

BAA CPD scheme

CPD Quality standards

Standards expected of users of the scheme that will form the basis of CPD audit

The BAA CPD scheme is designed to be compatible with, and mirror the principles of, the Health Professions Council (HPC) requirements for continuing professional development (CPD). (See <http://www.hpc-uk.org/registrants/cpd/>)

The HPC standards for CPD require that their 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; and
5. present a written profile containing evidence of their CPD upon request.

BAA adopts and endorses the above standards. Users of the BAA CPD scheme will also be expected to:

- periodically review their skills, knowledge and competence to practice and so identify and, where appropriate, plan their CPD activities rather than rely exclusively on unplanned learning;
- follow and implement the guidance provided for users of the BAA CPD scheme;
- adopt the principle of reflection and reflective evaluation in their CPD;
- be honest in their CPD diary entries, selecting the number of CPD points and an effectiveness index that truly reflect to the best of users' judgement the value of an activity.

It is against the above standards that participants' CPD records will be audited.

BAA CPD Auditors will scrutinise CPD records and either:

- approve a record as meeting the quality standards, or
- refer a record for revision, stating the nature of their concern

Note that HPC registrants who do not use the BAA scheme still need to satisfy HPC requirements in order to maintain their registration status.

The purpose of CPD Audit and the role of BAA CPD Auditors

The purpose of BAA's CPD Audit is to assist participants in meeting the above standards by scrutinising records and where appropriate:

- providing advice if the participant appears to have misunderstood how to use the BAA CPD scheme
- identifying when a wider range of CPD activities should be undertaken
- giving feedback on the type of activities that are and are not appropriate
- giving feedback on optimising reflective practice and reflective writing
- encouraging participants to engage in a reasonable amount and range of appropriate CPD activity on a regular basis
- discourage participants from making false or exaggerated entries

HPC has stated its intention to randomly select 2.5% of each profession for CPD audit every 2 years. Individuals selected by HPC for audit will have to submit evidence of their CPD activity in a pre-defined format. Instead of relying on the HPC audit or instituting a similar philosophy, BAA feel that its members will be better served if all participants of their CPD scheme receive feedback from BAA CPD auditors on a regular basis without the need for submitting material for this purpose. This is possible because the scheme is web-based, allowing designated Auditors to access the completed records of participants.

Audit Process

BAA aims to provide a system for members to record their CPD, which is suitable to present to HPC should they be audited. The auditing process within the BAA CPD committee should be supportive and beneficial to all members. Members should feel enabled to discuss any aspect of the audit of their record with an auditor should they wish to do so.

The audit team will aim to audit 5% of completed entries annually. The Chief Auditor is responsible for the effective audit of the scheme in conjunction with an appointed audit team.

What will be included in an Audit?

CPD items to be audited:

Completed Learning Needs listed in a member's online CPD record

Audit includes:

- Evidence of appropriate Learning Needs identified under appropriate Goals
- Evidence of appropriate Activities to meet Learning Needs

- Evidence of appropriate CPD points used
- Evidence of appropriate written reflection and evaluation
- Evidence of appropriate Effectiveness Indicator reflected by written reflection and evaluation
- Evidence of a range of types of CPD

Audit Outcomes

There will be two outcomes to the audit process.

1. In cases where a participant's CPD record shows evidence of broad understanding of the aims of CPD and displays appropriate documentation and use of CPD points, effectiveness index, reflection and evaluation, then their records should be marked as "Audited". Encouraging comments or other advice may be made at the discretion of the Auditor.
2. In cases where the Auditor believes or suspects that the participant's entries are unsatisfactory in some way, the Auditor should mark the participant's record(s) as "Audited" and add the text: "Revision of record suggested" together with an appropriate, encouraging and constructive comment (see below). Participants are able to edit their record. They may also contact the Chief Auditor should they wish to discuss any aspect of the audit of their CPD record. To do so, email baacpdteam@coacs.com with "Chief Auditor" as the subject. Alternatively, write to The Chief CPD Auditor at the BAA administrative office.

The audit stamp will appear on any paper printout of an audited record. Both the on-screen and printed versions of a CPD record will show the appropriate audit stamp which includes the time, date and Auditor number.

Auditors must treat the CPD records of participants as confidential. For the purposes of this document, "confidential" means that a participant shall not be identified to the public or the BAA membership at large. Individual cases may be discussed between Auditors, the CPD Team, the BAA Professional Development committee, the BAA Membership Board Lead and the BAA Board. If a CPD record contains material suggesting criminal activity or a suspected breach of the "HPC Standards of Conduct, Performance and Ethics" or "RCCP Professional Code of Conduct", details will be provided via BAA Board to HPC, RCCP or other appropriate agency.

Suggested Audit comment text

Acceptable records need not attract comments from Auditors. However, Auditors may, at their discretion, add encouraging comments or advice to improve future records. Examples might be:

- Good. You have clearly understood and implemented the CPD scheme. Keep up the good work and encourage your colleagues to do the same!
- Good, though you should consider expanding the detail in your reflection to include how your learning will impact on the services you provide.
- Good, but remember that a typical effectiveness index should be 0.4 – 0.6 and you should reserve higher values for activities that are unusually or remarkably effective in the effect they have on the services you provide.
- Good. Have you considered undertaking a personal development plan to identify and focus your attention on medium to long-term development goals?

In cases where the Auditor suggests a revision of records, comments need to identify the reason(s) for concern and suggest what form of remedial action would be appropriate. Examples include:

- Revision of record suggested. It is possible you have not understood the basis of this CPD scheme. Please refer to the scheme documentation and examples. In particular, your use of the reflection and evaluation sections is inappropriate.
- Revision of record suggested. It is possible you have not understood the basis of this CPD scheme. Please refer to the scheme documentation and examples. In particular, your choice of effectiveness index is inappropriate.

Links:

HPC Standards of Conduct, Performance and Ethics

<http://www.hpc-uk.org/assets/documents/10002367FINALcopyofSCPEJuly2008.pdf>

RCCP Professional Code of Conduct

http://www.clinphys.force9.co.uk/HTMLdocs/code_of_conduct.htm