

## **14.7 - ITA Continuing Professional Development Policy for Certified Transactional Analysts in Psychotherapy**

### **Introduction**

The overarching purpose of continuing professional development [CPD] is the protection of the public by ensuring the maintenance and improvement of standards of practice. CPD seeks to build on the current model of reflective practice which is facilitated by professional consultation/supervision. Professional development involves the active reflection on experience in a way that allows for the individual to specify what has been learned, or reconfirmed. [Abstract from UKCP document “Continuing Professional Development: Principles and Requirements for Member Organisations”]

The ITA fully supports CPD as a professional requirement, as it parallels the philosophy of TA and the Codes of Ethics and Professional Practice. The ITA CPD Policy aims to maintain quality and excellence of practice through the demonstration of competency and lifetime learning, as well as accreditation.

The UKCP requires that all qualified and practising psychotherapists continue to actively develop their learning and standards of practice. Consequently all UKCP member organisations must have a formal Continuing Professional Development Policy which includes a method of monitoring and confirming that their members are following a relevant CPD process.

The following policy allows for autonomy and self-direction, integrates theory and practice, and is contractual and systematic.

### **The Policy**

ITA members who are qualified as Certified Transactional Analysts (Psychotherapy) are required to follow a process of CPD which meets their learning and developmental needs as well as reflecting their specific working environments, field of application and personal interests.

The CPD will have two elements:

#### **1. Basic requirements:**

- Every psychotherapist will be required to receive regular supervision of his or her professional work at a minimum of 8 times per year as stated in the ITA Code of Professional Practice

HIPS states ‘one to one or group supervision with a recognized supervisor is required consistently for the first 5 years of practice. Subsequently this requirement may be adapted to suit individual needs such as with peer group supervision.’ HIPS Continuing Professional Development document.

- Every psychotherapist will be required to maintain a clinical practice in accordance with UKCP requirements for annual re-registration.

HIPS recommends as a minimum an average of 4 client contact hours a week for the 1st 5 years of practice, after which time criterion there can be more flexibility based on individual circumstances.

Irrespective of registrants training and supervisory activities they must maintain some direct client work, bearing in mind planned time-out/sabbaticals. HIPS Continuing Professional Development document.

## **2. Self-designed programme:**

The programme will be designed to stimulate, stretch and support the individual as well as to keep abreast of relevant developments in the field. Activities may be taken from the following:

- Research
- Reading
- Professional writing
- Attendance at conferences and workshops
- Further training in TA or another discipline
- Service to ITA
- Personal therapy
- Peer group contact
- Personal interests relevant to professional development

It is the responsibility of the individual to keep a record of their CPD. This forms an ongoing personal portfolio or logbook of CPD.

CPD needs to be maintained proportionally to any time out and sabbaticals.

### **Monitoring Process**

**Annual Summary Form:** Every year members complete the CPD Annual Summary Form describing their professional development activities. This is submitted to the ITA Administrator with their UKCP re-registration form, and is a requirement of re-registration (or by the set deadline if not UKCP registered).

**5 Year Peer Group Review:** Every 5 years the member meets with a group of not less than 3 colleagues (at least one of whom should be from outside the member's orientation and, if possible, the ITA). The member presents their portfolio or logbook for the last 5 years, explaining how it has demonstrated CPD, and what they have gained from it. They also discuss their current learning needs and make a plan for future CPD.

The group members give feedback and decide whether or not to endorse the portfolio. The group may decide to recommend a further course of action prior to endorsement of the portfolio. On satisfactory completion of the monitoring process the member submits the signed endorsement form confirming their ongoing professional development to ITA TSC.

If the member concerned disagrees with their assessment or the recommendations of their group an appeal can be made through ITA Professional Practices Committee. If a member fails to maintain effective CPD, or provide the necessary documentation, they will be referred to ITA Professional Practices Committee.

Further information can be obtained from the Chair of the Training Standards Committee:  
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