

# CNHC Continuing Professional Development (CPD) Standards

A guide for CNHC registered practitioners

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## **1. Introduction**

The CNHC is the UK voluntary regulator for complementary and natural healthcare practitioners and has been accredited by the Professional Standards Authority for Health and Social Care ('PSA') as the holder of an Accredited Register. CNHC's sole purpose is the protection of the public through the regulation of the professions which fall within its remit as a regulator. All CNHC registered practitioners have demonstrated that they meet, as a minimum, national occupational standards for the discipline(s) concerned, mapped into a core curriculum. All CNHC registered practitioners also adhere to the CNHC Code of Conduct, Ethics and Performance.

Initial registration, however, only indicates the meeting of standards at a given point in time. In order to remain on the register, it is important that registered practitioners participate in continuing professional development (CPD), which is defined as "a range of learning activities through which professionals grow and develop throughout their careers to ensure that they retain their capacity to practise safely, effectively and legally within their evolving scope of practice"

CNHC bases its requirements on the premise that registered practitioners are professionals capable of making their own decisions about what best serves this purpose in relation to their own practice. CNHC does not set any mandatory requirements in respect of CPD content.

The purpose of this guide is to set out the CNHC's policy as clearly as possible, to enable you as a registered practitioner to understand what is required and how best to achieve it.

## 2. CNHC's approach to CPD

*Reflective practice* is the term used to describe how you observe and record what you are learning and then put your learning into practice. CNHC considers reflective practice to be an essential element of your CPD. It involves:

- Identifying your learning needs and how you will meet them
- thinking about (or reflecting on) what you have learned
- looking at how you will feed this learning back into your work
- reviewing what has been done and identifying any new learning points.

You may already be familiar with CPD because many professional associations require it for continued membership. Even if you do not belong to a professional association, it is likely that you already take part in a range of activities which would be acceptable as CPD. These include (for example)

1. Day to day research into issues related to individual clients
2. Reading relevant professional journals
3. Case reviews with colleagues (face to face or by other means of communication)
4. Participating in seminars or workshops. This could include webinars where you are interacting with other practitioners online or by telephone
5. Participating in formal programmes of education and training related to your clinical skills
6. Health and safety training which is relevant to your professional practice
7. Training to enhance ethical practice such as how to maintain professional boundaries or how to deal with issues of confidentiality.
8. Business, marketing and other courses which enhance professional practice.
9. Personal development which enhances your professional practice. For example, this could include courses which enhance your ability to be empathetic with your clients
10. Receiving supervision or mentoring
11. Work shadowing
12. Participating in research projects
13. Attendance at conferences or meetings which are dedicated to clinical practice or learning more about the discipline(s) you practice.
14. Certificated first aid training.

**If you already undertake CPD in order to retain your Professional Association membership, and this meets or is in excess of the CNHC requirement, then you are not required to undertake additional activity in order to meet the CNHC standards. Just record what you have completed on the CNHC log, a copy of which is attached as Appendix 2 to this document.**

**NOTE: If you are a member of the British Association for Applied Nutrition and Nutritional Therapy (BANT), you can use the BANT log because it has been designed to match the CNHC log.**

### **3. CPD requirements**

- **CNHC registrants who are registered for only one discipline must complete a minimum of 15 hours CPD each year, of which 10 hours must be directly relevant to the discipline for which they are registered. The other five hours may be more general learning to support their overall development as a professional practitioner**
- **Multi-disciplinary registrants must complete at least 10 hours CPD directly related to each discipline for which they are registered and another five hours of general learning. This means someone who is registered for two disciplines must complete a total of 25 hours; someone registered for three disciplines must complete a total of 35 hours, and so on.**
- **CNHC registered practitioners must complete a range of CPD activities, with no more than a third of the total CPD hours spent on any single activity in one year.**
- **CNHC registered practitioners must keep an up-to-date log of their CPD activities. A copy of the CNHC CPD log template is attached as Appendix 2 to this document and an example of a completed log is attached as Appendix 3**
- **At renewal, each CNHC registered practitioner must confirm that they have met CNHC's CPD requirements and, if requested by CNHC at any time, must provide a copy of their completed CNHC log.**

### **4. Unable to meet the requirements?**

If you cannot/do not complete the number of hours required, this does not mean you will automatically be removed from the register. CNHC will seek information as to why its requirements have not been met. Mitigating circumstances will be taken into account. Advice will be offered, if necessary, to enable you to complete your CPD, where possible, over an agreed period of time. Should it still not be possible to meet the requirements, registration will automatically lapse until such time as they are met.

As the CNHC's CPD policy is about development and professional growth, it is important to understand that failure to meet the CPD requirements does not lead to CNHC taking action under its disciplinary procedures.

### **5. CPD audit**

On an annual basis CNHC will carry out a random sample of CPD logs of registrants who have confirmed they have met the CPD requirements. Failure to provide such a log when requested to do so may result in immediate removal from the register.

## Appendix 1 FAQs

**1. Q: What is the definition of ‘practising’?**

A: Practising: means working in any capacity (remunerated or voluntary) on the basis of your professional qualification. It includes teaching.

**2. Q: Do I have to meet these CNHC standards in addition to those of my Professional Association?**

A: No, you do not, providing what you do meets the minimum CNHC requirements. The likelihood is that what you are already doing will meet or exceed the CNHC requirements.

**3. Q: Do I have to do approved course/activities?**

A: No, you are free to choose whatever meets your particular needs at any given time.

**4. Q: Will CNHC be approving courses?**

A: No, that is not our role.

**5. Q: Can I get the courses I run ‘approved’ by CNHC?**

A: CNHC does not ‘approve’ CPD activity in any way

**6. Q: I only work a few hours each week. Do I still have to meet all the requirements?**

A: Yes, you need to keep up to date regardless of the hours you work

**7. Q: Can I count my hours over three years instead of one year if I am doing a longer period of study, or want to take time off for maternity leave?**

A: As CNHC’s aim is to support practitioners with completing CPD, we will be willing to consider exceptions to the one-year timescale on an individual basis. Any practitioner in this position should contact CNHC directly to discuss.

**8. Q: What happens if I want to renew my registration after a break in practice?**

A: You must have met 50% of the CPD requirements in the year before renewing your registration (for example reading professional journals) and confirm that you have done so when you re-register.

**9. Q: What happens if I undertake a training event, for example, and it turns out to be irrelevant to my learning needs?**

A: There will still be some learning to be gained from it - even if it is only how not to do things! Use the experience positively and look for what you can learn. You don’t have to do more hours to make up the time. Make sure you let the organisers know your views of their offering.

## Appendix 2 CPD log template

<b>NAME:</b>			<b>DISCIPLINE:</b> If multi-disciplinary		
<b>REGISTRATION No:</b>			<b>DISCIPLINE 2:</b>	<b>DISCIPLINE 4:</b>	
			<b>DISCIPLINE 3:</b>	<b>DISCIPLINE 5:</b>	
<b>Date</b>	<b>Activity</b> Please mark D for discipline -specific and G for general in next column. If you are registered for more than one discipline, include the discipline as well as the discipline specific activity in this column.		<b>Reflective practice:</b>		<b>Time spent</b>
		<b>D/G</b>	<b>What I learned from this activity</b>	<b>How this learning has benefited my practice</b>	
				<b>Total time spent on discipline-specific activities (D)</b>	
				<b>Total time spent on general activities (G)</b>	
				<b>Total time spent on CPD</b>	

### Appendix 3 Example of completed CPD log for single discipline registrant

<b>NAME: A Registered Practitioner</b>  <b>REGISTRATION No:</b>  <b>000111-A1</b>		<b>DISCIPLINE: &lt;discipline name&gt;</b>			
<b>Date</b>	<b>Activity</b> (Please mark (D) for discipline-specific and (G) for general)	<b>D / G</b>	<b>Reflective practice:</b>		<b>Time spent</b>
			<b>What I learned from this activity</b>	<b>How this learning has benefited my practice</b>	
20.09.11	Advanced < discipline name> techniques	D	I learned techniques which have built on my original training and have developed my understanding of how <discipline> can work in practice.	I have been able to incorporate the techniques learned into treatments to the extent that I now feel confident to know when to use them for the benefit of my clients. As a result I feel I have enhanced my treatments and am able to offer a more tailored service to my clients. I am also aware there is a lot more to learn about my work as a <discipline name> practitioner.	3 hours
15.10.11	Small group supervision session	D	I learned how to deal with a particular client who had a condition I had not worked with previously.	I found the guidance given by the supervisor plus the feedback from the group extremely helpful and have subsequently introduced their recommended approach to my sessions with this client. I feel now I will know how to address this type of condition in future.	2.5 hours
10.11.11	Marketing seminar	G	I learned how to market my practice more effectively within my local area.	I have produced some leaflets and introductory letters which I have taken into my local GP practice and local health shops. I have had two new clients as a result.	2 hours

10.12.11	Professional Association conference (2 days)	D	I went to my professional association conference where I took part in three seminars (2 hours each), which covered different practical aspects of using <discipline name> with clients.	These seminars, including discussions with other practitioners, have enhanced my ability to provide a more tailored approach to working with my clients.	6 hours
		G	I also listened to a talk by a leader in my field about what is happening more widely with regulation and complementary healthcare as a whole.	I now also feel much better equipped to let my clients know about how the professionalism of <discipline name> is developing more generally.	1 hour
30.02.12	Listening skills workshop	G	I attended a half-day workshop on listening skills.	Over the last year I have realised how important listening is to my work. This workshop showed me how to enhance my listening to provide a much greater level of support to my clients. I have been putting this into practice with all of my clients and can see how much more they want to say in many cases about the detail of their condition or other life circumstances which are impacting their overall wellbeing.	3 hours
				<b>Total time spent on discipline-specific activities</b>	<b>11.5 hours</b>
				<b>Total time spent on general activities</b>	<b>6 hours</b>
				<b>Total time spent on CPD</b>	<b>17.5 hours</b>