

Continuing Professional Development CPD

Discussion Document for the Shiatsu Regulatory Group researched by Schools Forum.

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The Schools Forum has looked at CPD requirements of various 'bodywork therapy' organisations including Osteopathy, Chiropractic, Physiotherapy, Naturopathy, Craniosacral Therapy, Reflexology, Holistic Massage and Aromatherapy. We have met and/or communicated with representatives of shiatsu schools and organisations. This consultation was aimed at listening to the views and suggestions expressed by practitioners and teachers so that we could be more fully aware of the needs of shiatsu practitioners.

To a great extent we have used the naturopathic and reflexology CPD papers as the template for this paper

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Section 1

1) Aims:

Easy to understand.

Simple to do and easy for practitioners to fulfil the criteria.

Flexibility to meet the individual needs of a practitioner.

To recognise the many activities that most members already do.

To encourage practitioners to cover a range of subjects and activities.

It can be achieved wherever you live and whatever your resources allow, thus enabling practitioners to fulfil CPD criteria without financial outlay.

To acknowledge the commitment of practitioners embarking on further formal training.

2) What is CPD?

Continuing Professional Development (CPD) is the process whereby practitioners take responsibility for their own learning and development and apply it to improve their practice in the interests of clients and the development of the profession. The term CPD is used to cover all relevant activities undertaken by health practitioners to maintain, enhance and develop existing knowledge and skills acquired during the study and completion of their professional practitioners' qualification. Many practitioners, without consciously realising it, are already actively involved in CPD.

We feel that a clear distinction must be made between normal professional practise and work that is specifically aimed at the enhancement of practitioner skills

3) Why do we need CPD?

We all have a part to play in achieving competence and good practice. The best practitioners are usually those who reflect on their practice and strive to continuously improve the service they provide to their clients.

Shiatsu is one of a group of therapies being assisted towards voluntary self-regulation by The Prince's Foundation for Integrated Health. As part of voluntary self-regulation, the profession must have a CPD scheme in place to help maintain standards of professional practice and competence.

Further development is needed to ensure that shiatsu maintains and builds on the respect of the public and health care professionals alike.

It may help to raise the profile of shiatsu as a major therapy in what is a widening field of complementary therapies.

4) What is meant by '*Professional Practice*'

Your professional practice includes all of these:

Your service to clients

The application of your knowledge and skills in treating clients

The customer care that you provide to clients

The type of approach that you have to shiatsu

The specialisations in shiatsu that you have.

Your practice as a business, or as an employee

Your reputation

Your accessibility to potential clients

5) Who is required to undertake CPD?

All members are required to undertake CPD as a condition of membership.

This includes full members that are not practising.

This includes full members that live outside the UK

Student members are not required to do CPD, it is a requirement for qualified practitioners.

Friend members do not need to undergo CPD because this category of membership is aimed at people with an interest in shiatsu rather than shiatsu practitioners.

6) Why should I do CPD?

- To gain a deeper or broader knowledge and understanding of your profession
- To experience and develop new approaches
- To improve professional relationships with other professional practitioners
- To gain further professional satisfaction, enthusiasm and confidence.
- CPD can assist you in assessing your own practice. Through personal reflection you can more effectively focus your energy on areas for development.
- To create greater esteem for the profession in the eyes of the public with a possible increase in client numbers
- To create greater esteem for the profession in the eyes of other healthcare professionals who already do CPD. This may lead to increased referrals
- To improve your awareness of developments in the field of shiatsu and gain much from supporting other members

7) How and when should CPD be undertaken?

Hopefully all full members continuously reflect on how their practice is going and on the quality of service they provide to clients, which means that much informal CPD is done without even realising it. We are flexible about when and how this should take place.

8) Where should CPD be undertaken?

This should be flexible depending upon the location of the member's practice and the type of CPD activity being carried out. Here are examples of the flexible approach:

- In the place of practice or at home
- In educational establishments
- On the telephone, in emails or faxes, in communication with one or more colleagues
- By post
- In group settings, small informal meetings, area group meetings or large formal events
- Via the internet

9) Who decides what counts as relevant learning or development?

