

**Health Professions Council
Council 18th July 2005**

**ESTABLISHING A PLG TO DRAFT GUIDANCE NOTES
FOR HPC'S CPD STANDARDS**

Executive Summary and Recommendations

Introduction

Following the CPD consultation undertaken by the HPC between September and December 2004, and the subsequent analysis of the feedback received, the HPC now needs to produce comprehensive guidance notes, including pro-forma and exemplar documentation, for registrants, CPD assessors and employers, in order that all parties have the necessary information for the CPD process. To undertake this task, it is proposed that a Professional Liaison Group (PLG) be established.

Decision

The Council is asked to approve the following proposals.

PLG Sponsor
Council

PLG's mission statement

To recommend to the Council, draft guidance notes including exemplar documentation and pro-forma materials for HPC registrants, CPD assessors, and employers to assist the compilation and audit of CPD profiles.

Terms of Reference

The PLG will recommend to the Council:

- draft guidance notes
- pro-forma and exemplar documentation
- web materials

The documentation will be for reference and use by HPC registrants, CPD assessors and employers. The guidance will provide information about the HPC's requirements in regard to both the compilation and assessment of CPD audit submissions.

The provision of comprehensive guidance materials will assist registrants in making clear decisions about their scope of practice and their particular learning needs and provide them with the knowledge to make decisions about their CPD activities and profile compilation to a satisfactory level.

Date
2005-06-27

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Doc Type
PPR

Title
Continuing Professional
Development PLG

Status
Final
DD: None

Int. Aud.
Public
RD: None

The guidance for employers is intended to assist them in helping their registrant employees to meet the HPC's CPD requirements. The guidance for assessors will be provided to ensure that their expectations of registrants' profiles and evidence are in line with those of the registrant.

It is anticipated that the guidance will be delivered at a level accessible by all registrants, employers and CPD assessors, and will answer questions and define terms or themes raised by the CPD consultation process that have not already been addressed in the Key Decisions paper. It is intended that the guidance be clear and easy to understand. This will include defining and explaining themes such as "reflective practice", the difference between being "struck off" the register and "lapsed registration", and outlining how we will manage issues such as confidentiality and acceptable formats for profile submission.

Plan of activities

The PLG will recommend the following to Council:

- Draft guidance notes for CPD assessors
- Draft guidance notes for registrants
- Draft guidance notes for employers
- Draft pro-forma documentation for profile building

Membership

Council members will be informed about the establishment of the CPD PLG on 12th July and invited to participate.

Timetable

The CPD Key Decisions paper states that Guidance materials for registrants will be available in May 2006. The following timetable is based on this date.

The PLG will meet over a three month period (July - October 2005), which will commence following membership confirmation in July 2005. Progress will be reported to Council on an ongoing basis.

Initial Meeting: July 2005

Initial ideas - determine what needs to be produced, the format and how to achieve this

Determine budget

Review of CPD documentation from other organisations

Discussion of issues raised to date

Draft contents

Meeting 2: August 2005

Review of 1st draft

Meeting 3: September 2005

Review of 2nd draft

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Final Meeting: *October 2005*

Final recommendations confirmed and presented to Council (5th October) for approval

Consultation period: *mid-November 2005 – mid-February 2006***Analysis of responses: *March 2006*****Publish Guidance: *May 2006***

In addition, there will be opportunities for further contact, feedback and discussion between PLG meetings.

Resource implications

Executive and Council time

Financial Implications

Attendance fees and travel for PLG members

Consultation postage costs

Postage of final guidance documents to registrants under audit

Note: Guidance for employers is expected to be web based and guidance for assessors will form part of their training and be available on-line

Background papers

CPD Consultation paper

CPD Key Decisions paper

Appendices

None

Date of paper

27th June 2005

Date
2005-06-27

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Final
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