



RCSLT webinar: HCPC audit - what you need to know

Q&A document

Chair

Victoria Harris, head of learning, RCSLT **(VH)**

Panelists

Natalie Berrie, registration manager, HCPC **(NB)**

Sian Tooke, speech and language therapist, St Austell **(ST)**

Mark Singleton, learning officer, RCSLT **(MS)**

Selection for audit

1. Is there a maximum amount of times you can be called for audit?

- A. There's not a maximum number of times because it's a random selection, therefore you can be audited more than once. On the rare occasion we have some registrants being audited more than once, this is also dependent on the profession, as some have gone through the CPD for many years. However, as mentioned being selected more than once is rare but can happen as the CPD audit is a completely random selection, which I can assure you it is.

Essentially each audit is for a different two-year period. Obviously, you are expected to do your CPD throughout your registration. I know it may feel a little bit unfair if you're selected again, as your colleagues may have never been selected. I can understand how it might feel a little bit unfair, however it is a random selection and CPD is a registration requirement. What we wouldn't want to do is exempt anyone for a different two-year period, just because they'd gone through audit before. To conclude there's no maximum and you can be audited more than once. The CPD process is regularly reviewed including the selection criteria **(NB)**

2. So, I moved here from the US and registered Oct 2019. Does that mean I am not in the selection pool?

- A. The next speech and language therapists random CPD selection will take place on 1 July 2021. As you came on the Register less than 2 years ago, you will not be included within the next CPD audit selection pool. However, you are still expected to do your CPD, as this is a requirement of your registration **(NB)**

3. Please can you say a little bit more about CPD assessors organisation and what type of information they receive in relation to our professional information?

- A. Our CPD Assessors will have access to everything you include within your CPD profile, therefore any information regarding your profession needs to be included within your profile. We do not include any additional information to our CPD Assessors, only the information you provide within your submitted CPD profile. Our CPD assessors are on the HCPC Register **(NB)**

4. Does the selection take a higher quota of e.g. newly qualified SLTs or those approaching retirement?

- A. It doesn't. What I did mention in my presentation is that if someone is newly qualified, they do need to be on the register for continuously two years before they're selected, to obviously give them a fair time to pull together and do their CPD. In terms of the random selection, just to give you a bit of detail. We basically do not include any registrants who are exempt ... For example, anyone in a fitness to practice status or anybody that hasn't been on the register continuously for two years won't be put in the pool. But literally every other registrant will be put into the pool, and it will just be a complete random selection from that pool of people. What I will say, we are conducting a CPD review coming up. In terms of our standards, and also looking at how we do our audits, and also the requirements for the random selection. These are things that we are constantly reviewing, because there are different ways of doing things. And it is a bit of trial and error. But at the minute, that is how our random selections work. It's completely random, so it doesn't look at things like retirement age or newly qualified students **(NB)**

5. Does audit take into account part time workers and what hours are considered part time?

- A. Absolutely. In your summary of work, obviously, I recommend you mention that you are working part-time. Obviously, we do still expect you to do your CPD, but we do understand that it may be more limited and maybe not as much as maybe someone in

full-time employment. Again, the assessors will consider that when looking at your profile. But we still encourage, even more so importantly, because you're doing part-time, that there is a mixture of learning there.

Again, the rule of thumb still applies. If there are any gaps larger than three consecutive months, they need to be explained. But the assessors will always consider your working environment and your contract if you are part-time or full-time, so please do mention that if you are selected. It will be considered **(NB)**

Your evidence

6. Regarding the evidence to provide, do they have to be digitised or can it be paper based?

A. Yes. We have now introduced, as mentioned, our CPD online system. As Sian mentioned, previously it was email or paper. We've now come away from that. Now, any registrant that is selected for CPD does need to use the online system. In terms of evidence, it will need to be uploaded. And there's a number of different types of documents that we accept.

It may even be that, if you can take a clear picture of the evidence and upload that, that can work. We've seen registrants do that. As long as we can read it, that's most important. But we no longer accept emails or posted profiles. We've got with the times now, so we're online finally **(NB)**

7. What sort of evidence do the HCPC expect you to submit to show the impact your learning has on the service and service users?

A. The evidence links to your last two years of CPD. As you summarise your CPD within your profile you will only give detailed information and provide evidence on 4-6 CPD activities. There are many options as to what the activity might be. Refer to presentation to see some examples of evidence provided also there are example profiles available on the HCPC website. A few examples could be; anonymised documents from your work or certificates of attendance at training **(ST)**

8. Will a negative example reflect badly on me as a therapist? Should I exclude this from an audit?

A. It is very much up to you whether you would like to include a negative example. It wouldn't reflect badly so long as you can demonstrate that you have reflected and developed from it. As an example, it would be possible to reflect on a presentation that went poorly, as long as you show what went wrong and how you intend to learn from it and do better next time **(VH, after the webinar.)**

9. I was redeployed into hospital maternity during COVID - does the training from this count even though it's not directly SALT related?

A. Absolutely. We have seen a lot of this recently. Any training that you have done or any CPD you've done during that time would be considered. Because when we speak about that summary of practice and your summary of work, that's where you'll be explaining who you are and what's happened in the last two years. The assessors will be aware of your circumstances.

Obviously, the CPD you carried out during that period of being redeployed essentially is considered as your CPD as well. Just to reassure you, that's absolutely fine. Any training that you've carried out, as long as you can relate it to your practice during that time and just explain to the assessors where you were redeployed to. You probably will find there were some skills and knowledge you were pulling on from your previous role, so just having to think about all of that. But it would definitely be considered **(NB)**

10. Not all CPD results in me doing things differently. Is it acceptable to the HCPC that a CPD can confirm and update your knowledge, and that you haven't necessarily changed your practice? It is difficult to find a new CPD if you are specialized in a specific field and work independently

A. Of course. What I would say to that is absolutely. What you will find, and I think I mentioned in the presentation, you may go into something or do CPD and think you're going to get something from it, but actually you don't. Or you didn't get as much as you wanted. Or actually, it's just reinforced some of the learning you already knew. That's absolutely fine, because what we're saying is keeping your skills up-to-date in order to work safely and effectively.

