

Agenda Item 13

Enclosure 11

Paper ETC 92 / 03

Education and Training Committee

Return to Practice

from the Secretary to the Committee

FOR DISCUSSION AND DECISION

Executive Summary and Recommendation

At its meeting on 15 July 2003 the Registration Committee discussed the attached report and recommended further development of it. This is attached and the Committee is asked to agree the guidance on return to practice.

Agenda Item 5

Enclosure 2

Paper RC 28 / 03

REGISTRATION COMMITTEE

Return to Practice

From : Secretary to the Committee

FOR DISCUSSION

Learn 12

Standards for returning to practice

The Health Professions Order 2001 ('the Order') says that we can require people who have not practised or have practised for less than a prescribed period, to undertake such education and training or to gain such experience as we specify in standards.

We have chosen to set standards of education and training for anyone who has stopped practising for more than two years. If you have stopped practising at least two years ago, you will have to show that you meet the same standards of education and training for your profession that new registrants have to meet. You can show this in different ways, depending on how long it has been since you last practised.

*Meet SOP
SOP form*

Time since last practised	Requirement
Less than two years	No requirement under these standards
Between two and four years	<p>You need to refresh your skills and experience. You must:</p> <ul style="list-style-type: none"> work under the supervision of a registrant for at least XXX weeks. The registrant must be from the part of the register that you want to join; and undertake private study to bring skills and knowledge up-to-date. You will need to provide us with information about the study that you have undertaken.
Four years or more	<p>You need to ensure that you meet the current standards of proficiency. The Council regards a qualification that is more than five years old to be too out-of-date to enable its holder to meet the standards of proficiency. Therefore, you must:</p> <ul style="list-style-type: none"> undertake an approved program. This can be either a standard course, or a course specifically designed for returners-to-practise. A list of approved programs specifically designed for returners-to-practise is available on our website or from our offices. A range of courses are available suitable for applicants with different backgrounds. However, the HPC doesn't run the programs itself. Course providers include

Comment: What alternative, if any, should be provided for self-employed?

	some professional bodies, some universities and some other education and training institutions. Course providers decide course contents and admissions policies for themselves.
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Our requirements are the same for everyone, no matter what their reason for stopping practising. In other words, it doesn't matter if you stopped practising to have a baby, to travel the world, or to try out a different career. All that matters is how long it has been since you last practised. However, if you stopped practising because you were suspended or struck off, then you might have to meet other requirements in addition to meeting the standards explained in this document.

As a prospective registrant, we expect you to tell us the truth about your proficiency and not endanger the public. If you lie to us about your knowledge, skills or experience in order to get back on to our register, you are committing a criminal offence. We conduct random monitoring of applications for restoration to our register and we will also investigate applications where we have grounds for concern about whether an applicant has told the truth.

Lucinda Pilgrim

From: Gordon Sutehall [gsutehall@hotmail.com]
Sent: 30 June 2003 22:26
To: Lucinda Pilgrim; Norma Brook; rosemary.klem@uce.ac.uk; anna.vandergaag8@ntlworld.com; pmsab@cwcom.net; CMarycrawford@aol.com
Subject: Re: return to practice

Dear All

If there have been communications flying about on this topic, forgive me, I haven't seen any.

Assuming none to date, may I start the ball rolling?

It seems to me that HPC has three options, (1) to take charge of all aspects of return to practice for all professions, (2) to delegate all of the process to the professional bodies, (3) to adopt a middle position, with some of each.

As most of you will know, the Biomedical Science profession has been operating a log-book system for all new registrants, whether UK, overseas, grandparents or what, for many years, and there may be some mileage in using this model for returners (which we have never done!). We are currently constructing a new log book based on the new standards of proficiency.

If HPC developed a generic log book based on SOP for all returners, it could use its partners to assess compliance.

Thus a returner would have to complete a period of supervised practice, and complete a logbook through private study and/or course attendance as appropriate. I note that 1000 hours is a common placement duration for a registrant with a valid educational qualification, and equates to 6/12 f/t practice.

examples:-

between 2 and 4 years	500 hours	+ logbook
4 to 5 years	1000 hours	+ logbook
over 5 years	1000 hours + logbook	Approved course leading to (eg) PgC +

How's that for starters?

