

What you need to know about the HCPC CPD audit

Welcome – our session will begin soon



Housekeeping

- We're recording this session
- We'll share the slides with you after the event
- There'll be time for question and answers towards the end



You will hear from...



Anne Keen

Professional
Advisory Service
Manager, RCOT



Natalie Berrie

Registration Manager,
HCPC



Emma Grover

Professional
Development Lead,
RCOT



Florence Milliken

Professional Liaison
Consultant Northern
Ireland, HCPC

What we'll cover today

HCPC re-registration and CPD audit process

Top tips on how to complete a CPD profile

Hear what it's like to be audited

Learn how RCOT can support you

Time for reflection

Questions, answers and feedback

How does the HCPC CPD audit make you feel?

- Go to [slido.com](https://www.slido.com)
- Enter code #1594638
- Or scan the QR code



Handover to Florence Milliken

Professional Liaison Consultant Northern Ireland, HCPC

What you need to know about HCPC audit.

Florence Milliken BSc Hons, SRP,
Professional Liaison Consultant
Northern Ireland





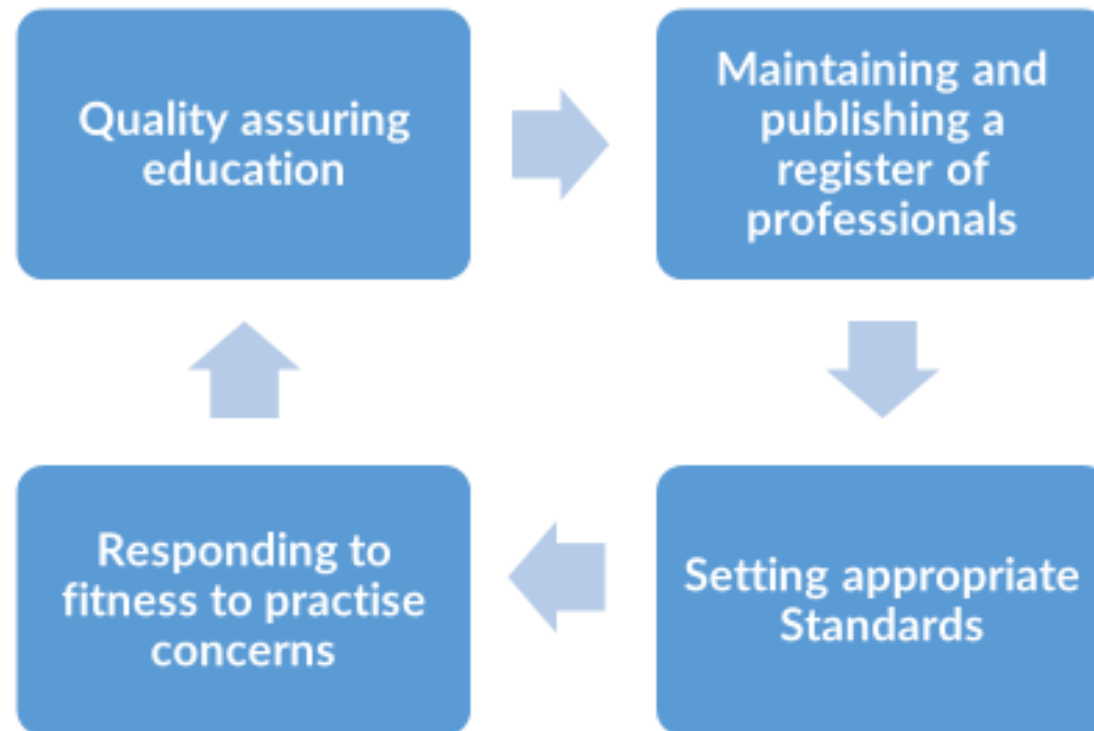
TeenClips.com

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service@toonclips.com

Regulatory role of the HCPC

Professional Liaison Service



Your duties as a registrant

Information for registrants

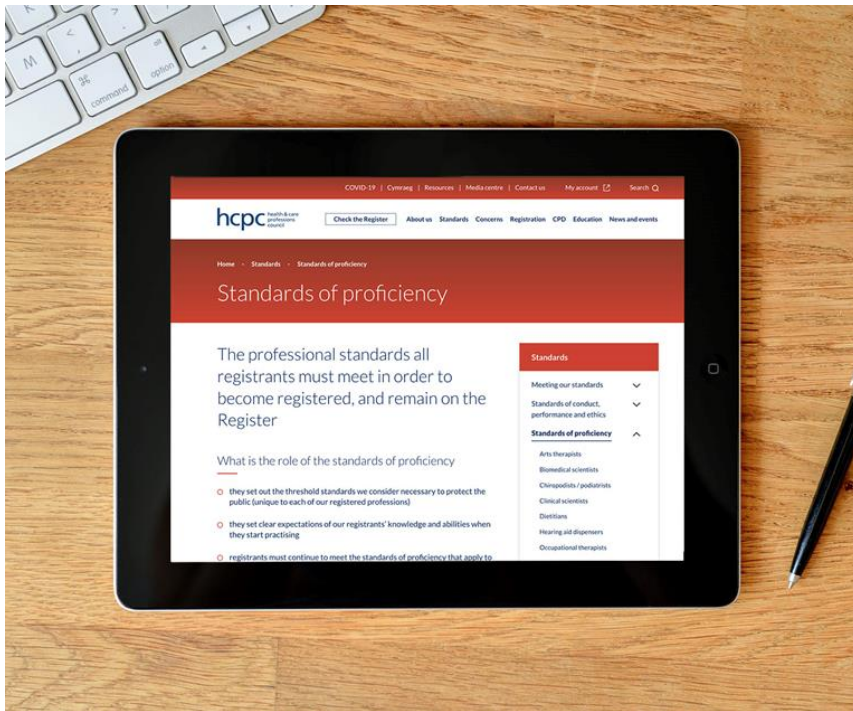
Continuing
professional
development
and your
registration

