

ANNUAL CPD FORM 2022/23 for _____

Record of Continuing Professional Development for the period from 1st June 2022 to 31st May 2023

- This CPD form will be of great benefit for you if you are audited by UKCP.
- As set out in our CPD Policy Statement IPSS expects you to complete at least **250 hours of CPD over a five-year period** with a **minimum of 30 hours** on average during any one year. Please do not provide CPD evidence totalling more than 130 hours for the current year.
- Please be aware that forms which are not completed fully and satisfactorily are returned to you and have to be re-submitted.
- Please find relevant policies and guidelines on our website: <https://www.ipss-psychotherapy.co.uk/phdi/p1.nsf/supppages/9308?opendocument&part=16>

Clinical Practice (NOT included in CPD)

IPSS requires that each member undertakes a minimum of **45 clinical hours** per year.

Can you confirm that you have undertaken at least 45 hours/year psychotherapy with adults (supervision not included)?

Yes No

If no, please give some explanation:

Complaints

Have you had any complaints against you over the last year?

Yes No

If yes, please enter details:

Included in CPD Number count:

1. Supervision

Supervision is the foundation of professional development. It is a requirement that all members have supervision appropriate to their needs. The supervisor has to abide by the UKCP requirements which are outlined in the IPSS Supervision Statement.

Name of main Supervisor (If peer supervision group, name at least one member and one contact detail):

Contact Details:

If you are currently not in supervision, please indicate why. Depending on your response we may seek further clarification regarding your practice circumstances and supervision intentions.

N/A

Modality of supervision (group, individual)

Hours per Year

	<i>Total of Hours</i>

2. Attendance at Psychotherapy Workshops, Conferences, Courses, Webinars including IPSS Forums

IPSS expects some **attendance at wider public events** over each year – as guide we suggest spending at least two days at conferences or workshops that have a **clear relevance to psychotherapy**.

IPSS recommends that members attend the AGM and **at least one IPSS Forum each year** as a minimum.

Please give dates of courses. All certificates of attendance should be kept as the UKCP stipulates that all activities have to be verifiable.

If you provide supervision, please give some evidence (further specify) for supervision CPD.

Name, Date and Location if applicable	Hours
	<i>Total of Hours:</i>

3. Involvement within IPSS except Attendance of Forums

Activity	Hours
	<i>Total Hours:</i>

4. Reading of relevant books, articles, blogs etc.

We appreciate the difficulty of recording reading times. Therefore, we add to each person’s CPD **15 hours** and ask you to give some examples of relevant reading you did. If you provide supervision, please give some evidence for CPD supervision.

Title and Author of Book, Article, Blog etc

5. Total CPD Number Count

ACTIVITY	HOURS
Supervision	
Attendance at Psychotherapy Workshops, Conferences, Courses, Webinars including IPSS Forums (INCLUDED in CPD hours)	
Involvement within IPSS except Attendance of Forums	
Reading of relevant books, articles, blogs etc.	
Total Hours of CPD 1st June 2022 to 31st May 2023	

6. Evaluation

*Please evaluate and reflect on the use of CPD you undertook during this period in more detail and how it relates to your clinical practice. Your account should demonstrate insight and self-awareness regarding how CPD has impacted your working practice. Please write no less than **100** and no more than **200 words**.*

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7. Signature and Date

Signed	Date
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