

Introduction

Hello and welcome to the Health Professions Council, the HPC. We were created to protect the public. To do this, we keep a register of health professionals who meet our standards for their training, professional skills, behaviour and health.

This DVD has been produced to help you, our registrants, understand our standards for continuing professional development (CPD), and prepare for the CPD audit.

If you are watching this DVD you are probably a registrant who is interested in finding out more about the CPD standards, or a registrant who has been selected for audit, who wants some help in putting together their profile.

This DVD should help you understand our CPD standards, how you can meet them, and what would happen if you were selected for audit.

From July 2006, CPD has been linked to your registration. From May 2008, each time a profession renews its registration, we will select a random sample of registrants who will be asked to show that they meet our CPD standards.

My name is Simon Green and I'm a biomedical scientist.

I work as a dietitian.

I'm a physiotherapist.

I'm a podiatrist.

Alan Deakin – I'm a chief biomedical scientist in histopathology.

Specialist cystic fibrosis dietitian.

I'm a diagnostic radiographer.

I'm a podiatrist.

I'm Elizabeth Stevens. I'm a renal occupational therapist.

I'm a superintendent physiotherapist at Heart of England NHS Foundation Trust in Birmingham and I'm particularly responsible for the outpatient team but I have got an interest in CPD, Trust-wide.

This is our definition of CPD. In summary, CPD is not just formal courses, but includes any activity which helps you to learn and develop.

There are five CPD standards which you need to meet. They are:

Standard 1: You must maintain a continuous, up-to-date and accurate record of your CPD activities;

Standard 2: You must demonstrate that your CPD activities are a mixture of learning activities relevant to current or future practice;

Standard 3: You must seek to ensure that your CPD has contributed to the quality of your practice and service delivery;

Standard 4: You must seek to ensure that your CPD benefits the service user; and

Standard 5: You must present a written profile containing evidence of your CPD upon request.

I'll explain a bit more about each of the standards and how they can be met later on in this presentation.

The CPD standards apply to all registrants, wherever or however they work.

This means that you can plan and undertake CPD which is relevant to you and your job and which fits with how you prefer to learn.

Our standards are based on the end-result of your learning. We don't work on a 'points' or 'hours' system. This means that we have not set a minimum number of activities that you need to undertake. Instead, we are interested in the effect of your CPD and what you have done with it.

So we're now going to look at each standard in detail and explain what they mean for you.

Standard one

The first standard says that '...you must maintain a continuous, up-to-date and accurate record of your CPD activities'.

This means that as you are undertaking CPD you need to keep a record of what you are doing. You can do this in whatever way is convenient for you.

For example, you might keep a record as part of participating in a CPD scheme run by your professional body; you might keep a spreadsheet and record the activities you undertake; or you might keep a folder in which you store any documents relating to your CPD.

This means that you can keep your personal record in a format that suits you.

Your record must be 'continuous' and by this we mean that you should update it regularly. By 'up-to-date' we mean that your record will normally contain activities you have undertaken over the previous two years of your registration.

However, it is possible you might have started an activity more than two years ago, or you might have begun an activity which has not yet finished. By 'accurate', we mean that your record is a true reflection of the activities you have undertaken.

We will never ask to see your complete CPD record. This is your personal record for you to keep. If you are audited you would draw on the information in your personal record so you could show how you have met our standards.

I actually have my own spreadsheet on my computer.

I try to keep a record electronically.

I actually have a document where I detail any courses that I attended, dates that I attended, any learning – in a very quick sentence.

We encourage the staff to really keep a record in a way that best suits them. But to try and facilitate it, and support some of the staff if they need ideas about how to keep a record, what we did is provide a reference folder to each department.

As they were doing work during the day they could use the folder and take some forms out of it.

Keep a work-based-learning log as they go along that they can refer back to. Keep records of all their formal teaching which could cover anything really, ward rounds, MDMs, anything like that.

We are encouraging the staff; just in five minutes, as you do it – at work, at the time.

It is just literally a proforma that I've got that's got headings on: 'What was it?', 'When was it?', 'What did you do?'. What I take from it is what I generally write.

Standard two

The second standard says that you must '...demonstrate that your CPD activities are a mixture of learning activities relevant to your current or future practice'.

By 'mixture of learning activities' we mean that you need to undertake different types of learning. This means that if you only went on formal courses and didn't do any other type of activity you wouldn't meet this standard.

However, if you undertook a variety of different types of learning, for example if you went on formal courses but also read some journals and mentored a student, you would meet this standard.

