



THE BRITISH OCCUPATIONAL HYGIENE SOCIETY FACULTY OF OCCUPATIONAL HYGIENE

HANDBOOK

INTRODUCTION

This handbook documents the regulations under which the Faculty of Occupational Hygiene operates. It explains what the eligibility criteria are for each grade of membership, and it provides details of the Faculty's qualifications and how each of these is examined. The handbook also specifies the procedure for the annual election of the Registrar.

All members of the Faculty, whatever their grade of membership, are required to abide by the Code of Ethics, as documented in Annex 1 of the handbook. This is followed by a guide to the implementation of the Code of Ethics in Annex 2. I would therefore strongly urge all members to read Annex 1 carefully. Its purpose is to guide you [and everyone else] on what behaviour might be considered to be unprofessional, in particular in a situation where there might be contradictory pressures placed upon you as an individual member of the Faculty. The Code is designed to enable you to act with integrity and objectivity in spite of such pressures. The primary aim is to ensure that at all times members of the Faculty act in such a way that the protection and preservation of worker health is their paramount responsibility.

Annexes 3, 4, 6 and 7 provide more detailed information about the Faculty's qualifications, how the examinations are marked, and exemptions that have been granted from the Certificate Core and / or Diploma Core examinations. Annex 5 lists the individual subjects for which a Certificate of Competence can be awarded.

Participation in the Continuing Professional Development (CPD) scheme became mandatory for all members of the Faculty from January 2004. Information about the revised CPD scheme is provided in Annex 8.

Any queries regarding anything in this handbook should be addressed in the first instance through the Secretariat in Derby.

David O'Malley
Registrar of the Faculty of Occupational Hygiene
June 2004



THE BRITISH OCCUPATIONAL HYGIENE SOCIETY FACULTY OF OCCUPATIONAL HYGIENE

REGULATIONS

1 MEMBERSHIP

Applications for membership and transfer between grades should be made on the appropriate form, accompanied by evidence of qualification(s) where required and the appropriate fee. With effect from 1 January 2004, all members of the Faculty will be bound by the terms of the Continuing Professional Development (CPD) Programme (see the separate document 'The Faculty's Scheme for CPD in Occupational Hygiene').

1.1 Applications for Fellow Grade

An application must include a synopsis of all relevant experience since election to Membership, together with the names of at least two Fellows of the Faculty of Occupational Hygiene to whom reference may be made concerning the candidate's relevant experience. Candidates may not nominate as referees Fellows to whom they are related, who are supervised by the candidate or who are members of the Faculty Board. An applicant should normally have been at the Member grade for a period of at least 5 years.

Referees will be required to provide evidence of the applicant's status in the field of occupational hygiene and of a distinct contribution to the profession made by the applicant.

When the references have been received by the Secretariat, they will be passed to the Faculty Board and if:

- the references all support the application and the Faculty Board is unanimous in accepting the recommendation, the application will be deemed to have been approved by the Faculty Board without it having to meet formally. The application will then be referred to the next meeting of Council for ratification.
- the references do not all support the application or the Faculty Board is not unanimous in its recommendation, the application will be deferred to the next meeting of the Faculty Board, to decide, after a discussion, whether to accept or reject the application. Where the Faculty Board cannot reach a unanimous decision, the application will be accepted provided it is not opposed by more than one Board Member.

When the Faculty Board's recommendation is ratified by Council, the Registrar will write and advise the candidate accordingly. Those granted Fellow grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials FFOH after their names.

When an application is not approved by the Faculty Board, the Registrar will write and advise the candidate accordingly.

1.2 Applications for Member Grade

All applicants must be holders of the BOHS Diploma of Professional Competence in Occupational Hygiene. Those granted Member grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials MFOH after their names.

1.3 Applications for Specialist Member Grade

An application for the grade of Specialist Member may be considered from those who are not holders of the BOHS Diploma of Professional Competence in Occupational Hygiene but are engaged in specialist aspects of occupational hygiene. Candidates will hold an honours or postgraduate degree or equivalent qualification in a scientific or technological subject relevant to occupational hygiene, and have at least five years' experience in the specialist subject offered. This subject will be an important part of occupational hygiene as currently defined by the Faculty and the applicant will be required to produce evidence of their level of competence in it, in the form of a synopsis of their work experience, which will be assessed by the Chief Examiner. If this assessment is positive, the candidate will be subject to oral examination which will test his or her knowledge of the general principles of occupational hygiene in addition to the specialist subject offered.

The list of suitable subjects for Specialist Member Grade is: asbestos; health physics; noise and vibration; ergonomics; microbiology; engineering; toxicology; environmental science; chemistry; occupational health; occupational safety; epidemiology. If a specialist subject does not appear on this list, an application, including information on the topic area, can be made to the Chief Examiner and this will be given consideration at the next meeting of the Faculty Board.

The applicant is required to provide the names of three referees, at least two of whom should be Members or Fellows of the Faculty of Occupational Hygiene. Candidates may not nominate as referees Members or Fellows to whom they are related, who are supervised by the candidate or who are members of the Faculty Board. If accepted, applicants will be advised of the date(s) for the next available session(s) of oral examinations. If not accepted, applicants will be informed by letter.

No later than one month before the date of the oral examination, the applicant is required to provide three copies of examples of the range of work undertaken in the specialist area, together with a typed synopsis of their experience (approx 1000 words).

The candidate will normally be examined by a panel of three examiners. The examination, which will last approximately one hour, will comprise:

- Examination of the specialist area, including questioning on the work submitted. This is primarily aimed at ensuring that the candidate has sufficient specialist knowledge to warrant admission under this grade.
- Examination about the general principles of occupational hygiene including:
 - standards, compliance testing, impact of legislation;
 - understanding OH principles at the professional level, i.e. prevention vs protection, assessments and the role of measurement, monitoring strategies;
 - management of health hazards, e.g. engineering controls, health surveillance, auditing;
 - the content and purpose of occupational hygiene reports.

An in-depth knowledge of technical areas of occupational hygiene practice would not be expected.

Those granted Specialist Member grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials MFOH(S) after their names.

1.4 Applications for Licentiate Grade

All applicants must be holders of the BOHS Certificate of Operational Competence in Occupational Hygiene. Those granted Licentiate grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials LFOH after their names.

1.5 Transfers

A member of the Faculty who wishes to transfer to a higher grade of membership will be required to satisfy the normal criteria for admission to that grade.

2 CONDUCT OF MEMBERS

All members of the Faculty shall at all times so order their conduct as to be in accordance with the Code of Ethics and should note the associated Guidance to the Procedures on Implementation of the Code of Ethics (see Annexes 1 and 2).

3 ELECTION OF REGISTRAR

Nominations for the post of Registrar shall be invited from Fellows of the Faculty of Occupational Hygiene, who are also holders of the Diploma of Professional Competence, not less than 60 days before the date of the Society's AGM.

Candidates must complete and sign a nomination form and provide a 100 word resume. The nomination form must also be signed by two members of the Faculty (excluding anyone related to the candidate or supervised by the candidate). This form must be received by the Secretariat not less than 37 days before the date of the AGM.

In the case of there being more than one candidate, there will be a postal ballot of members of the Faculty. Voting forms will be posted not less than 30 days before the AGM. Only votes received at the Secretariat no later than two days before the date of the AGM will be counted. The result of the ballot will be announced by the Honorary Secretary at the AGM.

4 EXAMINATIONS

The Faculty will conduct examinations for the following:

- Modules in specific subjects of occupational hygiene;
- Proficiency modules in asbestos-related subjects;
- Certificate of Competence in an individual subject of occupational hygiene;
- Certificate of Operational Competence in Occupational Hygiene;
- Diploma of Professional Competence in Occupational Hygiene.

The Faculty will maintain a record of all those who sit its examinations.

Each candidate will be advised individually, in writing, of the result of each examination. Results will not be given over the telephone.

Applications from individuals for examinations must be accompanied by payment of the full examination fee.

The Faculty will not:

- accredit any course leading to one of its examinations;
- discuss the quality, content, etc, of any such course with candidates;
- discuss or enter into correspondence, etc, regarding a candidate's result(s) with any third party, except as laid out below* or as required by law;
- issue replacement certificates**.

* (i) Where candidates sit examinations after having been on a course, a copy of their results will also be sent direct to the relevant course provider.

(ii) Upon receipt of a written request, a confirmation of results statement will be issued to public or professional bodies, service authorities, universities/colleges or a prospective/current/past employer.

(iii) The Faculty reserves the right, where a candidate claims Faculty qualifications to which they are not entitled, to inform relevant regulatory authorities and to make this information public.

