

HCPC AUDIT

Next to happen:
SPRING 2024

TIPS FROM PHYSIO FIRST



HCPC Continuing Professional Development Audit



In Spring 2022 Physio First ran a number of community meetings to support members who were going through the HCPC audit process.

We also had members attend who were keen to prepare in case they should be called upon next time. People were keen to know what to expect and to be able to prepare.

We have collated the information from these meetings as well as from the HCPC and other sources to help members feel confident and be ready should they be asked to complete the audit process in Spring 2024 or beyond.



Why are we audited?



The audit of our continuing professional development ensures that physiotherapists are developing their skills and knowledge throughout their career and keeping up to date particularly so that they are able to practice safely and effectively.

The role of the HCPC is to protect the public by regulating physiotherapists (as well as 14 other professions). They do this in a number of ways which includes setting standards for professional's education, training and practice. The standards cover a wide area and the HCPC gives some direction on how to follow these: [Meeting our standards | \(hcpc-uk.org\)](https://www.hcpc-uk.org)

STAGE 1

Don't panic



The main feedback from all our meetings was DON'T PANIC. Although being selected for audit can be an onerous task and will take a bit of time it is not as bad as you think and you can do it!

If you are concerned you haven't done enough CPD you are probably wrong – see our tips to be prepared below.

In February 2024 the HCPC will contact all physiotherapists asking them to renew their registration. The HCPC is working digitally so they are likely to contact via email so do look out for it. Only **4.5%** of physios, who have been selected at random, will be asked to complete the audit process.

This is 4.5% of ALL physiotherapists so it is unlikely you will be called upon but almost 1,900 physios will be.

The timing is never likely to be good. These things always come at a busy time. It is possible to request to defer (although this means you will automatically be selected two years later) due to unavoidable circumstances for example illness, family or personal circumstances or maternity leave.

STAGE 2

What does the audit process involve?



From the date of selection you have two months (closing date 30th April 2024) to complete the audit process.

This must be done online through the HCPC online system. In 2022 this had some teething problems, although we hope these will be ironed out to keep the stress levels low we would suggest not leaving it until the last minute to input your information.

Further details on all these areas can be found [here](#).

There are 3 steps:

- 1. Summary** – describe your current role and the type of work you do, cover your main responsibilities and specialist areas you work in, identify the people you communicate and work with most. (Max 500 words)
- 2. Your Statement** – Expand on the CPD activities you have carried out to show how you have met the standards. Demonstrate how your CPD activity improves the quality of your work and benefits service users. (Max 1500 words)
- 3. List of activities** – A dated list of CPD activities you have carried out since you last registered with the HCPC (April 2022).
- 4. Supporting evidence** – Documents that will support your statement. These need to be uploaded and will be a maximum of 12 documents – it is not your complete portfolio!

STAGE 3

What are the standards of continuing professional development



HCPC Registrants must:

1. Maintain a continuous, up to date and accurate record of their CPD activities
2. Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.
3. Seek to ensure that their CPD has contributed to the quality of their practice and service delivery.
4. Seek to ensure that their CPD benefits the service user.
5. Upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the standards for CPD.

STAGE 4

Be prepared



Keep a CPD record - Every member who has gone through the audit process comes back with the same advice – Keep a CPD record and whenever possible add to it each month. This can be in the simplest form, a word document, an excel spreadsheet, a note in your diary on the first of the month. As long as you can access it easily keep it simple!

Reflect on the CPD – Now that you are aware of the HCPC standards when completing your CPD consider how it relates to them. This is particularly relevant to Standards 3 &4.

If taking part in the audit process the section of writing a statement can be the most time consuming.

The HCPC suggests selecting 4-6 varying CPD activities you have carried out. For each describing what it was, what you learnt and how you think the activity improved the quality of your work and benefitted service users.

A simple note on your CPD diary will help you prepare for this.

Be prepared...



Keep (or scan in) your paperwork – If you have a certificate, have created a leaflet, have feedback that changed your practice keep it somewhere safe so that you can use it as your evidence.

Put time aside to update or reflect – The advice is every couple of months put 30 minutes aside to check through your CPD, make sure you have done some recently. Reflect on how it has changed your practice.

Think outside the box – A fear of those completing the audit process is that you must have completed some CPD each month.

Be prepared...

There is some leeway in this according to the HCPC but don't undervalue all the amazing things you do each day. CPD does not have to be going on a course.

- Reflect on treating patients
- Updating templates
- Creating leaflets
- Creating care pathways
- Communication via emails (with health professionals or patients)
- Taking part in Physio First Dfl ticks many boxes
- Social Media (creating content and learning)
- Volunteering to do a talk, or for Physio First!
- Taking a work experience student
- Reading articles
- Practise meetings
- Physio First Community meetings or other online meetings

There is lots of excellent information on the [HCPC website](#) regarding completing the audit process. Have a look through to make yourself completely prepared.



Contact us for more information

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