Standards of
conduct,
performance
and ethics

Standards of proficiency

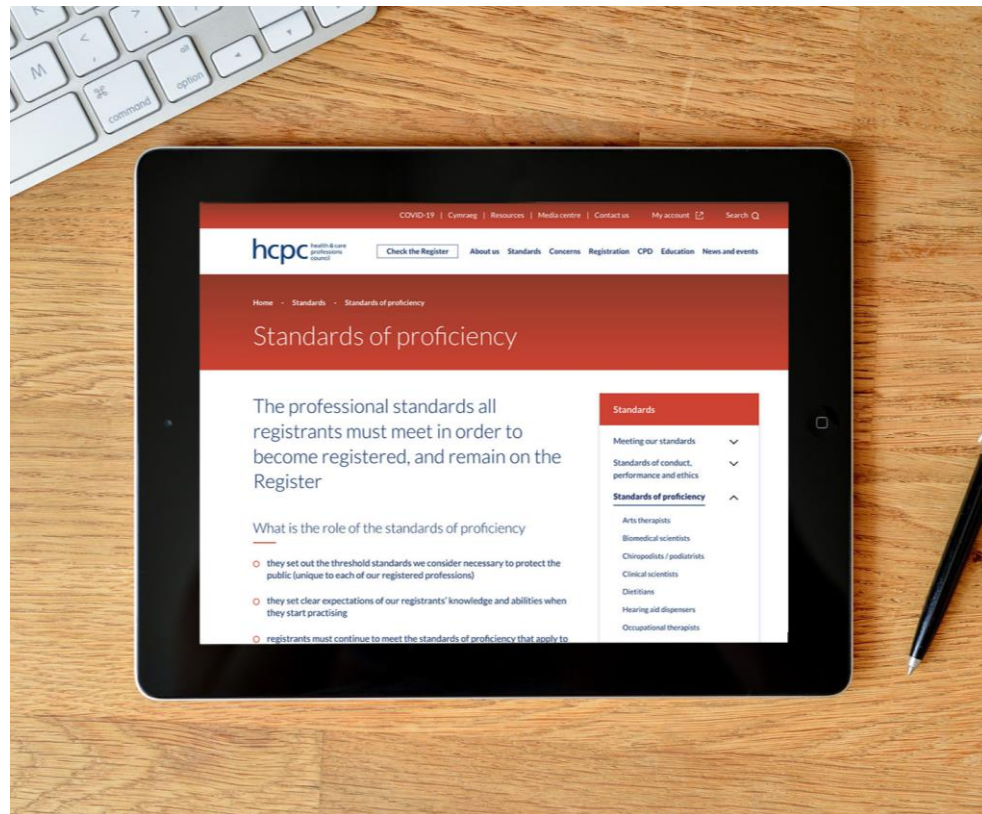
Occupational
therapists

Standards of proficiency

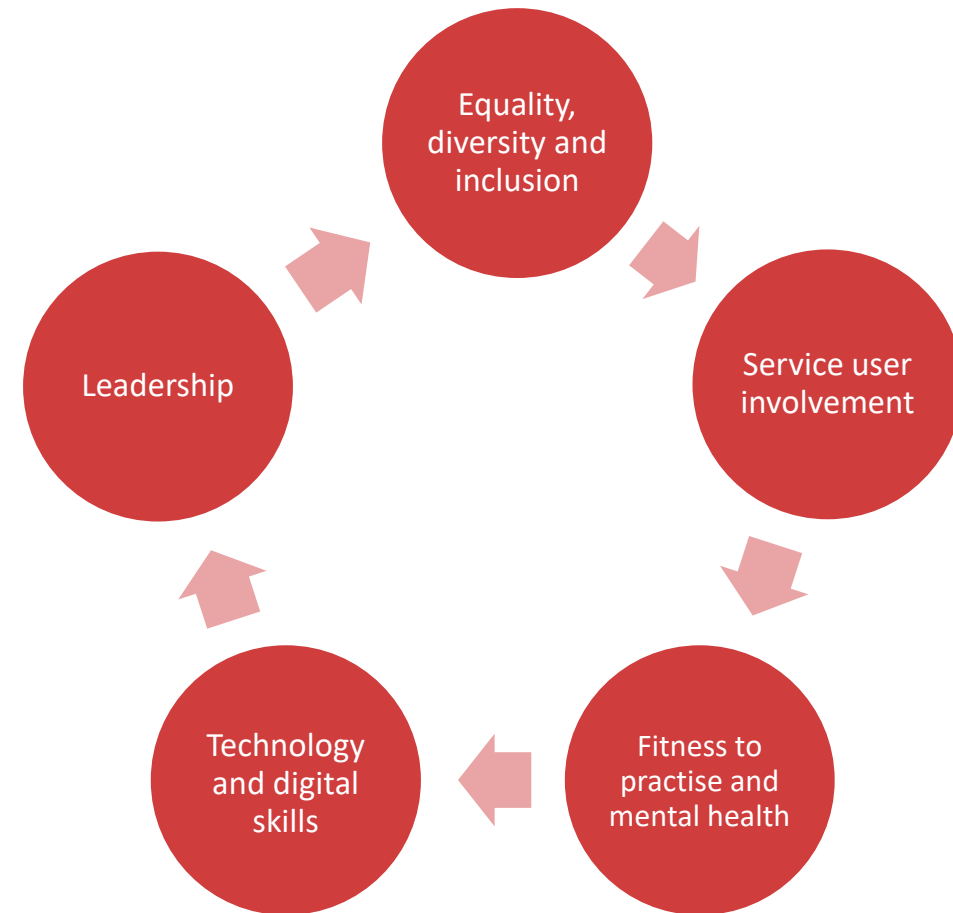


- ✓ Are professional standards we consider necessary for safe and effective practice
- ✓ Describe what professionals must know, understand, and be able to do
- ✓ Set expectations for professions on our Register
- ✓ Explain to the public what they should expect of an HCPC registered professional
- ✓ Complement other sets of our standards

Updated standards of proficiency

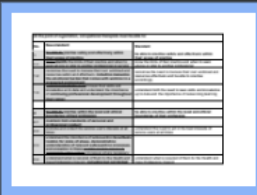


Professional Liaison Service

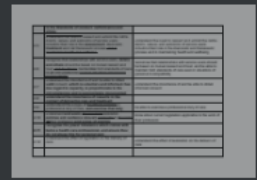




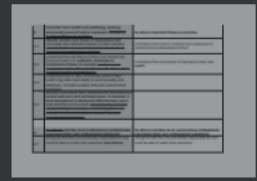
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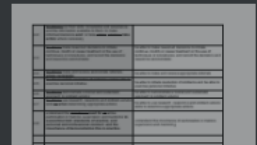
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3



4



At the point of registration, occupational therapists must be able to:		
No.	New standard	Standard
1	be able to practise safely and effectively within their scope of practice	be able to practise safely and effectively within their scope of practice
1.1	know identify the limits of their practice and when to seek advice or refer to another professional or service	know the limits of their practice and when to seek advice or refer to another professional
1.2	recognise the need to manage their own workload and resources safely and effectively, including managing the emotional burden that comes with working in a pressured environment	recognise the need to manage their own workload and resources effectively and be able to practise accordingly
1.3	understand both the need to keep their skills and knowledge up to date and understand the importance of continuing professional development throughout their career	understand both the need to keep skills and knowledge up to date and the importance of career-long learning
2	be able to practise within the legal and ethical boundaries of their profession	be able to practise within the legal and ethical boundaries of their profession
2.1	maintain high standards of personal and professional conduct	
2.2	promote and protect the service user's interests at all times	understand the need to act in the best interests of service users at all times
2.3	understand the importance of safeguarding by actively looking for signs of abuse, demonstrating understanding of relevant safeguarding processes, and engaging in these and the need to engage in appropriate safeguarding processes where necessary	
2.4	understand what is required of them by the Health and Care Professions Council, including but not limited	understand what is required of them by the Health and Care Professions Council



Expectations of our registrants

- Read them
- Look for resources
- Start to use them in your practice
- Undertake a gap analysis
- Use this to generate discussion and inform your CPD and learning needs

Handover to Natalie Berrie

Registration Manager, HCPC

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- 3 May 2023

• Continuing Professional Development (CPD)

