
CPIP Trainer/Trainee Competency and Quality Assurances

July 31, 2020

This Document outlines the roles and responsibilities of CPIP Trainers and CPIP Network regional representatives.

Becoming a CPIP Trainer

From July 2020 it has been agreed by CPIP National committee that Train the Trainer courses will be discontinued and any future trainers will follow a competency-based protocol.

A core group of competencies have been agreed (See Appendix 1: Application for New CPIP Trainer) which any potential new trainer would be expected to be able to demonstrate with the support of their Clinical Lead/Head of Department. An individual can apply for the trainer role if they can demonstrate evidence of meeting the specified criteria and have the support from their manager. The Clinical Lead/Head of Department should determine what the requirements for their own department/team(s) are in terms of CPIP Trainers. It is the responsibility of the Clinical Lead/Head of Department to ensure that any individual applying as a CPIP Trainer meets the necessary standards and can be supported to maintain all requirements of the role, e.g. support for CPIP CPD activity, support to link with regional Representative.

Applications must be made on the 'Application for New CPIP Trainer' form by email to the CPIP Regional Representative (updated email addresses on the CPIP section of the APCP website). The Regional Rep will subsequently review the application and issue Trainer Numbers/Certificates as appropriate; signposting new trainers to the resources required to undertake the role

Existing CPIP Trainers

All existing trainers must now meet these training competencies. They must complete and return the documentation (See Appendix 1: Application for New CPIP Trainer) to the regional representative so that their trainer number can remain valid.

Issuing of CPIP Trainer and Trainee Numbers

In order for quality assurance and ease of maintaining records all trainers will be issued with a unique CPIP number.

The CPIP Regional rep will receive and process the application issuing Trainer Numbers/Certificate (See Appendix 2) and maintain a master spread sheet (See Appendix 3) of trainers in their region.

On-going Numbers will be issued with a regional pre-fix as follows:

- Updated Regional areas are:
 - Scotland
 - North West- NW
 - North East North -NEN
 - North East South- (Including Sheffield)-NES
 - East Midlands -EM

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- West Midlands -WM
- South West -SW
- South Central -SC
- London -L
- South East -SE
- East Anglia -EA
- Wales -W
- Northern Ireland-NI
- Republic of Ireland –ROI

e.g. EA01

Trainers will, in turn, be responsible for maintaining a updated spread sheet of trainees (See Appendix 5) and issuing CPIP numbers/Certificates (See Appendix 4) to their trainees, using their own training number as a prefix, e.g. if they were issued the trainer number above, their first trainee would be EA0101.

Regional reps may contact Trainers at any point to gather information of CPIP activity in the region, e.g. number of trainees, number of training sessions, etc.

Initial Training for trainees

The CPIP national committee have agreed a set of core information necessary for initial training for the trainers; this can be carried out as pre-reading. Once accredited, trainers are able to use the slides and resources made available to them to personalise the presentation to their audience but must ensure the core material is retained in their training.

All training must include:

- Reliability of measurement with goniometry
- Reproducibility of limb placement
- Emphasis on interpretation of the data and clinical reasoning.

Annual competency for Trainees

All trainees MUST continue to complete annual competencies, supported by their trainer.

This must include Goniometry reliability, placement of limbs, emphasis on analysis of data and clinical reasoning along with updates of any changes, e.g. on CPIP Patient Management System, in measurements, FAQ, etc.

Annual competency for Trainers

In order for Trainers to maintain their CPIP trainer competency, they need to undertake and demonstrate evidence of CPIP related CPD activity a minimum of once per year outside of their local trust, e.g. attendance at relevant APCP study day, network meeting, webinar, or attendance at

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National CPIP Conference. Trainers must ensure they are aware of any updates in relation to CPIP, e.g. CPIP Patient Management System, in measurements, FAQ, etc. in order to share this with their trainees in the course of their annual competency.

Regional Representative Responsibilities

- Issue trainer numbers and trainer certificates for the trainers in their region
- Provide trainers access to online training materials and documentation required to carry their role
- Collate and maintain an updated list of trainers for the region, ensure current and previous information is retained .
- Act as communication conduit between national committee and trainers in their region, including any changes or updates
- Ensure comprehensive handover to any incoming regional representative if they should leave the role.

CPIP Trainers' responsibilities

- Deliver initial and competency training in their area of work
- Issue trainee numbers and trainee certificates
- Maintain updated list of trainees and competencies updates
- Act as 2 way communication conduit between therapists using CPIP and regional rep, including communication of any changes or updates
- Undertake and demonstrate evidence of CPIP related CPD activity a minimum of once per year outside of their local trust Feedback frequently asked questions (FAQ) to regional rep so these can be added to the National FAQ document.
- Ensure comprehensive handover to any incoming new trainers if they should leave the role.

Trainee responsibilities

- Undertake initial training in CPIP and attend annual competency updates
- To refer to CPIP manual when completing assessments
- Analyse clinical information obtained and take appropriate action
- Feedback any queries/concerns to trainer
- Ensure removal as an assessor from CPIP Patient Management System for your Trust if leave employment

Available resources:

- Application for new Trainers with core group of competencies (held and administered by regional reps). Stored on PMS (**Appendix 1**)
- Certificate for Trainers (**Appendix 2**)
- Trainer Spread sheet Master on CPIP National Network Shared drive, to be accessed by regional representative and local spread sheet listing trainers in region (**Appendix 3**) .
- CPD Certificate for new trainees (**Appendix 4**)

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- CPD Certificate for competency updates (**Appendix 4**)
- Trainee Spread sheet Master held locally in each trust (**Appendix 5**)
- FAQ document kept 'Live' on the PMS.
- Core Presentations including background/Pre-reading and appendix 2-5 held in CPIP Shared drive (accessible by CPIP Trained staff only)
- Updated references to papers and articles

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