

Full CPD Guidelines

*BPC Continuing Professional Development
Guidelines for Registrants for 2016 CPD year (Revised, November 2016)*

1. Introduction

As your regulating body, the BPC holds the professional Register and is accredited by the Professional Standards Authority, the statutory body that oversees professional regulatory bodies. This requires us to work to ensure that all practitioners listed on our Register are fit to practise.

We recognise that the vast majority of our Registrants are keen to develop their clinical and theoretical expertise and will undertake many activities and attend events throughout the year to help them do so. The recording of this Continuing Professional Development (CPD) through the annual return is a vital part of your BPC registration as it is a way of demonstrating your commitment to thinking about your work and maintaining a good standard of practise. This enables the BPC to maintain a Register in which the public can feel confident.

The BPC is keen to achieve an appropriate balance between fulfilling our regulatory responsibilities and maintaining a trusting, unobtrusive relationship with all our Registrants. We have kept requirements to a minimum recognising that most Registrants will complete many more hours of CPD than is required.

The role of the countersignatory is important in ensuring that the Registrant is fit to practise. We also use a system of self-reporting with an audit to ensure the required standards of CPD have been met. We audit by randomly selecting 5% of Registrants. Should you be selected for audit, you may be asked to provide evidence of your CPD.

The BPC Professional Standards Committee, has the responsibility for registration and re-registration of Registrants and has the right to refuse to renew registration or may direct to remove a Registrant's name from our Register should they consider a registrant has failed to adequately fulfil the CPD requirements.

You need, therefore to give rigorous attention to your return, and the returns of anyone who might ask you to countersign. If you have any questions or anticipate any problems with your CPD return, you must contact the CPD link person in your Member Institute for advice in the first instance, prior to submitting your return.

The **submission deadline is 31 January 2017 and there is a £100 penalty for late returns** so it is imperative that clarification is sought immediately a problem has been identified.

2. Category of Registration

You must register within the category of your BPC accredited training. You may feel that other categories describe your work better, but you cannot be registered in them unless you have completed a BPC accredited training in those categories. Applying to register in more than one category requires qualification and CPD activity in each category.

If you are registered in more than one category (e.g. individual adults and couples) you are expected to have supervision within each of the categories for which you are registered.

3. Registrants declaration

All registrants are required to confirm that they:

- a) have undertaken CPD, including a minimum of 15 hours of clinical learning and 15 hours of general CPD and undertake to provide the necessary confirmatory documentation if called upon to do so
- b) have informed their Member Institution of the names of two clinical trustees who hold an up-to-date list of their patients
- c) have informed their Member Institution of the details of professional indemnity insurance cover (i.e.name of the insurance company, policy number & renewal date)
- d) are not aware of any medical concern that will affect their clinical practice
- e) adhere to the BPC's Code of Ethics and Complaints Procedure
- f) have not been convicted of a criminal offence, disciplined, suspended or struck off by any professional regulatory body in the last 12 months

4. CPD Activities

CPD is based on on-going learning and development and focuses on your learning achievements and how these have been reflected in your clinical practice. You are required to record your CPD activity undertaken from January to December each year.

Clinical CPD

Clinical CPD requires that you demonstrate that you are presenting and discussing your own work within a clinical forum (individual or group supervision /consultation or with a peer group) where the reflection and discussion of the work is Psychoanalytic/Jungian Analytic or Psychodynamic, and is appropriate to the level of intensity of your clinical practice. This can be either private or organisational, face-to-face or via Skype or telephone.

Examples of how you might show this on your CPD return:

- *“Peer group supervision – monthly. Regular case discussion with colleagues. Cases presented include borderline, abused, and hysterical symptoms.”*
- *“Individual consultation – monthly. Consultation with senior colleague with whom I discuss a patient who acts out and misses sessions.”*

If you are seeing a non-BPC Registrant for regular supervision you should list the supervision work done with this person and claim the hours. **However, from January 2018 you will also need to present and discuss your work with a senior BPC registrant** (minimum 5 years post qualified) for at least four, 50 minute, sessions during the year either in person, by Skype or phone – see ‘advance notice’ below.

