



Let's talk about...

Evidence of Professional Development Hours.

As our profession continues to evolve and expand, it is essential that Hospital Play Specialist (HPS) keep up to date with current research and best practice. HPS are increasingly being challenged to demonstrate their value and skills within the healthcare environment by employers and to provide assurances for the public that professional competencies have been achieved and maintained.

As the individual HPS develop their skill set they should be engaging in study and professional development opportunities that are relevant to their current role and responsibilities and future career goals. Professional development hours (PDH) are a key component in the Registration and renewal of Registration process for hospital play specialists. The Let's talk about...[Renewal of Registration. What's the right PD for me?](#) and the [Exemplar for PD plan /Statement of Intent](#) provide further information to assist explore options for professional development.

Record of Professional Development Hours (PDH)

The Hospital Play Specialist Registration Council (HPSRC) require a continuous up to date and accurate record of the professional development activities, including hours submitted for each session and identifying evidence that is held to support the PDH hours claimed. The information that must be presented is outlined in the [Registration Handbook Appendix E](#).

A sample form, the [HPSRC Professional Development Record](#) has been provided. HPS may choose to use another form to record their PDH but the format must include sufficient information for an assessment of the relevance of the PDH to the HPS competencies. It is the responsibility for the applicant to provide the required information within the required timeframe. For example, titles of the workshop rarely give adequate information, relevance or content in relation to the HPS competencies, knowledge and skills being developed or cemented. Professional development is to be recorded in a sequential format within the PD form :

- By year
- Label the traditional and non-traditional hours of PD
- Add up total for each year.

Prior to a Record of Professional Development being submitted to the HPSRC the evidence held must be verified by a third person. Team Leaders, Practice Supervisors or those signing off the Professional Development Record are expected to initial each component after seeing the evidence to confirm the Professional Development and then at the bottom of the form: sign, date, state position and sign for verification of evidence held and submitted for the Professional Development Record.

Please Note: it is requirement that the Registration Council audit evidence annually, 20% of applications. If you are selected for audit you will be asked to send copies of evidence held – verified PD record, personal notes, certificates that confirm attendance and provides sufficient information for assessment.



What is acceptable as evidence of professional development activities.

Participation in professional development must be verified either by the provider, professional leader or charge nurse or someone in a similar role. Examples of the possible evidence that HPS may hold as verification has been outlined in the Registration Handbook Appendix E within the tables of PD criteria. The information provided outlines the PD activity, the possible evidence that HPS can hold and the weighting for claimable hours.

To assist HPS provide the required information and documentation that can be verified the HPSRC have provided several PD templates. These are not requirements and if an employer has other formats that provide similar information these would be acceptable. The [HPSRC PD templates](#) can be downloaded for information to be recorded direct into the form.

Where HPS submits their personal notes as evidence of participation in a PD activity then these must have the HPS's name, name of presenter and their title and the date and time of presentation clearly identified.

Initial applications for Registration:

PDH of 10 hours in the year before Registration is required. These are over and above the required HPS Association Transition workshops and the required youth health hours. The PDH should centre around your clinical practice.

Your observations and reflections on procedural accompaniments and case studies paint a picture of your competence in your role as a hospital play specialist. You have made the transition into the health care environment. and managed the often-challenging task of the amalgamation of your experience and knowledge of children, development, teaching and new learning into a clinical setting.

The HPSRC expect your PDH to have had a focus on strengthening knowledge:

- on the impact of illness and hospitalisation for children, young people and their family/whanau and your ability to build relationships,
- your skills in assessment, planning and intervention (your clinical thinking and clinical reasoning)
- to be aware of your professional boundaries and ethical and legal obligations

Renewal of Registration

For renewal of Registration within Section 2.0 of the Registration Handbook NZHPSReg must have completed professional development amounting to a minimum of 40 hours within the three years, with a minimum of 5 hours in any one year.

As a registered hospital play specialist, ongoing professional development hours (PDH) should include PD activities that 'stretch' your knowledge, leadership and clinical skills.

Professional and service developments are accepted for PDH activity only for the first time claimed. The activity must be of a nature that demands new learning or professional 'stretch.' Where the activity is a component of a HPS's primary task this work is not claimable under this PD criteria.