

A wide-angle landscape photograph of a rugged mountain range, likely Zion National Park. The foreground shows reddish-brown rock formations and a dirt path. The middle ground features deep canyons and layered rock walls. The background shows more distant, hazy mountain peaks under a clear sky.

RETURN TO PRACTICE

HANDBOOK & PLANNER

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CONTENTS

RETURNING TO PRACTICE INTRO	3
USEFUL RTP RESOURCES	4
HCPC ADMISSION FORMS	5
REQUIRED DOCUMENTS	6
SWOT ANALYSIS	7
SETTING SMART GOALS	8
THE 4 PILLARS OF PROFESSIONAL PRACTICE	9
RTP SKILL UPDATING PLAN - QUICK NOTES	10
RTP SKILL UPDATING PLAN - CLINICAL PRACTICE	11
RTP SKILL UPDATING PLAN - LEADERSHIP & MANAGEMENT	12
RTP SKILL UPDATING PLAN - EDUCATION	13
RTP SKILL UPDATING PLAN - RESEARCH	14
RECORDING YOUR RTP EVIDENCE	15
GENERAL UPDATING RESOURCES	16
RESOURCE DATABASES BY PROFESSION	17
GETTING A PLACEMENT	18
MAKING CONTACT	19
USEFUL CONTACT DETAILS	20
HOURS SHEET	21
INDUCTION CHECK LIST	22
LEARNING OUTCOMES	23
LEARNING GOALS	25
LEARNING GOALS TEMPLATE	26

CONTENTS

PROFESSIONAL PRACTITIONER - PATIENT INTERVENTION	27
ETHICAL PRACTITIONER - PATIENT MANAGEMENT	28
COMMUNICATOR - CLINICAL REASONING	29
REFLECTIVE PRACTITIONER - EVALUATION & REFLECTION	30
COLLABORATIVE PRACTITIONER - TEAM WORKING	31
EDUCATOR - ORGANISATION & PLANNING	32
MANAGER / LEADER - INTERPERSONAL SKILLS	33
FINAL REFLECTION TEMPLATE	34
FINAL EDUCATOR FEEDBACK TEMPLATE	35
CONFIRMATION OF COMPLETION	36
FUNDING	37
NEXT STEPS	38
FURTHER LINKS TO HELP	39
DISCLAIMER	40



RETURNING TO PRACTICE

THIS IS YOUR JOURNEY



This Handbook & Planner is here to help guide you through your very own **Return to Practice journey**.

With this you'll have one handy document to record all your RtP learnings, including templates for an **hours sheet**, a **SWOT** analysis, **RtP Skill Updating Plan**, **SMART goals**, learning outcomes, **reflections** and links to relevant RtP **websites and resources** for private and formal study.

Returning to Practice can be a daunting process. There are many unknowns and hurdles to overcome, but I hope this Handbook & Planner will help keep track of your updating, make it more manageable and take some of the stress away.

Trust yourself, embrace the challenge, and persevere.

You've got this!



Ready made **templates** to guide you through your process.



Print the pages and **fill them in** by hand to create a beautifully unique document for your professional portfolio.

USEFUL RTP RESOURCES

IMPORTANT BITS TO KNOW AND READ

Below are some resources from Health Education England and HCPC that will help you gain a better understanding of what exactly is required to Return to Practice. Aim to update your skills based on those requirements.

1. HEE RESOURCE PACKED WITH INFO ABOUT THE RTP PROCESS

- <https://www.hee.nhs.uk/our-work/return-practice-allied-health-professionals-healthcare-scientists>

2. HCPC INFO AND ALL REQUIREMENTS FOR RTP

- <https://www.hcpc-uk.org/registration/returning-to-practice/>
- If anything is still unclear to you, email or call them. They're very helpful.

3. HCPC DOCUMENT CLARIFYING SOME MORE FAQs

- <https://www.hcpc-uk.org/globalassets/resources/guidance/returning-to-practice.pdf>

4. HCPC STANDARDS OF CONDUCT - RELEVANT FOR ALL AHPs

- <https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/>

5. HCPC STANDARDS OF PROFICIENCY - RELEVANT AND SPECIFIC TO YOUR PROFESSION

- <https://www.hcpc-uk.org/standards/standards-of-proficiency/>

6. GUIDANCE ON WHAT THE HCPC IS LOOKING FOR IN YOUR CPD

- <https://www.hcpc-uk.org/globalassets/resources/guidance/continuing-professional-development-and-your-registration.pdf>

7. FACEBOOK GROUP "HCPC RETURNING TO PRACTICE"

- <https://www.facebook.com/groups/1749398081988563>
- Once you have your RtP number, request access to this group. It's a safe space and the support is amazing! I would highly recommend joining.

