



Continuing Professional Development (CPD) Guidelines

British Association of
Sport Rehabilitators

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Introduction

In order to maintain full BASRaT registration, Graduate Sport Rehabilitators (GSRs) should be able to demonstrate their participation in Continuing Professional Development, otherwise known as CPD. The role of CPD activity is to maintain professional and fit-for-practice competencies relating to each member's practice in Sport Rehabilitation. This also helps to ensure that registrants maintain and develop their skills to be able to practise safely and effectively.

It is acknowledged that each member has individual needs which relate to their professional role and a variety of CPD activity pathways are required to accommodate this. CPD also allows the expansion of knowledge and skills according to individual professional requirements, but relating to the scope of practice of Sport Rehabilitation as outlined in the Role Delineation for a Graduate Sport Rehabilitator.

BASRaT registrants must meet the following three requirements:

1. Maintain an up-to-date, continuous and accurate record of their CPD activities.
2. Engage in a variety of CPD activities, from at least two different categories, which reflect their current and future practice and the needs of those whom they work with.
3. Ensure that their CPD contributes to improvement in their practice as a GSR

There is no requirement to participate in a minimum number of hours of CPD activity. Please note that a valid Emergency First Aid qualification is required, as a minimum standard, to maintain registration.

CPD profiles are considered up to 31st December for each 24-month period. Registrants graduating over the summer will be eligible for audit for the first time at the end of their second year of full, annual registration e.g. a graduate from summer 2020 should hold records of 2020-2022 and would be eligible for audit in early 2023. They should then continue to hold records for 2023-2024, 2025-2026 and onwards. A graduate of summer 2021 will be due for audit in early 2024 (with records for the remainder of 2021 until the end of 2023). All registrants who have completed their 24-month submission period will then be eligible for audit again 2 years later, in line with the examples above, whether they were selected for audit or not.

This document outlines all the details required by BASRaT members to fulfil a professional-level CPD Portfolio.

CPD Activities

We recognise that members have individual needs for the role in which they are currently working and therefore we consider many types of activities which can contribute to their learning and development. It is a member's responsibility to:

- Assess critically and act upon their individual needs and preferences
- Evaluate, evidence and record the outcome of CPD activity undertaken with specific reference to their ongoing and future practise
- Work with others to facilitate and support collaborative learning.

Any activity that enables learning and development of your practice can be considered CPD. It is important that CPD which is undertaken comes from a variety of sources and learning activities and meets the three requirements set out on page one of this document. The categories for CPD with example activities are outlined below. The list of example activities is not exhaustive.

- Formal education.
 - Undergraduate or postgraduate taught degrees or diplomas, modules from degree programmes, research programmes.
- Short courses/conferences
 - Evening, single, several day or weekend courses, conferences/symposiums, online/distance learning and webinars.
- Workplace learning
 - In-service training, reflective practice, mentorships & peer-review, information leaflets, undertaking research for teaching purposes, committees and working groups,.
- Professional contributions & activities
 - Conference presentation, journal and/or book publications, formal teaching outside of a member's occupational role, external examiner duties, assessment of Masters/PhD theses, involvement in professional bodies, committees, steering and working groups
- Self-directed learning
 - Reading articles, blog posts, listening to podcasts or internet updates, reviewing books and articles, professional conversations.

Suitability of CPD Activities

In general any activity with content related to the scope of practice of a GSR as outlined in the Role Delineation is acceptable for inclusion in a CPD submission. The Executive committee maintain the right to request further information/evidence of the appropriateness of any given submission, and may not accredit any given submission if it fails to meet an appropriate standard.

First Aid, Sports First Aid, Basic Life Support (BLS), Defibrillator Training (AEDs)

BASRaT requirements:

This is an essential component for any practising Sport Rehabilitator and a current first aid certificate (minimum Emergency First Aid at Work) is required for Registration and insurance to be obtained.

BASRaT recommends the following:

Members working regularly with sports teams, especially those with increased incidence of traumatic injury, should gain additional skills in appropriate trauma management. This should be attained by completing a qualification approved by the Faculty of Pre-Hospital Care or the UEFA course accredited Royal College of Physicians & Surgeons of Glasgow.

Members update their first aid skills (in particular BLS) regularly to maintain the level of skill required to practise effectively. BASRaT supports the view of the Resuscitation Council (UK) that the minimum requirement for renewal should be annual (www.resus.org.uk, 2010).

