

SCHEME OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The scheme came into effect on 1 May 2006. It applies to all chiropractors holding a CAI Practising Certificate. The scheme will be reviewed periodically and may be amended in light of experience.

WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT?

Continuing Professional Development (CPD) is relevant education and study by a chiropractor to develop his or her professional knowledge, skills and abilities. It is a process whereby chiropractors take responsibility for their own learning and development and apply it to improve their practice in the interests of patients and in the development of the profession. In its simplest terms, Continuing Professional Development is systematic, continuing, self-directed learning.

REQUIREMENTS

Practising members of the CAI are required to undertake 25 hours continuing professional development during a CPD cycle. (a CPD course must occur during the cycle to be eligible, CPD points cannot be carried over from one cycle to the next). **CPD cycles consist of one-year periods ending on 30th June.**

- A minimum of nineteen (19) hours are required in group study, **10 of these must be in a formal setting**, - such as a seminar, symposium, or conference relevant to chiropractic or the treatment of patients (explanation of the courses implication may be requested). At least one certificate of attendance from such a course **showing 10 group credits**, should be attached to the CPD record card. Group credits for AGM, CPR cert and Risk Assessment Zooms/Video will **NOT** count as these 10 group credits. They can be used for the other 9 Group Credits Required. These 9 Group Credits can come from online courses.
- **2ND and Consecutive Year Graduates**, (Experienced Chiropractors) are required to complete CPD on a pro rata basis, from their acceptance into the CAI. For example, if an experienced Chiropractor joins in the 6th month of a CPD cycle, then 50% CPD hours (12.5hrs) must be completed.
- If you attend the CAI annual conference certificates to prove 10 hours of group study will not be needed.
- If you do not attend the CAI annual conference, you need to submit a certificate proving at least 10 hours' group study was completed.
- As of Nov 1, 2019, new graduates, are required to complete CPD on a pro rata basis from their acceptance into the CAI. The maximum CPD requirement from a new graduate for the first cycle is 12 hours which they may satisfy at the CAI annual conference.

Up to six (6) hours can be by private study, except for authors of published books or articles (see below).

CPD record cards will be sent to members before June 30th. CPD record cards must be submitted by 30th July each year, 1 month after the end of the previous CPD cycle. **Details of your CPD will only be accepted on the CPD card supplied by admin.**

GROUP STUDY

Group study means, study in a group of three or more people that lasts for a minimum of one hour per session. Nineteen of the required CPD hours per cycle must be in verified group study.

A maximum of 6 hours may be awarded for group study in cases where small groups of colleagues are meeting informally, a written summary must be supplied. The summary should include:

1. Name of presenter
2. Topics covered
3. How the information can be applied to improving patient care or the promotion of the profession.
4. Number of hours for participants.

Group study includes, but is not limited to, the following: lectures; tutorials; workshops; seminars; videoconferences lectures/tutorials; internet-based courses/webinars or relevant diploma or certificate courses. Conferences/seminars run by associations (i.e., BCA, ECU, WCA, WFC, SCA etc.) Universities, other teaching institutions or other relevant organisations. **Ten of the 19 hours must be in a verified live formal setting such as a conference.**

Group study may take place within or outside Ireland. It does not need to be in groups that are comprised of chiropractors. It must, however, be relevant to the practice of a chiropractor. Credit is given for the actual contact hours of a course excluding any breaks or registration time.

The CAI will not be awarding accreditation to any courses or course providers. Chiropractors should exercise their own reasonable judgement on what training is relevant to their particular practice requirements. Final decisions on whether a course is relevant will be made by the CAI's elected CPD officer. Seminars may include but not be limited to: Chiropractic technique, Chiropractic philosophy, Chiropractic practice management, research and clinical sciences. There may be a considerable lapse of time between the date of occurrence of a training event and the date on which verification of attendance is sought for compliance purposes. Chiropractors should, therefore, retain proof of attendance at training events (such as an appropriate letter from the provider or a certificate confirming attendance).