** The Faculty will issue a certified Statement of Results, which is printed on certificate paper but states on the bottom 'This is not a Certificate' and 'The awarding body for these examinations was BOHS or its predecessor Board'. This is an official document and can be presented in place of a certificate. Applications for a certified Statement of Results must be made in writing by the individual holding the qualification and must be accompanied by some form of identification (e.g. photocopy of a birth certificate, driving licence or passport). If individuals have changed their name since taking the examination(s), for example through marriage or by Deed Poll, they must also include supporting evidence of this (e.g. a photocopy of their marriage certificate or Deed Poll document).

Appeals against results issued for written examinations are considered by the Chief Examiner on a case-by-case basis. Appeals against results from an oral examination will not be considered unless they are on the grounds that the correct procedure was not followed. Simple disagreement with the oral panel's judgement is not grounds for appeal.

Candidates with English as their second language will not be given any special consideration.

4.1 Occupational Hygiene Modules

These are aimed at those who:

- a) intend to use the modular route towards attaining the Certificate of Operational Competence in Occupational Hygiene (see section 4.4); or
- b) wish to gain a qualification in a specific occupational hygiene topic.

Although modules are normally attained by post-course examination they may also be attained by sitting the examination only, as an external candidate. The module numbers/titles are detailed in Annex 3.

A detailed syllabus for each subject is available from the Secretariat free of charge. There are no past examination papers available for candidate study for any of the modules.

Candidates will be assessed as having "failed", "passed", or "passed with credit". Successful candidates will be issued with a certificate signed by the Chief Examiner.

4.2 Proficiency Modules

These are aimed at those who wish to gain a qualification in one of the specified topics (see Annex 4). Although module examinations are normally attained by attending individual courses, after which the examination is taken, they may also be attained by sitting the examination only as an external candidate.

A detailed syllabus for each subject is available from the Secretariat free of charge. There are no past examination papers available for candidate study for any of the modules.

Candidates must pass all elements of the module within 18 months of the date of passing the first element. Failure to do so will invalidate the result of the original element(s) and require a re-sit.

Candidates will be assessed as having "failed" or "passed". Successful candidates will be issued with a certificate signed by the Chief Examiner.

4.3 Certificate of Competence in an individual subject of occupational hygiene

This examination is open to candidates who have already passed/passed with credit one of the examinations listed in Annex 5. They can then apply to the Faculty to sit an oral examination in the same subject. Candidates must support their application with a piece of written work in the subject area, which demonstrates their practical competence and which should be based on practical work in the subject.

Oral examiners should be holders of the Diploma of Professional Competence in Occupational Hygiene, the relevant Certificate of Competence or be able to demonstrate competence from their professional experience to the satisfaction of the Chief Examiner.

Candidates will normally be examined by a panel of three examiners, and the examination will last for approximately 45 minutes. Candidates will be deemed to have “failed” or “passed”. Successful candidates will be issued with a certificate signed by the Chief Examiner.

4.4 Certificate of Operational Competence in Occupational Hygiene

The examination is in two parts: Part 1, the Certificate core is a written examination (from which some candidates are exempt – see below); and Part 2, the Certificate Oral, from which there is no exemption.

Routes to the Certificate:

Three years experience of comprehensive occupational hygiene practice, and		
passes in M101 – M104 inclusive, plus passes in two other modules (any two from M201, M202, M203 or S301)	he/she is deemed to have passed the Certificate Core (i.e. exempt)	he/she is required to sit the Certificate Oral
or an approved* first or postgraduate degree in occupational hygiene		
none of the above	he/she is required to sit the Certificate Core	

* see Annex 6.

Part 1, the Certificate Core examination is usually held twice a year and consists of two examination papers.

A detailed syllabus is available from the Secretariat free of charge. There are no past examination papers available for candidate study.

Part 2, the Certificate Oral examination is of approximately one hour duration and covers the syllabi for Modules M101-M104, M201-M203 and S301 (see Annex 3 for further information on all these modules). To pass the oral examination, candidates must be able to demonstrate comprehensive knowledge and practical ability in Modules M101-M104 and at least two of the optional modules, M201-M203 and S301. From the four optional topics, candidates will normally be questioned on one of those that they have studied and at least one other.

The oral examination is designed to test the candidate’s ability to plan and take measurements, to select the appropriate sampling equipment, to demonstrate the correct use of such equipment, to take relevant on-site observations and to calculate results. Questioning will normally, but not solely, be based on scenarios reflecting workplace situations.

Candidates will normally be examined by a panel of three examiners. Oral examiners must be holders of the Diploma of Professional Competence in Occupational Hygiene.

4.5 Diploma of Professional Competence in Occupational Hygiene

The examination is in two parts: Part 1, the Diploma Core is a written examination (from which some candidates are exempt – the list of approved degrees and professional qualifications is in Annex 6); and Part 2, the Diploma Oral, from which there is no exemption.

All candidates for the Part 1 examination must hold the Certificate of Operational Competence in Occupational Hygiene (see Section 4.4 above), and must be able to demonstrate a total of at least five years' comprehensive experience in the field of occupational hygiene. General education should be to degree level in a science or related subject, but work in either a full-time senior occupational hygiene position over a five year period or a minimum of seven years of comprehensive experience in the field of occupational hygiene will also qualify.

Part 1, the Diploma Core examination, is usually held twice a year and consists of two three-hour essay-type papers, each comprising six questions. From each paper one question is compulsory and three others should be answered from the choice of five.

The compulsory question in Paper 1 relates to control of airborne hazards; the optional subjects are harmful dusts/fibrogenic dusts, toxic metals, gases, solvents/organic vapours and carcinogens/microbiological hazards. The compulsory question in Paper 2 relates to legislation/general principles; the optional subjects are thermal environment, noise/vibration, lighting/NIR, ventilation and ionising radiation.

The standard of answer expected to pass this examination should show extensive knowledge of the subject and indicate practical experience in the assessment and control of the hazard described in the question. Copies of past examination papers are available for candidate study.

In order to achieve a pass at this examination, it is necessary to achieve an average mark from the two Papers of 50%.

Part 2, the Diploma Oral examination, is of approximately one hour duration and is designed to test the candidates' mature approach to the understanding and solving of occupational hygiene problems. Questions are built around scenarios, the answers to which require deep and broad experience including strategy and data interpretation, practical control measures and application of legislation/good practice.

Candidates will normally be examined by a panel of three examiners. Oral examiners must be holders of the Diploma of Professional Competence in Occupational Hygiene.

ANNEX 1:
CODE OF ETHICS



THE BRITISH OCCUPATIONAL HYGIENE SOCIETY FACULTY OF OCCUPATIONAL HYGIENE CODE OF ETHICS

INTRODUCTION

- 1.1 One of the objects of the Society is the promotion of good practice in occupational hygiene (Memorandum of Association, 3). Council has delegated to the Faculty Board the powers to produce a Code of Ethics for the profession of occupational hygiene, and to make rules for the members of the Faculty (Articles of Association, 27b). The Code of Ethics will be enforced under item 53 of the Articles of Association.
- 1.2 The primary aim of this Code is to ensure that at all times members of the Faculty act in such a way that the protection and preservation of worker health is their paramount responsibility. The Code therefore protects the individual member who could be in a vulnerable position. Council and the Faculty Board consider that the profession requires standards of conduct which are as rigorous as those that are required in other professions such as medicine and law, since the consequences of lapses may be equally serious. They also consider that the justifiable confidence of the public and others in those who are members of the Faculty is a vital element in the recognition of occupational hygiene, and the further development of its application, and hence the protection and preservation of worker health.
- 1.3 This Code is designed to guide members who may be subjected to contradictory pressures and enable them to act with integrity and objectivity in spite of those pressures.
- 1.4 Another function of this Code is to provide a benchmark for clients, employers, other professionals and members of the general public to use where there is a question as to whether Faculty members have conducted themselves in an appropriate manner. In more serious cases it will provide grounds for reference to the Faculty Board for action. Following due process the Faculty Board will make recommendations to Council, which has the power to warn, admonish, reprimand, suspend or expel a member from the Society (Articles of Association, 53).
- 1.5 This Code is mandatory and directly applicable to all Faculty members irrespective of grade of membership. In any application of paragraph 1.4, the Faculty Board will take into account the grade of membership.
- 1.6 The following sections provide standards for the ethical conduct of occupational hygienists as they practice their profession. The primary professional purpose is to contribute positively to the management of the prevention or reduction of risks to health arising from work activities. These risks may be from chemical, biological and/or physical agents. Occupational hygienists may be employed by a variety of organisations and individuals, but there are common principles of conduct with which the Society expects them to comply. The Society reserves the right to warn, admonish, reprimand, suspend or expel any Faculty member who, after due process, has been found to have failed to maintain the professional standards of this Code.

