A Guide to Continuing Professional Development & Supervision

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Continuing Professional Development

Continuing Professional Development (CPD), constitutes formal and informal learning activities through which practitioners maintain and develop their professional skills and knowledge over the course of their careers in order to ensure their ability to practice safely and effectively, whilst adhering to legal and professional guidelines.

CPD Requirements

Specialist Mental Health Advisors and Mentors must undertake and record CPD in order to maintain UMHAN membership and DSA-QAG registration where applicable. On application for UMHAN membership and subsequent renewal, applicants confirm the following:

‘I agree to ensure that I undertake and record appropriate continuing professional development (CPD) in accordance with UMHAN requirements. I will cooperate fully with UMHAN’s CPD audit processes and accept responsibility for keeping informed of any changes to these procedures.’

UMHAN recommends 30 hours minimum of recorded CPD per year, excluding supervision support however, the scheme is outcomes based and is not designed to be prescriptive. UMHAN requires a minimum of 6 varying CPD activities per annum. All specialist advisors and mentors must undertake CPD and should be allowed time by employers in order to engage in these activities. Where necessary individual members have a responsibility to commit personal time to engage in and record CPD where this cannot be completed during working hours without significantly compromising service delivery. At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that CPD meets UMHAN requirements.

As a minimum Individual practitioners and Non-Medical Helper (NMH) providers must ensure that all staff complete annual CPD covering:

- Relevant professional training and development activities specific to the individuals specialist role
- Updating skills in new practices*


CPD requirements aim to support staff and maintain quality in members’ practice. The Committee will review the CPD requirements to reflect best practice and changing needs in the sector. It is the responsibility of individual practitioners to remain updated with regards changes to DSA-QAG requirements. Successful UMHAN membership and subsequent renewal does not guarantee DSA-QAG registration. Failure to comply with UMHAN CPD requirements may result in suspension or termination of membership.
Recognised CPD Activities

Below you will find a list of recognised CPD activities. This list is not exhaustive. Practitioners may already be engaging in CPD as part of normal professional activity. CPD should focus on learning outcomes and how these contribute to professional development relevant to current or future practice in the role of Specialist Mental Health Advisor and/or Mentor.

- Presentation of case studies which enhance or contribute to current knowledge and practice
- Maintenance of reflective journal
- Contributing as an “expert through experience” through use of narrative or reflection of personal experiences of mental distress
- Receipt of coaching
- Receipt of counselling support
- Formal peer review and feedback
- Engagement in broader work of employer e.g. acting as committee representative
- Secondment or work shadowing
- Job rotation
- Active involvement in professional association e.g. representing UMHAN on committees and conferences
- Organising or facilitating journal clubs, training or specialist interest groups
- Membership of a specialist interest group
- Delivery of lectures, conferences or seminars
- Delivery and development of training which further develops your knowledge and/or skill base
- Collaborating with service users in the development and/or delivery of training, conferences, seminars etc.
- Engaging students in service reviews
- Acting as mentor for a mental health advisor or mentor
- Maintaining or developing specialist skills e.g. mental health nursing, CBT, Art Therapy
- Engaging in research
- New collaborations with internal and/or external services
- Promotion
- Attending formal classroom-based courses
- Engaging in further education
- Engaging in E-based learning
- Attending in-house training to further professional skills e.g. management
- Attending conferences, seminars and training events
- Attending journal clubs or specialist interest groups
- Publication of written articles or segments for professional blogs, journals, newspapers etc
- Reading journals and articles
- Reviewing books or articles
- Publication of written articles or segments for professional blogs, journals, newspapers etc
- Engagement in relevant voluntary work

Identifying Relevant CPD Activities

CPD is not only designed to enhance and ensure the maintenance and development of professional skills and knowledge in order to facilitate safe and effective best practice adapted to technological advances, but to contribute towards personal, professional and career development.
In order to identify and assess relevant CPD opportunities and activities, UMHAN recommends a four stage, cyclical model of CPD: Reflection, Planning, Action and Outcomes.

