



One  Devon

# Return to Practice

Allied Health Professionals



**DEVON**



# Training Booklet

2022 - 2023

@DevonAHPFaculty

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# INTRODUCTION

## How to use this booklet

This booklet supports Allied Health Professional returning to practice. It can act as resource for potential training opportunities as well as a record of your learning.

This information can then be used as evidence to support completing the RTP documentation that the HCPC require.

It is designed to be filled in electronically but can be printed off and written off if this is easier.

While the HCPC does not require any assessment of competency to re-register, we recommend that the benchmarking skills are completed and then any profession specific competencies are used in conjunction with these.

WHAT IS  
REQUIRED?

# REQUIREMENTS

## Health Care Professions Council (HCPC) requirement for re-registration

|                                    |                                                                                                                                                                                                                                                         |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Out of practice<br>0-2 years       | 0-1 Year - Robust induction<br>1-2years - Robust induction & 2 weeks supernumerary                                                                                                                                                                      |
| Out of practice<br>2-5 years       | 30 days (225 hrs) of updating your skills and knowledge.<br>Consisting of;<br><ul style="list-style-type: none"><li>- minimum of 15 days/112.5 hrs supervised practice/professional study</li><li>- maximum of 15 days/112.5hrs private study</li></ul> |
| Out of practice<br>5 years or over | 60 days (450 hrs) of updating your skills and knowledge.<br>Consisting of;<br><ul style="list-style-type: none"><li>- minimum of 30 days/225 hrs supervised practice/professional study</li><li>- maximum of 30 days/225 hrs private study</li></ul>    |

Private study – this consists of reading articles/books/reflection etc.

Professional study – attendance at courses or study days, including return-to-practice distance learning courses, study days and other clinical courses.

Supervised practice – this is shadowing a therapist much like a student placement.

## SUPERVISED PRACTICE



As a returnee, being unregistered with the HCPC, you will be delegated work by an experienced registered professional.

Supervised activities should include;

- Working alongside your supervisor and having informal and formal supervision
- Gaining feedback on your progress
- Identifying learning opportunities and exposing yourself to these as often as possible.
- Reflecting on experience gained during the placement period to identify gaps in your knowledge and skills

|                       |  |
|-----------------------|--|
| Location of placement |  |
| Type of Experience    |  |
| Dates of placement    |  |
| Supervisor            |  |

## SUPERVISED PRACTICE - SWOT ANALYSIS



Consider completing the SWOT analysis prior to your placement

|                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------|--|
| <p>Strengths<br/>(What do you do well? What do other people recognise that you do well?)</p>                     |  |
| <p>Weaknesses<br/>(What needs improvement? What skills or experience do you lack?)</p>                           |  |
| <p>Opportunities<br/>(What can you do to improve your weaknesses? What can you learn during your placement?)</p> |  |
| <p>Threats<br/>(What obstacles might you face?)</p>                                                              |  |

## SUPERVISED PRACTICE



**Pre-placement  
reflection**

Objective(s)

Action plan

**Post-placement  
reflection**



## FORMAL TRAINING



Consider the following resources for formal training opportunities;

[eLearning for Health](#)

[Trust/organisation training](#)

[Social Care Institute of Excellence E-Learning](#)

| Training | Date(s) | Location |
|----------|---------|----------|
|          |         |          |
|          |         |          |
|          |         |          |
|          |         |          |
|          |         |          |
|          |         |          |
|          |         |          |
|          |         |          |



## PRIVATE STUDY



Private study is self-structured learning which could include the following activities:

- Reading journal articles or library books
- Reading information on relevant websites
- Reflecting on and recording your learning

The only specification that the HCPC makes is that private study cannot make up more than half of your total placement time.

|                             |  |
|-----------------------------|--|
| Private study undertaken    |  |
| Reflection on private study |  |