HCPC ADMISSION FORMS

DOCUMENTS TO APPLY FOR (RE-)REGISTRATION

Once you've completed your required updating period you'll need to fill in the below documents. There are some helpful **samples in the files section of the closed Facebook group** if you'd like to see what others have done before.

HCPC WEBSITE LINK - APPLY FOR (RE-)ADMISSION

- <https://www.hcpc-uk.org/registration/getting-on-the-register/readmission/applying-for-readmission/>
- This is a link to the HCPC website where you'll find information about how to apply for (re-)registration and more

HCPC GENERAL APPLICATION FORM

- <https://www.hcpc-uk.org/globalassets/registration/application-forms/interactive-forms/hcpc-readmission-application-form.pdf>
- This is the document you have to fill out to apply for (re-)admission.

HCPC RTP APPLICATION FORM - EVIDENCE OF UPDATING

- <https://www.hcpc-uk.org/globalassets/registration/application-forms/hcpc-returning-to-practice-application-form.pdf>
- Fill out this document to evidence your updating period. These need to be signed by your clinical supervisor / a HCPC-registered practitioner with the same profession you're returning to.

SEND THE FORMS TO



- readmission@hcpc-uk.org, registration@hcpc-uk.org and/or admissions@hcpc-uk.org (I cc'd them all, just to be sure)
- or HCPC, Registration Department, Park House, 184-186 Kennington Park Road, London, SE11 4BU

REQUIRED DOCUMENTS

BEFORE YOU START SUPERVISED PRACTICE

Before you start your placement, it is highly likely that HR will ask you for some documentation. It can take some time to get some of them, so being pro-active can help to speed things up. Here's a list of what was asked of me (please note this might differ, depending on your placement provider).



REFERENCES

Think about who you would ask for a reference (ideally your most recent employer and/or someone of standing in the community e.g. doctor, solicitor, police). Usually, a total of 3 references are required.



OCCUPATIONAL HEALTH CLEARANCE

HR might send you a health questionnaire to fill out. I was asked for my **vaccination record** and recent **blood tests**. Depending on your GP, these might take a while to come through if you don't have online access to your record, but you can ask for them now.



ID DOCUMENTS

You'll need to supply proof of ID documents. Scan your passport/ID card, drivers licence, council tax statement/bills with your name and address. Create a folder, so you'll have them handy and ready to go.



ENHANCED DBS CHECK

You can't really prepare for this, but have your ID documents ready (see above). HR will apply for an enhanced DBS check on your behalf and send you a link so you can fill out your part/declaration.



INDEMNITY INSURANCE

I wasn't asked for this, but I thought it would be good to have anyway. (As a RtP Physio, I joined the CSP as an Associate member.) Check with your placement provider what their requirements are.

SWOT ANALYSIS

STRENGTHS WEAKNESSES OPPORTUNITIES THREATS

Knowing your strengths and weaknesses is important and will help guide your RtP journey. Some help about how to do a SWOT Analysis can be found online. Here's a source you can check out for an example:

<https://thephysionewbies.wordpress.com/2020/04/14/swot-analysis/>

Be honest with yourself when doing a SWOT analysis, remember that this is YOUR journey and you're not being assessed based on this.

	 HELPFUL	 HARMFUL
INTERNAL	STRENGTHS	WEAKNESSES
EXTERNAL	OPPORTUNITIES	THREATS

SETTING SMART GOALS

SET YOURSELF LEARNING GOALS

Setting a goal helps you to identify what you want to achieve and is the first step towards translating intention into action. An action plan identifies which steps are needed to get there by breaking it down into smaller, achievable chunks.

Make a **SMART** action plan

Specific

- What are you going to do?
- How are you going to do it?
- Where are you going to do it?
- When are you going to do it?
- With whom are you going to do it?

Measurable

Making your goal specific means it should be easy to measure whether or not you achieve your goal.

Achievable

Set goals that are within your reach. Failing to achieve a goal can have a negative effect on your motivation to work towards your goal.

Relevant

Do you think the goal is relevant to your career?

It is important you can see a clear link between your goal and how this will impact on the aspects of what's important to you/your career.

Timely

Is the goal the right thing for you to achieve right now?

If so set a time frame in which the goal can be achieved.

Consider setting mini goals to achieving a more ambitious goal.

Consider your SWOT analysis, look at the threats and barriers and identify steps to mitigate these.

