

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

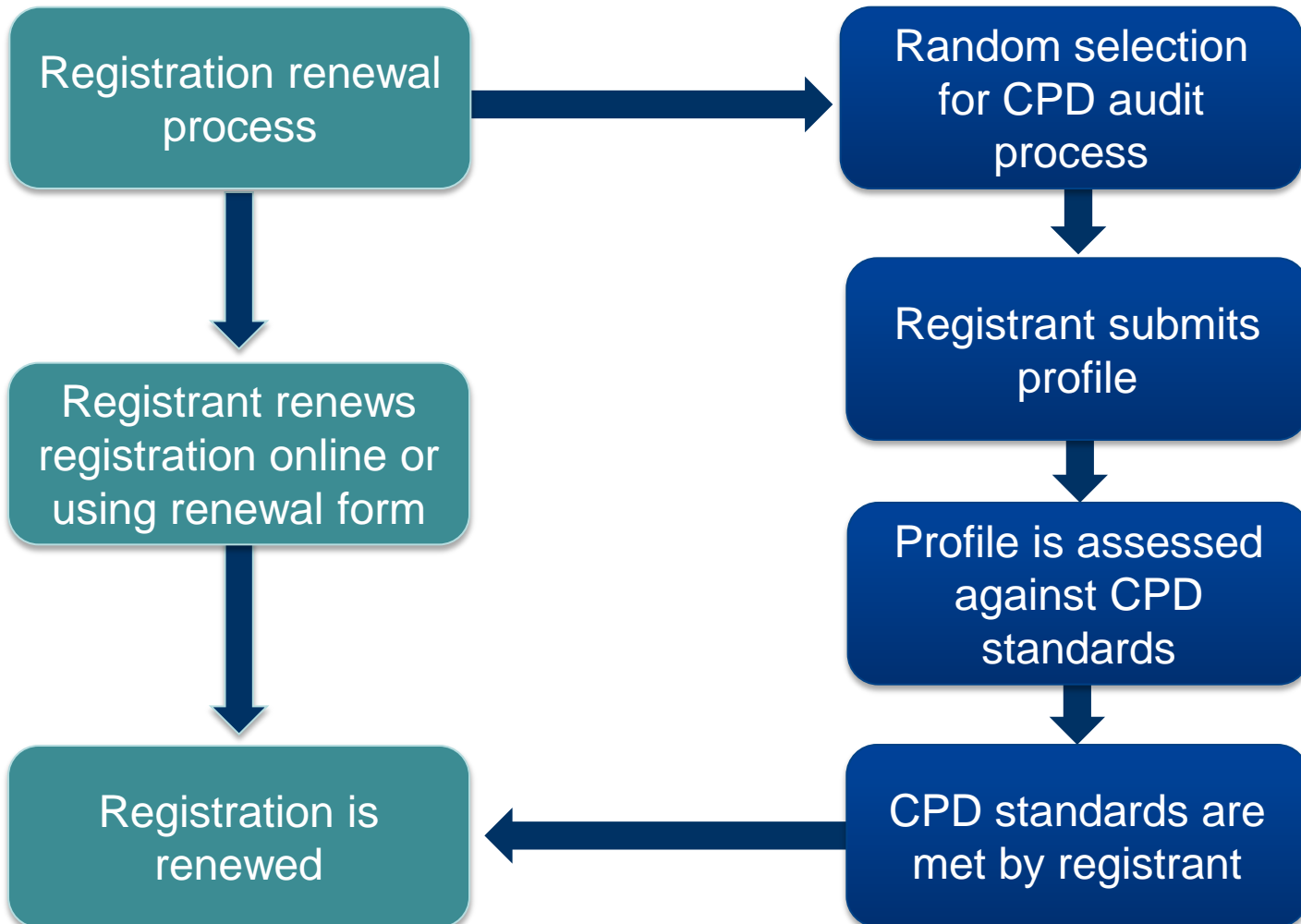
Alex Urquhart

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



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



Your duties as a registrant

How to
complete your
continuing
professional
development
profile



Standards of proficiency

Speech and
language
therapists

<https://www.hcpc-uk.org/cpd/cpd-audits/completing-a-cpd-profile/>

Finding sample profiles

- <https://www.hcpc-uk.org/cpd/cpd-audits/completing-a-cpd-profile/how-to-complete-your-cpd-profile/cpd-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

Work based learning	Professional activities	Formal and educational	Self directed	Other
<ul style="list-style-type: none">○ Reading journals or articles○ Keeping a file of your progress		<ul style="list-style-type: none">○ Reviewing books or articles○ Updating your knowledge through the internet or TV		

Summary of CPD activities

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

Date CPD activity completed	Brief description of CPD activity Key: work based learning, formal and educational activities, professional activity, self-directed learning
03/09/2015 – 01/12/2015	Supervision of Year 4 student for final placement
20/10/2015	Mid-way appraisal with line manager. Review of CPD and operational targets.
30/10/2015	Safeguarding Adults Level 2 training. E-learning course, part of statutory and mandatory training requirements.
13/11/2015	Second opinion/ joint working with HSSLT (autism) for child with complex needs making little progress with communication

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



Getting
involved



Networking
online



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, 25th & 26th 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
- Learning Champions and User Tester Pool

Sources of CPD from RCSLT



Resources



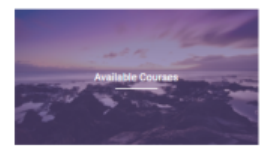
- eLearning via our dedicated CPD site, www.rcsltcpd.org.uk
- Webinars (live or recorded) – via our YouTube channel
- Documents and guidance on www.rcslt.org

CPD Platform



Welcome

This website is the online learning / CPD system for the Royal College of Speech and Language Therapists. You may have arrived here from clicking a link on the main website, or have been given access to a course by an admin user. There are courses for non-members too, although you will get more benefits from being a member. Use the links on this page to see what is available to you. If you do not yet have an account you can sign up to create one.



www.rcsltcpd.org.uk

Stay up to date!



- Newsletter 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

