

Supporting you with the HCPC CPD audit

Acronyms:

HCPC – Health and Care Professions Council

CPD – continuing professional development



Our speakers

- Natalie Berrie (HCPC)
- Andrew Ormerod (CPDme)
- Emma Grover (RCOT)



Poll – rate your readiness for audit

Imagine you've just read the email,
how are you feeling on scale of 1-5?

1 = I don't know where to start!

5 = I've got this!



Natalie Berrie

Registration Manager, Health and Care Professions Council

Natalie Berrie, Registration Manager – CPD

The HCPC CPD audit – everything you need to know



What we'll cover

- ✓ What the HCPC is and why we ask for CPD
- ✓ What is CPD
- ✓ The five HCPC standards for CPD
- ✓ The CPD audit process
- ✓ Audit deferral / Audit statistics
- ✓ Common myths (and the truth behind them)
- ✓ Top tips

Why does the HCPC ask for CPD?

- Statutory regulator for 15 professions in the UK
- 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)
- HCPC standards protect the public – including CPD
- Ensures registrants’ skills are up-to-date and appropriate

What is CPD?

- Keeping knowledge and skills up-to-date to ensure you work effectively and safely
- 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')

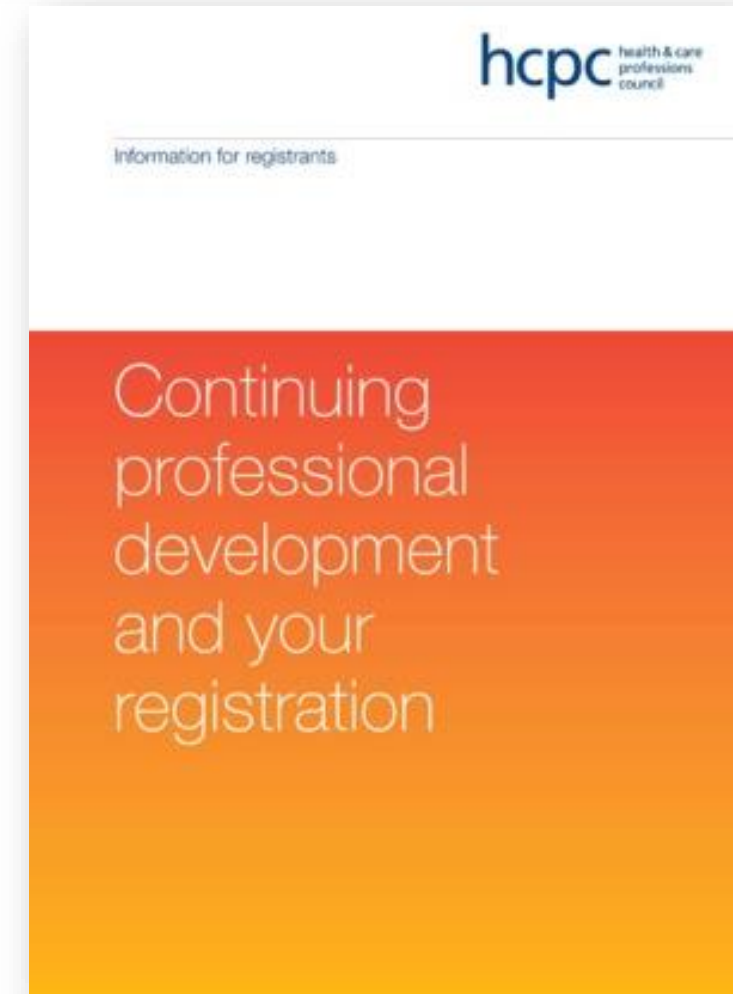


Continuing
Professional
Development

Standards for CPD

A registrant must:

- 1. maintain a continuous, up-to-date and accurate record of their CPD activities;**