Gordon

>From: "Lucinda Pilgrim" <lucinda.pilgrim@hpc-uk.org>
>To: "Norma Brook"
><norma.brook@hpcuk.org>, <rosemary.klem@uce.ac.uk>, <anna.vandergaag8@ntlworld.com>, <pmsab@cwcom.net>, <CMarycrawford@aol.com>, <gsutehall@hotmail.com>
>Date: Mon, 16 Jun 2003 17:39:36 +0100
>

>Good afternoon all. You'll remember that this matter has been discussed
>by the Reg. Cttee. The prescribed periods for Articles 9 (2) and 19 (3)
>were set at 4 years. The Cttee decided that where an applicant hadn't
>practiced for less than 2 years they wouldn't have to undertake
>additional education, training or experience. Where an applicant hadn't
>practiced for between 2-4 years and over 4 years they would have to
>update their skills and knowledge and meet the standards of
>proficiency. A qualification that was more than 5 years old would be
>too out of date to enable its holder to meet the Standards of
>Proficiency; such an applicant would have to undertake a programme of
>education, training or experience. Mary felt that requirements for
>returners should also apply to those who were self-employed. Another

Lucinda Pilgrim

From: CMarycrawford@aol.com
Sent: 20 June 2003 19:30
To: Lucinda Pilgrim
Subject: Stds for returning to practice

Lucinda

Sorry I have taken so long to get back to you.

My comments:

Between 2 & 4 years - suggest work under supervision for at least 2 weeks - if we could do a week per year out that may be a way of thinking about it BUT a month may be too much - esp. if someone is only able to manage part time. Which means we may want to say x hours over x weeks - or we could be discriminating against people who are not able to manage full time.

I think we should say (if we are able to) that the supervised practice should be spent for some of the time (we could define) in the speciality they intend to return to e.g. if an OT had worked in learning disability and wanted to retrain to that it would seem sensible that they "skilled up" there - probably counter views but this will open the debate

Re courses - I think HEIs will have their eye on any chance for money so getting courses run is not likely to be a problem. May be an area where a meeting with the prof. bodies or seeking a view from them would be worth it.

Think in the text (after the box) we should make it clear that this applies throughout & wherever you intend to work & who your employer will be

Hope this helps

Mary

Mary Crawford
mobile 07774 750259
phone/fax 01628 483409

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<http://www.star.net.uk>

Lucinda Pilgrim

From: Pam Sabine [pmsab@cwcom.net]
Sent: 18 June 2003 20:29
To: Lucinda Pilgrim
Subject: Re:

Dear Lucinda,

Thank you for this---I would be very grateful if you could convey my thoughts on the issues to the committee, if you would be so kind:

1. If the schools of Podiatry were to be required to run refresher courses then these would have to be set up in some places and not in others, where such courses are already being run. However, guidance may well have to be issued to all schools so that there is a common basis for standards.
- 2..I am broadly happy with the paper as it was when we saw it at the last meeting. The self-employed could spend their non-fee-earning time being supervised, or split fee for the period with the assessor, but there is no way in which we could legitimately make the requirement for them any different than for anyone else. The time span is not so long that people would find it onerous, and the end result must be worth it. Perhaps we could ensure as best we can, that supervision could be done on a part-time basis, so that it can be fitted in more easily?
3. We do need some evidence that an individual has actually undertaken the private study he or she has been set---otherwise this is meaningless.
4. Does anyone have any other thoughts?
5. Is Rosemary convening this issue??

Best wishes,
Pam

----- Original Message -----

From: Lucinda Pilgrim
To: Norma Brook ; rosemary.klem@uce.ac.uk ; anna.vandergaag8@ntlworld.com ; pmsab@cwcom.net ; CMarycrawford@aol.com ; gsutehall@hotmail.com
Sent: Monday, June 16, 2003 5:39 PM

Good afternoon all. You'll remember that this matter has been discussed by the Reg. Cttee. The prescribed periods for Articles 9 (2) and 19 (3) were set at 4 years. The Cttee decided that where an applicant hadn't practiced for less than 2 years they wouldn't have to undertake additional education, training or experience. Where an applicant hadn't practiced for between 2-4 years and over 4 years they would have to update their skills and knowledge and meet the standards of proficiency. A qualification that was more than 5 years old would be too out of date to enable its holder to meet the Standards of Proficiency; such an applicant would have to undertake a programme of education, training or experience. Mary felt that requirements for returners should also apply to those who were self-employed. Another category to whom the requirements would apply were those who'd qualified but had never practiced.

I'm enclosing a copy of the paper that was used in our discussions. The Cttee needs to set the actual "Requirement" for the various categories. It is proving very difficult to arrange a meeting but I think a lot of this work can be done by e-mail. This topic is on the next Reg Cttee agenda (the Reg Cttee meeting is Tuesday 15 July at 10 a.m). However, as time will be limited and further as the requirements are required asap I'd be grateful if you could work together by e-mail so that the requirements can be ready to be put to the Cttee for decision and recommendation on 15 July. Perhaps you can appoint a convenor (Rosemary, perhaps you as Chair of the Cttee??).

