

CPD

Preparing for HPC assessment

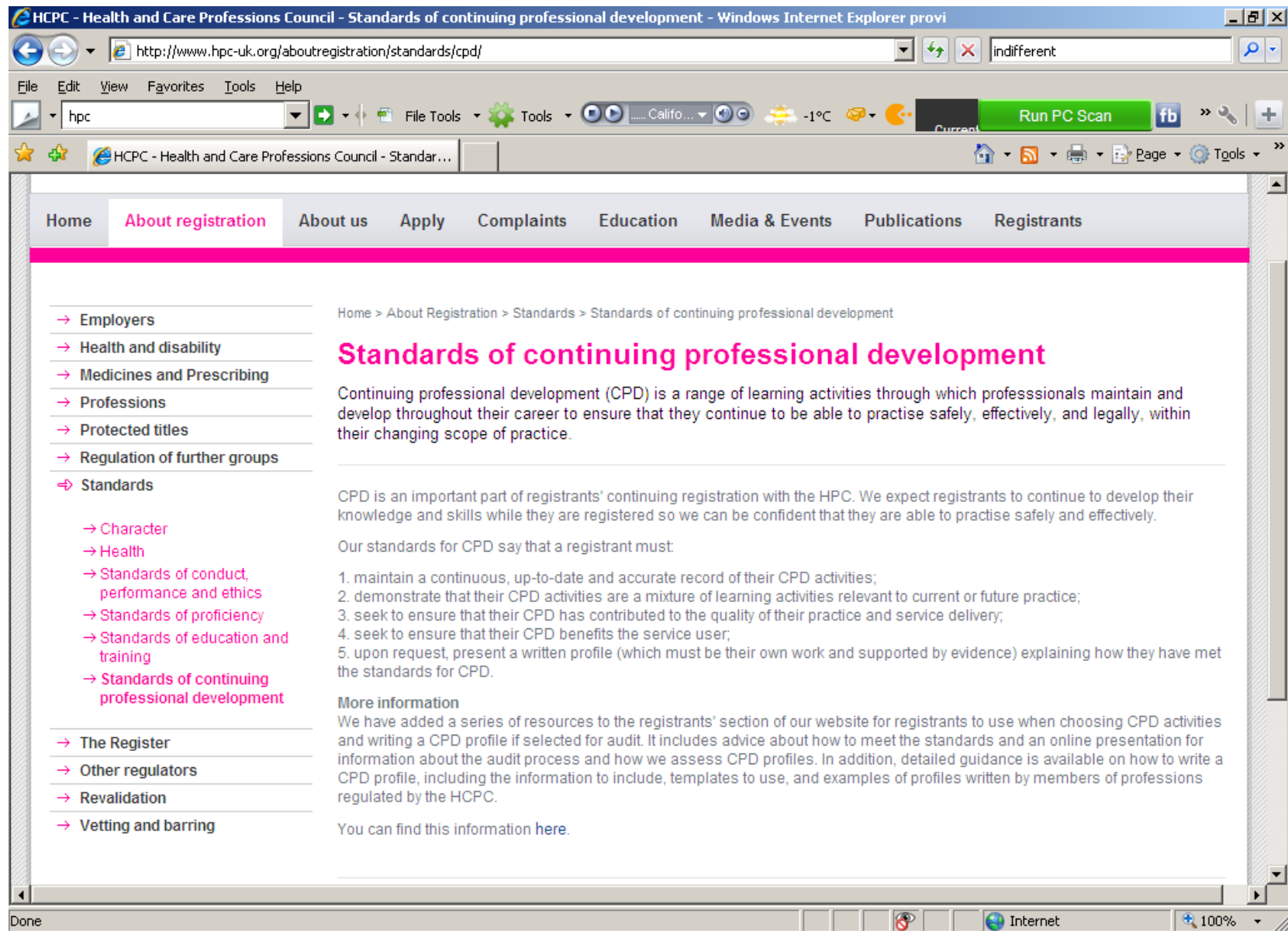
Tracey Tomlinson

Blood Transfusion Laboratory Manager

Hammersmith Hospital

Continued Professional development

‘a range of learning activities through which health and care 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’