**Reflection**
Review current practice and any proposed role developments or changes. This may be linked to appraisal objectives. Identify development needs to achieve current and future professional goals.

**Planning**
Identify a range of CPD activities and opportunities which will contribute to meeting development needs, professional goals and enhance current and future practice. Discuss and agree resourcing with employer.

**Action**
Attend or engage with identified CPD activities.

**Outcomes**
Reflect on learning outcomes and benefits of each CPD activity in relation to personal and professional development, student support and service provisions. Evaluate to what extent CPD has met development objective.

Whilst the CPD cycle will often begin with reflection on learning and development requirements, this will not always be the case. Members are encouraged to reflect on training and development needs, which might include revisiting prior learning, during supervision and appraisal processes where applicable.
UMHAN endeavours to provide and promote CPD opportunities for members, advertised through the JiscMail and website.

Recording CPD Activities for Audit and Registration Purposes

At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that CPD meets UMHAN requirements. This is achieved through the following:

- Recording of CPD activities using the template provide on the UMHAN website
- Record of a variety of CPD activities, usually of a minimum 6 activities totalling 30 hours per annum
- Submission of record alongside supervision log, within 30 days of date request was sent

Records of CPD must be correct and accurate. The provision of false or misleading information may result in suspension or termination of membership.

Supervision

Supervision Requirements

In addition to CPD activities, Specialist Mental Health Advisors and Mentors must access regular clinical or peer supervision whilst engaging in practice, in order to maintain UMHAN membership and DSA-QAG registration where applicable. On application for UMHAN membership and subsequent renewal, applicants confirm the following:

‘I agree to ensure that I undertake and record appropriate supervision in accordance with UMHAN requirements. I will cooperate fully with UMHAN’s supervision audit processes and accept responsibility for keeping informed of any change to these procedures.’

All specialist advisors and mentors must engage in supervision. For UMHAN purposes, an appropriate clinical or peer supervisor is someone who is currently registered with one of the DSA-QAG approved professional bodies (see here). Other equivalent professional body memberships will be considered however, supervisors cannot have achieved registration via Routes 1 or 2, this will be reviewed at a later date. Your supervisor cannot be a spouse, partner or relative. Supervision does not require a supervisor to be present during a student session(s) and instead relies on self-report and good-character. For information about how to find an appropriate supervisor, please contact us at umhan@live.co.uk.

Employers should provide resources to facilitate this however, where necessary individual members have a responsibility to commit personal time to engage in and record supervision where this cannot be completed during working hours or at the employers’ expense. At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that supervision meets UMHAN requirements.
As a minimum full-time Individual practitioners and Non-Medical Helper (NMH) providers must ensure that all staff complete the following:

- A minimum of 1.5 hours recorded group or individual supervision per month, totalling 18 hours per annum

For those in a full-time equivalent of 0.5 or less, Individual practitioners and Non-Medical Helper (NMH) providers must ensure that all staff complete the following:

- A minimum of 1 hour recorded group or individual supervision per month, totalling 12 hours per annum

Supervision requirements aim to support staff, facilitate continued professional development, maintain quality in members’ practice and ensure safe, effective practice. Whilst we currently accept the above, UMHAN recommends that specialist advisors and mentors access at least 1 hour of supervision every two weeks. The Committee will review the supervision requirements to reflect best practice and changing needs in the sector. It is the responsibility of individual practitioners to remain updated with regards changes to DSA-QAG requirements. Successful UMHAN membership and subsequent renewal does not guarantee DSA-QAG registration. Failure to comply with UMHAN supervision requirements may result in suspension or termination of membership.

**Recording Supervision for Audit and Registration Purposes**

At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that supervision meets UMHAN requirements. This is achieved through the following:

- Recording of supervision using the template provide on the UMHAN website
- Record of regular supervision totally 18 hours (full-time) or 12 hours (part-time) per annum
- Submission of record alongside CPD log, within 30 days of date request was sent

Records of supervision must be correct and accurate. The provision of false or misleading information may result in suspension or termination of membership.

