



# **BAA Continuous Professional Development Policy**

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# 1. BAA and Regulatory Bodies: requirement for CPD

## Introduction

Continuous Professional Development is a requirement of registration with RCCP, AHCS and HCPC. It is a requirement of BAA membership that individuals are registered with at least one of these bodies. It therefore follows that BAA requires members to maintain up-to-date records of their continuing professional development (CPD) activities.

Members who are registered with the HCPC or RCCP/AHCS be it mandatory or voluntary are required to keep an ongoing portfolio of their CPD to maintain their registrant status. This CPD portfolio must be evidenced on request by the registrant body.

Both regulator's approach to CPD is based on 'outcomes', requiring members to reflect and then record the impact of their learning for themselves, their day-to-day practice and the benefit of their patients as well as record the objectives of the CPD activity along with any necessary follow up. They do not require "points" but qualitative reflections on how CPD has added value to the registrant and the service they offer. The Regulators are not interested in how many "hours" you have spent on an activity but on the content, relevance and value of that activity. They ask for a variety of CPD to show that registrants are self-motivated and continually keep up to date rather than waiting for a course to be organised for them.

In line with the regulator's requirements BAA's aim is to support it's members in maintaining a compliant CPD portfolio but not to do it for them, store it for them or audit them. Members are expected to be autonomous professionals and take responsibility for their own CPD. BAA commit to offer guidance, templates, examples and to signpost members' to CPD opportunities from their website.

Employers or Heads of Service are encouraged to support colleagues to maintain their registration and therefore ensure continuous professional development is a routine and an embedded way of working.

BAA **DO NOT** "accredit" courses or issue CPD points. Course providers should refer to section 2.

## 2. BAA and Course Providers:

The word accreditation implies that a course has been verified to meet educational standards leading to a recognised qualification. To achieve accreditation there should be an audit process in place which verifies these standards are met. BAA does not offer this level of support.

CPD is continual ongoing development for qualified professionals to support maintaining relevance, keeping up to date, practising skills and looking for ways to improve services.

BAA's role is to support members by signposting to courses and resources available to enable CPD maintenance.

### 2.1: Promoting Courses/Events

BAA welcomes and actively encourages course providers to keep working with the Audiology population for ongoing training and development purposes. Course providers are asked to request, complete and submit a Course CPD Promotion Profile [refer to appendix 1] to BAA management office.

Upon submission of a Course CPD Promotion Profile the CPD Committee will review the form content to ensure that it is appropriate and relevant to list and signpost BAA members to. Submitting a Course CPD Promotion Profile does not attract CPD points allocation but will allow Course providers to list and promote their course making reference to it being listed by BAA as a CPD opportunity..

Forms should be requested from & sent to;

[admin@baaudiology.org](mailto:admin@baaudiology.org)

**BAA Administration, Blackburn House, Redhouse Road, Seafield, Bathgate, EH47 7AQ**

Course providers will be permitted if they have submitted the above and paid the one off £80.00 fee to promote their course (multiple course dates allowed) elsewhere and use the logo shown below;



**BAA do not give permission for the use of their main logo on any course promotion or certificates. The above BAA CPD logo may only be used by course providers for promotion and on certificates for those who have submitted a course profile and paid the fee.**

## **2.2: Cost of Promoting Course/Events**

On receipt of the profile for a single fee of £80 the course will be promoted on the BAA website and via the Horizon's newsletter. This fee applies whether the course is run for commercial gain or not. BAA reserve the right to promote BAA organised activities free of charge.

Within the Promotion Profile form Course Providers are expected to clarify the intended audience for which their content is relevant, the intended learning objectives and the value to a service or individual. BAA members are expected to make their own personal choice on attendance at events based on the information provided.

## **2.3: Certificate of attendance**

Providers of listed courses will be able to design their own certificate of attendance for participants to retain. Course providers will be able to use the BAA CPD logo on this certificate as shown in section 2.1.

## **2.4: BAA & Corporate Members**

Corporate members are permitted to embed a URL link to their own "E-learning, on line Academy platforms alongside their logo on the Corporate member page of the BAA website.

