

Swiss Register of Toxicology

Guidance for Re-registration

Continuing Professional Development (CPD)

EUROTOX and the Swiss Register of Toxicology require registered toxicologists every 5 years to provide evidence that they remain active in their discipline and are able to document their continuing professional development (CPD), awareness and education in toxicology. This is a prerequisite for remaining on a professional register of practicing experienced toxicologists.

Re-registration is a routine requirement for many professional organisations and enhances confidence in the Register's members from both employers and the public. The re-registration procedure involves provision of adequate information on an **application form** and a **credit point calculator** sheet. This will allow the Registration Panel to assess appropriate competence and recommend re-registration for a further 5 years. The application form is normally sent to members at least 6 weeks before the meeting of the registration committee where the application will be discussed. The credit point calculator for the following 5 year period is sent together with the notification of successful registration/re-registration. Both forms are also available from the Secretariat. The scheme should complement any programmes run by the candidate's employer or by other professional bodies.

The Registration Committee of the Swiss Register of Toxicology has developed the credit point system to better allow documentation of a detailed, quantitative CPD record to be used as evidence for the re-registration application. As a general rule one CPD credit point corresponds to one (academic) hour of educational activity. Certain categories such as research presentations and publications have credit points allocated on a *per case* basis. CPD credits should cover a variety of the activities, as listed below, and cannot be allocated to just one activity category. CPD should be recorded in annual periods. If the registration period begins and ends during a calendar year, the relevant fractions of the year should be included. **Members are strongly advised to update the credit point calculator on a regular basis**, and not all at once when the re-registration application is due.

Both EUROTOX and the Swiss Register require evidence of an average of at least 5 working days (= 40 credit points) per year (= total 200 credits in 5 years) spent on these activities. Individuals must be able to defend their own CPD record and choice of activities and are therefore advised to retain appropriate evidence of participating in CPD activities (e.g. certificates of attendance).

The following table provides the number of credits that will be awarded for each activity per hour/case. More detailed explanations concerning the individual categories are given below. It is recognised that some activities are subject to interpretation concerning their applicability for CPD. Applicants are therefore encouraged to contact the Registration Committee for advice in cases of doubt.

Wherever possible, applicants should ask for a certificate of attendance which should be submitted as a PDF copy together with the re-registration form. If no certificate is issued by the organiser, other forms of proof may be considered, e.g. copy of the registration form or evidence of payment of a registration fee.

The educational events **must be related to toxicology** in order to be recognised for CPD. Invariably, this will involve a degree of judgment. For example, an occupational health conference is likely to offer CPD for an occupational toxicologist, whereas a cardiology congress is less likely to do so. Training in GLP compliance would qualify as CPD for a study director, but training in quality management systems may not. Applicants are therefore encouraged to submit additional information if they would like to register an event as CPD that is not obviously related to toxicology.

In addition to the above mentioned external meetings, educational events at the applicant's place of work can also be recognised as CPD, provided they are related to toxicology. A certificate of attendance is generally not required, but the applicant should describe the topic and the length of the event. Attendance of webinars without certificate are also included in this category. These types of events qualify for ½ CP per educational hour. Attendance of internal events such as product strategy meetings or project review meetings which form part of the applicant's regular job do not qualify as CPD.

Teaching/presenting (active)

Giving lectures in academic institutions as part of under- or postgraduate education in toxicology will receive 1 CP per hour taught (academic hour = 45 min). However, the maximum number of CP that can be claimed for teaching is 10 per year. This limit has been introduced to ensure that toxicologists working outside academic institutions are not disadvantaged opposite those for whom teaching is part of their regular job. Supervision of undergraduate or graduate students does not qualify for CPD.

Research presentations and posters at scientific meetings will receive 2 CP provided that the applicant is the presenting author. Co-authors cannot claim CP for their contribution. A keynote lecture (i.e. a lecture for which the presenter has been specifically invited) will receive 4 CP if the total length (including time for questions) is at least 30 minutes. Lecturing at an internal educational event receives 2 CP irrespective of the length.

Activities in the categories “Education/training (passive)” and “Teaching/ presenting (active)” must account for at least 20 CP per annum on average.
--

Publication

Each published article in a peer-reviewed scientific journal for which the applicant is the first author will receive 4 CP. This may include articles in press at the time of re-registration, however, each article can only be used once for CP. For co-authorship (including senior authorship), 1 CP is awarded per case.

Book chapters are treated in the same way as articles in peer-reviewed journals.

Confidential reports for regulatory submission or for clients are considered as evidence of career participation rather than CPD and are generally not assigned credits. In exceptional cases, 1 CP can be awarded if a learning or development opportunity that arose in the context of preparing the report can be demonstrated (see also “Structured self-study” below).

Other

It is recognised that there are many other professional activities for toxicologists which may have a CPD element. The most frequently encountered activities are listed below. For each activity, ½ CP can be awarded per hour. Specific evidence for CPD may be required depending on the nature of the activity (see below for details). The list is not exhaustive, however, if an applicant wishes to have additional activities recognised it is advisable to contact the Registration Committee before submitting the activity.

Structured self-study

This may include activities such as journal reading, computer based reading, distance learning, acquisition of specific skills or knowledge relevant to toxicology, or studying to implement new techniques or procedures. For an activity to be recognised for CPD, the topic as well as the learning outcome in terms of acquired knowledge, skills or competencies must be stated.

Professional activities

Activities such as membership in learned society committees or government and other scientific advisory bodies may be recognised provided that **they are related to toxicology** and are not part of the applicant's regular job function. Participation in standing committees, working groups or project teams are not normally considered as CPD but membership in groups preparing guidelines for safety assessment (e.g. ICH, OECD) may qualify for 1/3 CP per hour. Evidence can be provided e.g. by listing the dates and length of the respective meetings. This also applies to membership of an editorial board. Evidence for review of grant applications and peer review of articles for scientific journals can be given by listing the titles of the review items. This information will be treated confidentially.

Examining

This would primarily involve PhD, MD and MSc theses. These should be listed with their title, academic institution and the date of the examination. The actual hours of the examination are counted, not the time spent reading the thesis.

Activities in the category "Other" may account for a maximum of 10 CP per annum on average.
--