

**Association of Chartered Physiotherapists in**

**Sports and Exercise Medicine**

Continuous Professional Development Pathway

Application Guidelines

To complete the application, form you will need to download and save it as a word document from the website.

To type or copy text into the box, click the cursor in the box. The text field will then be highlighted allowing you to type or paste text into the required area. The field will increase in size to allow you to include necessary information. It will also allow you to copy and paste text from other word documents such as your CV or CPD portfolio.

Please note that there are different criteria stipulated for the three levels of accreditation – i.e. Bronze / Silver and Gold.

You are therefore advised to read the criteria associated with each level and decide at what level you should pitch your application, ensuring the criteria for that level are demonstrated. Your form will be assessed for that level.

As an example, if you apply for a Silver award and the assessment panel decide that your application does not demonstrate the requirements for Silver you will be awarded a Bronze accreditation and given recommendations for areas that need to be addressed in order for you to reapply for Silver.

Only information included within the form will be considered by the reviewers. No additional CV’s or portfolios will be read.

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| **BRONZE** | **SILVER** | **GOLD** |
| Structured CPD Plan |
| First Aid qualification | Trauma Management / Emergency care qualification |
| 100 hours shadowing experience in sport | 100 hours shadowing experience in sport |
| Independent physio experience in Sports – not essential | 300 hours of independent experience in sports | 500 hours of independent experience in sports |
| 2 years post-grad full time experience | 4 years post-grad full time experience (equivalent to NHS band 6) | 6 years post-grad full time experience (equivalent to NHS band 7 – Specialist) |
| Completion of 2 additional courses – Sports First Aid + Traditional taping | Completion of 4 additional courses – Trauma management; Traditional taping; Massage +Functional Rehab | Completion of 4 additional courses – Trauma management; Traditional taping; Massage +Functional Rehab |
| 4 Course reflections covering key skills | 8 Course reflections covering key skills | 12 Course reflections covering key skills |
| 4 Critical incidents / reflections covering IFSP competencies | 6 Critical incidents / reflections covering IFSP competencies | 8 Critical incidents / reflections covering IFSP competencies |
| N/A | N/A | Completion of M-Level education mapped to IFSP competencies |
| N/A | Mentoring of Physiotherapists on the pathway |

**SUMMARY OF REQUIREMENTS FOR THE CPD LEVELS**

**Association of Chartered Physiotherapists in**

**Sports and Exercise Medicine**

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| 1. Applicant and mentor details
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| Complete personal details in the box provided.Your pre-registration physiotherapy education details need to include the university studied at, the qualification obtained eg BSc Hons Physiotherapy and the date obtained. Your CSP and your ACPSEM membership numbers **must** be included in the boxes provided.Details of an informal mentor should be included regardless of the level you are applying for. If you are an ACPSEM member with a significant number of years post-registration clinical experience, you still need to include the name of a person that either still mentors you now or that you approached to work with when you initially started working in sport. This section is intended to highlight the importance of not jumping straight into sole practice in the sporting environment with little or no sports specific experience.The named person should be at Gold level, although other experienced ACPSEM members can be named if necessary. In exceptional cases it might be appropriate to include the details of a mentor who is not a Physiotherapist e.g. Team Doctor. The reviewers may contact the named mentor(s) as part of the quality assurance procedures.**Your mentor must review your application before submission, and you must place a X in the box to confirm this has occurred. Failure to comply with this will result in no award being awarded as the ACPSEM feel this is a critical part of the process.**  |

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| 1. Details of CPD plan
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| You will need to include the date that a **sports specific** plan was started and not when you first started any type of CPD plan – which would have been as a student.Your CPD plan should give a brief summary of previous objectives and development undertaken. Then you must give a clear outline of your current sports specific development plan (that has been agreed with your mentor) highlighting current objectives, goals set and your action plan.  |

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| 1. Sports specific and emergency care
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| There are differing requirements in your first aid / trauma qualification for the levels of accreditation.Current certification is essential for ACPSEM members wishing to work at competition / training sites. For those no longer working in that environment directly, evidence of a previous certificate is still essential to demonstrate an understanding of the differences between basic first aid and more advanced management of the injured sports person. This understanding is required to fulfil the competencies stipulated by the International Federation of Sports Physiotherapy: to have the skills to provide this support competently in the sporting environment and also to be able to advise on the necessary standard if you are currently clinic based. Details of courses approved for application can be found on the ACPSEM website. **BRONZE LEVEL** – requires a basic first aid in sport or life support qualification. This must be ‘in-date’ to be accepted, this is usually 3 years. **SILVER + GOLD LEVEL –** requires an Emergency Care / Trauma management skills course, that is more advanced than that of a basic First Aid for Life Support qualification. This type of course focuses on the complexities of dealing with trauma and multiple issues in the sporting context. Courses are run over a number of days and focus on practical scenarios / moulages dealing with issues such as spinal trauma, advanced life support, airway management, multiple trauma etc.  |

