



University Mental Health Advisers Network  
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## A Guide to Continuing Professional Development





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## Continuing Professional Development

Continuing Professional Development (CPD), constitutes formal and informal learning activities through which practitioners maintain and develop their professional skills and knowledge over the course of their careers in order to ensure their ability to practice safely and effectively, whilst adhering to legal and professional guidelines.

### CPD Requirements

Mental Health Advisors and Specialist Mentors must undertake and record CPD in order to maintain UMHAN membership and DSA-QAG registration where applicable. On application for UMHAN membership and subsequent renewal, applicants confirm the following:

*'I agree to ensure that I undertake and record appropriate continuing professional development (CPD) in accordance with UMHAN requirements. I will cooperate fully with UMHAN's CPD audit processes and accept responsibility for keeping informed of any changes to these procedures.'*

#### Full-time workers: (35 hours or more)

UMHAN recommends **30 hours** minimum of recorded **CPD per year** - excluding supervision support - however, the scheme is outcomes based and is not designed to be prescriptive. To reach the requested number of hours, UMHAN requires a minimum of **6 varying CPD activities per annum**. All mental health advisors and mentors must undertake CPD and should be allowed time by employers in order to engage in these activities. Where necessary individual members have a responsibility to commit personal time to engage in and record CPD where this cannot be completed during working hours without significantly compromising service delivery. At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that CPD meets UMHAN requirements.



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### Part-time workers (Less than 35 hours):

As per full-time workers, UMHAN recommends **30 hours** minimum of recorded **CPD per year** - excluding supervision support - however, the scheme is outcomes based and is not designed to be prescriptive. To reach the requested number of hours, UMHAN requires a minimum of **6 varying CPD activities per annum**. All mental health advisors and mentors must undertake CPD and should be allowed time by employers in order to engage in these activities. Where necessary individual members have a responsibility to commit personal time to engage in and record CPD where this cannot be completed during working hours without significantly compromising service delivery. At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that CPD meets UMHAN requirements.

As a minimum Individual practitioners and Non-Medical Helper (NMH) providers must ensure that all staff complete annual CPD covering:

- Relevant professional training and development activities specific to the individuals specialist role
- Updating skills in new practices\*

CPD requirements aim to support staff and maintain quality in members' practice. The Committee will review the CPD requirements to reflect best practice and changing needs in the sector. It is the **responsibility of individual practitioners** to remain updated with regards changes to DSA-QAG requirements. Successful UMHAN membership and subsequent renewal does not guarantee DSA-QAG registration. **Failure to comply** with UMHAN CPD requirements may result in **suspension or termination of membership**.

\*Non-Medical Helper Providers: Quality Assurance Framework, Version 1.1 (DSA-QAG 2016)



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## Recognised CPD Activities

Below you will find a list of recognised CPD activities. **This list is not exhaustive.**

Practitioners may already be engaging in CPD as part of normal professional activity. CPD should focus on learning outcomes and how these contribute to professional development relevant to current or future practice in the role of Specialist Mental Health Advisor and/or Mentor.

- Training or getting trained at a **UMHAN skillshare session** (both online or in person)
- Being an active member of a **UMHAN working group**
- Writing on the **UMHAN Journal** or UMHAN Blog
- Active involvement in professional association e.g. **representing UMHAN** on committees and conferences
- Presentation of case studies which enhance or contribute to current knowledge and practice
- Contributing as an “expert through experience” through use of narrative or reflection of personal experiences of mental distress
- Receipt of coaching or/and of counselling support
- Formal peer review and feedback
- Engagement in broader work of employer e.g. acting as committee representative
- Secondment or work shadowing
- Job rotation
- Organising or facilitating journal clubs, training or specialist interest groups
- Membership of a specialist interest group
- Delivery of lectures, conferences or seminars
- Delivery and development of training which further develops your knowledge and/or skill base
- Collaborating with service users in the development and/or delivery of training, conferences, seminars etc.
- Acting as mentor for a mental health advisor or mentor
- Engaging in research
- New collaborations with internal and/or external services