GENERAL INTEGRITY OF BEHAVIOUR

Faculty members shall act responsibly to uphold the integrity and dignity of the profession by:-

- 2.1 Ensuring that at all times their primary responsibility is to the worker whose health may be at risk.
- 2.2 Avoiding any conduct likely to discredit the profession or deceive the public.
- 2.3 Ensuring that decisions made in relation to professional activities are not influenced inappropriately by any considerations of the race, colour, creed, age, disability, sexuality or gender of those with whom they have dealings.
- 2.4 Not using statements in advertising their expertise or services which contain material misrepresentative of fact, or which omit material facts necessary to keep statements from being misleading about expertise or services.
- 2.5 Not permitting their employees, employers or others to misrepresent the professional backgrounds of individuals, as far as they are able to prevent this.
- 2.6 Ensuring that they give informative and accurate references in relation to the work and abilities of staff whom they manage.
- 2.7 Recognising and respecting the worthiness of other professionals.
- 2.8 Not maliciously or recklessly injuring or attempting to injure the professional reputation of another Faculty member; this specifically includes the misuse of the Code of Ethics itself by unjustifiable, malicious or reckless complaints, whether directly or through a third party.
- 2.9 Complying with any specific direction made by the Faculty Board in relation to minimum standards of professional ethics.

PROFESSIONAL OPINIONS ETC.

Faculty members shall practice their profession with integrity following recognised scientific and technical principles by:-

- 3.1 Basing opinions, judgements, interpretations of findings and recommendations on such principles and practices.
- 3.2 Not distorting, altering or hiding facts that may have a bearing on those judgements, etc.
- 3.3 Not knowingly making statements that misrepresent or omit significant facts that relate to opinions, etc, given.
- 3.4 Making clear the distinction between accepted facts and informed opinion.
- 3.5 Obtaining information regarding risks to health and safety from reliable sources.

4. COMPETENCE

Faculty members shall perform services only in the areas of their competence by:-

- 4.1 Not undertaking work unless qualified by education, training or experience in the specific technical fields involved, unless sufficient assistance is provided by associates, consultants or employees, and its use is made clear to the relevant clients.
- 4.2 Not addressing issues of public concern unless they confine themselves strictly to matters on which they can speak with authority.
- 4.3 Making themselves reasonably aware of developments in any relevant fields.

5. CONFIDENTIALITY

- 5.1 Faculty members shall take all reasonable care to maintain the confidentiality of personal, managerial, technical, commercial or security information obtained as a result of the exercise of their professional occupational hygiene functions. Such information remains in the ownership of the relevant managers, employers, clients, authorities, etc and may not be used or released by members unless authorised to do so by the appropriate information owner.
- 5.2 Where information obtained as a result of the exercise of professional occupational hygiene functions relates directly to the health and safety of individuals, the same requirement specified in 5.1 applies, but members shall endeavour to ensure that such information is communicated to the individuals concerned by working through the information owners.
- 5.3 Without prejudice to the need to recognise the duty of confidentiality to the information owner, where this duty is breached by the Faculty member in the reasonable belief that this is necessary to protect the workforce from imminent and serious risks to health and safety, this shall be a defence under this Code of Ethics.
- 5.4 Where there is a legal requirement regarding release of the information, this will override any requirements of 5.1 to 5.3.

6. CONFLICTS OF INTEREST

Faculty members shall avoid circumstances where a compromise of professional judgement, or a conflict of interest, might arise by:-

- 6.1 Disclosing known or potential conflicts of interest promptly to parties who may be affected.
- 6.2 Not soliciting or accepting financial or other valuable consideration from any party directly or indirectly which is liable to influence professional judgement.
- 6.3 Not offering any substantial gift, hospitality or other valuable consideration in order to secure work.
- 6.4 Advising clients or employers when they initially believe a project to improve health and safety is unlikely to be successful.
- 6.5 Not accepting work that is likely to damage the ability to fulfil existing commitments to occupational hygiene.
- 6.6 Taking as primary consideration the health and safety of parties, where they are subject to other professional codes which appear to conflict with this Code of Ethics.

ANNEX 2:

***GUIDE TO THE PROCEDURES FOR THE IMPLEMENTATION OF
THE CODE OF ETHICS***



THE BRITISH OCCUPATIONAL HYGIENE SOCIETY FACULTY OF OCCUPATIONAL HYGIENE GUIDE TO THE PROCEDURES FOR THE IMPLEMENTATION OF THE CODE OF ETHICS

INTRODUCTION

1. Part of the terms of reference given to the Board of the Faculty of Occupational Hygiene by Council is to issue a Code of Ethics for the members of the Faculty as part of its overall objective to maintain and improve professional standards. The Faculty Board also has delegated authority to adopt procedures to ensure that the Code is effective. This guide is designed to help Faculty members and other interested parties understand how the Code will be enforced when this is found to be necessary.
2. This guide is intended to be a practical document that establishes fair and reasonable processes. It is not of itself a legal commitment by the Faculty or the Society. It may well be changed as experience and external circumstances indicate that improvements are necessary. The Faculty Board will always welcome suggestions for such improvements. The Faculty Board also acknowledges that the procedures set out in this guide may not be appropriate in all circumstances. The Faculty Board reserves the right at its absolute discretion to change the procedures as appropriate, and to exercise all other powers that it considers necessary to deal with an allegation of unprofessional conduct in accordance with the principles set out in paragraph 3 below.

GENERAL ISSUES

3. The arrangements to deal with issues arising from references to the Hon. Secretary and the Faculty Board of matters covered by the Code of Ethics will be governed by the following principles:-
 - a) time - the Hon. Secretary and Faculty Board will seek to expedite issues or specific cases with as much speed as possible but with due regard to fair processes and the other demands on the time of the officials involved.
 - b) objectivity - each person involved in any of the processes will deal with the information as presented and not be unduly affected by any prior knowledge or pre-judgements.
 - c) confidentiality - each person involved in any of the processes is committed to maintaining confidentiality of privileged information; the Faculty Board will release information about steps being taken, information received,

Faculty Board and Committee discussions, findings etc, only in a controlled way by those persons duly authorised by the Faculty Board.

- d) records - all confidential records of case processes will be collected as soon as practicable and held in secure and confidential storage in the Society's files and will not be retained by individuals as long term private records.
- e) indemnification - the Council will indemnify Faculty members serving in official capacities in the furtherance of the implementation of the Code of Ethics providing they have acted in good faith and with reasonable care.
- f) report - the Registrar will report on the development of issues relating to the Code of Ethics and on any outcomes at the next Society's AGM.
- g) overseas cases - the payments for expenses for overseas cases will be decided by Council on a case-by-case basis bearing in mind the practicalities and the cost burden on the Society.
- h) exclusions - if any Council member or Faculty Board member is the subject of a Code of Ethics case or has a significant interest in the outcome of a process, then he or she will exclude themselves from any process or discussion related to the case.
- i) applicability - the Code is applicable to all members of the Faculty and one of the strengths of the professional body is that it is able to advertise this fact. However, the appropriateness of formal actions and the severity of any outcomes will be conditioned by considerations of the grade, experience and motivations of the person concerned.

SYSTEMS ENQUIRIES

4. It is likely that the Faculty will receive general enquiries about the Code of Ethics, its nature and its application to various circumstances which may arise. These enquiries and the way in which they are handled are very important as they will sometimes enable the Faculty to deal promptly with matters which otherwise would have to be submitted to the more formal procedures. Systems enquiries may come from individuals or companies, from consultancies or other institutions, or from the general public.
5. Enquiries under this heading will have to comply with the following characteristics:
 - a) they must be from identifiable sources;
 - b) they must not relate to easily identifiable members;
 - c) they must be written and preferably addressed to the Hon. Secretary (and will be re-addressed to the latter if initially sent to other Council or to Faculty Board members).
6. The Hon. Secretary will reply to an enquiry reasonably promptly. If the Hon. Secretary cannot deal with the issues alone, he or she may seek advice from Faculty Board members before answering the enquiry. In any case, the fact that an enquiry has been made and its answer will be reported to Council and through the Registrar to the Faculty Board. The records of the enquiry will be put on to file.
7. Replies to systems enquiries will be made in good faith based on the limited information as presented. They are not made with the fuller considerations that would be part of any Investigating or Hearing Committee process. They do not prejudice specific cases that may

arise later or limit Faculty Board or Council decisions or actions; although every attempt will be made to maintain consistency, replies to Systems Enquiries cannot bind the current or future Faculty Boards or Councils. They do not establish binding precedents.

