



HEALTH PROFESSIONALS COUNCIL OF SEYCHELLES

**YOUR GUIDE TO OUR STANDARDS OF CONTINUING
PROFESSIONAL DEVELOPMENT (CPD)**

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1.0 Introduction

The Health Professionals Council regulates thirty-seven categories of health professionals in Seychelles. These categories are derived from seventeen medical fields that are covered under the scope of the Health Professionals Council Act of 2006. To achieve this we keep a register of all professionals who meet our standards based on qualifications of training, professional skills and good behavior.

In addition, because we value the importance of keeping abreast to the developments of our respective fields, we have set standards for continuing professional development (CPD) for our registrants which will be an important part of your continuing registration.

This booklet is a guide to your responsibilities relating to continuing professional development. It explains how to build your individual portfolio and specifies what can be included in them as CPD.

2.0 What is CPD?

CPD can be defined as **“a range of learning activities through which health professionals maintain and develop throughout their careers to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice.”** (Continuing professional Development and your registration. Health & Care Professions Council. Information for registrants; HPC UK)

3.0 What does the standards of conducts, Performance & Ethics of HPC Seychelles say about CPD?

The standard that relates to CPD states; *“Keep your knowledge and skills up to date and relevant to your scope of practice, including undertaking continuing professional development. You must keep up to date with, and follow, any law, regulations or guidance which applies to your practice.”*

4.0 How can I undertake CPD?

We realize that going for formal courses and conferences may not always be possible for everyone especially in our local context. This is why we are adapting a flexible approach, taking into account how you work, and letting you decide what you want to do as CPD. However, please note;

- You must make sure your CPD is a mixture of different kinds of activities – not just one kind of learning – and that it’s relevant to your work. It could be relevant to your current role or to a planned future role.
- You should aim for your CPD to improve the quality of your work. It may not actually improve your work, due to factors beyond your control, but when you choose your CPD activities you should intend for them to improve your work.
- You should aim for your CPD to benefit service users. As above, you may not be able to make sure that this happens, but you should have the intention of benefiting service users. Depending on where and how you work, service users might include patients, clients, your team, or students.

Various activities that are recognized as CPD has been formatted and can be found at the end of this brochure.

5.0 How do I maintain records of my CPD activities?

We are encouraging everybody to keep a professional portfolio. A professional portfolio enables you to assemble, in one place, proof of activities undertaken of additional learning, professional experiences, achievements and reflective and self-directed learning. Once you have built your portfolio do not forget that it should not remain static — your portfolio is a live document that you will need to review and update on a regular basis.

6.0 Contents of my portfolio

6.1. A Cover, Table of contents, Documentation to support the scope of your current practice, for example:

- Job description
- Curriculum vitae

6.2. Evidence of achievements such as:

- Publications
- presentations or posters (certificate of attendance should be sought where possible)
- Projects and audits

6.3. Any evidence to demonstrate that you meet competences within a relevant framework, such as:

- Teaching sessions
- Records of interventions and contributions to patient care
- Journal club & reflective writing

6.4. Any formal learning that you have completed for example:

- courses and workshops attended (copies of certificates to be added)

In addition, the HPC has several forms which can help when keeping records of your CPD. Please go to our website for details.

7.0 Assembling my portfolio (to be used as a guide)

- Use ring files, with dividers and clear sheet protectors if possible
- Group similar items together if possible.
- Make it professional and visually appealing

8.0 Renew of registration

When you renew your registration, you need to state on the renewal form, the number of hours & points accumulated on CPD. You will be asked to bring along your portfolio when you bring your registration form to give us an idea of how you have met our CPD standards over the previous two years.

9.0 Possible activities for CPD

9.1 Work based learning

Work based learning is professional development that takes place by fulfilling the current job role. Such development naturally takes place as experience is gained in the role, greater independence and responsibility is given, and the complexity and scope of work undertaken increases. Work based learning also includes in-house learning activities and development opportunities that are provided by the employer as part of staff orientation and development in support of organizational performance and objectives.

No.	Activity	Description
1	Case studies	A <i>case study</i> is a process or record of research about a person, group, or situation that has been <i>studied</i> over time.
2	Writing/ Updating clinical audit tools	Quality improvement process that seeks to improve patient care and outcomes through systematic review of care against explicit criteria and the implementation of change
3	Coaching from others	Being taught/ trained/ instructed on specific work-related skills or competencies
4	Peer review	Evaluation of scientific, academic, or professional work by others working in the same field.
5	Involvement in wider work of employer	Includes being a member of a committee or group linked to the individual's current job.
6	Work shadowing	<i>Work shadowing</i> is a short-term informal type of work experience and learning where you observe someone in their role to understand how they do their job.
7	Job rotation	The practice of moving employees between different tasks in a planned manner to promote experience and exposure to a wider variety of skills.
8	Participating in a journal club	A journal club is a group of individuals who meet regularly to critically evaluate recent articles in the academic literature related to their particular field.

