



'CPD-APPLY'

ELECTRONIC APPLICATION AND MONITORING TOOL FOR CONTINUING PROFESSIONAL DEVELOPMENT

INTRODUCTION

'CPD-Apply' is an electronic application and monitoring system tool, for all Continuing Professional Development (CPD) activity, resourced by the Multi-Professional Education and Training (MPET) monies managed by NHS North West. The MPET resource funds CPD provision for clinically professionally registered staff (excluding doctors and dentists) in placement provider organisations.

This tool is available to all North West placement provider organisations and Universities, who have access to all data concerning their own learners only. GP Practice employees and non -NHS placement providers can also access CPD modules using 'CPD-Apply'. NHS North West has access to all the North West data to provide a strategic overview and enable performance management of the MPET CPD allocations/contracts.

BACKGROUND

NHS North West produced a CPD Strategy in December 2010 and one of the ten pledges was:

'To agree a single system of CPD resource, integrating all regional investment and making utilisation figures available to create transparency, drive improved value and better inform local decision making'.

'CPD-Apply' was developed in 2011/12 to address this pledge. Wirral Health Informatics Service (WHIS) were awarded the tender for development and worked with NHS North West to develop the electronic tool. Development was informed by a Senior User group which was made up of representatives from both placement provider organisations and Universities from across the North West.

The tool was piloted with two separate partnerships of placement provider organisations and Universities in 2011/12, which informed its on-going development. 'CPD-Apply' went 'live' across the North West in April 2012.





FUNDING STRANDS

In the North West there are two MPET CPD funding strands:

- MPET SLA with 11 Universities in the North West to provide modules.
- MPET CPD cash allocation provided to placement providers to support CPD.

MPET SLA

Each University uploads their annual prospectus onto 'CPD-Apply' and learners apply for the CPD modules using the electronic tool. The approval process, both internally within the employing organisation and the selection process by the University, are carried out using this system. The learners themselves and placement provider's CPD Leads receive automated messages to keep them informed of each application's progress.

The Universities input learner tracking information on the system, on a maximum of three occasions:

1. If the learner misses two consecutive taught sessions of the University provision, the University changes the learner's attendance record to 'stopped attending' and an email is automatically sent to the placement provider's CPD lead to inform them. This can then be dealt with as an internal issue.
2. When the learner has completed the taught component of learning, the University updates the learner record. There are a number of dropdown boxes to choose from if the learner has not completed, and an automatic email is generated to the placement provider's CPD lead.
3. When the assignment is submitted, marked and has been ratified by the exam board, the University update the learner record for the last time. Again there are a number of dropdown boxes to choose if the learner has 'failed'. An automatic email is generated to inform the placement provider's CPD Lead.

After the learner has completed the taught component of learning they are expected to complete an online Survey Monkey

questionnaire. This information is made available to their employer and the relevant University twice a year.

Each of the placement providers have a personalised dashboard on CPD-Apply, which displays their own information and can be interrogated to give in-depth information about learners, their progress and the utilisation of the organisation's allocation. Standardised and customised reports can be produced by 'CPD-Apply' to address organisational requirements.

'CPD-Apply' also enables additional flexibility to support provider organisations and Universities working together to provide education and development specific to a single placement providers requirements, at a negotiated cost. This can be applied for using 'CPD-Apply', as funded through the MPET SLA contracts. This system of flexible/ bespoke usage enables all organisations to use the MPET allocation to best meet the requirements of their organisation.

MPET CPD cash allocation

'CPD-Apply' hosts the electronic tool which manages the CPD flexible cash allocation. Each placement provider organisation receives an annual CPD cash allocation to support the delivery of CPD, which is not included in the MPET SLA contracts with the North West Universities. Once informed by NHS North West of their cash allocation, the placement providers upload their proposed expenditure plan onto the electronic system.