Your CPD must also be relevant to your current or future practice. This means that your CPD must be relevant to what you are doing now or what you might plan to do in the future. For example, if you work in a clinical setting your CPD might all be relevant to caring for patients.

However, if you plan to move into management or education in the future, some or all of your CPD might be relevant to your future plans. You can structure your CPD around your own individual needs.

I'm responsible for facilitating training and development within the department.

A lot of journal reading – just to look at current practice and what's good.

It's really important to say that there are a variety of ways that you can achieve CPD.

Conferences... I might read journals.

Feedback from staff who you teach... feedback from students... just all sorts of selections really of anything that we regularly do.

I am currently doing a PHD at Coventry University.

Our peer-group-review sessions.

I have quite a lot of activities going on on a daily basis which involve research and audit, but also in my work I teach students, I do in-service training which I attend and teach... journals... published two articles in the last year so a very big variety really.

Standards three and four

Standard three says that you must 'seek to ensure that your CPD contributes to the quality of your practice and service delivery'. Standard four says that you must 'seek to ensure that your CPD benefits the service user'.

Whilst these standards are similar, standard three is really asking about benefits to you and how you work; and standard four is asking about benefits to others.

By 'seek to ensure' we mean that your CPD should aim to benefit the way in which you work and your service users.

However, we recognise that you might undertake a CPD activity but afterwards feel that it hasn't benefited you or those you work with. This isn't a problem and you would simply explain this if you were audited.

Your 'service users' are anyone who uses your services or is affected by what you do. For many people on our Register this will mean your patients. If you are a manager, your service users could be the staff you manage but might also be your patients or clients, or other managers you work with.

If you work in education, your service users might be the students you teach or academic colleagues who use your research.

The benefits of your CPD don't have to be dramatic. For example, your CPD might mean that you are more confident in undertaking a particular task and because of this you feel that your clients receive good care.

Alternatively, your CPD might have led to a change in the way in which you or your team works with clear benefits for your service users.

The main benefit to me is that I'm continually up-to-date. Certainly my job has changed quite a lot since when I first qualified and without CPD I wouldn't be where I am now. And hopefully in the future my job will change even more and I'll develop even further.

I think there is absolutely many, many benefits both for you as an individual or for the organisation that you work for and for the clients you treat.

It keeps standards high. It keeps you motivated. It maintains your enthusiasm and it ensures you are actually reflecting what you do and reviewing it which is so important – otherwise you can't really move forwards.

I think for me, they keep me motivated and enthusiastic so I have always got some sort of small project on-going that I can use as a goal. It keeps me interested.

Standard five

Standard five says that you must 'present a written profile containing evidence of your CPD upon request'. You will only have to meet this standard if you are selected for audit.

If you are selected for audit, we will send you a profile to fill in, as well as full guidance on completing the profile.

When you complete the profile, we are asking you to draw on the information in your own personal record. This means that it's really important that you keep your own record, as this will make the process of writing your profile a lot quicker and easier for you.

First of all, to show that you have met standard one, we ask that you provide us with a list of all the activities you have undertaken since you last renewed your registration.

This might be the contents sheet of your own personal record or a print-off if you keep an online CPD record. This should be your first piece of evidence.

Section one of the profile is a summary of your recent work. In this section you need to briefly explain what you do. You might base this around your job description.

This will show us that your CPD is relevant to your current or future practice and that you meet standard two. There is a maximum of 500 words for this section.

Section two of the profile is a statement of how the standards have been met. You need to explain how you have met the standards, with particular reference to standards three and four.

You might want to pick four or five different activities from your own record, tell us about what you did, what you learnt and how you think that this might have benefited the way you work and your service users.

There is a maximum of 1,500 words for this section.

I keep all my certificates of attendance at conferences or study days.

At the moment I keep most of the information electronically and paper copies separately to refer to at a later date.

Any sort of activity I keep in what I call my 'work-based-learning log' but we also keep copies of all our respiratory and service training here so if we attend or if we teach we have a log if that. So I keep a continuous electronic record.

Things sounds worse sometimes than they really are and I think if you keep an on-going record – especially electronically – it's very easy to pull the necessary data together. Especially in an environment where you have support from managers.

Audit process overview – diagram of process

Each profession renews its registration every two years. We send you a renewal form three months before your registration ends. We ask you to sign the form and send it back to us with either your registration fee or confirmation that you wish to continue to pay by direct debit.

From May 2008, when each profession renews its registration, we will select a random sample of registrants and ask them to show us that they have met the CPD standards by filling in a profile.

