

HEALTHCARE PLAY SPECIALIST EDUCATION TRUST (HPSET)



RE-REGISTRATION

RE-REGISTRATION GUIDANCE FOR REGISTERED HEALTH PLAY SPECIALISTS

HPSET

The purpose of HPSET is to set professional standards for registered Health Play Specialists. This includes a Code of Professional Conduct, education and qualifications, and activities which raise the profile of the profession.

HPSET exists to protect children, their families, the profession and the general public. We do this by making sure that only those who meet our requirements are listed on the public register.

WHAT IS RE-REGISTRATION?

Re-registration is:

- The process that allows you to maintain your registration with HPSET;
- A demonstration of your continued ability to practice safely and effectively;
- A continuous process that you will engage with throughout your HPS career.

Re-registration is not:

- An assessment of your fitness to practice.

Re-registration is your responsibility.

Registration is your professional responsibility and you are personally accountable for your re-registration. Details of your registration status and renewal and profile submission dates can be found on your personal page of the website.

Why we introduced changes to HPSET's re-registration process:

- HPSET is currently investigating entry to the Professional Standards Authority (PSA) (see details on website). Re-registration is one of the requirements of PSA membership.
- To ensure you are up-to-date in your professional practice.
- To strengthen public confidence in the Healthcare Play profession.

RE-REGISTRATION AND THE CODE OF PROFESSIONAL CONDUCT

We have introduced new links between re-registration and the Code of Professional Conduct and Professional Standards. This is to reinforce the importance of these documents and the implications for practice.

RE-REGISTRATION: PROFILE SUBMISSIONS

From 2019, re-registration with HPSET will be a two-stage process:

1. Annual renewal through completion of an online form and payment of the re-registration fee (*introduced January 2019*).
2. Three-yearly profile submission via personal page of the website (*introduced January 2020*).

Satisfactory completion of both stages of the process is necessary to maintain professional registration with HPSET and continued listing on the public register of Health Play Specialists.

This guidance is for those who are currently registered with HPSET as well as for those who hold the recognised qualification and are seeking to re-join the professional register following a lapse or career break.

The document provides guidance on how to renew your registration with HPSET through submission of a profile every three years via email (*in 2019*) or your personal page of the HPSET website (*from 2020 onwards*). The profile document is a live document and may be updated on an ongoing basis.

Re-registration and profile submission dates appear on your personal page of the HPSET website. In 2018, the public register of Health Play Specialists was divided into three randomly-selected groups and each year one of these groups will be asked to submit a profile for review. Every registrant is required to submit a profile every three years.

Lapsed registrants also need to submit a profile if they apply to re-join the professional register and will also be required to pay a late registration fee.

HOW TO USE THIS DOCUMENT

All registered HPS must renew their registration every year by completing the annual re-registration form on their personal page of the HPSET website and by paying the required fee as shown on the Fee Schedule available to view at:

<https://hpset.org.uk/re-registration/>

All registered HPS will also have to submit a profile every three years in order to maintain their registration and remain on the public register. This document gives an overview of how to complete a re-registration profile. It sets out our recommendations for collecting the required information and completing the profile document. It includes a checklist of the re-registration requirements and the supporting evidence needed to satisfy each requirement.

The information in this document sets out:

- The purpose of the requirement
- How you can comply with the requirement
- Our recommended approach to collecting and recording the required information
- How to demonstrate to us that you have met the requirement in your online application

You should read this document in conjunction with the Code of Professional Conduct https://hpset.org.uk/HPSET_copc.pdf and Professional Standards https://hpset.org.uk/HPSET_ps.pdf published on the website. We have provided samples of completed profiles on the website for you to use as guidance (*available during 2019*).

We expect you to provide accurate and honest information in your online application.

CHECKLIST OF REQUIREMENTS AND SUPPORTING EVIDENCE

These are the requirements that you must meet in order to complete and submit your profile every three years, in order to maintain your registration with the HPSET, or to re-register with HPSET following a lapse in registration.