- Natalie Berrie
- Registration Manager - CPD

Today

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

The Health and Care Professions Council

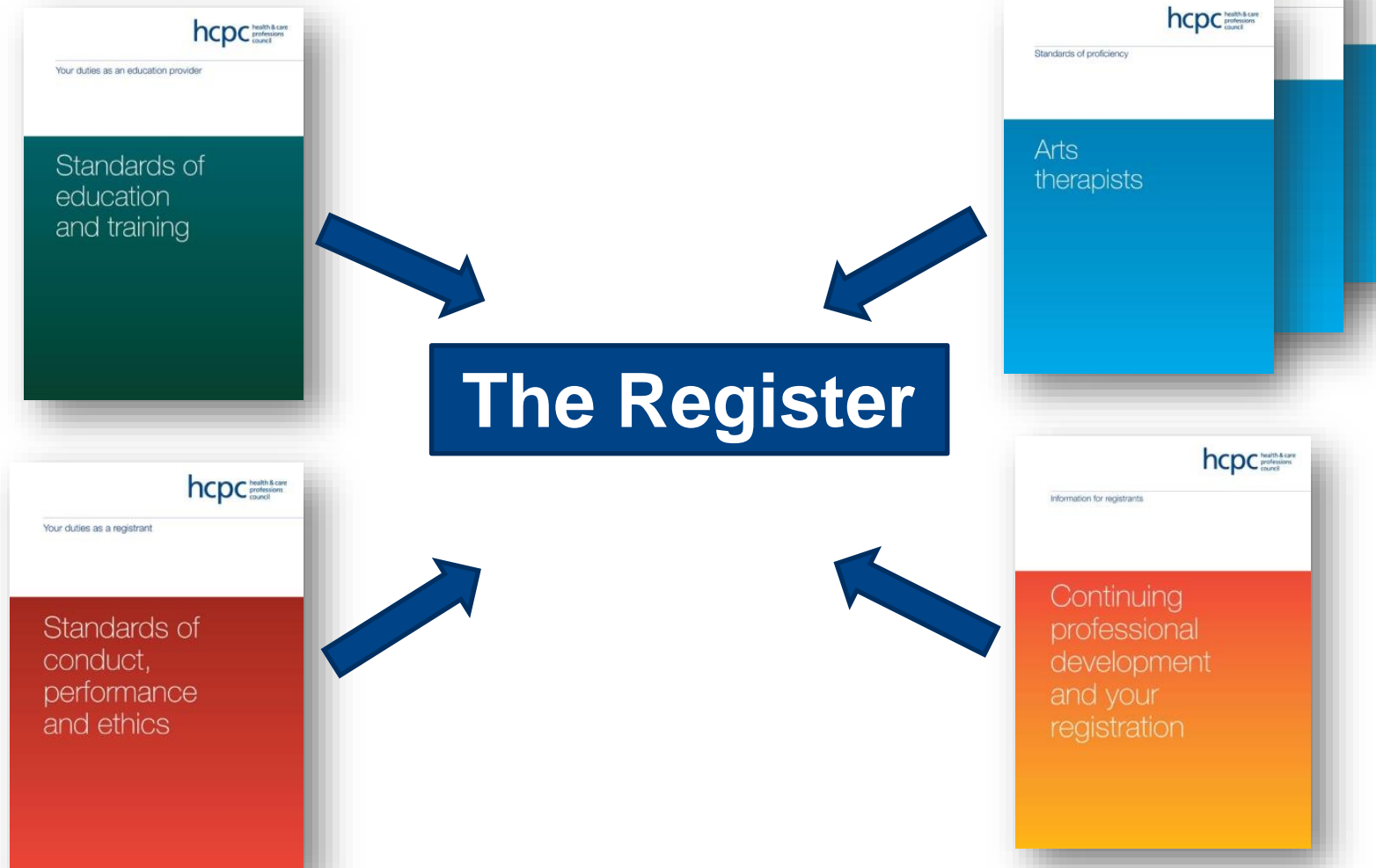
- Independent, UK-wide, statutory regulator
- Derives powers from Health Professions Order 2001
- Purpose: “to safeguard the health and well-being of persons using or needing the services of registrants” – Article 3(4)
- Separate role from professional bodies and trade unions
- Overseen by Professional Standards Authority (PSA)



Multi-professional regulator

Profession	Renewal open	Renewal deadline
Practitioner psychologists	1 March 2023	31 May 2023
Orthoptists	1 June 2023	31 August 2023
Paramedics	1 June 2023	31 August 2023
Clinical scientists	1 July 2023	30 September 2023
Prosthetists / orthotists	1 July 2023	30 September 2023
Speech and language therapists	1 July 2023	30 September 2023
Occupational therapists	1 August 2023	31 October 2023
Biomedical scientists	1 September 2023	30 November 2023
Radiographers	1 December 2023	28 February 2024
Physiotherapists	1 February 2024	30 April 2024
Arts therapists	1 March 2024	31 May 2024
Dietitians	1 April 2024	30 June 2024
Chiropodists / podiatrists	1 May 2024	31 July 2024
Hearing aid dispensers	1 May 2024	31 July 2024
Operating department practitioners	1 September 2024	30 November 2024

Standards



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')



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

Learning activities	Date
Writing journal article	Jun – Dec 2021
E-learning course on keeping and updating records	10 Sep 2022
Student supervision	Oct 2022
External Training	2 – 8 Nov 2022
Developing an education evaluation handbook	17 February 2023
Reading relevant journal articles	Monthly
Seminar	12 March 2023
In-service training	6 – 10 April 2023

