

GUIDANCE NOTES TO RETURNERS

If you have previously been on the Register but have not practised for the following periods you may be required to undertake a period of supervised practice and additional study to bring your skills and knowledge up to current standards.

The periods out of practice and respective requirements are :

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| (a) | Not practised for up to two years | No additional requirements to be met. |
| (b) | Not practised for between two and five years | A minimum of 30 days' supervised practice and additional study to bring your skills and knowledge up to current standards. |
| (c) | Not practised for five years or more | A minimum of 60 days' supervised practice and additional study to bring your skills and knowledge up to current standards. |

The onus is on you to find an appropriate practice environment where your period of supervised practice can be carried out.

Study :

The onus is on you to determine what areas of study you need to undertake. You should do this by consulting the Standards of Proficiency (SoPs) for your profession and the Standards of Conduct, Performance and Ethics.

Study includes :

- (a) private study;
- (b) distance learning or e-learning;
- (c) " return to practice " programmes run by educational institutions, health trusts / Boards or other bodies;
- (d) relevant modules or elements currently included in programmes run by educational institutions;
- (e) programmes offered by professional bodies.

It is for you to confirm the successful completion of appropriate additional study which enables you to meet the SoPs.

Please note that when you sign the declaration at pg 8 of the Registration/Readmission form you are declaring that you have met the HPC's SOPs and that you will adhere to the Standards of Conduct, Performance and Ethics.

GUIDANCE TO SUPERVISORS

- (1) You are being asked to supervise a health professional who wants to return to practice following a period out of practice.
- (2) It is the professional responsibility of the individual returning to practice to ensure that they are able to meet the HPC's Standards of Proficiency (SoPs). Your responsibility is to help them to identify the experience and skills development they require and to observe and guide them while they undertake it rather than to assess the individual's competence.
- (3) If during the course of supervision there are matters about the applicant's performance that cause you concern, these must be drawn to the attention of the individual to ensure that they obtain the desired skills.
- (4) The aim is to bring the health professional's skills and knowledge up to current standards within their scope of practice so that they are able to meet the HPC's Standards of Proficiency.
- (5) You are being asked to observe and supervise the " returner " in day to day practice for a stipulated period.
- (6) At the conclusion of the period you will be asked to sign to confirm that the " returner " has satisfactorily completed the period of supervision.

Criteria for those supervising " returners " to practice

- (1) The Supervisor must be on the relevant part of the HPC register;
- (2) The Supervisor must have been in regulated practice for at least the previous 3 years,
- (3) The Supervisor must not be subject to any Fitness to Practise proceedings or orders,
- (4) The practice to be undertaken and the supervision of that practice must be within the Supervisor's scope of practice.