1. Summary of practice history

- Overview of work setting, scope of practice and registration status during the previous 3 years.

2. Current Practice

- Summary of professional roles and responsibilities during the previous 3 years (250 words for each year).

3. Continuing Professional Development (CPD)

- You need to record a minimum of 15 hours CPD per year, totalling at least 45 hours over the three years. This should be divided between a minimum of 10 hours Participator and 5 hours Non- Participator learning.

Participator Learning = Learning that you have participated in with other professionals. This includes discussion with another person(s), workshops, sharing of information and lessons learnt with colleagues from lectures, conferences attended and research articles.

Non-Participator Learning = On-line learning, reading of articles, attending lectures or conferences

The purpose of these requirements

- As a professional, you have a duty to keep your professional knowledge and skills up-to-date through a continuous process of learning and reflection.

- The CPD requirements are designed to help Health Play Specialists to maintain safe and effective practice, to improve practice or develop new skills where a gap has been identified, and to respond to changes and advances in practice and service delivery.

- The participatory requirement also helps to challenge professional isolation by requiring learning through engagement and communication with others.

How to meet the requirements

- CPD is a learning activity that you undertake separately from your normal practice. However, we recognise that the everyday learning that all Health Play Specialists engage in as part of their ongoing practice will form a part of the CPD hours

- Any learning activity you participate in should be relevant to your scope of practice as a Health Play Specialist. When you plan, undertake and record your CPD you should focus on what you are learning, how it is linked to your scope of practice and how you can apply it to your practice.

- Mandatory training. You should only include mandatory training that is directly related to your practice as part of your 45 hours of CPD. An example of this training is Level 3 Safeguarding training.

- Participator learning includes any learning activity in which you personally interact with other people. It is an activity undertaken with one or more professionals or in a larger group setting

4. Practice related feedback

- You need to record six pieces of practice-related feedback, two from each year. Feedback can be positive or constructive, from children, families, colleagues and other professionals. You need to identify and demonstrate the changes you have implemented to your practice as a result of this feedback.

The purpose of this requirement

- The practice-related feedback requirement is intended to encourage Health Play Specialists to be more responsive to the needs of patients and service-users and those who care for them. Play Specialists need to seek feedback from those they work with and importantly they need to use the feedback they receive to assess and make improvements to their practice.

How to meet the requirement

We expect that you obtain feedback from a variety of sources, for example: -

- Feedback from patients, service users, students as part of your day-to-day practice

- Feedback from colleagues such as other Health Play Specialists and other professionals you interact with
- Feedback from complaints; team performance reports; serious event reviews.
- Feedback received through your annual appraisal.
- Feedback can be about your individual practice or about your team, ward, unit or organisation's practice (you should demonstrate the impact that this feedback has influenced your practice)

You should not record any information that might identify an individual including members of the multidisciplinary team as well as patients and their families.

5. Reflections linking practice and CPD

- You need to write six reflections (two per year) based on your CPD activities, which demonstrate what changes you have made to your practice; what you have learnt and what have been the benefits to your practice, the child, the young person, their family and the multidisciplinary team.

The purpose of this requirement

- Health Play Specialists are encouraged to engage in reflective practice to identify any changes or improvements that are needed to improve and enhance their role within their clinical setting.
- Health Play Specialists need to consider and be aware of the Code of Professional Conduct and Standards within their practice and professional development.

How to meet the requirement

- Each reflective account must be about a CPD activity, feedback, an event or experience in your practice as a Health Play Specialist in which you have reflected and identified your learning.

How to record your reflective accounts

- The re-registration document contains a form that you must use to record your reflective accounts.
- You must explain what you have learnt from the CPD activity, feedback, event or experience.
- You need to demonstrate how you have changed or improved your practice as a result, and how this is relevant to the Code of Professional Conduct and Professional Standards.

6. Annual reflection and CPD review / discussion with line manager

The purpose of this review is to discuss and demonstrate your professional profile and registration. It is important for your employers to be aware of the Code of Conduct and Professional Standards expected of Health Play Specialists in their professional practice

- Your line manager needs to review two reflections, 15 hours of CPD activity and 2 practice-related feedback experiences, annually as part of the appraisal process
- Appraisals are a way for employers to assess the performance of their employees against the requirements of their role and to identify areas for improvement and development.

