What you need to know about the HCPC CPD audit

Welcome – our session will begin soon

Royal College of Occupational Therapists

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

Royal College of Occupational Therapists

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

Royal College of Occupational Therapists

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

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How does the HCPC CPD audit make you feel?

- Go to **slido.com**
- Enter code #1594638
- Or scan the QR code

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Handover to Florence Milliken

Professional Liaison Consultant Northern Ireland, HCPC

Royal College of Occupational Therapists

Professional Liaison Service

What you need to know about HCPC audit.

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

ToonClips.com
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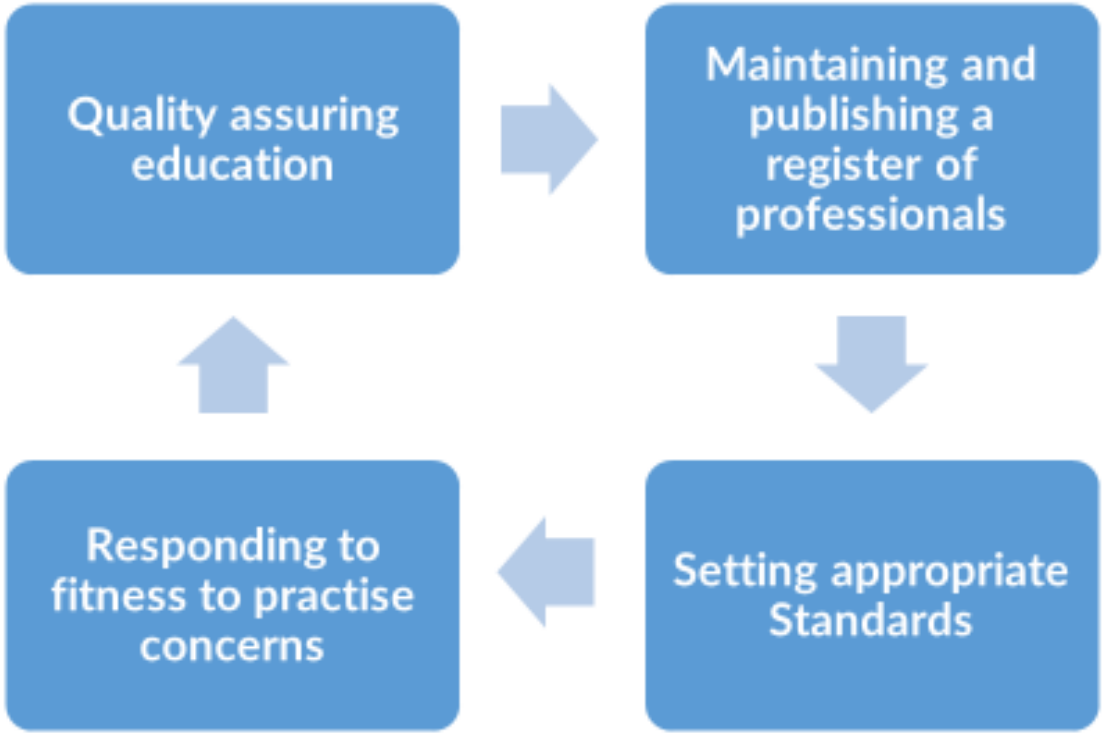
service@toonclips.com