It may be that you've gone along and done something, and it just reinforced what you're already doing is the correct way of doing it. Therefore, you've kept your skills and knowledge up-to-date. You can explain that in your profile. Or even if it's just one thing you've learned to do a bit better, again, you can explain that from that activity. That is completely acceptable as well, as long as it is explained in the profile **(NB)**

11. Is mandatory training, required by the organisation for whom you work, acceptable as CPD if you are able to evidence the relevance?

A. Your CPD must be relevant to your scope of practice. In-service training does count as CPD as long as it is relevant to your scope of practice and you can evidence that. Do remember though, that your CPD must include a mixture of different types of learning so you should not rely just on mandatory training when completing your evidence.

12. I work in a school and have roles in addition to being a SaLT- can I add CPD activities more focused on other roles I take in school?

- A. We find this very often with our professionals that they may be doing more than one role. I probably would put the ball back in your court and say, what you're doing in this other role. Are there parts of it that are allowing you to draw on your skills, knowledge, or benefiting some of the practice within your speech and language therapist role? You may find that there is. And if there is, then obviously do by all means include that in your CPD profile. If it's completely unrelated and there's absolutely no connection, or there's no skills or knowledge being drawn within your other role. We'd probably say it doesn't need to be mentioned, because the assessors won't see things relevant to what you're doing within your scope of practice. It's asking yourself a few questions. You may well find there is stuff that is overlapping, or there are transferable skills there that you can actually use. If there are, by all means, do mention some of the activities you do within the other role as well **(NB)**

Deferring

13. Regarding deferrals, could someone theoretically defer twice in a row e.g. if they were on maternity leave the first time selected, and then on long term sick the next time.

- A. That's fine. Yes, they can. Each deferral request is dealt with on a case-by-case basis. We do see very rarely that some registrants are deferred more than once, because unfortunately things can happen in life, and we have to be flexible and understanding. We've had similar situations, and given the circumstances, we can then defer again. That's not a problem. Obviously, they would have to put in another deferral request at the time of being selected again **(NB)**

14. I don't work over the summer break (term time only) - would that constitute grounds to request an extension?

- A. If you feel you need more time to submit your CPD profile and the 3 months provided is not long enough, we would ask you to email HCPC providing more detail for your extension request including how much more time you feel you need. In some cases, we may request evidence. Each request is dealt with on a case by case basis **(NB)**

Using the RCSLT CPD diary

15. Does the download from RCSLT log download each year separately or everything from the beginning of the log?

- A. Sure. It downloads everything from the beginning of the diary. That's why I recommended using the filter option in the spreadsheet itself. Particularly, if you're using it for the HCPC audit. Because for quite a few of our members now, they're going to have around a decade's worth of CPD in there. Yes, it will give you all of it, but you can just filter out the stuff you don't need for the audit period **(NB)**

16. Does downloading the log also download the attached evidence?

- A. Downloading the log creates a CSV spreadsheet listing all your activities and your reflections, but not the evidence which accompanies them. To access your evidence you will need to go each activity and download the associated evidence. Remember that you will only need to select 4-6 learning examples to reflect on for audit, so this should be manageable **(VH)**

17. Can anyone else see the RCSLT log? ie. RCSLT

- A. The RCSLT can access your log but this is for maintenance purposes - for example if you ask us for help with your diary. We do not actively view diaries as these are for member personal reflections **(VH, after the webinar)**

18. If you have only just started using the CPD RCSLT diary can you go back to 2020 and retrospectively fill it in so it's all in one format?

- A. Yes, it is possible to retrospectively add activities to the CPD diary. You just need to add them and assign an old date **(VH after the webinar)**

Failure to meet the standards

**19. What happens if you don't fulfil the audit requirements?
What is the process if it is deemed you haven't met the standards?**

- A. Once the HCPC has assessed your profile, there are three possible outcomes.

1. Your profile meets the standards. The HCPC will contact you and let you know. You will just be told that your profile has met the standard. You are not given any additional feedback.
2. The HCPC needs to ask you for more information. It will contact you and let you know what information is needed and whether you meet the CPD standards.
3. – Your profile does not meet the standards. If your profile does not meet the standards, the CPD assessors will then decide whether or not to offer you extra time (up to an extra three months) to meet the standards. The HCPC will normally ask you for more information before making this decision **(VH, after the webinar.)**

If there are shortfalls in meeting the CPD standards the CPD assessors will provide details of what further information they require. The registrant will then be given the opportunity to submit further information which will then be looked at by the assessors. In most cases registrants meet the CPD standards after one round of further information, however if required the registrant may be asked for another round of further information if there are still shortfalls.

However, a registrant can be removed for not meeting the standards, this would only happen if they have been given several opportunities to submit further information and still don't meet the standards. Furthermore, the registrant may be given an additional 3 months called further time to do further CPD that enables them to meet the standards. If despite the further time the registrant still does not meet standards, they will be removed from the Register, at this point they would be given the right to appeal this decision.

The other scenario is a registrant who has not engaged with the CPD process, despite several reminders and chasers, if the registrant does not engage with the audit, they will be removed from the Register. Again, they will have the right to appeal this decision. Therefore, it is very important registrants keep their contact details up to date and ensure they engage with us if they have any concerns or problems with the audit.

Our aim is never to remove a registrant from the Register and an extremely small number of registrants have been removed for CPD reasons **(NB)**