

SOCIETY AND COLLEGE OF RADIOGRAPHERS

PUBLIC VOLUNTARY REGISTER OF SONOGRAPHERS

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AUDIT REQUIREMENTS FOR VOLUNTARY REGISTRANTS WHO DO NOT HOLD STATUTORY REGISTRATION

Note: Much of the following text is based upon or reproduces Health and Care Professions Council (HCPC) guidance and requirements relating to CPD which the HCPC has kindly given permission to use. Where there is any variation between published HCPC and SCoR requirements, those of the SCoR will apply.

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SECTION 1: INTRODUCTION

The Public Voluntary Register of Sonographers (PVRs) has a formal system for auditing or assessing a voluntary registrant's Continuing Professional Development (CPD). It will apply to those voluntary registrants who do not also hold statutory registration. Those holding statutory registration are already subject to the CPD audit procedures of the statutory regulator with which they are registered.

Continuing Professional Development has been defined by the Society and College of Radiographers as follows:

'An ongoing professional activity, in which the practitioner identifies, undertakes and evaluates learning appropriate to the maintenance and development of the highest standards of practice within an evolving scope of practice'.¹

At the time of being accepted onto the Public Voluntary Register of Sonographers, or at renewal, you will have been presented with, and then agreed to, a statement to say that 'I declare that I am actively involved in CPD activities'.

The arrangements for assessing a voluntary registrant's CPD will be closely based on published HCPC procedures but have been modified where necessary for the PVRs (which is a voluntary and not a statutory register).

HCPC documents and information relating to CPD can be found at: <https://www.hcpc-uk.org/cpd/what-is-cpd/>

The Interprofessional CPD and Lifelong Learning UK Working Group document: Principles for continuing professional development and lifelong learning in health and social care can be found at: https://www.sor.org/sites/default/files/document-versions/principles_of_cpd_and_lifelong_learning_2019.pdf

Reference

1. Continuing Professional Development: Professional and Regulatory Requirements. SCoR, 2008
<http://www.sor.org/learning/document-library/continuing-professional-development-professional-and-regulatory-requirements>

SECTION 2: OVERVIEW

1) There will be a 5% random sample of voluntary registrants who are not also statutorily registered and who will be asked to present evidence of CPD for audit. Those so chosen will be notified 30 days before the start of the two month renewal period.

2) Six pieces of CPD evidence will be requested when applying to renew in March 2019, in addition to a list of evidence of CPD activities over that two year period. These should include a mixture of 'learning activities'. These activities can be very varied and a suggested list of possible topics is placed in the appendices.

3) It is not a points or hours-based system, rather one that requires a 'learning activity' to be performed with subsequent learning, discussion and reflection.

4) The CPD presented should be relevant to your current or future ultrasound practice.

- 5) The CPD should be relevant to the way a voluntary registrant works. This means that your CPD may be very different from that which your colleagues undertake, even though they may be engaged in the same area of work.
- 6) The use of the SCoR's on-line resource 'CPD Now' which is available free to all SCoR members is strongly recommended and should be used if possible, although it is not mandatory as not all voluntary registrants are SCoR members. 'CPD Now' is a user-friendly, on-line tool for identifying, planning, evaluating and recording CPD. It will also help the individual if asked to present evidence of CPD by the HCPC or the SCoR. The use of 'CPD Now' can also help with evidencing advanced or consultant practice for SCoR accreditation purposes.
- 7) Voluntary registrants chosen for audit will have six weeks to submit the CPD information required.
- 8) It is recommended that CPD records are updated on a regular basis and are not left to the time of applying for re-registration in March 2021.
- 9) Re-registration will be dependent on satisfactory assessment by College of Radiographers appointed assessors.
- 10) These CPD audit requirements are intended to support sonographers in maintaining their CPD and to help them develop good practice in this field.

SECTION 3: ASSESSING YOUR CONTINUOUS PROFESSIONAL DEVELOPMENT

You must undertake Continuing Professional Development (CPD) to stay registered with the Society and College of Radiographers on the Public Voluntary Register of Sonographers.

We have set five standards which are the same as those used by the Health and Care Professions Council which your CPD must meet. From March 2017 every time you renew your voluntary registration you will need to confirm that you have met these standards.

See also the HCPC document 'Continuing professional development and your registration'.

<https://www.hcpc-uk.org/globalassets/resources/guidance/continuing-professional-development-and-your-registration.pdf>

Where there is any variation between HCPC and SCoR requirements, those of the SCoR will apply.

The voluntary registrants who are randomly chosen for audit of their CPD at the time of renewal will have to send in evidence to show that their CPD meets the required standards.

The standards

The standards are as follows:

1. A voluntary registrant must maintain a continuous, up-to-date and accurate record of their CPD activities.

You can keep a record of your activities in whatever way is most convenient for you. You might choose to keep in a binder or folder of papers, perhaps using a format provided by your employer, or you could keep this record on a computer. If you are a member of the Society and College of Radiographers it is strongly recommended that you use 'CPD Now' although this is not mandatory. <https://www.sor.org/learning/cpd/cpd-now>

The record must be continuous. This means that you should regularly add to the record.

The record must also be up-to-date. Your profile will normally concentrate on the CPD you have undertaken in the previous two years. Some of your CPD activities may have started before this, and others may continue after the two year period. However, you should normally focus on this two year period.

If you are audited, we will ask you to complete a CPD profile. This is a form that we will provide you with. In it, you must write a statement which tells us how your CPD has met the five standards.

To show evidence of continuous learning throughout the period you should submit a list of the CPD you have undertaken and the dates completed. . This could be in any format you choose, but we suggest that it might be a simple table which includes the date and 'type' of each activity. Any gaps in your CPD of three months or more should be explained in the submission documentation.

The HCPC have an example template at: <https://www.hcpc-uk.org/cpd/cpd-audits/completing-a-cpd-profile/>

2) A registrant must demonstrate a mixture of learning activities relevant to current or future practice.

Your CPD should include a mixture of 'learning activities'.

We do not need you to undertake a certain amount of CPD 'time', for example, to do a number of hours or days. This is because we believe that different people will be able to dedicate different amounts of time to CPD and also because the time spent on an activity does not necessarily reflect the general learning gained from it.

Under this standard your CPD must include a mixture of learning activities so you should include different types of learning activities in your CPD record (see Appendix 1).

If you completed a CPD profile with details of only one type of activity (for example, peer reviews or mentoring only) this would not meet the requirements.

Although we expect most people's CPD to contain a good mixture of learning activities, we realise that there might be reasons for you concentrating on a limited number of different types. For example, you might do most of your learning through just a few types of activity because:

- you have found that certain ways of learning suit you
- a particular type of learning is most easily available in your area
- a particular kind of learning activity takes up a lot of your time.

As long as your CPD profile explains how:

- you planned your CPD
- you decided what activities to do
- your CPD meets our standards

then it is likely that your profile will meet our standard for CPD.

Your CPD should be relevant to your current or future practice.

Your CPD should be relevant to the way you work. This means that your CPD may be very different from that which your colleagues undertake, even though you are from the same profession. For example, if you are managing a team, your CPD may be based around your skills in appraising your team, supporting their development, and financial planning.

Equally, if you are planning to move from one type of work to another, your CPD may be a mixture of what is relevant in your current job, and activities which are helping to prepare you for your future role. Or you may choose to concentrate most or all of your CPD on the new area of work you will be moving into.

3) A voluntary registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery.

You should aim for your CPD to improve the way you work. Your learning activities should lead you to making changes to how you work which in turn improves the way you provide your service. Alternatively, your learning activities may mean that you continue to work as you did before, but with added confidence that you are working effectively.

You do not necessarily have to make drastic changes to improve the quality of your work and the way you provide your service. You may meet this standard by showing how your work has developed as your skills increase through your learning. In meeting this standard, you should be able to show that your CPD activities are part of your work, or contribute to your work, and are not separate from it.

This standard contains the phrase 'seek to ensure' (or try to make sure) because making sure your CPD contributes to the quality of your work may be outside your control. For example, you could undertake activities that you think will improve your work but are not as effective as you expected. In situations like this, you need to consider and explain what further actions you could take. By doing this you will still meet this standard because you have tried to make your CPD contribute to the quality of your work.

4) A voluntary registrant must seek to ensure that their CPD benefits the service user.

Like standard 3, this states that you should 'seek to ensure' because you may intend that your CPD benefits service users, but this may not happen due to circumstances beyond your control. You will meet this standard as long as you have tried to make your CPD benefit service users.

Standards 3 and 4 both mean that your CPD should be driven by the quality of your work and the benefits to service users.

Who your service users are will depend on how and where you work. For many voluntary registrants, service users will be patients. However, if you work in education, your service users might be your students or the team of lecturers you manage. Similarly if you work in management, your service users may be your team, or other teams that you are part of. If you work in research, your service users may be the people who use your research. So in these standards ‘service user’ means anyone who is affected by your work.

We realise that it can be difficult to provide evidence that CPD has benefited service users. For this standard, when you are choosing your CPD activities, you need to think about how your service users might benefit. If you are audited, you will need to explain how you think this has happened.

5) A voluntary registrant must, 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.

If you are chosen for audit, we will send you a CPD profile. Under this standard, you must fill the details of how you have met the standards for CPD. You must return the profile to us, with evidence to support it, by the deadline we set. You do not have to think about meeting this standard unless you are selected for audit.

The SCoR has no objection to voluntary registrants using templates or exemplar documents to assist them with preparing their CPD profiles. Indeed SCoR members are strongly encouraged to use ‘CPD Now’. However, the use of standard documents or texts prepared by other voluntary registrants or third parties is inappropriate, as a CPD profile should be both a voluntary registrant’s own work and a true reflection of their own CPD activity.

CPD activities.

We believe that CPD takes many forms, and that we should not set down exactly how voluntary registrants should learn. We also believe that voluntary registrants may already be taking part in activities they learn from, and which develop their work, but they may not themselves be calling these activities CPD. We take account of many types of activity which can contribute to your development.

CPD activities could include the following:

Work-based learning - for example, reflecting on experiences, considering feedback from service users, being a member of a committee and so on;

Professional activity - for example, being a mentor or preceptor, being a member of a specialist interest group, teaching others, being an expert witness, giving presentations at conferences and so on;

Formal education - for example, attending courses, undertaking research, distance or e-learning, planning and running a course or study day;

Other activities - for example, public service.

See also Appendix 1

Most people think of CPD as only being formal education (for example, going on a course). Our standards, which are the same as the HCPC’s, take account of the fact that a course may not be the most useful kind of CPD for all voluntary registrants and some may not have access to courses. For

example, voluntary registrants in remote or rural areas may find it difficult to get access to formal courses. However, our standards mean that they can undertake other types of CPD that are more useful and accessible to them.

Similarly voluntary registrants who work as locums for an agency or in more than one place may be learning and developing as they gain experience of, and with, a variety of different employers. Our standards recognise that there are a number of ways that voluntary registrants can undertake CPD and we do not force voluntary registrants to learn in one particular way.

Based on learning outcomes.

Our CPD process is based on the outcomes of your learning and not on a certain number of hours or points or days. You will need to make professional decisions about the kinds of activity that will be most appropriate for you. Different voluntary registrants will have different development needs, and their CPD activities may be very different. The way you take part in CPD and the range of your CPD activities will depend on:

- the opportunities for CPD in your work;
- your specialist area of work;
- your personal learning needs;
- your preferred style of learning;
- how relevant particular activities are to your work;
- the context of your work.

Some examples of CPD activity.

The examples below show how different voluntary registrants may choose to undertake different types of activity, depending on how or where they work. Your work might cover more than one of these areas. Please also see Appendix 1.

Voluntary registrant working in clinical or frontline practice

- attending a short course on new guidance affecting your work;
- appraising an article with a group of colleagues;
- giving colleagues a presentation on a new technique.

Voluntary registrant working in education

- being a member of a learning and teaching committee;
- doing a review for a professional journal;
- studying for a formal teaching award.

Voluntary registrant working in management

- being a member of an occupational group for managers;
- studying management modules;
- supporting the development and introduction of a national or local policy.

Voluntary registrant involved in research

- giving a presentation at a conference;
- being a member of a local ethics research committee;

- considering articles for journals.

When setting our standards for CPD, we realise that voluntary registrants are already undertaking a wide range of CPD activities as part of their professional life. Our standards are not designed to increase the workload of voluntary registrants but to recognise the activities that they are already undertaking.

A flexible process

We have not set a number of hours and do not suggest how many hours you should complete. Our standards are concerned with quality and outcomes, not with the time that you spend on your CPD. We take account of the range of voluntary registrants and the different ways they can undertake CPD. The voluntary register itself does not ‘approve’ certain CPD activities although other organisations such as the Society and College of Radiographers and the British Medical Ultrasound Society may do that. CPD points scored on any given study day are not in themselves relevant; they may apply to the CPD requirements of other regulators.

CPD and competence

There is no automatic correlation between CPD and competence although for most individual practitioners there is likely to be a link between the two. This is because it would be possible (although unlikely) for a competent professional not to undertake any CPD and yet still meet our standards for their skills and knowledge. Equally, it would be possible for a voluntary registrant who was not competent to complete many CPD activities and still not be fit to practise.

Putting your CPD profile together

If you are chosen for audit, we will send you a form (the CPD profile) to fill in or you can use ‘CPD Now’.

The main parts of your CPD profile will be:

- a summary of your practice history for –the last two years;
- a statement of how you have met our standards for CPD (up to 1,500 words);
- a list of CPD activities and dates for the last two years. Any gaps of 3 months or more should be justified within the written statement;
- evidence to support your statement. Provide six pieces of evidence showing different learning experiences and their impact.

The purpose of each part of the profile

The **summary of your practice history** should help to show the CPD assessors how your CPD activities are linked to your work. This part of the CPD profile should help you to show how your activities are relevant to your current or future work.

Your **statement** of how you have met our standards should clearly show how you believe you meet each of our standards, and should refer to all the CPD activities you have undertaken and the evidence you are sending in to support your statement.

The **evidence** you send in will back up the statements you make in your CPD profile. It should show that you have undertaken the CPD activities you have referred to, and should also show how they have improved the quality of your work and benefited service users. Your evidence should include a summary of all your CPD activities. This will show that you met standard 1. The CPD assessors should also be able to see how your CPD activities demonstrate a mixture of learning activities and are relevant to your work (and therefore meet standard 2).

Writing the summary of your practice history

Your summary should describe your role and the type of work you do. The summary should include your main responsibilities, identify the specialist areas you work in and identify the people you communicate and work with most.

You could base this part of your CPD on your job description if appropriate.

When you have written your statement about how you meet our standards for CPD you may find it helpful to go back over your summary of work, to make sure that it clearly explains how your CPD activities are relevant to your future or current work.

Writing your statement

When you write your statement, we expect you to concentrate most on how you meet standards 3 and 4: how your CPD activities improve the quality of your work and the benefits to service users.

Personal Development Plans

We know that not all voluntary registrants have a personal development plan: you may be self-employed, or your employer may not work in this way. But if you do have a personal development plan you may find it useful to use this as a starting point when writing your statement.

Most personal development plans involve identifying:

- learning needs
- learning activities
- types of evidence
- what you have learnt.

You could write a statement on how you have updated your knowledge and skills over the last two years, and what learning needs you have met. You may find it helpful to identify three to six points that have contributed to the quality of your work.

These areas will have been identified through your personal development plan or a review of your role or performance. If you have a personal development plan, you can provide this as part of your evidence.

If you run your own private practice, and you have a business development plan or a similar document, then you may find this a useful starting point for writing your statement.

Using the standards

If you do not have a personal development plan, or if you wish to use another approach to write your statement, you could start with our standards. Using the information we have provided about our standards for CPD, write about how you have met each one. You could split your statement into sections, and check each section and dedicate each section to one of our standards.

The following are a number of questions which should help you to think about structuring your statement. Under each standard we have identified some main questions. These are the most important questions your CPD should answer. We have also included extra questions. You do not need to answer all these or to follow them exactly but you can choose the ones that seem most useful, and use them to help you write your statement.

To meet standard 1, voluntary registrants must maintain a continuous up-to-date and accurate record of their CPD activities.

Main question:

- Does your practice include a summary sheet of all your CPD activities?

Extra questions:

- How have you kept an up-to-date and accurate record of your CPD activities?
- How did you record your CPD activities?
- Who (if anyone) approved your plan for undertaking CPD activities?

To meet standard 2, voluntary registrants must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.

Main questions:

- What different types of learning activity have you undertaken?
- How is your CPD relevant to your work?
- What parts of your role are affected by your CPD?

Extra questions:

- How did you identify your learning needs?
- How did you decide on what CPD activities to undertake?
- How did you make sure your mix of CPD activities is appropriate to meet your needs?
- How has the mixture of learning activities been relevant to your current or future work?

To meet standards 3 and 4, voluntary registrants must seek to ensure that their CPD has contributed to the quality of their practice and service delivery and seek to ensure that their CPD benefits the service user.

Main questions:

- How have you updated your knowledge and skills over the past two years?
- How has this learning affected your work?
- How has this learning benefited your service users?

Extra questions:

- How does your learning relate to your ability to work safely, effectively and legally?
- How does your professional development relate to your changing work?
- What aspects of your work have changed as a result of your CPD?

To meet standard 5, you must, upon request, present a written profile (which must be your own work and supported by evidence) explaining how you have met the standards for CPD.

By filling in your CPD profile (if you are audited) and sending it to us on time, you are showing that you meet this standard.

The SCoR strongly encourages, where possible, the use of 'CPD Now'. Other templates or exemplar documents can also be used to assist in preparing CPD profiles, but the use of standard documents or text prepared by other registrants or third parties is inappropriate, as a CPD profile must be a registrant's own work and a true reflection of their own CPD activity.

Your supporting evidence

You do not have to send in the full detailed record of all your CPD activities, in fact we strongly encourage you not to send this to us. You should send us a summary of all your activities, but this summary should be only a sheet or two with a very brief list of activities and dates. This allows the assessors to see the range of learning and consistency of learning across the two year period.

If you are chosen for audit, you need to look through your entire record of CPD activities and consider which best show how you have met our standards. This should be a mixture of activities that are directly linked to your current or future work, and benefited service users. In all cases, evidence of how you planned your CPD, what activities you have undertaken, and the effects that this has had on how you work and the effects on service users, will all be helpful to the assessors.

When you put together your profile, you also need to send in evidence to back up your personal statement.

Examples of evidence of CPD

Your personal development plan (if you have one) could help to show that you take a structured approach to your learning and ongoing development.

Paperwork from reviews of your role and performance provides evidence of feedback you have received and how you have responded to this.

A business plan may identify learning needs and any action plan related to this.

Reflections on your work, experiences, and discussions with a mentor could identify benefits to the service users and provide evidence of feedback and how you have acted on this.

We know that it can be difficult to provide evidence for some of our standards. For example, when you are describing how your CPD has benefited the quality of your work, or benefited service users, your personal statement may need to describe how you believe this has happened.

You may be able to back this up with evidence of, for example, an altered way of working which you think has improved the quality of your work. You may have evidence of a meeting with your manager where you discussed using new skills you had learnt, or you may have evidence of how you personally planned to make changes to systems or practices. If your record of CPD activities includes a place where you write about how you will use the knowledge you have gained, then this could be useful evidence. These types of evidence are evidence of the effects of your activities. This, alongside the evidence of your CPD activities themselves will help to show the CPD assessors how you meet our standards.

Amount of evidence needed

In your personal record of CPD activities you may have a large amount of evidence relating to certain activities. However, you do not need to send us all this information. You will need to send 6 detailed learning activities spread over the two year period since the last register renewal. You should refer to

the assessment criteria on pages 12 to 14 to make sure you have provided relevant information in order to show that you meet each of the standards.

Example profiles

Further information can be found at <https://www.hepc-uk.org/cpd/cpd-audits/completing-a-cpd-profile/how-to-complete-your-cpd-profile/cpd-sample-profiles/>

Confidentiality

In all aspects of your work you must maintain patient confidentiality. This is part of your responsibility under the standards of conduct, performance and ethics for the voluntary register.

Some of the information you send us may contain service user's details. If this is the case, please remove any details that could allow us to identify the service users. Your supporting evidence will normally be in the form of documents, so to maintain confidentiality you could, for example, cover any personal details before making a copy of the documents.

The issue of confidentiality becomes more complex if you are providing information in other formats (for example digital media and photographs). In the latter case you may be able to scan these and then mask over faces so service users cannot be identified.

If this is not possible then specific permission from service users would be required and it may be best if another CPD activity was provided instead. If further advice needed please contact the SCoR at PVRS@sor.org

Copies of documents

As far as we can, we will put in place systems to keep your information safe. It is strongly recommended that you use 'CPD Now' if you have access to this although this is not mandatory as not all PVRS registrants are SCoR members. However, when you send items through the post there is always the possibility that they may be lost. For this reason you should only send us copies of your supporting documents. Please do not send us any original documents. If we do need to see these we will contact you to discuss the best way of sending.

Assessment criteria

Standard 1. A voluntary registrant must maintain a continuous up to date and accurate record of CPD activities

Standard not met:

The voluntary registrant has not provided evidence they have kept a record of their CPD activities.

Standard partly met:

There is some evidence that the voluntary registrant has kept a record of their CPD activities. For example, they have described keeping a record or have provided evidence of some CPD, but gaps of more than three months are included without explanation.

Standard met:

There is evidence that the voluntary registrant has maintained a record of their CPD activities, and as part of their supporting evidence they have sent in a brief summary of all the CPD activities they have undertaken. The record shows consistent engagement with CPD throughout the two year period

Standard 2. A voluntary registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.

Standard not met:

The voluntary registrant has not undertaken any CPD activities, or the voluntary registrant's CPD activity consists of only one type of CPD activity, or the voluntary registrant's CPD is not relevant to their current or future practice as a sonographer.

Standard partly met:

The voluntary registrant has undertaken two types of CPD activity, but they have not explained why they have concentrated on just those. Or, there is some evidence that the voluntary registrant's CPD is relevant to current or future work, but this is not made clear.

Standard met:

The voluntary registrant's CPD includes three or more types of CPD activity. Or, the voluntary registrant's CPD includes two types of CPD activity and their CPD profile has explained why they have chosen to concentrate only on those types of activity. There must be evidence that the voluntary registrant's CPD activities are relevant to their current or future practice and the link is clear in the personal statement.

Standard 3. A voluntary registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery.

Standard not met:

There is no evidence that the voluntary registrant's CPD activities have improved the quality of their work, or that they have aimed for their CPD to improve the quality of their work.

Standard partly met:

There is some suggestion that the voluntary registrant's CPD has improved their work: improvement is inferred from the information they have provided but they have not given any evidence to support this.

Standard met:

The voluntary registrant's personal statement shows that their CPD activities have improved the quality of their work and this is backed up with evidence. Or, the voluntary registrant has shown how they believed that their CPD might improve the quality of their work, and had planned for this, but this has not been the case. The voluntary registrant's statement must show that they have considered why this has happened, and what they will need to do next to make sure that their CPD will improve the quality of their work in the future.

Standard 4. A voluntary registrant must seek to ensure that their CPD benefits the service user.

Standard not met:

The voluntary registrant has not provided any information which explains any benefit to service users.

Standard partly met:

There is limited information about how the voluntary registrant's CPD activities have benefited service users. Or, the voluntary registrant has stated a benefit to service users but not given any evidence or explanation to support this.

Standard met:

The voluntary registrant has shown (through evidence provided or an explanation given) how their CPD activities have benefited service users, either directly or indirectly. Or, the voluntary registrant has shown how they believed their CPD would benefit service users, but this has not been the case. The profile must show that they have considered why this has happened and what they will do next to make sure their CPD will benefit service users in the future.

Standard 5: A voluntary registrant must, 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.

Standard not met:

The voluntary registrant did not return their profile by the deadline.

Standard partly met:

The voluntary registrant has provided a profile by the deadline but it was incomplete (for example, they said that evidence was to follow).

Standard met:

The voluntary registrant must send in their profile by the deadline. You may use templates or exemplar documents to assist you in preparing your CPD profile. SCoR members are strongly recommended to use 'CPD Now'. However, the use of standard documents or texts from profiles prepared by other registrants or third parties is inappropriate. Your CPD profile should be both your own work and a true reflection of your CPD activity.

When we have received your profile

We will ask a College of Radiographers appointed CPD assessor to assess your CPD profile. They will assess your profile against our standards using the criteria set out on pages 11 to 14. They will then make a decision as to whether your CPD meets our standards. While your CPD is being assessed, and during any appeal that takes place, you will remain on the voluntary register.

There are three possible outcomes at this point.

- i) Your profile meets the standards. You will remain on the voluntary register.
- ii) More information is needed. We will let you know what information the assessor needs to decide whether you meet the CPD standards. You will remain on the voluntary register while you send more information, as long as you meet the timeframes given.

iii) Your profile does not meet the standards. The CPD assessor will then decide whether to offer you a further three months to meet our CPD standards by considering whether:

- you appear to have completed your CPD profile honestly and accurately;
- you have met any or some of the standards;
- within the three months, it would be possible for you to undertake CPD which would meet our standards.

If you meet several of the standards, the assessor may recommend that you are given three months to meet the remaining standards. If you have not met any of the standards, the assessor may think it is very unlikely that you would be able to meet the standards in three months, and so would recommend that your voluntary registration ends. Likewise, if your CPD profile suggests that you are not committed to CPD, the assessor may think that it is not reasonable to recommend a further three months and will recommend instead that you should no longer be voluntarily registered. If you are given a further three months to meet our standards of CPD, we will tell you that we will not renew your registration (you will stay on the voluntary register during the three months). We will then ask you to send in a further CPD profile. If that CPD profile does not meet our standards, you will be taken off the voluntary register.

If you are not given a further three months to meet the necessary standards, we will take you off the voluntary register. Whatever decision the assessor reaches, we will contact you with the decision and the reasons for it. If you do not agree, you can appeal (see page 16).

CPD Assessors

CPD assessors play a vital role in making sure the audit process runs smoothly. Your profile will be reviewed by a CPD assessor appointed by the College of Radiographers who will have received appropriate training for the role. The College of Radiographers has extensive experience in this field which includes the CPD audit of accredited assistant, advanced and consultant practitioners as well as of practice educators.

Assessing the profile

The CPD assessor will assess your CPD profile and make a decision against each of the standards. The assessor must be certain that you meet each of the standards.

Assessment outcomes

The extent to which you meet the standards may vary from standard to standard. For example, you might meet some standards while only partly meeting others. The CPD assessor will look at your CPD profile as a whole to make a decision, which they will justify.

The CPD assessors will bear the following in mind:

If the CPD assessor decides that you meet most of the standards, but you only partly meet some, we will normally ask you for more information so that the CPD assessor can make a decision.

If the CPD assessor decides that you have not met one or more of the standards, we will normally contact you to explain that your CPD profile does not meet the standards.

We ask the CPD assessors to look at each profile individually and to make sensible and reasoned decisions in the case of, for example, a CPD profile where most of the standards are met, or where every standard is almost met. In each case the CPD assessor will make a decision based on the information you have provided.

The appeal process

If we think that your CPD profile does not meet our standards and we decide that we will take your name off the voluntary register, you can appeal against the decision.

If you wish to appeal you must write to us within 28 days of the notification of our decision. Your letter needs to tell us that you wish to appeal and why you think our decision was wrong.

Your appeal will be conducted by the Director of Professional Policy (DPP) at the SCoR who will review your CPD profile and the decision made by the CPD assessor. The DPP may make further enquiries as deemed necessary.

A decision will be made as follows to:

- agree with you and allow you to stay on the voluntary register;
- dismiss the appeal, so our original decision to take you off the register will still apply;
- ask us to assess your CPD profile again.

The decision of the Director of Professional Policy of the Society and College of Radiographers on matters relating to the voluntary register is final.

Re registering if you do not meet the Standards

If we take you off the voluntary register because you have not met our standards for CPD, we will notify you of this. When we do so we will tell you what you need to do before you can be re-registered.

Deferral

We recognise that, owing to unavoidable circumstances, some voluntary registrants may need to defer (put off) their audit. This may be because they cannot fill in their CPD profile as a result of illness, family circumstances or maternity leave. Deferral offers those who cannot complete their CPD profiles due to circumstances beyond their control the opportunity to stay registered.

Our deferral process means that if you are chosen for audit, you can write to us and ask for a deferral. We will need evidence of the reason why you cannot fill in your CPD profile, and we will look at your situation to see whether it would be fair to you, and to the other voluntary registrants who have to fill in their profiles that year, to defer your audit. If your audit is deferred, you will automatically be chosen for audit two years later.

Our deferral process makes sure, as far as possible, that although we are fair to those who cannot submit their CPD profiles; we are still maintaining our standards and being fair to those who are audited.

If you need to apply for deferral of audit more than once, we will check your application very carefully and will be looking for clear evidence that a deferral is absolutely necessary.

Keeping us up to date

Please keep the SCoR updated with your contact details. The primary method of communication with voluntary registrants is by e-mail. Contact details can be updated via www.sor.org or by contacting the SCoR's membership department. If we do not have your most recent details we will not be able to contact you and you will not be able to renew your registration.

CPD profile form

This will be very closely based on the one used by the HCPC and can be viewed at <https://www.hcpc-uk.org/cpd/> It will be made available to all voluntary registrants who are selected for audit and will be tailored to the requirements of the voluntary register. Voluntary registrants who are members of the SCoR are strongly recommended to use 'CPD Now'.

Our standards for communicating in English

If English is not your first language, you will normally have passed an International English Language Testing System (IELTS) assessment to level 7 with no element below 6.5 in order to work with many UK organisations and employers. This is also a requirement of the Health and Care Professions Council. This level is also expected of voluntary registrants although English skills are not formally assessed on application to the register. It is possible that your CPD profile could raise serious concerns not just about your CPD activities, but about your ability to communicate effectively in English. If this is the case, we may need to take action to protect the public. However, this is unlikely to happen and would not affect voluntary registrants whose first language is English. The purpose of this standard is to make sure voluntary registrants can communicate effectively, in order to work safely and effectively. It is not intended to prevent people who may have dyslexia or similar difficulties from being voluntary registered. If you have any concerns please contact the SCoR at PVRS@sor.org for advice.

Your writing style

The audit process is not an assessment of how clearly or how well you can write. When a CPD assessor looks at your CPD profile, he or she will be focusing on your CPD activities and whether they meet our standards. However, it will still greatly help our CPD assessors if your writing is clear so they can easily understand the information and how you meet each of our standards. This does not mean that you need to be able to write in a particular style.

Disabled voluntary registrants

If you are disabled we will assess your CPD profile fairly. You do not have to tell us about your disability in your CPD profile if it is not relevant to your CPD activities. However, if you think your disability is relevant to your CPD you can mention your disability in your CPD profile. This information will be seen by the CPD assessors and the members of staff who process your profile. We will not share this information with anyone else, and will keep this information securely and confidentially. If you have any queries relating to disability and your CPD or CPD profile please contact us.

APPENDIX 1:

Possible 'learning activities' that can be presented with appropriate evaluation and reflection as evidence for the CPD audit.

Completing a programme of study
Participation in appropriate professional workshops and conferences
Defining and implementing a departmental audit programme
Implementing a change process in practice
Being a mentor or preceptor for an ultrasound student or newly qualified sonographer
Participation in an ultrasound or professional research project and possible publication
Attendance at and participation in case reviews
Attendance at radiology discrepancy meetings and multi-disciplinary team meetings
Submission of a paper to a journal
Critical evaluation of a peer reviewed research paper
Teaching peers and students, both formally and informally
Completion of 'e-Learning for Healthcare' modules and other on-line learning activities such as those published by the Fetal Anomaly Screening Programme
Active engagement with a professional ultrasound group, professional or regulatory body or scientific society
Promoting the practice of ultrasound to other health care professionals within a wider context
Communicating with, and imaging, patients.
Reviewing and reflecting on cases and current literature.

