

### Authority

This standard has been approved by the Australian Health Workforce Ministerial Council on 31 March 2010 pursuant to the *Health Practitioner Regulation National Law (2009)* (the National Law) with approval taking effect from 1 July 2010.

### Summary

This standard sets out how the Board will apply section 38(1)(c) of the National Law which requires that all practising registrants must engage in continuing professional development (CPD).

All practising registrants must complete at least 25 hours of CPD per annual registration period. At least 50 per cent of these hours (12.5 hours) must be 'formal' learning activities and the balance may be 'informal' learning activities.

All practitioners must hold a current Senior First Aid (Level 2) certificate or equivalent.

### Scope of application

This standard applies to all registered practitioners. It does not apply to students and practitioners who have nonpractising registration.

### Requirements

1. All practitioners must engage in CPD as described in this standard and further described in the Board's guidelines for CPD (see 'References', below).
2. All practitioners must complete a minimum of 25 hours of CPD activities annually. At least 50 per cent (12.5 hours) of the hours required must be 'formal' learning activities. The balance may be either 'formal' or 'informal' learning activities. Hours credited towards formal learning activities must be directed towards clinical matters that contribute to minimising risk, improving patient safety and health outcomes.
3. All practitioners must hold a current first aid certificate at the minimum standard of a Senior First Aid (Level 2) certificate or equivalent. This is in addition to CPD requirements.
4. Pro rata adjustment for CPD may apply for practitioners who practise for part of the year.
5. All practitioners must maintain a portfolio of evidence of their CPD activities. Practitioners must maintain an up-to-date CPD portfolio detailing:
  - a) how the CPD relates to the practice of the profession

- b) all CPD activities undertaken
  - c) an evaluation of the CPD activities undertaken to determine whether the desired outcomes have been achieved.
6. The portfolio must include supporting documentation as follows:
    - a) evidence for formal courses undertaken or conferences attended
    - b) certificates issued upon completion of CPD activities by an approved training or educational provider
    - c) records of any self-directed CPD, including what activity was undertaken and for how long.
  7. All practitioners will be required to make a declaration as to their compliance with CPD requirements in their renewal application each year (National Law s. 109).
  8. The Board may grant an exemption from the CPD requirements in exceptional circumstances. This includes ill-health, bereavement, or other circumstances. Such an exemption must be applied for and granted before the annual declaration about CPD activities.
  9. The Board will conduct periodic audits of professional portfolios to determine compliance with this standard.
  10. Consequences of noncompliance:
    - a) If a registrant is unable to declare as to their compliance with this requirement upon renewal, the Board may refuse to renew registration and any endorsements or approve renewal of registration and any endorsements subject to conditions.
    - b) Knowingly making a false declaration may be considered by the Board to be unprofessional conduct or professional misconduct and, as such, may be dealt with by the Board through the disciplinary mechanisms available under the National Law. These mechanisms include sanctions ranging from cautioning or reprimanding the registrant, to cancellation of registration.

### Definitions

**Continuing professional development** is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

**Formal learning activities** are activities that contribute to the maintenance and development of clinical

competencies and clinical practice with the expectation that these activities will contribute to minimising risk, improving patient safety and health outcomes.

Formal learning activities may refer to:

- tertiary and other accredited courses
- accreditation activities (inspection teams and evaluation of institutional/team reports)
- distance education modules
- conferences, forums and seminars
- undertaking research and presentation of work
- online learning
- in-service education programs
- making presentations of new material
- engaging in coordinated CPD activities through a professional group or organisation who will issue a certificate of compliance/completion.

**Informal learning activities** may refer to:

- self-study — reference materials, journals, etc
- clinical case discussion with other health professionals/colleagues
- quality assurance activities, such as practice accreditation
- internet research
- student clinical supervision.

**Portfolio** means (and may incorporate):

- a private collection of evidence which demonstrates the continuing acquisition of skills, knowledge, attitudes, understanding and achievement (it is both retrospective and prospective, as well as reflecting the current stage of development of the individual)
- something that describes learning experiences and provides evidence that concepts and principles from these experiences are being applied in practice
- a means of recording personal career progress and to show that a person is demonstrating professional knowledge and competence.

## References

Chiropractic Board of Australia, *Guidelines — Continuing Professional Development*

## Review

This standard will commence on 1 July 2010. The Board will review this standard at least every three years.