



# Continual Professional Development Policy

## Introduction

Continuing Professional Development (CPD), allows Craniosacral Therapists to maintain, develop and enhance their professional competency. CPD is essential for the profession to maintain and preserve the integrity of the practitioner, as well as safeguard the client. Continuously educating oneself demonstrates commitment to the importance of the profession as a whole and fosters high standards of protection for clients. IACST requires Members to take part in CPD on an on-going and effective basis, to maintain a record of such activities and to comply with the IACST requirement to maintain Membership.

### Recognised CPD

*Required per annum from October 2021:*

Student Members	20 Hours/points over a 2 year period
Full Members	60 Hours/points over a 2 year period
Associate Members	No CPD requirement

### **CPD - Full Members (60 CPD Hours/Points)**

- 20 hours CPD – Self Care
- 40 CPD Hours – CPD activities

### Self-Care and Personal Development, Fitness to Practice

Paralleled with Continuous Professional Development are Fitness to Practice, Self-care and Personal Development.

All of these to ensure the integrity of professional practice.

Hours spent on Self-care and Personal Development including Personal Therapy will be recorded in the CPD log.

## CPD Requirements:

- Student Members will be required to complete 10 hours/points CPD annually or 20 hours/points over a 2 year period .
- Full Members will be required to complete 30 hours/points CPD annually or 60 hours/points over a 2 year period.
- A minimum of 7 hours/points to be accumulated annually for Student members.
- A minimum of 10 hours/points to be accumulated annually for Full members.

## Member's Responsibility

Members must carry out a self-directed review of their knowledge, skills, performance and professional qualities in the context of their professional role while being mindful of current and future practice. Once registered with IACST, *all* Members are required to engage in CPD. It is the responsibility of each Member to make decisions about the kinds of CPD that are relevant to their role and responsibilities and to maintain relevant records. The requirements apply to all IACST Members whether they work in the public or private sector or whether they are in full-time or part-time employment.

Failure to comply with the CPD requirements might result in their membership being lapsed.

## Requirements:

- To meet the CPD requirements as outlined, based on learning and development needs.
- To reflect on the impact of selected CPD activities on their practice.
- To maintain a completed and up to date CPD Log.
- To complete and sign the CPD on an annual basis.
- To plan CPD objectives for the upcoming year.
- To show original supporting documentation upon request
- To retain Copies of Attendance.
- To retain original supporting documentation and CPD Log for a period of 5 years.

## Committees Responsibility

- To ensure the CPD is relevant and appropriate – being mindful of current and future practice.
- Ensure Member engages in a range of CPD activities on an ongoing basis relevant to Craniosacral Therapy.
- Have sight of original supporting documentation and Certified Copies when requested, ensuring satisfaction with its veracity.

- Sign the CPD Log when reviewed.
- Alert Member to retain all original supporting documents and CPD Log for a period of 5 years.

CPD should be more than just passive learning activities or attendance at events - just to full fill the membership requirement. It should occur in various contexts and through a wide-range of activities; it can be achieved through creating knowledge and disseminating it as well as receiving it and does not have to be done solely through structured or formal training.

## **Compliance**

The IACST's approach to CPD is facilitative, however it is important to know that as a final resort, a failure to comply with the CPD requirement may result in removal of Membership Status. Incomplete CPD Log submissions will be returned to the member without review or consideration. This is in keeping with best practice to ensure that CPD requirements are met.

It is recognised that it may not always be possible to meet your CPD requirements due to personal circumstances. These circumstances may include maternity/adoptive leave, career breaks or, long term illness. Requests for deferral of CPD can be made and will be considered by IACST on a case to case basis.

### CPD Log Assessment Outcomes

**Outcome 1** - CPD requirements are met

**Outcome 2** - Most CPD requirements are met. More information is needed, the member will be required to submit further information.

**Outcome 3** - CPD requirements not met. The member is given additional time to acquire suitable CPD.

**Outcome 4** - CPD requirements not met in the following ways;

- No submission from Member.
- Failure to submit a completed CPD Log.
- Log prompts Fitness to Practice concerns.
- There are concerns about false declaration.

**This list is not exhaustive.**

Non-Compliance will result in a referral to the Committee. The Member will be given a right of reply, Committee determine the Member to be "Compliant" or "Non-Compliant". If Non-Compliant, Committee will withdraw membership on grounds of professional misconduct.