If you are registering under one category (e.g. adult psychoanalytic) a minimum of 15 clinical hours per year is required. It is recognised that this is a minimum and, for many Registrants, the total will be much higher. If you are registering in more than one category (e.g. adult and couples) the number of hours required is a minimum of 15 clinical hours in your main area of work **plus** an appropriate number of hours in any additional categories.

General CPD

You are also required to keep abreast of, and in dialogue with, contemporary issues in Psychoanalytic / Jungian Analytic or Psychodynamic thought and practise. This section of the CPD allows you to demonstrate your involvement in a wider professional context alongside patient/client work.

You are required to demonstrate a range of activities that have clear Psychoanalytic/Jungian Analytic or Psychodynamic relevance. Other activity is acceptable and may be included where it has direct relevance to your practice (such as training in data protection or practical issues in running a clinical practice). You are required to demonstrate a minimum of 15 hours per year of General CPD regardless of the number of categories you are applying for.

No one activity carries a greater weighting factor than another and you are expected to ensure that you complete a **range of activities**; so, for example, only one activity of 15 hours spent on attending a single conference would not be sufficient.

Type of activities that would be suitable include (but are not limited to);

- Attendance at clinical seminars, conferences, lectures, workshops, CPD events, study days, and discussion groups where this involves a Psychoanalytic/Jungian Analytic or Psychodynamic focus
- Further training where this involves thought about Psychoanalytic/Jungian Analytic or Psychodynamic theory and practise
- Publishing papers, book reviews, conducting research or giving presentations of Psychoanalytic/Jungian Analytic or Psychodynamic relevance
- Preparation involved in Psychoanalytic/Jungian Analytic or Psychodynamic teaching, tutoring or mentoring (but not teaching itself)
- Reading Psychoanalytic / Jungian Analytic and Psychodynamic journals and articles

Examples of how you might show this on your CPD return:

- *Lectures: Scientific meetings of my organisation: varied topics on current clinical issues, including a series of papers on technique.*
- *Conference: UCL Conference on 'xxxx Today': One-day conference on how xxxx's work and theories are viewed. Also included a seminar with other BPC colleagues*
- *Preparation of Teaching: Teaching on the application of psychoanalytic psychotherapy to NHS work: Prepared and ran a series of 6 seminars as part of the Introductory Course at the Xxxx Institute.*

5. The countersignature

Your CPD returns must be countersigned by a suitably registered clinical practitioner. Your countersignatory should normally be the person who provides the oversight of work done (supervision). This person must (with the exceptions explained in the box below) be a current BPC registered clinical practitioner in the appropriate category of registration who has been qualified for at least five years, has a good knowledge of your work, and has heard about it over time. This person cannot be your spouse, partner or relative.

If you have been qualified for less than five years, you should obtain CPD support from a senior colleague (this could be an individual supervisor or a clinical seminar leader). If you are sufficiently senior and present your work regularly to peers, your countersignatory should be a peer who has known your work over time.

Who can countersign your form?

Psychoanalytic / Jungian Analytic category, can be signed by:

A BPC registered Psychoanalytic/Jungian Analytic practitioner qualified for at least 5 years.

Adult Psychoanalytic/Jungian Analytic practitioners (including Couples Psychoanalytic practitioners) can act as countersignatories for all adult categories (Psychoanalytic/Jungian Analytic and Psychodynamic).

Child Psychoanalytic/Jungian Analytic practitioners can act as countersignatories for the child category, children, adolescents & family category and institutional settings category.

Psychodynamic category (including Psychodynamic counsellors) can be signed by:

A BPC registered Psychoanalytic/Jungian Analytic practitioner qualified for at least 5 years or a BPC registered Psychodynamic practitioner in the same category of registration, qualified for at least 5 years.

Child psychotherapy category can be signed for by:

A BPC practitioner registered in the child psychotherapy category qualified for at least 5 years or an ACP (Association of Child Psychotherapists) member qualified for at least 5 years.

Acting as a countersignatory

If you are asked to countersign someone's CPD declaration, you need to feel confident about the standard of their clinical work and fitness to practice. If you have concerns about a CPD return that you have been asked to countersign, please contact the Professional Standards Committee (or equivalent) of your member institute in the first instance to discuss this as soon as possible. If they are unable to assist you, please contact the Chair of BPC Professional Standards Committee via the BPC office.

