



CSVS

THE COLLEGE AND SOCIETY
FOR CLINICAL VASCULAR SCIENCE
Great Britain and Ireland

Education

Continuing Professional Development (CPD)

Version 6.0

August 2025

Doc Ref ED-004



Continuing Professional Development (CPD)

Version 6.0

August 2025

Doc Ref ED-004

Version Number	Change	Author	Date
1.0	Revised CPD document 2017/2018.	Author: Heather Anderson & Hannah Lines.	Jan 2018
2.0	Content removal/additions, reflective practice	Author: Heather Anderson & Hannah Lines.	April 2018
3.0	Removal of Appendix 2 checklist due to being out of date	Author: Hannah Lines and Amy Bolsworth	April 2019
4.0	Addition of Condition 4 for AVS validity – mandatory inclusion on the AVS register	Author: Hannah Lines and Amy Bolsworth	April 2020

5.0	Re-wording, removal of reflective essay	Author: Amy Bolsworth and Ana Morais	April 2023
6.0	Change in logo and changed SVT to CSVS. Added Content Page Edited the requirements for lapsed member reinstatement, exemptions to include paternity and adoption leave, changes to core modalities section, addition of 'Purpose' paragraph, addition of new front page format	Author: Amy Bolsworth, Hannah Williamson and reviewed by the CSVS Education Committee	August 2025

Purpose

The purpose of this document is to outline the requirements and procedures for Continuing Professional Development (CPD) within the CSVS, including maintaining CPD, registering CPD points, exemptions, audit processes and reinstatement of lapsed members.

Continuing Professional Development (CPD)

Contents

1. Overview
2. How to register CPD points
3. Newly registered AVS
4. Exemptions
5. CPD Audit
6. Lapsed AVS
7. Frequently Asked Questions (FAQ)

Appendices

1. Overview

Successful completion of the practical exam entitles the candidate to be registered and use the term Accredited Vascular Scientist (AVS). However, AVS only remains valid with successful upkeep of 4 specific conditions: accredited membership with the CSVS, clinical competency, continuing professional development (CPD) and mandatory inclusion on the AVS register.

Condition 1 - Membership

Be a current paid up Fellow of the CSVS. Fees are renewed annually.

Condition 2 – Clinical Competency

AVS registrants must maintain clinical competency in each of the 4 core duplex modalities and keep appropriate records.

- Core Modality 1 – Carotid duplex
- Core Modality 2 – Peripheral arterial duplex
- Core Modality 3 – Peripheral venous duplex
- Core Modality 4 – ABPIs

To maintain clinical competency, individuals must regularly perform and/or supervise scans pertaining to the 4 core modalities mentioned above. If called for audit, individuals will need to have their scans signed off by a manager or another AVS member on their team, and an appropriate consultant specialised in vascular to verify their continued scanning competency.

Condition 3 – CPD

AVS Fellows must complete CPD activities to demonstrate continued learning and development throughout their career promoting safe, effective and up to date practice. They must accrue a minimum of 30 CPD points within any three-membership year period (i.e., average 10 points per year). CPD must be submitted by the 31st of August each membership year or the member risks lapsing their membership. The CPD year runs from 1st of September to the 31st of August.

Condition 4 – Mandatory Inclusion on the AVS Register

AVS Fellows will automatically be included on the searchable, publicly available register of accredited Fellows on the CSVS website. This will contain name and membership number only; no personal information such as contact details will be divulged.

2. How to Register CPD Points

When:

Your CPD Locker should be updated regularly throughout the year. The total year's points should be entered before the 31st of August each year.

Where:

Access to your personal CPD record is available in “My Locker” on the CSVS website.

How:

Use the drop-down box to select the relevant item for each activity you wish to submit. This also lists how many points are allocated for each activity. If your CPD activity is not listed in the drop-down menu, please tick the box ‘The activity I want to record is not listed’. This function will allow you to free type your CPD activity which will remain pending until signed off by the CPD team. If you wish to make a retrospective entry of CPD please free type the date instead of using the calendar function.

