



SOCIETY OF HEALTH PLAY SPECIALISTS (SOHPS): THE CPD PROFILE

The CPD Profile is an important aspect of professional registration with SOHPS.

- It represents an ongoing record of your continuing professional development (CPD).
- It presents an opportunity to improve your practice, based on the feedback you receive in the course of your work.
- It is a space for you to reflect on your own learning and development and its impact on your HPS practice and the people you work with.
- It is a way of sharing evidence of your CPD with your line manager and of planning for your future learning needs.

PROFILE GUIDELINES

The Profile Form is an e-document linked to each registrant's User Page of the SOHPS website. It should be updated at regular intervals throughout the year and reviewed by the line manager annually. All registrants must submit their Profile Form for audit every 3 years: this is a condition of registration with SOHPS. The audit date appears on the registrant's User Page, and an email reminder is sent at the start of the audit year.

Lapsed registrants and those returning to practice after a career break are also required to submit a CPD Profile as part of a Late Re-registration application.

Registrants who need to receive or submit information in an alternative format (e.g., large print, Braille, audio) should make this known to the registration coordinator. On receipt of appropriate evidence, the Registration Standards Committee will consider making reasonable adjustments to support the Profile submission.

GETTING STARTED

These guidelines should be read in full before starting to upload information to the Profile Form and used for reference thereafter. They provide an overview of the Profile requirements and of how to present the evidence to support these requirements.

You will also need to refer to the following documents while completing the Profile Form, so may wish to download them before you get started:

- [SOHPS Professional Standards](#)
- [CPD Activity Examples](#)
- [SOHPS Guide to Reflection](#)

USING THE PROFILE FORM

- You need to log in to sohps.org.uk using a digital device which has access to Google Chrome or Microsoft Edge.
- The Profile Form can be found by clicking on the 'CPD PROFILE' button on your User Page.
- You may type straight into the Profile Form or choose to copy-and-paste from a draft document. If you use the copy-and-paste function, you should be aware that the formatting of your text may change when transferred to the Profile Form.
- If you use copy-and-paste, you must ensure that you do not intentionally, or accidentally, upload any webpages, images, or tables as these are not compatible and may risk the loss of your data.
- You are advised to save the information you upload to the Profile Form at regular intervals, rather than wait until you have completed every section of the form. You can find out how to save securely [here](#) (Note: You need to be logged in to view this)
- If you do not save the information you have uploaded before logging out of the Profile Form, it will be lost.
- **If you have any questions about using the Profile Form, uploading, saving your information, or anything else, please contact the Registration Coordinator at registration@sohps.org.uk who will be able to help you.**

CONFIDENTIALITY

When compiling their CPD Profile, registrants must take care to respect other people's identity and avoid the use of 'personal data' (Section 1(1) of the Data Protection Act 1998).

Registrants must not identify anyone with whom they work; this includes the names of patients, family members, professional colleagues, and students; hospitals, wards, and other institutions. This is to ensure compliance with GDPR (Regulation (EU) 2016/679).

NB. Registrants should not use pseudonyms or initials. Generic terms such as 'the child', 'the nurse' or 'the ward', 'the hospital' should be used instead.

THE AUDIT YEAR

The audit year runs from 01 April to 31 March and all sections of the Profile Form should be completed every year, unless otherwise stated.

NEW FOR 2025!

- If you have been on Maternity/Carer's/Sick Leave or other protected Leave during any one year, you should enter the dates and reason for your absence from work in the 'Notes' section on page 1 of the Profile Form.
- You may also use this section to record any exceptional circumstances which have influenced your practice or access to CPD during the year.
- If you are submitting your Profile Form for audit following an Extension Request, please also mention this in the 'Notes' section.

SECTION ONE: ALL ABOUT YOU

Section 1a: Summary of practice history

Registrants should give details of their work setting, scope of practice, and registration status during each of the 3 years. If there is no change to these details across the 3 years of the audit period, you only need to enter them in Year 1.

Section 1b: Current Practice

The purpose of this section is to provide a context for the information contained in your Profile. You need to describe your own work setting and your role within the wider professional team, including any adjustments to your role during the year. It may be relevant to mention whether you work full- or part-time and whether you are a lone practitioner or part of a large play team.

This summary should be about you and your current role, rather than a generic job description, and should be written in prose rather than using bullet points.

NEW FOR 2025!

If there is no change to your work setting or job role across the 3 years of the audit period, you only need to complete the 'Current Practice' section in Year 1. For Years 2 and 3, simply state 'No change'.

SECTION TWO: CPD ACTIVITIES

In this section, you should list your main [CPD Activities](#) during the year. You do not have to list everything you've done but should select the activities that have had the greatest influence on your professional practice.

Continued professional development (CPD) refers to any process or activity, planned or otherwise, that contributes to an increase in, or the maintenance of, knowledge, skills and personal qualities related to the HPS role.

NEW FOR 2025!