**Audit**

**Possible Audit Outcomes**

At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that supervision meets UMHAN requirements. If selected for audit, members will be informed using the email address provided to UMHAN. Members will be informed of audit outcome using the email address provided to UMHAN. It is the individual practitioner’s responsibility to inform UMHAN of any changes to contact details by emailing us at umhan@live.co.uk.
Members must submit the following information within 30 days of date request was sent:

- Recording of CPD activities and supervision using the templates provide on the UMHAN website
- Record of a variety of CPD activities, usually of a minimum 6 activities totalling 30 hours per annum
- Record of a minimum of 18 hours clinical or peer supervision totalling 18 hours (full-time) or 12 hours (part-time) per annum.

There are nine possible audit outcomes, these include:

1) Sufficient (quantity and quality of CPD and Supervision); record meets UMHAN standards, continued membership approved.

2) Insufficient (quantity of CPD); record fails to meet UMHAN requirements of CPD hours.
   a. Feedback will be provided and the practitioner will be required to resubmit within a specified timeframe from date outcome is released.
   b. Following resubmission if record is assessed as sufficient membership will be continued.
   c. Following resubmission if record is assessed as insufficient membership may be terminated.

3) Insufficient (quality of CPD); record does not meet UMHAN standards of CPD activities and/or outcomes.
   a. Feedback will be provided and the practitioner will be required to resubmit within a specified timeframe from date outcome is released.
   b. Following resubmission if record is assessed as sufficient membership will be continued.
   c. Following resubmission if record is assessed as insufficient membership may be terminated.

4) Insufficient (quantity and quality of CPD); record does not meet UMHAN standards however evidence of mitigating circumstances is submitted.
   a. Mitigating circumstances are accepted, feedback will be provided and the practitioner may be required to resubmit within a specified timeframe from date outcome is released.
   b. Following resubmission if record is assessed as sufficient membership will be continued.
   c. Following resubmission if record is assessed as insufficient membership may be terminated.
   d. Mitigating circumstances are not accepted. Membership may be terminated.

5) Insufficient (quantity and quality of CPD); record does not meet UMHAN standards. No evidence of mitigating circumstances provided. Membership may be terminated.

6) Insufficient (quantity of supervision); record does not meet UMHAN standards.
   a. Feedback will be provide and the practitioner may be required to do the following:
      I. Resubmit record within a specified timeframe from date outcome is released.
      and/or;
      II. Provide a supervisor’s report within a specified timeframe from date outcome is released. Information about the details required will be provided in feedback.
b. If report and/or re-submitted record is assessed as sufficient membership will be continued.

c. If report and/or re-submitted record is assessed as insufficient membership may be terminated.

7) Insufficient (quantity of supervision); record does not meet UMHAN standards however evidence of mitigating circumstances is submitted.

   a. Mitigating circumstances are accepted, feedback will be provided and the practitioner may be required to resubmit within a specified timeframe from date outcome is released.
   
   b. Following resubmission if record is assessed as sufficient membership will be continued.
   
   c. Following resubmission if record is assessed as insufficient membership may be terminated
   
   d. Mitigating circumstances are not accepted, please refer to outcome (6).

8) Insufficient (quality of supervision); supervisor’s qualifications do not meet UMHAN requirements therefore record does not meet UMHAN standards. Membership may be terminated.

9) Insufficient (quantity and quality of supervision); record does not meet UMHAN standards. Membership may be terminated.

Records of CPD must be correct and accurate. The provision of false or misleading information may result in suspension or termination of membership.

**Mitigating Circumstances Preventing Completion of CPD and Supervision Requirements**

UMHAN recognises that exceptional circumstances may arise which prevent the completion of CPD and supervision requirements, normally as a result of a break from practice. These include but are not limited to: sabbatical, extended sick leave, maternity or paternity leave. If you are selected for audit and believe that mitigating circumstances may apply or if you are planning to take time out from practice, please contact us for further information and advice at umhan@live.co.uk.

If you have any questions about CPD, supervision and auditing process, please email us at umhan@live.co.uk.