



SMA CPD GUIDELINES & POLICY

We have been working over the last couple of years to make CPD easy and we very much hope that the things we've invested in have proven worthwhile. What we're looking to do within these guidelines is give you an indication of what we're looking for when we check CPD.

Ideally, what we would see in any given CPD log is a balance across various options. There's minimal chance of further development if all your CPD consists of is event work at amateur sport. What we want you to look at is what you have learned and what new knowledge you have gained from any given activity that you'll use in practice.

We ask that members complete a minimum of 30 hours of CPD per year (once a year has passed since you gained your initial qualification) and, because of the breadth of options for things you can count, this shouldn't be a difficult total to achieve (see Appendix 1 for details of what can be counted).

We have developed a CPD library - SMA Learning - to provide you with a starting point for your CPD. You should have received an email invitation to log in. There is a raft of content up there, from the videos of our Study Mornings to suggestions for things to read. We have also developed editable PDF forms for you to log anything you do outside of this so that you can keep your own records, in case you are selected for audit in any given year.

Please note that to be verified by the SMA for listing on the CNHC Massage or Sports Massage Register, a minimum of 15 hours CPD per annum is required since gaining your qualification; so we encourage all members to record their CPD from the time they become a Full or Graduate member.

The only real thing you cannot count is paid work. Seeing clients may lead to opportunities for professional development (researching an unfamiliar medical condition, for example) but it is highly unlikely to be professional development in and of itself. We will deduct any hours of paid work from your annual total if they have been included.

We hope this provides a bit of clarity as to CPD guidelines but you are, as ever, welcome to drop us a line to ask any questions you might have at membership@thesma.org.



SMA CPD POLICY

DEFINITION

CPD can be defined as "a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within their evolving scope of practice" (definition taken from the Allied Health Professions project 'Demonstrating competence through CPD', 2002).

CPD is not just about doing formal courses or seminars. A whole range of activities can be included (see Appendix 1) - what is important is that you have learned something from the activity which you can put into practice in your work. It therefore follows that reflective practice is an essential element of your CPD, as you will use it to identify your learning needs and how you will meet them, observe and record what you have learned and reflect on how this learning can be incorporated into your practice.

SMA REQUIREMENTS

Every full member is required to provide evidence of CPD as a condition of their membership of the SMA. The minimum requirement for all members is 30 hours per annum or a minimum of 60 hours over a two-year period.

Members who through their CPD record can evidence advanced involvement in our industry may be eligible for an upgrade to a membership status one level higher than the level indicated by time since graduation. CPD credits toward membership status can be gained by evidencing a variety of activities (see Appendix 1).



CPD AUDIT METHODOLOGY

In line with other professional organisations, the SMA will be conducting a regular audit using random sampling of 5% of the membership each year.

Members who are less than 2 years post-qualification will be exempt from sampling, as will those with mitigating circumstances e.g. maternity/paternity leave, sabbaticals, family death/illness, severe illness/injury on the part of the practitioner (to be decided on a case-by-case basis). Once a member has been audited they will be exempt from audit for the next 3 years.

When a member is selected for audit they will be informed by email and given one month to collate their CPD records and show the minimum number of hours required. It is recommended that members demonstrate a reasonable range of CPD activities (with evidence) and also reflect on how the CPD has been of benefit (or not) and the impact it has on their practice.

We have developed two documents for submission on this front and both will be e-mailed to you - a log for general CPD activities and one to enable you to reflect on the learning you have completed throughout the year. Both are required to be submitted for the audit by uploading them to your member profile. You can also download them from the CPD page of the Members Area and complete them as you go along, so as not to have to race to remember everything should you be selected for audit. You should also use the CPD Portfolio to comply with the CNHC requirement.

The audit will be conducted by a member of the SMA who holds an assessor training qualification and will be checked by a second assessor to ensure standardisation. Potential outcomes are:

- The member is informed that they have completed a sufficient range of evidenced CPD and have met the requirements of the SMA.
- The member may be informed that they have recorded one or more of the following: insufficient hours, evidence, range of activities or reflection and will be offered support and guidance to help them achieve the requirements, to be completed within one month of notification by the assessor.

If after this the records have still not been completed satisfactorily, further advice will be offered, with a warning that if after one month the requirements have still not been met (and there are no mitigating circumstances) the member is at risk of being suspended from the SMA Register.

Any member who has been suspended may be readmitted on successful completion of the current CPD requirements.

APPENDIX 1: CPD ACTIVITIES

- Conference attendance (SMA or non-SMA)
- CPD courses (short courses <5 days or long courses >5days)
- Case studies (reviewing a case study that on reflection will change the way you practise)
- Coaching from others (being shown a new skill by a peer, mentor or senior clinician)
- Discussions with colleagues (either formally or an informal chat or debrief with colleagues)
- Event work (amateur sport/charity/elite sport)
- Expanding your role
- First Aid course (basic or advanced)
- Fitness to practise
- Gaining and learning from experience (practising a new skill or experience while actively on duty)
- In-service training
- Job rotation
- Knowledge and skills framework
- Learning by doing (practising a new skill)
- Mentoring or being mentored
- Narrated PowerPoint
- Participating in a project
- Peer review
- Practice placement
- Professional Association work
- Reading or reviewing books, articles, blogs
- Reflective practice
- Researching an injury/condition
- Secondments
- Self-assessment
- Social media (discussion or learning activities)
- University/college module
- Updating your knowledge through the internet, television, media, podcasts, webinars
- Video lecture
- Visiting partner
- Voluntary work
- Work shadowing
- Working as part of a multi-disciplinary team
- Writing articles or papers

APPENDIX 2: EXAMPLES OF EVIDENCE

To be supplied with the portfolio you produce upon selection for audit

MATERIALS YOU HAVE PRODUCED

- Information leaflets
- Case studies
- Business plans prepared following a course to expand business knowledge
- Reports e.g. projects, audits, reviews
- Course assignments you have developed
- Course programme documents you have developed
- Presentations you have given
- Articles for journals
- Research papers
- Contributions to the work of a professional body or other group

MATERIALS DEMONSTRATING REFLECTION ON AND EVALUATION OF YOUR LEARNING AND WORK

- Documents adapted from appraisals, supervision reviews etc
- Evaluations of courses, seminars, conferences etc
- Personal development plans
- Written notes made after undertaking a learning activity

MATERIALS OBTAINED FROM OTHERS

- Testimonials
- Correspondence from service users, careers, students, colleagues etc
- Course attendance/qualification certificates