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Your duties as a registrant

Your guide to our  
standards for  
continuing  
professional  
development

# Contents

## **Introduction 1**

What is continuing professional development? 1

A new responsibility 1

## **Our standards for continuing professional development 2**

## **A flexible approach 3**

Renewing your registration 3

## **Important dates 4**

## **Finding out more 5**

## **Appendix 1: examples of types of CPD activity 5**

# Your guide to our standards for continuing professional development

## Introduction

We are the Health Professions Council. 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). All health professionals registered with us must undertake CPD to stay registered.

We have written this leaflet for health professionals registered with us. It is 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 health professionals 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 health professionals must continue to develop their knowledge and skills while they are registered.

## **Our standards for continuing professional development**

Our standards say that registrants (health professionals registered with us) must:

- maintain a continuous, up-to-date and accurate record of their CPD activities;
- demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice;
- seek to ensure that their CPD has contributed to the quality of their practice and service delivery;
- seek to ensure that their CPD benefits the service user; and
- present a written profile containing evidence of their CPD upon request.

### **This means the following**

- You must keep a record of your CPD, in whatever format is most convenient for you.
- You must 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 work. It could be relevant to your current role or to a planned future role.
- 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.
- 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.
- If you're audited, you need to send us a CPD profile 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 your professional body or your 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 now formally recognised as an important part of being registered. This gives individual health professionals 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 the NHS or in private practice, whether dealing with patients 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 standards for CPD. From 2008, each time a health profession renews its registration, we will audit a random sample of health professionals 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.

## Important dates

**July 2005** – our standards for CPD were approved.

**July 2006** – health professionals need to begin keeping a record of their CPD activities.

**May 2008** – we carry out the first random audits.

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

May 2008	Chiropodists / podiatrists
September 2008	Operating department practitioners
June 2009	Orthoptists
June 2009	Paramedics
July 2009	Clinical scientists
July 2009	Prosthetists / orthotists
July 2009	Speech and language therapists
August 2009	Occupational therapists
September 2009	Biomedical scientists
December 2009	Radiographers
February 2010	Physiotherapists
March 2010	Arts therapists
April 2010	Dietitians

After these dates, we plan to audit each profession every two years. We plan to audit 5% of the first two professions, and then 2.5% of each profession, depending on how effective the previous audits were.

## **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 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 or by contacting us at the address on the back of this leaflet.

## **Appendix 1: 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
- Evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework

### **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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