The only person who knows exactly what activity is relevant to your practice is **you**. This is why we are placing the responsibility for deciding what is relevant upon the individual members. So, if a counselling course that you plan to do is relevant to how you work with your clients then it should count. You need to be able to demonstrate to yourself that the activity would be of benefit to your practice.

This may involve mainstream shiatsu, a specialist area of shiatsu or advanced training in shiatsu. Other examples to convey the diversity of relevant activities include:

Other therapies – Learning or development in any other therapy where you can demonstrate learning relevant to your professional practice. Please note that this is not a carte blanche for all therapies to be included within the CPD program. You must be able to demonstrate how the activity benefited your shiatsu practice.

Counselling – any aspect of learning which helps you to develop the therapeutic relationship side of your practice including courses in such elements as Neuro Linguistic Programming (NLP), listening skills, counselling, mentoring, life coaching, psychology and other similar areas.

Business skills – any learning which will enable you to develop the business side of your practice including marketing, bookkeeping, promotion, business planning and other similar areas.

Anatomy & Physiology, including Pathology (AP&P) and condition management – any learning which will enhance your understanding of AP&P in relation to your practice including

refresher/advanced learning activities and/or research into conditions, systems and other areas directly relevant to your practice.

Other relevant medical approaches – any learning, including first aid and any other aspect of medical practice or healthcare, which you can demonstrate is relevant to your development as a practitioner.

10) I am a multi-discipline practitioner - will development in my other therapies count?

Many practitioners are trained in multiple disciplines. If the practitioner is able to demonstrate that an activity relating to another therapy is also relevant to their shiatsu practice then it should count. We recognise that many skills and knowledge acquired are transferable between therapies or other health care professions.

Many complementary therapy organisations already have CPD schemes. The remaining main organisations will follow suit very soon. Shiatsu practitioners who also belong to other organisations will carry out development activities to meet their CPD obligations for other organisations. Our flexible approach means that development activity in non-shiatsu activities may well count as CPD for Shiatsu.

11) I am also a nurse – will my nursing CPD count?

There is a great deal of professional development that nurses and other healthcare professionals are required to undertake by their employers that would be relevant to shiatsu practice. However it is for the individual practitioner to decide which development that they have undertaken, for another profession, contributes to their shiatsu practice. CPD activities for other professions could apply to several categories of practice.

12) I am a part-time shiatsu practitioner – do I need to do CPD?

Yes, many practitioners practise shiatsu on a part-time basis. For this reason we have ensured that many of the possible CPD activities can be done quickly and easily. Many activities have little or no cost and can be done locally or even at home. People often think of CPD as solely attending courses and workshops. It's not just attendance at courses and workshops – it's much more than that. It's doing any activity that you have determined will genuinely help maintain or improve your practice. In other parts of this document there is advice and examples on low cost and relevant activities you can do.

13) How do the categories and values of other CPD schemes relate to that of Shiatsu?

This scheme requires practitioners to accrue an **average of 15 points per year**. Some of this total can be carried over and accrued over 3 years (15 points x 3 = 45 points), although a minimum of 7 hours must be attained per year. This means, for example, that you may do 7 points in year one, 15 in year 2 and 23 in year 3. As long as you do a minimum of 7 in any one year, and attain 45 over 3 years, you can choose when you get your points. In most of the criteria, 1 point equates to 1 hour. Other organisations may have different CPD categories and different point or time values for their activities. The categories will most probably be accepted but to ensure that they meet Shiatsu CPD requirements, members will need to ensure that they refer to the guidelines for **this** CPD scheme and not those of another organisation.

