



## **College of Family, Couple and Systemic Psychotherapy**

### **“Continued Professional Development Policy” November 2013**

**Minor revisions Jan 2015**

#### **Section 1: General Principles**

##### **1. Introduction**

This document lays down the CPD policy and requirements of the College of Family, Couple and Systemic Psychotherapy (CFCSP), part of the United Kingdom Council for Psychotherapy. This document is particularly relevant to those who register directly with UKCP and will inform and be informed by the CPD policies of the member organizations of the College (currently AFT and IFT). All of these policies comply with the requirements laid down by UKCP in *UKCP Continual Professional Development (CPD) Sept 2009*

##### **2. General Principles**

- a) All Psychotherapists should undertake Continued Professional Development and be responsible for providing evidence to show they meet requirements.
- b) It is the duty of Psychotherapists to maintain their own competence and standards of practice as a way of contributing to the protection of the public.
- c) CPD should encourage reflective practice and positive development and there are many ways in which this can be achieved. A CPD portfolio should be kept

in order to evidence CPD (see below for more details)

d) For the first 3 years following qualification there are more prescriptive CPD requirements to reflect the newness of practice, and need for more support

e) It is recognized that there may be circumstances in which, due to particular personal or professional circumstances, CPD requirements may not be met. In these circumstances CPD will be assessed over a 5-year cycle. (See further details below). Registrants in special circumstances may also negotiate individual CPD plans with the College registration Committee.

f) Extra and/or specified CPD may be required

l) by a Complaints panel following investigation of a complaint (this may relate to a complaint heard through the nominated Complaints process or previous decisions by a member organization).

ll) by the appropriate Registration Committee because of prolonged absence from practice.

g) All CPD will be reviewed 3 years following first registration and following this every 5 years.

h) Clinical supervision/consultation is an essential component of CPD

i) Registration is for practicing therapists so there is a minimum level of practice required to maintain registration. This may be supervision practice only following 10 years of registration as a psychotherapist.

j) All documentation should show evidence of ethical, inclusive and anti-discriminatory practice

k) Adequate insurance and Criminal Records Bureau checks should be in place and evidence provided.

## Section 2: CPD Requirements

### a. Supervision/consultation

#### Supervision/Consultation requirements are as follows

- 3 years following registration: A minimum of 1.5 hours per month consultation with a systemic supervisor. At least one hour per month should be individual

supervision

- After 3 years of registration: A minimum of 12 hours per year consultation. The majority of this should be with a systemic supervisor but some consultation may be with Psychotherapists registered with another UKCP College.
- Some individual supervision/consultation is recommended but group supervision is acceptable as long as the group is small and allows at least half an hour per month direct discussion of each members work. Peer groups will need to have at least an annual consultation from a systemic supervisor outside the group to ensure that the process is fulfilling the functions of supervision/consultation.
- If possible supervisors should be registered as systemic supervisors with AFT. Special agreement can be sought for supervision from someone who does not meet this requirements. An explanatory letter and the cv of the proposed supervisor should be submitted to the College Registration Committee. Account will be taken of the appropriateness of the supervisor, reasons for supervisor being engaged and the experience and work setting of the supervisee.

#### **b. Other CPD activities**

- a) A minimum of 18 hours of education, conference or workshop experience. At least 12 hours should be broadly systemic in orientation and all CPD relevant to the practice of Family and Systemic Psychotherapy.
- b) A minimum of another 20 hours of CPD which can be drawn from the following areas

1. Reading of books and journals and internet research
2. Journal or reading groups
3. Research activity
4. Service to the Profession (e g committee membership)
5. Conference presentations
6. Further training

#### **c. Total CPD hours**

CPD activities including supervision/consultation should amount to a minimum of 50 hours per year. This is 250 hours across the 5 yearly review cycle and it is expected that in normal circumstances the minimum in any year will be 20 hours

### **Section 3: Minimum hours of clinical practice.**

- For the first 3 years after qualifying the minimum requirement for practice is 12 hours per month.
- After 3 years the minimum requirement is 8 hours per month averaged over a 5 year period with a minimum of 20 hours in any one year