Regulatory role of the HCPC

hcpc health & care professions council

Professional Liaison Service



hcpc health & care professions council

Information for registrants

Continuing professional development and your registration

hcpc health & care professions council

Your duties as a registrant

Standards of conduct, performance and ethics

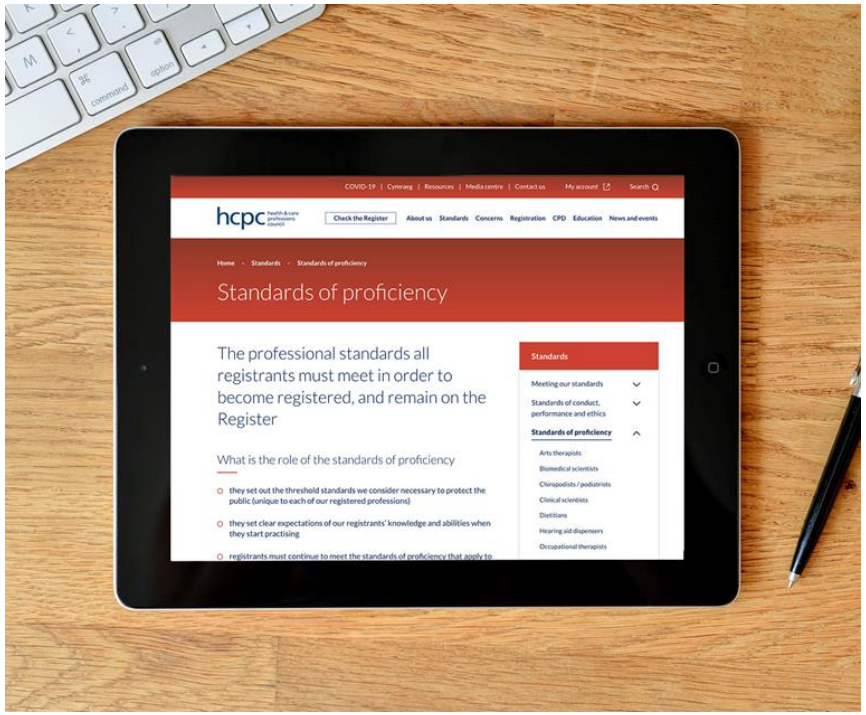
hcpc health & care professions council

Standards of proficiency

Occupational therapists

Standards of proficiency

Professional Liaison Service



- ✓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

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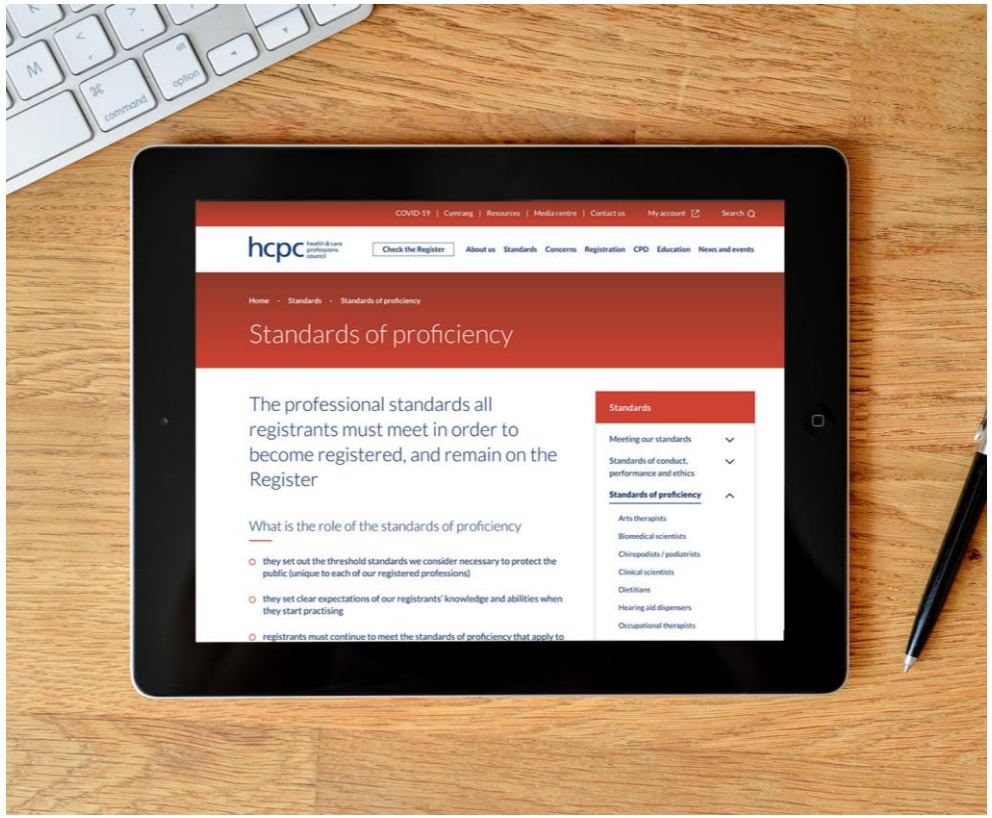

