



# **Acupuncture Association of Chartered Physiotherapists**

## **Continuing Professional Development Guidelines**

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# Introduction

## About this document

The AACP have written this document to provide you, AACP member, with a reference point for acupuncture physiotherapy related continuing professional development (CPD). This document will be helpful for those who have been selected for CPD audit as well as those who require information regarding maintaining CPD.

This document will be reviewed and updated as and when necessary.

## Why do the AACP audit CPD?

The AACP believes strongly in promoting safe and effective treatment for the benefit of the patient. Auditing CPD enables the AACP to monitor the professional development of its members, helping to ensure the delivery of safe and evidence based high quality acupuncture treatment.

# CPD and AACP Membership

## CPD Responsibility

As an AACP member you are responsible for the maintenance of your CPD in line with the AACP standards of CPD. As part of your AACP membership you are required to maintain ten hours of CPD over a rolling two-year period. The AACP will require you to certify that your CPD is meeting our standards when you renew your membership.

## Our Standards for CPD

The AACP require its members to:

- Maintain a continuous, up to date and accurate record of their acupuncture related CPD activities
- Maintain ten hours of CPD over a rolling two-year period
- Demonstrate a variety of learning activities relevant to their current or future acupuncture practice
- Ensure their CPD has benefited their practice, service delivery and the service user
- Upon request, be willing to submit to the AACP supporting evidence showing how they have met the AACP standards of CPD

# Undertaking CPD

## What is CPD?

CPD is the way in which you continue to learn and develop throughout your career to keep your skills and knowledge up to date and to be able to work safely, legally and effectively (Definition taken from HCPC Continuing Professional Development and your registration - 2014).

## Keeping a Portfolio

There are various ways you can record or store CPD. The most traditional method is hard copy in the form of a portfolio. We are aware many members will record their CPD electronically, therefore there is a section on the website where you can upload your CPD electronically.

## Based on Learning Outcomes

Your CPD should be based on your own individual learning outcomes. You will need to make professional choices about the CPD activities you undertake to ensure they are the most appropriate development activities for you.

## CPD Activities

CPD takes many forms and therefore we are not producing a definitive list of how members should be learning.

CPD activities could include the following:

- Work based learning
  - Reflecting on experiences
  - Clinical reasoning
  - Clinical discussion and problem solving
- Professional activity
  - Mentoring others
  - Acupuncture specialist interest group discussion
  - Clinical supervision
  - Policy development and incident reporting / management
- Formal Education
  - Attending a course
  - Conducting research
  - Distance learning
  - Planning or running a course or IST
  - Attending IST
  - Attending AACP Conference
- Self-Directed Learning
  - Critical appraisal of research
  - Reviewing books
  - Improving knowledge through the use of the internet, books, journals etc.
  - Discussion on iCSP

## Reflection

Appropriate CPD activities, once completed need to be reflected upon and such reflection documented to count towards your CPD. This is to ensure that the CPD you have undertaken has benefited your practice, service development or patients. Simply placing a certificate in your CPD file does not show that you have developed as a result of the CPD activity.

For AACP CPD, full completion of the AACP CPD registration form is sufficient for your CPD hours to be counted. This form includes a basic reflection, with the need to detail the outcomes of your learning. Please see 'Putting your CPD evidence together' section.

## Scope of Practice

When undertaking CPD it is essential that you ensure it is relevant to your work. It is a requirement of the HCPC that you only practise within your scope of practice. For example, cosmetic acupuncture will only be accepted as CPD if the learning outcomes indicate benefits in relation to, or incorporation into, non-cosmetic practice.

You will usually undertake CPD that will reflect your current scope of practice only.

CPD in the form of *competency assessed* training can prepare you for a *change* in your scope of practice by ensuring you have the knowledge, skills and experience to practise lawfully and safely prior to developing your scope of practice.

## Return to Practice

You may need to take a break from your work for many reasons including maternity leave, travelling, carer responsibilities or ill health. Whilst taking a break we offer a non-practising membership during which your CPD will not be audited.

If you have an extended period of absence from practising, there may be the requirement for you to complete an AACP refresher module to regain your AACP Accredited status. This will be based on the length of absence and your CPD activities.

# The Audit Process

## Two Years Registration

We will only audit members who have been members for more than two years. This is because members are allowed two years to build up their CPD prior to being audited. You should ensure CPD is maintained throughout your career and this first two years of membership should not be seen as a break from CPD. Your initial training in acupuncture (AACP Foundation Course) does not count towards your CPD for the first two years.

