



CRITERIA FOR “APPROVED BODIES” ASSESSMENT OF FORMAL LEARNING ACTIVITIES

All assessments are made under the umbrella and in consideration of the following CBA guidelines.

" Activities that contribute to the maintenance and development of clinical competencies (based on the CCEA Competency Based Standards for Entry Level Chiropractors, excluding 3.1, 4.1, 4.2 and 5.1) and clinical practice with the expectation that these activities will contribute to minimising risk, improving patient safety and health outcomes"

The following information is used to assess the eligibility of programs to qualify for Formal Learning Activities and are based on the CCEA document “Competency Based Standards for Entry Level Chiropractors”. All criteria must be met.

- 1. Name of activity**
- 2. Information about location(s)**
- 3. Dates**
- 4. Description of activity, including:**
 - a) Type of activity – (format of presentation of CPD eg didactic, online, distance, research, workshop etc)
 - b) the activity meets the definition of Formal Learning Activity as defined in the CBA’s Guidelines for CPD
 - c) a rationale outlining why the activity is being proposed. and learning objectives
 - d) a list of learning objectives outlining the desired activity outcomes for the participant e.g. Course outline
 - e) a description of any activity materials issued
 - f) a description of any follow up process for participants to contact the provider/presenter if they have problems or questions
 - g) all information required in order for the approved body to be able to assess the activity
- 5. Content**
 - a) the activity addresses competencies for CCEA Entry Level Chiropractors
 - b) copy of presentation e.g. powerpoint presentation

6. Learning Objectives and Outcomes

- a) The activity promotes participant interaction and participation and contains a component that supports active learning and participation relating the content to the chiropractors' professional practice

7. Learning Assessment

- a) There is a standard of achievement put in place by the presenter.
- b) Some form of assessment is included or provided to the participant within the activity, where possible.
- c) Attendance or satisfactory completion certificates are issued.

It is desirable, that there is a protocol outlined to reinforce the learning outcome and an assessment task provided by the presenter that must be undertaken by the participant to reinforce the participant's level of learning. If there is no formal assessment, then the participant is responsible for taking notes of the key points of the activity.

8. Presenter qualifications and experience

- a) The presenter is adequately experienced and appropriately qualified to be presenting the material

DISTANCE EDUCATION and ONLINE PROGRAMS: These Courses and modules should aspire to meet the above criteria. The determination of adequacy will be at the discretion of the approving bodies.

Formal professional development hours allocated will directly correlate to the number of hours within the activity that are classified as Formal Learning by the approved body. Hours are allocated using the table below that correlates to the CCEA competency standards for entry level chiropractors.

It is expected that currency of CPD materials is ongoing and maintained.

CONTENT	NUMBER OF HOURS
Public health and community interaction	
Health care system interaction	
Professional interaction	
Patient Assessment	
Diagnostic decision making	

Planning of patient care	
Implementation of care	
Professional scientific development	
Disease prevention/health management	

The completed assessment task approved by the provider must be in the hands of the approved body in order for hours to be allocated to individual participants.

If an assessment is not mandatory there is no requirement for this detail to be forwarded. The approved body requires a summary of satisfactory completion/attendance records within 14 days of program presentation.