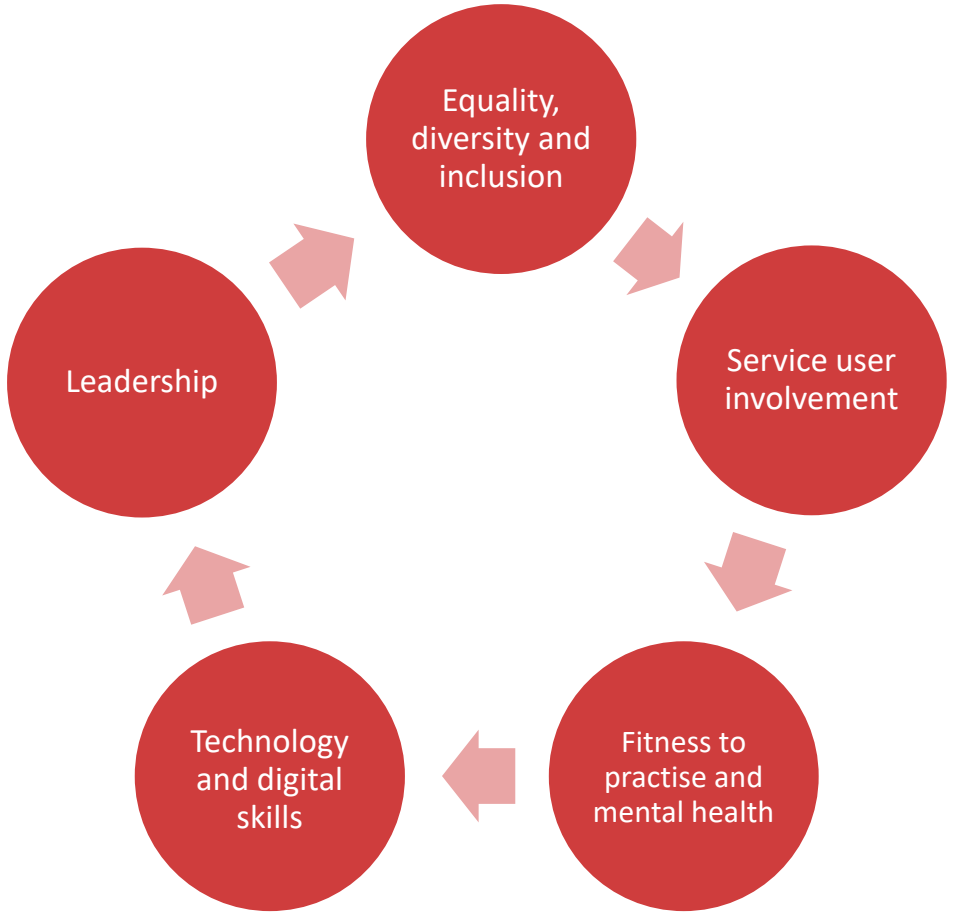

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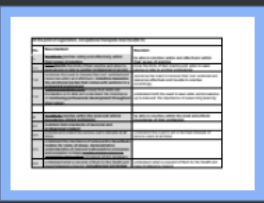
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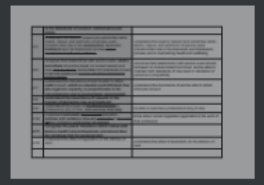
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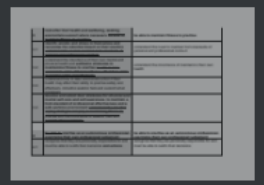
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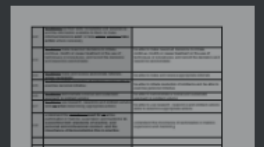


At the point of registration, occupational therapists must be able to:		
No.	**New standard**	**Standard**
1	**~~be able to~~ practise safely and effectively within their scope of practice**	**be able to practise safely and effectively within their scope of practice**
1.1	~~know~~ **identify** the limits 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

Royal College of Occupational Therapists

- 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

Your duties as an education provider
Standards of education and training
Standards of proficiency
Arts therapists
The Register
Your duties as a registrant
Standards of conduct, performance and ethics
Information for registrants
Continuing professional development and your registration