## Assessment and Clinical Reasoning

| Knowledge relating to skill:                                                                                                                                             | Evidence/Comments | Date completed |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Understanding of professional responsibility, autonomy & accountability regarding patient assessment and clinical decision making                                        |                   |                |
| Can explain how the assessment information informs the clinical decision regards diagnosis, prognosis, treatment plan and / or discharge                                 |                   |                |
| Understands the principles behind setting SMART patient-led clinical goals                                                                                               |                   |                |
| Understands treatment options and / or signposting opportunities available in a given patient situation, with patient choice underpinning the decision                   |                   |                |
| Able to describe the expected outcome of an intervention through clinical reasoning                                                                                      |                   |                |
| Understands how to identify frequency of clinical input                                                                                                                  |                   |                |
| Understands & can describe how the clinician's own beliefs can impact on the decision-making process                                                                     |                   |                |
| Can explain the required documentation in relation to the assessment                                                                                                     |                   |                |
| Aware of relevant legislation relating to consent, and incorporates this into clinical practice                                                                          |                   |                |
| Practice relating to skill:                                                                                                                                              |                   |                |
| Gains informed consent from the patient, their family, or carers, when undertaking an assessment and ensures that they understand why the information is being collected |                   |                |
| Identifies relevant and appropriate clinical indicators / clinically relevant information within a referral and / or patient notes                                       |                   |                |
| Assesses the patient considering their holistic needs, chosen lifestyle & social situation                                                                               |                   |                |
| Demonstrate appropriate clinical decision making, patient centred goal setting, treatment and / or discharge planning                                                    |                   |                |
| Uses assessment documentation to clearly describe the clinical reasoning process                                                                                         |                   |                |
| Communicates clearly & appropriately throughout the assessment using language that the patient understands                                                               |                   |                |
| Identifies and encourages self-management options available                                                                                                              |                   |                |
| Acts appropriately on clinical information to ensure the safety of the patient                                                                                           |                   |                |
| Demonstrate learning from the clinical reasoning process via self-reflection                                                                                             |                   |                |



## Documentation

| Knowledge relating to skill:                                                                                                                                                                                                              | Evidence/comments | Date completed |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Understands the principles and standards of record keeping and documentation as outlined in HCPC codes of conducts                                                                                                                        |                   |                |
| Demonstrates Management of patient records in accordance with the Data Protection Act (1998)                                                                                                                                              |                   |                |
| Adheres to Trust policy on health record keeping with an understanding of accountability and responsibility regarding electronic and paper record keeping.                                                                                |                   |                |
| Understands the implications of failure to maintain confidentiality or breaches of national legislation regarding information management.                                                                                                 |                   |                |
| Documentation and any other MDT assessment / profession specific assessment documentation                                                                                                                                                 |                   |                |
| Is up to date with Information governance training                                                                                                                                                                                        |                   |                |
| Knows how to and records information on the electronic systems and ensure follow information governance requirements                                                                                                                      |                   |                |
| <b>Practice relating to skill:</b>                                                                                                                                                                                                        |                   |                |
| Accurately and legibly records all information related to involvement with the service user, as soon as practically possible after the activity, in line with the standards of the Health and Care Professions Council, and local policy. |                   |                |
| All records must be clearly dated, timed and attributable to the person making the entry                                                                                                                                                  |                   |                |
| Documentation is contemporaneous, relevant, appropriate, and complete for each patient.                                                                                                                                                   |                   |                |
| Demonstrates and accepts accountability and responsibility regarding patient records including recording of delegated activities completed by support staff (countersigning where applicable)                                             |                   |                |
| Demonstrate ability to write person centred SMART goals                                                                                                                                                                                   |                   |                |
| Useful and relevant information is prepared and delivered to meet the needs of the individual or groups as appropriate to role                                                                                                            |                   |                |
| To be able to undertake and evaluate an assessment using the appropriate profession specific assessment tools                                                                                                                             |                   |                |
| Undertake risk assessments using appropriate tools e.g., Patient Handling, Falls risk assessment, equipment specific tools                                                                                                                |                   |                |
| Contributes to Health records audit and takes part in Peer review of documentation                                                                                                                                                        |                   |                |

