



Complementary & Natural  
Healthcare Council

# **CNHC Continuing Professional Development (CPD) Standards**

**A guide for CNHC registered practitioners**

# Continuing Professional Development (CPD)

## A guide for CNHC registered practitioners

### Contents

<b>1. Introduction</b>	Page 3
<b>2. CPD definition</b>	Page 3
<b>3. CNHC's approach to CPD</b>	Page 4
<b>4. CNHC's CPD requirements</b>	Page 5
<b>5. Meeting CNHC's CPD standards</b>	Page 6
<b>6. Unable to meet CNHC's CPD standards?</b>	Page 8
<b>7. CPD Audit</b>	Page 9
<b>8. Appendices</b>	Page 9
<b>9. Conclusion</b>	Page 9

### Appendix 1- 6

<b>Appendix 1: Choosing relevant CPD activities</b>	Page 10
<b>Appendix 2: Reflective practice</b>	Page 13
<b>Appendix 3: Template CPD log sheet</b>	Page 14
<b>Appendix 4: Sample CPD log sheet</b>	Page 16
<b>Appendix 5: Glossary</b>	Page 18
<b>Appendix 6: FAQs</b>	Page 19

## **Continuing Professional Development**

### **A guide for CNHC registered practitioners**

#### **1. Introduction**

The CNHC is the UK regulator for complementary and natural healthcare practitioners. Its key function is to enhance public protection by setting standards for registration. 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, Performance and Ethics.

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 demonstrate a continued commitment to standards maintenance and this is what continuing professional development (CPD) is all about.

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.

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

CNHC's aim is to support registered practitioners as far as possible in meeting their CPD requirements outlined in this guide, whilst ensuring standards are maintained.

*This policy was developed following an initial survey of professional associations (for disciplines registered by CNHC), and subsequently in consultation with the CNHC's Profession Specific Boards (PSBs), whose members provide professional advice to the CNHC. It was also agreed by the CNHC's Professional Committee.*

#### **2. CPD definition**

CNHC defines CPD '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'. (1)

### 3. CNHC's approach to CPD

- a) Effective CPD should ensure that you stay up-to-date and safe to practise. 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. As a result, CNHC will not be 'approving' specific activities but allowing you to choose for yourself that which best meets your needs, within the context of the guidance which follows.
- b) CPD can include a range of activities which contribute to your learning and which help you to learn and develop as a practitioner. You are able to choose how and when you complete your CPD. You are also able to select the types of activities you think will be of most benefit to you. A wide range of activities are recognised which you can count towards your CPD. When deciding what to include in your CPD you need to consider how the activity will enhance your work as a practitioner and also how you can demonstrate that. CPD must include practical (hands-on) application of your discipline(s), where relevant.
- c) **If you already undertake CPD in order to retain your Professional Association membership, and this matches 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 sheet. If your current CPD activity does not meet the CNHC requirements in full, then you may need to undertake additional activity to meet the standards described in this document. If you currently undertake no CPD activity, then you will be required to meet the CNHC requirements in full.**

## **4. CPD requirements**

### **Standard 1**

**CNHC registered practitioners must aim to ensure that their CPD enhances their professional practice and improves the service provided to patients and clients.**

### **Standard 2**

**CNHC registered practitioners must complete a minimum of 15 hours CPD each year.**

### **Standard 3**

**At least 10 hours CPD must be directly related to each discipline registered.**

### **Standard 4**

**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.**

### **Standard 5**

**CNHC registered practitioners must keep an up-to-date log of their CPD activities with evidence to demonstrate their participation in each activity.**

### **Standard 6**

**At renewal, each CNHC registered practitioner must confirm that they have completed their CPD log for the year and, if requested by CNHC, provide full details.**

**Details are given below and in the appendices**

## 5. Meeting the standards

**Standard 1: *CNHC registered practitioners must aim to ensure that their CPD enhances their professional practice and improves the service provided to patients and clients***

### Why do CPD?

a) *Keeping up to date*

All CNHC registered practitioners have demonstrated that they have met the standards required to be registered. However, it is essential that skills and knowledge are kept up to date. This is because new techniques are being developed, new discoveries about health and well-being are being made and/or because over time it is easy to slip into habits which do not necessarily reflect best practice.

b) *Improving the service you offer*

As well as improving the quality of your work, your CPD should also be aimed at improving the service you provide for your clients. Keeping up to date and developing your practice will help you to continuously improve the care you provide.

c) *Career development*

CPD is also about career development. It is a rewarding experience to be part of a profession that is always learning and developing and as a CNHC registered practitioner you can feel proud to be part of it.

**Standard 2: *CNHC registered practitioners must complete a minimum of 15 hours CPD each year***

When working as a professional practitioner, it is important that you keep your theoretical and practical / knowledge and skills up to date in two main areas:

a) Learning more about your discipline or therapy.

b) Learning more about how to work as a professional practitioner, including any new legislative or other requirements.

A minimum of 15 hours per year overall must be spent on CPD to meet the requirements. Your CPD must include activities which involve learning specifically about your own discipline(s) as well as more general learning to support your development as a practitioner. This general learning could be focused on issues such as health & safety, first aid or business development.