ALLEGATIONS OF UNPROFESSIONAL CONDUCT

8. Issues in this category relate to particular cases involving named individuals. They may come from individuals, bodies or the general public. Apart from 5 (b) the requirements of paragraph 5 above apply, that is, they must be from identifiable sources and written. The Hon. Secretary will direct the correspondence to the Registrar, and inform Council that an allegation has been made, but will not pass on any more details. The allegations must relate to the provisions of the Code of Ethics, although this need not be explicitly stated.
9. The Registrar will inform the individual named of the allegation, and the identity of the complainant, and will open a file for papers. The Registrar will keep the interested parties informed of developments.
10. If any of the Faculty Board have a significant interest in the outcome of a process, then he or she will exclude themselves from discussion or other involvement in the process, and, if necessary, the Faculty Board may co-opt other members of the Faculty to assist them in their deliberations and handling of the process. The Faculty Board will set up an Investigating Committee unless the allegation does not relate to the Code of Ethics. Where the Faculty Board decides that the allegation does not relate to the Code of Ethics, the matter will be closed and the Registrar will write to the interested parties.
11. If the allegation does relate to the Code of Ethics then the following process is started.

INVESTIGATING COMMITTEE

12. Following notification from the Registrar that a specific allegation of unprofessional conduct has been made about a member, the Faculty Board will set up an Investigating Committee.
13. The purpose of the Investigating Committee is to decide whether a prima facie case¹ exists and that the matter is of sufficient gravity for processing by a Hearing Committee.
14. The Faculty Board will set up the Committee from three current Fellows of the Faculty, excluding current members of the Faculty Board and Council, and nominate one of them to Chair its deliberations. If any of the Fellows approached have a significant interest in the outcome of a process, then he or she will exclude themselves from the selection.
15. The Investigating Committee will meet as soon as is practicable. It will not call witnesses, but may ask interested parties for more information to supplement that which was included in the written allegation. Discussions and proceedings of the Investigating Committee will be confidential and not recorded. If it wishes to, the Committee may seek advice in confidence from other sources. Papers will be put on to a confidential file, which in due course will be stored by the Society.
16. The Investigating Committee will decide whether there is a prima facie case. It will inform the Registrar of its decision, but will communicate the decision to no other party. The Registrar will inform the Faculty Board. No detailed reasons for the decision will be given.
17. If there is no prima facie case for further processing by a Hearing Committee, the Faculty Board will direct the Registrar to inform the member and the party making the allegation. The Registrar will give the member the option of the Faculty publishing the outcome of the Investigating Committee. The fact that there has been an Investigating Committee that found no prima facie case to be answered will be reported by the Registrar to Council at the time, and to the Society membership at the next AGM.

¹ Evidence that is sufficient to raise a presumption of fact or to establish the fact in question unless rebutted.

18. If the Investigating Committee has decided that there is a case for a Hearing Committee to consider, the Registrar will be directed by the Faculty Board to inform the member and the party making the allegation, but will not publicise the outcome. It is better at this stage that all the parties involved avoid undue publicity. The procedures for a Hearing Committee will be explained by the Registrar.
19. Where a case is not sustained by an Investigating Committee then it cannot be reopened at a future date without substantial new evidence that was not available at the time of the original allegation.

HEARING COMMITTEE

20. A Hearing Committee will be set up by the Faculty Board on receiving a report from an Investigating Committee via the Registrar that there is a prima facie case relating to a member. The purpose of a Hearing Committee is to make the fullest enquiry about the case and report its findings to the Faculty Board with recommendations for consequent actions.
21. The Hearing Committee will be appointed by the Faculty Board and consist of five Fellows or Members of the Faculty, excluding current members of the Faculty Board and Council. The Faculty Board will nominate one of the Committee as its Chair.
22. The Hearing Committee shall seek to establish the facts of the case by investigative rather than adversarial processes. It will use “balance of probabilities” rather than “beyond reasonable doubt” as the criterion for judging evidence submitted to it. Evidence will not be taken on oath.
23. The Hearing Committee shall reach its decisions by majority voting, if unable to do so unanimously. In any case the procedures adopted will not be revealed outside the Committee, even to the Faculty Board.
24. The Hearing Committee will be given the file containing all the details of the case to date by the Registrar. The Registrar will write to the member and the party making the allegations of professional misconduct giving the relevant parts of the Code of Ethics being considered and explaining the procedures.
25. The Hearing Committee will fix the date for the hearing, giving at least 30 days clear notice to the member and others concerned. The Hearing Committee will go to reasonable lengths in choosing dates to enable the member to appear, taking into account the member’s personal circumstances. The member is entitled to know as much as possible about the issue being raised, and may submit to the Hearing Committee any prior comments he or she may wish to make.
26. At the hearing the member has the opportunity to attend and speak to the Hearing Committee and answer its questions. The member may be accompanied by another member of the Faculty or may be represented by a solicitor or barrister. The member may call witnesses to give evidence but may not examine or cross-examine witnesses nor may the representatives if chosen. The member may call witnesses or present evidence from a variety of sources including those outside the profession. The member shall give as much advanced information as is practicable about the witnesses and the evidence they may present.
27. It is the purpose of the Hearing Committee to establish the facts and it is expected that each and every member of the Faculty called to give it information will cooperate to the best of their abilities. The Hearing Committee will examine each witness separately without other people being present except in the special case of the member and their representative as described in 26. The Committee may seek further information not presented by the witnesses who attend.
28. The Hearing Committee will decide upon its procedures; in particular it will decide upon the sequence of witnesses and the time it needs to consider the facts it has gathered. It will

consider its decisions in private and not record the contents of its discussions and deliberations.

29. Following its deliberations the Hearing Committee will report in writing on its findings and any recommendations for penalties, in confidence to the Faculty Board. If the issue of non-compliance with the Code of Ethics is not sustained, the Registrar will write to the member giving him or her the option of no publicity, although the general fact that a Hearing Committee had been set up and done its work will be reported to BOHS Council at the time and at the next AGM.
30. If the complaint is sustained, the Faculty Board will decide upon (a) the measures that it will recommend that Council takes, and (b) the method of releasing decisions etc. In particular, the highest priority will be given to informing the member concerned promptly that the complaint has been sustained, and has been passed to Council for action. The recommendation to Council about any publication of the details of the non-compliance with the Code of Ethics will be considered in relation to the importance of the issue, and the need for likely interested parties to know. The Board will also consider the need to publicise the penalties that Council may implement.
31. All papers relating to the case will be put into a confidential file in due course. These may relate to the evidence submitted and the outcomes of the Hearing Committee's deliberations, but not to the deliberations themselves. Any documents relating to the deliberations will be destroyed.

PAYMENT OF EXPENSES

32. The Faculty may, with the agreement of Council make ex gratia payments to cover expenses of any of those involved in the above procedures. These must comply with any Society procedures in force and the limitations of the Memorandum and Articles of Association. The following guidelines indicate those expenses that may be met at the discretion of the Faculty Board:

- | | |
|-----------------|---|
| <u>paid</u> | - the travel and overnight expenses and subsistence of:- any members of Investigating or Hearing Committees, members subjected to investigation, their representative solicitors or barristers, witnesses called by Hearing Committees; |
| | - fees of witnesses called by Hearing Committees at rates agreed on a case by case basis by the Faculty Board. |
| <u>not paid</u> | - the travel and overnight expenses and subsistence of witnesses called by members subject to investigation; |
| | - the fees of witnesses called by those members; |
| | - the fees of any solicitor or barrister representing those members. |

Annex 3 :

List of Occupational Hygiene Module Examinations

M101	Health effects of hazardous substances
M102	Measurement of hazardous substances (including risk assessment)
M103	Control of hazardous substances
M104	Noise and vibration
M201	Thermal environment and non-ionising radiation (including lighting)
M202	External environment
M203	Ergonomics essentials (including manual handling and DSE)
M302	Measurement and assessment of noise in the workplace
M303	Testing of ventilation systems
M304	COSHH
S301	Asbestos and other fibres

Information on pass marks, examination style etc:

M101-M104, M201-M202, M302-M304, S301	
Paper A: Marking:	60 multi-choice questions to be answered in 90 minutes. Three marks are awarded for a correct answer, one mark deducted for an incorrect answer and no marks awarded or deducted for an abstention.
Paper B: Marking:	To be answered in 45 minutes, consists of two questions, one of which must be answered. Approximately 10% of the marks will be awarded on the basis of the quality of the written communication, with the remaining 90% awarded for identification of technical points and evidence of understanding and application of knowledge. Answers should be concise, lucid and grammatically correct (minor grammatical errors and occasional spelling mistakes will be ignored). Candidates with English as a second language will not be given any special consideration.
Pass marks:	To obtain a pass, it is necessary to obtain a mark of 50% (70% for a credit) in each paper.
M203	
Paper :	A 2-hour essay-type paper. Candidates are required to answer three questions from a choice of four.
Marking:	As Paper B above.
Pass Marks:	To obtain a pass, it is necessary to obtain a mark of 50% (70% for a credit)