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

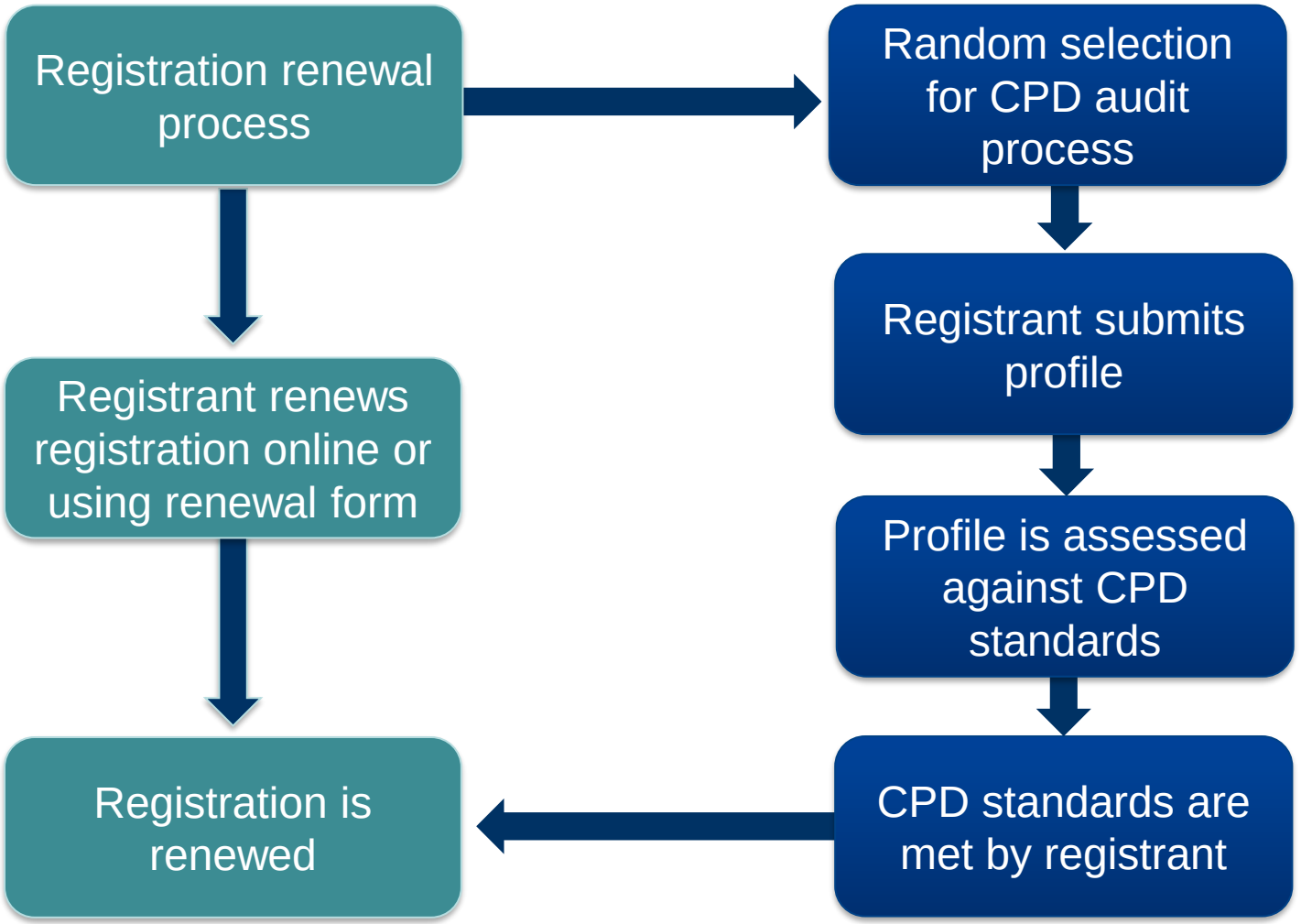
CPD profile

- 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)


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
Registrant renews registration online or using renewal form

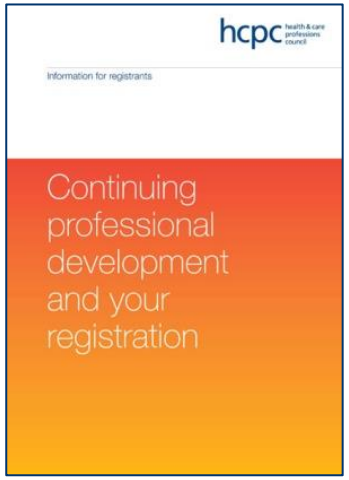
Deferral

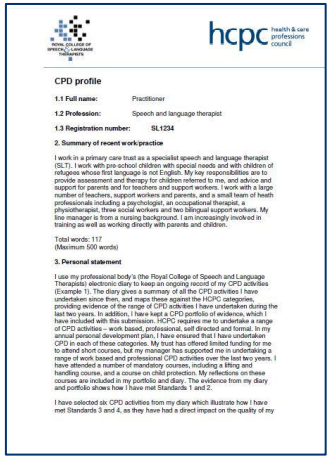
- CPD is a requirement of registration but in some circumstances you may not be able to submit your profile
- Request deferral – providing the reason and evidence
  (eg maternity leave, long-term sick leave)
- If you defer you will automatically be selected for audit next time
- Your choice whether to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

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

Royal College of Occupational Therapists

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.