## When we audit

The AACP audit a random sample of CPD from members rather than checking every members CPD activity. In line with the HCPC we believe this is safe to do because we trust that members will take responsibility for meeting CPD standards.

You do not need to send any CPD to the AACP unless requested.

For the purpose of recording CPD, you can use the online facility on the AACP website where all uploaded CPD will be stored safely and securely.

By auditing a sample rather than all members CPD we will keep the audit costs down providing better value for money for members.

In line with the HCPC, the AACP audit a total of 5% of members each year. Requests are aimed to be sent at the beginning of January, April, July and October asking members to submit their CPD evidence before the end of the same month. If you are selected for audit we will send you a letter and an email requesting you send in evidence of your CPD activity.

## Auditing, Our Part

Once we have received your CPD evidence it will be audited by a CPD Auditor. The CPD Auditor will ensure your CPD meets the standards outlined in the section “CPD and AACP Membership” and that it meets the minimum required hours. This information will then be inputted by the Membership Team and stored securely on our database. Once the audit is complete you will be notified of the outcome.

## Audit Outcome

There are two possible outcomes

- Your CPD evidence meets the required standards
  - You will stay a member, we will write to you to let you know
- More information is needed
  - We will write to you to let you know what additional information is required
  - You may be offered an extension in time in order to develop your CPD evidence to meet the required standards
  - It may be the case that your membership is ended if you cannot meet the required CPD standards

### **Deferral of Audit**

Due to unavoidable circumstances, a deferral in your audit may be granted. This will be assessed on an individual basis.

If you are selected for audit and you are unable to provide us with your CPD evidence and therefore wish to apply for a deferral then contact us as soon as possible.

## Putting your CPD Evidence Together

### What to send in for audit

If you are chosen for audit, we will send you the required paperwork to complete.

Your CPD evidence will consist of:

- Photocopies of your CPD (certificates, journal reviews etc). You do not need to submit presentations, articles, course hand books etc.
- Supporting CPD Registration Forms (or equivalent) for each CPD activity
- Completed CPD Summary Form detailing your current job role(s) and use of acupuncture over the previous two years

Please only submit photocopies of your CPD as we cannot guarantee that it will be returned to you.

Do not submit your whole CPD portfolio.

CPD for audit can be sent to the AACP via post, email or it can be uploaded to the AACP website. If you record your CPD via the AACP website, you may find it less time consuming if you are selected for audit as the majority of the CPD evidence we need would already be available to us.

### CPD Registration Form

Each CPD activity should be accompanied by the AACP CPD Registration Form. An alternative may be used as long as it includes the same information as is found on the AACP CPD Registration Form. You may complete the forms electronically or by hand. Ideally you should use the AACP CPD Registration Forms ongoing, as part of your CPD portfolio.

This means if audited it would be a simple process for you to submit your CPD evidence.

It is vital to be clear on two headings in particular, the first being *learning objectives*. Under this heading the key learning aim/objectives need to be documented. This means writing the main points covered within the CPD activity.

The second heading being *learning outcomes*. Under this heading the key learning outcomes need to be documented. This means how you benefited professionally from the CPD activity; this is the reflection. This may be what you learnt, how this benefited an element of your clinical or non-clinical practice for example.

### CPD Summary Form

You should use the CPD Summary Form as a front sheet when submitting your CPD evidence. An alternative may be used as long as it includes the same information as is found on the AACP CPD Summary Form. The form may be completed electronically or by hand. A brief description of your job role(s) and use of acupuncture of the previous two years will enable the CPD Auditor to see how relevant your CPD activities are.

### Confidentiality

It is your responsibility to ensure that all information submitted to the AACP maintains patient confidentiality. Ensure no patient details remain on any documentation you submit.





## Acupuncture Association of Chartered Physiotherapists CPD Registration Form

**Date:**

**First Name:**

**Surname:**

**AACP Membership No:**

**CSP Membership No:**

**HCPC Registration No:**

**CPD Hours:**

**CPD Activity (what did you do):**

**Learning Objectives (what were the aims of this CDP activity?):**

**Learning Outcomes (what did you learn and how has this benefited your practice?):**

**Signature (*if hard copy*):**



## Acupuncture Association of Chartered Physiotherapists CPD Summary Form

Please continue on a separate sheet if needed.

**First Name:**

**Surname:**

**AACP Membership No:**

**Dates covered by audit:**

**Summary of your job role(s) and use of acupuncture over the previous 2 years:**

**Summary of your CPD activity over the previous 2 years:**

Date	CPD Hours	CPD Activity (what did you do):
<b>Total Number of CPD Hours over the previous 2 years:</b>		