

RCCP POLICY FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

To protect the public RCCP:

- Sets standards for registrants;
- Maintains a register of those who meet the standards;
- Approves programmes that professionals must complete before applying to register;
- Takes action when registrants fail to meet the standards.

RCCP standards require that a registrant 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; and
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.

Continuing professional development (CPD) is an important way in which professionals keep up-to-date throughout their careers. Our approach to CPD recognises the wide range of learning activities undertaken by our registrants to maintain, update and develop their professional skills and knowledge. More information on the types of CPD activity that can be used can be found in the RCCP Guidance for Continuing Professional Development.

The RCCP model has been developed to provide a manageable, measurable yet simple method for practitioners to keep a record of all development activities which lead to the maintenance and improvement of clinical practice. It is based on reflection on and in practice. RCCP has audited 5% of CPD records every five years since 2005. The level of audit is in line with that conducted by the Health & Care Professions Council (HCPC). However, in line with changes introduced by HCPC the next audit will take place in 2017. This will audit 3% of registrants. RCCP will contact registrants who are randomly selected giving them details of the process. When registrants renew their registration they are also required to confirm that they continue to meet CPD standards. Registrants who fail to comply with this Standard can be removed from the Register following the RCCP disciplinary process. Information on CPD requirements can be found on the RCCP website.

The administrative process for documenting registrants CPD is at the end of this document.

RCCP ROLE OF CPD ASSESSOR

CONTEXT

The Registration Council for Clinical Physiologists (RCCP) is an independent voluntary register whose objective is to safeguard the health and care of persons using or needing the services of its registrants.

PURPOSE OF ROLE

To assess registrant CPD Profiles against RCCP's CPD Standards.

RESPONSIBILITIES

To assess and make recommendations on registrants against RCCP's CPD Standards.

PERSON SPECIFICATION:

Essential:

- a) Current RCCP registrant or has been within the last two years or is registered with another register agreed by the RCCP Council;
- b) Are currently practising (in clinical or academia) or has been within the last two years;
- c) An understanding of the importance of upholding public interest in all that the RCCP undertakes;
- d) An ability to devote time and commitment to support the development of the RCCP;
- e) Ability to grasp the detail of a wide range of issues in order to make informed and sound decisions;
- f) Proficient oral and written communication skills, as well as being IT literate;
- g) Commitment to the RCCP Code of Conduct and seven principals of public life see Appendix One;
- h) A general interest in encouraging accountability to the public and professions;
- i) Ability to explain and justify decisions and promote RCCP interests to all stakeholders concerned.

APPENDIX ONE

The Seven Principles of Public Life

- 1) **Selflessness:** Holders of the public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

- 2) Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- 3) Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- 4) Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- 5) Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- 6) Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.
- 7) Leadership: Holders of public office should promote and support these principles by leadership and example.

(House of Commons Library (2008) Committee on Standards in Public Life)

RCCP (CPD) ADMIN PROCESS

