Audit Guidance

For members

UMHAN Audit

The Audit Process

At the end of the first year of membership Accredited Practitioners will be eligible for audit and must demonstrate that their supervision and CPD meets UMHAN requirements. For details of current requirements, please see the "UMHAN policies and documentation" category in the [Resources section of the website](#).

The audit period varies depending on the type of membership you have. Members who applied under the old "Mentor" membership have to fill in their CPD & Supervision logs in relation to activities they have carried out from January to December, with audits happening in November/December. Those who applied under the old "Mental Health Advisors" membership should log activity from April to March, with audits in February/March. This timeframe is linked to the majority of membership renewals.

New members will be audited for an academic year i.e. October-September with audits in August/September.

10% of the accredited membership is chosen for audit using a random number generator, which is cross-referenced with an up to date list of members. If randomly selected for audit, members will be informed using the email address provided to UMHAN. Members will be informed of audit outcome using the email address provided to UMHAN.

Member's responsibilities

It is your responsibility to make sure that you know and understand what the most up to date requirements are for both supervision and CPD; any major updates will be communicated to members via emails with clear headings. It is also the individual practitioner's responsibility to inform UMHAN of any changes to contact details by emailing us at [umhan@live.co.uk](#).

If selected for audit members must submit

- A record of CPD activities using a suitable template; for example, that provided on the UMHAN website or for registration with another professional body.
  - The format needs to record that a) the CPD has been undertaken and b) to what extent it has been relevant to your role, updated skills, benefited students or enhanced your capability to practice safely and effectively.

- A supervision log, stating the type of supervision, and number of hours, and verified by your supervisor.

N.B. We do not require primary documents e.g. a copy of the journal you have been keeping to reflect on practice or the training materials you have developed.

You will be told a date when you need to submit your documents, which will normally be 28 days from the date the email is sent.

Records of CPD must be correct and accurate, and your own work. The provision of false or misleading information may result in **suspension or termination of membership**.

Mitigating Circumstances Preventing Completion of CPD and Supervision Requirements

UMHAN recognises that exceptional circumstances may arise which prevent the completion of CPD and supervision requirements, normally as a result of a break from practice. These include but are not limited to: sabbatical, extended sick leave, maternity or paternity leave. If you are selected for audit and believe that mitigating circumstances may apply or if you are planning to take time out from practice, please contact us for further information and advice at umhan@live.co.uk

Possible Audit Outcomes

There are several possible **audit outcomes**:

1) Sufficient (quantity and quality of CPD and Supervision); record meets UMHAN standards, continued membership approved.

2) Insufficient (quantity of CPD); record fails to meet UMHAN requirements of CPD hours.
   a) Feedback will be provided and the practitioner will be required to resubmit within a specified timeframe from date outcome is released.
   b) Following resubmission if record is assessed as sufficient membership will be continued.
   c) Following resubmission if record is assessed as insufficient membership may be terminated.

3) Insufficient (quality of CPD); record does not meet UMHAN standards of CPD activities and/or outcomes.

a) Feedback will be provided and the practitioner will be required to resubmit within a specified timeframe from date outcome is released.
b) Following resubmission if record is assessed as sufficient membership will be continued.
c) Following resubmission if record is assessed as insufficient membership may be terminated.

4) Insufficient (quantity and quality of CPD); record does not meet UMHAN standards however evidence of mitigating circumstances is submitted.
   a) Mitigating circumstances are accepted, feedback will be provided and the practitioner may be required to resubmit within a specified timeframe from date outcome is released.
   b) Following resubmission if record is assessed as sufficient membership will be continued.
   c) Following resubmission if record is assessed as insufficient membership may be terminated
   d) Mitigating circumstances are not accepted. Membership may be terminated.

5) Insufficient (quantity and quality of CPD); record does not meet UMHAN standards. No evidence of mitigating circumstances provided. Membership may be terminated.

6) Insufficient (quantity of supervision); record does not meet UMHAN standards.
   a) Feedback will be provided and the practitioner may be required to do the following:
      i) Resubmit record within a specified timeframe from date outcome is released and/or;
      ii) Provide a supervisor's report within a specified timeframe from date outcome is released. Information about the details required will be provided in feedback.

   b) If report and/or re-submitted record is assessed as sufficient membership will be continued.
   c) If report and/or re-submitted record is assessed as insufficient membership may be terminated.

7) Insufficient (quality of supervision); supervisor's qualifications do not meet UMHAN requirements therefore record does not meet UMHAN standards. Membership may be terminated.

8) Insufficient (quantity and quality of supervision); record does not meet UMHAN standards. Membership may be terminated.