Your dated list

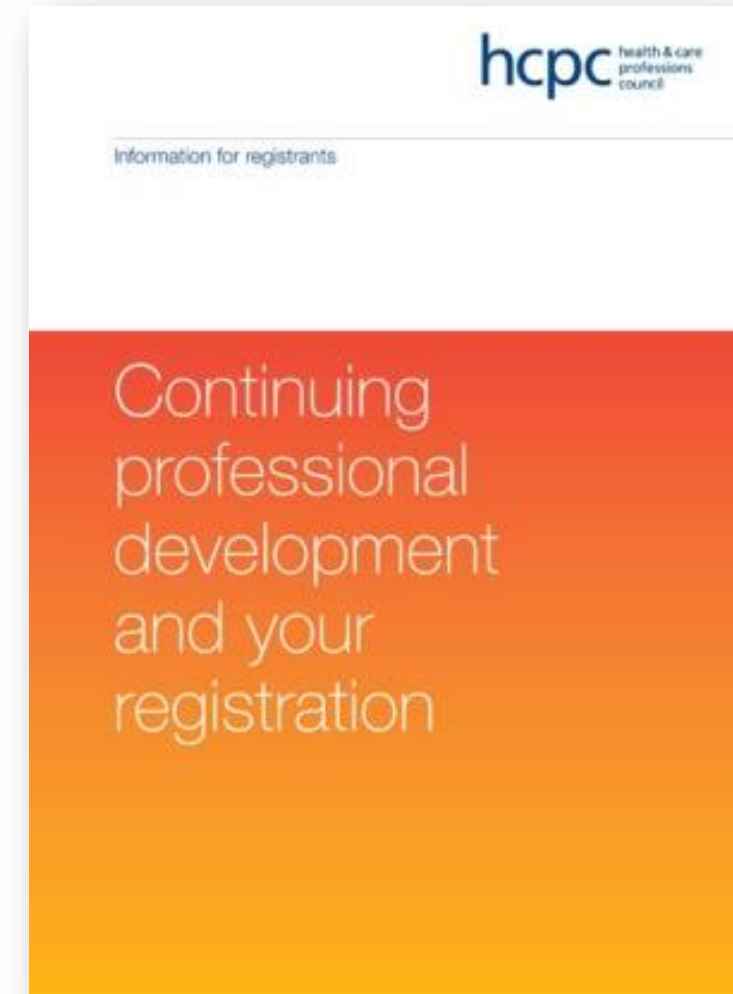
- How you record your CPD
- Level of detail is relevant for your needs
- No perfect way to record CPD

Learning activities	Date
Writing journal article	Jun – Dec 2023
E-learning course on keeping and updating records	10 Sep 2023
Student supervision	Oct 2023
External Training	2 – 8 Nov 2024
Developing an education evaluation handbook	17 February 2023
Reading relevant journal articles	Monthly
Seminar	12 March 2024
In-service training	6 – 10 April 2024

