



PROFILE GUIDELINES (revised 05/23)

INTRODUCTION

All registered HPS are required to maintain a record of their continuing professional development (CPD) and to submit their CPD Profile for audit every 3 years as part of the re-registration process. The audit date appears on the registrant's personal page of the HPSET website, and a reminder is sent by email at the start of the audit year. 50% of submitted profiles are assessed each year, including all first submissions, late and extended submissions. Profiles which are auto-approved in any one year, will receive a full assessment at the subsequent submission.

Lapsed registrants and those returning to practice after a career break are also required to submit a Profile as part of a Late Re-registration application. All late applications are assessed.

The Profile Form is an electronic document linked to the registrant's personal page of the HPSET website and needs to be updated annually ready for submission when it is called for. The form should be reviewed annually as part of the annual appraisal (see p. 5 below). From 2024, it is a condition of re-registration that the Profile Form is updated and reviewed by the line manager every year.

Registrants who need to receive or submit information in an alternative format (e.g., large print, Braille, audio) should make this known to the registration coordinator. On receipt of appropriate evidence, the Board will consider making reasonable adjustments to support the profile submission.

HOW TO USE THESE GUIDELINES

These guidelines should be read before completing the Profile Form and used for reference thereafter. They provide an overview of the profile requirements and of how to present the evidence to support these requirements.

The Profile Guidelines should be read in conjunction with the following documents:

- Code of Professional Conduct: https://hpset.org.uk/HPSET_copc.pdf
- Professional Standards: https://hpset.org.uk/HPSET_ps.pdf
- Guide to Reflection: https://hpset.org.uk/HPSET_reflection_guide.pdf
- CPD Activity Examples: https://hpset.org.uk/CPD_ACTIVITY_EXAMPLES.pdf

CONFIDENTIALITY

When compiling their CPD Profile, registrants must avoid the use of 'personal data' and take care to respect other people's identity (Section 1(1) of the Data Protection Act 1998).

- Registrants must not identify anyone with whom they work; this includes the names of patients, family members, professional colleagues, and students; hospitals, wards, and other institutions. This ensures compliance with GDPR.

- Pseudonyms and initials should be avoided in favour of generic terms such as ‘the child’, ‘the nurse’ or ‘the ward’, ‘the hospital’.
e.g., “I received a referral of a seven-year-old child from the child’s consultant.”

N.B. Profiles which breach the confidentiality requirement will be deferred and the line manager informed of the reason for deferral. Deferred profiles are not eligible for nomination for the Profile of the Year award.

THE PROFILE FORM

The audit year runs from 01 April to 31 March and all sections of the Profile Form must be completed every year*

Section 1a: Summary of practice history

Registrants should give details of their work setting, scope of practice, and registration status during each of the preceding 3 years.

Section 1b: Current Practice

The purpose of this section is to provide the assessor with a context for the information you provide in the rest of your Profile. You need to describe your own work setting and your role within the wider professional team, including any adjustments to your role during the audit period. It may be relevant to mention whether you work full- or part-time and whether you are a lone practitioner or part of a large play team.

This summary should be about you and your current role, rather than a generic job description, and should be written in prose rather than using bullet points.

Remember to highlight if you have changed your role during the year.

***If you have been on maternity/carer’s/sick leave during the audit period, this should be clearly stated (with dates) in this section.**

Section 2: Continuing Professional Development (CPD)

In this section, you should list your main CPD activities during the year. You are required to undertake at least 15 hours of CPD activities per year. Your CPD should represent **a range** of both participatory and non-participatory activities: at least 10 hours of participatory learning **plus** at least 5 hours of non-participatory learning.

- ‘Participatory Learning’ (min. 10 hours p/a) refers to learning that you have actively participated in with other professionals. This includes the acquiring, developing and sharing of specialist knowledge and skills, delivery of training workshops, conference presentations, and contributions to research articles or books.
Requiring learning through engagement and communication with others helps to secure safety and safe practice for all HPS; and a beneficial safeguard for lone practitioners.

- ‘Non-Participatory Learning’ (min. 5 hours p/a) refers to individual, personal learning activities such as online research, reading of journal articles, attending lectures, workshops, or conferences.