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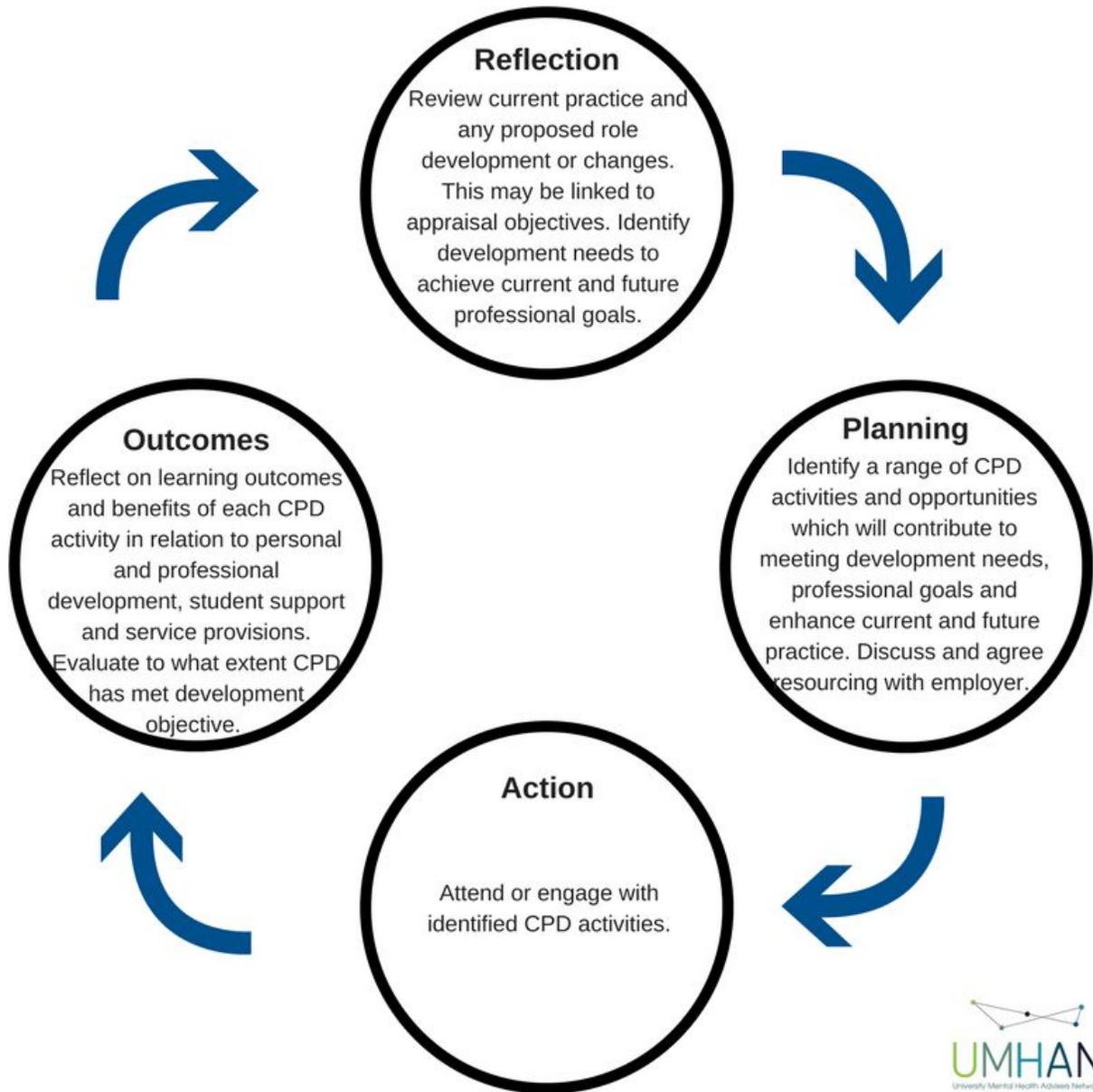


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- Promotion of student mental health (i.e. taking part in UMHD)
- Attending formal classroom-based courses
- Engaging in further education or/and E-based learning
- Attending in-house training to further professional skills e.g. management
- Attending conferences, seminars and training events
- Attending journal clubs or specialist interest groups
- Publication of written articles or segments for professional blogs, journals, newspapers etc
- Reading journals and articles and writing a short reflection about them
- Reviewing books or articles
- Engagement in relevant voluntary work (i.e. volunteering for mental health charities)

### **Identifying CPD relevant activities:**

CPD is not only designed to enhance and ensure the maintenance and development of professional skills and knowledge in order to facilitate safe and effective best practice adapted to technological advances, but to contribute towards personal, professional and career development. In order to identify and assess relevant CPD opportunities and activities, UMHAN recommends a four stage, cyclical model of CPD: Reflection, Planning, Action and Outcomes.