We will only sample registrants who have been on the Register for at least two years. This means that newly qualified registrants, or those returning from a career break, will have time to do CPD before they can be audited.

For the first two professions, chiropodists and podiatrists, and operating department practitioners, we plan to audit five per cent of the Register. Depending on the outcome, we may drop this to two point five per cent for future audits. Whatever we decide, we will communicate this clearly to everybody involved.

If you are selected for audit, we will write and tell you at around the same time we send you your renewal form. We will ask you to send us your completed profile by your registration cut-off date.

You will also need to send us your completed renewal form and payment by the deadline. When we receive your profile, we'll assess it against the CPD standards, and, if you meet them, we'll renew your registration.

Audit in detail

So, you now know all about the CPD standards and you should understand how to put together a profile, but what happens to your profile once it arrives at the HPC?

If after two months we haven't received your profile, we'll write to you to remind you. If you send us an incomplete profile, we'll return it to you explaining what you have missed out and ask you to return it to us completed.

Once we have received your complete profile, it will be looked at by two CPD assessors. One of these assessors will be someone from your profession. If we decide that you haven't quite met the standards, we might ask you for further information.

Alternatively, if we decide that your profile only partly meets some of the standards, but you have clearly shown that you are committed to CPD, we might write to you giving you further time to undertake CPD to meet the standards.

If we don't receive a profile from you, or, after any extra time we give you, you fail to meet the standards, your registration will lapse. It's important to remember that you will stay registered throughout the whole process.

So, as long as we receive your completed renewal form and fee, you will remain registered until we have reached a decision about your profile.

If we decide to remove you from the Register, this decision will be subject to an appeals process. You would stay on the Register until the outcome of any appeal you make.

If we do lapse you from the Register, we'll tell you what you need to do to become registered again. This is very different from being struck-off as this is an action that can only be taken through our fitness to practice proceedings, and there is rarely a link between CPD and fitness to practise.

The CPD process is not designed to 'trip you up' or unnecessarily remove you from the Register. We think that the vast majority of you are likely to comfortably meet our standards.

We also think that the registrants who do lapse are likely to be those who are clearly not committed to CPD, or those who fail to send us a profile. It's now more important than ever that you keep us up-to-date with any change of address.

Exceptional circumstances

So, what happens if you can't complete the profile? We want to be fair to everybody and we recognise that, in exceptional circumstances, you might not be able to send us a profile.

This might be because of a bereavement or illness, for example. If this is the case, you can ask us to defer your audit. We will carefully consider every request we receive for a deferral to make sure that we are fair to you as well as everyone else who is audited.

If we agree to defer your audit, you will be automatically selected next time around.

More information

We have also made available a number of different resources to help you in preparing for the audit and putting together your profile.

Firstly, our document Continuing professional development and your registration, provides more information about our standards, the audit and how to put together your profile. This is available on our website or you can contact us to request a hard copy.

We've also worked closely with professional bodies to write sample CPD profiles. We're aiming to publish on the website at least one profile for each profession. These profiles are not intended to be used as templates, but will give you a good idea of different ways in which the CPD standards can be met, and ways in which the profile can be written.

One thing to remember is that when we are assessing your profile, we won't be looking for a particular writing style – only at whether our standards have been met. There is a maximum of 2,000 words for the profile but please don't feel like you have to use all of this.

The main thing is that you clearly show how you've met the standards and it's possible you could do this in 1,000 words rather than 2,000.

Points for completing the profile

So now you understand what we're looking for, here are some pointers for writing your profile.

One good way of writing section two, your personal statement, could be to choose four or five activities from the past two years, and explain a bit more about what you did and what you learnt.

Try and keep it simple – you could say 'I now know more about this activity, and therefore practise more confidently.' If you tackle your profile in this way, it will be easier for us to see clearly that you've met the standards.

Please also provide some evidence that the activities you've written about have taken place, and, if you can, some evidence of benefit.

Thank you for taking the time to watch this presentation. We hope you have found it useful and you're now reassured about our CPD requirements.

Our registration team is on hand Monday to Friday, 8am to 6pm. Our contact number is 020 7840 9818. Our email is registration@hpc-uk.org.

Thank you for watching.

I think when I go back and disseminate the information to the team, I think a lot of their fears will be allayed. In fact the whole process in terms of the auditing, for example, is not as daunting as perhaps people think it is.

I think it's put my mind at ease that it's not going to be a big task if I am chosen to produce the evidence.

I do feel very comfortable about it now. I had done a lot of the work previously so I was aware of the standards but I feel much calmer about it. I think it's not a threat – it's something of benefit to us and the service and the professions.