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**

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



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

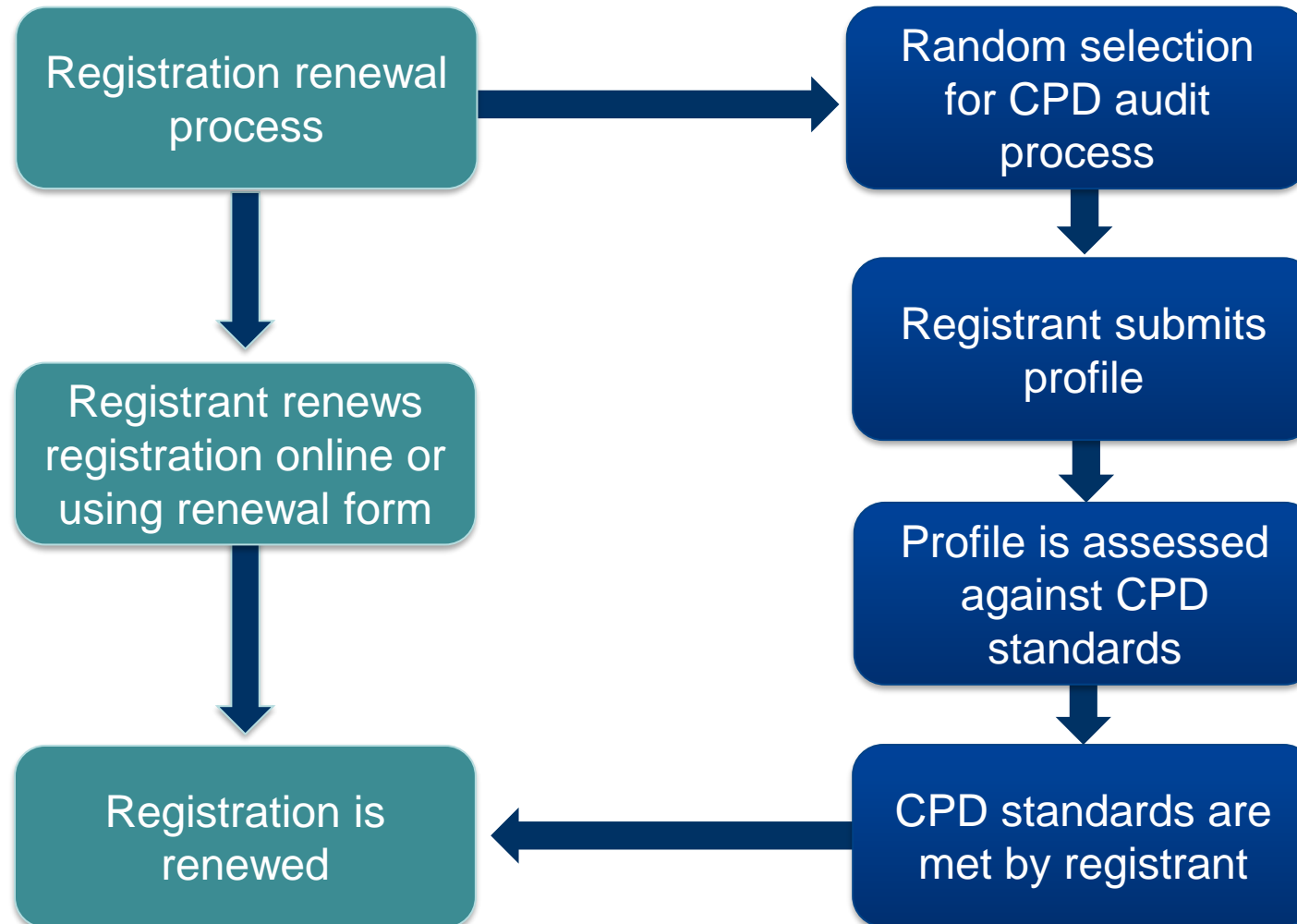
CPD profile

- 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 |
\(hcpc-uk.org\)](https://www.hcpc-uk.org)



Deferral

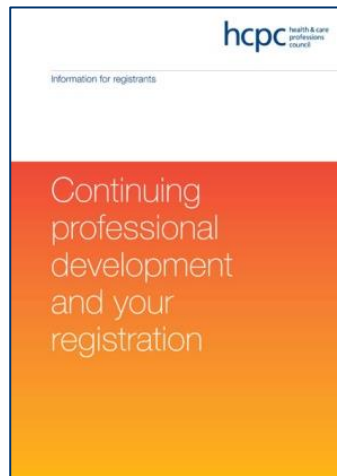
- CPD is a requirement of registration but in some circumstances you may not be able to submit your profile
- Request deferral – providing the reason and evidence (eg maternity leave, long-term sick leave)
- If you defer you will automatically be selected for audit next time
- Your choice whether to apply for deferral



Audit outcomes - OT 2019-2021

Outcome	No. of registrants audited	Percentage of sample
Accepted	707	74.3
Deferred	174	18.3
Did Not Renew	34	3.6
Voluntary Deregistration	34	3.6
Removed	0	0
Outstanding	2	0.2
Total	951	100

Resources and information



All available online at www.hcpc-uk.org/cpd

hcpc health & care professions council

CPD profile

1.1 Full name: Practitioner

1.2 Profession: Speech and language therapist

1.3 Registration number: SL1234

2. Summary of recent work/practice

I work in a primary care trust as a specialist speech and language therapist (SLT). I work with pre-school children with speech needs and with children of refugees whose first language is not English. My key responsibilities are to provide assessment and therapy for children referred to me, and advice and support for parents and for teachers and support workers. I work with a large number of teachers, support workers and parents, with a small team of health professionals including a psychologist, an occupational therapist, a physiotherapist, three social workers and two bilingual support workers. My line manager is from a nursing background. I am increasingly involved in training as well as working directly with parents and children.