Whilst the CPD cycle will often begin with reflection on learning and development requirements, this will not always be the case. Members are encouraged to reflect on training and development needs, which might include revisiting prior learning, during



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supervision and appraisal processes where applicable.

## **Recording CPD Activities for Audit and Registration Purposes**

At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that CPD meets UMHAN requirements. This is achieved through the following:

- Recording of CPD activities using the template provide on the UMHAN website
- Record of a variety of CPD activities, usually of a minimum 6 activities totalling 30 hours per annum
- Submission of record alongside supervision log, within 30 days of date request was sent

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



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## Supervision

### Supervision Requirements

In addition to CPD activities, Specialist Mental Health Advisors and Mentors must access regular clinical or peer supervision whilst engaging in practice, in order to maintain UMHAN membership and DSA-QAG registration where applicable. On application for UMHAN membership and subsequent renewal, applicants confirm the following:

*'I agree to ensure that I undertake and record appropriate supervision in accordance with UMHAN requirements. I will cooperate fully with UMHAN's supervision audit processes and accept responsibility for keeping informed of any change to these procedures.'*

All specialist advisors and mentors must engage in supervision. For UMHAN purposes, an appropriate clinical or peer supervisor is someone who is currently registered with one of the DSA-QAG approved professional bodies (see [here](#)). Other equivalent professional body memberships will be considered however, supervisors cannot have achieved registration via Routes 1 or 2, this will be reviewed at a later date. Your supervisor cannot be a spouse, partner or relative. Supervision does not require a supervisor to be present during a student session(s) and instead relies on self-report and good-character. For information about how to find an appropriate supervisor, please contact us at [umhan@live.co.uk](mailto:umhan@live.co.uk).

Employers should provide resources to facilitate this however, where necessary individual members have a responsibility to commit personal time to engage in and record supervision where this cannot be completed during working hours or at the employers' expense. At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that supervision meets UMHAN requirements.

**If you work full-time AND during the summer** (35 hours or more per week) we require a minimum of 1.5 hours recorded group or individual supervision per month, totalling 18 hours per annum



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**If you work part-time AND during the summer** (less than 35 hours per week) we require a minimum of 1 hour recorded group or individual supervision per month, totalling 12 hours per annum

**If you only work term-time**, please ask your supervisor to write a short letter - signed and scanned - saying that you do not see students over the summer. This also means that you will not have to record any supervision during the summer months (9 hours of supervision in total per annum).

If you have a non-client-facing role, such as managers or project workers, you are still required to undertake supervision in order to maintain a focus on what good quality, student-centred service provision looks like, balancing the needs of the people we aim to serve and of the organisation. We require: **A minimum of 1 hour recorded group or individual supervision per month, totalling 12 hours per annum**

Supervision requirements aim to support staff, facilitate continued professional development, maintain quality in members' practice and ensure safe, effective practice. Whilst we currently accept the above, UMHAN recommends that specialist advisors and mentors access at least 1 hour of supervision every two weeks. The Committee will review the supervision requirements to reflect best practice and changing needs in the sector. It is the responsibility of individual practitioners to remain updated with regards changes to DSA-QAG requirements. Successful UMHAN membership and subsequent renewal does not guarantee DSA-QAG registration.

If there are periods of time during which a member is supporting very few or no students, or if student facing work is only a small portion of full time workload, we may accept a reduction or break in supervision pending a supervisors report.

### Supervisors

Supervisors must hold current registration with a DSA-QAG approved body. They cannot have achieved this through Route 1 or 2. They do not need to be a Mental Health Advisor or Mentor. To reduce the cost associated with supervision members may wish to engage in peer supervision.