9	In-service training	An in-service training is a process whereby health professionals are trained and discuss their work with others in their peer group whilst in employment.
10	Visiting other departments and reporting back	Having the opportunity to be exposed to the work environment of another department related to one's field of practice and producing a written account of what has been observed.
11	Project work or project management	Project management is the application of processes, methods, knowledge, skills and experience to achieve the project objectives within a set timeframe.
12	Writing/ updating clinical guidelines/ technical work-related procedures	Involved in the research and write up of clinical guidelines which is typically a set of evidence-based statements aimed at helping health professionals and patients make the best decisions about treatment or care for a particular condition or situation. Up-dating/ writing work-related procedures
13	Literature review	An account of published information in a particular subject area, and sometimes information in a particular subject area within a certain time period. It usually has an organizational pattern and combines both summary and synthesis.
14	Performing audits based on set/ international standards	Involved in auditing a unit or department, related to your place of work, in your field according to a defined set of standards/ international standards.

9.2 Professional activity

Professional activities that support professional development include participating in the management and organisation of a professional body; and also participating in activities that develop the professional skills and knowledge of other professionals, and participating in activities that apply scientific expertise in the wider community.

No.	Activity	Description
1	Involvement in a professional body	Be part of a group of people in a learned occupation who are entrusted with maintaining control or oversight of the legitimate practice of the occupation; also a body acting to safeguard the public interest.
2	Membership of a specialist interest group	A group of individuals that share a common interest in a specific subject and work jointly to influence public policy in its favor.
3	Lecturing or coaching	Facilitate the exploration of needs, motivations, desires, skills and thought processes to assist the individual in making real, lasting change. A process that enables learning and development to occur and thus performance to improve.
4	Mentoring	To act as an advisor, counselor or guide to an individual. Mentoring is off-line help by one person to another in making significant transitions in knowledge, work or thinking.
5	Being an examiner	A person who assessed Candidates' work against prescribed and well-defined criteria or mark schemes.

6	Being a tutor	A tutor is one who teaches or guide usually individually in a special subject or for a particular purpose. Or A person employed to instruct another in some branch or branches of learning, especially a private instructor.
7	Organising journal clubs or other specialist groups	Organize a group of individuals who meet regularly to critically discuss applicability of current articles found in medical journals or to evaluate critically the clinical application of latest medical literature.
8	Giving presentations	A formal talk in which you describe or explain something to a group of people.
9	Organising accredited courses	Structuring or planning courses of high level of standards.
10	Supervising research	Overseeing the work of an individual and Providing knowledge, helping to organize tasks, enhance motivation, and monitoring investigative process.
11	Consultation	The act of exchanging information and opinions about something in order to reach a better understanding of it, usually involving a consideration.
12	Networking with professionals in other organisations	Networking is having connection in all areas of interest to build, reinforce and maintain relationships of trust with professionals in other organization to further professional goals.

9.3 Formal/ education

Formal/educational professional development includes the participation in activities that lead to gaining academic/professional qualifications and the attendance at structured learning activities organised by professional bodies, learned societies or training providers; and also the preparation of papers, articles or presentations for a professional audience.

No.	Activity	Description
1	Attending courses	Proof by producing certificates of attendance, completion or award.
2	Attending conferences	Writing a report or certificate of attendance
3	Carrying out distance learning	Proof by producing certificates of attendance, completion or award.
4	Attending seminars/ presentations	Learning through presentations on topics related to field of practice. Writing a report or certificate of attendance

5	Planning or running a course	Participating to develop curriculum of a course, planning an actual course and conducting the course.
6	Creating research papers/ proposals	Writing proposals for research.
7	Producing course documents	Documents such as awards, project proposals and research project write-ups.
8	Writing articles or papers	Participating in write-ups for journal articles, newsletters or local newspapers.
9	Writing examination papers	Producing examination papers for formal courses

9.4 Self-directed learning

Self-directed learning takes place when the individual takes the initiative in diagnosing learning needs, formulating learning goals, designing learning experiences, identifying and using human and material resources and evaluating learning outcomes.

No.	Activity	Description
1	Reading journals/ articles	Reading Health Education Journals/articles
2	Updating knowledge through the internet/ TV	Health professionals maintain and develop throughout their career to ensure that they demonstrate and update knowledge through the internet or TV.
3	Keeping a file of your daily work	Effective record keeping benefits all practices. It can improve the efficient day-to-day operation of your practice, helps with record keeping. There are other benefits related to effective record keeping.
4	Completing course assignments	Must complete within timeframe with comments and scoring if possible by supervisor.
5	Reading books and book chapters	New releases and popular books on respective field of practice.
6	Writing reports on new/updated equipment or techniques/procedures	Developing new techniques/procedures, or modifications of established ones.
7	Carrying out reflective practice	Continuous development and self-assessment of skills

9.5 Others

Activities which may not require scientific expertise, but which help develop transferable skills and gain experiences that are valuable in the current professional role or in future career directions. These would include involvement in strategic activities for the employer; and activities carried out outside of professional life.

No.	Activity	Description
1	Strategic thinking/planning	Planning and operational planning to develop strategies that have a greater chance for success.
2	Developing organizational /planning skills	Demonstrate time Management, Mental & Physical organizational skills.
3	Carrying out voluntary work	Carried out with charities and non-profit organizations, volunteering for school activities, hospitals and community-based work.

The lists of example activities should not be considered exhaustive but are intended to give an indication of the range of activities that may constitute CPD. Please visit our website for details on forms available for CPD as well as points allocated to each group of activities.