Some **example questions** to help make a SMART plan

- "What, specifically, could you do to get started?"
- "If the first step is successful, then what?"
- "Who else could you ask for support, if anyone? What could you ask for?"
- "What might get in the way of this plan? How could you overcome these?"
- "What would be the signs that things are going well?"

The source to this page is: <https://www.nhsggc.org.uk/about-us/professional-support-sites/cdm-local-enhanced-services/health-determinants/setting-goals/goals-and-action-plans/#>

THE 4 PILLARS

OF PROFESSIONAL PRACTICE

If you're unsure about where to start and which goals to set for yourself, have a look at the "[Four Pillars of Practice](#)" framework. It sets out the core capabilities for health and care professionals at an advanced clinical practice level, but you can start applying these principles right away.

Start to collect evidence towards your 4 pillars competencies now and you'll have a portfolio you can proudly present when future opportunities arise.

CLINICAL PRACTICE

LEADERSHIP & MANAGEMENT

EDUCATION

RESEARCH



The framework sets out clear objectives for each of the above pillars / competencies. You can use these to guide your Return to Practice goals and learning outcomes.

They are applicable to all healthcare professionals and can easily be applied from the get-go, even though you might think you're still pretty far away from being an 'advanced' practitioner at this moment in time.


Remember, goals should be SMART, but at the same time should challenge and encourage you to grow into the best health care professional you can be. So dream big and aim high.



RTP SKILL UPDATING PLAN

THE 4 PILLARS - QUICK NOTES

This is an overview of your professional development plan. You can use the following pages for more space to write out your career goals. Think about your professional interests, aspirations and which area of practice you'd like to return to. Allow yourself to dream big and then break it down into smaller, achievable chunks.

RESEARCH					
EDUCATION					
LEADERSHIP & MANAGEMENT					
CLINICAL PRACTICE					
	WHERE AM I NOW?	WHERE DO I WANT TO BE IN THE SHORT TERM?	WHERE DO I WANT TO BE IN THE LONG TERM?	WHAT STEPS, RESOURCES, SUPPORT AND TIME WILL BE REQUIRED?	DATE REVIEWED: WHAT HAVE I ACHIEVED/IS STILL TO BE ACHIEVED?

RTP SKILL UPDATING PLAN

CLINICAL PRACTICE IN DETAIL

Consider this: Where you are now in your career, and where you want to go? What areas of practice you would like to strengthen? What are your short and long term goals? What ongoing learning you will need in order to meet your goals? What resources and time will be required?* Make these goals SMART.

	CLINICAL PRACTICE
WHERE AM I NOW?	
WHERE DO I WANT TO BE IN THE SHORT TERM?	
WHERE DO I WANT TO BE IN THE LONG TERM?	
WHAT STEPS, RESOURCES, SUPPORT AND TIME WILL BE REQUIRED?	
DATE REVIEWED: WHAT HAVE I ACHIEVED/IS STILL TO BE ACHIEVED?	

RTP SKILL UPDATING PLAN

LEADERSHIP & MANAGEMENT IN DETAIL

Consider this: Where you are now in your career, and where you want to go? What areas of practice you would like to strengthen? What are your short and long term goals? What ongoing learning you will need in order to meet your goals? What resources and time will be required?*



LEADERSHIP & MANAGEMENT

**WHERE AM I
NOW?**

**WHERE DO I
WANT TO BE IN
THE SHORT
TERM?**

**WHERE DO I
WANT TO BE IN
THE LONG TERM?**

**WHAT STEPS,
RESOURCES,
SUPPORT AND
TIME WILL BE
REQUIRED?**

DATE REVIEWED:
WHAT HAVE I
ACHIEVED/IS STILL
TO BE ACHIEVED?

RTP SKILL UPDATING PLAN

EDUCATION IN DETAIL

Consider this: Where you are now in your career, and where you want to go? What areas of practice you would like to strengthen? What are your short and long term goals? What ongoing learning you will need in order to meet your goals? What resources and time will be required?*

	EDUCATION
WHERE AM I NOW?	
WHERE DO I WANT TO BE IN THE SHORT TERM?	
WHERE DO I WANT TO BE IN THE LONG TERM?	
WHAT STEPS, RESOURCES, SUPPORT AND TIME WILL BE REQUIRED?	
DATE REVIEWED: WHAT HAVE I ACHIEVED/IS STILL TO BE ACHIEVED?	

