Re-registration Guidelines

Please read the following Guidance Notes before completing Re-registration Application.

Re-Registration promotes continued professional development and is recommended as good practice. It is a current requirement of most health professions. Healthcare Play Specialists are encouraged to re-register with HPSET every two years, by confirming that they have met the following criteria for re-registration.

Criteria for re-registration:
1. The HPS has continued to practise their profession during the preceding two years or has undertaken a period of updating in order to return to practice.
2. The HPS continues to meet the Standards for Continuing Professional Development (CPD): see overleaf.
3. The HPS re-affirms their acceptance of the Code of Professional Conduct by signing the declaration.
4. The HPS confirms that their current health and character are sufficient to enable them to practise safely and effectively.
5. The HPS submits a Professional Development Profile (PDP) if selected for audit or following a lapse in registration.
6. Payment of the re-registration fee (non-refundable).

Defining ‘practising your profession’.
For the purposes of renewing registration or returning to practice, HPSET defines ‘practising your profession’ as drawing on your professional (HPS) knowledge and/or skills in the course of your work. This reflects the changing nature of the professional role and the broad scope of professional development opportunities. An individual may still be eligible for continuing membership of the register whilst working outside the traditional HPS role but they must be able to demonstrate a relevant transfer of HPS knowledge and skills and be prepared to provide examples of how they use these knowledge and skills if asked to do so.

Updating in order to return to practice.
Separate guidelines are available for those who have been out of practice for the preceding two or more years and who now wish to return to the register. Please refer to relevant guidance notes available at http://hpset.org.uk/return-to-practice/ or email registration@hpset.org.uk

Defining ‘of sufficient health and character’.
HPSET is committed to equal opportunity practice. The HPS wishing to re-register needs to be able to confirm that they are currently in a state of health which allows them to carry-out the role safely and effectively, but this does not imply the absence of any disability or health condition. You have a responsibility to limit your work if you believe your physical, mental or emotional health is such that your judgement might be affected. Please contact the Registration Coordinator if you have any uncertainty in this regard.
Re-registration Guidelines

STANDARDS for Continued Professional Development
Registants must:
1. maintain a continuous, up-to-date and accurate record of their CPD activities;
2. demonstrate that their CPD activities include a variety 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 represents a range of different kinds of activity and that it is relevant to your work. It could be relevant to your current role or to a planned future role.
- The intention of your CPD should be to enhance your knowledge, understanding and skills as an HPS, so that it contributes to the quality of your practice and service delivery.
- You should also aim for your CPD to benefit service users. Depending on how and where you work, service users might include patients, clients, your professional colleagues or students.
- If you are audited, you will need to send us a CPD profile to show how you have met HPSET standards. The relevant documentation is available to download at www.hpset.org.uk

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. Refer to ‘CPD Activity Examples’ at http://hpset.org.uk/re-registration/
- 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 Continuing Professional Development is formally recognised as an important part of being registered.

A flexible approach:
HPSET’s flexible approach means that your CPD can now take account of how and where you work. HPSET’s standards mean that you can plan your CPD to take account of your changing needs but you must be able to demonstrate that your CPD meets HPSET standards for supporting children, young people and their families through their healthcare journey.
**Payment of the re-registration fee.**
The re-registration fee is set at a level to reflect the essential administration costs involved in maintaining the professional register. Every effort is made to keep costs to a minimum.
The re-registration fee is payable in advance and is non-refundable, regardless of outcome.
You may pay by cheque or BACS transfer but you must enclose proof of payment with your application. Please refer to Payment Details at [http://hpset.org.uk/re-registration/](http://hpset.org.uk/re-registration/).

**Leaving the register.**
If not actually practising or intending to return to practice in the next two years, the HPS should formally lapse their registration. Please complete Section 2B. of the application form to affirm your decision to lapse.
Re-instatement at a later date will require the completion of a period of updating.

**Non-return/ Late return of re-registration documentation:**
Registration is deemed to have lapsed if the re-registration documentation is not returned by the renewal deadline stated in the notification email, on your personal page of the website and at [http://hpset.org.uk/registration-calendar/](http://hpset.org.uk/registration-calendar/)
All late applicants will be required to pay a fee surcharge of £25.00 and to submit a Professional Development Profile (PDP) in support of their application.

**The Professional Development Profile.**
All re-registrants are required to confirm that they have met the standards set out by HPSET for re-registration.
A random sample (10%) of those due to re-register in any one year, and all late applicants (see above), are audited to ensure that these standards are indeed being met. Those selected for audit are required to submit a Professional Development Profile (PDP) and will be advised of the process at the appropriate time.

Registration Coordinator HPSET
Contact: [registration@hpset.org.uk](mailto:registration@hpset.org.uk)