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- Group peer supervision: at least half of those present must have achieved eligibility with a DSA-QAG approved body through means other than Route 1 or 2.
- Co-supervision: Supervisors must have achieved registration with a DSA-QAG approved body through means other than route 1 or 2. If a route 1 or 2 mentor is engaged in one-to-one supervision with another mentor/advisor who meets the criteria above, only the route 1 or 2 mentor can claim these hours (because the other individual would be receiving peer supervision from someone who does not meet our criteria for supervisors). In other words, the other mentor/advisor who had achieved registration through other means would need to have their own, separate supervision arrangements. However, the supervision provider can include their role as supervisor in their CPD logs.

Failure to comply with UMHAN supervision requirements may result in **suspension or termination of membership**.

### **Recording Supervision for Audit and Registration Purposes**

At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that supervision meets UMHAN requirements. This is achieved through the following:

- Recording of supervision using the template provide on the UMHAN website
- Record of regular supervision totally 18 hours (full-time) or 12 hours (part-time) per annum
- Submission of record alongside CPD log, within 30 days of date request was sent

Records of supervision must be correct and accurate. The provision of false or misleading information may result in suspension or termination of membership



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## Audit

The Audit period varies depending on the type of membership you have. Mentors have to fill in their CPD & Supervision logs in relation to activities they have carried out from January to December. Mental Health Advisors, on the other hand, from April to March.

### Possible Audit Outcomes

At the end of the first year of membership, Specialist Mental Health Advisors and Mentors will be eligible for audit and must demonstrate that supervision meets UMHAN requirements. 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. It is the individual practitioner's responsibility to inform UMHAN of any changes to contact details by emailing us at [umhan@live.co.uk](mailto:umhan@live.co.uk).

Members must **submit the following** information within 30 days of date request was sent:

- Recording of CPD activities and supervision using the templates provide on the UMHAN website
- Record of a variety of CPD activities, usually of a minimum 6 activities totalling 30 hours per annum
- Record of a minimum of 18 hours clinical or peer supervision totalling 18 hours (full-time) or 12 hours (part-time) per annum.

There are nine possible **audit outcomes**, these include:

- 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.

2a. Feedback will be provided and the practitioner will be required to resubmit within a specified timeframe from date outcome is released.



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2b. Following resubmission if record is assessed as sufficient membership will be continued.

2c. 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.**

3a. Feedback will be provided and the practitioner will be required to resubmit within a specified timeframe from date outcome is released.

3b. Following resubmission if record is assessed as sufficient membership will be continued.

3c. 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.**

4a. 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.

4b. Following resubmission if record is assessed as sufficient membership will be continued.

4c. Following resubmission if record is assessed as insufficient membership may be terminated

4d. 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.**

6a. Feedback will be provide and the practitioner may be required to do the following:

I. Resubmit record within a specified timeframe from date outcome is released.



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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 (quantity of supervision); record does not meet UMHAN standards however evidence of mitigating circumstances is submitted.**

7a. 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.

7b. Following resubmission if record is assessed as sufficient membership will be continued.

7c. Following resubmission if record is assessed as insufficient membership may be terminated

7d. Mitigating circumstances are not accepted, please refer to outcome (6).

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

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

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## **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](mailto:umhan@live.co.uk).

If you have any questions about CPD, supervision and auditing process, please email us at [umhan@live.co.uk](mailto:umhan@live.co.uk).



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## FAQs

**1. Is it necessary for this signatory on the CPD log to be the mentor’s clinical supervisor, or is it adequate for the CPD log to be signed by the service manager?**

All CPD logs must be signed by the mentor’s clinical supervisor.

**2. If I were to change my supervisor how might this impact my renewal for membership?**

If you are in a position where you must change supervisor, please ensure your CPD and supervision logs are signed off by the person supervising you at the time in question in order to have a clear record of your adherence to UMHAN's requirements. Please inform UMHAN of any proposed change in supervisor prior to the change.

**3. What do you mean by “peer supervision”?**

A peer supervisor may meet in a group or one on one with a UMHAN member, and the UMHAN member may aid them as a peer in their own supervision. Peer supervision is reciprocal and both parties gain from the arrangement.

Please bear in mind when conducting peer supervision that the peers in supervision meet our supervision requirements.

**4. Does the supervisor have to be a specifically trained supervisor, who can supervise therapists, or can it be anyone who is a member of the DSA-QAG approved professional bodies?**

Supervisors must be members of DSA QAG approved professional bodies but we do not have any specific requirements regarding their training.