

# Your guide to the CPD standards

## **Introduction**

We are the Health Professions Council, and we were created to protect the public. To do this, we keep a register of health professionals who meet our standards for their training, professional skills, behaviour and health.

We now also set standards for continuing professional development (CPD), and all health professionals registered with us must undertake CPD in order to remain registered. This leaflet has been written for health professionals registered with us, and is a quick guide to your responsibilities regarding CPD. It also tells you how and where you can get more information.

## **What is CPD?**

Our definition of CPD is,

*“a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice.”<sup>1</sup>*

## **A new responsibility**

Before 2005, we made no requirements as to your CPD. You may have been required to undertake CPD as part of your membership of your professional body, or by your employer, or another organisation. You may not have been *required* to undertake CPD by any individual or organisation, but you may have been undertaking it anyway as part of your professional development. But before 2005, any CPD that you did was not linked to your registration with us.

Now that the Council has agreed our CPD standards, CPD is an important part of your continuing registration, and your continuing ability to use your professional title. Our standards now mean that all health professionals must continue to develop their knowledge and skills while they are registered.

## **Our CPD standards**

These are the standards which your CPD should meet, in order for you to remain registered with us.

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 and 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. present a written profile containing evidence of their CPD on request.

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<sup>1</sup> This definition was written as part of the Allied Health Professions project, ‘Demonstrating competence through CPD’, 2002.

In brief, this means:

1. Keep a personal record of your CPD, in whatever format is most convenient for you.
2. Make sure your CPD is a mixture of different kinds of activities – not just one kind of learning – and that it's relevant to your practice. It could be relevant to your current role, or to a planned future role.
3. You should aim for your CPD to improve the quality of your practice. It may not actually improve your practice, due to factors beyond your control. But improvements in your practice should be part of how you plan your CPD, and select your CPD activities.
4. You should aim for your CPD to benefit the service user. As above, you may not be able to ensure that this happens, but benefits to service users should be part of your planning and review. Depending on where and how you practice, service users might include, for example, patients, clients, users, your team, and /or students.
5. If you're audited, you need to send us in a profile about how the CPD you have done meets these standards.

### ***Our standards mean that...***

... you can make your own decisions about the kinds of CPD that are relevant to your role, and to your practice. CPD activity could include, for example, secondment, in-service training, critical incident analysis, mentoring, or reading or reviewing journal articles.

Please see the end of this leaflet for a fuller list of suggested CPD activities.

... you could decide that you could meet our requirements by participating in a scheme run by your professional body, or your employer. You might supplement this with other activities if necessary, or alternatively, you could structure your own CPD activities, around your personal development plan for example. Our standards give you the flexibility to plan your own CPD in a way that suits your practice, your learning needs, your preferences, and the time and resources available to you.

... your development is now formally recognised as an important part of your registration. This gives an opportunity for campaigning for greater support and recognition of your CPD activities, from your employers and other organisations.

### ***A flexible approach***

Our flexible approach means that your CPD can take account of how you work, whether part-time or full-time, whether in the NHS or in private practice, whether in a clinical setting or in management, education or research (or anywhere else). Our standards mean that you can plan your CPD activity to take account of your changing needs. You just need to make sure that your CPD meets our standards.

### ***Renewing your registration***

When you renew your registration, you need to sign to confirm that you have met our CPD standards. From 2008, when a profession renews, we will audit a small random

sample to ensure that the standards are met. If you are audited, we will write to you and ask you to send in information showing how your last two years of CPD have met our standards. We will send you a form to complete, where you can write about how you meet the standards. This form is called the ‘profile’.

### **Key dates**

**July 2005** – CPD standards approved by Council.

**July 2006** – Registrants need to begin recording their CPD.

**July 2008** – First CPD audits begin.

The dates of the first audit for all 13 professions are given below, listed in date order.

Chiropodists and podiatrists	July 2008
Operating department practitioners	October 2008
Orthoptists	August 2009
Paramedics	August 2009
Clinical scientists	September 2009
Prosthetists and orthotists	September 2009
Speech and language therapists	September 2009
Occupational therapists	October 2009
Biomedical scientists	November 2009
Radiographers	February 2010
Physiotherapists	April 2010
Art therapists	May 2010
Dietitians	May 2010

After these dates, we plan to audit each profession every two years, each time that the profession renews its registration. We plan to audit 5% of the first two professions, and then, depending on the results, go on and audit 2.5% of each profession that renews its registration.

### **Finding out more**

We have published example profiles on our website: [www.hpc-uk.org](http://www.hpc-uk.org)

These profiles, which were put together in partnership with professional bodies, are intended to show how health professionals can demonstrate that their CPD activities have met our standards, and how they can write a statement that shows this.

For more information about the CPD audit, you can also see our document ‘Continuing professional development and your registration’. This is a longer document, with more detail about CPD, and about the audit process. You can download this document from our website, or request a copy from the address on the back of this leaflet.

## Appendix 1: Examples of types of CPD activity

(this is not an exhaustive list, but we have provided it to give you an ideas of the kinds of activity that might make up your CPD)

Work based learning	Professional activity	Formal / educational	Self-directed learning	Other
<ul style="list-style-type: none"> <li>• Learning by doing</li> <li>• Case studies</li> <li>• Reflective practice</li> <li>• Clinical audit</li> <li>• Coaching from others</li> <li>• Discussion with colleagues</li> <li>• Peer review</li> <li>• Gaining and learning from experience</li> <li>• Involvement in wider work of employer e.g. representative on a committee</li> <li>• Shadowing</li> <li>• Secondments</li> <li>• Job rotation</li> <li>• Journal club</li> <li>• In-service training</li> <li>• Supervision of staff/students</li> <li>• Visits to other departments and reporting back</li> <li>• Role expansion</li> <li>• Significant event analysis</li> <li>• Completion of self-assessment questionnaires</li> <li>• Project work/management</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in a professional body</li> <li>• Member of specialist interest group</li> <li>• Lecturing/teaching</li> <li>• Mentoring</li> <li>• Examiner</li> <li>• Tutor</li> <li>• Branch meetings</li> <li>• Organising journal clubs or other specialist groups</li> <li>• Maintaining and/or developing specialist skills e.g. musical ability</li> <li>• Expert witness</li> <li>• Member of other professional bodies/groups</li> <li>• Presentation at conferences</li> <li>• Organiser of accredited courses</li> <li>• Research supervision</li> <li>• National assessor</li> <li>• Appointment to a promoted post</li> </ul>	<ul style="list-style-type: none"> <li>• Courses</li> <li>• Further education</li> <li>• Undertaking research</li> <li>• Attendance at conferences</li> <li>• Submission of articles/paper</li> <li>• Seminars</li> <li>• Distance learning</li> <li>• Courses accredited by professional body</li> <li>• Planning or running a course</li> </ul>	<ul style="list-style-type: none"> <li>• Reading journals/articles</li> <li>• Review of books/articles</li> <li>• Updating knowledge via www/TV/press</li> <li>• Progress files</li> </ul>	<ul style="list-style-type: none"> <li>• Public service</li> <li>• Voluntary work</li> <li>• Courses</li> </ul>