# Continuing Professional Development
# Your New Responsibility ?

# Websites

- http://www.hpc-uk.org/
- http://www.ibms.org/
- http://www.bbts.org.uk/

# Health Professions Order 2001

**To protect the health and wellbeing of anyone using or needing the services of the health professions regulated by the HPC.**

**“How 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.”**

# Registered Professions

- **Arts therapists**
- **Biomedical scientists**
- **Chiropodists and podiatrists**
- **Clinical scientists**
- **Dietitians**
- **Occupational therapists**
- **Operating department practitioners**
- **Orthopists**
- **Paramedics**
- **Physiotherapists**
- **Prosthetists and orthotists**
- **Radiographers**
- **Speech and language therapists**
- **3 more to be added?**

# A New Responsibility

- All health professionals must continue to develop their knowledge and skills while they are registered.
- Linked to your continuing registration with HPC.

# Don’t Forget !!

- **Conduct**
- **Performance**
- **Ethics**

# The Rules

- **Must undertake CPD.**
- **Keep a record.**
- **Evidence of learning and outcomes.**
- **CPD process from July 2006.**

# Standards

- Continuous, up to date and accurate record of CPD activities.
- Mixture of learning activities, relevant to current and/or future practice.
- Contribute to quality of practice and service delivery.
- Benefit to service user.
- Written portfolio

# How?

- **Work based learning**
- **Professional**
- **Formal/educational**
- **Self directed**

## EXAMPLES OF CPD ACTIVITY (PUBLISHED BY THE HPC*)

| Work based learning | Professional activity | Formal / educational | Self-directed learning | Other |
|---|---|---|---|---|
| •Learning by doing<br>•Case studies<br>•Reflective practice<br>•Clinical audit<br>•Coaching from others<br>•Discussion with colleagues<br>•Gaining and learning from experience<br>•Involvement in wider work of employer e.g. representative on a committee<br>•Shadowing<br>•Secondments<br>•Job rotation<br>•Journal club<br>•In-service training<br>•Supervision of staff/students<br>•Visits to other departments and reporting back<br>•Role supervision<br>•Critical incident analysis<br>•Completion of self-assessment questionnaires<br>•Project work / management | •Involvement in a professional body<br>•Member of a special interest group<br>•Lecturing / teaching<br>•Mentoring<br>•Examiner<br>•Tutor<br>•Branch meetings<br>•Organising journal clubs or other specialist groups<br>•Maintaining and/or developing specialist skills<br>•Expert witness<br>•Member of other professional bodies / groups<br>•Presentation at conferences<br>•Organiser of accredited courses<br>•Research supervision<br>•National assessor<br>•Appointment to a promoted post | •Courses<br>•Further education<br>•Undertaking research<br>•Attendance at conferences<br>•Submission of articles / paper<br>•Seminars<br>•Distance learning<br>•Courses accredited by professional body<br>•Planning or running a course | •Reading journals / articles<br>•Review of books / articles<br>•Updating knowledge via www / TV / press<br>•Progress files | •Public service<br>•Voluntary work<br>•Courses |

* Continuing Professional Development – Consultation Paper HPC September 2004

# Approach

- Ongoing, learning and development.
- Focused on the individual's learning achievements.
- Personal development plan.
- Learning outcomes
- Service delivery.
- Not based on hours or points.
- Flexible

# Personal Development Plan

- Learning needs
- Learning activities
- Types of evidence
- What you have learnt

# Process

- Self declaration at each registration renewal.
- Sample audits.
- Submission of a profile of evidence
- Assessment of profile against the standards of CPD.

# Audit Dates

| | |
|---|---|
| July 2008 | Chiropodists and podiatrists |
| October 2008 | Operating department practitioners |
| August 2009 | Orthopists |
| August 2009 | Paramedics |
| September 2009 | Clinical scientists |
| September 2009 | Prosthetists and orthotists |
| September 2009 | Speech and language therapists |
| October 2009 | Occupational therapists |
| November 2009 | Biomedical scientists |
| February 2010 | Radiographers |
| April 2010 | Physiotherapists |
| May 2010 | Arts therapists |
| May 2010 | Dietitians |

# Audit

- Sample of registrants.
- 28 days.
- Profile must set out CPD undertaken.
- 2 CPD assessors.
- Appeal.
- Deferral.

# Profile

- Front cover, proforma.
- Contents page.
- Summary of recent work /practice, maximum 500 words.
- Statement of how standards of CPD have been met, maximum 1500 words.
- Documentary evidence to support statement.

# Summary of Recent Work/Practice

- Descriptive
- Concise account of work content.
- Key responsibilities relating to your role.
- Identify specialised areas in your work.
- Identify the key people with whom you communicate and collaborate.