RTP SKILL UPDATING PLAN

RESEARCH IN DETAIL

Consider this: Where you are now in your career, and where you want to go? What areas of practice you would like to strengthen? What are your short and long term goals? What ongoing learning you will need in order to meet your goals? What resources and time will be required?*

	RESEARCH
WHERE AM I NOW?	
WHERE DO I WANT TO BE IN THE SHORT TERM?	
WHERE DO I WANT TO BE IN THE LONG TERM?	
WHAT STEPS, RESOURCES, SUPPORT AND TIME WILL BE REQUIRED?	
DATE REVIEWED: WHAT HAVE I ACHIEVED/IS STILL TO BE ACHIEVED?	

RECORDING YOUR EVIDENCE

TEMPLATE TO TRACK YOUR LEARNING RECORD

There is no set way in which you should record your learning evidence. Some people are using e-portfolios (such as [CPDme](#)), others are writing everything down by hand in a notebook.

I have decided to create an Excel sheet for myself and upload it to Google docs/sheets. This enables me to access it from any device and can also be edited offline which allows for a certain degree of flexibility.

You might want or need something completely different, but please feel free to use the below template to get an idea of what I have recorded during my RtP journey.

I've used it to track my private study, formal study, and supervised practice hours as well as to keep track of my expenses/claims.

Note this is one document with 4 Tabs at the bottom that you can click on to navigate between the different categories.



EXAMPLE AND TEMPLATE EVIDENCE RECORD & EXPENSES

https://docs.google.com/spreadsheets/d/1yC91Arc28WFjht3W-rnv_iRzTxjlpCo3r7YYoHodKDM/edit?usp=sharing

GENERAL UPDATING RESOURCES

USEFUL FOR ALL HCPC PROFESSIONALS

Below you'll find some more resources for general updating that you can add to your **Private Study** time. The list is by no means exhaustive, but a good starting point if you feel stuck. Also check with your professional body in regards to professional standards, journals, relevant/upcoming courses etc.

I'd recommend that you identify what you're most interested in within your profession. Start reading all the 'fun' stuff first - it helps to stay motivated and get the first few hours on record! Things will soon add up and you'll be well on your way to becoming a registered professional again! Click for direct links to the websites:

- [Building Your Own Health, Resilience and Wellbeing](#)
- [HCPC Youtube Channel](#)
- [NHS 5 Year Forward View](#)
- [E-Learning for Healthcare \(e-LfH\)](#) - request access by sending an email to R2PAHP-HCS@hee.nhs.uk
- [Understanding the New NHS](#)
- [NICE Guidance](#)
- [NHS Constitution](#)
- [NHS Careers - Career Planning](#)
- [NHS Standard Contract](#)
- [Royal Society of Medicine](#)
- [NHS People Plan](#)
- [Skills for Care - Resources to develop Core Skills](#)



RESOURCES BY PROFESSION

FOR PRIVATE AND FORMAL STUDY

Below you will find some resources that other returners have recommended. Look for the profession you're returning to and click on it. The link will bring you to a file where you can access further resources specific to your profession, such as your professional body, learning platforms, videos, podcasts and more. If you can't find anything here, have a look in the RtP facebook group using the search function.

If you'd like to contribute to this list and help future returnees, please email the national Return to Practice team at R2PAHP-HCS@hee.nhs.uk so they can add your suggestions to the database for future reference.

All AHP Professions regulated by the HCPC:

- Arts Therapists
- Biomedical Scientists
- Chiropodists / Podiatrists
- Clinical Scientists
- Dietitians
- Hearing Aid Dispensers
- Occupational Therapists
- Operating Departments Practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Practitioner Psychologists
- Prosthetists / Orthotists
- Radiographers
- Speech and Language Therapists

GETTING A PLACEMENT

FIRST STEPS BACK INTO PRACTICE

Trying to get a placement can be the most difficult task of the whole journey - it certainly was for me.

But again, support is available! The national Return to Practice Team have done a fantastic job in raising the profile and awareness of the programme throughout the country. More and more Trusts are becoming aware of the great opportunities that come with supporting a returnee and are willing to support.

It's an opportunity for them to expand their workforce with a **professional** who they can be sure is **experienced, highly motivated** and already **qualified** with lots of **valuable work/life experience** and **skills**.

You can **network via the Facebook group** and find the relevant contacts that way, reach out to **your old Trust, colleagues**, or **contact the national HEE RtP Team**. They can provide you with a list of contacts who have expressed their interest in supporting a returner in your area.

Be aware, however, that **this process is still lead by you**. You have to **show initiative** and **put yourself out there**. You have to **make the calls** and **write those emails!**

You might find that you will not get a reply to some of your emails and calls, but please don't give up because of this! Some Trusts have never supported a returner or are unaware of the process/programme. Be prepared to explain RtP to them and/or point them towards the relevant HEE websites or the national HEE Team who can help. Don't let a few unanswered emails dampen your enthusiasm. Persistence is key!