**Standard 3: At least 10 hours CPD must be directly related to each discipline registered.**

If you are registered for one discipline or therapy only, at least 10 of your minimum 15 CPD hours must be directly related to the complementary healthcare discipline for which you are CNHC registered and in which you practise. If you are registered for more than one discipline or therapy, see Appendices 3 and 4 for examples of how to manage your CPD.

**Standard 4: 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 recognises a wide range of activities which you can count towards your CPD. These could include, for example:

- attending seminars
- reading or writing articles
- taking part in research
- receiving supervision or mentoring which enhances learning and development
- work shadowing – almost any practise-related activity
- first aid
- marketing training.

*How to choose what to do?*

When deciding what to include in your CPD you need to consider how the activity will enhance your work as a practitioner and how you can demonstrate that. Here are some questions which may help you to decide which type of activities would be of most benefit to you:

1. What do I need to learn to improve the treatment or service I provide to my clients?
2. How can I keep up with current trends, new techniques and good practice?
3. Where and how could I do things better?
4. What do I need to know more about, should things go wrong?
5. What can I learn from observing other practitioners?
6. If I want to specialise in a particular area of practice, what types of activities would be most useful?

Answering these questions will give you some idea of the types of activities which would be most useful. Appendix 1 gives examples of what you might like to choose.

***Standard 5: CNHC registered practitioners must keep an up-to-date log of their CPD activities with evidence to demonstrate their participation in each activity.***

Registrants will be required to confirm annually that they have met the CNHC's CPD requirements, at the point of renewal each year.

The CNHC has produced a log sheet on which you will need to record your CPD for re-registration purposes. You may be required to produce this if requested by CNHC.

A log provides space for recording:

- the number of hours
- types of activities
- the learning you have gained from each activity
- your reflection on the learning
- how you plan to put this into practice in your work
- your evidence of participation

In addition to your log, you will need to keep a more detailed record your participation in the various activities you have logged, with details of what you have learned in each case. This can be kept in any easily reproducible format of your choice.

***Standard 6: At renewal, each CNHC registered practitioner must confirm that they have completed their CPD log for the year and if requested by CNHC, provide full details.***

Each year when you come to renew your CNHC registration, you will be asked to confirm that your CPD log is up to date (and submit if requested) in order to be able to renew.

## **6. 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 to enable you to complete your CPD, where possible, over an agreed period of time. Should it still not be possible to meet the standards, registration will lapse until such time as they are met.

As the CNHC's CPD policy is about development and professional growth, it is important to recognise that it is not linked directly in any way to the Council's conduct and competence processes.

## **7. CPD audit**

CNHC will develop an audit system to check compliance with its CPD policies in due course, once implementation is up and running and can be assessed. The development of any system will be subject to consideration and consultation with the professions concerned before implementation.

## **8. Appendices**

The appendices contain advice and examples to help you decide how to choose your CPD; how to reflect on your practice and how to achieve the required number of hours.

## **9. Conclusion**

We hope that this guide has been helpful in answering your questions about CNHC's CPD requirements. If you would like to make any comments or suggestions for improvement on the content of the document, please contact [info@cnhc.org.uk](mailto:info@cnhc.org.uk).

## **References**

(1) Adapted from the Health Professions Council (HPC) definition in: *Your guide to our standards for continuing professional development* (HPC), [available at: [www.hpc-uk.org](http://www.hpc-uk.org) ]

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## Appendix 1: Choosing relevant CPD activity

The text below gives examples of some types of activities that you may wish to consider when planning your CPD.

### Group activity

- *Attendance at seminars, workshops and lectures* which enhance your knowledge and skills about your CNHC registered discipline(s). This could include webinars where you are interacting with other practitioners online or by telephone.
- *Attendance at conferences or meetings* which are dedicated to clinical practice or learning more about the discipline(s) you practice.
- *Peer supervision* where you meet with other practitioners from your discipline(s) and learn from each other about best practice.
- *Being an examiner, tutor or assessor* in the discipline(s) for which you are registered, where these are developmental and learning opportunities rather than regular activities included in your work.
- *Providing taught sessions* where these are occasional and represent a developmental activity for you rather than something you do on a regular basis as a tutor.

### Personal study

- *Client case studies*. Undertaking these would be used to demonstrate the learning which has resulted through the course of providing treatments and how this will improve the service you provide to others in future.
- *Personal study* which could include following a formal programme of study either taught or possibly distance-learning. In either case you must be able to describe what you have learned from this and how you will put it into practice in your work.
- *Reading* such as articles in journals, books or online which provide learning you are able to put into practice in your work as a practitioner.
- *Research*. If you are participating in a piece of research which is enhancing your understanding of your discipline and / or practice.
- *Writing articles or books* which are published.