## Section 4: Specific Circumstances.

1. Members who, due to specific circumstances may have difficulties maintaining CPD in the form laid out in the policy can apply to their member organization or to the Chair of College (if a direct member) for a variation of the requirements. This should be done as soon as the circumstances are evident. The arrangements will be agreed by the registration committee of the college or member organization and monitored in the same way as for other registrants.
2. If CPD requirements have not been met (either at annual renewal, UKCP audit or 5 yearly reaccreditation) the College or OM registration committee will make recommendations about the steps, which must be taken to continue registration.
3. A Complaints panel may prescribe specific aspects of CPD and the College and where appropriate the OM will have a role in ensuring that these requirements are met.

## Section 5: Return to Practice

### a. Following elective lapse of registration

- I. There are various circumstances in which a psychotherapist may decide or be forced to have a lapse in their registration. This could be due to illness, unemployment or personal circumstances. Psychotherapists should not practice during this period when they are not registered or only registered as a non clinical member of UKCP. Short lapses in registration of up to a year can be taken for the following reasons without the need for extra CPD
  - Serious illness or accident
  - Parenthood including adoption or fostering
  - Illness or death of a close relative
  - Temporary Unemployment

- II. There are other circumstances in which a psychotherapist may elect to be unregistered for up to a year. For example they may take a sabbatical or live outside the UK. In these circumstances they will be required to meet their commitment to CPD but will not be required to have consultation/supervision during the time they are not practicing.
- III. If there is an elective lapse of registration of more than a year Psychotherapists may be required to reapply for registration.

The Chair of College or OM should be notified of any such circumstances as soon as possible, Failure to inform could create difficulties with regard to registration

### **b. Following enforced lapse in registration**

The College and (where appropriate) the OM has a responsibility to enforce any decisions made by the nominated Complaints process or in relation to a particular individual. This includes requirements for specific CPD activity and, in the event of temporary removal from the register, to ensure that all requirements and conditions are fully met. If these are not met the College will refer the individual back to the relevant Complaints panel.

## **Section 6: Procedures**

- a) In addition to the basic information required at annual registration there will be a 5 yearly reaccreditation review of all registrants. This will be done by member organizations for those individuals who register through them, and by the College Registration Committee for direct registrants.
- b) For the 5 yearly reaccreditation direct registrants will be asked to complete a review form and to submit required documentation including evidence of all CPD workshops and supervision/consultation. This also includes a development plan for the next 5 years and evidence of attention to safeguarding, equality and diversity. It is recommended that an ongoing CPD portfolio is kept which can be submitted at the appropriate time or if requested for any other reason.
- c) College Registration Committee or OM will review the information and if there are any gaps in what is required the registrant will be contacted and asked to supply the missing information.
- d) If gaps remain the relevant registration committee will set out requirements for action that must be taken in order to avoid a lapse in registration.

- e) UKCP carries out a random audit of registrants and this is in addition to the 5 yearly reaccreditation process.
- f) If you are returning to practice following a lapse in registration you will be required to complete the relevant UKCP form and this will then be passed to College for scrutiny.

If you have any questions, please contact the Chair of CFCSP.

Please also refer to the College and OM re-accreditation policies and procedures and the UKCP, College and OM Codes of Ethics.

## **Appendix**

### **CPD opportunities for Family, Couple and Systemic Psychotherapists who find it difficult to access workshops.**

*This document has been prepared by Karen Holford on behalf of the Council of CFCSP and must be read in conjunction with the CFCSP CPD policy.*

#### **Introduction**

It is essential that CFCSP registrants continue to enrich their therapeutic skills through Continuing Professional Development and that this is evidenced in relation to the CFCSP CPD policy and procedures.

However, it may be very difficult for some to access professional conferences and workshops because of disability, distance, finances, caring responsibilities, or other personal needs.

- Therapists with certain disabilities might find it difficult, or too fatiguing, to travel to workshop venues, access the accommodation, or participate for the full day.
- Therapists living and working in remote parts will have much higher accommodation and travel costs for attending workshops than therapists in areas where there are plenty of local CPD opportunities. They may also need to take two extra days to travel to and from a distant venue.
- Therapists working in the non-statutory sector may be on very low incomes and work for organisations that do not have training budgets for their staff.
- Self-employed therapists are not paid for the days they need to take off to attend professional conferences and workshops, and this will reduce their income.

- Some therapists may fall into more than one category and experience extra challenges in accessing CPD workshops and professional conferences.

### **Ways to increase CPD hours**

#### **Reading**

- Reading journals, books, and researching special topics of interest on the Internet, etc.

#### **Writing**

- Writing journal articles, books, and book reviews, etc.

#### **Preparation for training events and workshops**

- Preparing training workshops and seminars for local trainee family/systemic therapists.
- Preparing in-house or local seminars and workshops for other family/systemic therapists.
- Creating self-study packages for other family/systemic therapists who find it difficult to access CPD. (Maybe some of these could be commissioned and made available online)
- Preparing webinars or Skype seminars/workshops for other therapists to access from their own homes in the evening – including handouts, etc.

#### **Participation in professional committees that promote Family Therapy and Systemic Practice**

- Many such committees now use Skype and tele-conferencing to minimize travel cost and time, so people can participate from their own homes.
- Documents produced by professional committees also need to be written, reviewed and edited, etc.

#### **Local opportunities**

- Local groups of family/systemic therapists can meet together on a regular basis to discuss case presentations, therapy issues, journal articles, webinars, etc.
- Such discussions can also be undertaken via online Skype meetings so that people can participate from their own homes, subject to careful consideration of confidentiality.
- AFT branches can organise local one-day conferences where several therapists offer 1-2 hour workshops on a subject of their choice. Or the conference can be offered to a wider audience, such as the annual DAFT conferences organised by Derbyshire Association for Family Therapists.
- AFT may hold details of presenters who are willing to offer workshops without requiring a presenter's fee, and who only need their travel/food/accommodation expenses paid by the inviting group.

#### **Webinars – online-learning opportunities**

Several organisations provide access to psychotherapy webinars that can be watched online. Some are live, and offer the chance to interact with the presenter

and other professionals after the webinar. Others webinars are recordings of past presentations, but you may still be able to read the comments board written by the participants and presenters. There is usually a small cost for watching the webinars, and CPD evidence is usually available on completion of a short online questionnaire.

There are a few websites that provide webinars for psychotherapists, some of which may also be suitable for family/systemic therapists. New websites offering webinars are becoming available, so this list is not exhaustive.

### **Psychotherapy Networker**

[www.psychotherapynetworker.org](http://www.psychotherapynetworker.org)

Sign up for Psychotherapy Networker (PN) newsletters to receive regular information about their different webinar series. PN usually offers the opportunity to watch new webinar series for free for a very limited time. Information about free access to the webinars is usually found near the bottom of the webinar information. Free access does not provide official CPD credit hours or CEU (Continuing Education Units). Paying for the online webinars provides twelve-month access to the webinars, full transcripts, and CEU (CPD) credits by completing a short online questionnaire about each webinar.

### **Taos Institute**

[http://masterswork.com/shopsite\\_sc/store/html/conversation.html](http://masterswork.com/shopsite_sc/store/html/conversation.html)

This site offers a range of short DVDs by social constructionist practitioners, such as Kenneth J. Gergen; John Shotter; Diana Whitney; David Cooperrider; Sallyann Roth; Lynn Hoffmann, etc. These DVDs cost \$95 each and last from 30-60 minutes.

Perhaps local AFT branches could create a library of DVDs, together with reflective response forms, that would enable them to qualify for CPD.

### **The Dulwich Centre, Adelaide 'Friday afternoons'**

<http://narrativetherapyonline.com/moodle/course/view.php?id=16>

Every second Friday afternoon the Dulwich Centre offers an interesting learning experience on their website. This may be a video, an audio recording or another kind of learning experience. Therapists can view this at a time and place that suits them, and then contribute to the following and ongoing discussion and debate.

### **The Canadian Counselling and Psychotherapy Association**

<http://www.ccpa-accp.ca/>

This website has a library of past and current webinars on a wide variety of interesting and useful topics. CCPA also make their webinars available to non-members. Therapists can pay from \$35 Canadian per credit and view a variety of webinars to gain CPD/CEU credits.

