



Reaccreditation policy

College of Family, Couple and Systemic Psychotherapy (CFCSP)



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1. Introduction

The purpose of this document is to set out the Reaccreditation Policy of CFCSP. The policy is designed to meet UKCP reaccreditation processes.

UKCP requires that all full clinical members successfully complete a college reaccreditation process. Some members will do this through an accrediting Member Organisation to which they belong and others will complete the process directly with their College. They must provide the documentation required by their College and where appropriate their accrediting organisation. College processes are agreed by UKCP and they require members to provide documentation which demonstrates and supports the way that they are practicing as a psychotherapist.

Members of CFCSP must demonstrate that they are meeting their College requirements. The reaccreditation process must be undertaken at a minimum of once every five years.

The purposes of re-accreditation are:

- To underpin and promote reflective and informed practice and continuing professional development
- To underpin and support best practice in a way that is beneficial to both practitioners and service-users
- To identify situations where a member has fallen short of the high standards set for CPD, and where possible to support them to ensure that standards are reached.

Accrediting organisations within the College have their own procedures, which will fit with College requirements.

All policies will be monitored through the quinquennial review processes.

This document should be read in conjunction with the College Continuing Professional Development (CPD) and Supervision Policies.

2. Procedures

These apply to all College members, either reaccredited through an OM, or directly with College.

The reaccreditation process should take place at a minimum interval of five years. Full clinical members are required to keep on-going records of CPD activities and the following information should be produced for assessment as part of the re-accreditation process.

The following items should be submitted for reaccreditation:

- A detailed record of CPD activities (details of requirements to be found in college and Organisational Member (OM) CPD policy documents).
- A reflective account of learning and a future professional development plan which must include evidence of implementation of the UKCP Diversity and Equality Policy and awareness of the diverse needs of clients and the impact of power, oppression and inequality in society.
- Evidence of clinical practice hours.
- Evidence of adequate insurance cover. This could be a letter from an employer, if no private work is undertaken. However, it appears that NHS professional indemnity insurance is unlikely to protect a registrant if it becomes personal or if the client complains to the professional body. For those involved in private practice, evidence should be provided from their insurer.
- Confirmation of the hours and nature of supervision or consultation. These should be confirmed by the supervisor, who should also confirm that they support re accreditation.
- A declaration of any complaints made in the period since last accreditation and details of outcome or current status. This should also have been provided at the time to the UKCP Complaints Committee.

Time Scales

College and accrediting Member Organisations should set out and, where possible, adhere to clear time scales for the reaccreditation process (see below for the time scale applicable to those reaccrediting directly with College).

Information about procedures for those re-accrediting directly with CFCSP

- The College Chair or representative notifies the direct member when re-accreditation is due.
- The member is invoiced and reaccreditation is initiated when the relevant documentation and forms are sent out.
- The member should submit their reaccreditation documents, together with re-

accreditation fee, within six weeks of the initial request from College or OM. If there are specific difficulties that make that time frame difficult the member should contact the College as soon as possible so that a way forward can be agreed.

- College will respond within six weeks of receipt of the member's submission. If further information is required, the member will have four weeks to submit this.
- College will respond to the re-submission within four weeks.
- If reaccreditation is successful a certificate will be issued with the date of the next reaccreditation.
- If a member almost meets requirements, the College Chair has the discretion to agree a resubmission of information after a period of two years. Failure to do this will constitute non-compliance with the reaccreditation process.
- Failure to meet requirements or to respond to requests will lead to a referral to the UKCP Registrar. (see below)

3. Referral to the UKCP Registrar and Membership Committee

Any Registrant who is deemed, by a College or an OM, to fall short of requirements or who has not responded to the required requests and deadlines, will be referred to the UKCP Registrar. When referring a matter to the Registrar the College will list all steps that have been undertaken to obtain the necessary information, including the relevant dates.

If the Registrar concludes that the College process has been exhausted, the Registrar will refer the matter to the Membership Committee and inform the registrant and the College.

On receipt of the referral the Membership Committee will inform the registrant in writing of the date on which the Membership Committee will consider the matter, and offer the opportunity for the registrant to provide a written response in time for the meeting.

The Membership Committee will co-opt a member of the relevant College who has not been directly involved in the re-accreditation process of the referred registrant. The co-opted member will act in an advisory capacity in relation to the College's reaccreditation policy.

The Membership Committee will decide whether the person has failed the reaccreditation process.

The Membership Committee will notify the registrant and UKCP's Registrar of its decision. If the Membership Committee decides that the registrant has not undertaken reaccreditation in a satisfactory manner the Membership Committee will take one of the following actions:

- Suspend the individual's registration pending specified action by the registrant to address concerns
- Remove the individual's registration and require the completion of a full re-registration/re-accreditation process. The Membership Committee will specify a time period for the



suspension along with details of what action is required on the registrant's part. A time limit will be set for achieving this and the matter will be referred back to the College to monitor.

The decision of the membership committee is final.

Other relevant documents for reference

UKCP CPD Policy
College CPD policy
OM CPD Policies
Reaccreditation Form

A form for completion by the supervisor is attached. It can be found on the UKCP website under CFCSP documents.

Rory Worthington
Chair of CFCSP
April 2017



APPENDIX 1 - Supervisor Reference Form

For completion by Supervisor

The minimum requirement for supervision is 1.5 hours per month in the first three years post-qualifying, and 1 hour per month after 3 years.

Registrant's Name (Supervisee):	
Your Name (Supervisor):	
Your Email address:	
Your Contact telephone no:	

Are you the registrant's line manager? **YES/NO**

Are you on the UKCP/AFT Directory of Approved Supervisors? **YES/NO**

Are you UKCP registered? **YES/NO** (If **NO**, please submit this form with a copy of your **current CV** for the College Registration Committee to review).

How long (approx.) have you provided this registrant with supervision? _____

Type of supervision	Retrospective	Live	Number of supervision sessions per year (e.g. 12 per year)	Length of each session (e.g. 1 hour per month)	How many are in the group?
Individual					NA
Peer (1-1)					NA
Supervision Group Leader					
Clinical Team or Peer group Consultation					

Recommendation:

- Would you recommend the registrant for UKCP Re-registration? **YES/NO**

Hand Signature:

Date