Individual courses or events which Corporate members require to be promoted are liable for the £80 fee and a Course CPD Promotion Profile form will be required as in section 2.2

## **3.0 BAA Membership and CPD**

Continuous Professional Development is a requirement of registration with RCCP, AHCS and HCPC. It is a requirement of BAA membership that individuals are registered with at least one of these bodies. It therefore follows that BAA require members to maintain up-to-date records of their continuing professional development (CPD) activities.

Failure to meet required CPD standards as identified by a Regulator or to comply with a Regulator audit request may result in members being removed from a register. Should this occur a BAA member is no longer able to maintain full membership status with BAA and reverts to an Affiliate member status. Affiliate members have no voting rights.

### **3.1: Accreditation and CPD points**

From November 2016, CPD points will no longer be awarded to course or conference activities by BAA. BAA do not support allocating points based on hours of learning but support the reflective CPD practice required by the Regulators. BAA do not accredit courses, it is a Member's responsibility to decide if the course content is relevant to them. A course may be listed by BAA for CPD and Course providers may use the BAA CPD logo in their certificates of Attendance but this does not mean that BAA accept any liability for the content and quality of a specific course.

Members who attend a course and wish to share feedback on it are encouraged to do so by emailing;

[admin@baaudiology.org](mailto:admin@baaudiology.org)

### **3.2 Historical CPD records**

CPD records previously submitted by members for storage on the BAA website will be archived. These will remain retrievable up until November 2019.

From November 2016 there will be no storage capacity for CPD records on the BAA website. Members will be expected to store their own CPD records securely themselves.

### **3.3 CPD Audit**

BAA does not conduct CPD audits on members. However Regulators do select a random sample of registrants for CPD audit. BAA provide sample templates, completed examples and guidance to support members meet the requirement of the regulators. Compliance and meeting the Regulator standards remains the responsibility of the individual. Refer to section 3 on BAA membership requirements.

#### 4.0 BAA standards on CPD

- I. As a professional body BAA guide the principles of best CPD practice and provide support for individuals and line managers. This support is aligned to the standards required to be compliant with regulatory requirements.
- II. BAA does not monitor individual member activity on the website or assess individual's CPD portfolio, statements or PDP.
- III. BAA cannot pass an opinion on local practice but will signpost to examples of good professional practice.
- IV. There is no minimum number of points or hours for a member to complete with their CPD. It is recommended that a reflective log is captured no less frequently than monthly.
- V. BAA will produce templates that provide a framework for members to complete which support compliance with regulatory requirements.
- VI. BAA in line with the regulators advocate that CPD should be mix of learning activities that are linked to personal PDP and departmental objectives.
- VII. BAA membership may be suspended if an individual is selected for audit by their regulator and fails to either comply or attain the desired standards.
- VIII. BAA will signpost/advertise courses or training events and expect course providers to explain the objectives of the event, relevance to audiological practice and to which target audience their course may be relevant.
- IX. BAA do not accredit courses for CPD. (*Accreditation is only for training courses leading to a formal recognised qualification*)
- X. BAA charge for non BAA course providers to promote their courses on the website and via Horizon newsletter.
- XI. BAA is not responsible for the quality and content of non BAA course/CPD events
- XII. Paying Course providers are permitted to use the BAA CPD logo on certificates of attendance.
- XIII. BAA commit to maintaining the currency and relevance of information shared in the CPD section on the website.
- XIV. BAA expect that all CPD completed by members respects patient confidentiality.
- XV. All full practising BAA members are encouraged to complete a CPD portfolio. If registered with HCPC, RCCP, AHCS this is mandatory, there is no exemption for

registered individuals. If no longer a practising professional you are expected to notify the particular regulator that you wish to terminate your registration.



## Appendix 1: Course CPD Promotion Profile

<b>Event Title:</b>	
<b>Event Dates if fixed:</b>	<b>Event Timings if applicable:</b>
<b>Event provider details:</b>	
<b>Contact name:</b>	
<b>Contact email:</b>	
<b>Contact telephone number:</b>	
<b>Format of Event: (lectures, workshop groups, online, practical)</b>	
<b>Overview of Content:</b>	
<b>Planned Speakers:</b>	
<b>Intended Learning Outcomes/Benefit to delegate and their service:</b>	
<b>Who is this course relevant for? (eg; Practioner level)</b>	
<b>Introduction summary of the event to be used in promotional banner</b>	
<b>Delegate fee?</b>	