

# CPD RECORD 2012

Please complete electronically and submit your record using the member's portal on the IEHF website at [www.ergonomics.org.uk](http://www.ergonomics.org.uk) before 31<sup>st</sup> March 2012.

## Name: Carol Ergonomist

IEHF membership grade: Registered, MIEHF

Current job title: Senior Human Factors Engineer

Number of years in practice and/or teaching: 11

Primary tasks: Provide HF support to:

- projects including Human Factors Delivery Manager for 2 projects
- internal development of Rail control products
- proposal writing.
- Development of internal HF guidelines for Company C development
- Line management of HF dept employees

Secondary tasks: Manage external contractors and consultancies providing HF support

Identify HF resource requirements and help with recruitment

Act as First Aider as required

## CPD completed in the last 12 months, Jan-Dec 2011

Alternatively, covering the period

|       |          |     |          |                                       |      |
|-------|----------|-----|----------|---------------------------------------|------|
| From: | Jan 2011 | To: | Jan 2012 | Percentage of time spent in practice: | 100% |
|-------|----------|-----|----------|---------------------------------------|------|

| Approx dates | What objectives did you set last year?   | What did you do to meet these?  | What did you learn from this?   | How have you or will you use this? Any further actions? |
|--------------|--|---|---|---|
| Nov-Dec 2011 | Completion of the HF sections for the Engineering Safety Handbook so they can be | Unfortunately project and proposal work took precedence and I did not complete these sections. The deadline for this work | I learnt about the importance of defining the basic tasks that need to be undertaken for all Rail | I will use this in my input to bids.                    |

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|                | integrated into the handbook.                            | has been moved to July 2012.<br>I did however develop generic guidance on the HF input into Bids.  | Signalling and Train Control projects.  |   |
| Jan – Dec 2011 | Maintain knowledge of related developments in Ergonomics | I work in the rail area of Human Factors and it is important that I maintain up to date knowledge in the area. This year there have been significant changes in the Network Rail standards and approach to HF. I have reviewed each of the relevant documents. In addition I have read relevant journals e.g. The Ergonomist and the International Journal of Injury Control and Safety Promotion. Attendance at webinars. | I learnt the new requirements for HF for Rail projects. I updated my knowledge in Managing Human Error in Complex Systems in attendance at the HFES webinar in October.   | I have already used this in projects and proposals activities.  |
| Jan – Dec 2011 | Completion of Internal CBT as required                   | I completed all relevant internal training courses. Two of these courses were particularly useful in developing me professionally: <ol style="list-style-type: none"> <li>1) A course on conducting line management reviews</li> <li>2) A project management course</li> </ol>   | <ol style="list-style-type: none"> <li>1) The course on conducting line management reviews was useful in my new role as line manager. I learnt how to conduct positive reviews that help the team member through constructive criticism and praise to identify where their skills need improving and how to motivate through recognition.</li> <li>2) The project management course provided the basic skills for project management. It covered Work package management, planning and controlling projects, risk management, working with</li> </ol> | I use all of the skills that I learnt in my new role. I conduct mid and end of year reviews for those to whom I am line manager. I manage several projects and support the bid process and the course in project management has improved the way in which I manage these activities. An example of my use of the Project Management skills acquired is:<br>My input to a large Rail RfP. As part of this process I: <ul style="list-style-type: none"> <li>• Was heavily involved in the production of Work Breakdown Structures for</li> </ul> |

|                |                                |  |  |  |
|----------------|--------------------------------|--|--|--|
|                |                                |  | teams, and effective communications.                                       | <p>each of the sub-projects</p> <ul style="list-style-type: none"> <li>• Helped develop the timeline for the sub-projects in which HF was directly involved.</li> <li>• Produced the HF outputs including: <ul style="list-style-type: none"> <li>○ A list of the HF activities that would be required to meet each sub-project</li> <li>○ Identified the inter-dependencies between HF activities and the other disciplines</li> <li>○ A Work Breakdown structure followed by a programme for all the HF activities and how they fitted with the other disciplines.</li> </ul> </li> </ul> <p>An estimate for the HF activities for all sub-projects.</p> |
| Jan – Dec 2011 | Improve Team Leader Qualities. | This has been done through the attendance at internal courses such as the course on conducting line management reviews. In addition I have improved my skills through on the job experience. | I have learnt the importance of regular meetings with those I line manage. | I use all of the skills that I learnt in my new role.  |