Total words: 117
(Maximum 500 words)

3. Personal statement

I use my professional body's (the Royal College of Speech and Language Therapists) electronic diary to keep an ongoing record of my CPD activities (Example 1). The diary gives a summary of all the CPD activities I have undertaken since then, and maps these against the HCPC categories, providing evidence of the range of CPD activities I have undertaken during the last two years. In addition, I have kept a CPD portfolio of evidence, which I have included with this submission. HCPC requires me to undertake a range of CPD activities – work based, professional, self directed and formal. In my annual personal development plan, I have assessed that I have undertaken CPD in each of these categories. My trust has offered limited funding for me to attend short courses, but my manager has supported me in undertaking a range of work based and professional CPD activities over the last two years. I have attended a number of mandatory courses, including a Biting and Handling course, and a course on child protection. My evidence on these courses are included in my portfolio and diary. The evidence from my diary and portfolio shows how I have met Standards 1 and 2.

I have selected six CPD activities from my diary which illustrate how I have met Standards 3 and 4, as they have had a direct impact on the quality of my

Things to remember...

- Those selected for audit will receive an email this is separate to the renewal invitation
- You can **continue to practise** during the audit process
- Gaps of three or more consecutive months will need to be **explained**
- Don't send us service user **identifiable information**



Handover to Emma Grover

Professional Development Lead, RCOT

What's it like to be audited?



Denise Nield, Senior Occupational Therapist

“When I got selected for audit I thought my occupational therapy career was over! It wasn’t! Breathe, you have lots of time from being selected to submission deadline.”

“What I wish I’d known”

- The most important thing is to keep a log of all your CPD activities as you go. This gives you a huge advantage when compiling your evidence. If you haven’t got one, don’t wait to be selected, start it now!
- Link your evidence to the HCPC standards.
- Be creative with your CPD. For example, if you’ve had a student ask for written feedback on your role as an educator. If you’ve done a joint piece of work, ask for a witness statement from your colleague.

“What I wish I’d known”

- Supervision can count towards CPD. For example, you’ve asked for advice on a client and then put that advice in to practise.
- Make sure your CPD ultimately evidences the benefits to your clients/ patients.
- The HCPC website has lots of very useful resources to help you through audit.

“It’s not as bad as you think it’ll be. I actually found it affirming that my practise is as good as it should be.”

Handover to Anne Keen

Professional Advisory Service Manager, RCOT

Imagine you've just received the email...

August 23

- A slight feeling of panic is okay but remember there's plenty of guidance and support available for you.
- If you need to request a deferral, do so as soon as you can.
- Check your HCPC online account to see if it's been activated.
- Re-register with HCPC in the normal way and pay the fee.
- Start to collate a list of all your CPD activities since 1 November 2021.
- Research HCPC CPD audit information on the HCPC and RCOT websites.

Imagine you've just received the email...

September 23

- Start to write your profile.
- Check that it meets all of the HCPC CPD standards.
- Aim to finish writing your profile and do any final checks/edits by end of September.

October 23

- Submit your profile online during the first two weeks of October.
- Don't leave it to the last minute!

How will RCOT continue to support you?

