

Continuing Professional Development (CPD)

A guide for FHT Members and Fellows

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Definition

The FHT defines Continuing Professional Development (CPD) as a range of activities through which professional therapists maintain and develop their skills to ensure that they retain their capacity to practise safely, effectively and legally, within their scope of practice.

In the simplest terms, CPD is any activity that refreshes or develops your therapy knowledge.

Background

The FHT introduced a compulsory CPD requirement for its members on 1st January 2007. This policy was further developed in consultation with the FHT Governing Council and the FHT Registrar.

The intention of CPD is for therapists to improve the quality of their current or future work; to keep in touch with current practice; to develop their education and to expand their treatment range and expertise.

Overall, CPD is the mark of a true professional and therapists should be aiming to use their CPD to benefit their service users, whether that is the public or other healthcare professionals.

CPD requirements

CPD applies to FHT Members and Fellows only.

There are numerous methods of calculating CPD points, and at the FHT we measure it on a points scale basis. Members are expected to complete a **minimum of 10 points per registration year**. Therefore if you were registered with us on the 5th July 2016, you are required to complete at least 10 points before the 4th July 2017.

CPD has to be relevant to your work as a therapist so activities that are not linked to your therapy work will not count towards CPD.

Remember, CPD is not just gained from attending courses. A variety of activities can be included in your CPD work:

- Work based learning
- Professional activity
- Formal/educational
- Self-directed activities

CPD inspection

By renewing your membership with the FHT you are agreeing to the FHT terms and conditions, which include having earned the minimum requirement of 10 CPD points per registration year. Please note that members are subject to randomised review.

If selected for review, we will need to see evidence of your CPD including any supporting material. This can be sent to us by email, fax or post. Please do not post originals or any other evidence that needs to be returned to you. The FHT will not accept responsibility for anything that gets lost or damaged in the post.

Modalities requirement

CPD should be relevant to all of the therapies you practise, and can be 'Generic', 'Therapy-Specific', or a combination of the two. Please note: if you do not complete any Generic CPD as part of your annual CPD requirement, you must complete Therapy-Specific CPD for EACH of the therapies you practise. This is because as a professional, multi-disciplined therapist, each of the therapies you practise must in some way be enhanced by your annual CPD work.

Generic CPD

Generic CPD is when your activities are relevant to ALL of the therapies you practise. Examples of this might include:

- First Aid training.
- Health and Safety training.
- Attending a business or marketing course.
- Writing a business plan.
- Writing/publishing an article about a generic therapy-related topic (for example, the regulation of complementary therapies; what clients should look for when choosing a professional therapist, and so on).
- Reflective practice – again, providing you are reflecting on an article or element of therapy practise that is generic (for example, dealing with emotionally challenging clients, safeguarding yourself as a professional therapist, and so on).
- Participating in research
- Peer supervision where you meet with other practitioners from your discipline(s) and learn from each other about best practice.
- Involvement in an FHT professional association activity (for example, sitting on work groups, complaints panels, providing advice, etc.).

Therapy-Specific CPD

Therapy-Specific CPD is when the work you do is specific to one of the therapies you practise. Examples of this might include:

- Attending a post-graduate course (for example, if you are qualified in reflexology and you go on to attend a course in reflexology and pregnancy);
- A case study, which covers one type of therapy;
- Reflective practice that is relevant to a specific therapy you practise (for example, reflecting on how a new massage technique you have learnt has been particularly effective when treating clients with tension headaches).

It is important that you note on your CPD log, which therapies the CPD correlates to. For an example CPD log, please see Appendix 2.

CPD Points Allocation Table

| Sources of CPD | Evidence for Portfolio | CPD Points |
|--|--|------------------------------|
| Further training seminar or workshop (day) | Certificate of attendance | 1 point per hour |
| Further training seminar or workshop (half-day) | Certificate of attendance | 1 point per hour |
| New therapy qualification (under 50 hours study/teaching) | Qualification certificate or other evidence of study | 15 per annum |
| New therapy qualification (over 50 hours study/teaching contact) | Qualification certificate or other evidence of study | 30 per annum |
| Supervising or mentoring (other therapists or being mentored) | Written | 1 point per person** |
| Case studies | Written evidence | 5 |
| Reflective practice | Written evidence | 5 |
| In-service training activity | Certificate or written evidence | 1 point per hour |
| Research | Written evidence | 3 |
| Reading journal/technical articles and reflecting on these (min 300 words) | Written evidence | 2 |
| Creating a business plan | The plan | 2 |
| Developing a marketing plan | Plan, brochures, adverts etc | 2 for plan, 1 per collateral |
| International Therapist spiral quiz | Copy of completed quiz | 1 |
| 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 |
| Attending a committee meeting on behalf of the FHT or another professional group | Written evidence | 3 |