List of CPD activities

	Description of Activity	Allocation of Points	Annual points Limit
a.	Practitioner/peer exchange session	1 per hour	3
b.	Informal learning activity	1 per hour	3
c.	Promotion of Shiatsu in the community	1 per hour	8
d.	Personal Development and Reflective Practice, including mentoring or supervision.	1 per hour	10
e.	Volunteer Shiatsu work for special needs and vulnerable people including hospices and charities.	1 per hour	8
f.	National or international or other relevant Shiatsu conference	4 per day	10
g.	Shiatsu research project	2 per hour	15
h.	Participation on Shiatsu subcommittees or working party	1 per hour	10
i.	Contributing to the development of Shiatsu as a profession	1 per hour	10
j.	Attendance at a Shiatsu relevant event or workshop	6 per day	12
k.	Further professional training at <i>bona-fide</i> training establishment in other related Shiatsu enhancing therapy.	Minimum 1 year training	45 over 3 years
l.	Delivery of an extra curricular/specialist Shiatsu or relevant workshop, course or seminar	1 per hour	8
m.	Publication of case study, article or review	1 per hour	8
n.	Travel to attend a CPD activity	1 per 50 miles, over 50	5

Points system: – in most activities 1 point equates to 1 hour CPD undertaken.

Conferences are given fewer points to acknowledge a greater social aspect than would perhaps be available at a specific workshop.

Research has been allocated more points as recognition of the concentrated work involved and because it is a very important area so as to more effectively promote shiatsu as a serious health care practice.

Section 2

Guidance - Please refer to this guidance section in conjunction with the list when planning your CPD and certainly before undertaking any activity.

A clear distinction must be made between normal professional practise and work that is specifically aimed at the enhancement of practitioner skills

This section provides a detailed explanation of each of the CPD categories in the above list. The 'evidence' sections for each category indicate the type of evidence that the practitioner should keep relating to each CPD activity. This evidence will form the majority of the CPD portfolio. We realise that some activities do not naturally generate documented evidence. In these circumstances we ask that you provide a brief written account of the activity ensuring that you summarise how it will help with your professional practice.

Guidance on meeting criteria for CPD activities:

a) Practitioner/peer exchange session.

Practitioner exchange sessions can take different forms. Following the treatment they should review differences in their approaches to clients, approaches to conditions or different sequences. Further development needs may also be identified. Practitioner exchange can usually be carried out locally, at the convenience of the practitioners. The partner for this activity does not have to be registered, although they must be a qualified shiatsu practitioner or training to be a practitioner. Practitioner exchange can also include where a practitioner joins another practice or works at another clinic for a **limited** period of time to experience new approaches to practice. This may be a reciprocal arrangement. It can include work shadowing, job rotation and secondments.

Evidence

A letter from the reciprocating practitioner/clinic confirming the extent of exchange sessions.

A statement in the member's log, evaluating the benefits of that activity to their practice.

b) Informal learning activity

This is a broad category which provides credit for researching any information source to provide updating of existing knowledge, new areas of knowledge or developing new approaches. Types of activity include reading relevant journals, books, reports or articles. These may have been accessed via a subscription to a paper/electronic/online journal. However we recognise that much informal learning takes place through reading books or journals for which a subscription is not applicable. Such publications may have been purchased or borrowed from the library or a colleague. Such sources of information are equally valid. Some area groups operate a book sharing system. It includes relevant research papers and online research sites. Subscribing to or reading a shiatsu association's journal does not qualify for this as the expectation is that all members should read this journal.

Also included are watching relevant TV programmes, downloading and using information from relevant websites, carrying out online learning or using CD ROMs to obtain relevant information. Using your association's discussion forum to obtain information or guidance about approaches to treatment or contributing to the range of discussions is valid CPD activity. Some of the above activities are very flexible and can be for example carried out from the home or whilst travelling.

Evidence

Keep a record of the details of the publication, the source of the information, or the address of the website/s. Include any printouts where relevant. The date/s the information was obtained. In your CPD log you need to indicate how this activity has, or will, benefit your practice.

c) Promotion of shiatsu in the community

Many practitioners utilise their association's exhibition packs to provide demonstrations or tasters in public places or to community groups. Some practitioners help to staff stands run by area groups or their association. Some practitioners write articles for their local newspaper or community magazine to promote shiatsu or their own practice. All of the above activities are valid as CPD, however these are just examples and are not an exhaustive list. Other activities that you can demonstrate fit with this category are also valid.

