

This short guide has been put together by the CPD Certification Service to help members providing CPD for invasive aesthetic treatments get the best from their membership.

The focus on beauty treatments that have an invasive procedural element has intensified, particularly as there is no definitive governing body that regulates the industry throughout the United Kingdom. Consequently, the ability to carry out such treatments is open to all and the risks to those receiving them can be significant.

You are expected to be qualified, knowledgeable and proficient in the techniques you seek to train so please comment on this guide to help us improve. Please do so by emailing assessments@cpduk.co.uk using the email title **Aesthetic Guide Suggestion**.

We consider the following treatments to be invasive as they are broadly clinical in nature and require informed consent by the recipient:

- Botulinum Toxin Injections
- Dermal Filling
- LIPLD (Lasers and Light)
- Chemical Peels
- Micro-needling
- Micro-blading
- Mesotherapy
- Body Piercing
- Tattooing
- Plasma Skin Tightening
- Hair Restoration Surgery

The CPD Certification Service will continue working with regulators and sector influencers to ensure our members, as well as the general public are not misled into believing CPD certification ensures safe and effective treatment outcomes.

Having spoken to numerous experts and bodies involved with the Government's regulatory framework we have devised a number of points to help members ensure we are not inadvertently being seen to condone poor practice or place anyone in danger. Our starting position is that:

- It is important to understand the difference between basic training and Continued Professional Development (CPD). CPD should be delivered to those with prior demonstrable qualifications and experience in the applied area for which they are seeking to undertake CPD training. CPD exists to enhance skills throughout a person's working life and may well be unsuitable for those with no prior experience in a subject. The holding of a CPD Certificate is intended to enhance competence, not replace primary qualifications.
- Persons offering CPD must themselves be appropriately qualified and competent. We expect to see trainer CV's and qualifications as part of the material submission we assess. Members are recommended to ensure their delivery qualifications are up to date. As an aid you can use: <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels> as well as the complementary sites operated by other UK Devolved Administrations. Where courses delivered outside the UK are concerned the same applies.
- Course materials should refer to the regulatory framework approved by the PSA (Professional Standards Authority) who authorise the JCCP (Joint Council for Cosmetic Practitioners) and Save Face particularly where invasive treatments under their definition of the term are being delivered. Please look at: <https://www.jccp.org.uk/ckfinder/userfiles/files/JCCP%20Competency%20Framework%20final%20V8%20September%202018.pdf>.
- It is recommended that members become familiar with the FAQs found at <https://www.jccp.org.uk/Home/FAQs>.
- Our CPD Submission Form requires members confirm they own the IP in the material they wish to be certified. Sadly, many aesthetic course submissions are often plagiarised from third party sources. Where we consider any submission may contain plagiarised material, particularly copyrighted images

of famous people, we reserve the right to question the permissions claimed and if we are unsatisfied, refuse assessment or even terminate membership.

- Courses should always meet the criteria defined by sector specific bodies. In particular they should cover:
 - Confirmation where appropriate, the course offered conforms to the qualifications competence framework (2018) issued by the JCCP, which incorporates CPSA Clinical Practice Competences (see above);
 - How that trainer, post course, will act as the Supervisor to trainees ideally before issuing any form of CPD certificate;
 - The essential point that practitioner insurance post completion is a matter for insurers as CPD certification covers the learning value of the course, and is not a guarantee of competence for the trainee;
 - Health and Safety aspects at both the training venue and for the treatment(s);
 - Premises requirements, infection control and layouts generally, including but not limited to the legal requirements associated with clinical waste, sharps disposal and, where tattooing or piercing is taking place the relevant licencing requirements;
 - Complaints Handling;
 - What action to take if any treatment goes wrong;
 - Emergency First Aid and, in the case of Botulinum injections how the prescriber will meet their supervisory obligations should anything untoward occur.
 - Material should reference, where medicines and medical devices are to be used, to the MHRA Yellow Card Scheme which can be found at <https://www.gov.uk/report-problem-medicine-medical-device>.

- As a minimum all courses submitted for certification must:
 - Define the entry level and progression criteria for trainees;
 - Have a Lesson Plan showing a timed agenda and defined learning outcomes;
 - Include narratives for any practical elements undertaken by the trainee;
 - Have trainer CV's and qualification references;
 - Have Trainer Instruction Notes (room layout, materials etc.);
 - Have where Presentations/visuals are being used speaker notes to ensure consistency of delivery;
 - Have manuals/trainee take-away documents;
 - Have some form of trainee workbook. We recommend adapting the Cornell Notes System;
 - Have, for trainee evaluation tests, a set of answers and show pass/fail criteria;
 - Have trainee feedback forms;
 - Describe how post-course case studies are verified as coming from the named trainee and defined pass/fail criteria.

Please remember the responsibility for delivering safe CPD certified courses is yours and we are here to help you do so. On that basis you should consider adapting the following model disclaimers for inclusion in course materials:

- “The material presented represents our clinical experience and is in addition to current information contained in published medical literature”;
- “Certification from this course is for attendance and does not provide a basis to issue a statement of competence”;
- “We do not take responsibility for delegate technique or subsequent actions resulting from attendance”;
- “Use of our name as proof or suitability of competence to inject is specifically prohibited”.