
Your duties as a registrant

Your guide to our
standards for
continuing
professional
development

Contents

Introduction 1

What is CPD 1

A new responsibility 1

**Our standards for continuing
professional development 2**

A flexible approach 3

Renewing your registration 3

Audit dates 4

Finding out more 5

Examples of types of CPD activity 5

Your guide to our standards for continuing professional development

Introduction

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

We also set standards for continuing professional development (CPD). All registrants must undertake CPD to stay registered.

We have written this booklet for registrants as a quick guide to your responsibilities relating to continuing professional development. It also tells you how and where you can get more information.

What is CPD?

We define CPD as 'a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within their evolving scope of practice'. (This definition is taken from the Allied Health Professions project, 'Demonstrating competence through CPD', 2002.)

Put simply, CPD is the way registrants continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to work safely, legally and effectively.

A new responsibility

Before 2005, you may have had to undertake CPD as part of your membership of your professional body, or by your employer, or another organisation. You may not have had 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 we have agreed our standards for CPD, it is an important part of your continuing registration. Our standards now mean that all registrants must continue to develop their knowledge and skills while they are registered.

Our standards for continuing professional development

Our standards say that registrants 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; and
- 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.

This means the following

- 1 You must keep a record of your CPD, in whatever format is most convenient for you.
- 2 You must make sure your CPD is a mixture of different kinds of activities – not just one kind of learning – and that it is relevant to your work. 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 work. It may not actually improve your work, due to factors beyond your control, but when you choose your CPD activities you should intend for them to improve your work.
- 4 You should aim for your CPD to benefit service users. As above, you may not be able to make sure that this happens, but you should have the intention of benefiting service users. Depending on where and how you work, service users might include patients, clients, your team, or students.
- 5 If you are audited, you need to send us a CPD profile (which must be your own work and supported by evidence) to show how you have met our standards. We will send you the CPD profile to fill in.

The standards also mean the following

- You can make your own decisions about the kinds of CPD activity that are relevant to your role and your work. For example, CPD activities could include going on secondment, in-service training, mentoring, or reading or reviewing journal articles. Please see the end of this leaflet for a fuller list of suggested CPD activities.
- You may decide that you could meet our standards by taking part in a scheme run by a professional body or an employer. You might add to this with other activities, or you could structure your own CPD activities around your personal development plan. Our standards give you the flexibility to plan your own CPD in a way that suits your work, your learning needs, your preferences, and the time and resources available to you.
- Your development is formally recognised as an important part of being registered. This gives registrants or organisations the opportunity to campaign 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 direct practice, 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 confirm that you have met our standards for CPD. Each time a profession renews its registration, we audit a random sample of those renewing to make sure our standards are being met. If you are audited, we will write to you and ask you to send us information showing how your CPD over the last two years has met our standards. We will send you a CPD profile to fill in.

Audit dates

The table below shows the dates of forthcoming audits.

September 2012	Operating department practitioners
March 2013	Practitioner psychologists
June 2013	Orthoptists
June 2013	Paramedics
July 2013	Clinical scientists
July 2013	Prosthetists / orthotists
July 2013	Speech and language therapists
August 2013	Occupational therapists
September 2013	Biomedical scientists
December 2013	Radiographers
February 2014	Physiotherapists
March 2014	Arts therapists
April 2014	Dietitians
May 2014	Chiropodists / podiatrists
May 2014	Hearing aid dispensers
September 2014	Social workers in England

Finding out more

We have published example profiles on our website (www.hcpc-uk.org/cpd).

These profiles, which were put together in partnership with professional bodies, are intended to show how registrants can show 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 continuing professional development, and about the audit process. You can download this document from our website.

Examples of types of CPD activity

This list should give you an idea of the kinds of activity that might make up your continuing professional development.

Work based learning

- Learning by doing
- Case studies
- Reflective practice
- Clinical audit
- Coaching from others
- Discussions with colleagues
- Peer review
- Involvement in wider work of employer (for example, being a representative on a committee)
- Work shadowing
- Secondments
- Job rotation

- Journal club
- In-service training
- Supervising staff or students
- Visiting other departments and reporting back
- Expanding your role
- Analysing significant events
- Filling in self-assessment questionnaires
- Project work or project management

Professional activity

- Involvement in a professional body
- Membership of a specialist interest group
- Lecturing or teaching
- Mentoring
- Being an examiner
- Being a tutor
- Branch meetings
- Organising journal clubs or other specialist groups
- Maintaining or developing specialist skills (for example, musical skills)
- Being an expert witness
- Membership of other professional bodies or groups
- Giving presentations at conferences
- Organising accredited courses
- Supervising research
- Being a national assessor
- Being promoted

Formal / educational

- Courses
- Further education
- Research
- Attending conferences
- Writing articles or papers
- Going to seminars
- Distance learning
- Courses accredited by professional body
- Planning or running a course

Self-directed learning

- Reading journals / articles
- Reviewing books or articles
- Updating knowledge through the internet or TV
- Keeping a file of your progress

Other

- Public service
- Voluntary work
- Courses

Notes

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