Continuous CPD

- We all do CPD
- We all keep records of our CPD
- We all regularly document reflective learning on our CPD activities
- We all participate in formal CPD schemes
 - BBTS
 - IBMS

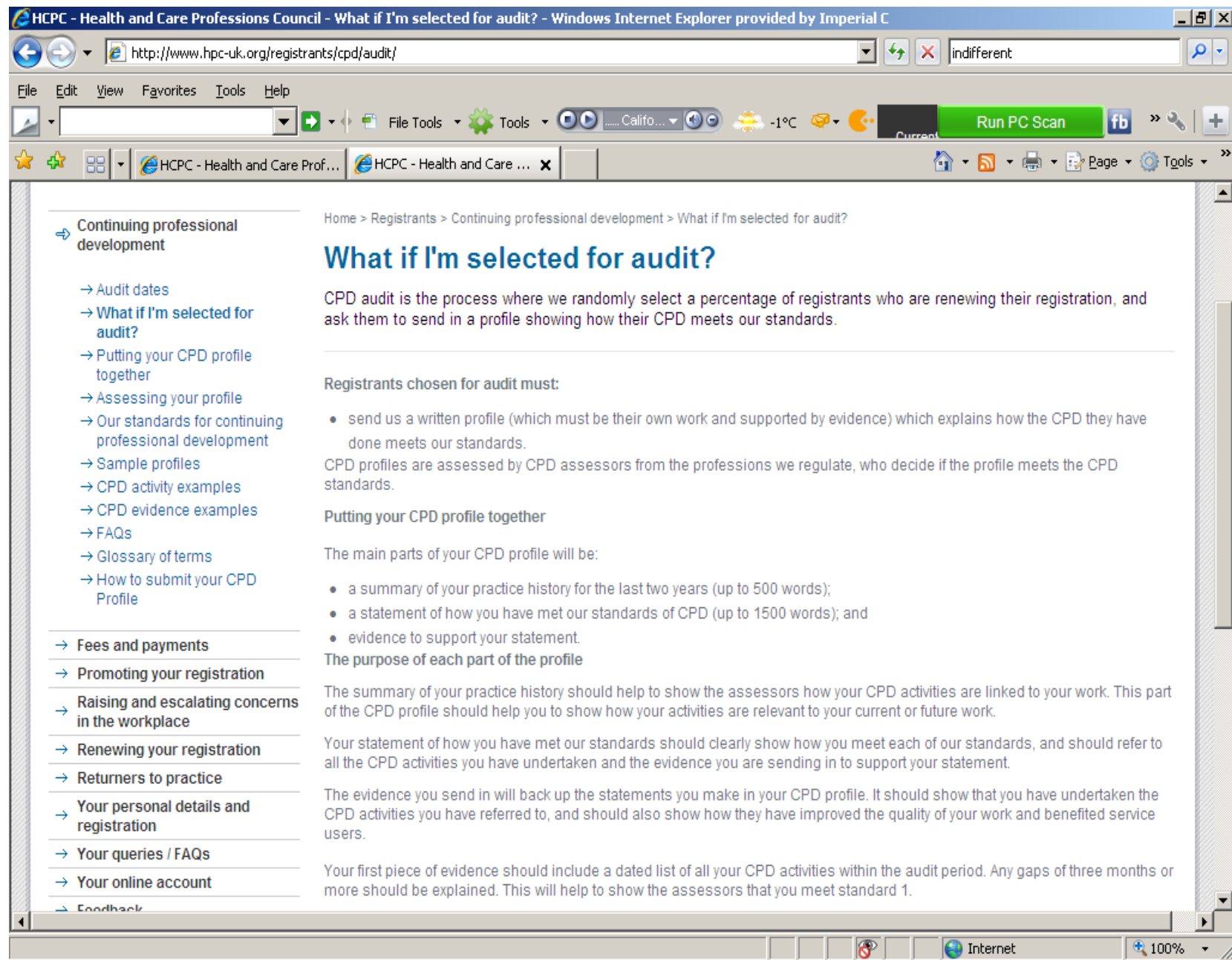
tomorrow

(noun)

a mystical land where 99% of all
human productivity, motivation and
achievement is stored

HPC

‘Whenever a profession renews its registration, we randomly audit (check) the CPD of 2.5 per cent of professionals from that profession. Those registrants who are chosen for audit must submit a CPD profile to show how their CPD meets our standards’



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Mrs T Tomlinson
[REDACTED]
[REDACTED]
[REDACTED]

Chair: Anna van der Gaag
Chief Executive and Registrar: Marc Seale

424

Date: 07 November 2011

Ref: BS42212 CPD007956

Dear Mrs Tomlinson

Continuing professional development reminder

We wrote to you at the beginning of the cycle to advise you that you had been randomly selected for audit of your continuing professional development (CPD).