Evidence

Photographs, letters, copies of articles or booking documents as appropriate. Statement from colleague involved in the promotion.

d) Reflective Practice, Personal and Professional Development, including mentoring and/or supervision.

This is to acknowledge the importance of reflective practice in both personal and professional development. There is a strong synergy and overlap between them including the use of mentoring and supervision. Any activity that leads to your development in a way that has direct bearing upon your shiatsu practice can be included.

Evidence

A personal statement about the development activity explaining how it led to enhancement of your shiatsu practice; statements from other peers, mentors or people involved; any other relevant documentation (see below for more details).

Reflective practice can include, for example, reflecting upon:

- the application of your knowledge and skills in treating clients
- the customer care that you provide to clients
- the type of approach that you have to shiatsu
- the specialisations in shiatsu that you have
- your perception of success of your practice as a business, or as an employee
- your reputation
- your accessibility to potential clients.

Reflecting upon your needs may also involve consulting with other specialists, professional services or peers. It also includes the time spent in planning the way forward, e.g. developing a business plan or researching into getting involved in a new specialisation. It can include determining your development & learning needs or implementing your development plans

Evidence

There may not be naturally occurring evidence for some aspects of this CPD category however, brief statements from colleagues, peers or specialists that have helped you would be valuable. If the reflective practice has been largely in isolation then you will need to make your own statement about your activities, explaining how your practice has or will benefit from this.

Mentoring and Supervision is the provision of guidance or support, usually on a one-to-one basis. Both the provision of giving and receiving mentoring and supervision can be included.

In this context **mentoring** is usually provided by another shiatsu practitioner with the aim of developing one's shiatsu practise. This is sometimes also known as 'buddying'.

Supervision is usually provided by professionals who have undergone training in supervision and is more focussed on you and your development as a person and practitioner, more akin to counselling.

For those practitioners that are employed there may be mentoring, peer review or supervision in place, for which there may be a procedure. The activity may be carried out in a formal or informal way. The support provided may be related to personal or professional development where it has a direct impact upon the work of the practitioner. In this context counselling, coaching or NLP could also be applicable.

Evidence

Maintain a log of mentoring and supervision activities provided or received. Confidential information does not need to be held. You must be able to demonstrate how the activities in this category have relevance to your development as a practitioner.

e) Community Support Shiatsu Work

This includes work at hospitals, hospices, in the work place, or for community groups where you will be working with specific needs and conditions. The aim of engaging in this work is to build practitioners specialist knowledge and ability to work with specific needs and can be of value for research purposes.

Evidence

A letter from the organisation to confirm your contribution.

f) National or International or other relevant Shiatsu Conference.

Different associations run conferences at various times. These may be attended by several hundred members and provide a wealth of experiences through top name speakers, workshops, trade stands, plus networking by members. Conferences hosted by other relevant

organisations in the UK and the rest of the world may also be valid, but only time spent on activities relevant to your shiatsu practice should be counted.

Evidence

A certificate of attendance or confirmation of booking letter for that conference.
Also include where possible the programme for the event.

g) Shiatsu Research Project

Research is considered of great value to the development of shiatsu as a profession as well as its value in the promotion of shiatsu to the world in general. It is recommended that you discuss your research activities with your association's Research & Development Officer, who can provide support and information. A research pack may be available to help with planning research.

Evidence

Documents could include a copy of the research paper or proposal; relevant correspondence with agencies/collaborators/sponsors; a letter from a relevant educational establishment; or a confirmation letter from the relevant Research & Development Officer.

h) Participation at subcommittees, working parties or meetings

This can apply to a shiatsu member association or activities relating to other relevant organisations. These activities include the work of an association's voluntary Board of Directors; area group committees; area group leaders meetings; or other association working parties and project teams. For tutors of Accredited Centres it includes attendance at Accredited Centre meetings. For tutors that are moderators/verifiers or examiners it includes moderation/verification or examination work and attendance at relevant meetings arranged by the awarding body.