### What else did you do that you want to record?

| Approx dates   | What else did you do that will be useful?   | What did you learn from this?   | How have you or will you use this? Any further actions?  |
|----------------|---|---|--|
| Jan – Dec 2011 | <p>I have been proactive in my career development; in the last year I have:</p> <ul style="list-style-type: none"> <li>• Started gathering the evidence necessary to become a Fellow of the Institute of Ergonomics and Human Factors</li> <li>• Become a member of the US Human Factors and Ergonomics Society</li> <li>• Been accepted to present a conference paper at ASPECT the IRSE conference</li> <li>• Been interviewed for an article that will appear in the British Psychological Society members' magazine.</li> </ul> | <p>Completing these activities has enabled me to explore what it means to be a professional Human Factors Engineer.</p> | <p>I will complete the paper for the IRSE Aspect conference.<br/>I will work towards the activities that will enable me to attain Fellow status. I hope that I might have some interesting conversations with members of the BPS following the publication of the article.</p> |

### Any other information?

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| <p>Any other information you want to record, e.g. extenuating circumstances?</p> |  |
|--|--|

## CPD forward plan for 2012

Alternatively, covering the period

|       |          |     |          |
|-------|----------|-----|----------|
| From: | Jan 2012 | To: | Dec 2012 |
|-------|----------|-----|----------|

| What do you want or need to learn or achieve?  | What will you do to achieve this?<br>(And what resources or support will you need?)   | What will your success criteria be?                                       | What are your target dates for review and completion? |
|--|---|---|---|
| Work towards Fellow status of The IEHF.  | To do this I will need to identify and complete the actions that I will need to undertake in order to ensure that I will be eligible to be recognised as a Fellow of the society - expected duration 12 - 24 months. Following this I will need to complete and submit the relevant paperwork and identify and contact sponsors - up to 36 months to complete | Attainment of Fellow status of the IEHF                                   | End 2014  |
| Ability to complete HMI prototyping using computer based rapid prototyping tools such as Balsamique.   | Attendance at a relevant classroom based course.  | Use of the tool in project/proposal work                                  | Dec 2012  |
| Produce relevant and useful HF guidance that meets the needs of the various teams at Company C i.e. HF sections for the IRNE Engineering Safety Handbook, generic HMI style Guide for IRNE, Generic Guidance for the Design of Location Cases for ease of Maintenance. | Time and access to representatives in the appropriate departments.  | Guidance HF documents available to the IRNE projects and proposals teams. | Dec 2012  |

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|---|--|---|-----------------|
| <p>Appropriate HF input to IRNE bids.</p>                       | <p>Monitoring the Proposals and Bids currently being undertaken and won to ensure that the HF activities required to support the projects are correctly identified and undertaken. This will enable me to manage the expectations placed on the HF team by the rest of the business and identify appropriate resource.</p> <p>Meeting with Bid and Project Managers to highlight the requirements for inclusion of HF expertise.</p> | <p>More proposals and projects adequately identifying the requirement for HF input early in the proposal/project lifecycle. Fewer last minute calls for help.</p> | <p>Dec 2012</p> |
| <p>Presentation at a Relevant Conference.</p>                   | <p>Complete the paper for ASPECT conference by end April 2012.<br/>Present paper at conference.</p>  | <p>Successful presentation of the paper at the ASPECT conference.</p>   | <p>Oct 2012</p> |
| <p>Maintain knowledge of related developments in Ergonomics</p> | <p>Reading journals, books, standards.</p>   | <p>Up to date knowledge applied to projects and proposals.</p>  | <p>Dec 2012</p> |