# BENCHMARKING SKILLS



## Infection Control

| Knowledge relating to skill:                                                                                                                      | Evidence/comments | Date completed |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Can access and understand Trust policies in relation to infection control                                                                         |                   |                |
| Can access and understand Trust guidance in relation to handling equipment, including the separation of clean and contaminated items              |                   |                |
| Can access and understand Trust policy in relation to the handling and disposal of used linen/waste                                               |                   |                |
| Can access and understand Trust policies in relation to isolation/barrier nursing                                                                 |                   |                |
| Understands correct cleaning procedures in relation to blood/body fluid spillage                                                                  |                   |                |
| Knows appropriate actions to take in the event of infection control breach e.g., a needle stick injury or contamination of self by body fluid     |                   |                |
| Is up to date with Infection control training                                                                                                     |                   |                |
| Practice relating to skill:                                                                                                                       |                   |                |
| Demonstrates appropriate hand washing and use of alcohol gel                                                                                      |                   |                |
| Complies with uniform policy                                                                                                                      |                   |                |
| Demonstrates safe and appropriate practice when dealing with infection control issues including use of PPE                                        |                   |                |
| Demonstrates an understanding of their role in the protection of self, patients, colleagues, and visitors in relation to infection control policy |                   |                |
| Identifies infection control issues and reports findings appropriately to other members of the MDT                                                |                   |                |
| Demonstrates appropriate cleaning procedure when using equipment                                                                                  |                   |                |

# BENCHMARKING SKILLS



Confidentially communication, respect, and dignity

| Knowledge relating to skill:                                                                                                                                                                              | Evidence/comments | Date completed |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Awareness of current national legislation and guidelines, Trust policies and protocols.                                                                                                                   |                   |                |
| Understanding the importance and accountability in respecting a patients/client's privacy, dignity, wishes and beliefs.                                                                                   |                   |                |
| Can discuss how culture, religion, spiritual beliefs, gender, sexuality, illness, and disability can impact on privacy and dignity                                                                        |                   |                |
| Up to date with Equality and Diversity training                                                                                                                                                           |                   |                |
| Demonstrates an awareness of issues relating to Equality and Diversity                                                                                                                                    |                   |                |
| Up to date with Mental Capacity Act training, Mental capacity assessment and DOLS                                                                                                                         |                   |                |
| Practice relating to skill:                                                                                                                                                                               |                   |                |
| Ability to communicate with patients in a manner that respects their individual knowledge, abilities, and preferences                                                                                     |                   |                |
| Delivers care with dignity making appropriate use of interpersonal skills.                                                                                                                                |                   |                |
| Actively involves the patient/client in their assessment and care planning                                                                                                                                |                   |                |
| Demonstrates respect for diversity and individual preference                                                                                                                                              |                   |                |
| Effectively modifies own communication in response to barriers that can impact on Privacy and dignity                                                                                                     |                   |                |
| Modifies the environment to ensure that privacy and dignity is maintained                                                                                                                                 |                   |                |
| Demonstrates clear verbal communication skills within a variety of settings both service users and professional groups, in line with professional standards and use of written literature as appropriate. |                   |                |
| Uses appropriate communication aids and relevant strategies are used to supplement/facilitate assessment, diagnosis, treatment, and advice and when communication barriers exist                          |                   |                |
| Accurately records communication with patients in an appropriate format and style                                                                                                                         |                   |                |
| Communicates with a range of health and social care professionals that are involved with the patients care according to previously agreed consent procedures                                              |                   |                |
| Communicates using agreed formats in an appropriate manner to ensure timely sending and receiving of information by all involved in the patient care                                                      |                   |                |

