be placed on the normal register. It is important that the College Administrator is informed of all of the appropriate details.

Extension

If there is a shortfall in an individual's clinical or academic activity points for a given year, that individual must write to the College Administrator requesting an extension. The request must include details outlining the cause of the shortfall and a brief explanation demonstrating how the cases will be made up. All extensions will be considered and granted at the discretion of the College Council.

Clinical Perfusion Scientists that submit an extremely low number of cases and/or are known to be out of work may be placed directly on probation.

A Clinical Perfusion Scientist who is granted an extension will have an additional 12 months to make up the shortfall in points for the previous reporting year, i.e. carry the shortfall into the next reporting year.

Once the shortfall is made up the Clinical Perfusion Scientist must submit the full clinical and or academic report to the College Administrator for the extended year. Once this has been

ratified the Clinical Perfusion Scientist will then continue accumulating points for the present reporting year.

Generally, only one extension may be applied for in any three-year cycle and this will be independent of the academic reporting period. The College's Registration Committee will consider any second application for an extension from a perfusionist within 3 years.

If the complete number of points, including the previous shortfall and the present reporting year, is not made up within the 12 month extension period the Clinical Perfusion Scientist will be placed on probation.

Clinical Perfusion Scientists may request an extension as follows:

1. Requests must be made in writing by the deadline of 1st May;
2. The request must include the current registration fee, all clinical activity up to 31st March for that reporting year, a written statement outlining the reason for the shortfall and an explanation demonstrating how the cases will be made up in the following year.
3. The application will be considered by the College Council.
4. If an extension is approved, the Clinical Activity Report and or Academic Activity Report must be filed by 1st May of the following year, accompanied by the Clinical and Academic Activity Report of the current year along with the appropriate filing fee.
5. If a significantly low number of cases are submitted, without an adequate explanation demonstrating how the shortfall will be made up the following year, the Clinical Perfusion Scientist will be placed on probation.

NB. Clinical Perfusion Scientists working under an extension are not subject to any restriction in practice. Completed cases for the extended year can be submitted at any time.

Probation

A Clinical Perfusion Scientist will be automatically placed on probation when a shortfall in clinical points over a one-year period or a shortfall in post graduate education points over a three-year period occurs and the Clinical Perfusion Scientist has not applied for an extension within the allotted thirty day period.

A Clinical Perfusion Scientist will be placed on probation if the shortfall in points after an extension period has not been made up within the 12 month period.

The period of probation will last for a maximum of 12 months during which time the Clinical Perfusion Scientist is required to make up any shortfall in clinical or academic activity.

The Clinical Perfusion Scientist, the Chief Perfusionist of the department and the Chief Executive of the employing organisation will be notified via a letter from the College informing them of the following:

1. That the Clinical Perfusion Scientist is now placed on probation.
2. Details of the circumstances for going on to probation.
3. The shortfall required to be made up by the Clinical Perfusion Scientist
4. Conditions of working while on probation.

While under probation, until the shortfall is made up and restoration to the full register has been acknowledged in writing by the College Administrator, the employing organisation must ensure that the Clinical Perfusion Scientist:

1. Must be supervised at all times by a fully registered Clinical Perfusion Scientist.
2. Must not take part in an on-call service without supervision.
3. Must not supervise students

When the shortfall in points is made up the Clinical Perfusion Scientist must submit a satisfactory clinical and academic activity report to the College Administrator along with the appropriate filing fee for the lifting of the probation status

The probation period can be lifted at any stage during the 12 month period providing a satisfactory activity report is received by the College Administrator.

If at the end of the probation period there is still a shortfall in points or the individual fails to make contact with the College Administrator, the Clinical Perfusion Scientist in question will be struck off the register of Clinical Perfusion Scientists. If a Clinical Perfusion Scientist is struck off, a letter to the individual, their employing organisation and or health authority will be sent informing them:

1. That the Clinical Perfusion Scientist is now considered to hold inactive status.
2. Details of the circumstances leading up to inactive status.
3. The implications for the organisation and the conditions associated with holding inactive status.

Probation shall last a maximum of 12 months from the last filing date.

Probationary accredited and/or registered Clinical Perfusionists must submit a written petition for reinstatement to the College BEFORE the next May 1st filing deadline. The petition must include the following items:

1. A completed Clinical Activity Report / Academic Activity Report (as applicable) for the delinquent year(s);
2. An explanatory letter detailing the reason(s) the requirements were not met;
3. Payment of the late filing fee and the reinstatement fee.