For each example of CPD listed, you should include the following:

- A brief description of the activity
- A summary of your learning from the activity
- An evaluation of its impact on your professional practice

Purpose

The CPD requirements are designed to help practitioners maintain safe and effective practice; to improve practice or develop new skills; and to respond to changes and advances in practice and service delivery.

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

What counts as a CPD activity?

Any learning activity you undertake **outside your core job role**, for example:

- Courses, conferences, study days, workshops (including online).
- Mandatory training which is **directly relevant** to your practice.
- Research: articles/books, digital resources.
- Multi-professional skill-sharing, co-working, clinical initiatives.
- Delivery of a teaching/mentor session.

N.B. Only one session/meeting can be logged for each CPD activity and the focus should be on the opportunity it presents for new learning.

- Conference presentations.
- Mentorship training.
- Publication of a print or online article.
- New or challenging clinical experiences or events.

Further examples of suggested CPD activities are listed here:

https://hpset.org.uk/CPD_ACTIVITY_EXAMPLES.pdf

Where reference is made to a training activity (such as a course, conference, or workshop), it is both permissible and desirable to identify the organisation or individual delivering the activity. This information is already in the public domain and will enable the assessor to understand and evaluate the relevance of the CPD activity to your HPS practice.

*e.g., “Presentation by **NAME** at NAHPS Annual Conference on **DATE** at **LOCATION**”.*

Where reference is made to a book, article, or other published information source, this should be cited in full using the Harvard referencing system.

e.g., Author (date of publication), Title. Publisher or weblink (date accessed)

Section 3: Practice Related Feedback

In this section, you need to record 2 examples of practice-related feedback for each year, and to describe how this feedback has influenced your practice.

The feedback can be positive or constructive and from children, families, colleagues, or other professionals (see note on Confidentiality on p.1).

Purpose

Practitioners are encouraged to be responsive to the needs of patients, their families, and those who care for them. By seeking feedback from those they work with, Health Play Specialists have an opportunity to evaluate and improve their practice.

What counts as Practice Related Feedback?

- Feedback received from patients and families during your day-to-day practice.
- Feedback from colleagues, such as other Health Play Specialists and professional colleagues.
- Feedback from students and colleges.
- Complaints, team performance reports, or serious event reviews.
- Your annual appraisal.
- Feedback can be about your individual practice or about your team, ward, unit, or organisation.

Section 4: Reflective Learning and Practice

You need to write 2 in-depth reflective accounts linked to (a) one of your CPD activities and (b) either one of your examples of Practice-related Feedback, or a new or challenging clinical experience. These should demonstrate your learning and development during the year and must represent the full spectrum of your CPD.

Remember! This section must include the following:

- A reflection on one of the CPD activities listed above for this year in the **Continuing Professional Development (CPD)** section.
AND
- A reflection on one example of practice-related feedback listed above in the **Practice Related Feedback** section.
OR
- A reflection on a new or challenging clinical experience

Purpose

Health Play Specialists are encouraged to engage in reflective practice to identify any actions or changes needed to improve or enhance their role within the clinical setting.

You need to consider, and adhere to, the Code of Professional Conduct and Professional Standards in all aspects of your practice and professional development.

Reflective Writing

Reflective writing is more than a description of what happened; it is a thoughtful exploration of events which can highlight both your strengths and areas for future learning and development.

When writing your Reflections, you should consider the following questions:

- What do I know or what can I do now that I couldn't do before undertaking this CPD activity?
- What can I apply immediately, or in the future, to my HPS practice? (Give examples of where/when/who with.)
- Is there anything I didn't understand or need to explore further, or read more about, to clarify my learning?
- What do I need to do next, or what else do I need to know, to extend my professional development in this area of learning or practice?
- How does this activity relate to my understanding and delivery of *HPSET's Code of Conduct and Professional Standards*?

Remember! Your Reflection must include:

- A brief (200-300 words) description of the CPD activity on which the Reflection is based.
- A discussion of the benefits/potential benefits to the service you offer and to the people you work with.
- An evaluation of the impact of the CPD activity on your professional practice.
- Identification of your future learning and development needs.
- Each of your Reflections should be cross-referenced to **both** the Code of Professional Conduct **and** Professional Standards, citing the relevant principle in the body of your text (not as a footnote). You need to quote the relevant principle in full rather than just give the item number.

