



Allied Health Professionals Return to Practice (RtP)

Quick Guidance for Managers & Practice Educators for an unpaid Clinical Placement developed by the HCV AHP Faculty

In partnership with:























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HCPC Requirements



https://www.hcpc-uk.org/registration/returning-to-practice/our-requirements/

Returning to practice is a self-directed process by the individual. It is their responsibility to ensure they meet the appropriate requirements set by the HCPC.

The period of updating must be within 24 months

Years out of Practice	Days of Learning/Practice Required (minimum)
0 to 2	0
2 to 5	30
5 or more years	60

In the 'days' requirements above, we consider 1 day to be equivalent to 7 hours.



HEE RtP Programme



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

AHPs who have been off the register for two or more years (or did not register within five years of after qualification), will need to undertake a period of updating their skills and knowledge.

This can be undertaken within the healthcare educational and social care sector.

The programme will support returnees who undertake supervised practice in the following areas including the NHS, Social Care Councils, Charities, Voluntary and non-profit making independent sector organizations.

RtP AHPs can also use private study and formal study as evidence.





HEE RtP – Eligibility Criteria



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



The programme is open to and will support all current and former HCPC registrants looking to update skills and knowledge:

- ✓ Those who have been previously registered with the HCPC.
- ✓ Qualified after undertaking a UK HCPC accredited programme but did not initially register with the HCPC within the first five years of qualification.
- ✓ Registrants who remained on the HCPC register for more than two years but have not practiced and consider themselves to be out of practice.
- ✓ Overseas qualified clinicians eligible for HCPC registration residing in England including those with refugee status and 'right to reside'.
- ✓ If trained overseas and never formally registered with the HCPC.

HEE RtP – Not Suitable Candidates



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



The programme is not open to:

- Returnees looking to work outside England when they have returned to the register.
- Returnees that have any fitness/condition to practice issues cited against them by the HCPC.
- The programme is unable to support Biomedical Scientists looking to undertake a period of updating to meet their Certificate of Competency. The programme is unable to support training posts.

HEE RtP – Support for Placement Provider



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

An organisation that hosts a Returner is eligible for funding of £500 per RtP AHP.

Contact R2PAHP-HCS@hee.nhs.uk



N.B. The RtP AHP must register on the HEE RtP programme.



Updating Knowledge & Skills

https://www.hcpc-uk.org/registration/returning-to-practice/updating-your-knowledge-and-skills/



Formal Study

Private Study

For example, for 30 days of updating, this could be achieved by completing:

- √ 30 days of supervised practice;
- ✓ 10 days of supervised practice, 10 days of private study, and 10 days of formal study; or
- √ 15 days of private study, and 15 days of formal study.



Supervised Practice



https://www.hcpc-uk.org/registration/returning-to-practice/updating-your-knowledge-and-skills/

'Supervised practice' means practicing under the supervision of a registered professional.

To complete a period of supervised practice, the supervisor must:

- ✓ have been on the relevant part of the HCPC Register for at least the previous three years;
 and
 - ✓ not be subject to any fitness to practice proceedings or sanctions
 - ✓ (such as a caution or conditions of practice).

Formal & Private Study



https://www.hcpc-uk.org/registration/returning-to-practice/updating-your-knowledge-and-skills/

Formal

- 'Return to Practice' courses run by educational institutions or other bodies.
- Relevant continuing professional development (CPD) courses.
- Relevant modules or elements currently included in programmes run by educational institutions.
- Programmes offered by professional bodies.

Private

- Websites.
- ·Library books.
- Journals.
- You may want to spend time observing or shadowing another professional.

HCPC RtP Forms



https://www.hcpc-uk.org/registration/returning-to-practice/how-to-fill-out-the-returning-to-practice-form/

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

These are completed by the AHP RtP.

- > Staff (who must be HCPC registered in the specific profession) may be asked to counter sign to confirm the RtP period has occurred.
- Supervised Practice this form is to be completed by the AHP who has supervised the AHP RtP.



Links to Professional Body Websites

Dietetics

Occupational Therapy

Orthoptics

Physiotherapy

Radiography (Diagnostic and Therapy)

Speech and Language Therapy

ODPs

Art Therapists

Drama Therapists

Music therapists

Chiropodists/podiatrists

Osteopaths

Paramedics

Prosthetists and Orthotists





Financial payment for Returnees

Health Education England will pay up to £800 to support any appropriate HCPC registrant returning to practice and £500 for supporting placement Organisations once signed up to the programme (see appendix for what is/is not eligible for claims) Returner: Relevant Academic and Placement Support up to £800 Sign up to programme – assigned unique reference number and entered on national RtP database Returner will get a welcome email for link to create an account with 'Selenity' system to submit claims. Will need to provide invoice as evidence of spend for books, mileage, courses etc. Please add your HEE UID number when making a claim. if completing supervised practice will need to provide name and proof of supporting organisation. NB: When you self-register on the Non Staff Selenity system please select the Mileage Interviewees option if you intend to claim for mileage (24p/mile) Claim then goes to checker for 'Checker' to approve - make sure limit of £800 overall is not exceeded. Then it goes to the' Approver' for final sign off Approver receives and authorises. HEE uses a 'Budget tracker' to deduct invoices to individual Returners as to not exceed £800 Goes to the finance team Claim paid by BACs





Financial payment for Organisations

Health Education England will pay up to £800 to support any appropriate HCPC registrant returning to practice and £500 for supporting placement Organisations once signed up to the programme (see appendix for what is/is not eligible for claims) Supporting Organisations: Placement support of £500 NHS, Social Care, Education and Non-NHS commissioned services: Claimed by your standard Organisational invoices to HEE directly via SBS as of June 2021 Funding is claimed by the Organisation for £500 for the placement provider fee. (This no longer needs to be claimed in two halves previously split £250 at the start/end of supervised practice placement and you are no longer required to claim for the Returners stipend/out of pocket expenses). A standard invoice needs to be sent by the Organisation once they have commenced supervised practice including: Returnee name and profession Placement dates Returners HEE RtP UID (HCPC_RTP***) HEE's invoicing address (below box) Please send completed invoices directly to HEE at sbs.invoicing@nhs.net. Please copy in the national RtP team (R2PAHP-HCS@hee.nhs.uk). HEE are dependent upon Organisations to raise invoices. Invoices will be coded/approved and paid to supporting Organisations. NB: A new supplier form completed if have not been set up on HEE financial systems before, please email for support initially and a new supplier form before invoicing.





RtP – Further Advice

Contact the HNY AHP Faculty

hyp-tr.hnyahpfaculty@nhs.net