The list of possible activities above is for example only and is not exhaustive. There are many and varied other activities that can also contribute to an individual's CPD.

Provided your CPD is related to your development as a clinical sonographer, manager, researcher, applications specialist or teacher and is related to ultrasound practice then it should be acceptable. If in doubt please contact the SCoR at PVRS@sor.org for advice.

APPENDIX 2:

Examples of CPD evidence

Materials you may have produced:

- Information leaflets
- Case studies
- Clinical reviews
- Adapted student notes
- Policies or position statements
- Procedural documents
- Documents about national or local processes
- Local protocols
- Recent job applications
- Reports (for example, on project work, clinical audits, reviews and so on).
- Business plans
- Guidance materials
- Guidelines for dealing with service users
- Course assignments
- Action plans
- Course programme documents
- Presentations you have given
- Articles for journals
- Questionnaires
- Research papers, proposals, funding applications
- Learning contracts
- Contributions to the work of a professional body
- Contributions to NICE or the work of a specialised group

Materials showing you have reflected on and evaluated your learning and work

- Adapted documents arising from appraisals, supervision reviews and so on
- Documents about following local or national schemes relating to CPD

Evaluations of courses or conferences attended
 Personal development plans
 Approved claims for credit for previous learning and experience

Materials you have obtained from others

Testimonies
 Letters from service users, carers, students or colleagues
 Course certificates (e.g. 'e-Learning for Healthcare', screening programme courses).
(All links accessed 22/1/2019)

APPENDIX 3:

Chart summarising the audit requirements

Standard	Evidence	Questions
1. A voluntary registrant must maintain a continuous, up-to-date and accurate record of their CPD activities.	<ul style="list-style-type: none"> List of the CPD undertaken in the last two year Demonstrate consistent CPD across the two years 	<p><u>Main question:</u></p> <ul style="list-style-type: none"> Does your practice include a summary sheet of all your CPD activities? <p><u>Extra questions:</u></p> <ul style="list-style-type: none"> How have you kept an up-to-date and accurate record of your CPD activities? How did you record your CPD activities? Who (if anyone) approved your plan for undertaking CPD activities?
2. A registrant must demonstrate a mixture of learning activities relevant to current or future practice.	<ul style="list-style-type: none"> Personal statement showing evidence of different methods of learning Relevant to current or future practice 	<p><u>Main questions:</u></p> <ul style="list-style-type: none"> What different types of learning activity have you undertaken? How is your CPD relevant to your work? What parts of your role are affected by your CPD? <p><u>Extra questions:</u></p> <ul style="list-style-type: none"> How did you identify your learning needs? How did you decide on what CPD activities to undertake? How did you make sure your mix of CPD activities is appropriate to meet your needs? How has the mixture of learning activities been relevant to your current or future work?
3. A voluntary registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery.	<ul style="list-style-type: none"> Reflective evidence of six CPD activities. Demonstrate how your learning activities improve your work and the service you provide 	<p><u>Main questions:</u></p> <ul style="list-style-type: none"> How have you updated your knowledge and skills over the past two years? How has this learning affected your work?

<p>4. A voluntary registrant must seek to ensure that their CPD benefits the service user.</p>	<ul style="list-style-type: none"> • Reflective evidence of six CPD activities. • Demonstrate how service users can benefit from your learning activities 	<ul style="list-style-type: none"> • How has this learning benefited your service users? <p><u>Extra questions:</u></p> <ul style="list-style-type: none"> • How does your learning relate to your ability to work safely, effectively and legally? • How does your professional development relate to your changing work? • What aspects of your work have changed as a result of your CPD?
<p>5. A voluntary registrant must, 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.</p>	<ul style="list-style-type: none"> • Summary of recent work/practice (to demonstrate current scope of practice) • CPD profile • Evidence to support your statements relating to standards 2 to 4, including reflections on CPD activities. 	<p>Have you completed all the required sections, see checklist below?</p> <p>Will you be able to submit by the deadline?</p>

Checklist:

- CPD number on the document
- Summary of recent work/practice (max. 500 words)
- Personal statement showing how you address standards 1 to 5 (max. 1500 words)
- Dated list of CPD activities over the last two years
- Detailed description and reflection of **six** CPD activities to address standards 1 to 5
 - Activity title
 - Type of learning
 - What you learnt
 - Impact on practice
 - Further learning identified
- Submission date met