The expenditure plan has six sections which identify different types of CPD that may be funded by the cash allocation:

- Additional CPD modules to be purchased from North West Universities and applied for via 'CPD-Apply'.
- CPD modules provided by North West Universities which cannot be applied for using 'CPD-Apply.'
- Modules provided by Universities external to the North West
- Conferences
- Clinical Skills Development/Study days
- Other

When the proposed expenditure plan is uploaded onto the electronic system it is reviewed and approved by the regional structure and the money is released to the placement provider. At the end of the financial year the placement provider amends the proposed expenditure plan to reflect the actual spend and a sign-off procedure takes place ensuring a robust audit trail exists. Information gathered by this template includes not only how much is spent on the various sections of CPD but also the professional group of the learners.





BENEFITS

For the first time organisations in the North West have access to robust performance and financial data in real time. Each organisation (placement provider or University) has access to its own information on learner activity. The organisations can run standard reports on age profile, ethnicity, professional group and so forth, but also customised reports to meet organisational need. Also, NHS North West has access to the whole system's data, providing a North West overview. This enables effective management of the MPET CPD resource and informs Education Commissioning.

Learners have the ability to:

- Print off their application form from 'CPD-Apply'
- Track the progress of their application via emails automatically generated by 'CPD-Apply'.

CPD Leads (placement providers) are able to:

- Access all their organisation's CPD applications on the system
- Ensure that the authorising manager has approved the application for study leave
- View additional personal statements and information to ensure that the module applied for meets service need.
- Print off applications to discuss at Education Governance forums
- Track individual learners application processes
- Replace many paper systems.
- Receive alerts if a learner 'stops attending' so that action can be taken in a timely fashion
- Track learners completion data and success at assignment submission as near 'real time' as can be provided
- Effectively monitor the MPET CPD allocation, for both modules and funding.
- Access robust data and reports required for organisational use.
- Trend data using previous years' information.

Kate Harrison, from Lancashire Teaching Hospitals Trust says that: *'It has given ownership of learning back to the Trust and to the learners themselves. It is a very useful tool and I can't imagine being without it in the future.'*

Andrea Boland, from Central Manchester FT states: *"We have a visible dashboard report which demonstrates at a glance the organisation's utilisation of funding on a month-by-month basis and financial year perspective"*

Karen Helliwell, from The Christie states that CPD-Apply *'enables service providers to gain evaluation of modules from a student perspective which is currently not available.'*

Universities have the ability to:

- View all CPD applications for their organisation on the system, not just those awaiting the University selection process but also those waiting for CPD Lead approval within the placement provider.
- Receive all of the information on the application that is required and tailor the information to the University's requests by module requirements.
- Select learners individually, or by whole module, to suit their processes.
- Send final joining instructions to each of the learners using 'CPD-Apply' once a module is approved as viable.
- Collect robust data on attrition, demand, and financial aspects of the contract.
- Work flexibly with individual organisations within the MPET SLA contract.
- Provide additional CPD modules to placement providers in the North West resourced by the flexible CPD cash allocation.
- Trend data using previous years' information.

Claire Jones, from UCLan stated: *"CPD-Apply has enhanced our University's post-registration application processes by providing a coherent and robust system whereby post-registration/CPD admissions can be accurately monitored and managed. It is a one-stop shop for all CPD applications".*

The system informs demand by:

- Highlighting which modules not viable (too few learners) to run in the North West.
- Highlighting demand in excess of provision for modules in the North West.
- Detailing which modules purchased using cash allocation at Universities external to the North West.
- Asking whether there is a requirement for flexible/bespoke North West provision

The System enables regional performance management by:

- Providing placement provider utilisation data.
- Evidencing University performance.
- Collating attrition data for each placement provider/University.
- Providing trend data using previous year's information.

USEFUL LINKS/RESOURCES

CPD-Apply – www.cpd-applynw.nhs.uk

If you have volume and Flash player click on the bottom right hand button titled 'Need help using the system' and training videos can be accessed which will demonstrate the system.

REFERENCES

[CPD Apply – Guidance for Learners, Service Provider Organisations, and Education Providers](#)

[CPD Apply Guidance and Marketing Material](#)

CONTACT FOR FURTHER INFORMATION

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