Section 5: Annual reflection and CPD review / discussion with line manager

You are required to meet with your line manager* annually, to review and discuss your CPD Profile, either as part of the appraisal process or at another convenient opportunity.

- This section of the form must be completed for each year of the audit period, otherwise it will be deferred.
- It needs to include **full details** of your line manager* (name, job title, PIN and contact email) and the date of your review meeting.
- Your line manager* should write a summary of the review meeting in the designated section of the Profile Form.

**Where the line manager is unavailable to review and discuss your profile, you may meet with another senior colleague such as a team leader or Head of Therapies.*

Purpose

The manager review encourages a culture of sharing, reflection, and improvement. It is an opportunity to discuss your CPD profile and to stress the value of HPSET registration.

Your employers need to be aware of HPSET’s Code of Conduct and the Professional Standards expected of Health Play Specialists in their professional practice.

PROFILE ASSESSMENT CRITERIA

50% of CPD Profiles submitted each year are reviewed and assessed by one or more members of the Registration Standards Committee – a small group of experienced/retired practitioners and HPS tutors.

Profiles are assessed against the following ten criteria and must satisfy all these requirements in order to be approved.

Before submitting their Profile Form, registrants are advised to review their entries to ensure that all the criteria have been met.

1.	A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities. <i>Any gaps in the CPD record (e.g., due to maternity or other protected leave) must be explained.</i>
2.	A registrant must demonstrate that their CPD activities are a range of learning and development activities relevant to current or future practice.
3.	A registrant must demonstrate a minimum of 15 hours CPD, to include a range of participatory and non-participatory activities (minimum 10 hours participatory plus 5 hours non-participatory). <i>Any lack of CPD evidence (e.g., due to maternity or other protected leave) must be explained.</i>
4.	A registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery.
5.	A registrant must seek to ensure that their CPD benefits the child, family/carers and other professionals.
6.	A registrant must link each of their reflective accounts to HPSET’s Code of Professional Conduct <u>and</u> Professional Standards.
7.	A registrant must maintain the confidentiality of any children/family members/colleagues referred to in the profile document.
8.	A registrant must review the completed profile with their line manager.

	<i>Any lack of CPD evidence (e.g., due to maternity or other protected leave) must be explained and endorsed by the line manager.</i>
9.	A registrant must present a reflective profile which highlights the learning from their CPD activities and the impact of this learning on their professional practice.
10.	A registrant must sign the declaration to confirm that the profile is all their own work and that it represents an accurate record of how they have maintained and developed their professional skills and knowledge as an HPS.

PROFILE FEEDBACK

50% of submitted profiles are assessed each year, including all first submissions and late/extended submissions. We aim to complete the assessment within 4 weeks of submission, but this may take longer during peak times. Assessment feedback is posted in the Profile Assessment Record on the registrant's personal page of the HPSET website.

- If your CPD 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.
- Failure to submit a Profile for audit within the required period will result in removal from the public register and payment of a late surcharge before a late submission can be considered.
- If you submit a Profile and it is deferred at the initial assessment, you will be invited to resubmit, with specified changes, within 4 weeks of the deferral date, during which time your name will remain on the public register.
- The line manager will be informed of all deferrals with a request to make additional guidance and support available to the registrant.
- 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 before a resubmission can be considered.
- If you resubmit by the required date and your Profile is deferred a second time, you will be advised to seek the support of the practice development/education team at your workplace before resubmitting for a second time. A letter will be sent to your line manager requesting support in your attempts to re-register.
- If your Profile is deferred a third time, following a second resubmission, your HPSET registration will be suspended, and your name will be removed from the public register.

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.

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 are on maternity leave or long-term sick leave.

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 **Extension Request form** (<https://hpset.org.uk/wp-content/uploads/Extension-Request-Form.docx>) must be completed in all cases and sent to registration@hpset.org.uk in advance of the audit due date, as soon as the need for an extension becomes apparent.

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.

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.