You are required to undertake at least **12** hours of CPD activities per year. These should represent *a range* of both participatory and non-participatory activities, including:

8 hours of participatory learning

(CPD activities you have actively engaged in with other professionals, such as professional conversations/discussions, MDT meetings or Schwartz rounds, student teaching or conference presentations.)

4 Hours of non-participatory learning

(CPD activities which you have undertaken on your own, such as reading, writing, online study/research, passive attendance at lectures or conferences.)

For each example of CPD listed, you should include the following:

- A brief description of the activity
- A summary of your own learning from the activity
- An evaluation of its impact on your professional practice

NEW FOR 2025!

Attention all mentors!

- Mentoring an HPS student or apprentice counts towards 50% of your CPD requirement for each year of the student's placement (i.e. 4 hours participatory CPD/ 2 hours non-participatory CPD).
- The *Part 3 Mentor Reflection and Evaluation* may be included as one of your Reflections in Section Four.

SECTION THREE: PRACTICE-RELATED FEEDBACK

In this section, you need to record 2 examples of practice-related feedback received during the year and **identify how the feedback influenced your future practice.**

The feedback can be positive or constructive and from children, families, HPS colleagues, or other professionals, but you should not record any information which might identify an individual (refer to note on Confidentiality on p.1).

What counts as Practice Related Feedback?

- Feedback received from patients and families during your day-to-day practice.
- Feedback from colleagues, such as other HPS or professional colleagues.
- Feedback from students and colleges.
- Complaints, team performance reports, or serious event reviews.
- Your annual appraisal.
- Feedback can be about your individual practice or about your team, ward, unit, or organisation.

SECTION FOUR: REFLECTIONS

You are required to write **FIVE** Reflective Accounts across the three years of your CPD Profile. These should demonstrate your learning and development each year and must represent various aspects of your CPD.

YEARS 1 and 2 should each include TWO Reflective Accounts:

- **Reflection 1** must link to one of your CPD activities.
You do not need to describe the activity again but should give the title and number of the relevant CPD Activity listed in Section Two.
- **Reflection 2** must link to one of the following:
 - One of your CPD activities (*as above*)
 - One of your examples of Practice-Related feedback

You do not need to describe the feedback again but should give the title and number of the relevant Practice-Related Feedback listed in Section Three.

- A new or challenging clinical experience

You need to briefly (200-300 words) describe the experience before reflecting on it.

NEW FOR 2025!

YEAR 3 should include ONE Reflective Account:

- **The Year 3 Reflection** must link to one of your CPD activities.
You do not need to describe the activity again but should give the title and number of the relevant CPD Activity listed in Section Two.

Each of your Reflections must include the following:

- Discussion of the benefits/potential benefits to the service you offer and to the people you work with.
- Evaluation of the impact of the CPD activity on your professional practice.
- Identification of your future learning and development needs.
- A minimum of 2 links to the [SOHPS Professional Standards](#) quoted in full and integrated in the main body of your text (i.e., not as a footnote).

SECTION FIVE: MANAGER'S REVIEW

You must meet with your line manager* annually, to review and discuss your CPD Profile, either as part of the appraisal process or at another convenient opportunity.

- This section of the form must be completed for each year of the audit period, otherwise it will be deferred.
- It needs to include **full details** of your line manager* (name, job title, PIN and contact email) and the date of your review meeting.
**Where the line manager is unavailable to review and discuss your profile, you may meet with another senior colleague who has knowledge of your role and practice.*
- Your line manager* should write a summary of the review meeting in the designated section of the Profile Form.

A sample of line managers will be asked to complete a questionnaire confirming that they have reviewed and commented on the Profile Form.

NEW FOR 2025!

Before you submit your profile for assessment, make sure that you have completed all relevant sections of the Profile Form for Years 1, 2 and 3.		
Section 1 Current Practice	For each year: <ul style="list-style-type: none"> I have described my present role and responsibilities or reported 'no change'. I have explained any gaps in evidence due to maternity or other protected Leave. 	
Section 2 CPD Activities	For each year: <ul style="list-style-type: none"> I have listed at least 8 hours of participatory activities and 4 hours of non-participatory activities. If relevant, I have identified mentoring as a CPD Activity (4 hours participatory/2 hours non-participatory). 	
	I have identified my own learning from each of my CPD activities.	
Section 3 Practice-related Feedback	For each year: I have given 2 examples of practice-related feedback and identified their impact on my practice.	
Section 4 Reflections	<ul style="list-style-type: none"> For each year: I have written 1 Reflection linked to one of my CPD activities. For Years 1 and 2: I have written a second Reflection linked to one of my CPD activities or an example of Practice-related feedback, or a new/challenging clinical experience. 	
	Each of my Reflections identifies how my CPD benefits those I work with and its impact on my HPS practice.	
	Each of my Reflections includes 2 links to SOHPS Professional Standards	
Section 5 Manager Review	I have discussed my Profile with my line manager (or equivalent),	
	For each year: My manager has completed, signed and dated this section.	
Confidentiality	My profile does not identify any people or places by name	
Proof-read	<ul style="list-style-type: none"> I have not uploaded pictures, webpages or tables to my Profile Form I have proof-read my Profile and corrected any spelling/grammar mistakes 	

PROFILE ASSESSMENT CRITERIA

Each year 50% of CPD Profiles submitted are reviewed and assessed by one or more members of the Registration Standards Committee – a small group of experienced/retired practitioners and HPS tutors. All first submissions, profiles submitted after a lapse or extension, and those requiring special consideration are always assessed. Profiles are assessed against the following ten criteria and must satisfy all these requirements in order to be approved.

