

Guidance

Continuing professional development: Principles for CPD homes

The Board proposes to publish a set of principles to guide the governance and operation of CPD homes. This will ensure a standardised approach to CPD for all medical practitioners, that is:

- flexible enough to accommodate differences in practitioners' scope of practice
- will allow practitioners to tailor their CPD to their learning needs
- provide assurance to the community that medical practitioners' CPD is designed to improve their practice.

The principles are:

1. Purposes

CPD homes:

- 1.1. support high-quality medical practice by providing high-quality CPD program(s) for medical practitioners.
- 1.2. support vertical integration of education, training and career-long professional development of medical practitioners.

2. Governance and management

CPD homes:

- 2.1. have transparent governance and management structures that are appropriate for the delivery of CPD program(s) for medical practitioners.
- 2.2. allocate appropriate resources to their CPD program(s).
- 2.3. are accredited by the Australian Medical Council (AMC) (or other body as approved by the Board) to provide CPD programs for medical practitioners.
- 2.4. undertake a regular cycle of monitoring, evaluation and review of their CPD program(s) to ensure that the changing needs of participants and the community are met.

3. Scope of practice of participants

CPD homes:

- 3.1. specify the scope(s) of practice for which their CPD program(s) are designed.
- 3.2. make their CPD program(s) available to all medical practitioners with the specified scope(s) of practice.

4. Requirements of CPD programs

CPD homes:

- 4.1. determine the requirements of their CPD program(s) in consultation with stakeholders and to meet the requirements of the Board and the AMC.
- 4.2. develop programs that meet the high-level requirements for each scope of practice as set by the relevant AMC-accredited specialist medical college.

- 4.3. publish the requirements of their CPD program(s) and make detailed guidance available to their CPD program participants.
- 4.4. require participants to complete annual professional development planning and self-evaluation of CPD activity.
- 4.5. require participants to select CPD activities that are relevant to their CPD needs, based on their current and intended scope of practice, and in the amounts and proportions mandated in the registration standard.
- 4.6. allow relevant CPD activities undertaken as part of medical work or training to be counted towards their CPD program requirements.
- 4.7. publish policies on exemptions or variations of CPD requirements for practitioners who are absent for a period of less than 12 months in circumstances such as parental leave, serious illness or bereavement.

5. Support provided

CPD homes:

- 5.1. provide advice on, arrange access to and/or directly provide appropriate resources to support:
 - professional development planning and self-evaluation
 - educational activities
 - reviewing of performance
 - measuring of outcomes.
- 5.2. provide advice on prospective approval of CPD activities (if applicable) and on retrospective approval of self-selected activities. They do not restrict participants to undertake only CPD activities that are prospectively approved.
- 5.3. provide a system for participants to document and store evidence of their CPD activity and provide guidance to participants on the records to be retained and the retention period.
- 5.4. provide a system that participants can use to track the number of hours of each type of CPD activity and other program requirements.
- 5.5. monitor participation in their CPD program(s) and provide annual certificates of completion.
- 5.6. conduct regular audits of at least 5 per cent of participant CPD records, assessing the completeness of evidence and educational quality.
- 5.7. counsel and assist participants who are failing to meet CPD program requirements each year.
- 5.8. have processes to respond to requests for remediation of medical practitioners who are participants in their CPD program(s).

6. Reporting

CPD homes:

- 6.1. provide a report to the Board within six months of year's end on the compliance of participants with their CPD program(s).
- 6.2. meet the reporting requirements of the relevant approved accreditation standard with respect to their CPD program(s).