



Chiropractic Board of Australia

GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT

1 December 2019

Introduction

These guidelines provide information about how to meet the Chiropractic Board of Australia's (the Board) minimum annual continuing professional development (CPD) requirements outlined in the *Registration standard: Continuing professional development* (CPD standard). You are expected to understand and apply these guidelines together with the CPD standard.

The public have the right to expect that chiropractors will provide competent and up-to-date services. CPD helps chiropractors to maintain their competence and to provide safe and effective health services.

Do these guidelines apply to me?

These guidelines apply to all registered chiropractors, except those with student and non-practising registration.

What must I do?

You must undertake a minimum of 20 hours of CPD to meet the Board's registration standard each year.

Summary

These guidelines will help you:

- understand the importance of CPD in staying up to date, maintaining safe practice and improving patient outcomes
- choose effective CPD that meets the registration standard, and
- keep CPD records, by providing advice about what information to include in a portfolio for recording your learning goals, CPD activities and reflections.

Effective CPD and why it is important

Learning and development occurs throughout a chiropractor's career. CPD is an important foundation of lifelong learning and helps chiropractors to maintain their competence to practise.

Effective CPD promotes genuine learning. Genuine learning occurs when you apply what you have learnt in your practice. It facilitates more effective clinical care, leading to safer outcomes for patients and clients.

Research¹ indicates that CPD is more effective when it involves planning and reflection. Reflection means thinking carefully about your CPD, what you learned and how you might use it to improve your practice as a chiropractor. The CPD standard requires you to record your reflections on how CPD has affected your practice.

CPD for chiropractors should:

- draw 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
- reflect the competencies that chiropractors need to maintain and develop²
- include balanced and up-to-date information that supports evidence-based patient-centred practice
- emphasise active participation in learning (be interactive)
- be readily implementable in their day-to-day practise of the profession
- be interprofessional where possible
- include engagement with peers and patients / health care consumers where relevant

1 Summary of research published under Codes and guidelines on the Board's website.

2 See Council on Chiropractic Education Australasia (CCEA) accreditation and competency standards at: www.chiropracticboard.gov.au/Accreditation.

GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT



- be relevant to their practice, and
- be carried out on an ongoing basis throughout a chiropractor's career.

Benefits of interactive and interprofessional CPD

While the CPD standard does not require you to complete interactive or interprofessional CPD activities, there is strong evidence that this facilitates effective learning and helps to maintain connections with other practitioners and contemporary practice.

Interactive CPD activities are any activities that involve other practitioners, such as face-to-face education in person or through technologies such as web conferencing.

Interprofessional CPD activities involve other professions and can have benefits by supporting effective interprofessional practice, which in turn optimises health services, strengthens health systems and improves health outcomes.

Considering this, the Board encourages interprofessional and interactive learning activities that satisfy the criteria for CPD listed in the CPD standard.

CPD activities

CPD activities for chiropractors should maintain competence, develop a practitioner professionally, improve the quality of care they provide and be relevant to their scope of practice.

The Board does not endorse/accredit CPD providers or activities.

When selecting CPD activities you should consider:

- the qualifications, credentials, experience and good standing of the provider
- selecting a range of topics and types of activities over time, and
- choosing activities that are consistent with the Board's other standards and guidance.

Learning occurs through a wide variety of CPD activities. Examples include, but are not limited to:

- higher education/accredited courses
- conferences, forums and seminars
- undertaking research and presentation of work
- 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 and peer review activities, such as accreditation, clinical audit or review of records
- participation in committees relevant to your practice
- work-based learning contracts and employment-related professional development
- professional or interprofessional interactions such as meetings e.g. case reviews, clinical forums (may be online or face-to-face)
- undertaking activities such as peer reviewed practice audits that include feedback from patients/healthcare consumers, and
- activities that address current or emerging health priority areas, for example, cultural safety for Aboriginal and Torres Strait Islander Peoples. Another example is effectively identifying and responding to family violence.

Activities that are not acceptable CPD include:

- undertaking your day-to-day routine work duties
- activities that are focused on practice promotion or business management, and
- techniques, modalities or procedures that are not biologically plausible.

First aid requirement

The Board requires that registered chiropractors maintain at least a first aid qualification equivalent to HLTAID001 Provide Cardiopulmonary Resuscitation (CPR). This qualification is valid for one year and needs to be updated each year.

Chiropractors may also choose to fulfil this requirement by holding a first aid qualification equivalent to HLTAID003 Provide First Aid. This qualification is valid for three years and needs to be updated every three years.

Planning and reflection

The CPD standard requires you to:

- plan and record your learning goals and the activities that you will do to meet these goals, and
- complete the CPD activities and record a reflection on how they affect your practice.

When planning your CPD you should:

- review best practice standards or evidence-based practice. This will enable you to evaluate and improve your level of competency, treatment plan or service delivery
- identify changes in the profession including standards of care
- undertake a self-assessment to identify possible areas for improvement. This will help you to improve your practice to meet current standards using evidence-based practice or best practice standards
- identify how you could further develop competency or strengths in areas of particular interest or aptitude, and
- identify opportunities for interactive and interprofessional CPD.

You may wish to consider current or emerging health priorities and should also consider any priority areas identified by the Board, for example, cultural safety for Aboriginal and Torres Strait Islander peoples.

There is good evidence suggesting that reflecting on how your CPD relates to your practice may improve your learning. You should:

- briefly summarise the CPD activities you have completed
- assess your progress against your learning goals, and
- describe how you have used what you learnt in your practice.

Reflecting on your learning will help you set learning goals for the coming year as part of the ongoing CPD cycle.

