

*A network of Complementary  
Practitioners upholding holistic,  
compassionate and ethical procedures.*



## The Healer Foundation Dedicated to Healing Principles

### CONTINUING PROFESSIONAL DEVELOPMENT

Most professional bodies are currently re-thinking their Continuing Professional Development (CPD) Programmes. A major national research and development project, supported by the Department of Health gives us guidelines.

You should enjoy your annual CPD activities and review process as being a well-rounded professional relies as much on your daily activities as the more formal training you engage in.

It may be that in some years you are more involved in the CPD process than other years, but as it is a lifelong journey, each activity will add its own valuable contribution to your working life.

The new more holistic approach now being practised by Complementary, Alternative and main stream health practitioners will give a better opportunity to think about ourselves as individuals; choose and reflect upon our work and give us a respected professional position in the wider world.

Most important, it gives value to each practitioner's situation - how we learn - who we are - what we are able to engage in from year to year - what our financial state is when we look at training possibilities - whether we are geographically isolated and unable to travel easily to places for learning development and so on. Choice of activity for some will be more restricted than for others for whatever reason. It is important therefore to reflect on these points, it is your right to choose your own training course or development programme.



## The Way It Works

For the period 1<sup>st</sup> September 2002 until 31<sup>st</sup> March 2004 the requirement was to choose activities from at least **2 categories** and fulfil a minimum of 20 hours. From 1<sup>st</sup> April 2004 to 31<sup>st</sup> March 2005 the requirement will also be 20 hours, but may be reviewed as therapies become more formally regulated.

Example:

Category 1.	5 evening lectures. 2 hrs each evening	10 hours
Category 6.	8 supervision sessions. 1.25 hrs each	<u>10 hours</u>
		<u>20 hours</u>

(see example in attached Planning sheet and Activity Review Sheet).

If you do not make up the required number of hours with 2 categories, simply choose another one to make up the shortfall.

**Every 3 years you are required to refresh/update your core skills or develop them further in some way.** Some may choose to do more than this minimum requirement either because you live within easy access of available training courses or have set up an arrangement where you and your colleagues meet for the sharing of professional skills and knowledge. Some of you may live in more isolated areas where these arrangements are difficult and expanding your knowledge-base may need you to plan and make special arrangements more formally every 3 years on courses some distance away.

Make your own Portfolio File so that you can keep your notes, dates of training, periods of study in one place.

We would encourage try not to repeat the same sort of activities in the following year, i.e. if you have done some research in one year, do something else the following year so that you don't always choose cognitive ways of learning as against experiential. Those who teach or who give their time to committee work should choose other activities to cover **some** of their requirement.

A Planning Sheet is attached to help you identify your learning and development needs.



## **Portfolio, Planning Sheet and Individual Activity Record**

### ***The Portfolio***

The Portfolio is your ongoing CPD record. It will help you to record activities as and when you engage in them and assist you in identifying your learning needs and support. You will be able to see your own development as the years go on. As CPD will become a necessity for belonging to any health-related organisation your portfolio may need to be seen occasionally by the umbrella body. If it is called in, it will need to be up-to-date. It is important therefore that you become familiar with the requirements of CPD for your professional life and make proper provision for it.

### ***Activity Record Sheet***

Attached is an Individual Record Sheet. This may be helpful in its present form for you to use or you may wish to amend it in some way. If you photocopy a number of sheets and keep them in your portfolio you will be able to record and remember everything you have done over the years(s). Use continuation sheets when necessary.

### ***Planning Sheet***

It is important to identify areas where you could develop your knowledge or skill to benefit your practise/clients/patients.

For example you may have bought a computer but not have developed useful ways of using it for your record-keeping or accounts. So you may make a record using the form:-

- OBJECTIVE 1. Find a course locally that would teach me to use my computer more effectively for my practice.
- OBJECTIVE 2. Go to see another practitioner's use of the computer.
- OBJECTIVE 3. Find a person locally who is computer literate who will help me get started and then give ongoing support.

Again you may wish to photocopy a few of these planning sheets to keep in your file.



## **Continuing Professional Development Categories**

Activities from **2 Categories** at least should be chosen taking at least **20 hours** over any one year.

These activities are for guidance and are not set in stone. If you have participated in something. Which has been of value to you, please let us know.

### ***Category 1. Short Courses on Professional Issues.***

e.g. Courses undertaken in areas of special interest relevant to your work or expanding your way of thinking, or deepening your understanding of a related subject. Could be evening talks, one-day event or a weekend.

