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.

The purpose of the CPD audit is to ensure that HPS practice and conduct are in line with SoHPS' Professional Standards. Assessment and approval of the CPD Profile is confirmation that a registrant meets all the requirements for continuing registration with SoHPS.

Registrants who require adjustments to the way in which they receive or submit information should make this known to the registration coordinator in a timely manner. Reasonable adjustments might include additional time or presenting information in an alternative format (e.g., large print, Braille, audio). On receipt of appropriate evidence of need and its impact on practice, 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 https://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**.
- 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.**

MAINTAINING CONFIDENTIALITY AND ANONYMITY

When compiling their CPD Profile, registrants must take care to respect other people's identity (anonymity) and avoid the use of 'personal data' (confidentiality) - Section 1(1) of the Data Protection Act 2018. No names or details which could identify people or places should appear anywhere on the Profile Form, with the exception of the following:

- The registrant **must** enter their name and workplace at the top of the Profile Form. The form will be anonymized prior to assessment.
- The line manager (or equivalent) **must** enter their full name, designation, and PIN at the end of the Manager's Review.
- The first name of the registrant **may** appear in Practice-related Feedback and the Manager's Review.
- The author/s of a book or article referenced in the CPD Profile **should** be included.

Registrants **must not** name anyone with whom they work or interact or any identifiable location. This includes the following:

- patients and family members
- professional colleagues
- mentors/students
- lecturers and speakers at conferences etc.

- hospitals
- wards/departments
- other institutions

Registrants must avoid the use of pseudonyms or initials, substituting generic terms such as, 'the child', 'the nurse', 'my colleague', 'the speaker/presenter' or 'the ward', 'the hospital'.

A breach of confidentiality/anonymity represents a breach of SoHPS' Professional Standards and all Profile submissions which fail to adhere to the above guidance will be deferred.

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.

- 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.

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.

Registrants 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.)

Each CPD Activity must relate to a single example of repeated activities (such as regular meetings or teaching) and must refer to **new learning** from the specific example cited**.**

NB. For each example of CPD listed, you must 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

Advice for mentors

- Mentoring a HPS student or apprentice counts towards 50% of your CPD requirement for each year of the student placement (i.e., 4 hours participatory CPD/ 2 hours non-participatory CPD).
- Mentoring may be listed as one of your CPD activities for each year of the student placement and should be entered on the Profile Form as follows:
  - Date of activity: enter relevant year
  - Number of hours Participatory Learning: 4
  - Number of hours Non-participatory Learning: 2
  - Method: Mentoring an HPS Student
  - Learning from CPD Activity: You must identify your personal learning from the mentoring experience. Be specific and give one or more example of how your own knowledge, skill and/or practice has developed in the mentoring role. This should be different for each year of the placement.
- Each year, your CPD record should include a range of activities, so the other 50% of your CPD requirement (4 hours participatory/2 hours non-participatory) must be made up of non-mentoring activities.
- One of your Reflective Accounts should link to the above CPD Activity and be a reflection on your mentoring experience. See further information on p.5.

Advice for registrants submitting the CPD Profile for audit for the first time

- Year 1 may include CPD Activities undertaken whilst still a student /apprentice/awaiting employment.
- Each Year 1 Reflection must relate to one of CPD Activities listed in Section 2 of the Profile Form.
- Both Reflections in Year 1 should be new material (not copy-pasted from student Portfolio/assignment).

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 guidance on confidentiality and anonymity on p.2).

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.

If you have been an HPS mentor during one (or more) of the three years of the audit period, one of your Reflective Accounts **must** relate to your mentoring experience. You should identify the support you provided to the student/apprentice to achieve their competencies, including reference to the weekly meetings. This Reflection must include 6 links to the Mentoring Standards in addition to the required links to the Professional Standards.

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.

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 (max. 5) 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 by your line manager* for each year of the audit period, otherwise it will be deferred.
- Your line manager* should write a summary of the review meeting in the designated section of the Profile Form.
- It needs to include **full details** of your line manager* (name, job title, PIN, and contact email) and the date of your review meeting.
- A sample of line managers will be asked to complete a questionnaire confirming that they have reviewed and commented on the Profile Form.

**Where the line manager is unavailable to review and discuss your profile, you may meet with another senior colleague, who is registered with their professional body and who has knowledge of your role and practice.*

Guidance for Managers may be found **here**

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: • 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: • 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	• 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. • If I have mentored an HPS student or apprentice within the 3 years of this audit period, one of my reflections relates to my mentoring experiences.	
	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 & Anonymity **Proof-read**	My profile does not identify any people or places by name • 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

Profile assessment is not an assessment of a registrant's fitness to practice, but to confirm that the evidence provided demonstrates that their practice and conduct are in line with SoHPS' Professional Standards. Approval of the CPD Profile is confirmation that a registrant meets all the requirements for continuing registration with SoHPS.

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. The other 50% are 'auto-approved' and will receive a full assessment at the next submission. All first submissions, profiles submitted after a lapse or extension, and those requiring special consideration are always fully assessed.

From 2026, there will be random spot-checks of auto-approved Profiles to audit the safety and integrity of this procedure. Spot-checks will be used to verify the authenticity and accuracy of the evidence contained in auto-approved Profiles.

- Registrants will only be contacted if a spot check suggests cause for concern or to request further information.
- If a spot-check identifies no cause for concern, no further action will be taken.
- If a spot-check identifies a cause for concern, the registrant will be contacted for further information and may be required to resubmit the Profile Form for a full assessment.
- If a spot-check raises serious concerns, SoHPS will instigate the Fitness to Practice process.

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 ten criteria have been met.

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

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). *Mentoring an HPS student counts as 4 hours participatory/2 hours non-participatory CPD.*
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 2-5 links to SoHPS' Professional Standards.
7.	A registrant must maintain the confidentiality/anonymity 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. The Registration Standards Committee aims 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 and advised by email.

• 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 not one of those assessed in any one 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 re-submit, 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 re-submit 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 re-submit 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 re-submit 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 regard to 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 sensory or 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 must 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