Please also address this issue: where an applicant has to undertake additional training education or experience, would HEIs have courses/specific modules already in place that applicants could attend? Or would such courses/modules have to be put in place at the HEIs? As I understand it several HEIs already run courses for returners.

Many Thanks for your assistance

Regards

Lucinda

REVISED GUIDANCE ON RETURN TO PRACTICE

Attached is the revised guidance for return to practice for consideration by the Education and Training Committee following the discussion at the Registration Committee on 15 July 2003.

Non-standard routes of entry to the register

In addition to the standard routes of entry to the register, there are some more unusual routes as well. You can use this guide to see if you should apply through one of these routes.

This document will help you if:

- you have previously been on our register or the registers of our predecessor body, the CPSM, and now want to be readmitted; or
- you are on our register but have not been practising for some time; or
- you have an approved qualification but you were never on our register.

If you were never on a register and you do not have an approved qualification, you might be able to apply through the grandparenting process.

An important note for everyone reading this document

As a prospective registrant, we expect you to tell us the truth about your proficiency and not endanger the public. If you lie to us about your knowledge, skills or experience in order to get back on to our register, you are committing a criminal offence. We conduct random monitoring of applications for restoration to our register and we will also investigate applications where we have grounds for concern about whether an applicant has told the truth.

Because it can be quite complicated to work out what type of application is most appropriate for you, we have presented the information in this document in two ways. We have summarised the information in a table, and we have also written descriptions of the different types of application. We have also provided case studies for each type of application.

Types of application

Type	Variations from standard process	Registration history	Practice history	Educational history	HPO references	Comments
Admission	Admitted following character check and fee payment	On a CPSM register at some point between July 1998 and July 2003			Article 9(4)	Available till July 2005
Admission		Never on the HPC register (but can have been on the CPSM register)		Awarded an approved qualification in the last 5 years	Article 9(2)(a)(i)	
Renewal		Currently on HPC register	In practice or out of practice for up to 2 years		Article 10(2)	
Renewal	Must meet additional education, training and experience requirements within 120 days of re-registration	Currently on HPC register	Out of practice for at least 2 years		Article 10(3)	The HPC has decided that applicants for renewal or readmission who have been out of practice for at least 2 years will need to meet additional education, training and experience requirements
Readmission		Off HPC register for up to 2 years	Out of practice for up to 2 years		Article 10(4)	
Readmission	Only readmitted after meeting additional education, training and experience requirements	Off HPC register for any period of time	Out of practice for at least 2 years		Article 10(4)	Practice history may affect amount of supervised practice required
Admission	Only admitted after meeting additional education, training and experience requirements	Never on the HPC register (but can have been on the CPSM register)		Awarded an approved qualification at least 5 years ago	Article 9(2)(a)(ii)	If in practice, can be grandparent till July 2005. After that date, practice history may affect amount of supervised practice required

Special admission procedure for CPSM registrants

If you:

- were on the register of one of the boards at the CPSM at some point between July 9th 1998 and July 9th 2003; and
- want to be admitted to our register,

there is a special procedure open to you from July 9th 2003 to July 8th 2005. You can go on the register so long as the E&T committee is satisfied as to your good character. You need to provide us with your details and a character reference.

Mrs Singh was registered at the CPSM as a physiotherapist until November 2000, when took a career break and let her registration lapse. She now wishes to be entered onto the HPC register. As long as her application and fee arrive at the HPC before July 8th 2005, and her character check is positive, she will be admitted to the register.

Admissions procedures

If you:

- have never been on our register; and
- were awarded an approved qualification in the last five years; and
- want to be admitted to our register,

you can go on our register through the normal admission process.

Tim and John both qualify from an approved orthoptics course in 2004. Tim applies to join the HPC straight away, while John travels for two years first. Both applications will be dealt with in the same way.

But if you:

- have never been on our register; and
- were awarded an approved qualification more than five years ago; and
- want to be admitted to our register,

you must meet additional education, training and experience requirements before you can be readmitted. The requirements are that you:

1. work under the supervision of a registrant for at least 120 days, *without using the protected titles for your profession which would be illegal*. The registrant must be from the part of the register that you want to join, and they must be from the same subset of the register if that is relevant to your practice; and
2. undertake private study to bring skills and knowledge up-to-date. You will need to provide us with information about the study that you have undertaken. You need to undertake enough study that you are confident that you can

practice as an orthoptist. Before he is admitted to the register, he has to undertake 120 days of supervised practice as well as private study.

Readmissions procedures

If you:

- were previously on our register; and
- have been in practice for at least some part of the last two years; and
- want to be readmitted to our register,

you can go on our register through the normal readmissions process, without having to meet any additional education, training and experience requirements.