### Audit, supervision and feedback

- *Client / patient satisfaction surveys or evaluations* which you carry out about your work. This can be something you do individually or any significant involvement you may have with a wider survey or practise evaluation.
- *Clinical audit* of your practice. As above, this can be an audit you carry out yourself individually, or any substantial involvement you may have with a wider audit of your work and practice.
- *Supervision*
  - *Receiving supervision* which supports your learning and development, as a time-limited specific activity rather than any guidance received as a regular part of your work. Such supervision could be individual or in small groups.
- *Mentoring*
  - *Receiving mentoring* which supports your professional development over time, against agreed objectives. This can be individual mentoring or in small groups.
- *Work shadowing* where you are working alongside another practitioner to enhance your knowledge and skills about your practice.

### Personal and professional development

These are examples of the types of activities which could be included in the hours which are not directly related to your clinical practice.

- *Attendance or presentation at conferences* which may be related to subjects other than your CNHC-registered discipline(s) but which improve your knowledge and skills or professional practice, or involve personal development which will be of benefit to you in your role as a practitioner.
- *Business, marketing and other courses* which enhance professional practice.
- *Certified first aid training.*
- *Health and safety training* which is relevant to your professional practice.
- *Involvement in professional association* activity. This could include attendance at meetings, providing articles for your association newsletter, involvement in local or national events, representing your discipline in some way.

- *Organising events, conferences or meetings* which could be related to your discipline or to some other aspect of professional practice. For example this could include community activities such as taster sessions or demonstrations.
- *Personal development* which enhances your professional practice. For example this could include courses which enhance your ability to be empathetic with your clients.
- *Training to enhance ethical practice* such as how to maintain professional boundaries or how to deal with issues of confidentiality.

## Appendix 2: Reflective practice

*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 important element of your CPD. It involves:

- 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.

The following questions may help you to think about this:

a) *When you have completed the activity:*

- i. How does what I have learned in this activity, contribute to my development as a practitioner?
- ii. How will I put this learning into practice in my work?

b) *Once you have had the chance to put your learning into practice:*

- i. How has this learning enhanced my practice?
- ii. What else could I learn from this?
- iii. What activity could support this new area of learning?

In this way, your learning becomes a continuous cycle of improvement at which you evaluate and review each stage.

### **Appendix 3: A template CPD log sheet (see below)**

**Please note: If you are registered for more than one discipline,** please complete one sheet per discipline. We recognise that this will result in duplication where certain activities are relevant to more than one discipline. For example, you may complete a five-hour course in Anatomy & Physiology which is enhancing your knowledge in more than one discipline, and you may record this same five hours on each form. However, not all of your CPD may be counted in this way, as some will be subject specific.

- You must complete a minimum of 10 hours per discipline, plus an additional five hours on more general but relevant learning and development activities.
- Make sure you spend no more than one third of your CPD hours for a discipline on any single activity.

### Appendix 3: A template CPD log sheet

<b>NAME:</b>			<b>DISCIPLINE:</b>		
<b>REGISTRATION No:</b>					
<b>Date</b>	<b>Activity</b>  Please mark D for discipline -specific and G for general		<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 4: A sample CPD log sheet

<b>NAME: A Registered Practitioner</b>  <b>REGISTRATION No:</b>  <b>000111-A1</b>		<b>DISCIPLINE: &lt;discipline name&gt;</b>			
Date	Activity (Please mark (D) for discipline-specific and (G) for general)	Reflective practice:			Time spent
		D / G	What I learned from this activity	How this learning has benefited my practice	
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	D	I went to my professional association conference where I took part in three seminars which covered practical aspects of using <discipline name> with clients. As well as listening to talks by other practitioners and leaders in my field.	I found the whole day really useful. I learned ways of working with certain conditions and learned a lot from talking to other practitioners. I also found out more about what is happening more widely with regulation and complementary healthcare as a whole. This has enhanced my ability to provide a more tailored approach to working with my clients. I now also feel much better equipped to let my clients know about how the professionalism of <discipline name> is developing more generally.	5 hours
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>10.5 hours</b>
				<b>Total time spent on general activities</b>	<b>5 hours</b>
				<b>Total time spent on CPD</b>	<b>15.5 hours</b>



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## **Appendix 5: Glossary**

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

*Supervision:* providing specific targeted support and assistance, for a limited period, to a newly qualified practitioner as part of their professional learning and development.

*Mentoring:* providing individually negotiated professional support and assistance to another registered practitioner over time, against agreed objectives.

## Appendix 6: 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 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 intention.

**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: Can I get any financial help in order to meet the CPD standards**

- A: CNHC has no funding for this purpose.

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

- A: You must meet 50% of the CPD requirements in the year before renewing your registration and confirm that you have done so when you re-register

**10. Q: What happens if I undertake a study day, for example, and it turns out to be rubbish?**

- 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.

**11. Q: What happens if I can't be bothered to meet my CPD requirements?**

- A: Your CNHC registration will lapse. If you falsify your records in any way, you may find yourself subject to an allegation of professional misconduct.

**12. Q: What if I want to do something that is not mentioned here?**

- A: That's fine, as long as you can justify why you chose it

**13. Q: Nothing new has happened in my discipline since I qualified. Why do I have to do all this?**

- A: If you need to ask that question, perhaps you shouldn't be working!