Annex 4 : **List of Proficiency Module Examinations**

Asbestos

- P401 Identification of asbestos in bulk samples (PLM)
- P402 Building surveys and bulk sampling for asbestos (including risk assessment and risk management strategies)
- P403 Asbestos fibre counting (PCM)
- P404 Air sampling and clearance testing of asbestos
- P405 Management of asbestos in buildings (safe removal and disposal)

Information on pass marks, examination style etc:

	P401	P402	P403	P404	P405
Part A – written	25* multi-choice questions to be answered in 45 minutes	45* multi-choice questions to be answered in 75 minutes	30* multi-choice questions to be answered in 45 minutes	30* multi-choice questions to be answered in 45 minutes	45* multi-choice questions to be answered in 75 minutes.
Part B – assessment	see syllabi				
Reports	n/a	Two reports required to demonstrate that two Type 2 surveys have been carried out or attended under supervision.	n/a	n/a	n/a
Pass marks	To obtain a pass it is necessary to obtain at least 50% in the written part and a pass in the assessment, and for P402 to submit two acceptable reports				

* Three marks are awarded for a correct answer, one mark deducted for an incorrect answer and no marks awarded or deducted for an abstention.

Note: Any candidate who has been awarded a certificate for all five proficiency modules (P401-P405) will be deemed to have passed S301 Module 'Asbestos and Other Fibres'

LEV

- P601 Initial appraisal and thorough examination and testing of local exhaust ventilation systems

Information on pass marks, examination style etc:

	P601
Part A – written	45* multi-choice questions to be answered in 75 minutes
Part B – assessment	see syllabus
Reports	Two LEV examination reports required to demonstrate that surveys have been carried out or attended under supervision.
Pass marks	To obtain a pass it is necessary to obtain at least 50% in the written part, plus a pass in the assessment, and to submit two acceptable reports.

* Three marks are awarded for a correct answer, one mark deducted for an incorrect answer and no marks awarded or deducted for an abstention.

Annex 5 :
List of subjects for Certificate of Competence
in an individual subject

- M102 Measurement of hazardous substances (including risk assessment)
- M104 Noise and vibration
- M203 Ergonomics essentials (including manual handling and DSE)
- M302 Measurement and assessment of noise in the workplace
- M304 COSHH
- S301 Asbestos and other fibres*

*Note: Any candidate who has been awarded a certificate for all five proficiency modules (P401-P405) will be deemed to have passed S301 Module 'Asbestos and Other Fibres'

Annex 6 :
Exemptions from Certificate and/or Diploma Core Examination(s)

University	Qualification	Exemption - Core
Aberdeen	MSc Occupational Hygiene	Diploma/Certificate
ABIH	CIH	Diploma/Certificate
Birmingham	Masters in Medical Science	Diploma/Certificate
	MSc Science in Occ Health, Safety and the Environment	Diploma/Certificate
Bradford	BSc Environmental Science (Occupational Hygiene Option)	Diploma/Certificate
Greenwich	MSc Occupational Safety & Health	Diploma/Certificate
LSHTM	MSc Occupational Hygiene	Diploma/Certificate
Manchester	MSc - Master in Health Science in Occupational Hygiene	Diploma/Certificate
	MSc Occupational Hygiene (Distance Learning)	Diploma/Certificate
	Diploma in Occupational Health (Occupational Hygiene)	Diploma/Certificate
	Postgraduate Diploma Occupational Hygiene (Distance Learning)	Diploma/Certificate
Newcastle	MSc Diploma course	Diploma/Certificate
	MSc Certificate course	Certificate
Portsmouth	MSc in Occupational and Environmental Health and Safety Management	Diploma/Certificate
	1 An Occupational Hygiene-based Independent Project to achieve their MSc in Occupational and Environmental Health and Safety Management	Diploma
	2 Postgraduate Diploma which must include both the Occupational Hygiene 1 and Occupational Hygiene 2 Units.	Certificate
Robens	MSc in Occupational Hygiene	Diploma/Certificate
Southbank	BSc Occupational and Environmental Hygiene	Diploma/Certificate
	BSc Occupational Health and Safety	Diploma/Certificate
	MSc Occupational Health, Safety and Hygiene (Hygiene Option)	Diploma/Certificate
	Post Graduate Diploma in Occupational Health, Safety and Hygiene (Hygiene Option)	Diploma/Certificate
Wolverhampton	BSc (hons) Occupational Health and Safety (Occupational Hygiene)	Diploma/Certificate

Annex 7 :
**Examination format and marking scheme for Certificate
 Core Examination**

Paper 1	Paper 2
Paper 1a = 100 MCQ questions to be answered in 2h15mins, marked as detailed in Annex	Paper 2a = 100 MCQ questions to be answered in 2h15mins, marked as detailed in Annex
Paper 1b = 1 essay question (from a choice of 4) to be answered in 45 mins, marked out of 100	Paper 2b = 1 essay question (from a choice of 4) to be answered in 45 mins, marked out of 100
To obtain a pass it is necessary to obtain at least 50% in all four Papers (70% or greater for a credit)	

The MCQ questions in these two papers are based on the syllabi for Modules M101-104, M201 and S301; the essay questions will be based on Modules M101-104, M201-M203 and S301.

ANNEX 8:

***SCHEME FOR CONTINUING PROFESSIONAL DEVELOPMENT IN
OCCUPATIONAL HYGIENE***



THE BRITISH OCCUPATIONAL HYGIENE SOCIETY FACULTY OF OCCUPATIONAL HYGIENE SCHEME FOR CONTINUING PROFESSIONAL DEVELOPMENT IN OCCUPATIONAL HYGIENE

1. INTRODUCTION

These guidelines have been prepared for hygienists who participate in the Faculty's scheme of Continuing Professional Development (CPD) for occupational hygienists.

The scheme is being revised to meet the needs of the amalgamation of the British Institute of Occupational Hygienists (BIOH) and the British Occupational Hygiene Society (BOHS). This amalgamation placed a requirement on all Faculty members whether at Fellow, Member, Specialist Member or Licentiate grade, to participate in a CPD scheme. Those who already participate in CPD, and providers of CPD, are asked to take note of the changes, which are highlighted in the summary below. These guidelines will form one part of the new professional development folder which is being prepared for members of the Faculty. It is expected that they will be of help to both members of the Faculty who participate in its programme of CPD, and to those who have to appraise progress in CPD.

2. SUMMARY

CPD, the process by which hygienists keep updated and develop new skills, will *de facto* become mandatory in January 2004. All occupational hygienists will benefit from participating in a scheme which is recognised by external appraisers.

The Faculty of Occupational Hygiene (FOH), in line with other professional organisations both nationally and internationally, recommends that participants in its scheme should aim for a target of 20 points of CPD over a two-year cycle, with a balance between the activities of external and internal CPD. Supporting documentation needs to be retained in a CPD folder and annual returns made to the Secretariat for periodic audit.

While the broad arrangements may be familiar to many members, these new guidelines expand on the requirement in several areas. For example, information is provided on:

- the recommended balance of activities and some new targets (section 4.1);
- the potential elements of a suitable CPD programme (section 4 and Tables 1-3);
- a new system of collecting credits for personal elements of internal CPD (section 4.2(d) and Table 3a).

One key new recommendation (section 4.1(6)) is that all members should identify, on a voluntary basis or as part of existing arrangements, an occupational hygiene appraiser (ideally a line manager or senior colleague, but not necessarily restricted to a practising fellow professional) with whom their progress in CPD can be reviewed. Appraisers should have an active role in monitoring and in mentorship, and so we propose to involve them in the audit and the endorsement of CPD records prior to them being returned. This will necessitate a change in the format of the CPD records, and advice is given in section 6 on completing the new forms.

Other changes have also been made. More formality is being encouraged in the approval of external CPD events (section 4.2(a-c)), but greater flexibility in terms of accreditable activities for internal CPD, provided that sufficient verifying documentation can be collected and that the overall pattern of targets is met. Broadly the revised targets may be summarised as:

1. 20 points of CPD, averaged over a two-year cycle;
2. A minimum of 5 points per year in external CPD and a minimum of 2 points per year in internal CPD;
3. A balance of topics in each category of CPD.