An Accredited and/or registered Clinical Perfusionist will lose registration if s/he:

1. Does not satisfactorily meet the reinstatement requirements outlined above;
2. Falsifies a Clinical Activity Report / Academic Activity Report.
3. Is found guilty of unethical conduct as described in the joint Ethical Code of Conduct of the College and the Society of Clinical Perfusion Scientists of Great Britain & Ireland.

Extended Leave and Conditional Registration

Extended leave includes a period of time when a Clinical Perfusion Scientist is absent from clinical activity. E.g. Long term sickness, pregnancy/maternity leave or sabbatical.

It is essential in ALL cases that a Clinical Perfusion Scientist intending to take extended leave should inform the College Administrator.

Extended leave is graded in the following way with an increasing number of conditions being applied the longer the term of absence. The College Council will decide on the most appropriate course of action for each individual case listed below.

It is recommended that all Clinical Perfusion Scientists that have been absent for up to:

1. Six (6) months. Follow a local induction programme and undertake a minimum of 10 supervised cases and 20 in total before being on call.
2. Twelve (12) months while maintaining registration. Follow a local induction programme and undertake a minimum of 20 supervised cases before being on call.
3. Twelve (12) months resulting in them NOT maintaining registration. Must apply to the College for an extension and make up any shortfall in clinical and professional activity as described above under Extension. They must follow a local induction programme and undertake a minimum of 20 supervised cases before being on call.

4. Between twelve (12) and twenty four (24) months resulting in them NOT maintaining registration and without having applied for an extension. Will immediately be placed on probation for a period of up to 12 months. The individual should file their clinical and professional activity up to the point they ceased work. Ideally, this should be done prior to the start of the extended leave period. During the probation period the Clinical Perfusion Scientist will be required to undertake a carefully supervised six month re-introduction into perfusion at the hospital providing employment. While under probation the Clinical Perfusion Scientist must be supervised at all times, must not be part of the on call rota and cannot supervise students until probation is lifted. They must submit a clinical and academic report of all cases done in a 24 month period with a minimum of 20 supervised cases. Proof must also be provided of any academic activity points accrued during the preceding 24-month period along with their application for full re-registration with the College. The re-introduction programme must be signed off by the Chief Perfusionist and the Clinical Lead for Cardiac services.
5. Between twenty four (24) months and up to 4 years resulting in them NOT maintaining registration. The Clinical Perfusion Scientist will immediately be placed on probation for 12 months. The Chief Clinical Perfusion Scientist from the employing organisation must write to the College Administrator explaining the terms of employment and that they agree to supervise the return to work policy. The re-introduction process must be signed off by the Chief Perfusionist and the Clinical Lead for Cardiac services. During the probation period the Clinical Perfusion Scientist will be required to undertake a carefully supervised six month re-introduction into perfusion at the hospital providing employment. While under probation the Clinical Perfusion Scientist must be supervised at all times, must not be part of the on call rota and cannot supervise students until probation is lifted. Documented evidence of at least 40 supervised clinical perfusions as well as 5 CPE points must be submitted to the College. If this is satisfactory they must then apply to sit the practical and viva examination. Once this is completed successfully the Clinical Perfusion Scientist will return to the full College register.
6. If a previously registered Clinical Perfusion Scientist is returning to clinical perfusion following an absence of more than 4 years, he/she will be placed on probation for 12 months and must follow the limited registration route to return to the full register. The Chief Clinical Perfusion Scientist from the employing organisation must write to the College Administrator explaining the terms of employment and that they agree to supervise the return to work policy. The re-introduction process must be signed off by the Chief Perfusionist and the Clinical Lead for Cardiac Services. During this time the Clinical Perfusion Scientist must be supervised at all times, must not be part of the on call rota and cannot supervise students. They must complete 75 supervised clinical perfusion cases, prepare for and sit the College written examination. Once this is complete they will be eligible to take the Society practical and viva examination. Once this is completed successfully the Clinical Perfusion Scientist will return to the full College register.

7. Any previously accredited and/or registered UK and Ireland Clinical Perfusion Scientist who has failed to register with the College and claims to have been working abroad will follow the Limited Registration pathway to return to full registration.

At the successful completion of any part of the conditional registration policy outlined above the Clinical Perfusion Scientist will integrate back into the College annual reporting cycle, namely 1st April one year to 31st March the following year.

Keeping In Touch – KIT Days

If during the period of extended leave, a clinical perfusion scientist utilises KIT days as per local Trust policy to return to conduct cardiopulmonary bypass cases, then this clinical activity will not interrupt the continuous and total period of absence, ie. the clinical perfusion scientist remains on extended leave and this will not constitute a break in the period of absence.