Mr Chisolm practised as a speech and language therapist until April 2006, when he became seriously ill. His registration lapsed in August 2007. Having made a full recovery by December 2007, he decides to apply for readmission. Because it is less than two years since he was last in practice, he can go on the register without having to meet any additional education, training and experience requirements.

But if you:

- were previously on our register; and
- have not been in practice for two or more years; and
- want to be readmitted to our register,

you must meet additional education, training and experience requirements before you can be readmitted. This is true even if you were awarded an approved qualification in the last five years, as you will potentially be re-entering practice at a more advanced level than someone who has never practiced (by contrast, someone who has never been registered and who has an approved qualification less than five years old can enter the register straight away).

The requirements are that you:

1. work under the supervision of a registrant for a period of time, *without using the protected titles for your profession which would be illegal*. The registrant must be from the part of the register that you want to join, and they must be from the same subset of the register if that is relevant to your practice; and
2. undertake private study to bring skills and knowledge up-to-date. You will need to provide us with information about the study that you have undertaken. You need to undertake enough study that you are confident that you can practise safely and effectively.

You can find out how long you must work under supervision by looking at the table at the end of this document; it varies depending on how long it has been since you last

you might have to meet other requirements as well as meeting the standards explained in this document.

Mrs Dempsey practised as an orthotist until January 2006, when she decided to take time out to have a family. Her registration lapsed in May 2006. In August 2012, she decided to apply for readmission. Because she has been out of practice for more than 2 years, she must meet the additional education, training and experience requirements.

Renewals procedures

If you:

- are on our register; and
- have been in practice for at least some part of the last two years; and
- want to renew your registration,

you can go on our register through the normal renewal process. In the future, we might set requirements for continuing professional development that you would have to meet in order to renew your registration.

Professor Cohen has practised as a dramatherapist throughout his most recent registration period, which ended in November 2005. Because he has been in practice at some point during the past 2 years, he does not have to meet any additional education, training and experience requirements.

But if you:

- are on our register; and
- have not been in practice for two or more years; and
- want to renew your registration,

you can do this, but you must fulfill additional education, training and experience requirements within a specified period.

The requirements are that you:

1. work under the supervision of a registrant for a period of time. The registrant must be from the part of the register that you want to join, and they must be from the same subset of the register if that is relevant to your practice; and
2. undertake private study to bring skills and knowledge up-to-date. You will need to provide us with information about the study that you have undertaken. You need to undertake enough study that you are confident that you can practise safely and effectively.

You can find out how long you must work under supervision by looking at the table at the end of this document: it varies depending on how long it has been since you last

However, if you stopped practising because you were suspended or struck off, then you might have to meet other requirements as well as meeting the standards explained in this document.

Mr Bracken practised as a chiropodist until November 2005, halfway through his registration period. He renews in November 2006 and does not have to meet any additional education, training and experience requirements. But unless he practises for a period of time before November 2007, he will have to meet the additional education, training and experience requirements when he next renews in November 2008.

Supervised practice requirements

	Years out of practice		
	Less than 2	2 to 4	More than 4
Days of supervised practice required	0	30	120

Completion of private study form

Your name: Your registration number:

Declaration:

"I understand that, as a returner to practice, the HPC requires me to complete private self-study to bring my knowledge and skills up to date. I confirm that I have undertake such study and that:

- I have read and understood the Standards of Proficiency for my profession, and I meet these Standards and will keep to them; and
- I have read and understood the Standards of Conduct, Performance and Ethics, including the requirements to keep my knowledge and skills up to date, to act within the limits of my knowledge, skills and experience, to carry out my duties in a professional and ethical way, and to behave with integrity and honesty. I meet these Standards and will keep to them.

I understand that it is an offence to try to gain entry to the HPC register fraudulently."

Signed: Date:

*Completion of supervised practice form
(for returners who last practised between 2 and 4 years ago)*

Returner's name: Returner's registration number:
Supervisor's name: Supervisor's registration number:
Date of first supervised practice:
Date of last supervised practice:

Declaration by supervisor:

"The returner has worked under my supervision for at least 30 days, and I am now satisfied, on the basis of my professional judgement, that the returner is now capable of safe and effective practice.

I understand that it is an offence to help anyone to gain entry to the HPC register fraudulently."

Signed: Date:

*Completion of supervised practice form
(for returners who last practised more than 4 years ago)*

Returner's name: Returner's registration number:
Supervisor's name: Supervisor's registration number:
Date of first supervised practice:
Date of last supervised practice:

Declaration by supervisor:

"The returner has worked under my supervision for at least 120 days, and I am now satisfied, on the basis of my professional judgement, that the returner is now capable of safe and effective practice.

I understand that it is an offence for me to help anyone to gain entry to the HPC register fraudulently."

Signed: Date: