



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Framework for Continuing Professional Development Standard and Requirements

Consultation Report

July 2013

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1.0 Introduction

1.1 About CORU

CORU is responsible for regulating health and social care professions. It comprises the Health and Social Care Professionals Council and the registration boards established under the Health and Social Care Professionals Act 2005 (as amended) (the Act). CORU's role is to protect the public by promoting high standards of professional conduct, professional education, training and competence amongst the designated professions. The designated professions under the Act are social workers, clinical biochemists, dietitians, medical scientists, occupational therapists, orthoptists, physiotherapists, podiatrists, psychologists, radiographers, social care workers and speech and language therapists.

Under the Act one of the functions of a registration board is to give guidance and support to registrants concerning continuing professional development (CPD). To this end the Council sought to develop a framework for CPD standard and requirements to issue to each of the registration boards. The draft framework is set out in the document ***Framework for Continuing Professional Development: Standard and Requirements***, June 2013.

1.2 The public consultation process

Background

In March 2013 CORU launched a public consultation seeking feedback on the framework for continuing professional development (CPD) standard and requirements.

The framework set out the parameters for the CPD standard and requirements for each of the 12 Registration Boards and the profession it regulates, ensuring that despite the diversity of professions to be regulated, set guidelines remain common.

The parameters were developed by CORU following a national and international review of CPD and professional regulation in other jurisdictions, along with engagement with the representative bodies of the 12 professions and other key stakeholders.

CPD is a core element of the new regulatory environment. Once a practitioner registers, there is a duty on them to engage in CPD. CPD contributes to safe, appropriate practices and is critical in protecting the public.

Online Consultation Process

An online survey was developed with a link to the framework document. The online survey was live from 11 March, 2013 until 23 April, 2013. A number of channels were used to publicise the online consultation process and invite the submission of observations. These included:

- A press release was placed on www.coru.ie (see Appendix 1)

- The online survey and the link, along with an explanation of the consultation, was emailed to all registered social workers. The email was also sent to a targeted list of over 700 stakeholders, including the professional bodies, trade unions, educators and other interested parties who have previously corresponded with CORU (see Appendix 5).
- Information on the consultation along with a link to the survey was hosted on the CORU website.

People were invited to participate in the consultation process in a number of ways:

- They could ring CORU to request a copy of the framework document and to offer feedback
- They could post written submissions
- They could visit www.coru.ie and choose to complete an online survey
- They could email submissions to consultation@coru.ie

Consultation meeting with professional bodies, large employers and trade unions/representative bodies

The professional bodies for each of the designated professions and a number of other professions that may be designated at a future date, along with representatives of the HSE and QQI and the relevant trade unions representatives were invited to a consultation meeting held at the Institute of Public Administration, Dublin on 8 April, 2013.

Written submissions

A number of written submissions were received (these are listed in Appendix 4). They ranged in length from a short email with a few key points to 4/5 page submissions. Some reflected the views of individuals whilst others reflected the views of organisations or institutions.

1.3 Overview of responses to consultation

There were 51 participants in the consultation forum and there were 75 responses to the public consultation:

Online survey	59
Email submissions	19
Postal submissions	1

A list of participants organised by method of responding is provided in Appendices 2, 3 and 4.

1.4 Issues emerging from the consultation process

The report highlights the key issues that emerged from the consultation process. They include:

- Broad welcome for draft framework
- Role of Registration Boards
- Expanding the definition of CPD
- CPD requirements examined
- CPD process in stages
- Simplifying the CPD portfolio
- Audit process explained
- Supporting registrants
- Role of professional bodies
- Role of employers
- Revisions and additions to list of learning activities
- Views on consultation process.

The report presents the key findings from the consultation process followed by the decisions made in relation to the findings by the Registration and Education Committee and a brief rationale for each decision.

1.5 Acknowledgements

CORU would like to extend our appreciation and thanks to all those that participated in the consultation process. The report from the consultation process was reviewed by the Registration and Education Committee and the outcomes are reflected in a revised Framework for Continuing Professional Development Standard and Requirements.