*must be relevant to at least one of your therapies

** maximum 5 per annum

Examples of CPD and Guidance Notes

These examples are not definitive, but give you an idea of the activities that can count towards earning CPD points.

1. Work based learning

Work based learning may be achieved through activities you conduct, or could conduct, as part of your therapy work.

- a. Case study (5 points). Documented case studies can be conducted to review your work as a therapist. We do not stipulate the content, only that it should follow the format in which you were trained and not provide any specific personal details about the client (i.e name, address etc).
- b. Reflective practice (5 points). See Appendix 1: How do I complete 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.
- c. In-service training activity (1 point per hour). If you are working as a therapist for an employer and are required to complete training sessions, these can be counted for CPD. For example, undertaking training to learn about cancer when working in a hospice. Training activities must be confirmed by submission of a training certificate.
- d. Supervising or mentoring (other therapists or receiving mentoring. One point per person. Maximum 5 points per annum). Many therapies require mentoring or supervision and as long as you evidence these meetings, you can count these towards your CPD points.

2. Self-directed learning

These activities are ancillary to your therapy work but important in developing your therapy and business knowledge.

- a. Reading journal/technical articles and reflection (2 points each). There are many journals, including our own, that update you on therapies, best practice, research and other CPD articles. You can count this work for CPD, but it is a requirement that you reflect on the activity in writing (min 300 words). In every issue of our journal we publish an aid to this reflective work based on the articles published.
- b. Creating a business plan (2 points). A major part of a professional business is a business plan. Many banks offer free downloadable programmes that can help you create your own. Once created you can review it on a regular basis to see how you and your business are developing. Simply keep a copy in your portfolio.
- c. Developing a marketing plan (2 points). Designing your website, marketing plan and collateral can take a lot of research and work. You can claim a total of 2 points for your marketing preparation and work. Keep a copy of your documents and screen prints of your website in your portfolio as evidence.

3. Professional activity

Maybe you are a therapy teacher or write articles for publication. As long as this is related to your therapy work, this activity can count towards CPD.

- a. Writing an article for publication (3 points each). If you have an article published, online or in print, you can count this towards your CPD points. You need to put a copy of the published article in your portfolio as proof.
- b. Preparing and delivering a lecture (3 points each). A copy of your lecture notes, presentation or supporting documents should be kept in your portfolio.
- c. Preparing and delivering a full day seminar (5 points each). The same evidence as 1.3.2. but as there is more work involved there are higher CPD points available. Your evidence should show the nature and extent of the seminar.
- d. Attending a local support group meeting (2 points per attendance*). The FHT local support group meetings, as well as any other professional support group meeting, can enhance your therapy knowledge. Each session attended that is relevant to a therapy you practise, counts as 2 CPD points and you should be given an attendance certificate as evidence. For information on the FHT local support groups www.fht.org.uk/lsgs
- e. Attending a committee meeting on behalf of FHT or another professional body or therapy association (3 points per meeting). The FHT has representation on many therapy working groups. For example attending a Health Education England meeting on behalf of the FHT. If we ask you to represent FHT on one of these, you can gain 3 points per meeting by putting evidence of attendance in your portfolio.

*must be relevant to at least one of your therapies

4. Formal educational activity

Professional qualifications in new therapies, or courses that extend your practical therapy knowledge, will all count towards CPD.

- a. A full day of further training or workshop (1 point per hour)
- b. A half day of further training or workshop (1 point per hour)
- c. New therapy qualification with less than 50 hours teaching contact (15 points each)
- d. New therapy qualification with more than 50 hours teaching contact (30 points each)

For each of the above, a copy of your CPD qualification certificate should be placed in your portfolio.

For working examples of CPD please see Appendix 3.