# BENCHMARKING SKILLS



## Moving and Manual Handling

| Knowledge relating to skill:                                                                                             | Evidence/comments | Date completed |
|--------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Awareness of Trust Moving and Handling Policy                                                                            |                   |                |
| Understanding of legislation relating to moving and handling at work                                                     |                   |                |
| Awareness of equipment/aids to support moving and handling and their safe use including hoists where relevant to service |                   |                |
| Awareness of back care/ posture and anatomy of the spine in relation to moving and handling.                             |                   |                |
| Awareness of resource available to support in complex moving and handling                                                |                   |                |
| Awareness of environmental factors that impact on safe moving and handling                                               |                   |                |
| Appreciation of the needs of carers within the context of moving and handling                                            |                   |                |
| Practice relating to skill:                                                                                              |                   |                |
| Demonstration of safe moving and handling techniques in all settings relevant to practice                                |                   |                |
| Demonstration of safe use of moving and handling equipment and aids where relevant to the service                        |                   |                |
| Demonstration of documented moving and handling plans, risk, and carers assessments                                      |                   |                |
| Demonstration of dignity issues considered when completing moving and handling assessment and plans                      |                   |                |
| Demonstration of consent being obtained when completing moving and handling assessments and plans                        |                   |                |
| Can communicate effectively with patients/carers on moving and handling issues                                           |                   |                |

## BENCHMARKING SKILLS



### Management and organisation of patient care

| Knowledge relating to skill:                                                                                                                               | Evidence/comments | Date completed |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Able to discuss how to prioritise work in an effective manner.                                                                                             |                   |                |
| Understanding of own role, others' roles, and responsibilities within the multi-disciplinary/ multi-agency team.                                           |                   |                |
| Understanding of own accountability & responsibility in delegation of tasks.                                                                               |                   |                |
| Demonstrate an awareness of own and other limitations and seek to address these or obtain guidance and advice as appropriate.                              |                   |                |
| Demonstrate knowledge of other services that could be referred to and the processes for doing so.                                                          |                   |                |
| Practice relating to skill:                                                                                                                                |                   |                |
| Demonstrates management of a caseload, with efficient time management, planning and organisational skills.                                                 |                   |                |
| Delegate tasks appropriately to other members of the team giving appropriate support where required and reviewing when appropriate                         |                   |                |
| Complete assessments within agreed time frames                                                                                                             |                   |                |
| Liaise with other professionals involved in the care and treatment of patients, clearly and concisely discussing patient status, needs and treatment plans |                   |                |
| Discuss plan of proposed treatment provision with the patient and/or relative, ensuring their understanding and engagement.                                |                   |                |
| Ensure appropriate documentation of care given, including that delegated to others                                                                         |                   |                |
| Complete all discharge documentation and referrals promptly when required                                                                                  |                   |                |



## Risk assessment in clinical practice

| Knowledge relating to skill:                                                                                                                                                                                                                                 | Evidence/comments | Date completed |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Understanding of Professional responsibility & accountability regarding risk identification and risk assessment                                                                                                                                              |                   |                |
| Understands inherent risks / hazards involved with patient assessment, treatment modalities, rehabilitation, and equipment provision in clinical practice                                                                                                    |                   |                |
| Able to explain the rationale of decision-making process (weighing up risks vs benefits) within clinical practice                                                                                                                                            |                   |                |
| Able to define reasonable precautions available within clinical practice                                                                                                                                                                                     |                   |                |
| Knowledge of Trust Policies in relation to Risk Management                                                                                                                                                                                                   |                   |                |
| Knowledge of Trust Policies and procedure in relation to Incident Reporting                                                                                                                                                                                  |                   |                |
| Be up to date with Health and Safety training                                                                                                                                                                                                                |                   |                |
| Practice relating to skill:                                                                                                                                                                                                                                  |                   |                |
| Appropriately explains risks and benefits of assessment / treatment / equipment provision to the patient & / or carer supporting shared decision making                                                                                                      |                   |                |
| Completes appropriate documentation within patient record and through incident reporting mechanism where appropriate                                                                                                                                         |                   |                |
| Identifies and appropriately communicates when risk need to be escalated                                                                                                                                                                                     |                   |                |
| Identifies and completes risk assessments appropriate to setting, acting on findings to manage risks to patient and staff.                                                                                                                                   |                   |                |
| Reports untoward incidents, complaints and clinical emergencies to the appropriate professional(s) and records as necessary, in line with local policy/process.                                                                                              |                   |                |
| Understands the follow up processes created from incident reporting e.g., Investigations, root cause analysis (RCA).                                                                                                                                         |                   |                |
| Demonstrates ability to work autonomously within scope of practice. Seeks guidance when necessary.                                                                                                                                                           |                   |                |
| Is proactive in managing own health and wellbeing by maintaining a good work/home balance and seeking support appropriately e.g., ways of maximising attendance, use of supervision sessions, awareness of support services available to minimise stress etc |                   |                |
| Demonstrates a strength-based approach in working practice and the promotion of health and wellbeing of others                                                                                                                                               |                   |                |

