

The CSP Professional Networks Guide

CSP Professional Network Guidance

Background

Professional Network (PN) is the term given to a network that is recognised by the CSP as a group of experts in an area of practice for specific patient populations. These networks are self-governing bodies that are legally separate entities to the CSP. Responsibility for all financial and organisational matters lies with the PN. There are 30 CSP Professional Networks (PNs): <https://www.csp.org.uk/networks-campaigns-influencing/professional-networks>

PNs have developed over the years for the benefit of their members, the CSP as the professional body, and the patient populations that both serve. Over time, many PNs have become limited companies, businesses, charities or other organisations. This is not expected of all PNs, although membership criteria are required by the CSP for recognition, and to ensure that the group has the capacity to sustain itself and carry out its executive functions. These are set out below – see the section ‘Guidance for the Executive Committee’.

Purpose

This resource is for all PNs, existing and future, and replaces the ‘Professional Networks Handbook’ in order to:

- accurately reflect what is needed to be a recognised professional network
- clarify what is, and what is no longer required by the CSP, in order to ensure effective and consistent communications between the CSP and PNs
- inform and support PNs in a practical way – including sections on how to set up and maintain a network

Current definition of CSP recognition of Professional Networks

As set out above there is no formal contract between the CSP and PNs. Instead, the relationship is based on a shared history and a national CSP vision and mission for the service users/patients/clients that make up the general population that the physiotherapy profession exists to serve.

The CSP strategy is available on the CSP website: <https://www.csp.org.uk/about-csp/our-strategy-2020-22> together with all progress against this via Council reports: <https://www.csp.org.uk/about-csp/how-we-work/governance/council#Keymessages>

To be recognised, the CSP requires that:

- A PN has a minimum of 100 members, 70% of whom must be physiotherapists
- Where PNs use the word “Chartered” in their title, all of the UK based physiotherapists within the network must be CSP members

- A PN seeking listing at Companies House that has 'Chartered' in the title of the network must get authorisation from the CSP. The CSP can provide a letter for Companies House stating that the PN has permission to use the title Chartered in their company name
- The PN scope does not duplicate an existing PN

Benefits of CSP PN recognition

The CSP works closely with the PNs, and the PNs influence CSP decision-making as a result. The PNs bring current and expert clinical knowledge to many areas of the organisation. For instance, the CSP actively seeks PN expertise to inform its work, including policy development, and draws on PN expertise to influence government policy, the national evidence base and other consultations where this can support patient care.

A CSP recognised PN can expect the following:

- A content managed website
- PN specific iCSP streams
- PN membership and subscription processes hosted on the CSP website
- Access to a meeting room at the CSP once per year free of charge
- Allocated places for the Annual Representative Conference (ARC)
- Opportunities to exhibit at Physiotherapy UK
- Advice provided on request e.g. dedicated CSP Professional Adviser and CSP Admin Officer support, media support etc.
- CSP recognition for the PN to participate in the relevant WCPT sub-groups: <https://www.wcpt.org/subgroups>
- PLI and public liability covers as individual CSP members, which includes relevant cover when involved in PN-related work
- CSP endorsement of PN created and developed outputs e.g. for standards of practice guidelines, and use of the CSP name for activities that are within the profession's scope of practice and that reflect CSP policy
- Dedicated CSP funding for PN projects
- External legal advice on matters where the wider interests of the profession might be affected

Communication:

PNs to CSP:

The CSP can be informed or requests made via direct communication to the dedicated PN mailbox: pnenquiries@csp.org.uk, or to other relevant CSP staff. There is no need for the CSP to be informed of activity or content before or following PN AGMs/EGMs, although we welcome your updates of membership/contact details – please see below under the section 'Guidance for ongoing collaboration between PNs and the CSP'.

We also welcome information on anything for which PNs require CSP advice or promotion.

CSP to PNs:

Information and requests can be sent to PNs in a variety of ways. This might be via the dedicated PN mailbox: pnenquiries@csp.org.uk, direct from the Professional Adviser with the remit for PNs or from other CSP staff as appropriate.

New PNs / PN sub-groups

A new PN will not be recognised if their scope duplicates or is in the same or adjunct clinical area as an existing PN. The CSP would support and encourage potential new networks to join an existing PN. Some new groups may consider themselves/be considered 'sub-groups' of an established recognised network, others might simply be included within the larger PN. The CSP will not recognise techniques, but will recognise significant patient populations not already covered.

Where the network represents a new area of practice and does not fit within an existing network, a new network will be considered for recognition by the CSP, providing that all membership criteria are met and the network is able to carry out the functions associated with an executive committee.

Collaborating with other Professional Networks

The CSP will provide some support to PNs who want to collaborate with other PNs to work as an 'alliance' to achieve specific outcomes.

Collaboration can be of benefit for PNs to work together on projects, funding bids, consultations, research etc. on an 'as needed' basis, where this is of mutual benefit to the parties. The CSP welcomes being informed where PNs think this appropriate.

Guidance for the Executive Committee

Traditional committee governance is set out here. However, some networks may choose a simplified operating model with a minimum of nominal roles. Business can be carried out in whatever way is most appropriate for the PN, for instance via video-conference meetings, and networking/member contact can be carried out via social media, for example.

