

Agenda Item 10

Enclosure 8

Paper ETC 89 / 03

Education and Training Committee

**SITUATION REPORT AND PROJECT PLAN FOR THE
CONTINUING PROFESSIONAL DEVELOPMENT
PROFESSIONAL LIAISON GROUP**

from the Secretary of the PLG

for discussion and decision

Situation Report and Project Plan for the Continuing Professional Development (CPD) Professional Liaison Group (PLG)

This report sets out the position and issues for the PLG as at mid-July 2003. Different parts of the project plan are still at different levels of detail. The Committee is asked to approve progressing the PLG on this basis.

1. **Mission Statements and Terms of Reference**

The PLG's mission statement is " To propose a CPD scheme to support and facilitate safe and effective practice ", and the terms of reference are to develop a consultation paper and process to achieve this.

2. **HPC Membership**

Miss E. Thornton	Convenor
Prof. N. Brook	<i>ex-officio</i>
Prof. Carol Lloyd	<i>ex-officio</i>
Dr. G. Beastall	
Mr. M. Collins	
Dr. A. van der Gaag	
Ms C. Farrell	
Ms G. Pearson	

Secretary : Dr. P. Burley

Suggestions for external membership have been forwarded to the convenor.

3. **Objective and Timetable**

A Gantt chart will be produced for the PLG to show stages and procedures in detail. An indicative timetable showing the activities to be completed in notional three month phases is :-

9 July 2003	PLG becomes effective.
July – November 2003	Collation of evidence and advice. Discussion event ?
December – February 2004	Drafting of consultation paper and consultation strategy. Working out implications of different options. Discussion with stakeholders.

March – May 2004	Approval of paper and strategy by Committee and Council. Publicity for consultation.
June – August 2004	Three months consultation (format to be decided).
September – November 2003	Analysis of consultation.
December – February 2005	Approval of scheme by Committee and Council.
March – May / June 2005	Publication and publicity.
by 9 July 2005	Goes live.

4. Outcome of PLG's Work

By July 2005 the HPC will need to have in place :

- HPC processes for CPD,
- Communications plan, internal :
 - the relevant committees (Education & Training Committee and Communications Committee),
 - appropriate members of the Executive Management Team,
- Communications plan, external :
 - Media
 - Website communications (new pages and FAQs),
 - Communications with educational institutions,
 - Communications with the professional bodies,
 - Printing brochures in relation to the work and to identify to whom these should be targeted.
- new posts (and job descriptions) and training,
- Service standards, and
- Fit with IT strategy.
- Consultation
- Database
- Report

The work of the PLG should if at all possible interact with the IT strategy. That is, the recording of data must be compatible with the new registration (LISA) system.

5. **Training & Recruitment**

The PLG will need to identify if additional staff are needed, and, if so, arrangements for recruitment will need to be made. (A draft template job description has been prepared).

The PLG will also need to establish the contribution needed by existing staff, Council and Committee members, and partners and if additional training for them will be needed.

Recruitment and training will then need to be integrated into the process.

6. **Legal Issues**

The relevant extract from the Order is :-

" **Post-registration training**

19. – (1) The Council may make rules requiring registrants to undertake such continuing professional development as it shall specify in standards.

(2) The rules may, in particular, make provision with respect to registrants who fail to comply with any requirements of the rules, including making provision for their registration to cease to have effect.

(3) The Council may by rules require persons who have not practised or who have not practised for or during a prescribed period, to undertake such education or training or to gain such experience as it shall specify in standards.

(4) If the Council makes rules under paragraph (1) or (3), it shall establish the standards to be met in relation to –

(a) continuing professional development, or

(b) the education or training mentioned in paragraph (3),

and article 15(3) to (8) and articles 16 to 18 of this Order shall apply in respect of those standards as if they were standards established under article 15(1)(a).

(5) In the articles mentioned in paragraph 4, references to " education and training" shall, for the purposes of that paragraph, be treated as being to education, training or experience.

(6) In respect of additional qualifications which may be recorded on the register the Council may establish standards of education and training and article 15(3) to (8) and articles 16 to 18 shall apply in respect of those standards as if they were standards established under article 15(1) (a). "

The main legal issues identified to date by the Council and ETC (and discussed there already) are the relationship between CPD and :

- re-registration,
- continued competence (and fitness for practice), and
- non-clinical practice.

These points include the Conduct and Competence Committee having to decide on the sanctions for non-compliance with the scheme or failure to meet its requirements.

7. Consultation Process

The PLG will need to decide on :

- Dates,
- Venues,
- Timetable requirements, and
- Documents

for the consultation process.

8. Key Issues

As well as the legal points raised in para 6 above, the key issues identified to date also include :

- the format of the scheme,
- the volume and nature of data in it, and
- how the scheme should be assessed and by whom.

9. Budget

£10,000 p.a. has been allocated for the PLG's work. Bids for additional funds will be made as proposals are identified and costed.

10. Lessons to be Learned from other Organisations

It is already widely recognised in the CPD community and the HPC registrants' professional bodies that there are only so many broad approaches to CPD. Each has its own merits and issues.

10.1 CPD by Academic Qualification

One approach allowable under the Order would be to require all registrants to enroll on approved academic programmes. This might be seen to disadvantage the less academic registrants and it could be financially onerous. The benefit for the HPC is that the education provider would handle all the assessment and verification.

10.2 CPD by (submitted) Portfolio

The HPC could require all registrants to keep a portfolio showing their CPD. The HPC could give instructions on how the portfolio was to be prepared and maintained. The portfolios could either be :

- not assessed at all,
- universally assessed (eg. 30,000 a year on a five year cycle), or
- randomly assessed.

One issue with portfolio CPD is the balance to strike between robustness of assessment and the economy and visibility of the scheme. The current nursing scheme (the Post-Registration Education Programme) is based on sampling of a proportion of 200,000 portfolios a year.

10.3 " Revalidation "

This is a comprehensive recorded system of scrutiny within a profession. The HPO would not allow it.

10.4 By Attendance at pre-Accredited Events

Professions such as Law and Medicine (via the Medical Royal Colleges) pre-accredit conferences and seminars with " CPD points ". The CPD scheme is to attend enough events to gain a set number of points. There is no obvious correlation between this sort of CPD scheme and the registrant's actual practice. It is, however, one of the simplest schemes to run.

10.5 Work-based Reflective Practice

It is likely that the DH's AHP CPD project will recommend this, and the PLG will want to study this report carefully. It will be based on AHP professional bodies' current best practice.

10.6 Employers' In-Service Training

Any scheme should seek to acknowledge and incorporate the huge volume of in-service training public sector employers provide for their staff. The issue here is to create a scheme equitable for all employment sectors. The NHS U(niversity) may be a key player here.