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“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.”

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Handover to Anne Keen

Professional Advisory Service Manager, RCOT

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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.

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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!

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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.

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Handover to Emma Grover

Professional Development Lead, RCOT

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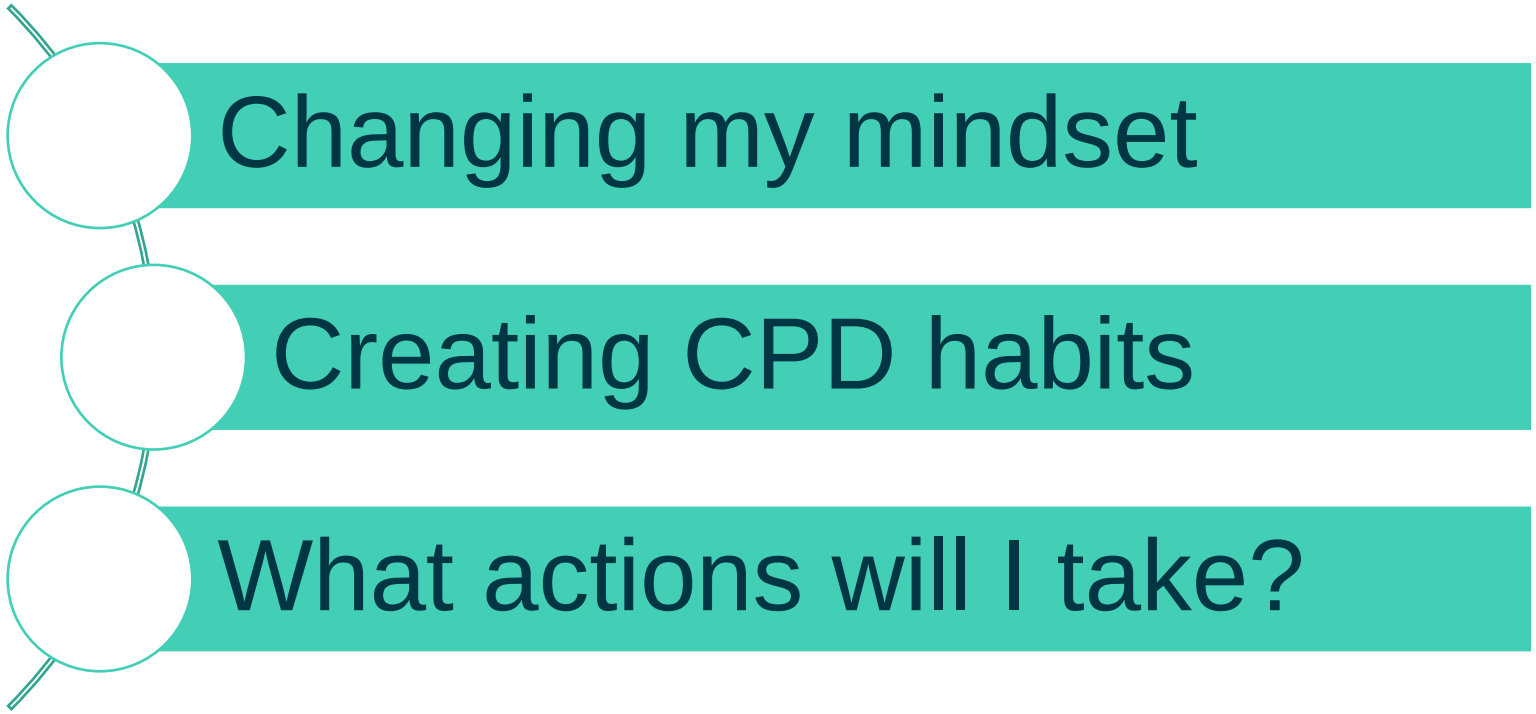
Time for reflection



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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

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How does the HCPC CPD audit make you feel now?

- Go to **slido.com**
- Enter code #2454347
- Or scan the QR code

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Handover to Florence Milliken

Professional Liaison Consultant (Northern Ireland)

Royal College of Occupational Therapists

What’s your take away?

Professional Liaison Service

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?

