

# What is CPD?

The Health Professions Council (HPC) defines Continuing Professional Development (CPD) as:

*“a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice”.*

The FHT agrees with the HPC that the intention of CPD for therapists is to improve the QUALITY of their current or future work. Therapists should be aiming to use their CPD to benefit the people who use their services, which may include clients, students or colleagues.

The FHT measures CPD on a points scale - FHT Members\* are expected to complete a minimum of 10 CPD points per membership year. For example if a Member joined or renewed their FHT membership in March 2011, 10 CPD points will need to have been acquired by March 2012.

CPD points can be gained from a wide variety of sources, as explained further in the table inside. These can be categorised into:

- a) **Work-based learning**
- b) **Professional activity**
- c) **Formal/educational**
- d) **Self-directed activities**

**Please note that only 50% of CPD points can be gained through work-based learning and self-directed activities.**

Evidence must be put into a suitable portfolio which may be requested for inspection by the FHT.

\*FHT Associates, Non Practitioners and FHT Student Members are not required to complete CPD.

**Training**

Knowledge, skills  
useful abilities.

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# What is reflective practice?

Reflective Practice is the term given for something that many of us do every day without even realising that we are doing it! By recording what and how you have learnt from your experience in a step-by-step fashion you can earn 5 CPD points. It's similar to keeping a private diary and requires you to be completely honest with yourself. You can use it to record a positive experience or a difficult one. There is no one correct way to do this but we have outlined a simple step-by-step guide below for you to expand as you use it more:

**Step 1** - Start by looking back at a treatment you gave that was particularly successful or unsuccessful and ask yourself a few questions. What was the treatment? What did the client do and say that was significant and sticks in your mind? What did you do and say that was significant? How did they react? How did you react?

**Step 2** - Then reflect deeply about what happened, why and how it happened. How did you feel about it? What was the most important issue that it raised for you?

**Step 3** - Think about what possible alternatives there were that you could have tried. What could you have done differently (if anything)?

**Step 4** - Evaluate the treatment itself – what was the outcome?

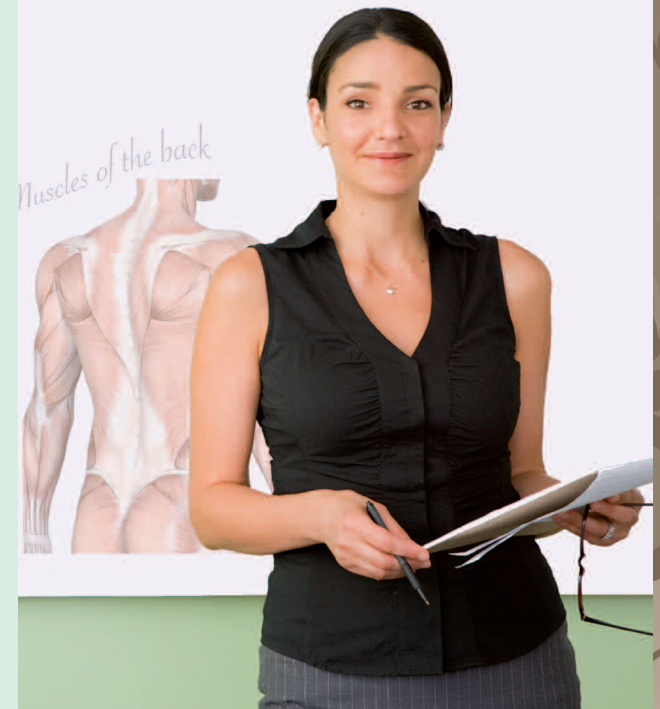
**Step 5** - How have you learnt from this experience? What would you do differently in the future? Do you feel more motivated for the future or less? Are there other approaches you would try in the future?

**Step 6** - Having written all this down, file it in your CPD folder, making a note of your allocated 5 points on a summary sheet.



## your guide to CPD

### Continuing Professional Development



# CPD is for your benefit

- **CPD keeps you in touch with current practice**

Maintaining CPD is an ideal way to be aware of current best practice. New research and understanding leads to potential for change in best practice so every good therapist should seek to keep up to date.

- **CPD develops your education**

Your first qualification is only the start of the journey, you will be learning more from each client. CPD can provide a way for you to reflect on that practice in a structured way.

- **CPD is compulsory for Registered Therapists**

In order to register with the government-backed voluntary regulator for complementary therapists, the Complementary and Natural Healthcare Council (CNHC), you will be expected to be completing CPD throughout your professional practice.

- **CPD can help expand your treatment range and expertise**

By learning new skills and techniques you will be able to offer more to your clients making you more successful as a practitioner.

- **CPD is the mark of a true professional**

All professionals whether in healthcare or other industries are required to maintain CPD. It is now an expectation by both the public and regulatory authorities.



## CPD Solutions: guidance on point allocation

The table below gives an example of the different ways that CPD points can be achieved and number of points allocated for each

### developing together

CPD is a standard requirement for a large number of interacting healthcare professions. FHT believes that CPD for therapists is a positive step toward professional recognition.

Sources of CPD	Evidence for Portfolio	CPD Points
<b>Work-Based Learning may be:</b>		
Case Studies	Written	5 each
Reflective Practice	Written	5
In-Service Training Activity	Certificate or written	5
Supervising or Mentoring (other therapists or receiving mentoring)	Written	1 per person (max: 5 p.a.)
<b>Self-Directed Learning may be:</b>		
Reading Journal/ Technical Articles and Reflecting on Them (min 300 words)	Written	2
Creating a Business Plan	The plan	2
Developing a Marketing Plan	Plan, brochures, adverts, etc	2
<b>Professional Activity may be:</b>		
Writing an Article for Publication	Copy of article	3
Preparing and Delivering a Lecture	Copy of lecture notes, etc	3
Preparing and Delivering a Full-Day Seminar	Written evidence	5
Attending a Local Support Group Meeting	Certificate of attendance	2
Organising a Local Support Group Meeting	Certificate of attendance/ written	3
Attending a Committee Meeting on Behalf of FHT or Other Professional Group	Written	3
<b>Formal Educational Activity may be:</b>		
Further Training Seminar or Workshop (Day)	Certificate of attendance	5
Further Training Seminar or Workshop (Half-day)	Certificate of attendance	2
New Therapy Qualification (Under 50 hours study/ teaching contact)	Qualification certificate or other evidence of study	10 per year
New Therapy Qualification (Over 50 hours study/ teaching contact)	Qualification certificate or other evidence of study	20 per year