

Dear Registrant,

Guidance and Request for the Submission of Requested Evidence to Support CPPD, Premises Self-Declarations and Treatment Numbers.

As part of your annual JCCP registration process, the JCCP requires Registrants to self-declare that they meet specific standards. It is JCCP's obligation – as a requirement set down by the Professional Standards Authority – to request evidence from a sample of registrants annually to ensure that these standards are met. As part of this objective and unbiased sampling process, you have been selected to provide evidence this year.

This guidance note outlines the process and requirements for the submission of evidence against the following standards:

- Continuous Personal and Professional Development (CPPD)
- Premises
- Treatment numbers

You are requested to provide the requested evidence for each modality for which you are registered with the JCCP. The evidence is required to be submitted electronically the following email address at info@iccp.org.uk during the renewal stage of your membership.

PART ONE

CPPD

The process

Please complete the following forms:

CPPD log. Please complete the attached form **CPPD1** as described, detailing all CPPD activities that you have undertaken during the last twelve months prior to receipt of this notification until you reach the required hours (see below).

It is not a JCCP requirement (e.g. for study days or courses) that the learning event is CPPD certified.

Reflective practice. Please select two CPPD events (or other practice related event) and using a reflective approach complete a separate Reflective Account **Form CPPD2** for each reflective account. The indicative size for each completed document should be 400/500 words.

The standard

Total hours

The *total* requirement for CPPD for the previous 12-month period is 50 hours. This is the total for all modalities for which you are registered with the JCCP and therefore the CPPD requirements for individual modalities may vary. However, where multiple modalities are registered with the JCCP, the minimum hours for an individual modality is 10. The following is an example of a satisfactory outcome where *multiple* modalities are registered:

Example 1.

Botulinum toxins 20 hours
Dermal fillers 20 hours
CPSR 10 hours

Participatory hours

A minimum number of CPPD hours must be external to your practice or participatory, that is the event must involve working with other practitioners. Conferences and taught courses are examples of participatory CPPD, as is any scenario where you engage in protected learning time to discuss cases or engage in active learning with your peers. The remainder of the hours required may relate to internal and typically self-directed learning and can include, for instance, a review of the literature or web-based learning.

A minimum of 40% of all CPPD must be external/participatory, that is **20 hours per year**. Expanding on example 1, the following would meet the JCCP requirements:

Example 2

	External	Internal
Botulinum toxins	8	12
Dermal Fillers	8	12
CPSR	4	6

Relevant CPPD

Whilst all CPPD must be relevant to the work you do, not all CPPD must be aimed at a specific modality within which you practise. Examples of non-modality specific professional development could, for example relate to ethical-legal considerations in cosmetic practice/medicine, a review of your audit or your written response to patient feedback. An example of relevant personal development might, for example be a course in leadership skills, or a course in teaching, assuming that you have a role in leadership or education.

A *minimum* of 50% of all CPPD must be specific to the modality. Given this and building on our example, the following would represent a satisfactory JCCP outcome:

Example 3

Total	External	Internal
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Botulinum toxins	12	5	7
Dermal Fillers	15	6	9
CPSR	10	4	6
Personal	13	6	7
Total	50	21	29

or alternatively, for a single modality:

Example 4

Lasers & Light	25	10	15
Personal	25	10	15

PART TWO

Premises

The process

To evidence your premises standard, you are required to provide the following:

Photographs. No more than 3 photographs which clearly demonstrate:

- An overview of the treatment room
- Inclusion of the treatment couch, work surfaces, hand wash facilities, clinical waste (e.g. sharps bin) and clinical/medicines storage fridge where appropriate.

Signed statement. Having reviewed your premises against the standards (please see the following weblink to access the JCCP Premises standards), your peer or supervisor must sign the declaration and provide their details which you can then submit as evidence (**Form Prem01**).

<https://www.jccp.org.uk/PractitionersAndClinics/joining-the-practitioner-register-and-fees>

The Standards

The overarching premises standards are set by the Cosmetic Practice Standards Authority. These should be reviewed by both you and your peer/supervisor and are available for inspection and reference (for each modality and also include overarching principles), at www.cosmeticstandards.org.uk.

The JCCP provides a number of checklists to assist in both meeting and evidencing these requirements. You and your peer or supervisor should review each checklist for your registered modality plus the 'minimum requirements' checklist, against your premises to be assessed.

The JCCP recognises that premises and associated risks vary with such factors as size, treatment type, the number of treatment rooms and the number of employees. Accordingly, the JCCP accepts that standards may be 'fully met' or 'part met supported by an accompanying action plan'. An element of professional judgement is required to prioritise this developmental process. However, where there is a statutory obligation, this must be met in full. Further, where in the opinion of the JCCP a factor is considered mandatory (e.g. a clinical medicines fridge with a temperature monitor), this standard must be met in full.

Please note that the JCCP reserves the right to request further information from Registrants and, where appropriate, to recommend or require that remedial action is taken in order to enable Registrants to maintain their active registration with the Council (in the interests of public protection).

You do not need to submit your completed premises checklist to the JCCP but it should be retained by you in case the JCCP requires further evidence of your compliance with published premises standards.

CQC Registered Modalities

If your JCCP registered modality also requires CQC registration e.g. hair restoration surgery, then submission of your CQC compliance certification provides sufficient evidence to meet the JCCP

premises standards. If you practise non-CQC registerable modalities from a CQC registered premises e.g. if you perform injectables from a GP or dental surgery or where the premises are registered for treatment of disease, disorder and injury, this CQC registration may be used to support your evidence return with regard to the required JCCP Premises standard.

PART THREE

Treatment numbers

The CPSA set down the minimum number of treatments required to be performed each year to enable you to maintain your ongoing competence and validation. They are:

Botulinum Toxins: 40

Skin rejuvenation: 12 micro-needling. 10 peels (single type) 20 peels (multiple types)

Dermal Fillers: 40

LIPLD: 10

Hair Restoration Surgery: 46

Please complete the treatment logbook provided (**Form Log01**) and as described, complete the same for each modality registered with the JCCP, and return it as part of your evidence. Your peer or supervisor must confirm sight of the original evidence e.g. treatment notes and/or diary entries.

Please note that a treatment event to be recorded should be a whole treatment. A patient may have more than one treatment event in the 12-month period, but it should not include, for instance, reviews where minor adjustments are made.

Checklist

CPPD log ✓ **Form CPPD1**

Reflective practice x2 ✓ **CPPD2**

Photographs ✓

Peer/supervisor signed statement ✓ **Form Prem01**

Logbook of treatment numbers ✓ **Form Log01**