3. BACKGROUND

3.1 What is Continuing Professional Development?

CPD is the process by which occupational hygiene professionals keep updated to meet the needs of workers, management, and their own professional development. In contrast to continuing professional education (CPE), which involves updating technical and scientific knowledge, CPD also embraces developing and improving the broad range of skills necessary for best practice (e.g. management, communication, teaching and learning skills, knowledge of information technology, and audit).

Many consumer groups and most professional bodies, including the Faculty of Occupational Medicine (FOM) and the Institution of Occupational Safety and Health (IOSH), regard CPD as a professional obligation. The Faculty of Occupational Hygiene is also committed to the concept of CPD as a means of encouraging and upholding the highest professional standards of knowledge and performance among the qualified practitioners of occupational hygiene.

3.2 Am I obliged to take part in the Faculty's scheme?

For all Fellows, Members, Specialist Members and Licentiates the CPD scheme will become mandatory from 1 January 2004. Some participating members may feel that as they already subscribe to other schemes (such as those run by IOSH or the American Board of Industrial Hygiene (ABIH)) they need not participate in this one. However, this is not the case and failure to participate will lead to the member being removed from the Faculty. Appraisers will take their principal guidance on standards from the Faculty schemes which will be available to help to provide a peer review of training needs, quality assurance (through a process of approval, audit, and compliance assessment), and a set of explicitly-stated standards and documentation.

3.3 What types of CPD are there?

Traditionally, CPD has been thought of as comprising two broad categories of activity:

1. **External CPD** - Events typically hosted outside the hygienist's employment organisation and with a broad audience of hygienists and other related health and safety professionals - e.g. study courses, conferences, workshops and symposia. In occupational hygiene such events have been sponsored by organisations as diverse as consultant organisations; learned bodies; local and regional committees; and enforcement organisations such as the Health and Safety Executive. External CPD usually requires specific funding and absence from normal work activity;
2. **Internal CPD** - Events such as departmental meetings; and activities such as survey work and research; the development of hygiene policies within an organisation; personal development in management or IT skills; supervision of junior colleagues; lecturing, teaching, examining, and scientific or learned articles.

Although this division is a convenient one, it is increasingly accepted that hygienists learn in many different ways, some of which defy simple classification (for example, from informal dialogue with colleagues, or from peer example). Table 1, which is modelled on "The Good CPD Guide" produced by the Joint Centre for Education in Medicine, highlights the plurality of possible learning methods.

TABLE 1: METHODS OF PROFESSIONAL LEARNING

Academic activities	Meetings	Learning from colleagues	Learning from practice	Technology-based learning	Management and quality processes	Specially arranged events
Academic activities	Departmental and policy setting meetings	Collaborative learning	Diaries	Audio-visual	Accreditation	Videoconferencing
Legal/Forensic activity	Internal Conferences	Consulting other professionals	Evidence-based practice	Communication and IT	Audit	Video review of performance
Reading	Survey reviews	Visits and travelling clubs	Mistakes	Computer support systems	Inspection visits	Sabbaticals
Writing service/ research procedures	Telephone conferences	Library professionals	Opportunistic learning	Distance learning	Quality assessment schemes	Attachments and secondments
		Peer review	Portfolio-based learning	Mass media		
		Peer review: multi-professional	Reflective learning	Simulations		
		Peer tutoring	Experiential learning			
		Professional conversations				
		Managing/supervising other colleagues' professional activities				

3.4 How is CPD measured?

Most professional organisations run a scheme under which approved events attract time credits (points) for external CPD, over and above which a target number of points is sought per year reflecting the combined activities of external and internal CPD. Most CPD systems, nationally and internationally, are founded on this system. However, there are a number of difficulties.

The presumption underlying approval of external events (that some activities are more worthy than others) may be open to question. The educational value of an event will vary according to the needs of the individual. Furthermore, time spent on an activity does not necessarily equate with achievement and proficiency, while attendance at an event does not necessarily reflect what has been learned. It is accepted wisdom that 'active' learning methods which encourage participation have a more beneficial effect on operational behaviour than 'passive' methods such as didactic teaching, but the evidence for this is not so overwhelming as to devalue the alternatives.

The educational value of internal CPD is even more difficult to assess according to the time credit system. Often the hygienist and his line manager (or peers) are better placed to estimate that value than an external assessor such as a Faculty officer. And for some activities which are undoubtedly educational, such as independent reading, there is a problem in both verifying the event and ascribing a time value. Assuming the broader definition of CPD (as shown in Table 1), many hygienists probably exceed the notional target of annual learning time by a wide margin, but in ways that may sometimes be hard to verify. For this reason, the Faculty is favouring a flexible approach in assessing creditable time. It has also taken the view that participants are best placed to judge their own educational needs.

The Faculty's procedures have therefore been refined and in some areas made more explicit to guide occupational hygienists and their appraisers on the recommended standards.

4. THE FACULTY'S SCHEME FOR CPD

4.1 Targets

1. A target of 10 points per year, averaged over a two-year cycle. (In practice, we anticipate that many practitioners will exceed this target.);
2. A balance should be sought between external and internal CPD. We recommend that a minimum of 5 points per year should be in external CPD and a minimum of 2 points per year in internal CPD;
3. A balance of topics should be covered within each category of CPD, rather than focussing on just one or two specific areas;
4. CPD activities should be clearly documented using the worksheet provided. Remember, if you do not keep good contemporaneous records, compliance cannot be confirmed at a later date! The minimum record for a calendar year should comprise a list of the events attended or activities undertaken, copies of the relevant programmes and timetables (or similar supporting paperwork), and the times for which you hope to claim credit. Ideally, for external CPD, proof of attendance should also be provided. Further information on how to document activities which comprise internal CPD and how to determine the credit value are provided later (see Table 3);
5. An annual return of CPD activities should be sent to the Faculty each January as a record of your CPD activity during the preceding calendar year. (The Faculty will periodically publicise reminders, but the onus to make a return lies with the individual.) Guidance on completion is provided in section 6;
6. As a further target, we recommend that all members identify an appraiser (ideally a professional line manager) with whom their progress in CPD can be reviewed. Many members will already undergo appraisals; and we would encourage others to identify, on a voluntary basis, a colleague who would be willing to act in this capacity for the time being. Experience of voluntary appraisal will be invaluable. Moreover, we believe appraisers have an active role in monitoring and in mentorship, and wish to involve them in the audit and the endorsement of CPD. Some members may have difficulty in finding a suitable appraiser. The Faculty are considering how, in the longer term, to best help members who find themselves in this position.

4.2 Suitable events and activities

a) External CPD: Events approved by the Faculty

The Faculty will approve external CPD events which meet suitable standards of quality and relevance. The content of the programme will be assessed to confirm this and to determine the allowable number of points to be claimed.

Guidance will be issued on request to providers of CPD, and some bodies will be invited to apply for accepted-provider status in order to streamline the procedure of approval.

The purpose of approval is threefold:

- i. to encourage, as far as possible, a high quality of CPD training within the relevant factor be it physical, chemical, ergonomic, etc;
- ii. to help members to identify in advance the appropriate accreditable points value for an event; and
- iii. to help members to demonstrate to external assessors in a readily identifiable manner, that a part of the professional obligation of personal development is being met.

Providers of a Faculty-approved CPD event will be encouraged to advertise in their programme both the fact of approval and the allowable points value of the event. Members should keep a copy of the programme together with a certificate of attendance in the CPD section of their folder; and CPD providers will be required to issue such certificates on request. These records will furnish the means by which appraisers can identify the amount of time members have spent at Faculty-approved external CPD events.

b) External CPD: Events approved by other professional organisations

While the Faculty will pursue the possibilities of setting up reciprocal agreements concerning CPD approval with other professional organisations it is recognised that some organisations use a system of self-appraisal and do not advertise the allocation of points to their events. This is very much a matter of personal discretion. The programmes and points approved by Directors of other CPD schemes will be accepted within the Faculty's scheme. Attendance at such events can thus be established by maintaining similar paperwork.

However, the Faculty expects appraisers and auditors to consider the relevance of an individual's attendance at any event to his or her employment practice. So a judgement may need to be taken on the relevance of CPD undertaken by hygienists attending events outside the specialty of occupational hygiene to affect their practice within it.

c) External CPD: Other events

Not all events of relevance can be approved in advance by the CPD Committee. The needs of members vary considerably, and may be met by meetings for which it would be unreasonable to expect prior approval (e.g. overseas meetings; and multidisciplinary or specialist meetings attended by few occupational hygienists). Flexibility is desirable. In these cases the onus will fall on the appraiser to agree in discussion with the participant an accreditable CPD value. Again the member should obtain and file in his folder a copy of the relevant programme and a certificate of attendance to assist appraisal. The Faculty will assist periodically by providing an external audit of the CPD record. This process (which is described under 'Monitoring and Audit' below) will enable participants, and their appraisers, to feel satisfied that their decisions are reasonable and can be upheld. Table 2 lists some common external categories of CPD in occupational hygiene for which approval arrangements are likely to be given.

