HCPC audit: what you need to know

Thursday 10 June
1pm
Chair

Victoria Harris
Head of learning, RCSLT

RCSLT
Housekeeping

- RCSLT staff are on hand to help with any technical queries, you can get in touch with them via the chat button
- You can send in questions to our speakers today by using the Q&A button
- This event is being recorded and will be made available on the RCSLT website along with the presentation slides
- For this webinar we are joined by a BSL interpreter
- We would be very grateful if you would fill out the evaluation form that will pop up in a new window once the webinar window closes
Presenters

Natalie Berrie
Registration manager, HCPC

Sian Tooke
Paediatric SLT, Cornwall Partnership NHS Foundation Trust

Mark Singleton
Learning officer, RCSLT
Natalie Berrie
Registration manager, HCPC
Continuing Professional Development

Natalie Berrie, Registration Manager
Today

- The Health and Care Professions Council (HCPC)
- What is continuing professional development (CPD)?
- The five HCPC standards for CPD
- The CPD audit process
- Deferral
The Health and Care Professions Council

• Independent, UK-wide, statutory regulator

• Derives powers from Health Professions Order 2001

• Purpose: “to safeguard the health and well-being of persons using or needing the services of registrants” – Article 3(4)

• Separate role from professional bodies and trade unions

• Overseen by Professional Standards Authority (PSA)
What is continuing professional development (CPD)?

- Keeping knowledge and skills up-to-date and ensuring continued fitness to practise
- CPD is specific to you and your scope of practice
- Outcome-based (not based on points or hours)
- Self-directed and self-managed (no ‘sign-off’)

hcpc health & 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;
Your dated list

- How you record your CPD
- Level of detail is relevant for your needs
- No perfect way to record CPD

<table>
<thead>
<tr>
<th>Learning activities</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing journal article</td>
<td>Jun – Dec 2019</td>
</tr>
<tr>
<td>E-learning course on keeping and updating records</td>
<td>10 Sep 2019</td>
</tr>
<tr>
<td>Student supervision</td>
<td>Oct 2019</td>
</tr>
<tr>
<td>External Training</td>
<td>2 – 8 Nov 2019</td>
</tr>
<tr>
<td>Developing an education evaluation handbook</td>
<td>17 February 2020</td>
</tr>
<tr>
<td>Reading relevant journal articles</td>
<td>Monthly</td>
</tr>
<tr>
<td>Seminar</td>
<td>12 March 2020</td>
</tr>
<tr>
<td>In-service training</td>
<td>6 – 10 June 2020</td>
</tr>
</tbody>
</table>
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;
Activities

Work-based learning
– in-service training, reflective practice, work shadowing

Professional activity
– mentoring, professional body involvement

Formal / educational
– courses, conferences, research

Self-directed learning
– reading journals and books, internet research

Other
– voluntary work
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
Standard 5 – Submitting a profile for audit

• “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.”

• At renewal, 2.5% of those invited to renew are randomly selected for audit

• Those selected must submit their profile before the end of the renewal period

• Profiles are reviewed by HCPC Partner CPD Assessors
Types of evidence

Materials from others

– PowerPoint slides, testimonies

Materials produced yourself

– presentations you have given, business plans, induction materials for new staff

Materials showing you have reflected on and evaluated your learning and work

– hand written notes, personal development plans
CPD profile

• List of CPD activities for last two years

• Summary of recent work in the last two years (500 words)

• Statement of how standards have been met (1,500 words)
  • 4–6 specific examples
  • Focus on standards 3 and 4

• Supporting evidence for each of the examples mentioned in your statement
Tips for completing a CPD audit following COVID-19

• Reflect on your self-directed learning through the pandemic
• Reflect on training through the pandemic
• Don’t struggle to fill the COVID gap
• Don’t record all work activities
• Don’t limit yourself
• Show how your CPD meets the standards clearly

Top tips for completing a CPD audit following COVID-19 | (hcpc-uk.org)

HCPC CPD Webinar 13 April 2021 - YouTube
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

Registration is renewed
Deferral

• CPD is a requirement of registration but in some circumstances you may not be able to submit your profile

• Request deferral – providing the reason and evidence (eg maternity leave, long-term sick leave)

• If you defer you will automatically be selected for audit next time

• Your choice whether to apply for deferral
Resources and information

All available online at www.hcpc-uk.org/cpd
Things to remember…

• Those selected for audit will receive an email and letter this is separate to the renewal invitation

• 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

• Don’t send us identifiable information

• Speech and language therapist renewal window opens 1 July 2021
Sian Tooke
Paediatric SLT,
Cornwall Partnership
NHS Foundation Trust
My Experience of Going Through the HCPC Audit Process

Sian Tooke
Paediatric Speech and Language Therapist
Cornwall NHS
First Steps

• Notification
• HCPC information booklet
• Online resources
• Talking to colleagues
Where to start!?

• How to submit your profile
• Setting up a document
• Making time and deadlines
How do you track your CPD?

- Recording CPD
- Evidencing CPD
Profile sections

• A summary of practice history over the last 2 years (up to 500 words)
• A statement of how you have met the standards of CPD (up to 1,500 words)
• Evidence to support your statement
Your Statement

• Meeting all HCPC Standards for CPD
• Personal development plan
• Use the resources and support available
Statement examples

• **Standard 1** - maintaining accurate and up to date CPD activities

• **Evidence:**
  • Detailed list of all CPD activities
  • Copy of RCSLT CPD diary
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-10-18</td>
<td>Reading October's RCSLT Bulletin – Article “communication matters – support for teenagers in a digital world”</td>
<td>Self directed learning</td>
</tr>
<tr>
<td>23-10-18</td>
<td>AAC Webinar by Smartbox “what is AAC?”</td>
<td>Self directed learning, Formal education</td>
</tr>
<tr>
<td>24-10-18</td>
<td>Completion of NQP RCSLT competencies – working towards for just under a year gathering evidence and achieving goals</td>
<td>Work based learning, Professional activity</td>
</tr>
<tr>
<td>4-11-18</td>
<td>Reading November's RCSLT Bulletin – Article “Word finding therapy for children and adults”</td>
<td>Self directed learning</td>
</tr>
<tr>
<td>7-1-19</td>
<td>Placement Educator Training at MARJON university – requirement to attend prior to being allocated students on placement</td>
<td>Formal education, Professional activity</td>
</tr>
<tr>
<td>12-1-19 to 5-2-19</td>
<td>Reflections on sessions 1-3 of Palin PCI therapy program – first time delivering since training.</td>
<td>Self directed learning, Work based learning</td>
</tr>
</tbody>
</table>
Statement examples

- **Standard 2-** Demonstrate that the CPD activities are a mixture of learning activities relevant to current or future practice.

- **Evidence:**
  - Detailed list of all CPD activities
  - Completed NQP competency notes
  - Performance review paperwork
Statement examples

• **Standard 3 and 4 CPD has contributed to the quality of my practice and service delivery and that CPD benefits service user.**

• **Evidence:**
  • Certificates of attendance
  • Anonymised work documents
  • Personal reflections
Profile Completion

**Standard 5:** you must fill in and return a CPD profile, and evidence of your CPD, when we ask you to
Mark Singleton
Learning officer, RCSLT