

Dear Registrant

## **CPD standards: consultation on introducing HPC compliant standards from 1<sup>st</sup> April 2009**

As you will be aware, the Government has formally announced that the Hearing Aid Council will be dissolved and its regulatory functions assumed by the Health Professions Council before 31<sup>st</sup> March 2010. The Council has been working towards its abolition for some time, and has completed all of the preparation work necessary to make this change over as smooth as possible. Now that there is to be some further time before the changeover happens, the Council is seeking your views on its plans to replace its current CPD scheme with a set of standards that mirror those of the Health Professions Council.

### ***Our planned changes***

The Council plans to make this change in its CPD requirements from 1<sup>st</sup> April 2009. From that date, the current points-based system will cease to operate and you will instead be required to meet the standards set out in the enclosed document. As in previous years, you will be required to make a statement that you have met the current CPD standards for 2007-9 as part of the annual retention return. Those who have not met the fifty points required will be given a three month 'grace' period to make up any shortfall: this will not count towards your 2009-10 CPD requirements.

Then from 1<sup>st</sup> April 2009 you will be required to meet the new standards set out in the enclosed documents. These new standards mean that you will need to:

- assess your learning needs, in terms of your current and future practice;
- devise a programme of different CPD activities to meet your learning needs;
- assess your progress towards meeting these needs and make appropriate changes to your CPD programme; and
- record all of this activity in a CPD log.

### ***The benefits of this change***

These new CPD standards mirror exactly those required of all HPC registrants. These proposals have a number of benefits, including:

- all dispensers will be required to meet the HPC's CPD standards once the HPC register opens. By introducing these new standards now, the Hearing Aid Council hopes to make the transition to the HPC easier and to prepare registrants to the change in standards and regulation that the changeover will bring;
- the new standards mean lower administrative costs for the Hearing Aid Council, helping us to keep down the costs of registration and retention;
- the new standards are more flexible and focused on dispensers as professionals. The new standards will enable dispensers to focus their CPD activity on the needs of their current and future practice in a much more meaningful way than the current points-based system.

### ***How we will monitor progress***

The Hearing Aid Council will conduct an audit of compliance with the current points-based scheme for 2007-9. This audit will be conducted in the summer of 2009 and will include up to ten per cent of

dispensers. The Council will work with the industry and stakeholders to support understanding of the new standards whether they are introduced in April 2009 or at the point of transfer to the HPC in April 2010.

***What happens when the HPC register opens?***

The HPC register will open at some point before 31<sup>st</sup> March 2010. From that date, all registrants will be required to meet the HPC CPD standards. The new HAC standards exactly mirror these HPC standards. The HPC has a rolling programme of CPD audits and dispensers will be included in this programme.

***Scope of this consultation***

The Hearing Aid Council is seeking your views on its plans to make the changeover to HPC compliance CPD standards with effect from 1st April 2009. We are not seeking views on whether the standards are appropriate: simply on whether they should be introduced in April 2009 and not when the HPC register opens. To be clear, subject to the views expressed in this consultation, the new standards will be implemented from 1<sup>st</sup> April 2009 or from the point at which HPC register opens. Please send your views and comments to:

Chris O'Leary  
Registrar and Director of Policy  
Hearing Aid Council  
70 St Mary Axe  
London  
EC3A 8BE

Or by email to [chris.o'leary@thehearingaidcouncil.org.uk](mailto:chris.o'leary@thehearingaidcouncil.org.uk)

Comments should be received by the Council by no later than 5pm on 31<sup>st</sup> January 2009. The Council will advise all registrants of the outcome of this consultation as part of the annual retention return process, which will be undertaken in February 2009.

## **Proposed new CPD Standards**

### **Our standards say that registered dispensers 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 clients; and
5. 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 clients**. 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.

### **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.

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 formally recognised as an important part of being registered.

**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.

## **Appendix one HPC Standards guidance (short version)**

The proposed CPD Standards mirror those currently used by the HPC and the HAC would apply them in the same way. Below is HPC guidance which explains how the standards are applied and registrants responsibilities. This is included as a guide to how the standards would work in practice.

### **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 practice 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

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

Our standards say that registrants (health 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. 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.

## **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	Professional activity	Formal / educational	Self-directed learning	Other
<ul style="list-style-type: none"> <li>• Learning by doing</li> <li>• Case studies</li> <li>• Reflective practice</li> <li>• Clinical audit</li> <li>• Coaching from others</li> <li>• Discussions with colleagues</li> <li>• Peer review</li> <li>• Involvement in wider work of employer (for example, being a representative on a committee)</li> <li>• Work shadowing</li> <li>• Secondments</li> <li>• Job rotation</li> <li>• Journal club</li> <li>• In-service training</li> <li>• Supervising staff or students</li> <li>• Visiting other departments and reporting back</li> <li>• Expanding your role</li> <li>• Analysing significant events</li> <li>• Filling in self-assessment questionnaires</li> <li>• Project work or project management</li> <li>• Evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in a professional body</li> <li>• Membership of a specialist interest group</li> <li>• Lecturing or teaching</li> <li>• Mentoring</li> <li>• Being an examiner</li> <li>• Being a tutor</li> <li>• Branch meetings</li> <li>• Organising journal clubs or other specialist groups</li> <li>• Maintaining or developing specialist skills (for example, musical skills)</li> <li>• Being an expert witness</li> <li>• Membership of other professional bodies or groups</li> <li>• Giving presentations at conferences</li> <li>• Organising accredited courses</li> <li>• Supervising research</li> <li>• Being a national assessor</li> <li>• Being promoted</li> </ul>	<ul style="list-style-type: none"> <li>• Courses</li> <li>• Further education</li> <li>• Research</li> <li>• Attending conferences</li> <li>• Writing articles or papers</li> <li>• Going to seminars</li> <li>• Distance learning</li> <li>• Courses accredited by professional body</li> <li>• Planning or running a course</li> </ul>	<ul style="list-style-type: none"> <li>• Reading journals/articles</li> <li>• Reviewing books or articles</li> <li>• Updating knowledge through the internet or TV</li> <li>• Keeping a file of your progress</li> </ul>	<ul style="list-style-type: none"> <li>• Public service</li> <li>• Voluntary work</li> <li>• Courses</li> </ul>