Other activities can include relevant meetings relating to other shiatsu organisations, other therapies, occupational areas that are relevant to shiatsu practice.

Evidence

Copy of an invite letter, minutes, certificate of attendance or other documentation to confirm role and attendance.

i) Contributing to development of Shiatsu as a profession

This acknowledges the value of work carried out by practitioners that are involved in the development and dissemination of practitioner standards, new approaches to shiatsu practice or other key areas of the shiatsu profession.

Evidence

Statements from peers or supervisors; articles, reports or other relevant documentation.

j) Attendance at a shiatsu relevant event or workshop

Approved events are ones where the trainer/teacher is registered as a member with a practitioner membership association and the trainer/teacher is approved by them for CPD. The term event includes any kind of talk, workshop, course, seminar or organised training activity about shiatsu, or of direct relevance to shiatsu practice. It can include for example: a workshop delivered to qualified practitioners as CPD; an association seminar; a workshop provided to an area group; a shiatsu refresher course; an AP&P update; training for another therapy where it is relevant to shiatsu practice; delivery of medical approaches or first aid.

Where an event is related to a different therapy the practitioner should be able to demonstrate how that training has benefited their shiatsu practice.

Evidence

A certificate of attendance and/or certificate of achievement for the event.

k) Further professional training at *bona-fide* training establishment in other related shiatsu enhancing therapy

We have included further professional training as we feel it is important to recognise the time and discipline it takes for a practitioner to widen and deepen their knowledge of health therapies and related subjects. Any part-time or full time course that can demonstrate it's relevance to the ongoing development of a health practitioner that culminates in a certificate, licence or diploma to practice may be accepted under this category.

The training should include:

- Minimum duration of 120 hours in class tuition.
- Marked home-study
- Clinical practise sessions
- Final or ongoing assessment process

Evidence

A certificate of attendance and/or certificate of qualification.

l) Delivery of an extra curricular/specialist shiatsu or relevant workshop, course or seminar

This category is aimed at **trainers**.

To qualify as a trainer, you must be registered with your professional association/s and be recognised by them as qualified to teach.

This includes delivery of any kind of talk, workshop, course or seminar about shiatsu that is extra to the normal school/college training curriculum or syllabus. It should be of relevance to shiatsu practice. It can include for example: a workshop delivered to shiatsu students to enhance their learning process and/or to qualified shiatsu practitioners as CPD; a workshop provided to an area group; an introductory or taster course for the public; or a community group; a shiatsu refresher course; an AP&P update; training in another therapy where it is relevant to shiatsu practice; delivery of medical approaches or first aid.

To determine the number of hours involved in an activity please include the actual delivery time, but also any time spent on research or drawing together of information for the presentation, or related learning materials. It does not include general administration time, such as photocopying or dealing with bookings or queries.

Evidence

Examples include: a copy of the brochure or advertising material; relevant correspondence, photographs, a copy of the association event approval confirmation.

m) Publication of case studies, articles or reviews

These include articles in your associations membership publication or other similar journals or magazines. The journal may represent another therapy but the content of the article should have some direct relevance to shiatsu. The review may be carried out for your association or another organisation. The presentation of a shiatsu paper or similar at a conference or seminar is also included.

Evidence

Keep a copy of published pages. Case studies completed as part of the practitioners' training qualification are not acceptable because CPD starts after the practitioner has qualified and has upgraded to become a practitioner.

n) Travel to attend a CPD activity

This category acknowledges that many members live in remote or isolated areas and that to attend events may incur both travel costs and time lost. The allowance is valid after the first 50 miles for up to a maximum of 300 miles counted, including the return journey. A maximum of 5 points are attainable from travel to any event in one year. The CPD scheme aims to encourage members to carry out CPD activities that are easily accessible and relatively local to them. This is why a very broad range of activities including many non-workshop type activities are listed above

Evidence

A written statement to confirm distances travelled between home and the venue. Details of the event will be submitted in accordance with one of the other categories above.

How the CPD scheme works: Step by Step Guide

