

# SMTO Continuing Professional Development Policy

Continuing Professional Development and your membership

Information for SMTO Members

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## Summary of the SMTO's CPD policy

Members must undertake CPD to continue their membership of the SMTO. The purpose of revalidation each year is required by the UK Government for all healthcare professionals through their professional bodies. The SMTO has set standards which your CPD must meet. Every time you renew your membership you will need to confirm that you have met these standards. If you are randomly selected for an audit (check) you will be required to send in evidence to show how your CPD meets these standards. We advise all Members to keep an up-to-date accurate log of their CPD.

## Introduction

The Scottish Massage Therapists Organisation (SMTO) was formed in 1992 and exists to provide a service to the public, the Massage Therapist and the profession. The SMTO also works with the General Council for Massage and Soft Tissue Therapies (GCMT) in developing and maintaining standards, and has been approved by the Complementary and Natural Healthcare Council (CNHC) as a verifying organization.

Our key function is to enhance public protection by ensuring that SMTO Members maintain these standards and demonstrate that they meet, as a minimum, the National Occupational Standards (NOS) for Massage Therapy. All SMTO Members must adhere to the SMTO Practice Standards: Code of Conduct, Performance and Ethics and agree to be bound by its terms to include the SMTO Continuing Professional Development Policy, and the SMTO Disciplinary and Complaints Policy.

As a Professional Association, the SMTO provides membership to its Members and offers them the SMTO Block Scheme Insurance Policy if required and subject to acceptance by the insurers, Balens Ltd. The SMTO is an Introducer Appointed Representative of Balens Limited, 2 Nimrod House, Sandy's Road, Malvern, Worcs WR14 1JJ, who are authorised and regulated by the Financial Conduct Authority.

Initial membership, however, only indicates the meeting of standards at a given point in time. In order to maintain membership, all Members must 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 SMTO's Continuing Professional Development Policy as clearly as possible, to enable you as a current, or prospective Member to understand what is required and how best to achieve it. Please note, a broad range of activities are deemed acceptable as CPD.

**N.B. CPD is a compulsory component of SMTO membership, and all Members are required to complete a minimum of 18 hours per annum. However, practical hours can be carried forward for up to three (3) years i.e. so if 100 practical hours were completed in 2013 those CPD hours can be used for renewing in 2013, 2014 & 2015, thereafter any unused hours will expire.**

## Definition of CPD

The SMTO 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.' Learning activities include anything that can advance a Member's professional competence (see Appendix C: FAQs Q3&4)

## SMTO Standards for CPD

Our standards dictate that Members must:

1. maintain a continuous, up-to-date and accurate record of their CPD activities
2. demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice
3. seek to ensure that their CPD has contributed to the quality of their practice
4. seek to ensure that their CPD benefits their clients
5. complete a minimum of 18 hours of CPD per annum, and then confirm this as part of the renewal process each year
6. be able, on request by the SMTO, to submit evidence of how they have met these CPD standards

## Meeting these Standards

### Standard 1: Maintain a continuous, up-to-date and accurate record of their CPD activities

The GCMT states, *'All practitioners must be encouraged to take CPD courses and to record all aspects of their professional development in a CPD Portfolio, the information in the portfolio should be kept as simple as possible, but must show sufficient evidence of how the CPD undertaken will help in their service to their patients and the public in general.'*

A template 'log' can be found in Appendix A and a completed sample 'log' in Appendix B.

The CPD log sheet 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

All Members should keep the completed log sheets in their CPD portfolio alongside their evidence of participation, e.g. CPD certificates etc. For activities that involve reading, research etc. Members should be able to provide a more detailed record of their 'learning'. This can be kept in any easily reproducible format of their choice.

### Standard 2: Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice

All Members demonstrate that they have met the standards required for membership; however, it is essential that skills and knowledge are kept up to date. Due to ongoing research and development, as well as the introduction of new techniques/therapies, it is essential that every effort is made to ensure that 'best practice' is maintained and this can be done through completing CPD activities. Also, in a profession that is always learning and developing, CPD is about business and personal development, monitoring quality of care, reflective practice, assessing feedback from clients and colleagues, conducting audits, and networking with other Massage Therapists.