The Executive Committee has responsibility for the strategic direction and leadership of a network as well as its overall administration. Its roles may include:

- Providing a forum to pursue clinical excellence
- Organising meetings of the committee and network through the year including any Annual Conferences and Annual General Meetings (AGM)
- Where appropriate to the network, identifying research activities for the year and supporting delivery and dissemination
- Identifying and organising training for its members
- Setting a budget for the network
- Promoting the network within the profession
- Producing a newsletter and journal
- Maintaining links with the CSP
- Supporting the CSP in responding to government and other consultations
- Disseminating information from the CSP, government and other external agencies
- Representing the network at conferences, or representing the CSP in national working groups requiring specific clinical expertise

The size and complexity of an Executive Committee will vary, dependent on the needs of the PN. The most usual roles are:

- Chair
- Secretary/Communications
- Treasurer
- Education
- Research

Further roles include:

- Publications
- Diversity Officer
- iCSP Officer
- Public Relations Officer
- Membership Secretary

Depending on the size of the PN, some officers take up dual roles.

Chair/Vice Chair

The office of Chair can be held by any PN member with appropriate organisational and leadership skills. A Chair should be a good communicator and have the ability to facilitate a group of people and fulfil the following:

- S/he is the professional lead of the group and the PN Executive Committee.
- S/he will work closely with other committee members
- Chairs meetings of the Executive Committee and may chair study days/conferences, AGMs and EGMs. The Chair will keep a meeting organised while allowing its participants to state their opinions and ideas, and securing a commitment to a consensus. They oversee meetings and check and approve the minutes
- In addition to Executive duties, the Chair represents the group and its views. This may be done in a variety of ways, such as by developing contacts with other groups and medical or related bodies and professionals; by developing existing links with the CSP and responding to or sending requests for support and information where needed, and by taking appropriate action on matters relevant to the clinical specialty area of the group.

Secretary

The Secretary's role is to provide administrative support to the Executive Committee and at AGMs and EGMs. The Secretary usually drafts both the Agenda and Minutes in consultation with the Chair. The following is a list of general administrative responsibilities that may also be held by the Secretary:

- Maintaining up to date lists of officers, their contact addresses, telephone numbers and email addresses and informing the CSP of any changes
- Acting as a communication link between the group and outside organisation
- Administering the election of honorary officers and the Executive Committee
- Dealing with external correspondence in consultation with the Chair

If a PN does not have a Membership Secretary then the Secretary would normally fulfil those duties as well.

Membership Secretary

The role of the Membership Secretary is to manage all aspects of membership including:

- Responding to enquiries about membership
- Receiving and processing all membership applications
- Keeping records of paid up members that meet CSP ongoing governance requirements and liaising with the Treasurer on financial aspects
- Ensuring that all data handling complies with data protection regulations.

Treasurer

The role of the Treasurer is to keep control of the group's finances by recording financial transactions:

- The basic transactions are receipts and payments, and maintaining account records
- Preparation of annual accounts
- Dealing with bank accounts and associated records
- Ensure comprehensive handover of financial information to incoming Treasurers.

For finance queries relating to PN funding: finance@csp.org.uk

Further information to support PN executive committee roles and functions

Education/CPD

- <https://www.csp.org.uk/professional-clinical/cpd-and-education>
- <https://www.csp.org.uk/professional-clinical/clinical-evidence/online-library-services/discovery-evidence-search>

Research

- <https://www.csp.org.uk/professional-clinical/research-and-evaluation/research-priorities>
- <https://www.csp.org.uk/professional-clinical/research-and-evaluation>

Publications/ Newsletter/Journal

For queries regarding the use of the CSP logo on websites, publications etc. Handled via the CSP's Enquiry Team: <https://www.csp.org.uk/about-csp/contact-us/enquiries-team>

Website/iCSP For queries regarding content managed websites and iCSP: website@csp.org.uk

Public Relations

For queries relating to media/media training: pressoffice@csp.org.uk

Diversity

- For information on CSP diversity policy and member groups:
<https://www.csp.org.uk/documents/equality-and-diversity-policy>
<https://www.csp.org.uk/workplace/equality-and-diversity/csp-diversity-networks>

CSP Library and Information Service

- For queries relating to library information including for education, research and the Wellcome collection archive of PN publications: lis@csp.org.uk

CSP Professional Advice Service

- For any queries regarding the professional practice aspects of physiotherapy. The term professional practice relates to the professionalism and the role and responsibilities of a chartered physiotherapist. Enquiries are handled via the CSP's Enquiries Team: <https://www.csp.org.uk/about-csp/contact-us/enquiries-team>

Facilities For room booking and catering requirements: roombookings@csp.org.uk

CSP Structure <https://www.csp.org.uk/about-csp/who-we-are>

CSP PN contact

- For general PN enquiries, access to dedicated PN Support Officer and Professional Adviser: pnenquiries@csp.org.uk

Guidance for ongoing collaboration between PNs and the CSP

Professional Network Annual Update to CSP: each PN should supply the CSP with the following information after an AGM, or when significant changes have been made:

- Name of Professional Network (PN):
- Type of organisation:
- Name of Chair, with date of period of office
- Executive members:
- First point of contact for CSP if not Chair:
- Total membership as of AGM:
- CSP membership as of AGM:
- Highlight report on CSP funding (if applicable/as requested)
- Bank Account Verification for CSP funding - only if receiving funding.

Group meetings: where networks meet as larger groups, the CSP welcomes being kept informed of key matters discussed in order to facilitate PN/CSP collaboration, and that with external health and social care stakeholders. Please send any information to:

- pnenquiries@csp.org.uk

Cessation of a Professional Network

If a group is not sustainable for any reason, please follow this process:

- Cessation be ratified by either the AGM or an EGM
- Notify the CSP in writing
- In the event that the PN has gained CSP funding, the CSP will be entitled to recoup the balance for any outstanding work.