

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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PROFESSIONAL LIAISON GROUP FOR CONTINUING PROFESSIONAL DEVELOPMENT

MINUTES of the fourth meeting of the Professional Liaison Group for Continuing Professional Development held at **10.30 a.m. on Monday 6 February 2006** at The Evangelical Alliance, Whitefield House, 186 Kennington Park Road, London, SE11 4BT.

PRESENT:

Miss E Thornton (Chairman)
 Mrs S Chaudhry
 Professor C Lloyd
 Mr P McFadden (part)
 Mr A Mount
 Miss P Sabine (part)
 Ms J Sheridan
 Mrs B Stuart
 Dr Anna van der Gaag

IN ATTENDANCE:

Mr C Bendall Secretary to the PLG for Continuing Professional Development
 Ms C Savage Manager, CPD and Aspirant Groups (part)
 Ms R Tripp Policy Manager

Item 1.06/6 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Mrs C Farrell, Professor C Lloyd and Ms G Pearson.

Item 2.06/7 APPROVAL OF AGENDA

- 2.1 The Group approved the agenda, subject to the inclusion of an additional discussion about the meeting with professional bodies held on 3 February (to be discussed as item 5).

Item 3.06/8 MINUTES OF THE MEETING HELD ON 15 DECEMBER 2005

- 3.1 It was agreed that the minutes of the second meeting of the Group should be confirmed as a true record and signed by the Chairman.

Item 4.06/9 MATTERS ARISING

- 4.1 The Group received a paper to note from the Executive.
- 4.2 The Group noted the actions list as agreed at the meeting on 15 December.
- 4.3 The Group noted that the Director of Communications would include CPD in the HPC's communications plan for the next financial year. The Group agreed that the Communications Committee should consider the key messages and audiences for information on CPD.

Action: CM/Communications Committee (by 27 February 2006)

- 4.4 The Group noted that the draft information for registrants undergoing audit had been checked by Mr Jonathan Bracken, the HPC's Solicitor and Parliamentary Agent. Mr Bracken had advised that the CPD audit would need to be completed by the registrant's renewal date and, therefore, CPD profiles would need to be requested by the HPC at an earlier stage. The Group agreed that this was an important operational issue which should be resolved by the Executive.

Action: Executive Management Team (by 30 March 2006)

- 4.5 The Group noted that, at the meeting on 3 February, some concern had been expressed that the draft CPD profiles had been reviewed by members of the Group. The Group noted that its members' comments had been passed on to the professional bodies in a positive and sensitive way.

Item 5.06/10 MEETING WITH PROFESSIONAL BODIES ON 3 FEBRUARY

- 5.1 The Group discussed the outcome of the meeting held on 3 February.
- 5.2 The Group noted that the draft information documents on CPD had been received positively. The professional bodies which had drafted example profiles had found it useful to see drafts from other professions. The Group noted that preparation of a CPD profile would require registrants to think reflectively on their practice.

Item 6.06/11 YOUR GUIDE TO CPD

- 6.1 The Group received a paper for discussion/approval from the Executive.
- 6.2 The Group noted that the draft document attached to the paper was the second draft of the short guide to CPD which the Group had agreed to prepare. The document was intended to address registrants' concerns about being burdened with information and was intended as a quick guide to the new responsibility to undertake CPD. The Group was asked to discuss the draft document, particularly in light of the meeting held on 3 February, and suggest any amendments.
- 6.3 The Group agreed that the document should be retitled to include a reference to the CPD standards.
- 6.4 The Group agreed that it was not necessary to include a list of the professions regulated by the HPC and registrants should be referred to the list of professions on the HPC's website.
- 6.5 The Group agreed that the second paragraph in the introduction should begin "We also set the standards..." and should make it clear that all registrants were required to comply with the CPD standards from July 2006.
- 6.6 The Group agreed that the definition of CPD should include the full reference to the Allied Health Professions project in 2002.
- 6.7 The Group agreed that the explanation about standard 3 should read "You should aim for your CPD to improve the quality of your practice. It may not directly improve your practice, however, due to factors beyond your control."
- 6.8 The Group agreed that, in the section "Our standards mean that...", the third paragraph should begin "...your professional development is now formally recognised..."
- 6.9 The Group agreed that, in the section "Renewing your registration", the last sentence should indicate that evidence of CPD activities from the registrant's portfolio would need to be submitted with the profile form. The Group noted that there had been some confusion at the meeting on 3 February about the distinction between the terms "portfolio" and "profile".
- 6.9 The Group noted that the section "Key dates" would need to be revised in light of the advice received from the HPC's solicitor (see item 4.4). The Group agreed that the section should state that all registrants needed to

begin recording their CPD. The Group agreed that the last sentence of the section should read "We plan to audit 5% of the first two professions and then, depending on the results, subsequently audit 2.5% of each profession that renews its registration." The Group noted that there was a typing error in the table listing the professions and their audit dates and that the penultimate line in the table should read "Arts therapists".

