

## Education and Training Committee – 2 December 2008

### Readmission to the Register following selection for audit of continuing professional development (CPD)

#### Executive Summary and Recommendations

##### **Introduction**

This paper provides an explanation of the proposed process which will be followed for individuals applying for the readmission of their name to the Register following being selected for audit of their continuing professional development (CPD).

##### **Decision**

The Committee is requested to review, discuss and approve this new process.

##### **Background information**

At its meeting on 12 June 2007 the Education and Training Committee approved the process that should be followed by individuals wishing to come back onto the Register following a lapse in their registration and where they were previously randomly selected for audit of their CPD. The committee approved a process that recommended that a registrant in this position should be asked to demonstrate evidence of their CPD as part of their application for readmission to the Register. The registrant should first be asked for a profile to demonstrate that they were undertaking CPD during the two years proceeding the date their registration was lapsed. It was agreed that if this is not possible then the HPC may ask the applicant to provide a profile with evidence of any relevant CPD activity that they are currently undertaking. Each application is then considered on its own merits.

Following the first round of CPD audits it has become apparent that there is a need to introduce a process to ensure that the HPC can cater for individuals who cannot submit a CPD profile or who have not undertaken any or minimal CPD during the specified period.

The executive recommends that the individual is requested to produce a CPD plan which clearly sets out what CPD they intend to undertake if readmitted to the Register.

The CPD plan will be completed on a HPC form which requires a clear and detailed plan to be set including some early goals which will need to be

demonstrated three months after the date the individual is readmitted to the Register.

The form will include a declaration which confirms the individuals' commitment to undertake CPD and their understanding that HPC will pursue those who fail to comply as either a fraudulent entry to the Register or an allegation of misconduct.

The registrant will automatically be selected for audit when their profession next renews.

### **Resource implications**

Nil

### **Financial implications**

Nil

### **Background papers**

1. Continuing professional development and your registration brochure
2. Your guide to our standards for continuing professional development brochure
3. Continuing professional development – Consultation paper
4. Continuing professional development – Key decisions
5. CPD Process Decision, June 2007, Education and Training Committee paper
6. Continuing professional development assessors' day report, September 2007, Education and Training Committee paper
7. Continuing professional development (CPD) assessment fee and process approach, September 2007, Education and Training Committee paper
8. Continuing professional development (CPD) assessment fee, November 2007, Finance and Resources Committee paper
9. Continuing professional development (CPD) progress review, March 2008, Education and Training Committee paper
10. Continuing professional development (CPD) progress review, September 2008, Education and Training Committee paper

### **Appendices**

Appendix A – Continuing professional development (CPD) plan

## Appendix A – Continuing professional development (CPD) plan

### Health Professions Council

You have applied to be re-admitted to the Health Professions Council (HPC) Register. However, when your previous registration ceased, you had been selected for continuing professional development (CPD) audit and were asked to provide us with a profile of your CPD activity during the preceding two years but failed to do so.

Before your application for re-admission can be considered further, you must tell us:

- why you did not provide a CPD profile?
- what CPD activity you plan to undertake if you are re-admitted to the Register.

You can do so by completing this form. Before doing so, please ensure that you read our booklet 'Continuing professional development and your registration'.

If your application for re-admission is successful, we will contact you again after three months and ask you to provide us with proof that you have undertaken at least some of the CPD activities detailed in your CPD plan.

Please write neatly and clearly in **black ink** and continue on a separate sheet if you need to.

Your title

Mr  Mrs  Miss  Ms  other (please specify)  
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Your first name

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Your surname / family name

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Your registration number

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Please explain why you did not provide a CPD profile when previously asked to do so.

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Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-11-11	a	REG	PPR	ETC readmission / cpd	Final DD: None	Public RD: None

Please provide an outline of your intended area of professional practice.

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Please explain how the CPD activities identified in your plan will help you meet the following CPD standards:

**Standard 1 – maintain a continuous, up-to-date and accurate record of your CPD activities.**

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**Standard 2 – demonstrate that your CPD activities are a mixture of learning activities relevant to your current or future practice.**

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**Standard 3 – seek to ensure that your CPD has contributed to the quality of your practice and service delivery.**

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**Standard 4 – seek to ensure that your CPD benefits the service user.**

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Please read the following declaration very carefully, before signing and dating this form and returning it with your application for readmission.

**I declare** that I have read, understand and will comply with the HPC standards of continuing professional development;

**I understand** that I will be subject to an audit of CPD activity when my registration is next due for renewal;

**I declare** that I will undertake the CPD activities set out in the above plan and understand that a deliberate failure to do so may be treated as fraudulently procuring an entry in the HPC Register, which is a criminal offence under article 39 of the Health Professions Order 2001.

Date (DD/MM/YYYY)   /   / 20

Signature.....

Your name (please print clearly) .....