What:

You can upload multiple pieces of evidence for any one CPD entry by clicking on the ‘Add more Evidence’ link during CPD entry. Unfortunately, members are unable to add evidence to previously submitted entries. If you wish to add further evidence, you will need to delete the previous entry and re-submit. Booking confirmations or receipts for courses cannot be used as evidence of CPD. If no official certificate of course completion is provided, please contact the course/event organisers to ask for an email confirmation of attendance or completion. This email can be attached as evidence. Any queries regarding qualifying activities should be addressed to the CPD Team:

CPD@csvs.org.uk.

Who:

Only accredited members of the college are required to maintain CPD points however the locker is available to all members to record development activity. **Accredited CPD points can only be claimed for activities undertaken post AVS accreditation date.** Please see the ‘Newly Registered AVS’ section below if you gain your AVS whilst undertaking CPD/qualifications.

3. Newly Registered AVS

Shortly after passing their AVS practical exams, newly qualified AVS members will receive an email from the CPD team outlining their CPD requirements. Newly registered AVS must start collecting CPD points immediately **post accreditation** and submit CPD entries before the end of the membership year in which they gain their AVS status.

Newly registered AVS will be awarded up to 10 ‘Pre-AVS’ points for each of the last full 3 membership years to ensure their 3 year 30 CPD points rolling average is not disadvantaged at the start. For example, if you passed in December of a membership year you will be awarded 10 points per year for the previous 2 membership years (prior to AVS registration) and 3 points for the current membership year. You will therefore have to accrue 7 points before the 31st of August the following year.

As newly qualified AVS members are allocated 'Pre-AVS' CPD, any further CPD activity entered must have been undertaken after a member's accreditation date.

4. Exemptions

Members can apply for up to 10 CPD exemption points to cover maternity/paternity/adoption leave, long term sickness, periods of extenuating circumstances and sabbaticals/career breaks for up to 1 year. Applications will be considered on an individual basis and may require corroborating evidence from a line manager.

Other exemptions may be considered based on individual merit.

Please contact the CPD Team if you think you qualify for an exemption or for advice:

CPD@csvs.org.uk

5. CPD Audit

Each year the CSVS Education Committee randomly select 10% of AVS Fellows for audit of their CPD and clinical activity. Members selected will be notified in July. It is the personal responsibility of each registered AVS to keep their online CSVS locker of CPD activity up to date (e.g., certificates, programmes, course notes) and keep their own log of clinical activity (e.g., using PACS, departmental database or personal logbook) and keep their contact details up to date.

If called for audit, members should ensure that their CPD lockers are up to date demonstrating they have accrued the minimum 30 CPD points over the previous 3 membership years. All submissions should include appropriate evidence and an associated written reflection. Reflections should demonstrate how each CPD activity has benefitted your professional development and / or service delivery. If you have not added a reflection to a submission, please fill in the Reflective CPD Activity Forms (see Appendix 4) and forward to the CPD Team. When you have reviewed your locker, please contact the CPD team who will review these submissions and highlight any inadequate submissions.

Members also need to complete a clinical activity sheet (see Appendix 2) that must be signed by your line manager and an appropriate consultant specialised in vascular. Once completed forward to the CPD team.

All AVS Fellows included in the CPD audit must submit all required documentation by the last working day in August.

Exemptions from the audit:

AVS members can only be selected for audit once in any three-membership year period. Therefore, you are exempt from audit if you have already been audited for the current 3-year CPD period. Please keep a copy of any previous audit pass certificates should you be incorrectly invited for audit. A copy of this should also have been uploaded to your locker by the CPD Team.

AVS members that are on maternity leave or long-term sick leave when selected for audit will have the option to either delay the audit process by three months (due 31st November) or defer for 1 year and be automatically included in the following year's CPD audit. Exempt members must maintain their CPD points and are entitled to points to cover their maternity leave: please see Section 4 – Exemptions above.

6. Lapsed AVS

Failure to satisfy the criteria of the annual CPD audit, or failure to maintain online CPD records will result in lapse of a member's AVS status.

Members with less than 30 points on the 1st of September will be contacted by the CPD Team to remind them to upload evidence. It is the responsibility of all members to ensure their contact details are kept up to date in their online locker.

If the minimum CPD requirements are not met by the 30th of September, then members AVS status will be marked as lapsed.

