

Education and Training Committee 26 March 2008

Continuing professional development (CPD) progress review

Executive summary and recommendations

Introduction

Since January 2007 the CPD project has been managed by Claire Reed (HPC Project Manager) and the project led by Richard Houghton (Head of Registration), with Greg Ross-Sampson (Director of Operations) responsible for the overall sponsorship of the project.

Decision

The Committee is requested to note this document. No decision is required.

Summary

There has been a considerable amount of work undertaken since the paper submitted on 27 September 2007:

- The user acceptance testing of the LISA (registration system) has been completed with the system reflecting the CPD operational processes agreed by the Education and Training Committee.
- The partner recruitment process has commenced and 23 CPD assessors have been appointed.
- The CPD Communications Manager position is now being extended to a full-time position for twelve months. The CPD Communications Manager primarily delivers talks on CPD to registrants, and has undertaken 33 talks since commencing the appointment in October, having spoken to over 1200 registrants in total so far. Work has also been undertaken with professional bodies to ensure that they understand our standards and audit process so that they are ready to deal with members' queries. Initially priority is being given to chiropodists / podiatrists and operating department practitioners as they are the first two professions to be audited. The audit notifications for these professions are being sent in May and September respectively.

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2008-03-13	a	OPS	PPR	CPD Progress Review	Final	Public
					DD: None	RD: None

- A number of internal communication initiatives have been delivered which include presentations to the Registration teams and to all employees at the all employee meeting to update and communicate the progress being made and update employees with the CPD process.
- Work on the operational documentation such as the standard response letters and guidance notes for registrants advising how to complete a CPD profile has commenced.
- The Finance & Resources Committee approved the introduction of a new assessor fee for CPD assessment of £20 per CPD assessment completed.

Background papers

1. Continuing professional development and your registration brochure
2. Your guide to our standards for continuing professional development brochure
3. Continuing Professional Development – Consultation paper
4. Continuing Professional Development – Key decisions
5. CPD Process Decision, June 2007, Education & Training Committee paper
6. Continuing professional development assessors' day report, September 2007, Education & Training Committee paper
7. Continuing professional development (CPD) assessment fee and process approach, September 2007, Education & Training Committee paper
8. Continuing professional development (CPD) assessment fee, November 2007, Finance & Resources Committee paper

Date of paper

27 February 2008