
Education & Training Committee – 27 September 2007

Continuing professional development (CPD) assessment fee and process approach

Executive summary and recommendations

Introduction

HPC's CPD project team are currently in the process of making the Education & Training Committee's CPD scheme operational. Some recent highlights include the IT development based on the decisions made by the Education & Training Committee in June 2007, and the appointment of a CPD Communication Manager in July 2007.

The Executive is asking the Education & Training Committee to make two decisions:-

- Recommend the Finance & Resources Committee to introduce a new assessor fee for CPD assessment of £20 per CPD assessment completed,
- Instruct the Executive to use a combination of the centralised system (in-house assessments) approach and the distributed system (existing International/EEA process) approach where appropriate.

In order to make these decisions a few related and interdependent areas needed to be addressed.

Firstly, how long will an assessment of a CPD profile take, and then from this what is a fair and reasonable fee for the assessment of a CPD profile, and following on from this what approach should be taken to the assessment of CPD profiles.

CPD mock assessment day

At first glance, the process of CPD assessment is very similar to International and European Economic Area (EEA) registration assessments and therefore HPC could follow the same distributed system approach of posting to two assessors the CPD profiles, with the assessors doing the assessment remotely, and providing back to HPC a joint decision within 10 working days. However, the CPD team wanted to assess whether this hypothesis was correct or whether, a centralised system approach would be more beneficial where all CPD assessors are brought to a central location.

In order to make an informed judgement of the CPD assessment process, the project team held a CPD mock assessment day. **The CPD mock assessment day feedback report is a “TO NOTE” agenda item in this Education & Training Committee pack.**

Simply, the CPD project team invited Registration Assessors (health professionals who are partners of the HPC, and who undertake the assessment of international and grandparenting applications) to participate by either:-

- Submitting their own CPD profile for assessment or
- Attending the day, and participating in ‘mock’ CPD assessments.

It is not the intention of this paper to provide a detailed explanation of the findings, however, the relevant information learned from the mock assessments was:-

In relation to the CPD assessment fee:-

- That the assessments take, on average, approximately 30 minutes per profile.

In relation to the CPD assessment approach:-

- The initial pre-assessment training set the correct context and ensured that everyone was starting from the same place and “on the same page”,
- It was a helpful and positive experience to have multi-professional assessors together looking at the same profiles as it ensured consistency of decision-making, added to the quality of training, and helped to mitigate the risk that knowledge might be “lost” between the professional audits,
- Preparation of copies of profiles is 50% less when all assessors are together in a central location,
- There is a large reduction in photocopying costs and errors by using original documentation.

CPD assessment fee

Clearly an assessment of a CPD profile varies depending on the amount of material submitted, however, as a result of assessor feedback from the mock assessment day 30 minutes would be an appropriate time to assess each profile. The average time to assess an international registration application is between 90 - 120 minutes and the current fee paid is £65 per assessment. (This will increase to £70 from 1 October 2007).

Based on this, the Executive recommend an assessor fee of £20 per CPD assessment.

CPD assessment approach

Although the mock assessment day information shows that a centralised system approach is clearly more beneficial, other operational drivers and constraints need to be taken into consideration.

Clearly the value in a centralised system is that the assessment days would be fixed well in advance and therefore the relevant number of assessors would be available on the day, however, we cannot accurately forecast that we will have enough CPD profiles available “on the day” for assessment until closer to the day.

It is for this reason, that although a centralised system approach would be more beneficial, there still may be a requirement to take a distributed system approach based on low volumes of CPD profiles received. This will also give the Executive the opportunity to allow for a new and existing process to run side-by-side allowing for improved consistency in decision making whilst partially relying on a tried and tested method. This will also address the only concern raised during the CPD mock assessment day about a centralised system in that it will give the assessors the opportunity to do some assessment work remotely.

It is for these reasons that the Executive recommend the use of the centralised system (CPD assessor days) approach when volumes are high and the distributed system (existing International/EEA process) approach when volumes are low.

Decision

The Education & Training Committee is asked to:-

- Recommend the Finance & Resources Committee to introduce a new assessor fee for CPD assessment of £20 per CPD assessment completed,
- Instruct the Executive to use a combination of the centralised system (in-house assessments) approach and the distributed system (existing International/EEA process) where appropriate.

Background information

1. Continuing professional development and your registration brochure
2. Your guide to our standards for continuing professional development brochure
3. Continuing Professional Development – Consultation paper
4. Continuing Professional Development – Key decisions
5. CPD Process Decision, June 2007, Education & Training Committee paper

Resource implications

The process will be managed by the existing registration team, however, we would need to recruit and train new CPD assessors following the HPC’s partner recruitment process.

Financial implications

Based on 50% assessment using the centralised system approach and the other 50% using the distributed system the financial impact would be £767,787 over a five year period which includes costs for assessors, assessor travel costs, room hire and stationery. This assumes a 5% sample for the first two professions and a 2.5% of all professions thereafter.

Page 3 of 4

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-09-18	a	OPS	PPR	CPD assessment fee and process approach	Draft DD: None	Public RD: None

Appendices

None, however, the CPD mock assessment day feedback report is an item to note at this Education & Training Committee meeting.

Date of paper

17 September 2007

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-09-18	a	OPS	PPR	CPD assessment fee and process approach	Draft DD: None	Public RD: None