### **Worldwide Online Psychotherapy Conferences**

<http://www.psychotherapyconferences.com/>



Register with this site and download free full-length presentations from a variety of psychotherapy conferences that can be played on iPods, computers or mp3 players. Occasionally the organisers of this site will email links to free presentations.

### **The Psychology Webinar Group**

<http://psychwebinars.com/>

This is an Australian website providing a range of past and current webinars. It was originally set up to help rural and isolated psychotherapists obtain CPD easily, and connect with other professionals. An hour-long webinar from their 'past' library costs about \$35 AUD.

### **Psychotherapy DVDs**

[www.psychotherapydvds.com](http://www.psychotherapydvds.com)

The organization provides distance learning CPD by offering DVD presentations by leading thinkers in systemic psychotherapy. Each DVD is accompanied by a study guide. These can be purchased for individual use, or at a more expensive rate to be watched by groups and training institutions. The website offers detailed descriptions of each DVD course, and clear learning objectives to help therapists select the most appropriate course for their needs. The products are posted from a UK address.

### **Other CPD opportunities**

- Search the Internet for a specific kind of therapy, or for training by a specific therapist, to find online workshops.
- Organisations, such as Relate, Relationships Scotland, or other organisations interested in working with couples, children, etc., may offer workshops and training events closer to your home.

### **Workshop planning**

Workshop planners can also be mindful of the needs of those with disabilities, long distances to travel, and no training budgets by:

- Holding workshops in various parts of the country.
- Offering some places at significantly reduced rates for those on limited incomes and those working for non-statutory organisations that do not have training budgets.
- Offering travel bursaries for those who have extra travel and accommodation costs.
- Exploring the use of Skype, recordings and video-streaming to enable some people to participate from home or other venues, subject to appropriate permission of workshop participants and strict confidentiality.

### **Other possibilities**

- Experienced family/systemic therapists could be invited to create DVD/online self-study training packs on important professional issues.
- Family/systemic therapists working in similar contexts could link up via Skype or teleconferencing to discuss research, reading and challenges. This is already taking place via the Aspens group (special interest group for family therapists and

systemic practitioners working in private and non-statutory services – see ‘Context’ for more information.)

### **Exploring diversity, using a focus group format**

(contributed by Rory Worthington)

You will need access to a small room, or arrange a Skype Conference Call (for about 4 persons), or to have a 1-1 telephone conversation with a colleague. The key point is that you have uninterrupted time.

#### *Benefits:*

You can arrange this at a time that suits you. You need only record the length of time involved, which can be as little as an hour, to half a day. You could arrange to do this over 2 sessions.

#### *Evidence:*

We suggest you use the kind of format attached as Appendix One.

#### *Identifying a subject matter:*

This is intended for an exploration of issues relating to Diversity, using the range of issues that are covered in the acronym "Social Graces". However, this does not preclude using the methodology for other topics that would benefit from some personal reflections, e.g. eating disorders or substance misuse.

#### *Process:*

Appoint someone to lead the questions to ensure that everyone's voice is heard; that the questions follow a pathway; and that the meeting keeps to time.

#### *Sample questions:*

- 1) What does X mean to you, and to your colleagues?
- 2) What do you think you are doing well in relation to X? How do you know this?  
What practice can you share?
- 3) What gaps exist? What impact do these have on your practice?
- 4) How do you extend your own awareness, and that of others about X?
- 5) What recommendations would you make to CFCSP about X? (It would be helpful to summarise these, and send to:.....)

**APPENDIX ONE**

FOCUS GROUP - EVIDENCE GATHERING

SUBJECT MATTER:

REFLECTIONS AND LEARNING:

ACTION POINTS EMERGING:

TIME(S) AND DATE(S):

LENGTH OF TIME TAKEN:

PERSONS PARTICIPATING (Names, and Responsibilities)

Signed:

Dated:

## **APPENDIX TWO**

MESSAGES FOR CFCSP

To:

From:

Subject:

During a recent discussion about..... As part our CPD requirements, the following issues emerged.

We think CFCSP would benefit from taking these into account in any future deliberations.