The preparation and delivery of training for and teaching to other chiropractors is a very effective means of learning. Chiropractors who give lectures or tutorials in any fee-based form of relevant group study may count preparation time up to a maximum of four hours towards the CPD group study requirement, in addition to actual presentation time. If the particular lecture or tutorial is repeated the tutor/lecturer may credit one additional hour for preparation. The Presenter must provide the CPD officer with an outline of material to be covered and the number of hours for participants.

PRIVATE STUDY

Private study means study undertaken by less than three persons together. No more than six hours private study per cycle may be counted towards fulfilling the overall CPD requirement.

Private study includes:

1. The reading of peer reviewed journals (such as the Spine, Journal of Manipulative and Physiological Therapeutics,) and books (chiropractic and clinical sciences texts).
2. Distance learning by audio/visual/correspondence courses, television and radio courses, and computer-based learning.
3. Writing relevant articles in periodicals or textbooks that are published - the time occupied may be up to ten hours of the total CPD requirement for the particular cycle, using private study hours first. The first 6 hours shall be listed as private, 4 may be listed as Group.

NOTE: This list is merely illustrative.

RISK MANAGEMENT

Every second year, or as the executive at the time deem necessary, at least two hours of the total CPD cycle shall be spent on group study training in risk management.

CARDIOPULMONARY RESUSCITATION (CPR)

CPR and AED training are necessary in a new members CPD cycle. Thereafter, CPR and AED training are required once every three CPD cycles. Online courses are only accepted if there is a practical component. Four CPD hours are awarded for this training. Verification of completion in the form of a valid certificate is required and submitted to Admin.

GAINING CPD CREDIT THROUGH PARTICIPATION IN SPECIALIST COMMITTEES AND WORKING GROUPS

Group study CPD may be claimed for participation in the development of specialist areas of chiropractic and practice by attending meetings of specialist committees and/or working groups of relevant professional or other competent bodies. The maximum number of hours that can be credited for such attendance in any cycle is seven.

MONITORING AND ENFORCEMENT

Chiropractors will be expected to complete the CPD record card truthfully and will be required to submit their record card at the end of the CPD cycle (30th June). **The deadline for record cards to be sent to admin is 30th July.**

Only the issued completed record card will be accepted. As stated in the Group Study Section – a certificate of attendance is required for 10 hours of group study. The chiropractor's signature on the summary sheet will constitute a declaration, confirming that the content of the summary sheet is a valid reflection of the balance of the CPD requirements in that cycle.

The CPD officer and CAI Administrator will review all submitted CPD record cards to check that the required hours of group study have been completed. Further, a random sample of CPD record cards will be audited and the appropriate steps taken to verify that the chiropractors in the sample selection have correctly undertaken the group study part of the CPD requirements.

Group study may be verified by requesting the chiropractor produce proof of attendance or, in the case of delivering a lecture, by a request for a transcript of the lecture and the programme of the training event.

PENALTY FOR FAILING TO SUBMIT CARD IN TIME OR FOR NOT MEETING REQUIREMENTS

If CPD cards demonstrating **appropriate** completion of CPD are not submitted by **JULY 30TH**, a penalty fine of **€300.** will be due. Submitting a CPD card on time, **yet with obviously un-merited credits is subject to a fine also;** these individuals may not receive notice of the fine until September. The member must satisfy their CPD by the end of the year or their membership retention form will not be accepted. Any CPD used for the delinquent cycle cannot be used for the next cycle.

CPD – FAQ with answers

1. What is a CPD cycle?

A CPD cycle will normally be a twelve-month period ending 30th June.

2. Does the Association recommend seminars run by specific organisers?

No. The Association will not accredit any course provider. It is for the chiropractor to decide which seminars may be of most benefit to him/her, but they must be relevant to the practice and profession of chiropractic.

3. How many hours should I claim?

This is a matter for each chiropractor. The CPD system is one of self-certification. Workshops and panel sessions cannot be timed accurately in advance and participants may not attend throughout. A chiropractor is expected to record the number of hours attended, rather than those advertised.