- 6.10 The Group agreed that appendix 1 (Examples of types of CPD activity) should make reference to "Mentoring/clinical supervision" in the column about work based learning.
- 6.11 The Group agreed that the Policy Manager should amend the document in the light of the discussion and the revised draft should be circulated electronically to members for further comments.

Action: RT (by 1 March 2006)

Item 7.06/12 CONTINUING PROFESSIONAL DEVELOPMENT AND YOUR REGISTRATION

- 7.1 The Group received a paper for discussion/approval from the Executive.
- 7.2 The Group noted that the draft document attached to the paper was the second draft of the longer document which the Group had agreed to prepare. The document was particularly aimed at registrants who were the subject of a CPD audit, or those who required more detailed information than the brief guide could provide. The Group was asked to discuss the draft document, particularly in light of the meeting held on 3 February, and suggest any amendments.
- 7.3 The Group noted that the draft included a new section "Putting together your profile".
- 7.5 The Group agreed that the document should include a definition of CPD at the beginning.
- 7.6 The Group agreed that the fourth bullet point on page 3 should read "an individual or organisation considering offering CPD activities to registrants (e.g. professional bodies, union learning representatives/stewards/CPD facilitators)".
- 7.7 The Group agreed that the last sentence on page 3 should be deleted in the light of the advice from the HPC's solicitor.

- 7.8 The Group agreed that, in the section "Background", the second paragraph should end "Over 6,500 registrants attended these meetings and we benefited from a wide range of views and comments."
- 7.9 The Group agreed that the paragraph "Your responsibility" should also be included in the short guide to CPD.
- 7.10 The Group agreed that, in the section "CPD and competence", the second paragraph should begin "In our legislation, we have a separate process for dealing with issues of competence...."
- 7.11 The Group agreed that, in the section "CPD, your practice, and your ongoing competence", the first sentence should begin "All of the above describes how competence...."
- 7.12 The Group noted that the section "Audit dates" would need to be revised in light of the advice received from the HPC's solicitor.
- 7.13 The Group agreed that the section "What is CPD?" should include the full reference for the definition of CPD.
- 7.14 The Group noted that the first paragraph on page 11 should end "...anyone who is affected by your practice."
- 7.15 The Group agreed that the section "Some examples of CPD activity" should include a statement that a registrant's CPD activities should cover more than one type of activity.
- 7.16 The Group agreed that the example on page 14 was helpful and agreed that more examples should be provided throughout the document. The Group agreed that members should provide possible examples to the Policy Manager.

Action: All members/RT (by 1 March 2006)

- 7.17 The Group agreed that some registrants, particularly those in private practice, might not understand the terms "Agenda for Change" and "Knowledge and Skills Framework". The Group agreed that the document should include website links which would define these terms.
- 7.18 The Group agreed that the section about the Knowledge and Skills Framework (KSF) should be reworked so that it took account of private practitioners before going on to consider registrants working in the NHS. The Group agreed that the list of CPD activities listed in appendix 1 should indicate that these had been cross-referenced to the KSF.