Please return your completed CPD profile to the Registration Department by the **30th November 2011**. If your completed profile is not received by this date, your name may be removed from the Register.

When your completed profile arrives, we will select one of your professional experience statements

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HCPC - Health and Care Professions Council - Putting your CPD profile together - Windows Internet Explorer provided by Imperial

http://www.hpc-uk.org/registrants/cpd/profile/

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HCPC - Health and Care Professions Council - Putting ...

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⇒ Continuing professional development

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→ Raising and escalating concerns

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Putting your CPD profile together

The main parts of your CPD profile will be:

- a summary of your practice history for the last two years (up to 500 words);
- a statement of how you have met our standards of CPD (up to 1500 words); and
- evidence to support your statement.

Writing the summary of your practice history

Your summary should describe your role and the type of work you do. The summary should include your main responsibilities, identify the specialist areas you work in and identify the people you communicate and work with most.

It may be appropriate to base this part of your CPD profile on your job description. When you have written your statement about how you meet our standards for CPD (see the following explanation), you may find it helpful to go back over your summary of work, to make sure that it clearly explains how your CPD activities are relevant to your future or current work.

Writing your statement

When you write your statement, we expect you to concentrate most on how you meet standards 3 and 4 – how your CPD activities improve the quality of your work and the benefits to service users.

Below, we have suggested how you might want to approach writing your statement.

CPD profile

- Section 1 – Who you are
- Section 2 – Summary of practice
- Section 3 – Personal statement
- Section 4 – Summary of evidence submitted

HPC standards

Our standards say that registrants (professionals registered with us) 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

Evidence number	Brief description of evidence	Number of pages, or description of evidence format	CPD standards that this evidence relates to
1	Annual CPD summary returns form for April 2009-March 2010 showing all activities performed during this period. Form stamped by the BBTS to prove that it was received by them. Form includes a brief description of the CPD activity and the type of activity performed demonstrating that a variety of learning activities were performed.	2 pages, summary of CPD activities	Standards 1 & 2
2	Annual CPD submission form for April 2010-March 2011 showing all activities performed during this period. Form stamped by the BBTS to prove that it was received by them. Form includes a brief description of the CPD activity and the type of activity performed demonstrating that a variety of learning activities were performed.	3 pages, summary of CPD activities	Standard 1 & 2
3	Current CPD submission form showing activities performed since my last return to the BBTS CPD scheme demonstrating that I perform CPD on a continuous basis	2 pages, summary of CPD activities	Standard 1 & 2
4	Reflective learning record form for the review of a publication	1 page	Standard 2
5	Reflective learning record form when I identified my learning need for excel training	1 page	Standard 3 & 4
6	Email confirming my place on the excel training course	1 page	Standard 3 & 4
7	Excel document prepared for trust management team	1 page	Standard 3 & 4
8	Attendance certificate for Appraisal skills for managers course	1 page	Standard 3 & 4
9	Participant feedback forms for a session I presented on the IV study day run for nursing and midwifery staff (sheets from staff working in different clinical areas) and my personal reflective learning on this activity	4 pages	Standard 3 & 4

CPD activities

Really can be anything. Even things that we do as part of our normal roles

Case studies	Qualifications	Literature reviews	Courses	Presentations
Being a member of a professional body	Learning a new task	Getting a promotion/ new job	Filing in self assessment questionnaires	Audits
Stat man training	Attending staff meetings	Training others	Reviewing SOPs	Equipment validation
Discussion with colleagues	Watching TV	Asking advice for seniors	Dealing with problems	Helping others

CPD

- What's the fuss
- We are doing it anyway so why not record it
- Reflection is the key
 - What did you learn
 - What was the benefit to you or to others

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