

SABBATICALS & BREAKS IN PRACTICE

COSRT MEMBER POLICY

Contents

OVERVIEW 2

HOW TO APPLY FOR A BREAK..... 2

CRITERIA FOR TAKING A BREAK 2

FEEES AND REGISTRATIONS 2

RETURN TO PRACTICE 3

TRAINING..... 3

OVERVIEW

COSRT Members can request sabbatical leave/a break in clinical practice for a period of up to one year. Under exceptional circumstances, where the Member requires longer than one year, the break can be extended on a case-by-case basis with prior agreement from COSRT.

An agreed break allows Members to automatically restart membership on their return to practice, avoiding any need for re-applications.

HOW TO APPLY FOR A BREAK

Members wishing to take a break from clinical practice must apply in writing using the 'Break in Practice Application' form. The form must be completed in full and submitted via email to info@cosrt.org.uk.

CRITERIA FOR TAKING A BREAK

The applicant must have been a Member for one year and be considered in good standing – all fees paid, no complaints pending and meeting annual re-registration requirements. There must also have been no consecutive application for a break in clinical practice prior to the current application.

If a Student Member wishes to take a break, it is considered a break from education. Agreement must be secured from the training provider before the application for a break is made to COSRT.

FEES AND REGISTRATIONS

If the application for a break is approved, it will begin at the date agreed with COSRT. Any fees already paid in advance for time covered by the break will not be refunded. Instead, any pre-paid fees will roll over to the point of return to practice.

Any Member on an agreed break will not pay fees during the agreed break period.

Any Member on a break will be removed from any public register they are on, and they will be removed from any public therapist search function. Members on breaks also stop receiving benefits such as journal access and discounted training but will remain on mailing lists and will receive COSRT's internal membership publication.

RETURN TO PRACTICE

At least one month before the date agreed as the one when the Member will return to practice, they must confirm their return with COSRT. That confirmation must include a completed 'return to practice' form.

When the return from a break is confirmed with COSRT, the applicant's membership will be reinstated. Fees will be required as normal, with any pre-paid fees being rolled over. The Member will be placed back on any relevant public register and their profile on any public therapist search function will be re-enabled.

If a Member fails to submit a return to practice form or does not return to practice by the date agreed in their initial application, they will need to complete a full membership application.

TRAINING

It is important that members undertake Continuing Professional Development (CPD) so that they maintain the ability to practice. Members applying for a break should detail in their application what training they will do when not practicing and how it will help ensure they can return effectively. It is recommended that standard annual CPD requirements are maintained through the break. The final agreed level should be discussed and agreed with the supervisor. If an amount of CPD less than standard is proposed, it should be justified clearly.

The return to practice form requires a clear plan to ensure a smooth and safe return. That should include a clear plan of structured, verified CPD. If the break is less than six months, the return CPD plan should last up to six months. After that, the member must carry out CPD as normal to ensure safe and high-quality practice. If the break is between 12 and 24 months, the special CPD plan should

cover a period of six to 12 months. The member must inform COSRT when the CPD plan has been completed.



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