



Auditing our practice – why should VR practitioners bother?

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Aims of the session

- To explore:
 - how and why we audit our practice
 - the potential benefits to be gained
- To introduce VRA's self-audit tool and how you can use it.
- To reflect on what you currently do.
- How you audit your VR practice.
- To start to develop good practice by sharing ideas, tools and benefits experiences of self-audit.

Session format

- Interactive
- Discursive
- Sharing of ideas
- Swapping tools and tips
- Sharing experience

Please use the 'raise hand' facility during discussions

Please go to the following Padlet link:

<https://padlet.com/enquiries133/opondtpvttk91s93>

Lets practise with Padlet!

What is your profession?

<https://padlet.com/enquiries133/opondtpvttkt91s93>

Why bother....?

An excerpt from the VRA Standards of Practice

Many VR practitioners will already have professional standards but some do not. These VRA standards are intended to act in concert with existing professional standards but also stand-alone where these are the only professional standards applicable to particular practitioners.

VR Practitioners are expected to:

- *Work within their scope of practice;*
- *Adhere to the code of ethics; and*
- *Comply with the standards of practice.*

There is also a requirement to:

- *“Refer to these standards to conduct a self-audit at yearly intervals or less.”*

<https://vrassociationuk.com/wp-content/uploads/2019/01/VR-Standards-of-Practice-2019.pdf>

What do we mean by audit?

How do you currently do audit?

If you don't do audit what do you currently do to evaluate your practise and maintain your standards?

Discussion

What are the benefits of auditing?

Discussion

The benefits of audit:

- Adhere to VRA Standards
- Maintain standards of practise
- Reassurance of the quality of your practise for your commissioners / service users
- Part of CPD and helps your personal development and professionalism
- Raises the bar of VR practise
- CPD for registration of professional bodies, e.g. HCPC, IRCM, etc

VRA Standards of professional practice

A. Professional principles

B. Vocational Rehabilitation Practice

- General considerations
- Referrals
- Funding and Resources
- Case co-ordination
- Assessments
- VR Plan
- Case Closure
- Evaluation and Review
- Evidence-based practice
- Records

C. Continuing development and contribution to the profession

Audit tool format

Audit checklist

Name:

Date:

1. STANDARD		2. EXAMPLES OF EVIDENCE	3. EVIDENCE What evidence do you have that you do this?	4. STANDARD MET				5. ACTION PLAN What do you need to do to meet the standard?
				Y	P	N	X	
A. PROFESSIONAL PRINCIPLES								
A1	Consistently practice to a proficient standard, maintaining competence by continuing to acquire, maintain and improve relevant knowledge and skills.	1, 5, 6, 8						
A2	Demonstrate knowledge of current VR theory and practice as relevant to their area of practice	1, 7, 8						
A3	Provide documented information to the client, in a format that they can understand, that clearly defines the services being provided and gain informed consent.	1, 2, 3, 4						
A4	Draw on relevant information and their own professional knowledge to make justifiable decisions and support clients' decision-making	1						
A5	Communicate information, guidance, instruction and professional opinions effectively and appropriately to clients and to other stakeholders involved in the VR process	1, 2, 4, 5, 6						
A6	Work with and influence relevant stakeholders to ensure the client's successful return to work.	1, 5, 6						

Examples of evidence

These are items and sources that you may be able to use for evidence that you meet the standards, this is not an exhaustive list. If you are using these to present for assessment or peer review, (a) be selective – pick out and explain examples that provide good evidence of your practice, and (b) cross-reference your evidence to the relevant standards. Some items will need to be anonymised before they are shown to anyone without authority to see the relevant details.

	Type	Examples
1	Client records	<ul style="list-style-type: none"> • reports • proposals • case notes • meeting minutes • action logs • return to work plans • job seeking programmes case closure notes • information provided to clients to support <u>self management</u> • details of onward referrals matching of assessment and client • details of assessment tools and methods used • adjustments made to any part of the process • examples of communication with key stakeholders • summary of local or sector employment and recruitment practices and contexts
2	Service information	<ul style="list-style-type: none"> • marketing information • client information sheets • web pages
3	Service/ organisational procedures	<ul style="list-style-type: none"> • policies • procedures • processes • guidance • forms/templates • checklists • decision aids

	Type	Examples
4	Contractual records	<ul style="list-style-type: none"> • agreements with customers • agreements with associates • agreements with providers • contracts of employment • due diligence
5	Feedback, monitoring and evaluation	<ul style="list-style-type: none"> • feedback from clients and stakeholders • complaints • analysis of feedback and how this has been used • satisfaction surveys • audit records • equal opportunities monitoring • service evaluations • written audit of practice
6	Witness testimony	<ul style="list-style-type: none"> • statements from others
7	Contribution to VR Field	<ul style="list-style-type: none"> • Presentations and training delivered • articles • reports • conference papers • web pages • research conducted including details of methodology used, any ethical issues and ethical clearance
8	Service/organisational procedures	<ul style="list-style-type: none"> • policies • procedures • processes • guidance • forms/templates • checklists • decision aids



Can you find evidence from your practice?

What gets in the way of using the tool and carrying out audits?

What or who will help you to embed audit and
into routine practise and use the tool?

How do you feel about audit now?

Get more from the VRA

- Become a member
- Become a VR champion and volunteer your time for VRA activities
- Come to our webinars and networking sessions
- Use the resources on our website
- Become a Trustee!

Contact: enquiries@vrassociation.org.uk