

APA Continuing Professional Development Policy

Introduction to APA CPD

Continuing professional development (CPD) is an integral part of professional regulation – both voluntary and statutory. The APA has therefore introduced a CPD policy that is mandatory for all APA practitioner and therapist members. By doing so it is believed that this policy will support APA professionals in developing a culture of continued learning and competency. The APA CPD policy has been modelled on the Health Professions Council guidance documents on CPD.

CPD in brief

CPD comprises a range of learning activities through which health professionals continue to develop throughout their career, thus ensuring members retain their capacity to practise safely, effectively and legally within their evolving scope of practice. CPD is mandatory for all APA full practitioner and therapist members.

CPD Standards

In determining standards for CPD, the APA recognises that members will already be engaged in a diverse range of CPD activities as an integral part or evolving component of their professional life. The APA therefore employs an adult and professional approach whereby there are no set number of hours or points required for CPD. The APA trusts that members are active, responsible and committed to their own professional progress. The emphasis is on the individual members to take responsibility for their own development as well as attending the CPD event.

CPD for 2015

APA professionals need to be able to meet CPD standards that are in line with other professional organisations. From 1st January 2015 all APA Members are required to attend an annual CPD event as well as participating in self-directed learning as the member feels appropriate for their practice.

Members who cannot attend due to unforeseen circumstances on the day are asked to submit a copy of their CPD profile for the previous 12 months within 4 months of the event.

The following indicates CPD in brief

1. Members must maintain a continuous, up-to-date and accurate record of their CPD activities.
2. Members need to be able to demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.
3. Members should ensure that their CPD has contributed to the quality of their practice and service delivery.
4. Members should ensure that their CPD activities benefit the service user.

CPD in detail

To meet CPD standards, members need to make their own professional decisions about the kinds of CPD activities they need to undertake in order to develop and improve their skills and knowledge. CPD can take many forms and the APA approach to CPD is flexible and non-prescriptive. The range of recognised CPD learning activities includes:

- **work-based learning**, e.g. learning by doing, case studies, reflective practice, clinical audit, coaching from others, discussions with colleagues, peer review, supervising staff or students, visiting other practices and reporting back, significant event analysis, user feedback, committee membership, journal club etc.
- **professional activity**, e.g. involvement in a professional body, member of specialist interest group, mentoring, teaching, examining, tutoring, expert witness, presentation at conferences, developing specialist skills, organising accredited courses, supervising research
- **formal/educational**, e.g. courses, undertaking research, distance learning, planning or running a course, writing articles or papers, attending conferences
- **self-directed learning**, e.g. reading journals/articles, reviewing books/articles, updating knowledge via internet/TV/press, keeping a file of progress
- **other activities**, e.g. public service, courses, voluntary work.

Further examples of CPD activity:

Members working in a clinical role

- attending a short course on new laws affecting your work
- appraising an article with a group of colleagues
- giving colleagues a presentation on a new technique.

Members working in education

- being a member of a learning and teaching committee
- doing a review for a professional journal
- studying for a formal teaching award
- supporting the development and introduction of a national or local policy.

Members involved in research

- giving a presentation at a conference
- being a member of an ethics research committee
- considering articles for scientific journals.

There is also scope for an individual to justify as CPD an activity that has not been included. This enables professionals to tailor an individual CPD profile to meet their own learning and practice needs.

For any CPD activity, you may find it helpful to ask yourself these basic 'CPD Self-Assessment' questions:

- What do I want to learn?
- What am I going to do with this knowledge?
- When and how am I going to use this knowledge?
- What might the learning value be of what I will undertake?

Documenting your CPD

With APA registration members will have been sent a CPD record sheet. Additional copies can be downloaded from the APA website. Throughout the year, as members engage in CPD activities, they are advised to make a complete list of them on this record sheet together with a list of the evidence which supports each activity.

Declaration of CPD

As attendance at the annual CPD event is mandatory from 2015 alongside self directed CPD, members who do not attend the event due to unforeseen circumstances will be asked to submit a completed CPD profile including supporting evidence (see below) to the office within 4 months of the event.

CPD Profile and Evidence

Registration at the CPD event will indicate members who have not been able to attend. At this point the APA office will compile a list of members who will be submitting written evidence of CPD.

When a CPD event has been missed, members must submit CPD documents to the APA office. The following information should be included.

- a summary of practice for the last year (maximum 500 words)
- completed CPD record sheet, with an accurate record of all CPD activities
- a statement of how the CPD standards have been met (max 1500 words)
- evidence to support the statement.

A range of evidence can be used, for example: letters from service users, personal development plans, course assignments, business plans, peer assessment forms, learning packages, workshop attendance and reflections, course hand-outs and notes, learning and reflections on dissemination of research/publications etc.

The APA requires members to complete their profile electronically and either print it off and post to the APA office with photocopies of the supportive evidence, or scan the supportive evidence and submit the entire profile electronically.

Summary

The APA process of ensuring all full practitioner and therapist members maintain adequate standards of CPD operates by the following:

- All full practitioner and therapist members make a declaration at membership renewal that they continue to meet the APA standards for CPD.
- All full practitioner and therapist members must attend the annual APA CPD event. Anyone unable to attend must submit a copy of their CPD profile for the previous 12 months within 4 months of the event
- The submitted CPD evidence is assessed against the APA standards for CPD by at least two APA executive members.

The APA secretary has the responsibility for registration and renewal of membership and the APA executive committee has the right to refuse to renew a member's registration or to remove the member from the APA register in accordance with the APA constitution.

Taking a break from compulsory CPD and or practice?

It is recognised that APA members may need to take a break in their practice in order to, for example, care for children or other relatives. Ayurvedic practice and CPD can re-commence after relevant documentation has been presented to the office.

If members are out of practice for more than two years, it is advisable that they come off the APA register and reapply for registration when they wish to practise again. While they are not registered, there are no CPD requirements to fulfil.

If members have been out of practice for more than two years, they must complete an updating period (see below) of 30 days before applying for re-registration.

If they have been out of practice for more than five years, they will need to complete an updating period of 60 days. This updating period can be made up of any combination of supervised practice, formal study or private study, provided that private study comprises no more than half of the whole period. For further information, please contact info@apa.uk.com.