

JCCP Register Requirements for CPPD

The JCCP and CPSA *Code of Practice* requires all practitioners who provide cosmetic interventions to perform and submit an audit of their practice annually and to engage in either statutory or non-statutory appraisal/revalidation (where this is mandated by their professional statutory regulator) **and** Continuing Personal and Professional Development (CPPD) activities without which patient safety cannot be assured. The JCCP requires all Registrants irrespective of their professional background to keep their skills and knowledge up-to-date by undertaking regular and modality-specific CPPD as defined in Appendix One of this document.

The JCCP defines CPPD as: "Any learning experience that can be used for the systematic maintenance, improvement and broadening of practice competence, knowledge and skills to ensure that practitioners have the capacity and capability to practise safely, effectively, ethically and legally within their evolving scope of practice. It may include both personal and professional development."

All JCCP Registrants are required to:

- keep an up-to-date and accurate record of their CPPD activities using the template presented in Appendix Two
- record the range and type of CPPD activities that they consider to be relevant to their current and/or future practice
- provide evidence that they have reflected, planned, actioned and evaluated their performance and development needs, and how this has impacted on their practice
- submit their CPPD record and log books to the JCCP if asked to do so.

The JCCP and CPSA specifies the specific number of hours and form of CPPD learning that is required for each modality that it registers. Such details are provided in Appendix One of this procedural document.

Registrants must record their CPPD activities on the template provided at Appendix Two. This must be used if Registrants are requested to submit their CPPD records to the JCCP. Registrants may record both formal and informal learning but should always include a summary of their reflection on how the learning episode undertaken has enabled them to improve their learning and to describe how such learning has impacted on their practice.

The JCCP and CPSA regard CPPD and reflection on practice to be central pillars of good educational governance that are the foundation to safe practice, the delivery of harm free care and public protection. As such the JCCP requires that all Registrants agree to engage in the CPPD process and to plan, record, review and reflect upon their learning in a structured way. By identifying development needs and areas of practice that would benefit from further development, the practitioner is

expected also to contribute to the extension of their knowledge, their practice proficiency and the enhancement of client/patient safety.

The JCCP and CPSA also advise Registrants that supervision provides a key activity in which to discuss CPPD and discussion of learning needs should form part of discussions held with their supervisor(s). Appraisals, where applicable, may also provide a further opportunity to discuss CPPD needs. Registrants should note that the CPSA/JCCP requirements for supervision form a separate standard and should not be substituted for CPPD learning events/hours.

Confirming Registrant Commitment to CPPD

As a condition of registration with the JCCP and upon renewing your registration all Registrants will be required to confirm the following statement of compliance:

‘I confirm and agree that I will ensure that I undertake and record continuing personal and professional development (CPPD) in accordance with the JCCP Register’s requirements and will abide by and fully cooperate with the Register’s CPPD audit procedure, as may be varied from time to time.’

The Following are Considered Relevant for Inclusion in the JCCP Definition of CPPD Activities:

The list below provides examples of CPPD activities but is not definitive:

- ✓ Conference attendance
- ✓ E-learning CPD modules
- ✓ Formal education lectures, seminars, courses
- ✓ Giving a conference presentation
- ✓ In-service training
- ✓ Mentoring
- ✓ Peer support groups
- ✓ Organising specialist groups/seminars
- ✓ Reading and Reflection
- ✓ Research
- ✓ Training
- ✓ Updating your knowledge through TV, radio, internet
- ✓ Workshops
- ✓ Work shadowing
- ✓ Writing articles or papers
- ✓ Secondment

Where possible Registrants should elect to engage in a range of learning/reflective activities which should be summarised on the template included in Appendix Two. It may also be appropriate for Registrants to focus all of their CPPD activity on one specific area of development.

JCCP Audit of CPPD Requirements

A percentage of Registrants who are renewing their registration will be selected for audit and asked to provide details showing how their CPPD meets the Register's requirements (as detailed in each Modality Practice Standard template cited in Appendix One).

All submissions presented for audit must be submitted in the template format presented at Appendix Two.

The JCCP's approach to CPPD is outcomes based, requiring registrants to evidence what they have learned about their practice following engagement with their CPPD activities. As a rule of thumb, the JCCP would normally expect registrants to undertake at least 30 hours of CPPD (or the number of hours of CPPD and log book accounts specified in each Modality Practice Standard template as set out in Appendix One).

After Registrants have been on the JCCP Register for a year, they will be eligible for audit. CPPD records that are selected for audit will be assessed against the standards set out in Appendix One.

Those Registrants who are selected for audit will be given one month to send in their CPPD record and will remain on the Register while the audit is conducted.

The possible outcomes are:

- i. the record meets Register standards
- ii. more information is needed
- iii. the record does not meet the JCCP's standards:
 - a. If you fail to meet some of the standards you will be given feedback and asked to resubmit

If you have failed to meet any of our standards and demonstrate non-compliance or engagement with the CPPD scheme then you may be removed from the Register

If a registrant provides false or misleading information in a CPPD profile then the Register may regard this to be a matter for referral to the JCCP Fitness to Practise procedure. This could result in a registrant being removed from the Register.

Exceptional Extenuating circumstances:

The Register acknowledges that there can be exceptional extenuating circumstances such as sick leave, maternity leave, paternity leave, carer leave etc. that can result in the Registrant not being able to complete their CPPD requirements. Under such circumstances Registrants will be permitted to submit a declaration of exceptional extenuating circumstances. These will be considered by the JCCP.