The Auditing process

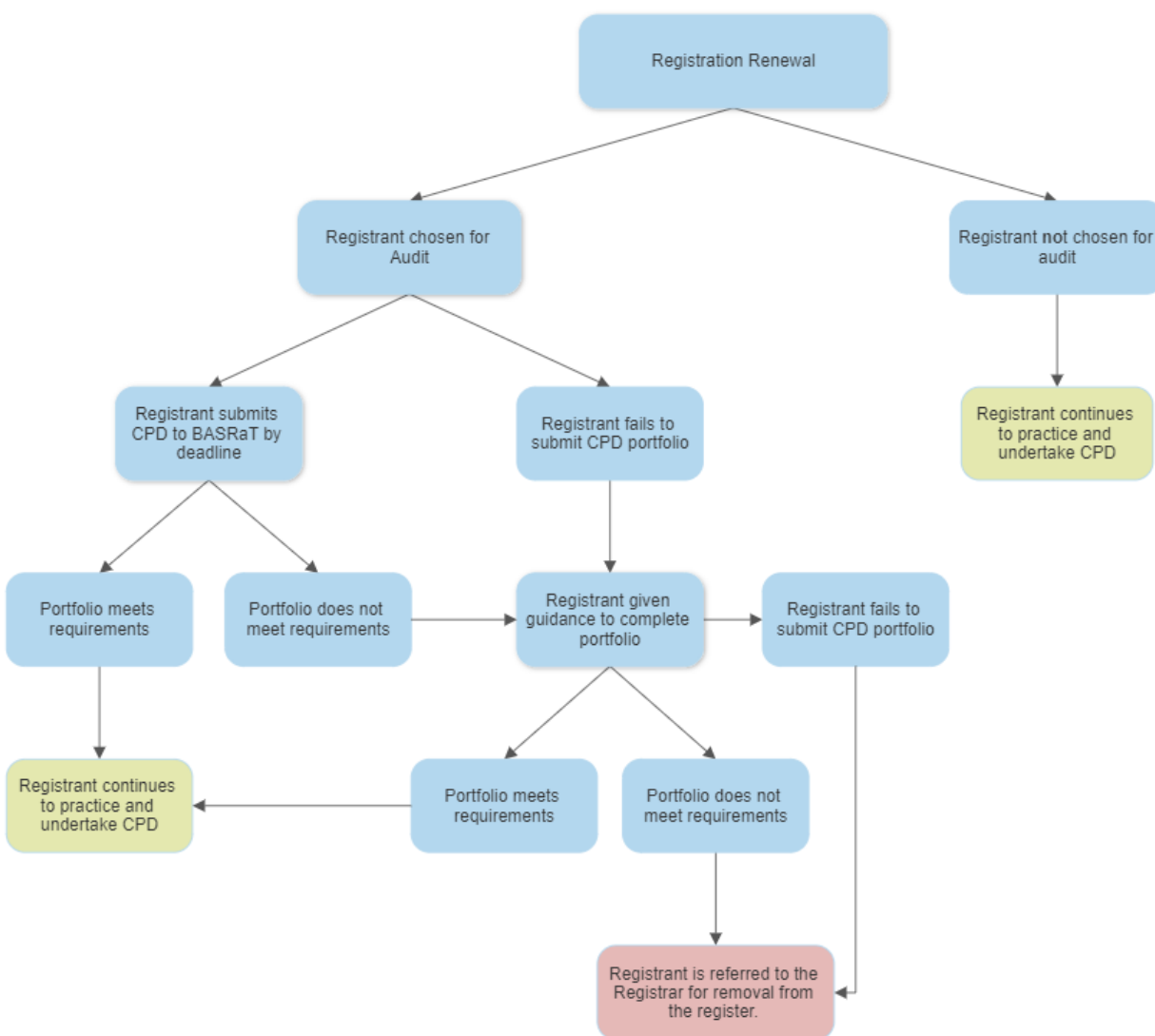
5% of eligible members will be audited each year. You will only be eligible for audit once your 24-month period is completed, this means you will not be eligible for audit annually. If you are chosen for audit you will be informed of this within an 8-week period from the January 31st registration renewal deadline. You will be asked to complete/present a CPD profile online (preferably via your BASRaT homepage) and return this by a specific deadline. Your CPD profile will be reviewed by the current CPD officer, upon completion of which a decision will be made as to whether your CPD meets the required standards. Auditing will be completed within the first 6 months after registration renewal, therefore allowing registrants further time to adequately complete their profile prior to registration renewal in January if this is deemed necessary. If this is the case the member will be expected to provide evidence of this further CPD prior to renewal.