Advance notice

*There are a small number of pre-arranged agreements where non-BPC countersignatures are being accepted. However, **from 1 January 2018, if you are seeing a non-BPC colleague for regular supervision, you must also consult with a BPC registrant who will need to countersign your CPD form.** The consultation will need to be for a minimum of four (50 minute) sessions during the relevant CPD year and can be done in a variety of ways; in person, via Skype or phone. This means you could continue to see a supervisor who was for example UKCP or BACP registered but would, in addition, need to have a BPC registered countersignatory.*

We will not accept non-BPC countersignatures for the 2018 CPD year (i.e. for inclusion in the 2019/20 Register) and you should be starting to think about making suitable arrangement in advance. However, this will not affect child related categories (child psychotherapy, children, adolescent and family and institutional settings) where we will continue to accept Association of Child Psychotherapists (ACP) countersignatures.

Exceptions

There are occasions when you may not be able to meet the requirements stated above, or may feel that it is not appropriate. Under these circumstances a request for an exception may be made. However, **no exceptions will be made for non BPC countersignatories for the 2018 CPD year onwards.**

A request for an exception should be made in advance. You should put in writing the reasons you have for requesting an alternative arrangement and your request will be reviewed by the Professional Standards Committee. When you make your request, you need to demonstrate that your CPD arrangements have enabled you to be supported in your psychoanalytic thinking and that they offer adequate assurance with regards to your fitness to practise. You need to be able to show that your countersignatory has a good level of psychoanalytic training and understanding and that he/she has sufficient seniority.

6. Special categories

Deferred category

If you do not practise independently, either not seeing patients at all, or under other governance, such as the NHS or working overseas, you may opt to register under the deferred category by completing the Declaration of Deferred Registration obtained from the BPC office. Please note that deferred registrants are not able to countersign CPD and their details do not appear on 'find a therapist' search engine.

Supervisory / teacher category

You may opt to register under this category if you do not practise independently, but wish to continue to supervise and teach within courses which require you to be active BPC registrants, and you wish to have a role as countersignatory for CPD returns. Registrants who practise within NHS settings who wish to countersign CPD returns also can register under this category. Registrants who are interested in this scheme should inform their Member Institutions and submit a written application to the BPC Professional Standards Committee.

Pre-retirement category

This is a pilot scheme. You may opt to register under this category if you are winding down your practice or have very limited clinical work, such as seeing a returning patient.

Registration under this category is limited to a period of 5 years, and a maximum of 120 hours of clinical practise /patient contact per annum. Registrants will be required to have insurance and clinical trustees in order to register under this category. Registrants who are interested in this scheme should inform their Member Institutions and submit a written application to the BPC Professional Standards Committee.

7. Re-registering after a break in clinical practice

If for any reason there has been a break in continuous clinical practise, the CPD standard required may be counted on a pro rata basis. If no CPD has been undertaken, then evidence will need to be provided of CPD plans for the coming year, particularly in respect of clinical learning. If CPD is undertaken during a break, then this should be recorded and submitted when applying for re-registration. You must complete and submit CPD Declaration of Intent and CPD Plan documents (obtained from the BPC office) including a covering letter outlining the circumstances and CPD arrangements in place in such cases. These will be considered by the Professional Standards Committee on an individual basis. Registrants may be re-instated in advance of resuming clinical practise if their CPD plans are satisfactory. You will also be expected to sign a declaration that there are no outstanding complaints or ethical investigations or proceedings.

8. New registrants

If you are newly registered and have not completed sufficient CPD hours, the number of hours required may be counted on a pro-rata basis. e.g. if you joined in July, the hours required will be 7½ hours each of Clinical and General CPD.

9. The CPD year

Activities undertaken in 2016 will make you eligible for re-registration 1 April 2017 to 31 March 2018.

10. Further information

For more information on CPD requirements and to obtain any of the forms then please contact the BPC Office via psc@bpc.org.uk or call 020 7561 9240

***BPC Professional Standards Committee
November 2016***