TABLE 2: SOME COMMON SOURCES OF EXTERNAL CPD IN OCCUPATIONAL HYGIENE

- Meetings organised or sponsored by the Faculty of Occupational Hygiene
- Other meetings approved for CPD by another occupational health and safety professional organisation
- Specialist Society Meetings. (e.g. the Annual Scientific Meetings of BOHS; local BOHS Group Meetings; meetings of IOSH or The Ergonomics Society; and industrial group meetings involving external speakers)
- Other courses and meetings (CIA, TUC, CBI, etc.), including those providing management or personal development
- International/overseas meetings
- Local postgraduate meetings
- Technical skills/knowledge improvement 'updates'
- Educational visits to other companies, industries and academic institutions

d) Internal CPD

By the same token, the Faculty cannot approve in advance the points value of internal CPD activities, especially as the range of activities is likely to be broad, and personalised to the individual learning needs and practice of participants (Table 1). Even in retrospect, the task of reviewing internal CPD may be more effectively performed by an appraiser who has specific knowledge of the participant's practice. Moreover, the onus will fall on the appraiser to agree in discussion an accreditable CPD value, and on both the participant and his appraiser to ensure that the evidence is fully documented in the CPD folder - although the Faculty can help by providing an external audit of the records periodically (see below).

However, because internal CPD is more difficult to evaluate, the Faculty has decided, in line with some other organisations, to recognise certain personal CPD activities more formally (e.g. teaching and lecturing, examining, preparing posters for meetings, gaining new relevant qualifications, supervising junior members of the profession, and publishing in books and peer-reviewed journals).

In future these will attract a specified number of points (a minimum per item and a maximum per year), as set out in Table 3a. This will provide a more explicit framework for deciding the number of points that should be claimed for these activities. By specifying upper limits, it will help to preserve a balance in individual learning plans. And it will extend the range of formally accreditable activities.

Members will now be able to accumulate points for CPD that were previously unavailable to them (e.g. for participation in journal clubs, and activities such as audit, project work, the development of health policies and personal skills, etc.), and some pointers on how compliance might be demonstrated in these areas, and on how the number of CPD credits might be determined, are provided in Table 3b. The Faculty recognise that the profession encompasses a wide range of activities and acknowledge that by the award of Specialist Member of the Faculty. Such a member may well have a restriction upon the extent of their work activities and, in order to encourage those practising in specialist areas of the profession, the Faculty will not penalise those Specialist Members who develop in depth rather than breadth.

5. MONITORING AND AUDIT

The Faculty has an obligation to monitor participants' CPD activities. Audit helps members to confirm their compliance with a documented scheme of CPD, and it assists their appraisers by providing an external review of the appraisal process in CPD.

The responsibility for auditing compliance and for guiding appraisers, and providing external quality assurance of their efforts, lies with the Faculty. Our arrangements for audit are designed with these considerations in mind, but also cover the need of occupational hygienists who are experiencing difficulty in obtaining an appraiser.

You must make an annual return to the Faculty on your CPD activities (as described below). On receipt of your return the Society's administrative staff will check that both you and your appraiser have signed the worksheet and that points have been claimed. No attempt will be made to ascertain the authenticity of the claim. This remains a matter between you and your appraiser.

Those participants who have not returned a worksheet for the year in question will receive a reminder and if the worksheet is still not received after a reasonable time then the participant's name will be withdrawn from the list of Faculty members. They will no longer be entitled to use the appropriate post-nominal letters (FFOH, MFOH, MFOH(S) and LFOH).

A rolling programme of secondary audit will occur in which a Faculty representative will review the returns received. Around 10% of participants will be audited annually. Under normal circumstances this external audit should not occur more often than once every ten years. Participants, selected at random and with equal representation from between the grades will be asked to forward their documentation proofs for validation by the Faculty representative. These proofs will be reviewed and the participant will be informed of the representative's decision. This decision will be one of the following three:

1. All the proofs have been accepted and the participant will remain a member of the Faculty;
2. Some of the proofs have been accepted and the participant remains a member of the Faculty;
3. Most of the proofs have not been accepted and the participant will be asked to provide further justification for the points claimed. Depending upon the outcome of this investigation the participant may have his or her membership of the Faculty withdrawn either temporarily or permanently. Any suspension of Faculty membership may be appealed to the Board of the Faculty and its decision will be final.

No expelled participant will be re-admitted to Faculty membership until they have shown two consecutive years of CPD. The Faculty does not require documentation to be retained once this audit has taken place, but it would seem prudent to keep the paperwork until the next audit has been completed.

Your CPD returns must be supported by good documentation. The Faculty will not otherwise be able to verify the points you claim when we audit your folder, and your appraiser may run into similar difficulties.

TABLE 3: EXAMPLES OF HOW TO COUNT AND VERIFY BOTH EXTERNAL AND INTERNAL CPD POINTS

3a. Activities for which a credit value is specified

This activity	... Under these circumstances	Earn these points:		But no more than these points/CPD year:	Suggested proof (proofs must be kept)
		Item	Points		
Actively involved with practising occupational hygiene	Full time (in excess of 18 hours per week)	Full time	4		Appraiser's signature
	Part time (between 8 and 18 hours per week)	Part time	2		
Keeping a comprehensive portfolio of occupational hygiene work	Records of survey work, etc		2		
Teaching and small group tutorials	To other occupational health professionals such as occupational nurses and safety advisers	Three hours min	0.5	4	A paper record of what you taught, when, for how long, and to whom
Presentations and lectures	To peer groups in public meetings (eg. annual scientific meeting, local BOHS meetings, international meetings, etc)	Lecture	2	6	A paper copy of the programme which identifies your contribution
Posters	At scientific meetings	Named author on poster	2	6	A copy of the letter of acceptance for the poster. Each poster may only be claimed once even if given at several meetings.
Examinations	Setting questions for the MCQ banks (five questions minimum)		3	6	A certificate of compliance will be issued for Faculty examination activities
Examining	Being a member of an examining board as an active participant or as an observer (including for Diploma and Certificate vivas, FOH written papers and module examinations)	Examining	1	1 point will be awarded per day	A certificate of compliance will be issued for Faculty examination activities
Publications	If peer-reviewed and accepted for publication; also chapters and whole books in technical textbooks, and editing textbooks of occupational hygiene	Named author or editor	10	10	Reprint of the paper or letter of acceptance (and for books, a copy of the advertising material)
		Author of a chapter	4		
Relevant new degree	For obtaining MSc, PhD, Dphil on topic relevant to occupational hygiene	Proof of new qualification	10	10	A copy of the letter of award
Service protocol	If a substantial contribution to the writing/revision of the protocol, and if evidence-based or involving a literature search	A protocol	2	4	A copy of the protocol and note of your personal contribution

This activity	... Under these circumstances	Earn these points:		But no more than these points/CPD year:	Suggested proof (proofs must be kept)
		Item	Points		
Committee meetings	If involved in elaborating evidence-based reports, protocols and standards documents relevant to occupational hygiene practice	Meeting	2	4	Minutes of the meeting confirming attendance; drafts or final report to confirm content
Reviewing	Reviewing of books, and peer reviewing of scientific articles in professional journals	A paper	2	4	A letter of invitation to review or a copy of the published article
Technical/professional committee services	Being a Faculty officer or Board member, a regional organiser, or a member of a technical or professional committee or working group	Meetings	4	8	Proof of attendance at the relevant meetings
		Organising meetings	4		
		Attending no less than three/year	3		
Managing, supervising or directing other occupational hygiene professionals	Full time (in excess of 18 hours per week)	Full time	4		Appraiser's signature
Legal and forensic work	Issuing reports upon receiving solicitor's instruction; briefing Counsel, court appearances	Report	1	6	Letters of instruction
		Case conferences	1		
		Court appearances	2		
Attendance at annual conferences, SIG meetings, regional meetings and other symposia	Attendance for the complete meeting	Conferences	1/ day	6	Proof of attendance
		SIG meetings	1/day		
		Regional meetings	1/day		

3b. Advice on how to count and verify other activities

This activitycan be assessed in this way
Journal club	By the time of attendance (1 point for each seven hours of attendance). Ideally, each session would include an article or topic reviewed by you personally. Keep a copy of the agenda in your folder.
Internal audit or policy documentation; or external research	By estimating the time element of your personal contribution (0.5 point per half day). Keep a copy of the completed work in your folder. Remember to count only your time in shared projects.
Internal interdisciplinary meetings	By time of educational content. For example, if half the meeting covered routine administration and half was of educational value, count only the latter (0.5 point per half day). Keep a copy of the agenda in your folder. Explain what was educational and make a note of what you learned.
Management or IT training	By the time of tuition (0.5 point per half day). Try to get a certificate of attendance and achievement. Keep the programme notes and other paperwork in your folder.