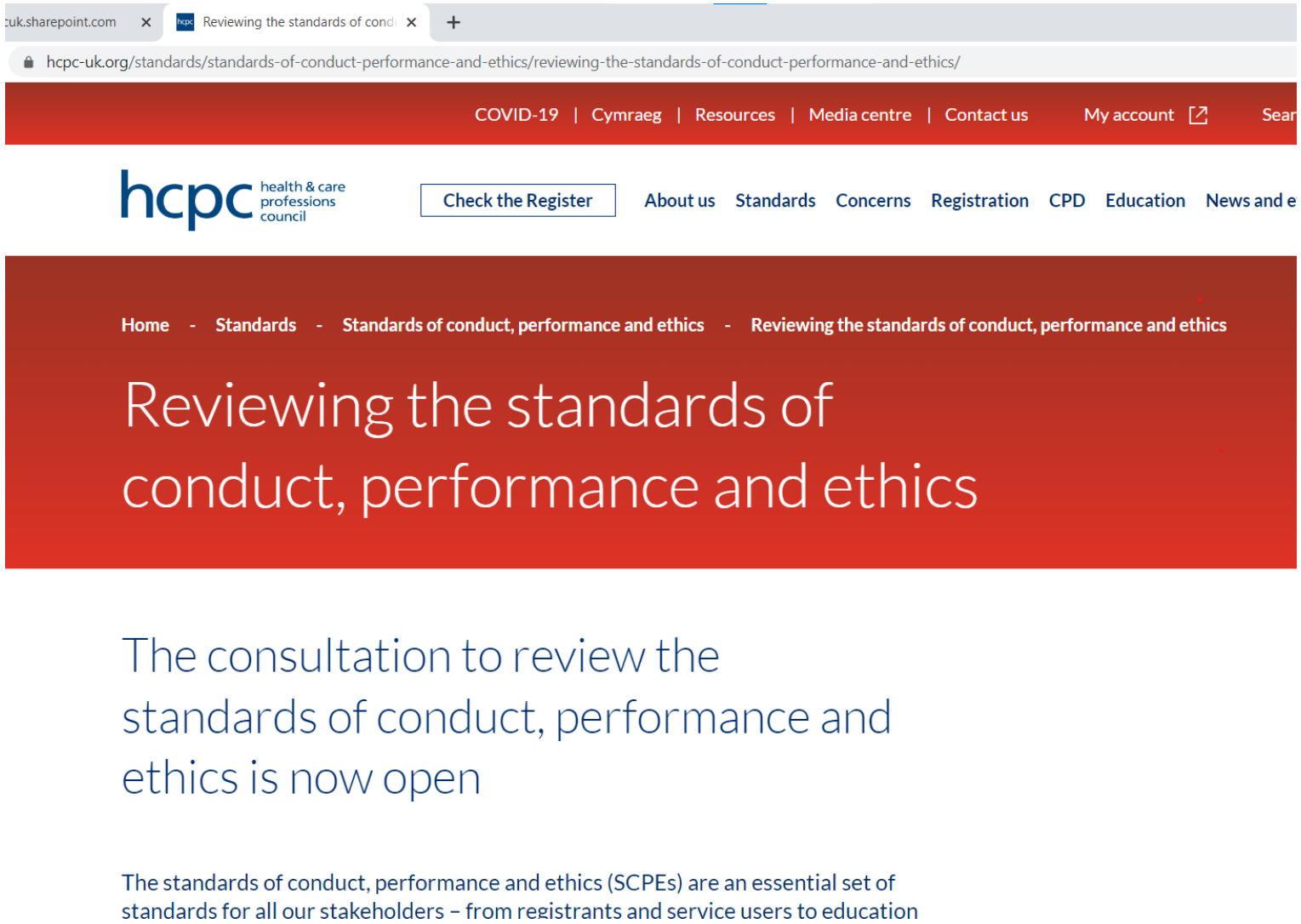
Look at the changes made to the HCPC Standards of Proficiency and ask yourself which of the new standards do you need to implement to improve your practice? This is a gap analysis and can be used to target your CPD or learning and development needs.

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.



#myhcpcstandards events

hcpc health & care professions council

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

@The_HCPC #myhcpcstandards

www.linkedin.com

HCPCuk

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Policy department:	policy@hcpc-uk.org
Registration department:	registration@hcpc-uk.org
Fitness to practise:	ftp@hcpc-uk.org

Question and answer

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We value your feedback. Please complete our form to help us evaluate the session.

SCAN ME

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.

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