Lapse of AVS will result in removal from the publicly available register of AVS. Reinstatement on the register will follow once the conditions for reinstatement are met.

Backdating points: If a member's AVS status lapses due to fewer than 30 CPD points on 31st August (condition 3 of maintaining accreditation), CPD points earned during the reinstatement period can be allocated to the previous CPD year to make up any deficits in the 30 CPD rolling total. For example, if a member falls short of 3 CPD points by 31st August 2023 (membership year 2022-2023), and their next opportunity to earn CPD is by attending an event in September (worth 5 CPD points) then 3 CPD points will be allocated to the previous CPD year 2022-2023 and 2 CPD points will remain in the current CPD year 2023-2024 allocation.

Reinstatement of AVS:

Reinstatement of lapsed AVS will be dependent on an individual remedial CPD programme which will be designed to ensure that conditions 1, 2 and 3 have been satisfied (membership, clinical competency and CPD).

Payment of reaccreditation / lapsed AVS fees will also apply (all fees will be donated to the Circulation Foundation).

The programme for reinstatement will depend on the period AVS status has been lapsed:

- **0-3 months:** Members must ensure they have sufficient CPD points and pay a £100 reinstatement fee.
- **3 months to 1 year:** AVS will remain lapsed until conditions 1-3 are met at the discretion of the Education and Executive committees. Reinstatement at this late stage will incur a fee of £250.
- **1 year to 5 years:** Reinstatement will be dependent on an individual remedial CPD programme designed to ensure the member is fit to safely practise. This will include: accruing CPD points, completing a clinical assessment, payment of reinstatement fees and attending any relevant training events but will depend on individual circumstances.
- **5 years of lapsed AVS:** Members will need to re sit both theory exams and the practical exam to be reinstated. Exams will be offered at a reduced cost.

Please contact the CPD Team to apply or enquire for more information regarding reinstatement:

CPD@csvg.org.uk

7. Frequently asked questions

What doesn't count as CPD?

The AVS membership includes a range of demographics and as such a varied range of activities can attract CPD points. However, CPD points can only be awarded for activities which are additional to everyday working. Therefore, MDT meetings, workplace mandatory training (i.e., CPR, manual handling), assessing competencies for those in teaching roles, day-to-day training etc. are not allocated CPD points. Ensure that your CPD covers a mixture of learning activities, contributes to the quality of the service that you provide and benefits the service user.

What is the reflective practice form?

You are asked to submit a reflective practice form for your CPD, which allows you to get the most out of your CPD activity. Reflective practice is an important part of your continuous learning and development to ultimately benefit both yourself and our service users. It allows you to consciously reflect on your individual practice and critically analyse and evaluate your existing knowledge and generate new ideas. Please see appendix 4.

What if I am unable to undertake CPD for any reason?

Please contact the CPD Team (CPD@csvg.org.uk) for advice on maintaining CPD and to determine whether you qualify for certain exemptions.

I forgot to upload some CPD can I add it for previous dates?

If you wish to make a retrospective entry of CPD please free type the date instead of using the calendar function. If you have trouble doing so, please contact the CPD team (CPD@csvs.org.uk).

How will I know if I am included in the audit process?

All those who are selected to be included in the audit process will be contacted via email in July. Please ensure your contact details are kept up to date on your online CSVS account as the CPD team will not be responsible in the event that the audit invitation is not received. It is the members responsibility to ensure they check their e-mail and spam folder for any correspondence from the CSVS. Failure to respond to the audit invitation will result in your membership lapsing. All submissions of evidence are then required to be submitted by a specified date in August of that year. All audit documentation should be updated and completed by the 31st of August.

My certificate states the course is eligible for more CPD points than on the website – which is correct?

Although we aim to allocate CPD points in line with most national CPD schemes available, the allocation of CPD points is based upon information regarding the value and relevance of the activity to our particular job role and the time commitment involved and therefore may differ from those stated. There are also differences in the number of points required between professions. Any queries regarding CPD allocation should be directed to the CPD Team CPD@csvs.org.uk

There are further FAQs on the CSVS Website under the Education tab.

