***Becoming a CPIP* Trainer – New and Existing Trainers**

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

We would advise that existing trainers also complete the self-assessment document and partake in an annual update on the CPIP process to maintain their competencies.

The following flowchart has been devised to help you decide the best route to becoming a CPIP Trainer based on your level of experience/confidence:

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 approval and support of their Clinical Lead/Head of Department. An individual can apply for the trainer role if they can demonstrate evidence of currently meeting and commitment to continue to meet the specified criteria.

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***

For quality assurance and ease of maintaining records all trainers will be issued with a unique CPIP Trainer number. All CPIP Trainers must be registered on the National spreadsheet stored on the CPIP google drive. This can only be accessed by the CPIP regional Representatives and the rest of the CPIP National Network committee.

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. They will also be responsible for adding the CPIP Trainer database on google drive. The number given to the trainer will be based on the next available number on the national list.

From 2022, NHS England has agreed a period of funding for a national version of the CPIP patient management system, consequently all CPIP Trainer numbers will be CPIP UK to allow trainers to train in other geographical areas.

***CPIP Trainer Responsibilities***

Trainers will be responsible for maintaining a updated spreadsheet of trainees (See Appendix 5) and issuing CPIP numbers/Certificates (See Appendix 4a/4b) to their trainees, using their own training number as a prefix.

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

All training must also 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 UK 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 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 undertake 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.

***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 to ensure consistency
* 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 leaving your 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 Spreadsheet Master password protected on CPIP website for Regionals reps and trainers ***(Appendix 3)***
* CPD Certificate for new trainees **(Appendix 4a)**
* CPD Certificate for competency updates **(Appendix 4b**)
* Trainee Spread sheet Master held locally in each trust ***(Appendix 5)***
* FAQ document kept ‘Live’ on the PMS.
* Core Presentation including background/Pre-reading held in trainer section on CPIP website (password protected )
* Updated references to papers and articles

**Author: CPIP Training Working Party on behalf of CPIPUK National Network**

**Updated June 2022**