Remember, no one ever said it was going to be easy, but pretty much everyone says it was worth it!

Also, remember that completing a supervised practice placement is not compulsory. You can complete your RtP journey by doing private and formal study only, and that is completely fine. Your RtP, your choice!

MAKING CONTACT

GETTING A PLACEMENT

Here's something that would have saved me a lot of time - an email template.

Disclaimer - I am not an expert! I take no responsibility for your emails nor am I saying this is the right way to approach someone, but it worked for me. Feel free to use the below as guidance.

Dear ...,

[Quick Intro paragraph:] My name is ..., I have recently signed up to the NHS [HEE Return To Practice Programme](#) (Hyperlink this, so they can click on it), and [INSERT NAME] suggested I should get in touch with you.

I am currently looking for a supervised practice placement to help me re-gain and improve my clinical reasoning skills, confidence with patient interaction, [...].

After a ... year career break, I am now very motivated to return to my chosen profession, As required by the HCPC, I have to complete ... days (... hours) of updating for which I have already completed some private and formal study (~... hours and counting).

After qualifying in from University, I started working as a ... at ... Hospital.
Then something about the area you worked in and patients you treated.

During my career break I have worked for/as ... where I [Then talk about your responsibilities, required skills, knowledge, competencies and how this is transferable to your RtP profession].

A short paragraph/couple of sentences about WHY you want to return/what have you missed about your profession?

If you or one of your colleagues are willing and able to support me with some supervised clinical hours in the future I would greatly appreciate your reply if an opportunity arises. I have **attached my CV** for a little more information and would be very happy to answer any questions you might have.

With many thanks and kind regards,

...

USEFUL CONTACT DETAILS

BEFORE YOU START YOUR PLACEMENT

Before you start your supervised practice placement, make sure you have all relevant contact details and make a note of them down below, so you'll have them handy should you need them.

1. PLACEMENT PROVIDER

Name of Trust/Practice:

Phone:

Email:

Address:

2. PLACEMENT SUPERVISOR/MENTOR

Name:

Phone:

Email:

Notes (e.g. working times):

3. OTHER

Name:

Phone:

Email:


Other/Notes:

HOURS SHEET

RECORD YOUR PRACTICE HOURS HERE

Feel free to use the template below to **record your practice hours** during placement. The daily hours will be in negotiation with your mentor, taking into account travel and the normal working patterns of the unit/department/mentor. Preparation time for any planned activity (e.g. presentation/case study) can be taken into account, just make sure to record everything as evidence.

The HCPC classes one full day as **7 hours**. It is **the returnee's responsibility** to keep an accurate tally of this.

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
WEEK Beginning	/ /	/ /	/ /	/ /	/ /	/ /
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
<u>TOTAL</u>						

I recommend filling in the number of hours worked per day, not the working times. If your placement is longer than 6 weeks you can print this page multiple times or use another evidence tracker. Don't forget to have your hours counter-signed by your supervisor on the HCPC document:

<https://www.hcpc-uk.org/globalassets/registration/application-forms/hcpc-returning-to-practice-application-form.pdf>

INDUCTION CHECKLIST

RECORD OF YOUR DUE DILIGENCE

Make sure you're aware of all Health & Safety regulations and policies, so you can practice safely and know where to go when things don't go to plan/who to contact.

RETURNEE NAME:

PLACEMENT DATES:

PLACEMENT LOCATION:

PLACEMENT SUPERVISOR:



FIRE POLICY

READ: _____ PRACTICAL: _____



FIRST AID POLICY

READ: _____ PRACTICAL: _____



MANUAL HANDLING

READ: _____ PRACTICAL: _____



INFECTION CONTROL

READ: _____ PRACTICAL: _____



OTHER: _____ READ: _____ PRACTICAL: _____

The above record is a true reflection of induction and health and safety policy awareness training undertaken either by reading or practical experience for the returnee named at the top of the form.

Signed & Dated (Mentor): _____

I confirm that I have undertaken the induction and health and safety policy awareness training detailed above.

Signed & Dated (Returnee): _____

LEARNING OUTCOMES

THINGS TO CONSIDER & PLAN 1/2

Weekly learning outcomes should **build on your knowledge, skills and attitudes** so that by the end of your RtP placement you can demonstrate that you have met the **requirements of the HCPC**.