2.0 Issues emerging from the consultation process

2.1 Broad welcome for the draft framework

The broad consensus from the feedback suggests that CORU was proceeding along the right lines in the development of the framework.

Decision

The committee welcomed the feedback.

Rationale for decision

n/a

2.2 Role of Registration Boards

The consultation process acknowledged the limitations of a framework and emphasised the role of individual Registration Boards in making the framework profession specific.

Decision

The Committee agreed the role of registration boards in relation to amending the framework document and decided that the registration boards must set out clear evidence-based rationale for any changes made to the CPD framework.

Rationale for decision

This will ensure unnecessary deviation from the framework document. Secondly, in the event of a Fitness to Practise case involving CPD this will assist in understanding the profession specific elements of the CPD standard and requirements.

2.3 Expanding the definition of CPD

The broad consensus from the consultation process was that the definition of CPD is appropriate but would benefit from some revisions and additions.

Decision

The committee agreed to include a reference to 'range of activities' within the definition of CPD.

The committee agreed to include a reference to 'ongoing' in the definition.

Rationale for decision

The decision to include a 'range of activities' in the definition will provide greater clarity for registrants and should make clear that they must achieve their CPD points from a variety of activities rather than any just one or two activities.

A reference to 'ongoing' was included as learning opportunities arise every day and at any time.

2.4 CPD requirements examined

The consensus from the consultation process was that more guidance on the 'range' of CPD activities and more clarity regarding the meaning of 'ongoing basis' is required.

The consensus was that the role of the Registration Board in relation to the 'range' of activities needs to be further examined.

Decision

The committee accepted both of the above recommendations and agreed to amend the draft framework for CPD standard and requirements to provide more clarity.

The committee considered and agreed to retain the phrase 'professional life' rather than 'professional career'.

The committee considered and agreed to substitute the word 'integral' for the word 'important'.

The committee considered and agreed to use the word 'continuing' instead of 'continued'.

Definition of 'professional qualities' already provided in glossary.

Rationale for decision

It is important that registrants fully understand the parameters of the CPD standard and requirements.

To use 'professional career' could eliminate someone who was retired but may want to return to the profession.

Replacing 'integral' to 'important' is simpler and clearer.

The committee agreed that 'continuing' instead of 'continued' reflects the concept of progression more appropriately.

The feedback raised concerns about the requirement for all registrants to accumulate 60 CPD credits in each 24-month cycle irrespective of the nature of their work (part-time, job-share, not working) and highlighted the difficulties for registrants who have taken leave (maternity, parental, carers) during the cycle.

Decision

The committee considered and agreed to retain the requirement of 60 CPD credits in each 24-month cycle.

Rationale for decision

Research conducted as part of the development of the framework indicated that 60 CPD points was about the average number of points amongst the designated professions and other regulatory bodies examined. Some professions do set their CPD points higher.

All professionals who wish to remain on the Register must adhere to the Code of Professional Conduct and Ethics which clearly states that the registrant must keep their CPD up to date, with no provision or allowance made for working part-time or for taking time off. The bottom line is protection of the public. Examples of CPD portfolios will be provided in the final framework for CPD standard and requirements and these will provide more clarity on acquisition of CPD points.

The CPD standard and requirements will be reviewed and any feedback from the audits will be considered.

The broad consensus from the consultation process suggested that there should be more clarity and certainty about the allocation of credits to CPD activities.

Decision

The committee acknowledged the anxieties that will likely exist in the early stages of the roll out of the CPD standard and requirements and agreed that every effort will be made to provide clarity in the final document. Further clarity will be provided in the profession specific for CPD standard and requirements provided by the registration boards and this will be supported by profession specific exemplars developed by the professional bodies in due course.

Rationale for decision

The allocation of credits to CPD learning activities may differ from one profession to another and this will be accommodated in the adaptation of the for CPD standard and requirements by each profession's registration board.

Examples of CPD portfolios will be included in the final document and these will also provide clarity for registrants.

The CPD standard and requirements will be reviewed and any feedback from the audits will be considered.

Professional bodies can have a role in supporting their members around CPD.

There was broad consensus from the consultation feedback that managers/supervisors have a definite and important role to play in the review of knowledge, skills, performance and professional qualities and in the development of the personal learning plan. The role of managers/supervisors was not explicitly stated in the framework document.

Decision

The committee considered the points raised and acknowledged that managers/supervisors do have an important role to play in relation to CPD. However, it was agreed that this would not be included in the framework document but will be included in guidance/information leaflet for employers.

Rationale for decision

The role of managers/supervisors will be included in guidance/information leaflet for employers.

Many of the professionals work individually and don't have a manager or supervisor.

The consultation process suggested that consideration be given to the timing of the declaration of compliance in relation to the CPD cycle.

Decision

The committee considered the points raised and it decided to remove the requirement for an annual declaration of compliance with CPD as part of the re-registration process.

Rationale for decision

The requirement for a registrant to maintain their CPD is contained within the Code of Professional Conduct and Ethics. Registrants at the time of annual re-registration are required to sign a declaration of compliance with the Code.

2.5 CPD process

The consultation process broadly supported the concept of the staged process to guide registrants through the CPD standard and requirements. However, proposals for re-examining the links between the 'review' stage (Stage 1) and 'planning' stage (Stage 2) and re-examining how credits are allocated arose frequently in the responses.

There was broad consensus that reflection is central to the success of CPD and that registrants should engage in more reflective practice than that proposed in the draft framework.

Decision

The CPD cycle diagram will be altered to capture the importance of reflection at all stages.

The committee considered the points raised and decided to increase the number of items to be reflected upon in a portfolio that is going forward for audit from four to eight. This equates to one reflection per quarter.

The committee also decided to provide space on the forms for registrants to record their reflections and unplanned activities.

Rationale for decision

The committee felt that reflection on all activities would be too onerous, but that reflection on only four activities was too little and this was in keeping with the feedback received.

For some of the designated professions, this will be their first introduction to CPD, therefore it is important that the framework for CPD standard and requirements is not too onerous in the beginning.

There will be opportunity to review the CPD standard and requirements in the future.

2.6 CPD Portfolio

The consultation process highlighted the need to clarify the rationale for the inclusion of a professional profile in the CPD portfolio and suggested options for renaming the 'profile'.

Decision

The committee considered the points raised and decided to retain the inclusion of a professional profile in the portfolio.

Rationale for decision

The work/role context provided in the professional profile is relevant to assessors when they are evaluating a CPD portfolio. It will assist them in understanding the context and nature of the work of the registrant as well as opportunities within the workplace for CPD.

Personal Learning Plan

The consultation process raised a number of concerns about the personal learning plan: - the title; how realistic it is to make a personal learning plan at the outset and then execute it over the 24 month cycle?; is the model too static? the involvement of line managers in drawing up the plan.

Decision

The committee considered the points raised and decided to retain the title as personal 'learning' plan.

The involvement of line managers is not required but can be used as evidence.

Rationale for decision

The committee felt that 'learning' was different from 'development' and that the word development was too broad.

Line manager's involvement is supplementary. A reference to the role of managers/supervisors will be included in an employer's guidance/information leaflet.

The framework for CPD standard and requirements must be inclusive of all registrants and recognise that registrants may work on their own without colleagues or managers.

The amalgamation of the personal learning plan and the record of activities was suggested as, it was suggested, there is some repetition in the two elements.

Decision

The committee considered the points raised and decided to retain both elements of the CPD portfolio with some amendments, most notably the inclusion of a form to record unplanned CPD activities.

Rationale for decision

There was a need to support the culture of recording as this would be new to some professions.

The need for planning and recording will become more apparent when sample portfolios are included in the document.

Record of CPD activities

Clarification regarding the type of CPD activities that can be included in the records e.g. mandatory training, 'new' learning.

Decision

The committee considered the points raised and decided it was important to emphasise 'new' learning.

Rationale for decision

The committee felt that the emphasis should be on 'new' as it was important that the CPD was deepening or extending the registrant's existing knowledge or skill base.

Examples of CPD portfolios will be included in the final document and these will provide clarity for registrants.

Evidence of CPD activities

The consultation process raised a few concerns about the need to clarify the role of line managers/supervisors in regard to 'evidence' of CPD – do they need to sign off on evidence?

The provision of evidence for 'supervision' for those professions that use 'supervision' was also raised.

Furthermore, the issue of documenting/evidencing CPD that takes place spontaneously at work needs to be addressed in the framework.

Decision

The involvement of line managers is not required but can be used as evidence.

The committee considered spontaneous CPD opportunities earlier in the document and decided to develop a form to capture unplanned CPD.

The issue of 'supervision' will be addressed by the relevant registration boards.

Rationale for decision

Line manager's involvement is supplementary. Many professionals work on their own. In terms of professions that require formal supervision, these may need to be signed off by a line manager but this issue will be more specifically addresses by the relevant registration board and appropriate adaptations can be made to the CPD standard and requirements.

Submitting portfolios and draft templates

There was broad consensus in the consultation process that the templates provided in the draft framework were appropriate. The use of suitable templates provided by professional bodies was also widely supported.

Decision

The committee considered earlier feedback and decided to make some amendments to the templates.

Rationale for decision

Adaptation of the forms would better facilitate registrants in recording their CPD.

Maintaining records timeframe

The consultation process raised several queries about the timeframe for the retention of records and the justification for the timeframe.

Decision

The committee considered the points raised and decided to request that the records be retained in perpetuity.

Rationale for decision

The committee considered the points raised and felt that all records throughout a registrants career would be relevant and if a registrant was called to a fitness to practice hearing, it would be beneficial if they could produce a full record of CPD over their career.

Issue of confidentiality and submitting evidence

The consultation process suggested that the issue of anonymity and confidentiality re service users, agency policy etc. might be addressed by having a stronger role for supervisors/ managers in signing off reports without the need to include these sensitive materials.

Decision

The committee considered the points raised and decided not to alter the evidence requirements for CPD.

Rationale for decision

Some professionals work on their own without a line manager or supervisor and adequate safeguards will be put in place when recruiting assessors to ensure confidentiality.

2.7 Audit process

The broad consensus from the consultation process was that the percentage of registrants to be sampled and the process for developing the sampling framework should be clearly stated.

Decision

The committee considered the points raised and decided that a representative sampling approach will be used.

Rationale for decision

To ensure a robust sampling approach with a small margin of error estimating the overall level of compliance with the scheme within the profession.

Timelines

The broad consensus from the consultation process was that the timeline for the audit process were too generous and should be tightened up. A timeline from start to finish of the audit process would assist registrants.

Decision

The committee considered the points raised and decided to retain the timeline but to produce an improved graphic for inclusion in the framework.

Rationale for decision

For some of the designated professions CPD will be a big culture change and the timeline was set to take account of this and to encourage and enable registrants to meet the CPD standard and requirements without undue penalties.

Once the CPD standard and requirements have been in operation for a time, they will be reviewed and any feedback considered.

Assessment

The broad consensus from the consultation process was that there were many aspects in relation to the selection, training and the manner in which assessors will carry out their role that are not sufficiently detailed in the draft framework.

Decision

The committee considered the points raised and decided that the CPD framework document would not set out the selection process, training and role of assessors but would refer to and link to the CORU policy on recruitment and selection.

Rationale for decision

CORU is developing a policy for the recruitment, selection and training of all assessors recruited by the organisation which will be available on the CORU website.

Deferral

The consensus from the consultation process was that the criteria for granting a deferral should be included in the framework document.

Decision

The committee considered the points raised and decided it should be clarified in the framework document that the granting of a deferral is decided upon on a case-by-case basis.

Rationale for decision

The granting of a deferral is decided upon on a case-by-case basis and therefore could not be outlined in any detail in the document.

Right of reply

The consensus from the consultation process was that there is insufficient information on the right of reply and associated costs in the framework document.

Decision

The committee considered the points raised and agreed to expand the information on the right of reply.

Rationale for decision

The committee felt it was appropriate that further information should be given to registrants.

2.8 Supporting registrants

The consensus from the consultation process was that there are many ways in which registrants can be supported when undertaking CPD.

Members of the public, service users and employers also need information about the CPD standard and requirements that registrants will be undertaking.

Decision

The committee considered and noted the many suggestions however, they won't have an impact on the framework document but will guide the provision of supports for registrants in the future.

Rationale for decision

Details of the registration board's CPD standard and requirements will be published on the CORU website for registrants, employers and members of the public to view.

2.9 Role of professional bodies

The consensus from the consultation process was that there is a significant and important role for professional bodies in supporting and encouraging CPD and a willingness from all the professional bodies to exercise that role.

Decision

The committee considered and noted the points and suggestions made however they won't have an impact on the framework document.

Rationale for decision

n/a

2.10 Role of employers

The consensus from the consultation process was that registrants understand and accept their responsibility for meeting the requirements of the CPD standard and requirements. However, to achieve this they need the support of their employers/line managers/supervisors. The consensus was that the framework document should state how employers can support and facilitate their staff in relation to CPD.

Decision

The committee acknowledged the point raised but clarified that CORU does not have any remit over employers.

Rationale for decision

CORU do not have any remit over employers. A guidance/information leaflet will be produced for employers.

2.11 Revisions and additions to list of learning activities

There was broad consensus for the inclusion of the extensive list of CPD activities in the framework document and there were several suggestions for broadening the list.

The development of a profession specific list by registration boards was also raised.

Decision

The committee considered the points raised, it was agreed that the list currently in the framework document is quite extensive however it was decided to review the suggestions made in the feedback and to broaden the list as appropriate.

It was agreed that the sample portfolios will further assist registrants. It is the intention that the framework for CPD standard and requirements would be adapted by the individual registration boards of each of the designated professions.

Rationale for decision

Additional examples will provide further support to registrants when developing their CPD learning plans.

The framework for CPD standard and requirements will be adapted by the individual registration boards of each of the designated professions and they may decide to amend the list of activities.

2.12 Views on consultation process

There was broad consensus that the model for the consultation process was effective in achieving its aims.

Decision

The committee welcomed the feedback.

Rationale for decision

n/a

Appendix 1: Press release

Continuing Professional Development Consultation Launched

11th March 2013: CORU, Ireland's first multi-profession regulator, has today launched a public consultation on a framework scheme for continuing professional development (CPD).

The framework sets out the parameters for a CPD scheme for each of the 12 Registration Boards and the profession it regulates, ensuring that despite the diversity of professions to be regulated, set guidelines remain common. The parameters were developed by CORU following a national and international review of CPD and professional regulation in other jurisdictions, along with engagement with the representative bodies of the 12 professions and other key stakeholders.

The consultation on the CPD framework will be open for a period of 6 weeks. The framework scheme will be published on the CORU website and individuals and interested parties will have the opportunity to provide feedback and comment. It will then go to Council for approval and subsequent adoption and adaptation by the Registration Boards this summer.

CPD is a core element of the new regulatory environment. Once a practitioner registers, there is a duty on them to engage in CPD.

Launching the public consultation today, CORU CEO Ginny Hanrahan said that "Continuing professional development contributes to safe, appropriate practices and is critical in protecting the public. CPD also helps instill public confidence in the competence of the registrants who provide health and social care services".

"I encourage people to take part in this consultation process. Your views will shape the CPD framework that all health and social care professionals will be required to take part in", said Ms. Hanrahan.

The framework can be viewed on www.coru.ie or can be requested by emailing consultation@coru.ie or contacting CORU on 01 2933160.

Feedback can be provided by filling in this feedback form [<insert link>](#), by emailing consultation@coru.ie, or in writing to Public Consultation, CORU, 13 - 15 The Mall, Beacon Court, Bracken Rd., Sandyford, Dublin 18.

The consultation process will close at 5pm on Tuesday 23rd April 2013. Any submissions received after this time will not be considered. A report on the consultation process will be published following consideration of the submissions received.

ENDS

For further information:

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Or

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Note for Editors:

CORU is responsible for regulating health and social care professionals. It consists of the Health and Social Care Professionals Council and will include the 12 registration boards established under the Health and Social Care Professionals Act 2005.

The designated professions under the Act are social workers, clinical biochemists, dietitians, medical scientists, occupational therapists, orthoptists, physiotherapists, podiatrists, psychologists, radiographers, social care workers, and speech and language therapists.

Appendix 2: Participants in online survey

Anandhi	Boorasamy	
Anne	Stevenson	
Blanchet	Bey	
Carmel	Halton	
Caroline	McGregor	Social Work Dept, National University Galway
Catherina	Harrison	
Childi	Alaribe	
Crona	Carew	
Csilla	Cristea	
David	Lowbridge	
Declan	Coogan	
Declan	Carey	
Deirdre	Mc Gettrick	
Denise	Lyons	Social Care Ireland
Dympna	O'Grady	Workforce Development, HSE West
Edel	Dunphy	Irish Association of Speech and Language Therapists
Edel	Doyle	
Evelyn	Herlihy	Occupational Therapists Vocational Group, IMPACT
Fidelma	Beirne	
Gerry	Mulhern	Psychological Society Ireland
Grainne	Flanagan	
John	Stowe	
Kevin	Figgis	SIPTU
Margaret	Mulligan	
Maria	Joyce	

Mary Jane	Egan	
Nigel	Roberts	
Noel	Howard	Social Care Ireland
Orla	Maguire	Association of Clinical Biochemists in Ireland
Paul	Guckian	
Rosemary	Dillon	
Sally	Phillips	
Samantha	Couzens	
Saragh	McGarrigle	
Sarah	Lee	Association of Occupational Therapists in Ireland
Shane	Foley	
Shane	Knox	
Shane	Foley	Irish Institute of Radiography and Radiation Therapy
Sinead	Moean	
Sinead	O Sullivan	Irish Institute of Radiography and Radiation Therapy
Sinéad	Fitzpatrick	Irish Nutrition and Dietetic Institute
Terry	Madden	
Thomas	Kearns	Nursing and Midwifery Board of Ireland
Tina	McGrath	
Triona	Sweeney	
Vanessa	Cuddy	
Virginia	Pop	

Social Work Dept, Connolly Hospital

Occupational Therapy Managers, St. John of God
Hospital, Lucena Clinics, Carmona Services

Appendix 3: Participants in consultation meeting, 8 April 2013

Aileen Barrett, Speech & Language Therapists Registration Board
Ann Taylor, CORU Council Member
Barry O’Sullivan, Pre Hospital Emergency Care Council
Brenda Mehigan, IMPACT National Social Work Vocational Group
Caroline McIntosh, CORU Council Member
Chris Peat, Axia International
Christina Carney, IMPACT
Denise Lyons, Irish Association of Social Care Workers
Edel Dunphy, Irish Association of Speech and Language Therapists
Eric Brady, Psychological Society of Ireland
Frank Browne, Irish Association of Social Workers
Gaynor Beyer, Occupational Therapists Registration Board
Gaynor Beyer, Occupational Therapists Registration Board
Geraldine Collier, Clinical Biochemists Vocational Group, IMPACT
Halog Mellett, CORU Council Member
Jackie Reed, CORU Council Member
Jill Long, Irish Society of Chartered Physiotherapists
John Kane, Medical Laboratory Scientists Association
Karen Fahy, National Education Officer for CPD in Podiatry
Kevin Figgis, SIPTU
Laura O’Brien, Irish Association of Speech and Language Therapists
Margo t Barry, Association of Occupational Therapists Ireland
Marie Culliton, CORU Council Member
Mary O’Donnell, Opticians Board
Muiris FitzGerald, CORU Council Member
Noel Howard, Irish Association of Social Care Workers
Odhran Allen, CORU Council Member
Orla Daly, Joint Professionals Vocational Group (JPVG), IMPACT
Orla Maguire, Association of Clinical Biochemists in Ireland
Paddy Duggan, Health Service Executive
Patrick Kenny, Irish Chiropodists/Podiatrists Organisation Ltd.
Paul Harrison, Health Service Executive
Peter Coleman, Association of Optometrists Ireland
Peter Cullen, Quality and Qualifications Ireland
Rosemary Curry, Health Service Executive
Shane Foley, Irish Institute of Radiography and Radiation Therapy
Shane Knox, Pre Hospital Emergency Care Council
Sinead Fitzpatrick, Irish Nutrition and Dietetic Institute
Sinead O’Sullivan, Irish Institute of Radiography and Radiation Therapy
Susanne Quinn, Social Workers Registration Board
Terry Casey, Medical Laboratory Scientists Association
Veronica O’Doherty, Adelaide & Meath Hospital/IMPACT
Vivienne Starr, Irish Association of Dispensing Opticians
William Robertson, Medical Laboratory Scientists Association

Appendix 4: List of persons/organisations who submitted written responses

Association of Optometrists Ireland

Axia Interactive Media

Federation of (Ophthalmic and Dispensing) Opticians

IMPACT National Social Workers Vocational Group

Irish Association of Dispensing Opticians

Irish Association of Social Workers

Irish Hospice Foundation

Irish Nutrition and Dietetic Institute

Irish Society of Chartered Physiotherapists

Medical Social Workers Forum

National University of Ireland Galway

Northern Ireland Social Care Council

Nursing and Midwifery Board of Ireland

Rosemary Fox, Radiographer

Social Work Department, Beaumont Hospital

St. John of God Hospitaller Services

The Irish Chiropodists/Podiatrists Association

University of Limerick, Practice Education Team

Appendix 5: Online feedback form

Public Consultation on Continuing Professional Development: Standards and Requirements - Framework Document

CORU is seeking feedback on a framework scheme for continuing professional development (CPD).

The framework sets out the parameters for a CPD scheme for each of the 12 Registration Boards and the profession it regulates, ensuring that despite the diversity of professions to be regulated, set guidelines remain common.

The parameters were developed by CORU following a national and international review of CPD and professional regulation in other jurisdictions, along with engagement with the representative bodies of the 12 professions and other key stakeholders.

CPD is a core element of the new regulatory environment. Once a practitioner registers, there is a duty on them to engage in CPD. CPD contributes to safe, appropriate practices and is critical in protecting the public.

The framework scheme has been published on the www.coru.ie. It can also be requested by emailing consultation@coru.ie or contacting CORU on 01 2933160.

Following the close of the consultation period, feedback will then go to the Health and Social Care Professionals Council for approval and subsequent adoption and adaptation by the Registration Boards this summer.

This survey will take approximately 10 minutes to complete and your feedback will help inform the development of the CPD scheme for health and social care professionals.

The consultation process will close at 5pm on Tuesday 23rd April 2013. Any submissions received after this time will not be considered. A report on the consultation process will be published following consideration of the submissions received.

1. Personal Information (you do not need to provide your personal information if you would prefer not to)

First name: _____

Surname: _____

Email: _____

Telephone number (fixed): _____

Telephone number (mob): _____

2. Would you like to be added to our database so we can contact you regarding future developments?

YES or NO

3. Are you contributing to this survey in (please tick one)

a personal capacity? _____

on behalf of an organisation? _____

If on behalf of an organisation, please specify: _____

4. How did you hear about this consultation? (please tick as many as apply)

On www.coru.ie _____

On another website _____

By email _____

Other (please specify) _____

5. The following definition of CPD is proposed in the framework document:

“Continuing professional development is the means by which health and social care professionals maintain and improve their knowledge, skills and competence and develop the professional qualities required throughout their professional life. CPD is an important component in the continued provision of safe and effective services for the benefit of service users.”

Do you think this definition provides a clear statement of the purpose and desired outcomes of continuing professional development?

Yes

No

Use the space below to elaborate on your answer.

