

Community Care Live, September 2016

Getting ready for HCPC registration renewal and meeting CPD standards

Edward Foster, Stakeholder Communications Officer, HCPC

Today

- The Health and Care Professions Council
- How to renew your HCPC registration
- Our standards for continuing professional development (CPD)
- CPD activities and evidence of CPD
- The CPD audit process
- Resources and information from the HCPC
- Questions and answers

The Health and Care Professions Council

The Health and Care Professions Council

- Independent, UK-wide, statutory regulator of over 340,000 health and care professionals
- “The over-arching objective of the Council in exercising its functions is the protection of the public” – Article 3(4)
- Separate role from professional bodies and trade unions
- Professional and lay input
- Overseen by Professional Standards Authority (PSA)



Standards



Regulation of social workers in England: Update

- Children and Social Work Bill [HL]
- Proposal for new regulator
- Decision on who is regulated and how is one for government
- Continue to work with the profession as usual
- Transfer of regulatory function from HCPC “during 2018”

How to renew your HCPC registration

The renewal process: key information

To renew, registrants must complete a **professional declaration & pay the renewal fee**

The easiest and quickest way to renew is to **use our online system**
www.hcpc-uk.org/renew

Only those selected for audit are required to **submit a CPD profile**
www.hcpc-uk.org/cpd

Timeline: example for social workers in England

1 September

- Renewal letters posted to all registrants in renewal
- CPD audit notification letters sent to 2.5% of those invited to renew

Mid October

- Renewal letters posted to those who have yet to renew
- Employers also notified

Mid November

- Notice of intention to remove from the Register sent to those who have still not renewed

Midnight 30 November

- Renewal closes
- Those who have not renewed will be removed from the Register

Declarations

In order to renew your registration you must confirm that you:

- have practised your profession during the last two years;
- continue to meet the standards of proficiency for your profession and the standards of conduct, performance and ethics;
- continue to meet the standards for CPD;
- have suitable professional indemnity arrangements in place (excluding social workers in England).

You must also confirm that there have been no changes to your **health** or **character** that may affect your fitness to practise.



HCPC registration fees are tax deductible for UK taxpayers

www.hcpc-uk.org/registrants/fees/tax

What if I don't renew on time?

- If removed from the Register, by law you cannot practise using a protected title (eg “occupational therapist” or “social worker”).
- We will inform your employer (if known).
- If you do not re-join the Register after one month you will need to:
 - complete a readmission form;
 - pay a readmission fee of £315 (includes renewal fee); and
 - provide certified ID and a character reference.

Continuing professional development

The HCPC's approach to continuing professional development

- CPD is a statutory requirement for all HCPC registrants
- Essential factor in keeping knowledge and skills up-to-date and ensuring continued fitness to practise
- Five outcome-based CPD standards (not based on points or hours)
- At renewal, 2.5% will be selected for CPD audit
- Each selected registrant must submit a CPD profile

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;
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.

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



Evidence

Materials from others

- certificates, testimonies



Materials produced yourself

- presentations you have given, business plans, service user and carer information, induction materials for new staff

Materials showing you have reflected on and evaluated your learning and work

- personal development plans, evaluations of courses or conferences attended

Profile structure

If selected for audit you must complete a CPD profile.

- List of CPD activities (**for last two years**)
- Summary of recent work (**for last two years**) – 500 words
- Statement of how the standards have been met – 1,500 words
- Supporting evidence

Assessed by CPD Assessors (HCPC Partners) – work in pairs at assessment days run at HCPC offices