At the **start of each week**, you and your mentor can:

- check the final outcomes set for the placement (HCPC standards)
- identify your level of knowledge and skill
- discuss your needs in relation to the learning outcomes for the placement
- explore the learning resources available
- agree realistic, achievable goals for the week
- record these goals under learning outcomes
- record the learning resources and methods the returnee will be expected to use
- negotiate ways in which you can demonstrate that you have met goals

At the **end of each week**, you should:

- record the specific evidence achieved for each outcome or, if not achieved, record the reasons why.
- any issues should be documented and have new learning outcomes discussed with your mentor

At the **end of the placement** ask your mentor to:

- complete the final feedback form and counter-sign your HCPC (re-)admission forms as evidence of your hours

Activities that you might be involved in could include, e.g.:

- carrying out assessments
- planning interventions
- carrying out treatment sessions
- presenting information to others
- evaluating practice - verbally or in writing
- writing reports

LEARNING OUTCOMES

THINGS TO CONSIDER & PLAN 2/2

You and your mentor should discuss weekly learning outcomes linked to the required **HCPC standards**. You can then document these and necessary learning resources can be identified. You can ask for feedback retrospectively which can be filled in by your mentor as evidence of your learning. There is a template available for final reflections/feedback in this handbook.

You can create **your own learning outcomes**, which may be related to your own agenda for personal development and **your individual learning needs** in order to register with the HCPC. These are some factors to consider when you set yourself these learning outcomes:

- Are the outcomes set achievable in a week?
- Are the outcomes appropriate to your level of knowledge?
- Are the weekly learning outcomes working towards the overall HCPC standards?
- Do the outcomes ensure you'll stay within your scope of practice?
- Are the outcomes SMART (Specific, Measurable, Achievable, Realistic, Timed)?

Please note that YOU are responsible for preparing your learning outcomes in advance of a pre-arranged formal supervision session. Negotiate them, if and when appropriate, with your mentor(s) for the forthcoming placement,

Set as many goals as you think are achievable for you each week, but remember to not overwhelm yourself right at the beginning. It is challenging to get back into practice and you'll likely be tired, so manage your energy and resources wisely.

Your mentor(s) should give you advance notice of any formal supervision session and can assist you to set appropriate learning outcomes.

LEARNING GOALS

EXAMPLES FOR YOUR SUPERVISED PRACTICE

The following pages are examples of how I personally structured my RtP [Physiotherapy] supervised practice. The headings/subheadings are based on the key skills framework provided by The Chartered Society of Physiotherapists, our professional body, and the HCPC standards.

Feel free to use the templates below as guidance, but **please make sure you personalise them to fit your profession** and they fulfill **your individual requirements and development needs.**

I will leave a blank form below so that you can copy/print it as many times as needed and fill it in based on your individual needs.

7 KEY SKILL EXAMPLES

1. **PROFESSIONAL PRACTITIONER & PATIENT INTERVENTION**
2. **ETHICAL PRACTITIONER & PATIENT MANAGEMENT**
3. **COMMUNICATOR & CLINICAL REASONING**
4. **REFLECTIVE PRACTITIONER AND SELF-DIRECTED LEARNER & EVALUATION AND REFLECTION**
5. **COLLABORATIVE PRACTITIONER & TEAM WORKING SKILLS**
6. **EDUCATOR & ORGANISATION AND PLANNING**
7. **MANAGER / LEADER & INTERPERSONAL SKILLS**



KEY SKILL:

LEARNING GOALS

-
-
-
-

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

1. PROFESSIONAL PRACTITIONER

PATIENT INTERVENTION LEARNING GOALS

- Plan and implement an efficient, effective, culturally appropriate and patient-centred assessment
- Involve the patient and relevant others in the planning and implementation of safe and effective treatments using evidence-based practice to inform decision-making
- Review the continuation of treatments and facilitate the patient's optimal participation in their everyday life
- Advocate for patients and their rights to health care

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

2. ETHICAL PRACTITIONER

PATIENT MANAGEMENT LEARNING GOALS

- Comply with legal, professional, ethical and other relevant standards, codes and practice guidelines
- Make and act on informed and appropriate decisions about acceptable professional and ethical behaviours
- Recognise the need for, and implement appropriate strategies to manage your physical and mental health and resilience
- Demonstrate how you appropriately deal effectively with actual and potential conflict in a proactive and constructive manner

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

3. COMMUNICATOR

CLINICAL REASONING LEARNING GOALS

- Use clear, accurate, sensitive and effective communication to support the development of trust and rapport in professional relationships with the patient and relevant others
- Record and effectively communicate assessment findings, outcomes and treatment decisions
- Suggest a prioritised list of patient problems based on clinical reasoning
- Discuss lifestyle and its effect on physical and mental health

