

## **College for Sexual and Relationship Psychotherapy**

### **Policy and Procedure for UKCP 5 Yearly Re-Accreditation August 2018**

#### **Introduction**

This CSRP Policy is in accordance with the UKCP 5 Yearly re-accreditation Policy August 2014.

The purposes of re-accreditation are:

- 1) to underpin and promote reflective and informed practice and continuing professional development
- 2) As a result, to underpin and support best practice in a way that is beneficial to both practitioners and service users.

This Statement sets out our policy for Re-accreditation of any practitioner belonging to the CSRP.

All Sexual and Relationship Psychotherapists/Psychosexual Psychotherapists who are accredited members of COSRT are subject to an annual licensing process by our sole organisational member, COSRT. This requires confirmation of supervision at the required levels, assurance of maintenance of CPD, adherence to the Codes of Ethics and Practice of COSRT, and that there are no outstanding complaints or sanctions against them. Direct Members are not subject to the same annual licensing at present.

In addition to the annual licensing for COSRT members, a five yearly re-accreditation scheme must be in place for all members of CSRP, and this will require evidence of all the above, including evidence of Therapeutic Executor agreement for those in independent practice, insurance cover and attendance certificates for CPD activities. We believe that submission of documents and “a reflective process” are insufficient to evidence proficiency as a Sexual and Relationship Psychotherapist/Psychosexual Psychotherapist, and that clients’ satisfaction needs to be included along with face to face peer review. (These last 2 elements will be discussed with the membership as a whole, and as yet have not been agreed, so at present they are not a required part of the re-accreditation process. Members who can show confidential evidence of clients' satisfaction are encouraged to do so.)

#### **Evidence required**

1. Confirmation of a minimum of 100 hours clinical work per year.
2. Confirmation and a record of supervision in accordance with the CSRP Supervision Practice Policy, of a minimum of one hour per month.
3. List of all CPD meetings, conferences, seminars, with copies of attendance certificates where possible, and reflections of learning and any changes to practice as a result of the CPD. This will

be in line with UKPC standards of 250 hours over a 5 year period, with a minimum of 30 hours per year, 16 of which must relate to sex and relationship therapy, a minimum of 6 hours must be face to face.

4. Record of private study, book or journal clubs relevant to practice, any other activities that enhance professional effectiveness.
5. Record of organisational work, teaching, lecturing, training undertaken/given.
6. Copy of professional indemnity insurance cover.
7. Evidence of Therapeutic Executor Agreement for those working in independent practice.
8. Declaration of adherence to the Code of Ethics and Practice of their organisational member and of CSRP and that no complaints or sanctions are outstanding.

**NB. Members must show that their practice and CPD reflects the Diversity and Equality Policy of UKCP. This will include such things as demonstrating an understanding of power, prejudice and the impact of oppression, and the needs of the diverse group of clients with whom they work. A statement of not more than 500 words, in addition to the CPD reflections above, is requested for this purpose, or a signed declaration from a peer group member that these issues are addressed in the peer group meetings.**

### **Other points for consideration**

This process must be undertaken at least once every five years, although individuals may opt for parts of it more frequently. This will be assessed on a pro-rata basis and will need to be at most annually ie to meet annual requirements for Clinical Hours, CPD and Supervision.

Sexual and Relationship Psychotherapists/Psychosexual Psychotherapists will need to keep a journal or log book of all relevant activities in order to be able to provide the above required evidence.

The submissions will be assessed by a number of psychotherapists who have volunteered for the role of peer assessor and have had induction as to what is required. Successful submissions will then be endorsed by the COSRT Assessor, as COSRT is the Organisational Member through which re-accreditation is conducted. All members will pay a fee to COSRT for this assessment and endorsement.

A moderation process will also be installed to ensure a consistent level of assessment across all peer assessors.

### **Invoking the Procedure**

The College Chair or representative (this is currently to be Anne Buggy of COSRT) notifies the

Member when re-accreditation is due. The Member should submit their reaccreditation documents, together with the appropriate re-accreditation fee, to COSRT within **six weeks** of the initial request from CSRP. . Applications can be submitted by email or mail with a covering letter to:

By email

[info@cosrt.org.uk](mailto:info@cosrt.org.uk).

or by mail to

COSRT  
PO Box13686  
London  
SW20 9ZH

**The current fee is £170.**

For Direct Members, the submission of the reaccreditation documents will be directly to CSRP with a fee of £250.

Payment can be made online or by cheque. Please see the following details:

Online payment. When paying online please send confirmation of the payment with the reaccreditation paperwork.

Account name: COSRT

Account No: 00011666

Sort Code: 40:52:40

**IMPORTANT:** When paying online you must indicate that the payment is for **Five Yearly Reaccreditation** and **your name**

Payment by cheque: Please make the cheque payable to COSRT and send with the reaccreditation paperwork.

**Difficulty completing the process**

If there are specific difficulties that make that time frame difficult the Member should contact COSRT and CSRP as soon as possible so that a way forward can be agreed, for example, when an applicant does not meet the full criteria due to exceptional circumstances or has had a break in practice due to an event including (but not limited to) illness, pregnancy or bereavement.

1. COSRT will respond within **six weeks** of receiving the member's submission.
2. If further information is required, the member will have **four weeks** to submit this.
3. COSRT will respond to the re-submission within **four weeks**.
4. If reaccreditation is successful a certificate will be issued with the date of the next reaccreditation.
5. Failure to meet requirements or to respond to requests will lead to a referral to the UKCP Registrar. (see below)

COSRT implements the re-accreditation procedure when requested by the representative of CSRP, and informs the member, CSRP and UKCP, when it has been completed. For Direct Members, this would be CSRP.

## Appeals

If an application for re-accreditation is not successful, the member may appeal on the grounds that correct procedure has not been followed. The member should write to the Vice Chair of CSRP within 3 months of notification, outlining the reasons for appeal.

If the appeal is not upheld by CSRP and the member remains unsatisfied, they may then appeal to UKCP by contacting the UKCP Membership Committee and implementing their referral process below.

## Referral to the UKCP Membership Committees

Any Registrant who is deemed, by a College or COSRT, to fall short of requirements or who has not responded to the required requests and deadlines, will be referred to the UKCP Registrar. When referring a matter to the Registrar CSRP will list all steps that have been undertaken to obtain the necessary information, including the relevant dates.

Under the current process the Registrar has 28 days from the referral to make any further enquiries and give time for the registrant/college to respond.

If the Registrar concludes that the CSRP process has been exhausted, the Registrar will refer the matter to the Membership Committee with a recommendation to remove the individual's registration and require the completion of a full re-registration/re-accreditation process before re-admission to the Register.

The registrant and the CSRP will be notified of the recommendation.

The Membership Committee meets bi monthly, and the Registrar will advise them about any referrals two weeks before the meeting. It is possible that it may take two months from first referral to the case being considered by the Membership Committee.

The Membership Committee will consider the Registrar's recommendation and inform the Registrar of the outcome.

The Registrar will notify the registrant and CSRP of the decision.

The decision of the Membership Committee is final.

The registrant will be removed from the UKCP Register 30 days after the Registrar get agreement from the Membership Committee to remove the registrant.