### Standard 3: Seek to ensure that their CPD has contributed to the quality of their practice

All Members demonstrate that they have met the standards required for membership when they join; however, it is essential that skills and knowledge are kept up to date. Due to ongoing research and development, as well as the introduction of new techniques/therapies, it is essential that every effort is made to ensure that 'best practice' is maintained and this can be done through the completion of CPD activities (see Standard 2) to ensure the service delivered is both professional, acceptable and effective.

### Standard 4: Seek to ensure that their CPD benefits their clients

As well as improving the quality of their work, CPD should also be aimed at improving the service Members provide for their clients. Keeping up to date and developing their practices will help them to continuously improve the care they provide.

Standards of practice:

1. Communication. Essential to build on this as complaints are usually a result of poor communication.
2. Ethics and professionalism. There must be boundaries in working practice, particularly when working with friends and acquaintances. Reviewing the SMTO Practice Standards and/or attending ethics seminars can help Members to understand what is expected in order to be

professional. Members are continually developing these skills with each situation that they are required to deal with in their practices.

3. Providing a safe environment and approach to clients. This may involve learning how to communicate with clients with special needs and/or disabilities.
4. Competence. Members must keep their knowledge up to date, reviewing their present skills, learning difference applications and developing new skills.

## Standard 5: Complete a minimum of 18 hours of CPD per annum, and then confirm this as part of the renewal process each year

When working as a Professional Therapist, it is important that both theoretical and practical knowledge and skills are up to date in two key areas:

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

Members must complete a minimum of 18 CPD hours per annum to meet the requirements.

CPD includes specific learning, general learning (e.g. health & safety, business development etc.), structured reading and informal learning (*such as getting together with fellow students during a course refresher of techniques*). Reading needs to be structured to improve and update your knowledge, noting down what you learned, and logging any further research into a topic of interest. It does NOT include First Aid as a valid First Aid certificate is a separate **compulsory** requirement for all Members.

Members will be required to confirm annually that they have met the SMTO's CPD requirements as part of the renewal process.

## Standard 6: Be able, on request by the SMTO, to submit evidence of how they have met these CPD standards

Membership audits (checks) do take place and Members will be required to submit evidence of how they have met these CPD standards should they be selected.

Those Members being asked for evidence will be sent the CPD Evidence Form (see Appendix B) which they should complete and return together with all the relevant paperwork to support their CPD efforts, e.g. their CPD log (see sample in Appendix A), attendance certificates, book reports, published articles, meetings attended etc.

## UNABLE TO MEET THESE STANDARDS

If a Member cannot/does not complete the number of hours required, this does not mean they will be unable to remain a Member of the SMTO, nor does it mean that they will be immediately removed from the SMTO Directory. However, they are required to provide details to the SMTO on why they have been unable to meet the annual CPD requirement. Mitigating circumstances will be taken into account. Advice will be offered to enable them to complete the CPD requirement, where possible, over an agreed period of time. Should it still not be possible for the standards to be met, membership will lapse, and the Member will be removed from the SMTO Directory, until such time as the CPD standards can be met.

# APPENDIX A: TEMPLATE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG SHEET

## Continuing Professional Development (CPD) Log Sheet



NAME:			LISTED THERAPIES:	
MEMBERSHIP No:				
Date of CPD activity	Activity Please mark next column: • T for therapy-specific • G for general/other	T/G	Reflective practice: How this learning has benefitted my practice	Number of CPD Hours
			What I learned from this activity	
			<b>Total time spent on therapy-specific activities (T)</b>	
			<b>Total time spent on general/other activities (G)</b>	
			<b>Total time spent on CPD</b>	