4. What is “Risk Management”?

The description of “Risk Management” in the CPD guidelines is flexible. You should be able to justify the relevance of any course you attend to your practice. The criterion is that it is of help and guidance to the chiropractor in his/her practice. Partners’ or Partner / Associate meetings may NOT be counted for CPD risk management record purposes. Risk Management seminars organised by our Underwriters will suffice.

5. What CPR/AED course will qualify?

The criteria for the CAI Continuing Professional Development Scheme is that the course will help the Chiropractor in his/her practice.

The CPR course must include AED training. Examples of CPR courses are those organised by The Order of Malta and St John Ambulance. Online courses are only accepted if there is a practical component. Courses may only be accepted if certified by the Irish Heart Foundation or Pre-Hospital Emergency Care Council (PHECC).

6. What if I do not complete the required hours?

The CAI may look sympathetically on cases where good reason can be shown for not completing the CPD requirement in any one cycle. If you suspect that you may have some difficulty in completing the 25 hours, **you should contact the CAI Administrator and the elected CPD officer at the earliest opportunity and no later than 1 month BEFORE the end of the current CPD cycle.**

Failure to comply with the regulations may result in a fine being applied.

7. What if I have not worked full time in a CPD cycle?

Chiropractors who do not work full time throughout the practising year may be eligible for a pro rata amount of CPD hours to be completed. Contact the CPD officer at least one month prior to the end of the current CPD cycle.

Chiropractors who have not worked the FULL YEAR may be eligible for a reduction of the full 25 hours requirement and must apply to the CPD officer in advance.

7.1. A chiropractor who suffers long-term illness (this should exceed ten weeks in the cycle) may reduce their CPD requirement in proportion to the number of weeks worked during the cycle, rounded up to the nearest complete hour. Application for exemption must be made by the chiropractor to the CAI Administrator and CPD officer IN ADVANCE.

7.2. Chiropractors taking maternity leave are still required to fulfil CPD. They may reduce their CPD requirement in proportion to the number of weeks worked in the practice year. For example, if maternity leave is 6 months of a CPD cycle, then 50% CPD hours (12.5hrs) must be completed. If a member has taken 9 months maternity during a CPD cycle, then 25% (6 hours) must be completed.

7.3. Chiropractors retiring during a CPD cycle and not renewing their practising certificate will be exempt in the course of that CPD cycle.

8. What am I required to do if I qualify/graduate as a chiropractor during a CPD cycle?

A chiropractor who qualifies/graduates from an accredited Chiropractic college during a CPD cycle and has become a member of the CAI, is required to undertake 12 hours of CPD during the cycle in which he or she qualifies. He or she will then be required to undertake 25 hours CPD during the next cycle on the same basis as all other chiropractors. New graduates are required to do the GEP program as well. All new members are required to undergo CPR and defibrillator training in their first year of membership, unless previously completed, certificate to be supplied to admin.

9. My particular circumstances do not appear to be covered by the scheme or have changed during the relevant practice year. What do I do?

Contact the CAI Administrator at the earliest opportunity to discuss your situation.

10. When must I submit my record card?

The record card must be returned by JULY 30TH following the end of the CPD cycle. For example, THE CPD cycle will end **30th June** you will return your CPD Summary Card by **JULY 30TH**

11. What happens if I lose my CPD Record card?

Contact the CAI Administrator who will issue you with another one.

12. How many hours can I claim for attending the CAI AGM?

This will vary from year to year. Currently you can claim 3 hours.

13. Is Office promotion to members of the public or lectures to patients accepted as CPD - Group or Private?

No.

14. I don't have a printer, what can I do.

Go to the Library to have one printed or contact admin, a CPD card will be posted to you.

15. Who do I speak to at the CAI?

All queries regarding CPD should be directed to the CAI Administrator in the first instance. Please phone 087 392 4275 or e-mail: caiaadmin@chiropractic.ie