Welcome to the webinar:

HCPC CPD Audit: your essential survival guide

Tuesday, 21st May 2019
13.00 – 13.45
Welcome

Victoria Harris
Learning Manager, RCSLT
Presenters:

**Alex Urquhart**
Stakeholder communications officer, HCPC

**Lucy Bomford**
SLT, Children and Family Health Devon

**Mark Singleton**
Learning Officer, RCSLT
Housekeeping

- Send in chat messages at any time by using the Chat button
- Send in questions by using the Q&A button
- This event is being recorded. See here for recordings: https://www.rcslt.org/webinars
- Please do fill in the survey that will pop up at the end of the webinar. The link will also be included in the post-event email
- Kaleigh Maietta is on hand to help!
Aims and objectives

After this webinar, participants will:

• Understand more about the HCPC CPD audit process, including what happens if you are selected for audit and what evidence the HCPC is looking for

• Learn about resources and help available to support you to gather the evidence you need

• Hear from an SLT who has been audited
Welcome

Alex Urquhart
Stakeholder communications officer, HCPC
CPD top tips

Alex Urquhart
The Health and Care Professions Council
Standards for continuing professional development

A registrant must:

1. maintain a continuous, up-to-date and accurate record of their CPD activities;

2. demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice;

3. seek to ensure that their CPD has contributed to the quality of their practice and service delivery;

4. seek to ensure that their CPD benefits the service user; and

5. 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.
Registration is renewed

Registrant renews registration online or using renewal form

Registration renewal process

Random selection for CPD audit process

Registrant submits profile

Profile is assessed against CPD standards

CPD standards are met by registrant
Things to remember

- Those selected for audit will receive a second letter within **10 days** after the renewal window opens.
- You can **continue to practise** during the audit process.
- Don’t forget a **dated list** to show that you meet standard one.
- Gaps of three or more consecutive months will need to be **explained**.
- Seek support from your colleagues and the HCPC.
- You should hear from us within 3 months of submitting.
Lucy Bomford
SLT, Children and Family Health
Devon
Where to find help

https://www.hcpc-uk.org/cpd/cpd-audits/completing-a-cpd-profile/
Finding sample profiles


• Educator
• Practitioner
• Researcher
Meeting the standards

1. Maintain a record of CPD activities
2. Demonstrate that CPD activities are a mixture of learning activities
3/4. Ensure that CPD is beneficial
5. Submit a CPD profile
The CPD profile

• Summary of practice history (500 words)
• Statement of how standards have been met (1500 words)
• Evidence to support your statement
  – Summary of all CPD activities
  – Supporting evidence for highlighted CPD activities
CPD – what counts?

- Work-based learning
- Professional activity
- Formal education
- Self-directed learning

![CPD - What Counts Table](image-url)

[www.hcpc-uk.org/cpd/your-cpd/cpd-activities](http://www.hcpc-uk.org/cpd/your-cpd/cpd-activities)
Summary of CPD activities

- Keep your list up to date as you go!
  - Example using colour coding:

<table>
<thead>
<tr>
<th>Date CPD activity completed</th>
<th>Brief description of CPD activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/09/2015 – 01/12/2015</td>
<td>Supervision of Year 4 student for final placement</td>
</tr>
<tr>
<td>20/10/2015</td>
<td>Mid-way appraisal with line manager. Review of CPD and operational targets.</td>
</tr>
<tr>
<td>30/10/2015</td>
<td>Safeguarding Adults Level 2 training. E-learning course, part of statutory and mandatory training requirements.</td>
</tr>
<tr>
<td>13/11/2015</td>
<td>Second opinion/ joint working with HSSLT (autism) for child with complex needs making little progress with communication</td>
</tr>
</tbody>
</table>
The statement

One way to complete your statement is to choose four to six CPD activities you have carried out and for each one describe:

- what the activity was;
- what you learnt; and
- how you think the activity improved the quality of your work and benefited your service users.
Finding the evidence

• Personal statement is part of the evidence

• You can submit:
  • Materials you may have produced
  • Materials showing you have reflected on and evaluated your learning and work
  • Materials from others

www.hcpc-uk.org/cpd/cpd-audits/completing-a-cpd-profile/cpd-evidence
Example 1

Supervision of students

Evidence:

• Anonymised student feedback to therapist from two students supervised during audit period
Example 2

Shadowing of a specialist colleague

Evidence:

• Copy of Personal Development Plan
• Written reflection on joint visit with HSSLT
Example 3

• Liaising with Early Help and other services

Evidence:
• Extracts from two referrals to other services demonstrating how I became better able to communicate the complex impacts of her profile of SLCN
• Supervision notes re Multi-Agency Safeguarding Hub referral (MASH)
• Email from Referral Coordinator evidencing how my referrals to Social Care and MASH improved the YP’s access to services
• Email/testimonial from line manager re how my work has improved outcomes for this family
Example 4

- Attending training courses

Evidence:

- Departmental study leave form including section detailing what had been learnt and benefits
- Reflection cycle relating to training using Gibbs model
Example 5

Delivering training

Evidence:

• Feedback email from education colleague detailing impact of training on staff and pupils
Example 6

Involvement in a CEN

Evidence

• Summary of feedback from attendees at CEN study day
• Copy of CEN notice from Bulletin
Summary

• Lots of information and guidance available at https://www.hcpc-uk.org/cpd/cpd-audits/completing-a-cpd-profile/
• Just under three months available to complete the profile
• Chance to submit further evidence if required
Mark Singleton
Learning Officer, RCSLT
Sources of CPD from RCSLT

**Events**
- Conferences, study days & workshops

**Networking online**

**Getting involved**

**Resources**
Sources of CPD from RCSLT

Events

- Hub roadshows
- CEN study days and get-togethers
Sources of CPD from RCSLT

Networking online

- Basecamp for member-to-member discussions and networking
- Twitter – several different RCSLT channels, including the main feed and specialised ones such as @RCSLTLearn and @RCSLTResearch
- Facebook – general SLT news and updates from the RCSLT
Sources of CPD from RCSLT

Conferences, study days and workshops

- RCSLT Conference coming up! Nottingham, 25\textsuperscript{th} & 26\textsuperscript{th} September

- You can check out slides and presentations from previous events via the RCSLT website: www.rcslt.org/past-events
Sources of CPD from RCSLT

Getting involved

- Current projects page: [www.rcslt.org/members/get-involved/current-rcslt-projects](http://www.rcslt.org/members/get-involved/current-rcslt-projects)

- Learning Champions and User Tester Pool
Sources of CPD from RCSLT

Resources

- eLearning via our dedicated CPD site, www.rcsltcpd.org.uk
- Webinars (live or recorded) – via our YouTube channel
- Documents and guidance on www.rcslt.org
Stay up to date!

- Enewsletter stories
- Bulletin
- @RCSLTLearn

Remember... you probably do more CPD than you think you do!
Victoria Harris
Learning Manager, RCSLT
RCSLT top tips

• If you are notified of the audit and are worried about the process call the RCSLT
• Don’t panic...you will have more CPD than you think
• CPD is not just attending courses...work-based learning counts too
• Use your professional networks for support
Any Questions?
Join us for the next webinar

Easy EBP: Resources to support you

Monday, 17th June 2019
13.00 – 13.45