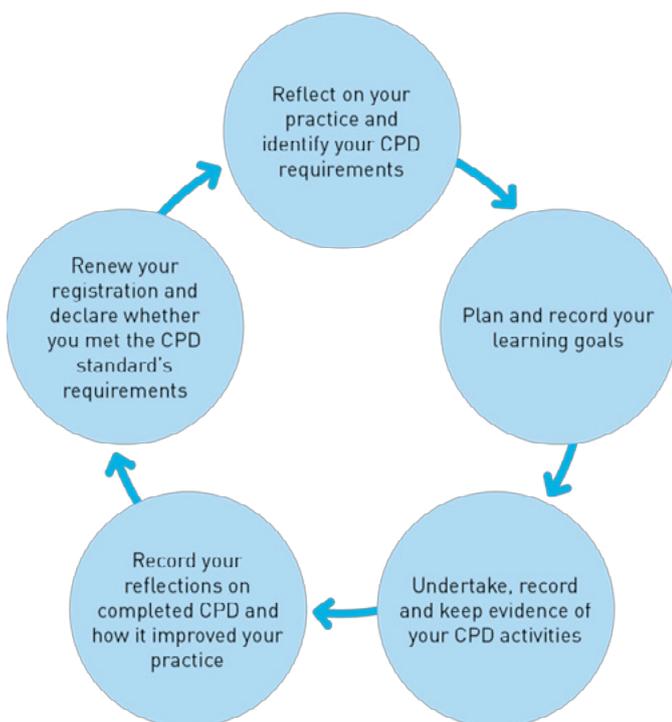
It is often helpful to discuss your CPD planning with colleagues, mentors and/or supervisors to help you identify your own areas for improvement. Patient feedback may also be helpful in identifying areas where you need further professional development.

A template CPD portfolio to help you to plan and document your learning goals, your CPD activities and your reflections can be found on the Board's website. Examples of completed CPD records are also published on the Board's website.

It is your responsibility to make sure you meet the CPD standard. You must undertake the required minimum number of CPD hours and your CPD record must include planning and reflection.

The diagram over demonstrates the CPD cycle.

The CPD cycle



Record keeping

The CPD standard requires you to keep your CPD records for at least five years from the date you completed the CPD cycle. The record must be available for audit or if required by the Board as part of an investigation arising from a notification (complaint). An appropriately completed portfolio is a useful way to comply with most of your CPD record keeping obligations.

In your portfolio you must also keep evidence of CPD activities completed such as:

- certificates of attainment or attendance
- your notes from the CPD activity such as conducting a literature review, or reading case studies or journal articles. In this example, it is expected that these notes will provide a comprehensive summary of the key points of the review and reflect your learning from this activity, and

- notes that address your knowledge, attitudes, understanding and achievement (both retrospective and prospective) and how this has been or will be applied in practice.

Pro rata CPD

Chiropractors who are registered part-way through a registration period must complete a minimum of five hours of CPD for every three months of registration remaining in the registration period.

Exemption

The Board believes the range of activities and the time frame provided to meet the CPD requirements is flexible enough for chiropractors to meet the requirements other than in exceptional circumstances.

However, under the CPD standard, the Board may consider and/or grant a full or partial exemption or variation from the CPD requirements in exceptional circumstances. Exceptional circumstances for exemptions will only be considered where there is compelling evidence that the circumstances have prevented the practitioner from practising and created a significant obstacle to the chiropractor's ability to complete CPD.

In the case of parental leave the Board may grant a full or partial exemption or variation from the CPD requirements if the circumstances associated with an absence from practice are sufficient to prevent the practitioner from undertaking their CPD. The practitioner would need to provide compelling reasons to the Board supported by evidence to show why they are prevented from meeting their CPD requirements. The assessment for granting full or partial exemptions from the CPD requirements is done on a case by case basis and will depend on the individual's circumstances and reasons provided. Further information about exemptions can be found in the Board's *Fact sheet: CPD exemptions*.

GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT



You should submit an *Application for exemption form* to the Board as soon as possible after you identify the need for an exemption. The application must include the nature of, evidence for and time period of the exceptional circumstances involved.

Absence from practice

If you take a period of leave while you remain registered to practise, you are still required to meet the Board's CPD standard unless you are granted an exemption.

If you move to non-practising registration or don't maintain your registration, before you re-apply for registration to practise you are encouraged to assess what changes have occurred in your profession, your competency and if there is any professional development you need to do to ensure that you are prepared to return to practice.

Compliance

As the CPD standard explains:

- when you renew your registration, you are required to declare whether you have met the requirements of the CPD standard
- your compliance with this standard may be audited from time to time, which involves a review of your CPD record, including your goals, activities completed and your reflection on those activities, and
- a failure to comply with the CPD standard requirements may result in disciplinary action being taken against you by the Board.

Important note: Making a false declaration when you renew your registration is a serious matter which may result in disciplinary action.

Authority

The Board has developed these guidelines under section 39 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

Guidelines approved by the Board may be used as evidence of what constitutes appropriate professional conduct or practice for chiropractors in proceedings against a health practitioner under the National Law, or a law of a co-regulatory jurisdiction.

Definitions

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

Competence means having the qualifications and ability to perform a specific role. It involves a complex interaction and integration of knowledge, skills, professional behaviours and judgement.

CPD cycle means the registration year in which the CPD was completed.

CPD portfolio means information about your CPD plans/goals, the CPD activities you have done, evidence of completion of the CPD activities and your reflection on their effect on your practice. It can be hard copy and/or electronic or a combination.

Interactive means learning that involves a two-way flow of information and occurs with other practitioners, such as face-to-face or interactive online education.

Interprofessional education means learning that occurs when individuals from two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes.

GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT



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.

Reflection means thinking about what you do in order to improve your learning and practice.

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