### ***Category 2. Meetings, Seminars, Conferences, AGM's***

e.g. Organised locally, nationally, internationally, Health Shows.

### ***Category 3. Study for Further Qualifications***

e.g. Advanced Diploma Courses. Certificated Courses.

### ***Category 4. Encouraging the Development of Others***

e.g. Running a workshop. Giving a talk at a conference/meeting. Writing a book review. Writing an article. Organising a Peer group for sharing/discussion. Giving some time to listen to another practitioner who may have a difficulty. Producing a newsletter.

### ***Category 5. Active Committee work for a professional body related to "your" work***

e.g. Being a secretary; Being on a working party; Helping at a Conference.

### ***Category 6. Personal/Professional Development.***

Personal therapy, (psychotherapy, counselling, physical therapy). Time and space given for personal reflection - this needs to be properly documented. Talking with another professional to gain some insight - this needs proper documentation. Having supervision. Doing a piece of study/reading for personal insight. Attending a sports event and offering massage. Giving a talk/presentation at a sports club or the W.I. etc. about your work.

### ***Category 7. Journals and I.T.***

Reading professional journals. Use of internet to access professional information related to work/clients. Doing a piece of research. Watching a video/film for educational purposes relevant to professional life. Using library facilities for the development of learning. Learning computer use. Making a web site.

### ***Category 8. Formal Training***

Where a formal training course in excess of 50hrs has been taken in a year, you may request the CPD coordinator for a variation in the subsequent year's CPD requirement in terms of time and appropriate activities to maintain compliance with requirements. Any variation agreed would be in writing and at the discretion of the CPD coordinator and/or Executive committee.



# ACTIVITY REVIEW SHEET

**NAME:**.....

**YEAR:**.....

CPD ACTIVITY UNDERTAKEN (including proof of attendance, details of dates and provider involved where relevant).

THE REASON I UNDERTOOK THIS ACTIVITY WAS:

THE ACTIVITY BENEFITED MY DEVELOPMENT BY:

Categories Claimed	1	2	3	4	5	6	7	Please circle
No of hrs								Enter No of Hrs

**Activity Reviewed With:**

**Signed:**..... **Name:**.....

CPD BEFRIENDER / SUPERVISOR / TUTOR ETC.

**Date:**.....

## COPIES OF EMAILS FROM RENA REGARDING CPD

**From:** Rena Guttridge [mailto:rena.g@virgin.net]  
**Subject:** BCMA Annual General and Council Meeting

Hi Everyone,

I attended the BCMA AGM on behalf of the Healer Foundation. It was really good to meet the executive council team - they are a dedicated, pro active group with excellent professional experience in the complementary field and they are committed to taking complementary medicine successfully into the future.

Denise has sent a separate mail detailing the minutes of the meeting and I would like to highlight two of the items discussed.

One is Continual Professional Development - Denise and I feel that our quarterly network meetings meet this criteria so in future the Healer Foundation will offer an attendance certificate at the meetings that will qualify as hours for CPD.

The second is Voluntary self regulation and government Statutory regulation for complementary therapies.

It appears that if a complementary therapy organisation is seen to be self regulating then the government will accept their procedure. - otherwise they will impose the regulations themselves.

At the present time this only applies to certain therapies - Acupuncture; Osteopathy/Chiropracty and Herbal medicine.

It is wise and interesting to be aware of the situation even though these therapies may not apply to you. - lots of information available if you go onto the Google search engine with

" complementary medicine statutory regulation"

I was pleased to make contact with the BCMA team and feel confident that the HF has a good and supportive association

Love and light  
Rena

**From:** Rena Guttridge [mailto:rena.g@virgin.net]  
**Subject:** Gary Craig's Site [www.emofree.co.uk](http://www.emofree.co.uk)

Hi everyone

Some of you may be concerned that Gary has imposed some regulations on his Find a Practitioner listing.

Gary has had many objections to his decision but I have sent a message of support and agreement.

In view of the current thinking for self regulation of therapies and training, I feel that it is a positive and helpful move.

I have all of the required CDs and once copied, I will be happy to provide you with them if appropriate to you and your practice - I know that some of you simply use EFT for yourself and friends.

We are requested not to charge for the CDs - but a voluntary contribution to The Healer Foundation funds would be appreciated.

Please call me for more information

Love and Light  
Rena