# Evidence

- **Quality rather than quantity.**
- **Must relate directly to and be cross-referenced with the CPD Standards.**
- **Should relate directly to what is written.**
- **HPC will maintain a flexible CPD scheme.**

## EXAMPLES OF TYPES OF EVIDENCE FOR CPD (PUBLISHED BY THE HPC*)

| Things you may have produced | Materials demonstrating reflection & evaluation of learning & practice | Materials acquired from others |
|---|---|---|
| •Information leaflets<br>•Case studies<br>•Critical literature reviews<br>•Adapted user / student notes<br>•Policy or position statements<br>•Discussion documents<br>•Documents relating to national or local processes<br>•Recent job applications<br>•Reports (e.g. on project work, clinical audit, reviews of activity)<br>•Business plans<br>•Protocols<br>•Guidance materials (e.g. for service users, colleagues or students)<br>•Clinical audit tools<br>•Clinical guidelines<br>•Course assignments<br>•Action plans<br>•Course programme documents<br>•Presentations<br>•Articles produced for publication<br>•Questionnaires<br>•Research papers/proposals/funding & ethical approval applications<br>•Induction materials for new members of staff<br>•Learning contracts<br>•Contributions to work of a professional body<br>•Contributions to work of a special interest group | •Profiles drawn from learning portfolios<br>•Adapted documentation arising from appraisal, clinical supervision, job evaluation, compliance with locally implemented competency frameworks<br>•Documentation from compliance with local or national CPD schemes<br>•Evaluation of courses/conferences attended<br>•Personal development plans<br>•Documented and approved claims for academic credit for prior or experimental learning | •Testimonies<br>•Letters from users, carers, students or colleagues<br>•Course certificates |

* Continuing Professional Development – Consultation Paper HPC September 2004

# What Happens Your Profile

- **2 assessors**
- **CPD profile assessed using assessment criteria.**
- **Stay on register during assessment or subsequent appeal.**

# Assessment Criteria

| Standard | Standard not met | Standard partly met | Standard met |
|---|---|---|---|
| A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities. | The registrant has not provided evidence that they have kept a record of their CPD. | There is some evidence that the registrant has kept a record of their CPD. For example, they have described keeping a record. | There is evidence that the registrant has maintained a record of their CPD activities, and as part of their supporting evidence they have sent in a brief summary of all the CPD activities they have undertaken. |
| A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice. | The registrant has not undertaken any CPD activities.<br>Or<br>The registrant's CPD consists of only one type of CPD activity.<br>Or<br>The registrant's CPD is not relevant to their current or future practice, as described in the 'summary of practice'. | The registrant has undertaken two types of CPD activity, but they have not explained why they have concentrated just on those.<br>Or<br>There is some evidence that the registrant's CPD is relevant to current or future work, but this is not made clear. | The registrant's CPD includes three or more types of CPD activity.<br>Or<br>The registrant's CPD includes two types of CPD activity and their CPD profile has explained why they have chosen to concentrate only on those types of activity.<br>And<br>There is evidence that the registrant's CPD activities are relevant to their current or future practice and the link is clear in the personal statement. |
| A registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery. | There is no evidence that the registrant's CPD activities have improved the quality of their work, or that they have aimed for their CPD to improve the quality of their work. | There is some suggestion that the registrant's CPD has improved their work – improvement is hinted at in the information they have provided but they have not given any evidence to support this. | The registrant's personal statement shows that their CPD activities have improved the quality of their work and this is backed up with evidence.<br>Or<br>The registrant has shown how they believed that their CPD might improve the quality of their work, and had planned for this, but this had not been the case. The registrant's statement must show that they have considered why this has happened, and what they will do next to make sure their CPD will improve the quality of their work in the future.) |
| A registrant must seek to ensure that their CPD benefits the service user. | The registrant has not provided any information which explains any benefit to service users. | There is limited information about how the registrant's CPD activities have benefited service users.<br>Or<br>The registrant has stated a benefit to service users but not given any evidence or explanation to support this. | The registrant has shown (through evidence provided or an explanation given) how their CPD activities have benefited service users, either directly or indirectly.<br>Or<br>The registrant has shown how they believed their CPD would benefit service users, but this has not been the case. (The profile must show that they have considered why this has happened and what you will do next to make sure their CPD will benefit service users in the future.) |
| A registrant must present a written profile containing evidence of their CPD upon request. | The registrant did not return their profile by the deadline. | The registrant has provided a profile by the deadline but it was incomplete (for example, they said that evidence was to follow). | The registrant must send in their profile by the deadline. |

# Meeting Standard 1

- **Must maintain a continuous up to date and accurate record of their CPD activities.**
- **Does your evidence include a summary sheet of all your CPD activities?**

# Meeting Standard 2

- CPD activities are a mixture of learning activities relevant to current or future practice.
- What different types of learning activity have you undertaken?
- How is you CPD relevant to your work?
- What parts of your role are affected by your CPD?

# Meeting Standards 3 and 4

- CPD has contributed to the quality of their practice and service delivery, their CPD benefits the service user.
- How have you updated your knowledge and skills over the past two years?
- How has your learning affected how you work?
- How has your learning benefited your service users?

# Meeting Standard 5

- CPD profile
- Must fill in and return a CPD profile and evidence of you CPD when asked by HPC.

# Outcomes

- **Meet the standards, stay on the register.**
- **More information is required. Will let you know what additional information is required to meet the standards of CPD.**
- **Profile does not meet the standards. Your registration may be ended at this point or you may be offered an additional 3 months to meet the standards.**

# Extra 3 months?

- Appear to have filled in your PCD profile honestly and accurately.
- Met any or some of the standards.
- Would it be possible for you to undertake CPD which would meet the standards within 3 months?

# Commitment

- **If your CPD profile suggests that you are not committed to CPD, the assessors may think it is not reasonable to recommend a further 3 months and will recommend that you should no longer be registered.**

# CPD Schemes

- **HPC will not organise, approve or manage formal CPD activities.**
- **Any activity and associated documents undertaken under a scheme is an acceptable activity.**
- **The activity must meet the standards**

# Resources

- Time and funding?
- When?
- Help?
- Negative effect?

# Websites

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