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

4. REFLECTIVE PRACTITIONER AND SELF-DIRECTED LEARNER

EVALUATION & REFLECTION LEARNING GOALS

- Assess your practice against relevant professional benchmarks and take action to continually improve service delivery
- Evaluate your learning needs, engage in relevant continuing professional development and recognise when to seek professional support, including peer review
- Efficiently consume and effectively apply research and commit to practice informed by best available research evidence and new knowledge
- Recognise situations that are outside your scope of expertise or competence and take appropriate and timely action

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

5. COLLABORATIVE PRACTITIONER

TEAM WORKING LEARNING GOALS

- Engage in an inclusive, collaborative, consultative, culturally responsive and patient-centred model of practice
- Engage in safe, effective and collaborative inter-professional practice
- Complete appropriate written physiotherapy communication
- Demonstrate practice that is ethically sound, with reference to confidentiality, consent and duty to protect

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

6. EDUCATOR

ORGANISATION & PLANNING LEARNING GOALS

- Use education to empower yourself and others
- Seek opportunities to lead the education of others, including physiotherapy students, as appropriate, within the physiotherapy setting
- Complete tasks within an agreed time frame
- Organise and prioritise your workload and resources to provide safe, effective and efficient treatments autonomously and, where relevant, as a team member

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

7. MANAGER/LEADER

INTERPERSONAL SKILLS LEARNING GOALS

- Demonstrate an understanding of your own role and those of others in health care delivery
- Demonstrate effective and efficient collaboration with others within relevant professional, ethical and legal frameworks
- Demonstrate an appreciation of other professionals' time commitments and ward/department routines

Weekly **SMART outcomes** in order to meet final learning outcome To be completed by **you**

Evidence & Reflection of weekly achievement. How will this improve your future practice?

Planning Week ___

Reflection Week ___

Planning Week ___

Reflection Week ___

FINAL REFLECTION

EVALUATE YOUR OVERALL LEARNING

Write a final reflection on your journey to Return to Practice. Identify what you enjoyed the most and any future learning needs you may have uncovered. Go back to your SWOT analysis and update your Professional Updating (development) Plan if and when appropriate.

Final Reflection

FINAL EDUCATOR FEEDBACK

EVIDENCE OF LEARNING OUTCOMES

Please add comments regarding the returnee's strengths and weaknesses which will help to inform any future learning needs. You do not need to confirm that the returnee is fit to practise for them to return to the register. For more information go to: <https://www.hcpc-uk.org/registration/returning-to-practice/>

Overall comments and recommendations for future practice.

CONFIRMATION OF COMPLETION

EVIDENCE OF YOUR SUPERVISED PRACTICE

This is one of the forms you'll need to fill out and send to the HCPC in order to apply for (re-)registration in case you have completed supervised practice hours as part of your RtP journey. Your supervisor needs to countersign this. You can download the original document here:

<https://www.hcpc-uk.org/globalassets/registration/application-forms/hcpc-returning-to-practice-application-form.pdf>

✉ Registration Department, Park House,
184-186 Kennington Park Road, London, SE11 4BU

+44 (0)300 500 4472
www.hcpc-uk.org
registration@hcpc-uk.org

hcpc health & care
professions
council

Supervised Practice Form

This form is for you to provide details of any supervised practice you have done as part of your period of updating. If you do more than one period of supervised practice, please photocopy or print off as many copies of this form as you need.

For more information, please see the guidance notes for returning to practice.

You must fill in this section

Please tell us the total number of supervised practice days that this form relates to. days

Your Health and Care Professions Council registration number (if you have one)

Surname / family name

First name(s)

Please tell us where you did your period of supervised practice.

Organisation name

Department / unit

Address and postcode

Telephone number: (inc international and STD code)

Please tell us the date you did your period of supervised practice (DD/MM/YYYY):

From / / to / /

Please give us the name and registration number of the person who supervised your period of supervised practice.

Print name

HCPC registration number

The supervisor must fill in this section

I confirm that the applicant has completed the period of supervised practice set out above. As far as I know, all the information in this form is true.

Name of supervisor

HCPC registration number

Signed Date (DD/MM/YYYY) / /

We may make more enquiries to check any part of this form.

FUNDING

HOW TO CLAIM FOR PRIVATE STUDY AND EXPENSES

As you may know, HEE is providing funding for you to return to practice. As a returnee, you can claim up to £800 to cover some of your expenses.

You will need to contact the national RtP Team via email on R2PAHP-HCS@hee.nhs.uk in order to receive detailed information on the Selenity process they have set up. I would recommend you do this right at the beginning of your RtP journey, so you'll know exactly what is covered and how to make a claim.