Appendix 1 - What is included in CPD?

Continuing professional development (CPD) is an important part of continuing registration as an AVS and is required to ensure that all registered Vascular Scientists continue to develop their knowledge and skills.

The CSVS CPD scheme includes the recording of reflective learning in line with that of the Health and Care Professionals (HCPC) scheme [Continuing professional development \(CPD\) | The HCPC](#) . The HCPC scheme defines continuing professional development (CPD) as ‘a range of learning activities through which health and care professionals maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice. CPD is the way professionals continue to learn and develop throughout their careers, so they keep their skills and knowledge up to date.

AVS are therefore required to:

- Maintain a continuous, up-to-date and accurate record of their CPD activities, producing an annual reflective CPD activity form.
- Demonstrate that CPD activities are a mixture of learning activities relevant to current or future practice.
- Seek to ensure that their CPD has contributed to the quality of their practice and service delivery.
- Seek to ensure that their CPD benefits the service user.
- Upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the standards for CPD.

Therefore:

- You must keep a record of your CPD, in whatever format is most convenient for you.
- You must make sure your CPD is a mixture of different kinds of activities– not just one kind of learning – and that it’s relevant to your work. It could be relevant to your current role or to a planned future role.
- You should aim for your CPD to improve the quality of your work. It may not actually improve your work, due to factors beyond your control, but when you choose your CPD activities you should intend for them to improve your work.
- You should aim for your CPD to benefit service users. As above, you may not be able to make sure that this happens, but you should have the intention of benefiting service users. Depending on where and how you work, service users might include patients, clients, your team, or students.
- You can make your own decisions about the kinds of CPD activities that are relevant to your role and your work. For example, CPD activities could include going on secondment, in-service training, mentoring, or reading or reviewing journal articles.
- You could structure your own CPD activities around your personal development plan from your place of work. You have the flexibility to plan your own CPD in a way that suits your work, your learning needs, your preferences, and the time and resources available to you.

Appendix 2 - Clinical Activity Form



CPD Audit: Clinical Activity Summary Sheet 2023-2026

Name: _____ Membership Number _____

Clinical Activity: 1st Sept 2023 – 31st Aug 2024

Name of Department where main clinical work was undertaken for this period: _____ Line Manager for this period _____	Number of scans in area	<50	51-99	100-149	150-200	>200
	Carotid Duplex					
	Arterial Duplex					
	Venous Duplex					

Clinical Activity: 1st Sept 2024 – 31st Aug 2025

Name of Department where main clinical work was undertaken for this period: _____ Line Manager for this period _____	Number of scans in area	<50	51-99	100-149	150-200	>200
	Carotid Duplex					
	Arterial Duplex					
	Venous Duplex					

Clinical Activity: 1st Sept 2025 – 31st Aug 2026

Name of Department where main clinical work was undertaken for this period: _____ Line Manager for this period _____	Number of scans in area	<50	51-99	100-149	150-200	>200
	Carotid Duplex					
	Arterial Duplex					
	Venous Duplex					

AVS registrant – please complete:

This is a true statement of my participation in Clinical activity for the periods shown.

Signed: _____ Date: _____

Line Manger /Accredited Vascular Scientist – please complete:

I agree that this is a true declaration of this registrant's participation in Clinical activity for the periods shown

Name: _____ Position: _____

Signed: _____ Date: _____ CSVS Number: _____

Appropriate Consultant Vascular Specialist– please complete:

I agree that this member is clinically competent in vascular ultrasound

Name: _____ Position: _____ Hospital: _____

Signed: _____ Date: _____ Contact email: _____

Appendix 3: Reflective Activity Form

Job Role:



Description: <i>(i.e. AGM, presented at local meeting)</i>	
Date(s):	__ / __ / __ (to __ / __ / __) Total Days/Hours _____
Type of activity:	<input type="checkbox"/> Educational <input type="checkbox"/> Professional <input type="checkbox"/> Work-based <input type="checkbox"/> Self Directed <input type="checkbox"/> Other _____
Benefits to your practice:	
Benefits to service user:	
Supporting evidence: <i>(can include program certificate, notes, presentation, signed training sheet)</i>	
Additional notes:	