6. All registrants are required to undertake CPD as a condition of their registration. The standard for CPD is set out in the framework for the Code of Professional Conduct and Ethics, in the section Standards of Performance. ***“The registrant must make sure that his/her knowledge, skills and performance are of a high quality, up to date and relevant to their practice. Registrants are required to maintain and develop professional competence by participation in continuing professional development”.***

The CPD requirements (page 12 of framework document) set out what the registrant has to do to demonstrate how s/he meets the standard for CPD.

Do you think that the requirements are clear?

Yes/No

7. **What are your views on the proposed requirements for CPD?**

Please answer in the space provided.

8. Is the explanation of the stages of the CPD process clear and easy to understand (pages 14 to 17 of document)?

Yes

No

If no, please specify how this could be improved.

9. The proposed process for registrants when undertaking their CPD is set out in the five stages:

- 1. Review**
- 2. Plan**
- 3. Implement**
- 4. Reflect**
- 5. Demonstrate**

Please provide any comments or observations on the 5 stage CPD process, in the space below.

10. The CPD portfolio is the means by which the registrant maintains a record of their CPD throughout each 24 month cycle. The portfolio has five elements:

- 1. Professional Practice and Practice Setting**
- 2. Personal Learning Plan**
- 3. Record of CPD Activities**
- 4. Reflections on CPD Activities**
- 5. Evidence of CPD Activities.**

Is the explanation of the elements of the portfolio, provided in the framework document, clear and easy to understand? (pages 19 & 20)

Yes

No

Please give details in the space provided.

11. Do you think the CPD portfolio, as proposed, is an appropriate way for registrants to maintain their CPD records on an ongoing basis and document their compliance with the CPD requirements?

Yes

No

Please give details in the space provided.

12. To monitor compliance with the scheme a random selection of registrants from each profession will be required to submit their portfolio for audit at the end of each 24-month cycle.

Are the stages of the proposed audit process clearly presented and easily understood (pages 22 to 25)?

Yes

No

Please elaborate on your answer in the space provided.

13. The criteria that will be used by the assessors when they are assessing CPD portfolios are set out on pages 26 & 27 of the framework document.

Do you think the assessment criteria will act as a useful prompt for registrants on how to ensure their CPD portfolio meets the CPD requirements?

Yes

No

Please elaborate on your answer in the space provided.

14. Appendix 1 (pages 29 to 31) presents a list of CPD activities and gives examples of appropriate supporting documentation for each activity. This list, whilst not exhaustive, is intended to guide and assist registrants when planning and undertaking CPD.

Are there other learning activities that should be added to the list?

Yes

No

Please elaborate on your answer in the space below.

15. Have you any comments on the supporting documentation examples (Appendix 1) listed for each of the CPD activities? (Please be specific in your answer)

16. Appendix 2 (pages 32 to 38) presents templates for each of the five elements of the CPD portfolio. These templates are designed to aid and guide the registrant in the process of building and maintaining their CPD portfolio. A registrant can choose to use these templates or if there is an alternative template available from their professional body, employer or other representative body this may also suffice. Templates are provided for:

- 1. Professional Practice and Practice Setting**
- 2. Personal Learning Plan**
- 3. Record of CPD Activities**
- 4. Reflections on CPD Activities**
- 5. Evidence of CPD Activities.**

Do you think the templates provide a useful resource for registrants undertaking CPD?

Yes/No

17. The framework facilitates the registrant maintaining their CPD records in hard copy or electronically, and to use the templates provided or alternatives provided by professional bodies, employers or other relevant bodies. Have you any comment on this flexibility regarding CPD records?

Please use the space provided.

18. It is proposed to develop the following supporting documentation once the CPD policy is confirmed:

- **Registrants guide to the standard and regulations**
- **Assessors guide to the standard and regulations**
- **Employers guide to CPD**
- **Sample portfolios for the different professions.**

What other supporting documents could CORU provide?

Please use the space provided below.

19. Did you find this consultation form useful?

Yes

No

Please provide any comments on the consultation feedback form:

Thank you for participating in this consultation process. Your views will be taken into consideration.

If you have any queries please contact CORU on 01 2933160 or email consultation@coru.ie



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

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