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| 1. Details of shadowing and/or supervised clinical experience in sport
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| Please note that this section DOES NOT include clinical hours accrued as a sole practitioner.All applicants are required to demonstrate a minimum of 100 hours of supervised clinical experience in a sports specific environment to proceed past Bronze level. This experiential learning can be in the form of shadowing an experienced sports physiotherapist or working under supervision within a squad system. Contact details should be provided to allow audit of the reviewing system.The hours accrued do not need to be continuous, they can be added to through part time hours working in a variety of sporting environments over weeks/months (eg 2 hours per week). These hours must be achieved after qualifying as a physiotherapist. In the right-hand column state the key learning that was achieved in bullet format.  Physiotherapists who have been working as sole practitioners in sport still need to demonstrate 100 hours of shadowing/supervised hours and provide contact details of where this has been done to achieve Bronze level. It is appreciated that applicants at Silver / Gold level may well have been working in sole practice for some time. However, an estimate of early career experience can still be provided. Also, any experiential learning provided through visiting and working with colleagues in other sports/squads can be included here as this is an example of best practice even amongst very experienced sports physiotherapists.  |

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| 1. Employment History
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| Please provide an overview of your employment history, including: Job titleLocation/departmentDates If part time – please include full time equivalent (FTE eg 0.4) or hrs per week **There must not be any overlap between these dates and hours and any listed in the shadowing section**  |
| 1. Details of clinical experience in sport
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| Details in this section are based around the time spent in any specific environment and can include both clinic and site based experiential learning. At this point you do not need to include reflective elements etc, this will be included in a subsequent section. Sports specific experience at any level of sports from recreational to high performance can be included and will be reviewed / assessed with the same weighting with regard to the applicant’s clinical skills. Conversely, it is important to note that treating high level athletes does not automatically imply working at a clinical specialist level. The Gold level recognition is related to each applicant’s clinical skill as opposed to the level of athlete they treat.As a BRONZE applicant you do not need to complete sole practice hours. However, you may have completed your supervised practice and have started working with a team on your own. Details of this should be included here. For SILVER level, applicants are required to demonstrate a minimum of 300 hours of clinical experience in a sports specific training and / or competition environment, in addition to the 100 hours of supervised work at Bronze level. Experiential learning detailed should demonstrate a mix of both training and competition site involvement. Although some experienced, but clinic based, physiotherapists may no longer work with a specific team / squad, it is considered essential to have experienced working in these environments to be able to understand specific requirements of the sports person. In addition to clinical experience in the sporting environment, clinic-based sports specific work can also be provided in this section, although it cannot substitute for the required 300 hours. Approximately 4 years of clinical experience should be included as a guideline. It is estimated to take this length of time to develop the appropriate cognitive and affective skills to practise at silver level. For GOLD level, applicants are required to demonstrate a minimum of 500 hours of clinical experience in a sports specific training and/or competition environment, in addition to the 100 hours supervised work at Bronze level. Experiential learning detailed should demonstrate a mix of both training and competition site involvement. Although some experienced but clinic-based physiotherapists may no longer work with a specific team/squad, it is considered essential to have experienced working in these environments to be able to understand specific requirements of the sportsperson. In addition to clinical experience in the sporting environment, clinic-based sports specific work can also be provided in this section, although it cannot substitute for the required 500 hours. Approximately 6 years of clinical experience should be outlined as a minimum. This is considered to be the time that it would take to develop the cognitive and affective skills required at clinical specialist level.  |

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| 1. Courses
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| Details of clinic based and/or academic courses should be provided in a list format with at least the year it was completed next to the course title. There are specific CPD areas that you are expected to be able to demonstrate achieving depending on your level of application. **BRONZE** – Sports taping/ strapping – Kinesiotaping does not count for this aspect, although many have been completed additionally to extend your taping skills. **SILVER –** Sports massage and Functional rehabilitation**GOLD** – a variety of additional skills-based courses as per your CPD planCourse Reflections are required for all applications. A separate box should be completed for each key courses, outlining what you have learned and how you have incorporated the learning into your clinical practice. This is now compulsory standard recording for HPC registration and details can therefore be copied and pasted from your existing portfolio. Please note that attaching your CPD portfolio will not be sufficient. Information will have to be entered onto the ACPSEM form for review. This section can be copied and duplicated as necessary. The number of course reflections required depend on the level of the application.Bronze – 4 / Silver – 8 / Gold – 12 Reflections should contain a variety of musculoskeletal skills-based courses, using the reflective element of the section to demonstrate how you have adapted these skills to treat a sports person.  |

