Standards of proficiency

**Gap analysis tool**

The HCPC standards of proficiency are the professional standards all HCPC registrants must meet in order to join the Register and remain on it. Updates to the standards, which come after extensive consultation with a wide range of stakeholders, come into effect on 1 September 2023. All HCPC registrants need to meet these standards, as far as they relate to their scope of practice.

This tool can be a useful first step in identifying gaps between the updated standards and your current practice. You can then focus on addressing the gaps as part of your continuing professional development (CPD) or learning and development plans.

We recommend using this tool to look at a small number of updated standards, and repeating the exercise for all the updates that relate to your scope of practise.

To get started, you’ll need to familiarise yourself with the updated standards of proficiency:

* + [Updated standards for all professions](https://www.hcpc-uk.org/updated-sop)
	+ [Updated standards (and summary tables) for each profession](https://www.hcpc-uk.org/standards/standards-of-proficiency/reviewing-the-standards-of-proficiency/download-the-revised-standards-of-proficiency/)
	+ [Helpful resources on key themes in the changes](https://www.hcpc-uk.org/updated-sop/resources)
1. Choose **one or more of the updated standards** and try to **summarise it** below.

Standard number and text:

Summary:

1. Write a **short summary of your scope of practice as it relates to your chosen standard/s**.

Your [scope of practice](https://www.hcpc-uk.org/standards/meeting-our-standards/scope-of-practice/what-is-your-scope-of-practice/) is the area/s of your profession in which you have the knowledge, skills and experience to practise lawfully, safely and effectively, in a way that meets the HCPC standards and does not pose any danger to the public or to yourself. Determining what is and is not part of your scope of practice is for you to decide using your professional judgement.

My scope of practice allows me to:

1. Looking at your answers, try to identify **one area in which you are already meeting your chosen standard/s**. Try to identify a situation in which you have demonstrated this, or which can illustrate it.

One area in which I am already meeting the updates is:

A situation that illustrates this is:

1. Looking at your answers, try to identify **the areas in which you are not yet meeting your chosen standard/s**. Try to illustrate each of these with a recent example. Repeat this process until you have covered all the areas you are not yet meeting.

For example, you may not yet meet the updated standards around leadership. An example of this could be that you are aware of improvements that could be made to a process in your workplace, but have not shared this with colleagues.

One area in which I am not yet meeting the updated standards is:

An example of this is:

Another area in which I am not yet meeting the updated standards is:

An example of this is:

Another area in which I am not yet meeting the updated standards is:

An example of this is:

1. For each area you are not yet meeting, suggest an **activity that will enable you to meet the standards**. (One activity may relate to several updated standards.) Repeat this until all the areas have been accounted for. These activities can be used to focus your CPD activities or learning and development plans.

To use the example above, if you are aware of improvements that could be made to a process, but do not feel able to suggest them:
* Could you access training or development materials for having tricky conversations at work?
* Could you request more information about, or training in, the systems operating at your workplace, in order to refine your ideas?
* Could you think of a forum where you could share your ideas?
* Could you raise the issue with your professional practice lead or freedom to speak up guardian?

Area:

Activity:

Area:

Activity:

Area:

Activity:

If you work in a team and have a manager, clinical supervisor or professional development lead, you may wish to discuss your learning activities with them.

Professional bodies can also be a useful source of advice to help guide and inform your activities.

**Feedback on this tool**

We would welcome feedback on this tool from HCPC stakeholders, including (but not limited to) examples from which others could benefit. Please send feedback and examples to professional.liaison@hcpc-uk.org.