- 7.19 The Group agreed that the section "Returning to practice" could be drafted by the Policy Manager and amended if necessary following the Council meeting on 1 March.
- 7.20 The Group agreed that the first part of the flowchart showing the audit process should read "biennial".
- 7.21 The Group agreed that, in the section "When your profile has been received by us", the third paragraph should read "The CPD assessors will assess against our standards". The Group agreed that this section should make it clear that registrants could remain on the register and could continue to practice whilst being assessed. The Group agreed that this section should list the possible outcomes of the audit and refer registrants to page 22 for further details.
- 7.22 The Group agreed that the document should include a section on the role of CPD assessors, which would indicate that assessors would be appointed through a public advertising process under the HPC's partner system and that candidates would be assessed according to a role brief. The Group agreed that the document should state that assessors would be drawn from the relevant part of the register.
- 7.23 The Group agreed that the table of assessment criteria should indicate that standard 1 would be met if the registrant provided a list of CPD activities with dates and times.
- 7.24 The Group agreed that the section about "Assessment outcomes" should include more details about the possible outcomes.
- 7.25 The Group agreed that, in the section on deferral, the last sentence of the second paragraph should read "We will need information to support your application for deferral...."
- 7.26 The Group noted that the section "Putting together your profile" had been drawn partly from the HPC's consultation document and partly from discussion with the professional bodies. The Group agreed that this section should suggest that self-employed and private practitioners could prepare their own personal development plan (or business development plan) to identify their learning needs and learning activities.
- 7.27 The Group agreed that the prompt questions on pages 27-29 should be rearranged so that there were key questions in bold type, followed by a series of supplementary questions in normal type. The Group agreed that Dr van der Gaag would contact the Policy Manager to indicate which questions should be the key questions.

Action: Dr van der Gaag/RT (by 1 March 2006)

- 7.28 The Group agreed that, in the section "Your supporting evidence", the second paragraph should begin "If you are selected for audit, you need to look through your CPD record...."
- 7.29 The Group agreed that the section on "Proportionality of evidence" should refer back to the assessment criteria.
- 7.30 The Group agreed that the section on "Confidentiality and anonymity" should make reference to "written informed consent" and should include a statement that it was the registrant's responsibility in all aspects of their work to maintain confidentiality and obtain informed consent.
- 7.31 The Group agreed that the glossary should include the date of the Health Professions Order.
- 7.32 The Group agreed that appendix 1 should include the changes which had been made to appendix 1 of the brief guide.
- 7.33 The Group agreed that the Policy Manager should amend the document in the light of the discussion and the revised draft should be circulated electronically to members for further comments. The Group agreed that the document should be circulated separately from the brief guide to CPD.

Action: RT (by 1 March 2006)**Item 8.06/13 MEETING WITH PROFESSIONAL BODIES ON FEBRUARY 3RD AND EXAMPLE PROFILES PROJECT**

- 8.1 The Group received a paper for discussion/approval from the Executive.
- 8.2 The Group noted that it had agreed at its first meeting to draft information for registrants on CPD and to engage with professional bodies in compiling example profiles. The Group was invited to discuss feedback from the meeting with the professional bodies on 3 February, particularly regarding the draft documents; the project to produce example profiles for each profession, for publication online; and the timescale for moving these projects to completion by April.
- 8.3 The Group agreed that, following the group discussions about the draft profiles on 3 February, most representatives of the professional bodies had decided that profession-specific profiles would be more helpful to registrants. The Group noted that the evidence from the HPC's listening events indicated a need for profession-specific profiles.

- 8.4 The Group agreed that the Policy Manager should ask the professional bodies to prepare a first draft of a profession-specific profile (if they had not already prepared a profile) or to prepare a second draft as appropriate. The Policy Manager would then ask members of the Group to review these drafts. The Group agreed that by April 2006 they should aim to publish a minimum of one profession-specific profile, which met the Standards of Continuing Professional Development, for each profession. However, they noted that it was most important to publish profiles for those professions that would be audited first. The Group agreed that it would be helpful to see different styles of writing in the profiles and, if possible, to have several profiles for each profession, covering a range of settings and roles. The Group agreed that each profession should be encouraged to look at example profiles for other professions.

Action: Professional bodies/RT/All members (by 31 March 2006)

- 8.5 The Group agreed that, as it was intended that the draft profiles should be published jointly by the HPC and the relevant professional body, the HPC's Education and Training Committee should be asked to consider the draft profiles for publication at its meeting on 29 March 2006.

Action: RT (by 22 March 2006)

Item 9.06/14 BACKGROUND PAPERS

- 9.1 The Group received a paper for information from the Executive.
- 9.2 The Group agreed that the documents prepared by the HPC should make reference to the specific groups of registrants (e.g. those in located in rural areas; those registered with more than one statutory regulator). The Group agreed that it had addressed the HPC's commitments to provide further information on CPD and that the refinement of the documents could be carried out electronically. The Group agreed that it would not be necessary to arrange a further meeting.

Item 10.06/15 ANY OTHER BUSINESS

- 10.1 The Chairman thanked members of the Group and the Executive for their work.

CHAIRMAN

DATE