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| 1. Critical Incidents
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| This section allows you to include information of non-formal learning within sport. The box format should be copied and duplicated as necessary. A separate box should be completed for each key critical incident that has provided an experiential learning opportunity, outlining the specific circumstances, what you might do differently next time and what you have learned from the experience. Again, this is standard recording for continued HPC registration and can be copied and pasted from your existing CPD portfolio. A variety of learning experiences can be included, such as clinical practice, in-service training, individual tutoring or research/audit. Communications with other support staff such as coaches can also provide learning opportunities appropriate for this section. Each critical incident should relate to a different IFSPT Sports Physiotherapy competency.There is a varying requirement on the number of critical incidents for each level.For **Bronze** you are required to submit *at least* 4 separate incidents For **Silver** level you are required to submit *at least* 6 separate incidents. You will be expected to demonstrate experiential learning that include individual treatments, interprofessional communication, as well as evidence of critically evaluating your overall practice. At **Gold** level you are required to submit *at least* 8 separate incidents. You will be expected to demonstrate experiential learning that included individual treatments, interprofessional communication, evidence of critically evaluating your overall practice, as well as leadership roles and innovation in clinical practice. These are all considered attributes of an expert practitioner and therefore should be demonstrated for successful application at Gold level.  |

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| M Level education  |
| Applicants at Gold level are expected to provide evidence of post-registration education at M level. Ideally this should be a completed MSc in a sport related topic. However, there is some flexibility allowed in this section, provided that the applicant can demonstrate that learning outcomes within the M level programme or from other formal and/or non-formal learning cover the competencies required by the International Federation of Sports Physiotherapy. These are listed within the section of the form and further detail of what is expected within each competency from the IFSPT document which can be downloaded from the ACPSEM website. An example of part of this section can be found at the end of this document to aid you. Please ensure you write down the unit name and related learning outcome, do not include indicative content from the unit. More than one unit/learning outcome can be included where relevant. Applicants who have completed an MSc should provide details of the course and institution. They will also need to complete the section related to the various IFSPT competencies. Learning outcomes from all MSc programmes should be accessible from student handbooks and applicants should provide detail of how various learning outcomes were covered in each of the competency areas. Any that were not covered in the programme will need to be addressed through other formal or non-formal learning. Any of the competencies that are completed using non-formal learning can refer to examples used in critical incidences or courses completed in earlier sections – e.g., a course on doping awareness or a critical incident where the applicant can demonstrate knowledge of how to obtain up to date information in this area. Please note that applicants who have acquired post-registration M level education in a non-sport related course (e.g. MACP) will be expected to complete a significant proportion of evidence within this section as their M level programme is unlikely to have covered the required competencies. Similarly, those who have studied on a Sports Medicine or Sports Science based MSc will need to provide additional evidence of M level knowledge and skills in the competencies not covered within the learning outcomes of their programmes.  |

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| General guidelines  |
| You should aim to include as many examples of learning as possible to help the reviewers assess your application. Any forms submitted with incomplete information will be returned before reviewing.Only information provided within the application form will be reviewed and assessed. Please do not send additional files with further information. The only additional files reviewed will be copies of sports first aid certificates in jpeg format.  |

**Example of MSc education (Gold level applicants only)**

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| page1image3787969136**M level education/qualifications/publications/experience** Supporting evidence will be required such as a case study, conference abstract or poster, publication reference, learning outcomes of the MSc programme attended providing evidence of sufficient breadth and depth of sports physiotherapy have been covered to comply with IFSP recommendations. Reference can also be made back to examples of reflective practice detailed above. **These examples are NOT exhaustive but give an indication of the level and variety of evidence required and needs to be repeated for all the IFSP competencies on the form**  |
| **Post-registration MSc programme:** MSc Sports Physiotherapy **Institution:** Example University **Date obtained:** September 2008  |
| **Learning outcomes of programme and/or experiential learning related to IFSP competencies:** **Injury prevention:** Module: Athlete management; learning outcomes 1) plan and develop evidence-based physiotherapy interventions for injury prevention, injury management and performance enhancement for a variety of athletes 2) synthesise and apply information from a variety of sources to injury prevention and injury management strategies. Essay mark – 65% Injury prevention lecture to local physiotherapists, 12thMay 2008, ‘Injury prevention in Rugby’. 2hrs As squad physiotherapist to England hockey squad 2006 – current it has been my role to supervise warm and cool down strategies, advice on pre-hab strategies based upon annual athlete screening and observation. **Promotion of fair play and anti-doping:** Module: Influences on sports performance. Learning outcome – Critically evaluate current anti-doping policies and strategies. Unit Mark – 55% Module: Performance Physiotherapy. Learning outcome – Synthesise and critique current evidence surrounding supplements, ergogenic aids and other substances that can alter performance. Unit mark – 77% Qualified 100% Me tutor; 2007 – current. Undertake talks to different sporting groups and officials on fair play and anti-doping which ensures I am up to date with current regulations and practicalities. Have supervised athletes undertaking drug testing both within the UK and worldwide during by time as a squad physiotherapist to Great Britain Gymnastics squads. This has included experiencing less than optimal testing and having to record poor testing practice on the drug testing form when the athletes complete it. See critical incident number 8.  |