



Continuing Professional Development

April 2020

Acknowledgement of country



We acknowledge the Traditional Owners of Country throughout Australia and their continued connection to lands, waters and communities.

We pay our respect to Aboriginal and Torres Strait Islander cultures and Elders past, present and emerging.

CPD Key Points

- Fundamental part of being a professional
- Maintains ongoing trust and confidence of the public
- Is mandated in the National Law
- Board's role is to set requirements and monitor compliance

Requirements of revised CPD standard

You must:

- complete at least 20 hours of CPD each year
- maintain a portfolio that documents your learning goals, records your planned CPD activities and your reflection on how the activities are expected to improve or have improved your practice
- maintain a first aid qualification at least equivalent to HLTAID001 – provide cardiopulmonary resuscitation (updated annually)

OR

- maintain a first aid qualification at least equivalent to HLTAID003 provide first aid (updated every three years)

Requirements of revised CPD standard

At least 20 hours of CPD that:

- a. seeks to improve patient outcomes, safety and experiences
- b. draws on the best available evidence, including well-established and accepted knowledge that is supported by research where possible, to inform good practice and decision-making
- c. contributes directly to improving your competence (performance and behaviour) and keeping you up to date in your chosen scope and setting of practice
- d. builds on your existing knowledge

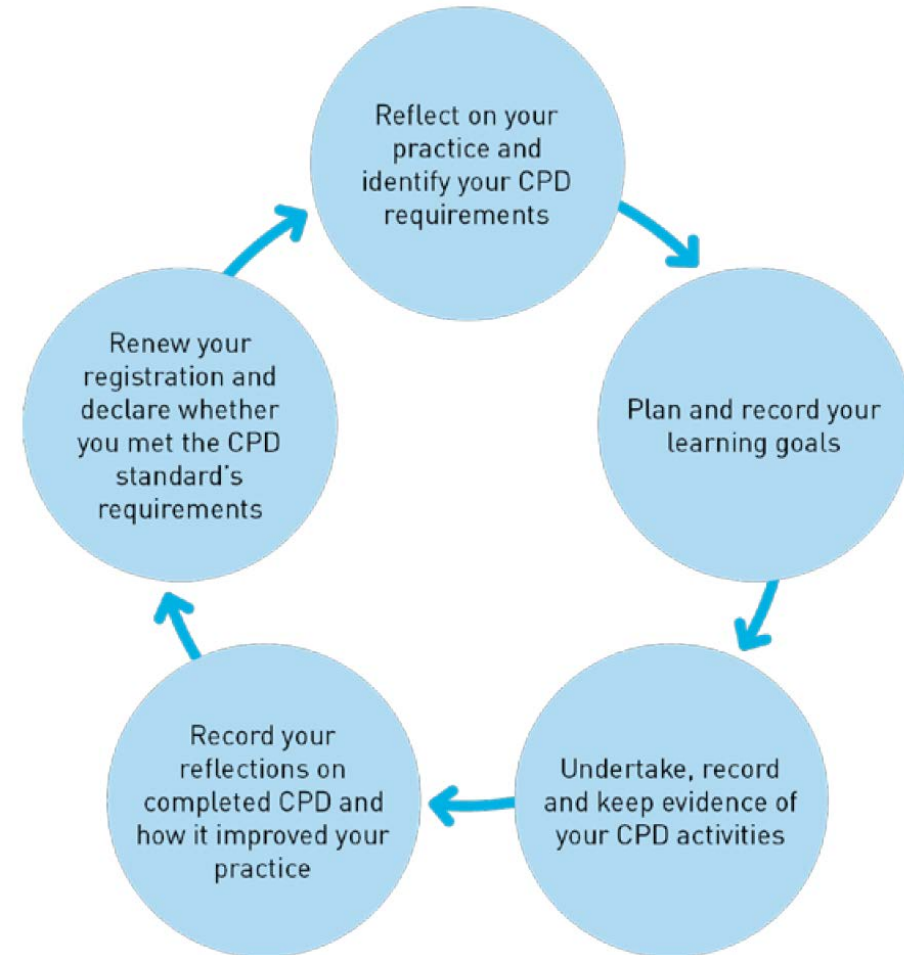
Other requirements in revised standard

- All registered practitioners must comply with the standard (except those with student or non-practising registration)
- You don't need to meet the standard if you're applying for registration in Australia for the first time
- If you register part way through a registration period you must complete five hours of CPD for every three months remaining in the registration period

Planning and reflection

You must:

- Reflect on your practice
- Identify your requirements
- Plan your learning goals
- Undertake CPD
- Reflect on what you learnt and how you will change your practice
- Declare that you meet the CPD standard at renewal



What counts as CPD?

Undertaking CPD can include but is not limited to:

- Courses, conferences, seminars
- Research
- Online learning
- Internet research
- Journals, publications, text books
- Quality assurance such as clinical audit, accreditation
- Case reviews, clinical forums, peer-to-peer discussions

What doesn't count as CPD?

Activities that are not acceptable CPD include but are not limited to:

- Routine, day-to-day work duties
- Activities that are focused on promotion or business management
- Education, training, mentoring or supervision that is required by the Board, a Panel or a Tribunal

Are there exemptions to CPD requirements?

The Board will only provide an exemption or variation:

- in exceptional circumstances
- where you can demonstrate that the circumstances prevented you from completing CPD
- usually if you are able to practise then you are able to undertake CPD

Remember:

- Start your CPD earlier in the year
- You should apply for an exemption as soon as you are aware of the relevant circumstance

What happens if I don't meet the standard?

- When you renew your registration you make a declaration that the statements you make are correct
- Making a false declaration contravenes the National Law and may lead to the Board refusing registration, or taking conduct or performance action
- If you haven't met the standard it is important that your application for renewal is correct

Helping you meet the standard

- Click this tile on the [home page](#) of the Board's website



Helping you meet the standard

- More information on the [Board's website](#):
 - FAQ
 - Template portfolio
 - Tips
 - Examples
- Stay up to date by reading the Board's newsletters

Helping you meet the standard

- [CPD portfolio template](#)
 - includes examples of CPD activities and reflections
 - good examples
 - acceptable examples
 - examples that do not meet the standard
 - provides a blank template portfolio that you can use. Your portfolio should include:
 - your CPD plan
 - CPD activities
 - reflection on each completed CPD activity and how it affected your practice
 - evidence that you have completed each activity

COVID-19 CPD update

COVID-19 CPD update

- The Board encourages you to continue to do continuing professional development (CPD) that is relevant to your practice where possible.
- The CPD Guidelines include a range of activities that can be undertaken to maintain competence, develop professionally and improve the quality of care you provide relevant to your scope of practice.

COVID-19 CPD update

- Some examples of CPD activities that would not require you to meet in large gatherings or to travel include:
 - online learning and internet research
 - written reflections on experience in day-to-day clinical practice
 - reading books, publications and journals relevant to your practice
 - quality assurance activities, such as accreditation, clinical audits or review of records, and
 - professional or interprofessional interactions such as meetings, case reviews, and clinical forums which can be undertaken online.

Training in first aid

- The Board understands that many of you may not be able to meet the requirement to have current first aid training this year as training organisations may not be delivering the training in the current environment.
- If any component of this training is not current, we encourage you to undertake the training as soon as practicable. You can continue to practise in the meantime.