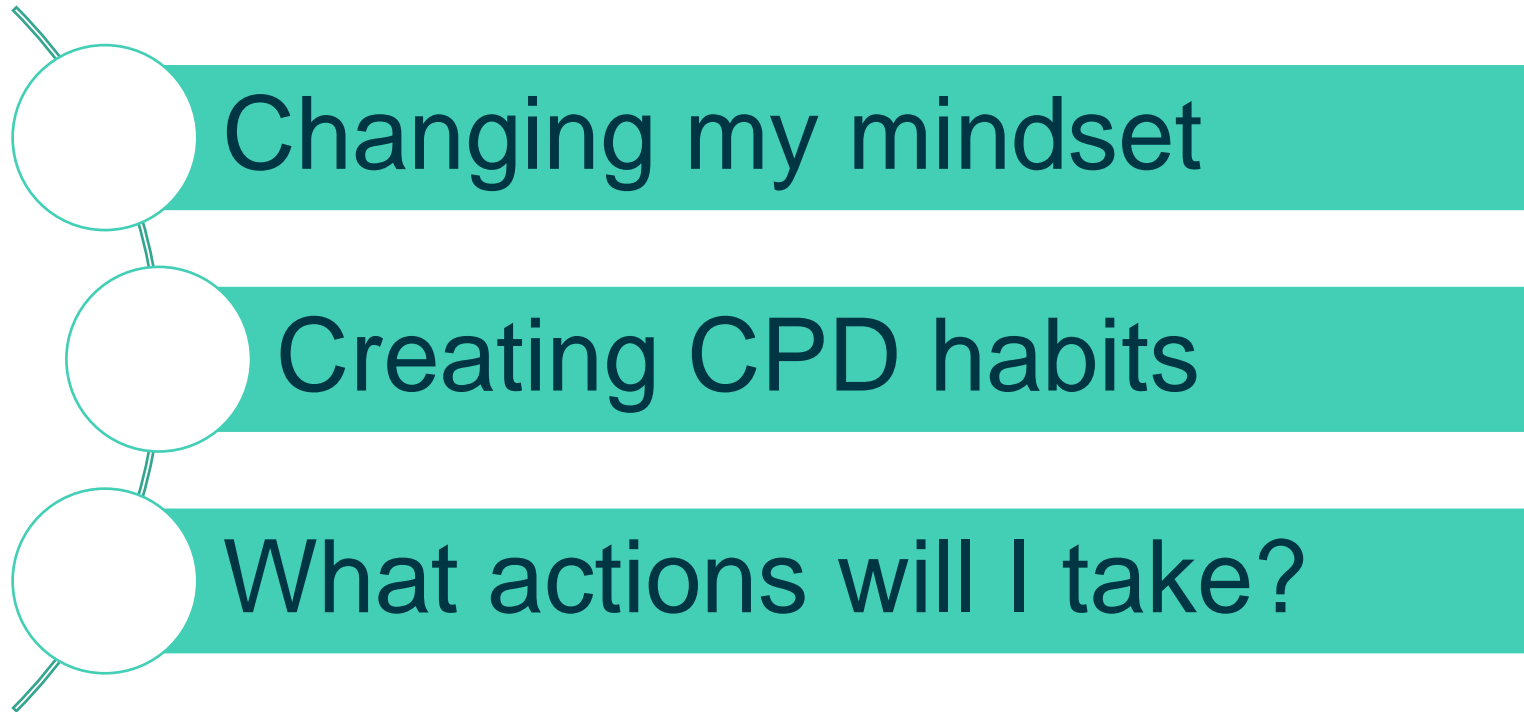
- A dedicated webpage with answers to frequently asked questions, this webinar and CPD audit stories from members.
- Drop in cafes for those who are selected for audit.
- Professional advisory service
- A range of CPD resources and events.



Handover to Emma Grover

Professional Development Lead, RCOT

Time for reflection



Actions you could take now

- Check you have an online account.
- Look back through your calendars and consider what counts as CPD.
- Update your dated list of CPD activities.
- Talk to your colleagues – share CPD tips and experiences.
- Take time to explore the HCPC and RCOT webpages.
- Try drafting a CPD profile using HCPC's template.
- Join RCOT if you're not already with us – www.rcot.co.uk/join

How does the HCPC CPD audit make you feel now?

- Go to [slido.com](https://www.slido.com)
- Enter code #2454347
- Or scan the QR code

Handover to Florence Milliken

Professional Liaison Consultant (Northern Ireland)



What's your take away?



HCPC Standards of Proficiency: Expectations of your registrants

1. Read your new Standards of Proficiency for your chosen profession from the HCPC website. Review the changes that have been made. Can you summarise them in the box below.

Look at the changes made to the HCPC Standards of Proficiency and identify one of the new standards that you meet well.

Which of the new standards do you exceed at? Can you reflect on a situation which illustrates this?

