



Chiropractic Board of Australia

REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT

1 December 2015

Summary

This registration standard sets out the Chiropractic Board of Australia's minimum requirements for continuing professional development (CPD) for chiropractors.

Does this standard apply to me?

This standard applies to all registered chiropractors except those with student or non-practising registration.

What must I do?

To meet this registration standard, you must complete a minimum of 25 hours of CPD activities in each registration period. At least half of these hours must be 'formal' learning activities, and the rest may be either 'formal' or 'informal' learning activities. See the *Definitions* section for further information.

Formal learning activities must be evidence-based and directed towards clinical matters that contribute to minimising risk, improving patient safety and improving health outcomes for patients.

All CPD should be relevant to your practice of chiropractic, help you maintain your competence, develop you professionally and improve the quality of health care you provide.

You must also:

- a. complete a first aid course at least every three years that is equivalent to the standard set out in HLTAID 003 Provide First Aid or its equivalent. This is in addition to the minimum 25 hours of annual CPD
- b. maintain an up-to-date portfolio of your CPD activities and be able to produce your portfolio when required, such as when you are audited, and
- c. declare that you comply with this standard in your renewal application each year (National Law section 109).

Are there pro rata requirements?

Pro rata reduction of these requirements will apply to those practitioners registered for less than nine months of the registration period.

Are there exemptions to this standard?

The Board may grant an exemption or variation from this standard in exceptional circumstances, such as serious illness or bereavement, that result in a substantial absence from practice as a chiropractor.

Where possible, exemptions should be applied for, considered and decided upon before making your annual declaration as part of the renewal of your registration.

The *Guidelines on CPD for chiropractors* provide further guidance.

What does this mean for me?

When you apply for registration

You don't need to meet this standard when you apply for registration in Australia for the first time as a chiropractor.

At renewal of registration

When you apply to renew your registration, you are required to declare that you have complied with this standard.

During the registration period

Your compliance with this standard may be audited from time to time.

Evidence

You should maintain records of your CPD activity for five years in case you get audited.

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What happens if I don't meet this standard?

The National Law establishes possible consequences if you don't meet this standard, including that:

- the Board can impose a condition or conditions on your registration, or can refuse an application for registration or renewal of registration, if you do not meet a requirement in an approved registration standard for the profession (sections 82, 83 and 112 of the National Law)
- a failure to undertake the CPD required by this standard is not an offence but may be behavior for which health, conduct or performance action may be taken by the Chiropractic Board of Australia (section 128 of the National Law), and
- registration standards, codes or guidelines may be used in disciplinary proceedings against you as evidence of what constitutes appropriate practice or conduct for the health profession (section 41 of the National Law).

Continuing professional development guidelines for chiropractors

The *Guidelines on CPD for chiropractors* provide more information about how to meet this standard. You are expected to understand and apply these guidelines together with this registration standard.

Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on 27 August 2015.

Registration standards are developed under section 38 of the National Law and are subject to wide-ranging consultation.

Definitions

National Law means the Health Practitioner Regulation National Law, as in force in each state and territory.

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.

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession .

Scope of practice means the professional role and services that an individual health practitioner is educated and competent to perform.

Evidence-based practice implies the integration of the best available evidence, practitioner experience and patient needs, values and preferences in making clinical decisions.

Formal learning activities (FLA) are evidence-based activities that encourage or enhance evidence-based clinical practice and contribute to the maintenance and development of both clinical competencies and clinical practice, with the expectation that these activities will contribute to minimising risk and improving patient safety and health outcomes.

All formal learning activities must be assessed by either a recognised body¹ or where that activity is not assessed by a recognised body, by the individual practitioner who is seeking to claim those hours as a formal learning activity. Formal learning activities may refer to:

¹ A recognised body is a body or organisation that is experienced in the assessment of continuing professional development and is recognised by the Board for the purposes of assessing formal learning activities on behalf of practitioners.

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- tertiary and other courses
- distance education modules
- conferences, forums and seminars
- undertaking research
- presentation of work (seminars, journal publications, etc.)
- online learning
- in-service education programs
- making presentations of new material, or
- Board-approved student or practitioner clinical supervision/mentoring.

The *Guidelines on CPD for chiropractors* published by the Board provide additional explanation and understanding of formal learning activities and their assessment.

Informal learning activities may refer to any other form of learning activity which helps a chiropractor maintain competence, develop professionally and improve the quality of health care they provide. 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
- self-directed informal research
- online research
- reading journal articles, textbooks, or
- supervision or mentoring that is not Board-approved.

Portfolio means a private collection of CPD and other evidence which demonstrates the continuing acquisition of skills, knowledge, attitudes, understanding and achievement (it is both retrospective and prospective, as well as able to reflect the current stage of development of the individual). It is a means of recording personal career progress and to show that a person is

demonstrating professional knowledge and competence. A portfolio may incorporate examples that describe learning experiences and provides evidence that concepts and principles from these experiences are being applied in practice.

The Board's *Guidelines on CPD for chiropractors* provide additional information about portfolios.

Review

This registration standard will be reviewed from time to time as required. This will generally be at least every five years.

Last reviewed: 1 December 2015

This standard replaces the previous registration standard dated 1 July 2010.