The purpose of this requirement

This requirement will encourage a culture of sharing, reflection and improvement. It does this in two ways: -

- By requiring and encouraging Health Play Specialists to discuss their professional development and future plans.
- By ensuring that Health Play Specialists do not practise in professional isolation.

How to meet the requirement

1. The reregistration document contains a form that the person undertaking your appraisal must complete and sign annually.
2. The form is used to review and feed-back on the three elements of your practice – CPD activity; reflective accounts and practice related feedback
3. During your discussion you should not discuss patients, service users or colleagues in a way that could identify them, unless they expressly agree.

CONFIDENTIALITY

1. When writing your evidence, you need to avoid using 'personal data' and take care to respect people's identity. (Section 1(1) of the Data Protection Act 1998).
2. The Code of Professional Conduct and Professional Standards set-out the professional standards that Registered Health Play Specialists must uphold in order to be registered with HPSET.

FITNESS TO PRACTICE

HPSET will support and make reasonable adjustments for Health Play Specialists who have a disability which means that they may find using HPSET online application

difficult. If you require support, guidance and/or help, you must contact HPSET in a timely manner, prior to when you re-registration is due.

The Annual Re-registration Form and Late Re-registration Form both ask you to confirm that:

1. You have read the Code of Professional Conduct and Professional Standards.
2. Your current health and character are sufficient to enable you to practice safely and effectively.
3. You have a current enhanced DBS/Enhanced Disclosure and that you are aware of no areas which might present a cause for concern.
4. You have not been convicted of any criminal offence or issued with a formal caution.

The purpose of these requirements

- These requirements will help to meet the criteria that the Play Specialist is capable of safe and effective practice.

Arrangements for exceptional circumstances

HPSET recognises that there might be some circumstances when a Health Play Specialist cannot meet all the re-registration requirements. You will need to make a written request for an extension to your re-registration date. We will require a reference from your line manager stating that you are not practising as an HPS at the time of making your request for an extension. HPSET recognises and takes into consideration that there are exceptional circumstances when you cannot re-register.

For example: -

1. You are not practising as an HPS at the time of re-registration.
2. You have been on maternity leave or long-term sick leave. In this instance you will need to submit the re-registration and profile forms on your return to practice.

Requests for an extension to re-registration date.

HPSET will consider each request for an extension on its own merits. The registrant will need to have met the re-registration requirements during the three years prior to this renewal of your registration. The following factors will be taken into account when considering an extension request:

1. Whether the registrant has contacted HPSET in advance of the re-registration date.
2. The reason why the registrant cannot submit a re-registration application by the specified date.
3. Whether the annual registration fee has been paid.

CANCELLING YOUR REGISTRATION

There may be a time when you need to cancel your registration. The following are examples of these occasions: -

- If you have moved abroad, have retired from practice or changed career.
- If you want to cancel your registration when you are not due for re-registration, you must inform the Registration Coordinator in writing.

Should you wish to cancel your professional registration you will need to provide your HPSET registration number, full name, contact address, the reason for cancelling and a declaration stating that you are not aware of any matter which could give rise, or has given rise, to a fitness to practise allegation being made against you.

REREGISTRATION FOLLOWING A LAPSE IN REGISTRATION

If you fail to submit your profile before the end of your three-year renewal period, your registration will lapse (automatically expire). If you wish to return to the public register of Health Play Specialists, you will need to submit a Late Re-registration Application.

If you apply for re-registration but fail to meet the registration requirements, you will be given a period of one month to resubmit your profile. After this date, if you fail to resubmit, or have not met the standards, your name will be removed from the public register.

If you apply for re-registration following a lapse in registration due to a career break, you will be required to satisfy the Return to Practice requirements, including evidence of your entitlement to seek registration (proof of HPS qualification, HPSET registration number).