

HEALTHCARE PLAY SPECIALIST EDUCATION TRUST (HPSET)



AUDIT PROFILE GUIDELINES

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 complete and submit a CPD profile for audit via email (in 2019) or through 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.

Introduction.

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*).

All registered HPS must renew their registration every year by completing and submitting the annual re-registration form on their personal page of the HPSET website and by paying the required fee.

2. Three-yearly profile submission via personal page of the website (*introduced January 2020*).

*From 2020, all registered HPS are required to renew their registration on an annual basis **and** to submit a CPD profile for audit every three years. Re-registration and audit dates appear on the registrant's personal page of the HPSET website.*

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.

Failure to complete either stage of the re-registration process will result in removal from the public register.

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

(Refer to relevant information at <https://hpset.org.uk/late-re-registration/>)

HOW TO USE THIS DOCUMENT

From 2020, all registered HPS will have to submit a CPD profile for audit every three years in order to maintain their registration and remain on the public register. This document gives an overview of how to compile an audit profile. It sets out HPSET's recommendations for collecting the required information and for completing the profile document. It includes a

checklist of the profile 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
- The recommended approach to collecting and recording the required information
- How to demonstrate that you have met the requirement in your online submission

You should read these guidelines in conjunction with the following documents:

- HPSET's Code of Professional Conduct https://hpset.org.uk/HPSET_copc.pdf
- Professional Standards https://hpset.org.uk/HPSET_ps.pdf

We expect you to provide accurate and honest information in your online application and you are asked to sign a declaration confirming this.

CHECKLIST OF REQUIREMENTS AND SUPPORTING EVIDENCE

These are the requirements you must meet in order to complete and submit your profile every three years to maintain your registration with 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 activity per year, totalling at least 45 hours over the three years. This should be made up of a minimum of 10 hours 'Participator Learning' and 5 hours 'Non- Participator Learning' per year.

Participator Learning = Learning that you have participated in with other professionals. This includes the sharing of specialist knowledge and skills, delivery of training workshops, conference presentations, and contributions to research articles.

Non-Participator Learning = Private learning activities such as online research, reading of articles, attending lectures, workshops 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 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 may 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. An example of this would be Level 3 Safeguarding training.

4. Practice-related feedback

You need to record six pieces of practice-related feedback, two for each year. Feedback can be positive or constructive, from children, families, colleagues or other professionals. You need to identify its impact on your practice and the actions or changes you have implemented as a result of the 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 to use this feedback 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 received from patients, service-users, or students in the course of your day-to-day practice.
- Feedback from colleagues such as other Health Play Specialists and professionals with whom you interact.
- Feedback from complaints, team performance reports, or 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 not record any information that might identify an individual. This includes other members of the multidisciplinary team as well as patients and their families.

5. Reflections linking practice and CPD

You need to write six reflections based on your CPD activities, two for each year. These need to demonstrate what changes you have made to your practice as a result of your learning from your CPD activities, practice-related feedback and clinical experiences or events. You need to identify the benefits of your learning for your practice and for the people you work with (patients, families and colleagues).

The purpose of this requirement

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

How to meet the requirement

- Each reflective account must relate to a CPD activity, example of practice-related feedback, or clinical experience or event in your practice as a Health Play Specialist.
- Your reflective accounts should represent a mixture of learning opportunities from your CPD, practice-related feedback and clinical experience.
- You must explain what you have learnt from the CPD activity, practice-related feedback, experience or event.
- You need to demonstrate how you have changed or improved your practice as a result of this learning, and how this is relevant to the Code of Professional Conduct and Professional Standards.

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

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.

Your line manager needs to review two reflections, 15 hours of CPD activity and two practice-related feedback experiences annually, as part of the appraisal process.

The purpose of this requirement

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

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

- The discussion with your manager is an opportunity to review and feed-back on the three elements of your profile – CPD activity, practice-related feedback and reflective accounts.
- Section 6 of the profile form must be completed by the person responsible for your appraisal.
- During the discussion with your manager, you should not discuss patients, service-users, students or colleagues in a way that could identify them - unless they have expressly agreed in advance.

CONFIDENTIALITY

1. When compiling your profile, you need to avoid using 'personal data' and to 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.

PROFILE ASSESSMENT

All profiles are reviewed and assessed by one or more members of the Registration Standards Committee – a small group of experienced/retired practitioners and HPS tutors.

The assessment process can take up to six weeks and, from 2020, registrants will receive feedback via the Audit Profile subsection of their personal page of the HPSET website.

- Failure to submit a profile for audit within the required time period will result in removal from the public register and payment of an additional fee of £25.00.
- If your profile is approved at the initial assessment, your name will remain on the public register and you will not be expected to submit another profile for 3 years.

- If your profile is deferred at the initial assessment, you will be invited to resubmit your profile, with some changes, within a designated period, during which time your name will remain on the public register.
- If there are extenuating circumstances which would make it difficult for you to resubmit your profile by the required date, you need to state these in writing to the registration coordinator at the earliest opportunity, in order for an extension to be considered.
- If you fail to resubmit by the required date, and an extension has not been agreed in advance, your name will be removed from the public register and you will be required to make an additional payment of £25.00 before your resubmission can be considered.
- If your profile is deferred a second time following resubmission, your name will be removed from the public register and you will need to submit a new profile and to make an additional payment of £25.00.

SAFE AND EFFECTIVE PRACTICE

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. You have maintained a record of your CPD which reflects standards set out by HPSET.
3. Your current health and character are sufficient to enable you to practise safely and effectively.
4. You have a current, valid DBS certificate / Enhanced Disclosure which mentions no issues which might be a cause for concern.

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

Arrangements for exceptional circumstances

HPSET will support and make reasonable adjustments for Health Play Specialists who have a learning difficulty or other disability which means they find using online submission difficult. If you require support, guidance and/or help, you must contact registration@hpset.org.uk in a timely manner, prior to your 'Audit Due Date'.

HPSET also recognises that there might be circumstances when a Health Play Specialist cannot meet all the profile requirements by the audit due date, in which case the registrant would need to make a written request for an extension, supported by evidence in writing from a line manager or medical practitioner. You must contact registration@hpset.org.uk as soon as the need for an extension becomes apparent.

HPSET will consider each request for an extension to the audit date on its own merits but, in all cases, the registrant will need to have met the re-registration requirements during the three years prior to the audit date.

The following factors will be taken into account when considering an extension request:

- Whether the registrant has contacted HPSET in advance of the audit date.
- Whether the annual renewal form has been submitted and the re-registration fee paid.
- The reason why the registrant cannot submit the audit profile by the specified date.

For example:

- You are not practising as an HPS at the time of re-registration.
- You have taken a sabbatical or are travelling abroad.
- You have been on maternity leave or long-term sick leave.

Please contact the registration coordinator at registration@hpset.org.uk with any requests for any further information.

Please remember to give your full name and registration number in any communication with HPSET.