Generally, you'll have to pay for e.g. courses, travel, etc. first and then claim back for it after the event.

You can make multiple claims as you go through your RtP or one big one at the end of your RtP journey, as long as it doesn't exceed the maximum amount of £800.

Again, make sure you know exactly what can be claimed for to avoid any unwanted surprises. Also be aware that it can take several weeks for your money to reach your account. If you have any questions reach out to R2PAHP-HCS@hee.nhs.uk and they'll be able to help.

"The Health Education England HEE national programme for return to practice (RTP) has been designed to support all former and current Health Care Profession Council (HCPC) registrants to meet the relevant criteria to practice. As part of the programme HEE will provide up to £800 per returner to support their Return to Practice process and £500 to supporting organisations/supervised practice placement providers. The programme covers all professionals requiring HCPC registrations.

Relevant monies will only be paid to returnees and any supporting organisations when the returnees have formally registered their interest with the HEE programme by completing the relevant online questionnaire sent to them by the team and have been assigned a unique reference number HCPC_RTP_...

The monies must be relevant to RtP and the returnee will need to provide receipt before payment can be made and complete/submit the relevant forms via Selenity when provided." Health Education England

NEXT STEPS

JOB SEARCH, APPLICATIONS AND INTERVIEW PREP

So you're getting to the end of your RtP Journey. Now the real fun starts and you can start looking for jobs - make sure to sign up for email updates on the databases, so you don't miss out when a new job becomes available!

Remember that what you have just been through (the RtP journey) is a massive achievement and that your experience and skills are highly valuable.

Here are a few resources you may find helpful:



NHS JOBS DATABASE

https://www.jobs.nhs.uk/xi/search_vacancy/



TRAC JOBS

<http://trac.jobs/>

<https://www.healthjobsuk.com/>



MAKING SUCCESSFUL APPLICATIONS

https://www.jobs.nhs.uk/advice/success_applics.html



WHICH BAND SHOULD I APPLY FOR?

If you're unsure which Band you can apply for contact the HEE RtP Team for support and advice. They'll be happy to help you make the right decision.



INTERVIEW PREPARATION

- <https://www.youtube.com/c/CareerVidz/videos>
- <https://www.wikijob.co.uk/content/interview-advice/interview-questions/nhs-interview-questions#3-what-are-the-current-challenges-facing-the-nhs>

FURTHER LINKS TO HELP

MENTAL HEALTH & REASONABLE ADJUSTMENTS SUPPORT

Maintaining our Mental Health and building resilience is one of the most important skills we can develop as Health Care Professionals. Make it a priority to look after yourself so that you can give the best care to others.



Have a look at the NHS guidance documents for support with physical and mental health and wellbeing.

- **Healthy eating** <https://www.nhs.uk/live-well/eat-well/>
- **Sleep** www.nhs.uk/Livewell/sleep/Pages/sleep-home.aspx
- **Audio Guides** <https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/mental-wellbeing-audio-guides/>
- **Fitness activities** <https://www.nhs.uk/conditions/nhs-fitness-studio/>
- **Mental health** <https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/five-steps-to-mental-wellbeing/>



Whether you have a **learning disability**, you're a **wheelchair user**, or have any other mental or physical **disability**, please know that the National RtP HEE team will be there to support you every step of the way. Send them an email on R2PAHP-HCS@hee.nhs.uk and they will be able to give advice in regards to placements, resources and available support.

HCPC Health and Disability Support

<https://www.hcpc-uk.org/registration/your-registration/health-and-disability-support/>

DISCLAIMER

SOURCES

Whilst creating this Handbook & Planner I have consulted various online sources that are free to use and readily available via the supplied links. The structure of the weekly planning pages is based on the practice placement booklet available here: <https://www.yorks.ac.uk/working-with-the-community/placement-providers/health/>

The 7 learning outcomes are based on the key competencies I found relevant for my personal RtP. Please use this as a guide only and personalise your own learning outcomes, based on the HCPC standards of proficiency for your profession.

I hope this document helps you to plan, document and structure your RtP journey and I wish you all the best in returning to your chosen profession!

Best wishes,
Jana



Remind yourself of your goal often and celebrate every small success in between. The beauty of the RtP journey is that you're already qualified which means YOU get to choose which road you'd like to travel. You're free to return to your previous specialty area, completely re-invent yourself as a professional or a combination of both and all things. You make the rules here. Make it as enjoyable as possible and stick with it. Perseverance is key, one step at a time. You will make it!