CPD Portfolio

It is your responsibility to set up your own CPD portfolio but FHT recommends the following:

- Date of the activity;
- Type of activity e.g. professional activity, work based learning, etc;
- Therapy(s) practised that this activity relates to;
- Brief description of the activity and how this has benefitted your practise;
- Total time to complete activity; and
- Number of points allocated.

We have a template that you can use if required - see Appendix 3 CPD Log Template.

Failure to complete CPD

Failure to complete CPD or to provide a portfolio on request will result in:

- Immediate removal from the FHT Directory and Complementary Healthcare Therapist Register; and
- moving to Associate membership status at your next renewal – more information about this can be found at www.fht.org.uk/associate

Advising FHT that you have completed CPD when you have not will also result in your removal from the FHT Directory and Complementary Healthcare Therapist Register.

If you have been unable to complete CPD for one of the following reasons, please inform us and we will consider extending your CPD requirement accordingly:

- Maternity leave
- Illness resulting in incapacity to work
- Family bereavement
- Other exceptional circumstances will be considered.

The FHT will decide if the circumstance can extend the qualifying period for CPD and may request that the member does double the required points in the following membership year. All decisions are made on an individual basis and the FHT's decision is final.

Frequently Asked Questions

Q: When should I send in my CPD?

A: Only when you receive a request letter or email from the FHT. Members are selected at random to send in their CPD. N.B. If you would like to have a new treatment added to your membership and insurance, please send copies of your certificate to info@fht.org.uk.

Q: How do I submit my CPD if requested?

A: Please submit your evidence by email in the first instance. You may scan or photograph your certificates/paperwork, but please ensure that any images are large enough to read all writing. Also, make sure that you attach the images to an email instead of pasting them into the body of the email. If you do not have access to a scanner or camera, please post copies of your certificates/paperwork to FHT Head Office. When submitting your CPD activity, please ensure this is accompanied by a copy of your CPD log.

Q: Do I need to submit my entire portfolio?

A: No. We no longer require you to send in your entire portfolio for review. Please only submit the evidence relevant to the membership year requested in the original email.

Q: Do I need to resend my certificates if you have seen them previously?

A: No, you do not need to resend your certificates, but we do ask that you confirm via email to cpd@fht.org.uk what training you would like us to consider for your CPD review.

Q: What happens if I don't submit my CPD activity?

A: Failure to complete CPD or to provide a portfolio on request will result in a move to Associate level membership at your next renewal – more information about this can be found at www.fht.org.uk/associate

Q: What if I can't earn 10 points per year?

A: We would advise you to discuss other levels of membership with our Membership and Insurance advisors. If you have special circumstances that only affect your points for one year, please contact us and we would be happy to discuss this with you.

Q: Can I carry over any points if I have more than 10?

A: No. We no longer allow members to carry CPD points over to the next membership year, so you will be required to earn a minimum of 10 points per year.

Appendix 1

How do I complete reflective practice?

Step 1 Start by looking back at a specific 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 why 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 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 What 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

Appendix 2

Example One

Sam is qualified in body massage, remedial massage and sports massage. He goes on to complete a qualification in sports therapy (20 CPD points). Sam has met his annual quota of CPD.

Example Two

Beverly is qualified in body massage, Indian head massage, reflexology and reiki. She completes a one-day first-aid refresher course (5 Generic points) and a case study about a client who benefits from a course of Indian head massage treatments (5 Therapy-Specific points). Beverly has met her annual quota of CPD.

Example Three

James is qualified in aromatherapy, body massage and reflexology. He writes an article about aromatherapy that is published online (3 Therapy-Specific points), attends a full-day course about adapting massage for people with cancer (5 Therapy-Specific points) and completes some reflective practice about a client who had an unusual response following a reflexology treatment (5 Therapy-Specific points). James has completed his annual quota of CPD.

Example Four

Clarence is qualified in reflexology, aromatherapy and kinesiology. He attends a full day course in reflexology and pregnancy (5 Therapy-Specific points) and writes a case study about a kinesiology client (5 Therapy-Specific points). Clarence has not completed his annual quota of CPD. Clarence needs to do either Therapy-Specific CPD in aromatherapy, or a Generic CPD, as currently he has not completed any CPD work that will enhance his aromatherapy practise.