## Data Protection

All rules of Data Protection will be observed in respect of any data received:

- Information will be obtained and processed fairly
- Information will be kept for a specified, explicit and lawful purpose
- Use of and disclosure of information obtained occurs only in ways compatible with these purposes
- Information will be kept safe and secure
- Information will be accurate complete and up to date
- It will be retained only while necessary for the purpose obtained

All data is kept by the IACST in accordance with the Data Protection Acts and the General Data Protection Regulation (GDPR).

Files relating to CPD Logs will be kept for a seven-year period, following that they will be securely destroyed.

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### *Guidelines on using this Continuing Professional Development log;*

- As each activity is completed fill in the details on your CPD Log. Retain certificates etc., in case you are required to produce them at a later stage
- Retain signed logs as evidence of CPD.
- Please send in the logs with your Annual Membership Form. Your log must be submitted annually, certificates upon request.

Continuing Professional Development (CPD) Annual Log, allows Craniosacral Therapists to maintain, develop and enhance their professional competency. CPD is essential for the profession to maintain and preserve the integrity of the practitioner, as well as safeguard the client. Continuously educating oneself demonstrates commitment to the importance of the profession as a whole and fosters high standards of protection for clients. IACST requires Members to take part in CPD on an on-going and effective basis and to maintain a record of such activities.

## **CPD (Continuing Professional Development) is COMPULSORY for all members of the IACST**

It is IACST policy that CPD is compulsory for all Student and Full members of the IACST who want to appear on the IACST public register.

You will need to accrue a minimum of 40 points per 2 years (on average 20 points per year) some of which can be carried over and accrued over 3 years although a minimum of 7 hours/points must be attained per year. You can choose how you get your points from the table below. The IACST will randomly ask

members to provide evidence of their CPD so it is recommended that you keep a CPD folder. Further notes on the listed activities will hopefully clarify but if there are any queries please contact the secretary.

### List of CPD activities:-

	Description of Activity	Allocation of Points	Annual points limit
A	Practitioner/peer exchange session	1 per hour	3
B	Informal learning activity	1 per hour	3
C	Promotion of Craniosacral Therapy in the community	1 per hour	8
D	Self-care and Personal Development including Personal Therapy	1 per hour	10
E	Volunteer Craniosacral work for special needs and vulnerable people including hospices and charities	1 per hour	8
F	National or international or other relevant Craniosacral conference	4 per day	10
G	Craniosacral research project	2 per hour	15
H	Participation on IACST sub committees	1 per hour	10
I	Contributing to the development of Craniosacral Therapy as a profession	1 per hour	10
J	Attendance at an event or workshop relevant to your practice	6 per day	12
K	Further professional training at bona-fide training establishment in other related Craniosacral enhancing therapy	Minimum 1 year training	45 over 3 years
L	Delivery of an extra curricular/specialist Craniosacral or relevant workshop, course or seminar	1 per hour	8
M	Publication of case study, article or review	1 per hour	8
N	Travel to attend a CPD activity	1 per 80 kilometres, over 80	5

### How the CPD scheme works: Step-by-Step Guide

- Step 1 Decide on your development needs
- Step 2 Look into the suitable options for activity
- Step 3 Check that the activity is valid
- Step 4 Consider evidence you will need before starting
- Step 5 Carry out the activity – Obtain signed receipt from activity provider if applicable
- Step 6 Reflect on how that activity benefited your practice
- Step 7 Complete your CPD log
- Step 8 Place any evidence in your CPD folder



# CPD Log

Name:.....

Activity undertaken	How long the activity was in hours & date	Number of points awarded	How this activity has benefited my practice

Notes: You will see that ‘travel to attend a CPD activity’ accrues 1 point per 80 kilometres, when travelling over 80 kilometres, to a maximum of 5 points per activity. It is included to acknowledge the time and energy spent travelling by those practitioners who live in rural areas.

Declaration of Member:

I confirm the information I have supplied is correct and true. I confirm that I have read, understand and agree to comply with the IACST Continuing Professional Development Policy.

Name (please print) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Declaration of Committee Member:

I believe the CPD undertaken to be relevant and appropriate to the Craniosacral Therapy profession.

Name (please print) \_\_\_\_\_ Membership No. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original supporting Documentation must be retained for seven years.

Note

CPD must be something that is capable of being accounted for and in some way verified, in order to demonstrate that it has taken place with some impact on future practice. Members need to be able to describe what happened and specify at least some of what has been learned in a way that another informed individual can understand. CPD must occur within a learning cycle where the individual is in charge of their learning and can set development objectives relevant to their own needs, based on their current situation and identified goals, through a think, plan, do, review process. Only when this has been done can they identify the training courses or other activities that they need.

**Please see CPD Log for further information**