



## Policy – Identifying Practitioners at Risk

Policy Domain:	
Policy Area:	
Policy Author:	
Contact:	
Version:	
Approval Details:	
Effective Date:	
Review Date:	
Related Documents:	

### 1. Purpose

To ensure that the CPD Home identifies practitioners at risk of not meeting the requirements of their CPD program(s) and to provide guidance or support to assist them to meet the requirements.

### 2. Policy statement

The CPCA is committed to implementing a systematic and consistent approach to identifying when practitioners are at risk of not meeting the requirements of their CPD program(s) as delivered by the CPD Home. The CPCA will ensure for each practitioner at risk they will provide guidance or support to assist them meet the requirements.

### 3. Responsibility

Implementation of this policy is the responsibility of the CPD Home Committee. Activities as outlined in the procedure may be conducted by authorised representatives with all outcomes and actions reported through to the CPD Home Committee and CPCA Board (if required).

### 4. Scope

This policy applies to all practitioners registered with the CPD Home.

### 5. Procedure

1. All members will be advised, in the Membership Application Pack and Member Welcome Pack of the CPD program requirements including:
  - a. all deadlines for activities
  - b. all methods of reporting
  - c. how to access and use the CPD Wizard
2. In the first quarter of each calendar year, every CPD member will nominate the activities they will undertake in the year ahead (with capacity to modify throughout the year as

- required that also match the standard) and that the said activities will demonstrate the standard.
- a. As each activity is completed, the record will be added. For in-house activities an automated recording of the completion of activities will be provided.
3. Each quarter the CPD Home Administrator will review, through an automated process supported by the CPD Wizard, all member activity records.
    - a. A report of any members who have not yet met the requirements of the CPD Program will be produced.
      - i. When determining if a member has met the requirements of the program, any approved exemptions or adjustments must be considered.
      - ii. A requirement is deemed at risk, where the CPD Wizard record shows that no evidence, or insufficient evidence has been entered into the system.
      - iii. A requirement is deemed at risk, if the number of required CPD hours has not yet been met or evidenced
  4. In the first instance, for every identified member, activities to assist them will be compiled and communicated to them via email by the CPD Home Administrator.
    - a. This means any currently available, mapped activity within the CPD Program that the practitioner has not already completed. For example, if they have not yet completed any hours towards a CPD area a list of available activities will be provided in support of them finding something suitable to enable them to self-correct.
  5. Where the practitioner does not take any action to self-correct, the CPD Home Administrator will reach out to offer additional support. This is functional support to ensure that the practitioner is not struggling with the technology and understands the expectations of the CPD Program.
    - a. The CPD Home Administrator can also explain or guide the practitioner in the Exemption and Variation Policy if it applies in the circumstances.
  6. The CPD Home Administrator will also, where necessary, offer the support of the nominated CPD Home Committee representative.
    - a. This representative is tasked by the CPD Home Chair to discuss options, activities and support needs for individuals who require additional guidance in how to meet their CPD obligations. Including:
      - i. Completing a CPD plan,
      - ii. identifying appropriate activities,
      - iii. requesting consideration of exemption or variation,
      - iv. identifying other support needed by the individual.
    - b. The representative will have sufficient knowledge and skills to provide guidance and support.
    - c. The representative has access to the broader CPD Home and Education Committee as a resource to discover additional options or to escalate the needs of the individual, with their consent.
    - d. The representative must always maintain the confidentiality of the practitioner, by not disclosing any identifying details (including but not exclusive to name, contact details, address or practice).
    - e. The representative must advise immediately if any conflict of interest arises.
  7. All communications will be retained in member records (either external to, or within the CPD Wizard) for ease of providing future support.

8. Practitioners will continue to be provided the above support and any escalated support, with their consent, for the duration of their membership.

**6. Supporting Documents / Systems**

- CPD Program
- Privacy Policy
- CPD Home Committee
- At Risk Report
- Member Information Pack
- Member Welcome Pack
- Sample Communication to Practitioner at Risk

**7. Review**

This policy will be reviewed no less than annually at the time of use to ensure it remains fit for purpose.

**8. Version Control**

Version	Date	Changes Made	Approved By
DRAFT	25/08/2022	New document created	Dr Michael Molton
V2	15/05/2023	HT - Significant updates to the content and process	