If you meet the standards you will be informed this is the case and you will be able to renew your registration when required. You may be asked for further information to help the assessor decide whether you meet the current standards.

If you fail to meet the current standards the following process will commence:

- Firstly, you will be given extra time to complete your profile and guidance on why the initial profile was inadequate.
- If your profile still doesn't meet the requirements outlined in this document you will be referred to the Registrar for removal from the register.

In addition to the above, if a registrant fails to complete or cooperate with the CPD audit, this will be deemed as a failure to meet the BASRaT standards of education, skill and conduct as stated in the BASRaT Standards of Ethical Conduct and Behaviour (SECB) and Role Delineation documents (RD). A registrant in this case would not be meeting the requirements for registration and would be removed from the register by the Registrar.



Completing your CPD portfolio

It is the individual member's responsibility to keep an ongoing record of CPD along with full copies of the appropriate paperwork for auditing purposes. Failure to maintain adequate CPD submission can result in cessation of an individual member's BASRaT registration.

Members can keep a record of their activities in whatever way is most convenient to them, although it must contain appropriate records and proof of any CPD activity undertaken. Part of this portfolio can be made on your MEMBER HOMEPAGE on www.basrat.org; here you can record details of each CPD activity you complete and download to document to save or print.

It is recommended that members compile a portfolio which includes CPD activity undertaken via your online page, but also combined with appropriate hard copy records. The following must be compiled for each activity undertaken:

- A fully completed CPD record sheet, including a brief reflective summary outlining the relevance of the course / study to each member's individual professional role and its impact of their practice (available to complete online at BASRaT member homepage, examples also online).
- Supporting evidence which may consist of proof of passing an examination, certificate of attendance, course outline.

Submitting your CPD portfolio

All CPD profile submissions are made via email to the BASRaT CPD Officer (CPD@basrat.org). The profile must contain the following parts:

- Role Summary (max. 500 words)
 - This summary describes the role/s relevant to the CPD period in question. It should also describe your responsibilities and the people you have interacted with.
- CPD portfolio
 - Preferably completed and downloaded from the BASRaT Member Homepage. Each entry must include a brief description of the activity and its content.
- Reflective Summary (max. 1000 words)
 - This section should summarise how you have met the three BASRaT CPD requirements, along with a reflection on what you learnt during this period and how this has impacted and improved your practise as a GSR. You are not required to describe every CPD activity in detail here, rather summarise and reflect on your activities as a whole.
- CPD plan (max. 250 words)

- Following the reflective summary, what areas have you identified that could further improve your practise as a GSR in future. This should serve as a guide for your future CPD.
- Supporting evidence – electronic copies of relevant documents to evidence the CPD activity undertaken. This could include course certificates, materials created and/or delivered or links to relevant materials, webpages, etc.

Assessing the profile

The current CPD officer will assess your profile for suitability against the criteria set in the CPD requirements. This means that a member's CPD profile/portfolio must demonstrate a variety of learning styles which reflect and develop their current and/or future practice and reflect the scope of practice of a GSR.

Appeal

If a member wishes to appeal against membership renewal being rejected, then they must write to us within 28 days of the date of the decision letter. This letter must detail the reasons for appeal and any relevant supporting evidence. An appeal hearing will be arranged at which a panel of BASRaT executive committee members will look at your appeal with the information they are given and make a decision based on this information.

Deferral

In some circumstances it may be that a member will need to defer their audit due to illness, family or personal circumstances or maternity leave. In this case, if you are chosen for audit you must provide satisfactory evidence that you are unable to complete a CPD profile. The decision for deferral will be based on the circumstances you present and whether it would be fair to others who have been chosen for audit. However, if you are successful in your deferral you will be automatically chosen for audit the following year.

Career breaks and returning to practice

The BASRaT Executive Committee appreciates that some members may wish to take career breaks for whatever reason. Those individuals wishing to take a break need to inform both the Membership Officers and CPD Officer. It is important to note that CPD is still a requirement of readmission to the BASRaT register whilst a member is not practising. Further detail of the readmission to register process can be found [here](#).

Information

If you have any questions about this document or it's contents, please contact the BASRaT CPD Officer, Dr Allan Munro, via cpd@basrat.org