6. COMPLETING YOUR CPD RETURNS

Participants are asked to fill in and submit an annual return - the worksheet.

With your appraiser, you should:

- a) review your CPD folder and your return with him/her before dispatch; and
- b) ask your appraiser to confirm that your folder contains the supporting documentation, and to endorse the worksheet before you post it.

6.1 Instructions for recording CPD

Brief personal details are required to identify participants and their working background. Only the current appointment or principal employment is required unless this changes during the CPD period, in which case please provide similar details for your new circumstances (with dates).

Space is provided on the two sheets to record both your internal and external CPD activities under several discrete headings: teaching, presentations to meetings (including posters), examining (including work as a Faculty Examiner), publications, development of service policy documents, peer-reviewing for journals and grant bodies, and new relevant qualifications.

The activities listed on these sheets attract points for internal CPD (as set out in Table 3a). Total the points claimed under these categories at the bottom of each page. Remember not to claim more points than allowed in each category of activity.

6.2 Internal CPD

This covers many activities in addition to those listed on the worksheet. Any activity which has educational value for the participant and which does not involve study leave or specific funding may be considered. This might include: departmental, interdepartmental and interdisciplinary meetings; presentations to such meetings; standard setting and audit; development of occupational hygiene policies; personal development in management or IT, and research or project work and its presentation. Examples are given in Tables 1 and 2. Routine committees and other similar routine lectures should not be included. Active rather than passive participation in these activities is firmly encouraged.

For each activity, you should record:

- a) the date of the activity;
- b) the title or nature of the activity;
- c) the points you wish to claim.

You should keep the documentation in your CPD folder which helps to verify your claims. Suggestions on how this might be done appear in Table 3.

6.3 External CPD

For each activity, you should record:

- a) the date of the event;
- b) the title of the event;
- c) the provider (organiser, sponsor, or host);
- d) whether or not the event had Faculty approval for CPD or was approved for CPD by another professional organisation; and
- e) the points you wish to claim.

If applicable, provide the details of some other form of approval.

The points which an external CPD event attracts are normally identified on its programme; but otherwise, assume that it will be 1 point per day or ½ point for a half day. You should exclude any parts of the programme that are not educational, and you should only claim for the days you actually attend.

Add up the total number of points claimed for the calendar year in question.

At the bottom of the second page a box is provided for you to summarise the number of points you wish to claim altogether for internal and external CPD. With your appraiser, you should identify any future training needs and formulate plans to satisfy these. This would normally be in the form of a Personal Development Plan.

Space is also provided for the appraiser to verify the points claimed, to make any additional comments, and to provide their signature. We would like your appraiser to review your CPD folder with you and to endorse the worksheet, confirming that your supporting documentation is complete. Records which are endorsed in this way will be helpful in the two-yearly checking of your returns. (Please ensure your appraiser has a chance to read these guidance notes before reviewing your CPD activities.)

6.4 Returning your annual CPD record

The original worksheet must be forwarded by **31 January** of each year to:

Chair of CPD
BOHS
Unit 5/6 Melbourne Place
Millenium Way
Pride Park
Derby
DE24 8LZ

PLEASE RETAIN IN YOUR CPD FOLDER THE COURSE PROGRAMMES, TIMETABLES AND OTHER DOCUMENTS RELEVANT TO THESE ACTIVITIES.

APPENDIX I

If you have difficulties

The CPD Committee and the Faculty recognise that some hygienists may have particular problems in achieving the target for CPD. We hope these notes will be useful.

1. **Part-time posts.** Hygienists who work part-time in occupational hygiene may find it difficult to achieve the targets set out in this guidance. However, the Faculty believes that all occupational hygienists have an onus to keep up to date. The responsibility for assessing whether this is sufficient will rest with the hygienist's appraiser, who will take account of the learning needs of the individual under the circumstances of his or her practice. The Faculty requires all those who practice occupational hygiene to participate in its scheme.
2. **Career breaks.** Members may take career breaks either from choice such as pregnancy and child rearing, or enforced such as redundancy or long-term illnesses. In these circumstances the member should inform the Faculty so that their participation within the CPD scheme is suspended. In order to ensure that those taking career breaks are professionally able to return to work the following administrative controls will be applied:
 - Breaks of less than twelve months – an extension of the two year credits accumulation to three years;
 - Breaks of between one and three years – written confirmation from the member's appraiser that their professional skills have not been eroded to any damaging extent;
 - Breaks of over three years - written confirmation from the member's appraiser that their professional skills have not been eroded and confirmation from the member that interest had been retained in professional activities over the career break. This could be achieved for instance by attendance at BOHS regional group meetings or Annual Conference. It would be helpful for the Faculty to be notified of such circumstances as soon as possible so as to enable the appropriate allowance to be made.
3. **Retired members.** Only members who have retired from the full-time or part-time practice of occupational hygiene will be eligible for the "Retired" status thus relieving them of any further obligation to accumulate CPD points. Members who fall into this category are entitled to use the appropriate post nominal letters e.g. FFOH(Ret), MFOH(Ret), MFOH(S)(Ret) or LFOH(Ret).
4. **Inadequate allowance for study leave.** CPD is a professional obligation, essential for updating the knowledge and skills of the occupational hygienist. Employers should be made aware of its importance in terms of risk management and best practice.

APPENDIX II

Appraising Professional Development:

Advice to both appraisers and members of the Faculty of Occupational Hygiene's CPD scheme

Why conduct professional development appraisals?

Appraisers seek positive impact on future performance by conducting professional development appraisals. The appraisal will identify positive FOH member professional commitment as well as problems and constraints to personal development. The professional development appraisal is not meant to be a means whereby merit awards or salary reviews can be considered. It is emphatically not an element in any disciplinary process.

Who evaluates?

Normally the member's immediate professional supervisor conducts the appraisal. Appraisers will note that members use multiple inputs to collect information, called external and internal credits in the Scheme guidelines, about their personal and professional development. The appraiser's task is to review, with the member, how the member has considered their professional responsibilities over the preceding year and what constraints have been placed upon the member to discharge those responsibilities. Where there is no immediate professional supervisor (or such a relationship would not be appropriate) then an external appraiser may be sought. The external appraiser should be a senior and experienced member of the profession who has the ability to understand the means of developing the individual so that they are able to reach their full potential.

What is included in the appraisal process?

The appraisal process begins with the member's self-appraisal of his/her own performance. This appraisal should be provided in writing on the worksheet. When documented evidence to support a self-appraisal claim cannot be provided, a verbal statement should be supplied. Any documentary materials that support the information provided in the self-appraisal should be included, along with an updated position description.

Tips for members when preparing for the self-appraisal:

- track projects throughout the year
- set goals and record accomplishments
- seek educational and professional opportunities, and relate them where possible to goals and assignments

When is the appraisal conducted?

Evaluation of professional performance is an ongoing process for each member. The frequency of their own performance reviews may be conducted as necessary by the member – depending upon the situation. Normally, "formal" meetings between the appraiser and the member will only be conducted at the end of the year, or shortly after the commencement of the New Year.

What are ideal conditions for the evaluation meeting?

The appraisal meeting is conducted one-on-one between the appraiser and the member. Ideally this meeting is held in a private place with no interruptions. The appraiser should allow enough time to cover all aspects of the discussion and allow time for the member to respond and voice his or her own comments.

Appraisers should be professional, descriptive and yet objective. Prior to the meeting, both parties should have taken the time to determine their desired results.

Advice for the appraiser and the member

1. There should be an initial commitment from both parties to complete the appraisal.
2. The appraiser, if they are unfamiliar with the member's job function, should arrange to take time and get involved.
3. The appraiser and the member should arrange a meeting which will allow sufficient time to complete the review of the worksheet and supporting documentation in a conscientious manner.
4. If the member and the appraiser are not familiar with each other then a pre-meeting may be appropriate to "break the ice".
5. The member should have a positive record of what has been achieved in the preceding year and a firm idea of what they would wish to achieve in the year ahead.
6. The appraiser should review the record of the year and discuss any items where it is believed that either under or over claiming of points is occurring.
7. The member's proposals for the year ahead should be reviewed by the appraiser and any suggestions as to how these proposals could be achieved or improved should be made. The appraiser's own experience may well be of assistance.
8. The appraisal meeting should close with an agreement either on the date of the next meeting, or a date when the next meeting could be arranged.