**Continuing Professional Development  
(CPD)  
Log Sheet**

NAME: A. N. Other MEMBERSHIP No: 9999		LISTED THERAPIES: Remedial & Sports Massage, Swedish Massage, Indian Head Massage			
Date of CPD activity	Activity Please mark next column: • T for therapy-specific • G for general/other	T/G	Reflective practice:		Number of CPD Hours
			What I learned from this activity	How this learning has benefitted my practice	
20/08/13	Marketing seminar	G	I learned more ways that I can market my practice effectively and safely through the use of social media.	I have set up a business page on Facebook and Twitter, ensuring that it is separate from my personal page so as to maintain the necessary boundaries. Through this I have engaged with other therapists in the area and we have set up a Therapy/Technique exchange group. I have also had four new clients as a result.	2.5
31/09/13	Therapy/Technique Exchange Group meeting	T	I learned how to fine-tune some client stretches that I had been struggling with, and that I had some good ideas for using MET with difficult clients.	Meeting with other therapists gave me the opportunity to discuss techniques that I found tricky and get their feedback and approaches so that I could incorporate their ideas into my practice. I also gained more confidence in what I was doing in my practice through my ability to help them too.	2
07/02/14	Reading 'On The Massage Scene' issue 56	T/G	I learned what Clinical Orthopedic Massage Therapy (COMT) was about. I learned the importance of protecting my financial liabilities. I also learned about another therapist's approach to massaging amputees.	After reading about COMT I booked onto this year's Conference as I felt that learning these techniques would be of benefit to my practice. I realised the importance of income protection for my business. I was able to use some of the ideas for working with a client who had a below the knee amputation.	0.5/0.5
29/03/14	SMTO Conference 2014: Clinical Orthopedic Massage Therapy (COMT): Neck with Dr Joe Muscolino	T	I learned techniques which have built on my original training and have developed my understanding of how I can use COMT Neck techniques in my practice.	I have been able to incorporate the techniques that I learned into my 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 better service to my clients.	14
			<b>Total time spent on therapy-specific activities (T)</b>		16.5
			<b>Total time spent on general/other activities (G)</b>		3
			<b>Total time spent on CPD</b>		19.5

## APPENDIX C: FREQUENTLY ASKED QUESTIONS (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 do SMTO affiliated/approved courses/activities?**

A: No, you are free to choose whatever meets your particular needs at any given time. However, courses must be affiliated/approved for you to add the technique to your SMTO Directory listing.

**3. Q: What counts as Therapy-specific (T) CPD?**

A: <u>Professional Development – Type I</u>	<u>Professional Development – Type II</u>
Conference	Article published
Seminar	Book report
Therapy course	Journal entries
Workshop <i>e.g. new skill, refresher, one with peers</i>	Research into a pathological condition
<u>Professional Development – Type III</u>	
Anatomy lecture	Videos and DVD watching
Pathology lecture	Online learning
Tutorial/lecture preparation ( <i>first time only</i> )	

**4. Q: What counts as General/Other CPD?**

A: <u>Practice Management</u>	<u>Business Promotion</u>
Accountancy course	Business plan course
Communication skills course	Promotional shows
Time management course	Promotional talks
<u>Personal Development</u>	<u>Miscellaneous</u>
Coaching / mentoring course	Meetings attended, <i>e.g. SMTO, GCMT</i>
Counselling course	Research questionnaire completed
Self-awareness course	
Stress Management course	

**5. Q: What if I want to do something that isn’t mentioned here?**

A: That’s fine as long as you can justify why you chose it.

**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: Yes, it is possible for members to carry forward CPD hours for a maximum period of 3 years, thereafter they will expire.

**8. Q: What happens if I can’t be bothered to meet by CPD requirements?**

A: You will be unable to renew your SMTO membership. Please note, if you falsify your records in any way you may find yourself subject to an allegation of professional misconduct.

**9. Q: Can I get any financial help in order to meet the SMTO CPD requirements?**

A: Unfortunately, the SMTO has no funding for this purpose.