Before submitting their Profile Form for audit, registrants are advised to review their entries to ensure that all the following 10 criteria have been met.

1.	A registrant must maintain a continuous, up-to-date, and accurate record of their CPD activities. <i>Any gaps in the CPD record (e.g., due to maternity or other protected leave) must be explained in the 'Notes' in Section 1 of the form.</i>
2.	A registrant must demonstrate that their CPD activities represent a range of learning and development activities relevant to current or future practice.
3.	A registrant must demonstrate a minimum of 12 hours CPD, to include a range of participatory and non-participatory activities (minimum 8 hours participatory plus 4 hours non-participatory). <i>Mentoring an HPS student counts as 4 hours participatory/2 hours non-participatory CPD.</i>
4.	A registrant must demonstrate that their CPD has contributed to the quality of their practice and service delivery.
5.	A registrant must demonstrate that their CPD benefits the child, family/carers, and other professionals.
6.	A registrant must ensure that each of their Reflections includes 2 links to SOHPS' Professional Standards.
7.	A registrant must maintain the confidentiality of any children/family members/colleagues referred to in the profile document.
8.	A registrant must review the completed profile with their line manager.
9.	A registrant must present a reflective profile which highlights the learning from their CPD activities and the impact of this learning on their professional practice.
10.	A registrant must sign the declaration to confirm that the profile is all their own work and that it represents an accurate record of how they have maintained and developed their professional skills and knowledge as an HPS.

PROFILE ASSESSMENT FEEDBACK

50% of submitted profiles are assessed each year, including all first submissions and late/extended submissions. We aim to complete the assessment within 4 weeks of submission, but this may take longer during peak times. Assessment feedback is posted in the *Profile Assessment Record* on the registrant's personal page of the SoHPS website.

- If your CPD Profile is approved at the initial assessment, your name will remain on the public register, and you will not be expected to submit another Profile for 3 years.
- If your Profile is auto-approved in any year, it will receive a full assessment at the next submission.
- Failure to submit a Profile for audit by the stated deadline will result in removal from the public register and payment of a late surcharge before a late submission can be considered.
- If you submit a Profile and it is deferred at the initial assessment, you will be invited to resubmit, with specified changes, within one calendar month of the deferral date, during which time your name will remain on the public register.
- The line manager will be informed of all deferrals with a request to make additional guidance and support available to the registrant.
- If there are extenuating circumstances which would make it difficult for you to resubmit your Profile by the required date, you need to state these in writing to the registration coordinator at the earliest opportunity, in order for an extension to be considered.
- If you fail to resubmit by the required date, and an extension has not been agreed in advance, your name will be removed from the public register, and you will be required to make an additional payment before a resubmission can be considered.
- If you resubmit by the required date and your Profile is deferred a second time, you will be advised to seek the support of the practice development/education team at your workplace before resubmitting for a second time. A letter will be sent to your line manager requesting support in your attempts to re-register.
- If your Profile is deferred a third time, following a second resubmission, your Profile will be assessed by a second assessor and a decision made with regards your continued listing on the public register.

ARRANGEMENTS FOR EXCEPTIONAL CIRCUMSTANCES

SoHPS will support and make reasonable adjustments for Health Play Specialists who have a learning difficulty or other disability which means they find using online submission difficult. If you require support, guidance and/or help, you must contact registration@sohps.org.uk in a timely manner, prior to your 'Audit Due Date'.

Extension Requests

SoHPS recognises that there might be circumstances when a Health Play Specialist cannot meet all the profile requirements by the audit due date, in which case the registrant needs to submit an [Extension Request Form](#) supported by evidence in writing from a line manager or medical practitioner.

For example:

- You are not practising as an HPS at the time of re-registration.
- You have taken a sabbatical or are travelling abroad.
- You are on maternity/carer's leave or long-term sick leave.

SoHPS will consider each request for an extension to the audit date on its own merits but, in all cases, the registrant will need to have met the re-registration requirements during the three years prior to the audit date.

The following factors will be taken into account when considering an extension request:

- Whether the registrant has contacted SoHPS in advance of the audit date.
- Whether the annual renewal form has been submitted and the re-registration fee paid.
- The reason why the registrant cannot submit the audit profile by the specified date.

Please address any enquiries about the CPD Profile to

registration@sohps.org.uk

Or check out our [FAQs](#)