

CONTINUED PROFESSIONAL DEVELOPMENT AND DISCRETIONARY TRAVEL POLICY
(STAFF)

This policy relates to staff. A separate policy on discretionary awards for students can be found elsewhere

1. **Overview.** There is nearly always a direct cost of CPD; registration, travel and subsistence and there will usually be an indirect cost associated with time off duties. The School has CPD and Discretionary Travel funds earmarked and reports CPD activity annually.

CPD

2. **Definition - CPD.** The GMC defines CPD as follows:

CPD is any learning outside of undergraduate education or postgraduate training that helps you maintain and improve your performance. It covers the development of your knowledge, skills, attitudes and behaviours across all areas of your professional practice. It includes both formal and informal learning activities.

3. **Types of CPD.** Developing an individual will normally benefit both the individual and the employer; both in the short and long term. While these benefits are likely to overlap it is convenient to consider CPD in two types:

- a. **Type 1. Prepare the individual for their role - a direct benefit to the School.**

Where a staff member requires new core skills to equip them for a role that they have been appointed to or to equip them for a role that has developed. The employer should establish the need for this type of development, usually through the appraisal process. The School will normally choose who is best equipped to receive this form of CPD and the maximum numbers who might attend the same course. The School may elect to bring trainers to teach a group rather than send individuals out to attend courses. **In this context Recognition of Training will be considered Type 1 CPD.**

- b. **Type 2. Develop or benefit the individual – an indirect benefit to the School.**

Where generating new skills in an individual will benefit their career or will mentally stimulate them. Initiation of this form of CPD usually comes from the individual and would normally be supported by the line manager, the mentor or both. The School might reasonably expect that staff members who benefit from CPD add value back; by performing at a higher level or taking on additional duties.

DISCRETIONARY TRAVEL

4. **Definition - Discretionary Travel.** In this context 'discretionary' travel refers to the school paying the travel and subsistence (T&S) costs for staff members or Doctoral students to attend an activity that is beneficial to them but not school core business. In other organisations this is sometimes known as a 'Travel Fellowship'.

5. **Types of Discretionary Travel:**

- a. **Conferences.** Attendance to give an oral presentation or a poster with oral component of original research work, of which the member of staff is the author or joint author; at a

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meeting of a learned society, academic conference, symposium etc of national standing to be held worldwide, with a view to publication of the work (costs will be met for only one contributor when presenting multi- authored work).

b. **Development.** Making a maximum of one visit in each academic year to hear original contributions to learning at a meeting of a learned society academic conference or symposium held worldwide.

c. **Establishment / Development of International Collaborations.** Cases will be considered where international collaboration has been set up or where travel is required to fulfil a grant, but no travel component is available.

PROTOCOLS

6. **Protocols.** No two cases are the same however to ensure some sort of parity the following protocols will be applied:

a. University provided courses (ie CAPOD) will be considered before any externally funded courses. See the [PDMS website](#) for course list and booking process.

b. Local CPD courses will be preferred to similar courses offered further afield (ie to minimise subsistence costs).

c. Distance learning would normally be preferred to residential courses.

d. It is unlikely that any individual would receive funding for more than one Type 2 CPD activity per annum.

e. The School may approve Type 2 CPD on the proviso that the individual secures additional external funding or contributes some of the cost themselves.

f. In each case the application will be considered in cost / benefit terms; cost being both cash commitment and time off from duties.

g. Under normal circumstances, individuals can only expect to be supported for a maximum of one conference in any one year.

h. No more than one person can claim to attend the same meeting based on one output, other than in exceptional circumstances.

i. The school will not normally support more than 2 members of staff to travel to the same meeting.

j. Funding can be used to match contributions from the applicants themselves or from other sources of funding. However, the total amount claimed from all sources must not exceed the total cost of participation at the event for which the funding is required.

k. Awards are subject to funds being available.

l. Funding will be conditional on an individual being appraised in the previous 12 months.

7. **Personal Contribution.** Staff who apply for School funds to pay for Type 2 CPD may be invited to contribute something towards their own development. Such a partnership encourages commitment.
8. **Sponsor's Contribution.** There is no definitive position on the level of contribution that the applicant's line manager or sponsor should provide; rather it is a reflection on their ability to pay.
9. **Value for Money.** The [University travel subsistence and expenses policy](#) gives clear advice about what can be claimed and how to make a claim. The School expects that:
- a. For rail and air travel staff should book through DP and L in advance or should book Apex or on-line tickets and claim the costs.
 - b. Staff can prove that the cheapest appropriate travel options have been used; only economy airfares at the cheapest rate will be re-reimbursed.
 - c. The school will pay subsistence for:
 - (1) Taxi / bus travel at destination.
 - (2) Parking charges at the event / airport.
 - (3) Meals, if not provided at the event. There is no absolute value on what can be claimed but there is an expectation that no more than £20 per day will be supported.
 - (4) The school will not reimburse alcoholic drinks.
10. **Travel abroad.** Those who are travelling abroad should visit the Travel abroad page of the handbook (safety section).
11. **Application process.** As the boundary between CPD and Discretionary Travel can be vague there is a single application process for both types of funding. The School will normally provide Type 1 CPD if there is a clear skills gap and will consider applications for Type 2 CPD or Discretionary Travel on a case-by-case basis. All applications must demonstrate benefit or need. The process should be:
- a. **Type 1 CPD.** The line manager should initiate the process. If there is a resource implication, then the application form below should be submitted by the line manager. These cases will be approved or moderated by the Ops Group.
 - b. **Types 2 CPD / Discretionary Travel.** The individual should submit a request with the line manager or mentor's support indicated. These cases will be approved or rejected by the Ops Group; approval will indicate the extent that the School will commit resources or permit time away from work.

In all cases the application should be sent to the School Finance and ACT Officer (medfinanceact@st-andrews.ac.uk) **as soon as possible** but not later than 6 weeks before the event.

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12. **Expense claims.** These must be submitted within six weeks of the expenditure being incurred and approved via normal expenses claims processes. Failure to submit the claim within this timescale may result in the claim being void.

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