Audit outcomes

80.8%

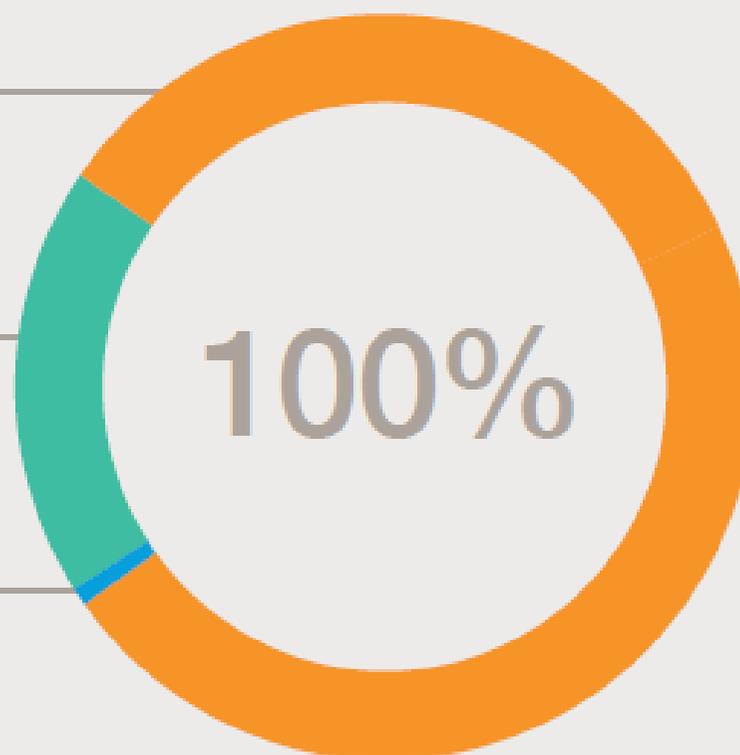
Met our standards

18.9%

Other outcomes

0.3%

Removed from the Register



Feedback

Do

- Keep it simple and concise
- Choose 3–5 activities over the last 2 years. Tell us what you did, what you learn, and the benefits to you and your service users
- Double check your profile

Don't

- Describe in detail every activity in the last 2 years
- Send evidence of all your CPD activities
- Include identifiable information

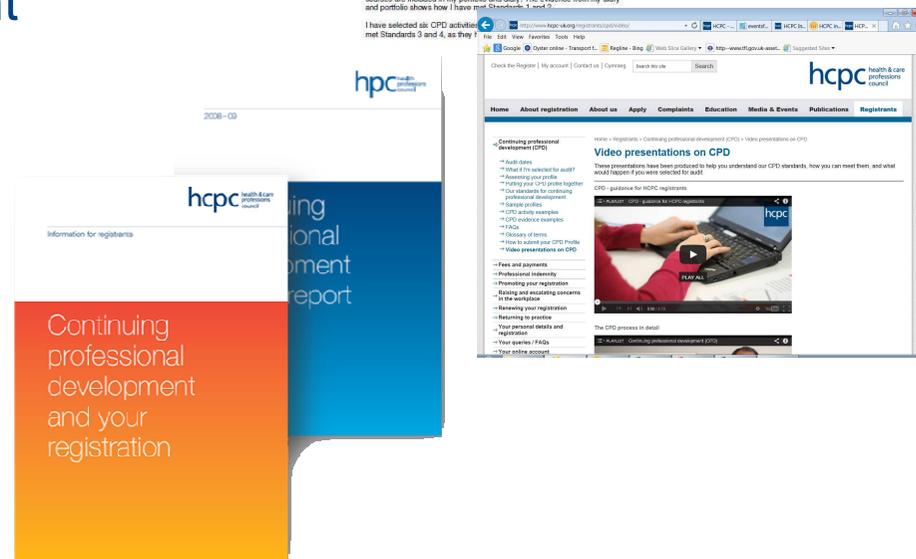
Resources and information

Sample profiles

- Examples for each profession online
- Look at profiles from different professions

Video presentations on CPD

CPD publications



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 special needs and with children of refugees whose first language is not English. My 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, and 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 those 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 ensured 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 filing and handling course, and a course on child protection. My reflections 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 to meet Standards 3 and 4, as they

hcpc health & care professions council

Home About registration About us Apply Complaints Education Media & Events Publications Registrants

Continuing professional development (CPD)

What is it selected for audit? How many CPD activities together? Our criteria for continuing professional development? Support centres? CPD activity examples? HCPC contact messages? FAQs? How to submit your CPD portfolio? Video presentations on CPD?

Fees and payments Professional indemnity Preparing your registration Raising and escalating concerns Resolving your registration Receiving your certificate Your personal details and registration Your queries / FAQs Your online account

Video presentations on CPD

These presentations have been produced to help you understand our CPD standards, how you can meet them, and what would happen if you were selected for audit.

CPD - guidance for HCPC registrants

Watch CPD - guidance for HCPC registrants

PLAY ALL

hcpc health & care professions council

Information for registrants

Continuing professional development report

Continuing professional development and your registration