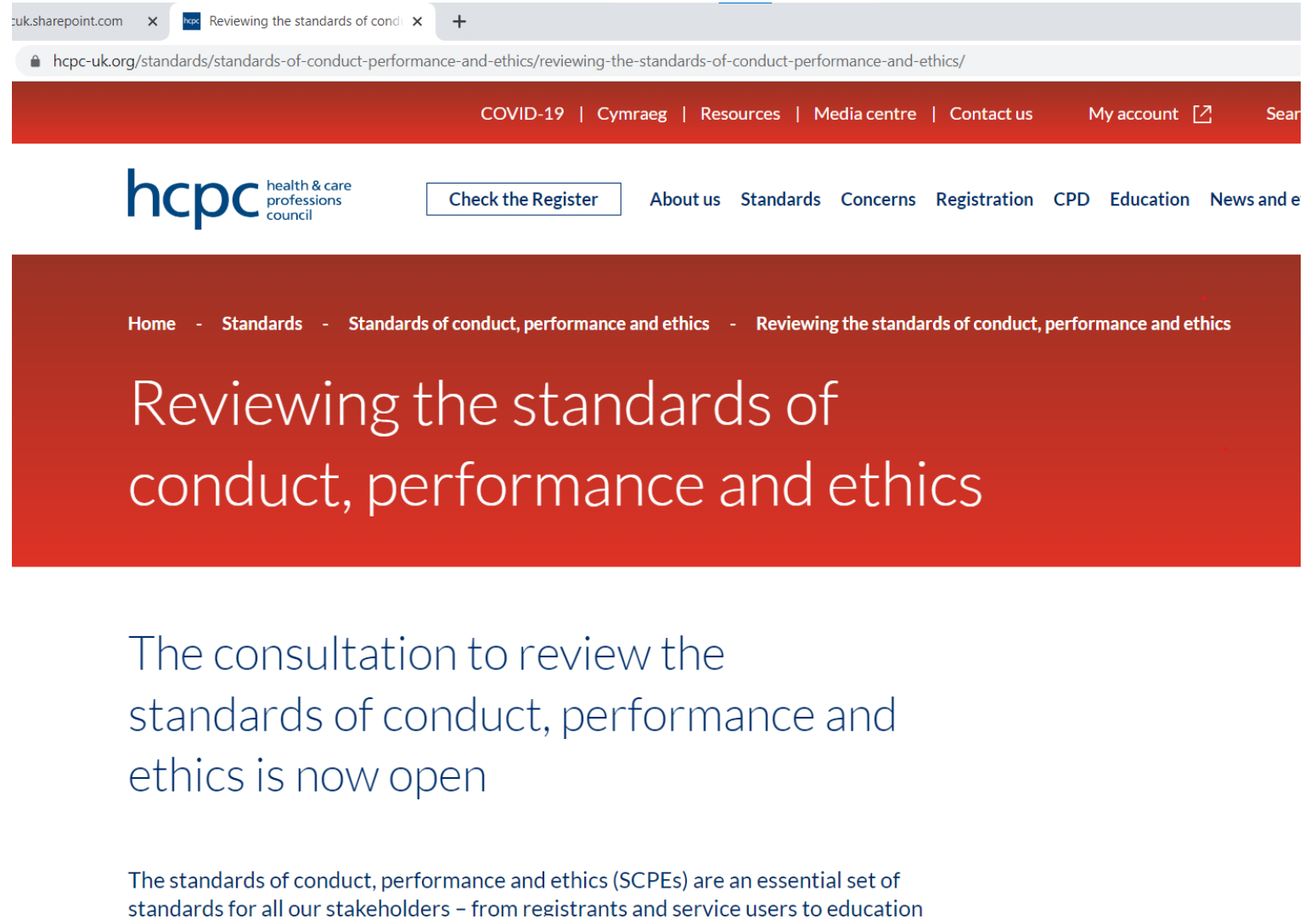
Look at the changes made to the HCPC Standards of Proficiency and ask yourself which of the new standards do you need to implement to improve your practice? This is a gap analysis and can be used to target your CPD or learning and development needs.

Can you specify here any learning and development needs that this might have highlighted?

We do not learn from
experience... we learn
from reflecting on
experience.

- John Dewey

Closing date
is Friday 16th
June 2023.



The screenshot shows a web browser with two tabs. The active tab is titled "Reviewing the standards of conduct, performance and ethics" and shows the URL hpcp-uk.org/standards/standards-of-conduct-performance-and-ethics/reviewing-the-standards-of-conduct-performance-and-ethics/. The website header is red and contains links for COVID-19, Cymraeg, Resources, Media centre, Contact us, My account, and a search icon. The HPCP logo (health & care professions council) is on the left, and a "Check the Register" button is next to it. A navigation menu includes links for About us, Standards, Concerns, Registration, CPD, Education, and News and events. A breadcrumb trail reads: Home - Standards - Standards of conduct, performance and ethics - Reviewing the standards of conduct, performance and ethics. The main heading is "Reviewing the standards of conduct, performance and ethics". Below this, the text states: "The consultation to review the standards of conduct, performance and ethics is now open". At the bottom, it explains: "The standards of conduct, performance and ethics (SCPEs) are an essential set of standards for all our stakeholders – from registrants and service users to education".

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hpcp-uk.org/standards/standards-of-conduct-performance-and-ethics/reviewing-the-standards-of-conduct-performance-and-ethics/

COVID-19 | Cymraeg | Resources | Media centre | Contact us | My account | Search

hpcp health & care professions council

Check the Register

About us | Standards | Concerns | Registration | CPD | Education | News and events

Home - Standards - Standards of conduct, performance and ethics - Reviewing the standards of conduct, performance and ethics

Reviewing the standards of conduct, performance and ethics

The consultation to review the standards of conduct, performance and ethics is now open

The standards of conduct, performance and ethics (SCPEs) are an essential set of standards for all our stakeholders – from registrants and service users to education

#myhcpcstandards events

Date	Time	Topic
03 May	13:00-13:45	Registrant's mental health and wellbeing
23 May	13:00-13:45	Equality, diversity & inclusion
07 June	13:00-13:45	Leadership
19 June	13:00-13:45	Digital skills & new technologies

Professional Liaison Service



Getting in touch



www.facebook.com/hcpcuk



www.linkedin.com



@The_HCPC #myhcpcstandards



HCPCuk



Professional liaison service:

Policy department:

Registration department:

Fitness to practise:

professional.liaison@hcpc-uk.org

policy@hcpc-uk.org

registration@hcpc-uk.org

ftp@hcpc-uk.org

Question and answer

We value your
feedback. Please
complete our [form](#)
to help us
evaluate
the session.



Thank you for attending

Remember, this webinar can be part of your CPD activities. Make sure you reflect on and record your learning, including any actions you'll take after this session.