Standards for CPD

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



Myth 1

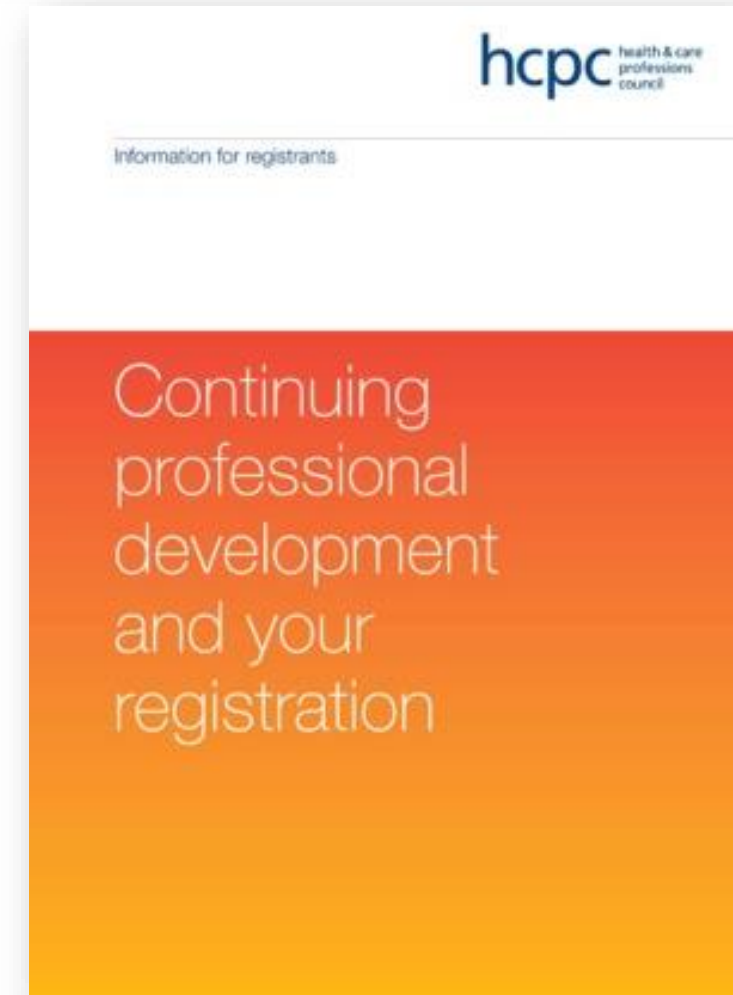


**There is a huge variety of
activities that count**

Standards for CPD

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**



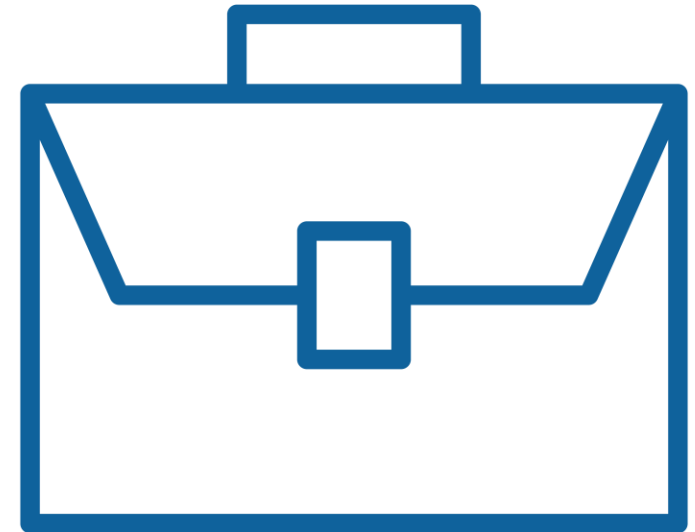
Evidence

- Materials from others
 - Powerpoint slides, testimonies
- Materials produced yourself
 - Presentations you've 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



Your profile should include

- 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



CPD profile

1.0 Name: Physiotherapy Team Lead

1.1 Profession: Physiotherapist

1.2 CPD number: CPD1234

2. Summary of recent work / practice [maximum 500 words]
 I am a physiotherapy team lead (0.8 whole time equivalent) working within the COMCARE service that works with older residents in the Borough of Hillview to maximise their capacity to live independently in the community. Before joining COMCARE 18 months ago, I worked in the Medical Rehabilitation Unit based in the local acute NHS Trust.

COMCARE is an interdisciplinary service made up of GPs, community mental health and district nurses, occupational therapists, physiotherapists, social workers and rehabilitation assistants. Following an initial telephone screening interview, our clients undergo a comprehensive interdisciplinary assessment and work with staff to develop a personalised package of advice/intervention/support to meet the individual's health and social care needs.

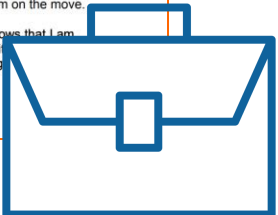
As Physiotherapy Team Lead, I am responsible for:

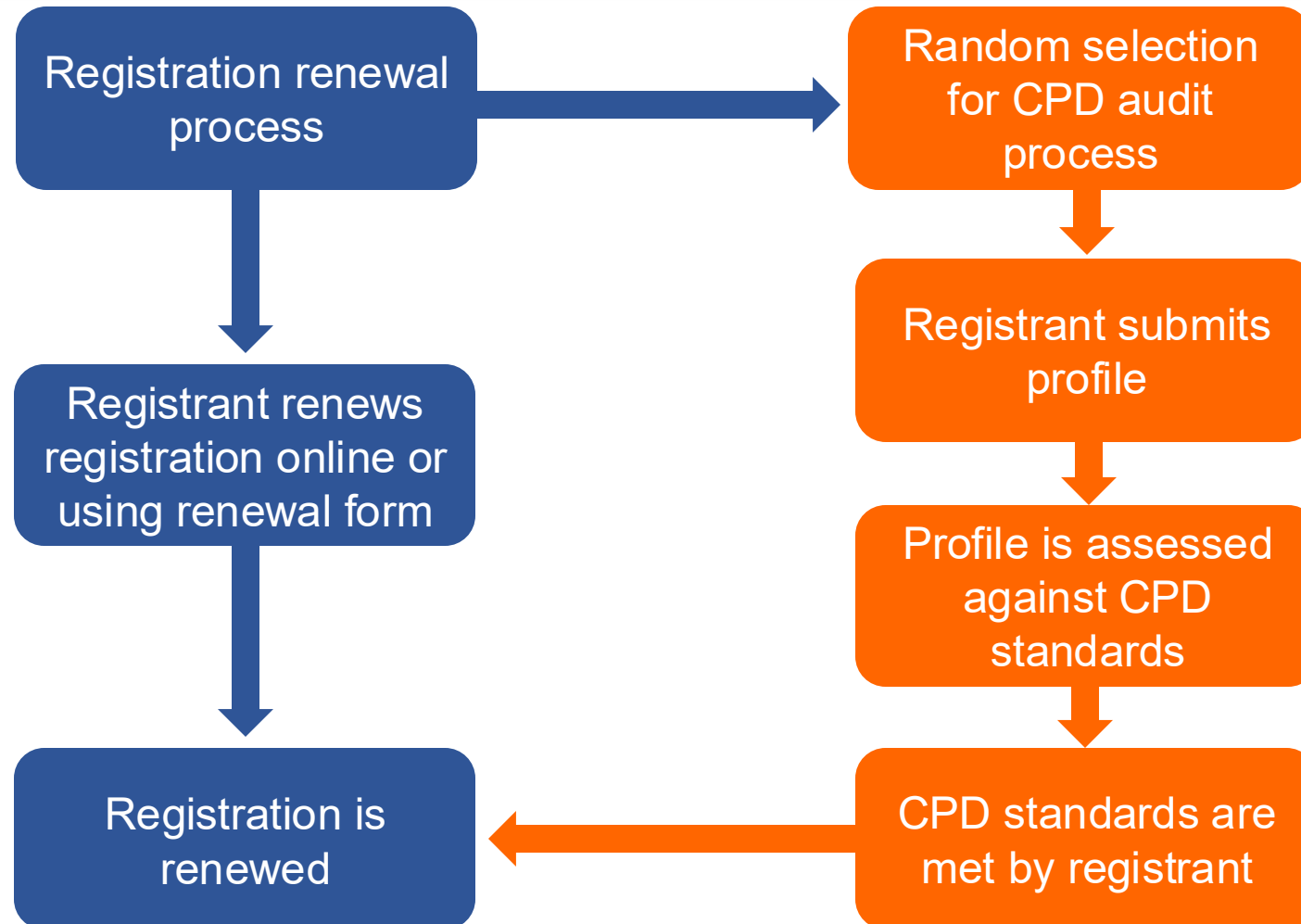
- a small clinical caseload of clients living in the southernmost patch of our Borough
- providing physiotherapy input to 'Move!' – a weekly drop-in activity/advice session for older people run in parallel with the local branch of Age UK
- the day-to-day management and delivery of physiotherapy to COMCARE
- supporting the ongoing development of staff through clinical supervision and mentorship as appropriate
- working with physiotherapy staff to ensure that the physiotherapy element of COMCARE continues to meet quality standards in ways that take account of the developing evidence-base and the changing needs of clients referred to our service
- working with GPs, other Team Leads and service users to evaluate/evidence the value and impact of the COMCARE service and inform its ongoing development

[total 238 words]

3. Personal statement (Maximum 1500 words)
Standards 1 and 2
 I maintain a record of my CPD in an Excel workbook which is stored in a secure online space that I can access via my iPad. As a community-based worker, this approach works well as it allows me to update/maintain my CPD record while I'm on the move.

A copy of my CPD record is presented as Evidence 1. This record shows that I am meeting Standards 1 and 2. I have undertaken a variety of CPD activities over the past 2 years including mandatory training (manual handling and safeguarding).






