



ATCM Code of Continuing Professional Development (CPD)

Approved by: ATCM Council
Effective From: 1 January 2026

1. Introduction

Continuing Professional Development (CPD) is essential to maintaining and enhancing the competence, safety and professionalism expected of practitioners registered with the Association of Traditional Chinese Medicine and Acupuncture UK (ATCM).

This updated Code reflects current best practice and is aligned with the Professional Standards Authority (PSA) Standards for Accredited Registers.

All ATCM members must comply with this Code as a condition of ongoing membership.

2. Purpose of CPD

The aims of ATCM's CPD system are to:

- Maintain and enhance professional knowledge, clinical skills and safe practice
- Update practitioners on new developments in Traditional Chinese Medicine (TCM) and mainstream healthcare
- Ensure registrants understand current legislation, ethical responsibilities and professional expectations
- Promote collaboration, academic development and research within the TCM community
- Ensure public protection through ongoing competence
- Support the long-term development and credibility of TCM in the UK

3. Annual CPD Requirement

All ATCM registrants must complete a minimum of:

→ 30 hours of CPD per year (equivalent to 12 points)

CPD must be meaningful, relevant and appropriately evidenced.

4. Categories of Recognised CPD

ATCM recognises the following categories:

1. **Formal learning (seminars, workshops, conferences)**
2. **Clinical supervision and practice development**
3. **Teaching, lecturing, mentoring and professional training**
4. **Research, publication and academic contribution**
5. **Distance / online learning**
6. **Governance participation (committees, accreditation work)**
7. **Mandatory training (EDI, safeguarding, ethics)**
8. **Higher education (MSc, PhD etc.)**
9. **Professional English development where relevant**

Evidence must be retained for annual declaration and audit.

5. CPD Governance

5.1 Academic Committee

Responsible for:

- Overseeing CPD policy and compliance
- Verifying CPD submissions and evidence
- Maintaining CPD records
- Managing accreditation of CPD events
- Conducting annual CPD audits
- Reporting CPD compliance to the Council, Registrar and AGM

5.2 Registrar

Responsible for:

- Maintaining the central CPD register
- Managing non-compliance procedures
- Reporting to PSA where required
- Supporting members with CPD guidance

6. Accreditation of CPD Events

Automatically recognised CPD:

- ATCM AGM
- ATCM national/international conferences
- Research/teaching officially sponsored by universities or government bodies

Other events

Organisers must apply for ATCM CPD accreditation at least **3 months in advance**.

Urgent approvals

The Academic Committee Chair may grant urgent recognition but must report the decision for formal ratification.

7. Exemptions for Special Circumstances

Members may apply for a **one-year CPD exemption** if:

- On maternity/parental leave > 6 months
- Serious illness preventing practice > 6 months
- Living abroad and not practising > 9 months

Evidence must accompany all applications.

8. Extensions

A member who completes at least **4 points** may apply for an extension **before 31 December**.

Extensions:

- Last for one additional year
- Require completion of missed credits + current year's credits
- A second extension requires a formal hearing

9. CPD Audit

The Academic Committee audits **10% of members annually**.

Members must provide evidence within **14 working days**.

Failure to respond or provide sufficient evidence may lead to disciplinary action.

10. Disciplinary Procedure for CPD Non-Compliance

- **Year 1:** Written warning
- **Year 2:** Referral to Professional Conduct Committee
- **Possible outcomes:**
 - Conditional registration
 - Required additional CPD
 - Temporary suspension
 - Removal from the Register

Members have the right to appeal under the ATCM Code of Professional Conduct.

11. Updated CPD Points System (Fair, Time-Based)

1 hour of learning or professional development = 1 CPD point

High-value activities (teaching, research, publications) receive enhanced weighting.

A. Learning / Attending CPD Activities

Activity	Points
Full-day seminar or workshop (6 hrs)	6
Half-day CPD event (3 hrs)	3
National or international conference (per day)	6
Accredited online learning	1 point per hour
Mandatory training (EDI, ethics, safeguarding)	2–3

B. Clinical Skills, Mentoring & Supervision

Activity	Points
Clinical supervision (per hour)	1
Supervised clinical skills training (per day)	6

Activity	Points
Supervising junior practitioners (per hour)	1
Mentoring session (per hour)**	1

C. Teaching & Professional Training

Activity	Points
Teaching in recognised institution (per teaching hour)	2
Full-day teaching (including prep)	12
Running CPD workshops	2 per hour
Invited lecture	3

D. Research & Academic Output

Activity	Points
Short article (<2,000 words)	6
Journal article (~4,000 words)	12
Peer-reviewed academic article	20
Book chapter	24
Authored professional book	60
Conference presentation	6
Poster presentation	4

E. Governance, Professional & Committee Work

Activity	Points
Committee meeting (per hour)	1
Half-day committee work	3
Full-day accreditation / external work	6
Representing ATCM externally	1 per hour

F. Higher Education

Activity	Points
MSc / MPhil / PhD active study year	20
University module	20

G. English Language Development

Activity

Points

Professional English or Academic English for TCM **1 per 2 hours**

12. Review of This Code

This Code will be reviewed:

- Annually by the Academic Committee
- Every 3 years by the ATCM Council
- When required by changes in legislation or PSA Standards