# BENCHMARKING SKILLS



## Personal and People Development

| Knowledge relating to skill:                                                                                                                                                                          | Evidence/comments | Date completed |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Demonstrates ability to prioritise clinical and non-clinical aspects of role.                                                                                                                         |                   |                |
| Understands own accountability regarding delegation, supervision, and support.                                                                                                                        |                   |                |
| Considers knowledge, skills and ability of team members when delegating work.                                                                                                                         |                   |                |
| Demonstrates ability to work adaptably and flexibly to respond to day to day needs of patients, team, and service.                                                                                    |                   |                |
| Awareness of national and local policies that influence practice on a professional and MDT level.                                                                                                     |                   |                |
| Practice relating to skill:                                                                                                                                                                           |                   |                |
| Demonstrates the ability to be assertive, challenging clinical practices to ensure patient receives best care.                                                                                        |                   |                |
| Demonstrates an approachable, competent professional manner.                                                                                                                                          |                   |                |
| Actively engages in Clinical Supervision, identify own learning/ professional needs and how needs can be met by setting and writing appropriate objectives                                            |                   |                |
| Maintains appropriate professional relationships with patients and colleagues                                                                                                                         |                   |                |
| Demonstrates negotiation, collaboration, and consultation with members of the healthcare profession, service providers and relevant others occurs as required, in a format appropriate to the context |                   |                |
| Demonstrates effective time management skills to reflect the nature of caseload with the ability to show clinical reasoning behind prioritisation of caseload                                         |                   |                |

# BENCHMARKING SKILLS



Service improvement, quality, and professionalism

| Knowledge relating to skill:                                                                                                                                                                                                 | Evidence/comments | Date completed |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Understands quality improvement process / PDSA cycle (Plan, Do, Study, Act) (within preceptorship programme)                                                                                                                 |                   |                |
| Recognises the difference between the scope of practice of their AHP profession, other support staff and other health and care professionals, and practices within the scope of the role held by the individual practitioner |                   |                |
| Understands the importance of adopting evidence-based practices in the clinical setting                                                                                                                                      |                   |                |
| <b>Practice relating to skill:</b>                                                                                                                                                                                           |                   |                |
| Delivers evidence-based practice by keeping up to date with current practice and research                                                                                                                                    |                   |                |
| Demonstrates reliability, responsibility, and respectfulness in all elements of work                                                                                                                                         |                   |                |
| Demonstrates an understanding of cost implications of care delivered and the impact on wider health & social care system                                                                                                     |                   |                |
| Always conducts self in a professional manner, having awareness of the impression and impact made on patients/service and others (this includes use of social media and impact out of working hours)                         |                   |                |
| Aware of and adheres to appropriate Organisational Standards, policies, protocols, and guidelines                                                                                                                            |                   |                |
| Caseload responsibilities, where delegated, are managed efficiently and responsibly                                                                                                                                          |                   |                |
| Demonstrates core principles underlying ethical behaviour are applied to patient/ client care                                                                                                                                |                   |                |
| Critically appraises methods of clinical evaluation                                                                                                                                                                          |                   |                |
| Undertakes literature searches to answer clinical questions                                                                                                                                                                  |                   |                |
| Reflects upon own clinical practice and evaluates this against own goals or relevant standards of practice, and documents in professional portfolio on a regular basis.                                                      |                   |                |
| Develops a culture of enquiry that promotes, supports, and encourages participation in evidence-based practice, including research, service evaluation and audit                                                             |                   |                |
| Always conducts self in a professional manner, having awareness of the impression and impact made on patients/service and others (this includes use of social media and impact out of working hours)                         |                   |                |



| Skill | Evidence to support | Date Completed |
|-------|---------------------|----------------|
|       |                     |                |
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**NOTES/COMMENTS**



**GOALS**