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



Myth 2



**If you engage with us, we'll work
with you to help you improve your
profile**

Occupational therapist CPD audit statistics

CPD audit statistics for the 2021-2023 renewal cycle

A total of **832** occupational therapists were asked to present their CPD profile.

Outcome	No. of registrants audited	Percentage of sample
Accepted	620	74.5%
Deferred	154	18.5%
Did not renew	27	3.2%
Voluntary Deregistration	27	3.2%
Removed	2	0.2%
Still awaiting	2	0.2%
Total	832	100%

Resources and information



www.hcpc-uk.org/cpd



Tips from CPD assessors

Do:

- **Keep it simple.** Use simple language to describe the CPD you have done, what you have learnt from it, and how it has benefited you and your service users.
- Choose **four to six CPD activities** from the last **two years**.
- Ensure the activities you discuss are a **mixture** of learning types.
- Provide an **easy-to-follow** profile of evidence that is clearly titled and linked to your statements and activities.
- **Double check** your profile before sending it!

• Don't:

- **Send evidence of all your CPD activities.** We only need evidence to support the activities you have written about to demonstrate standards 3 and 4.
- **Use outdated evidence.** All activities and relating evidence must have been undertaken during the past **two** years (the current CPD audit cycle).

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**



Your CPD portfolio

- **A way to capture lifelong learning and development, no matter your role or career stage.**
- Record CPD activities, learning, reflections and evidence in one place.
- Supports us to meet the HCPC CPD standards.
- Included in your RCOT membership.
- Log in through your RCOT website account.
- Download the free CPDme app to record CPD on the go.

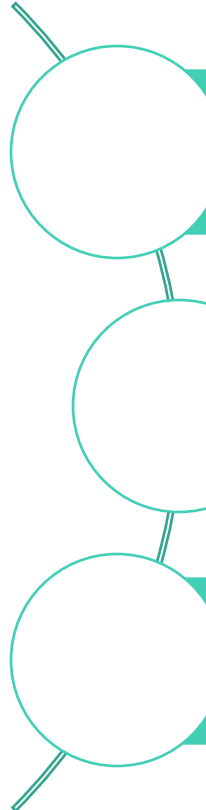
Andrew Ormerod

Founder and Director, CPDme

Support for you

- Join our peer support group for members who've been selected for the HCPC CPD audit – a space for members to bring questions and connect with peers going through audit at the same time.
- Go to our [dedicated webpage](#) to read through our question-and-answer bank and to watch back webinar recordings.
- Professional Advisory Service

A moment to reflect



What's one thing I'm taking away from this session?

What can I do to create CPD habits that work for me?

What actions will I take?

Actions you could take now

- Log into your HCPC online account.
- Log into your CPD portfolio.
- Update your list of CPD activities since 1 November 2023.
- Explore the HCPC and RCOT webpages.
- Look at some sample CPD profiles.
- Share CPD tips and experiences with your colleagues and peers.

Poll – rate your readiness for audit now

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Questions?

Your feedback matters

Please scan the QR code to fill in our feedback form



Occupational therapy changes lives – we support the people who make it happen.

CPD

- Exclusive events
- CPD portfolio
- Networking
- Leadership opportunities
- Career planning

Change

- Research, development and CPD funding
- Innovation Hub
- Jobs Board
- Policy influence

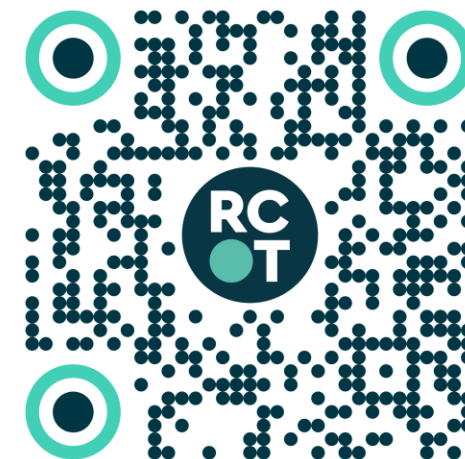
Support

- Professional Advisory Service
- Digital Library
- Insurance
- UNISON

Connection

- RCOT Communities
- OTnews
- Profile raising
- Supplier Directory
- WFOT

Not a member yet?



Scan to join us