Inactive status

If a Clinical Perfusion Scientist holds inactive status they are deemed not competent to run any aspect of clinical perfusions including while under supervision. This status is held until the Clinical Perfusion Scientist in question successfully gains employment. The Chief Clinical Perfusion Scientist from the employing organisation must write to the College Administrator explaining the terms of employment and that they agree to supervise the return to work policy. The re-introduction process must be signed off by the Chief Perfusionist and the Clinical Lead of cardiac services. The number of conditions that apply to gaining full registration will depend upon the length of absence and the discretion of the College Council.

Clinical Perfusion Scientists who have lost registration because of unethical conduct or falsification will have their request for re-entry reviewed by the College under the disciplinary procedures.

The Registration Sub-Committee of the College of Clinical Perfusion Scientists of Great Britain & Ireland shall be the sole judge of whether or not the evidence or information before it is sufficient to require or permit revocation of any certificate issued by the Society and the decision of the College thereon shall be final.

Explanation of Certificate Issue

Upon verification of all applicable registration material by the Registration Sub-Committee, a new time-limited card will be issued to each Fully Registered Clinical Perfusion Scientist every third year.

The philosophy of the College of Clinical Perfusion Scientists of Great Britain & Ireland regarding registration encompasses two distinct areas of professional involvement. The

requirements for academic and clinical activity are equally weighted. Thus, the awarding of registration (or renewal of certification) is dependent upon attainment of the established criteria by each Clinical Perfusion Scientist.

Definition of Independent Perfusion Experience

An independent perfusion or independent clinical perfusion experience is defined as activity in the course of which the individual functions as the Clinical Perfusion Scientist or performs the critical technical portion of a clinical perfusion. In both situations, the individual must take the principal role during the course of the procedure.

Documentation of Activities

Qualified Clinical Perfusion Scientists are responsible for providing documentation of their professional activities. This documentation must be submitted as part of the Clinical and Academic Annual Report. Credit will not be granted for activities that are not documented. The suitable documentation is outlined below:

MEETINGS may be documented by copies of registration receipts or actual nametags that are appropriately labelled. To document contents of meetings that do not have prior approval, enclose a copy of the meeting programme.

LOCAL MEETINGS attendance must be documented by listing topics, dates, time and location of such meetings.

PRESENTATIONS must be documented by copies of the programme (or portion thereof) that show the scheduling of presentation.

PUBLICATIONS authored must be documented by a complete reference of that paper (list of authors, title of article, name of journal, volume, pages, year).

HOSPITAL CONFERENCES OR SEMINARS must be documented by listing the dates, titles, and locations.

When submitting documentation to the College, please send the original nametags or receipts in order to make the authentication of attendance easier to confirm. One type of documentation per meeting is sufficient, provided it is properly labelled.

EVIDENCE OF PERFUSIONS must be registered in the Clinical Perfusion Scientist logbook. This can take the form of a book of records or in electronic form, such as using Microsoft Excel. It is essential that clinical evidence submitted has an audit trail that can be traced and verified by the clinical audit lead and be subject to external verification.

The information required for every clinical perfusion the Clinical Perfusion Scientist intends to submit for registration is as follows-

Date of procedure
Type of procedure
Surgeon
Anaesthetist
Perfusionist(s)
Patient hospital number and/or Auditable local department number

Reporting

It is advised that, wherever possible, a 'Departmental Tutor' be appointed within the department (this will not be the head of the department). This person will collect and collate the information necessary for the annual registration process of every member in the department and report on their behalf. The Departmental Tutor will act as the first point of contact with the College Council on registration issues.

Change of Address

Accredited Clinical Perfusionists are responsible for informing the National Office of the College of Clinical Perfusion Scientists of Great Britain & Ireland of their current address. This must be specifically brought to the attention of the National Office of the College. Failure to do so may result in loss of certification.

Commencement of the Annual Registration Programme

The College of Clinical Perfusion Scientist of GB&I has been collecting annual registration data since 1st July 2001. Registered members of the College are allocated a group number. There are three groups.

The times at which the groups report their academic points is staggered, but all three groups must report their clinical points annually and must pay their registration fee every year.

Group 1 Registered Surnames A - F will report their academic points in 2017, 2020 & every 3rd year thereafter.

Group 2 Registered Surnames G - M will register their academic points in 2018, 2021 & every 3rd year thereafter.

Group 3 Registered Surnames N - Z will register their academic points in 2016, 2019 & every 3rd year thereafter.