

Frequently asked questions

November 2021

Continuing professional development (CPD)

1. Why should I do CPD?

CPD is an important way for you to maintain and improve your knowledge and skills and to stay up to date in your area of practice, helping you to be a safer and more effective practitioner. Research suggests that CPD may improve patient outcomes. The National Law requires all Boards to develop a continuing professional development (CPD) registration standard.

2. What if I don't work in clinical practice?

All practitioners except those with student or non-practising registration must complete CPD every year. Even if you don't work with patients and your work is in a non-clinical role you must comply with the CPD standard if you have general registration. Some examples of non-clinical roles include health management, administration, education, research, advisory, regulatory or policy development or any other similar role.

You should think about the skills and knowledge that you need in your role when deciding on your learning needs and planning your CPD. Some of the ways you might choose to meet the standard include attending seminars or work-based training, reading and summarising research that relates to your role or meeting with a mentor to discuss how you could improve your work. For more information see 'CPD activities that meet the standard'

3. How will the Board know that I have met the CPD registration standard?

When you renew your registration, you must declare that you have met the CPD registration standard. If you declare that you did not meet the standard you will be asked for information about how much CPD you did complete and the reason that you were unable to meet the standard. It is important to ensure that your declaration is accurate. The Board may decide to take action including issuing a caution, accepting an undertaking, imposing conditions or referring to Tribunal if you make a false declaration.

4. What happens if I don't meet the CPD registration standard?

If you have not met the CPD registration standard the Board may take action including imposing conditions on your registration or possibly refusing registration. Before making this decision, the Board will consider how much CPD you have completed and the reason/s you failed to meet the standard. The Board may decide that you must do extra CPD hours in the next registration period.

5. Should I keep evidence that I have met the standard?

Yes.

The CPD standard requires you to keep a portfolio that documents your learning goals, records your planned activities and your reflection on how these activities will or have improved your practice. The standard also requires you to keep evidence of the CPD you have completed.

Each year the Board conducts random audits of practitioners for compliance with the CPD standard. If you cannot provide evidence of your compliance the Board may decide to investigate the matter.

6. What if I can't meet the standard?

The Board believes that the range of activities and the timeframe provided, including the pro rata allowance, is flexible enough to enable you to meet the standard except in exceptional circumstances. If exceptional circumstances prevent you from practising and from completing your CPD the Board may grant you an exemption. For more information about exemptions see the Board's Fact sheet: CPD exemptions.

7. Do I need to meet the standard if I'm taking a break from practice?

If you are registered to practise you need to meet the CPD standard. The CPD standard does not apply if you have non-practising registration.

If you are planning a lengthy break from practice you may wish to consider applying for non-practising registration. When you decide to return to practice you must meet the Recency of practice and Professional indemnity insurance arrangements registration standards.

8. What is the CPD cycle?

The CPD cycle describes the activities that you should undertake each year. The cycle starts with identifying your learning needs and planning the CPD activities that you will undertake to meet those needs.

Once you have completed these activities you should record your reflections on how your CPD has or will improve your practice. These reflections will inform your CPD planning for the next year (CPD cycle).

9. I completed 20 hours of CPD at my work place, do I have to do extra hours to meet the standard?

As long as the CPD that you completed at your workplace addresses your learning goals and meets the CPD standard by seeking to improve patient/client outcomes, drawing on best available evidence, contributing to your competence and building on your knowledge then you do not have to do any extra hours.

You must also record your reflection on how the workplace CPD activities have improved your practice to meet the CPD standard.

10. Can I count planning and reflecting on my CPD towards the 20 hours?

No. You must complete 20 hours of CPD activities. The time you spend planning and reflecting on the activities that you undertake cannot be included in your 20 hours.

11. How can I meet the first aid requirement?

The CPD standard requires you to maintain a first aid qualification at least equivalent to the *HLTAID001 Provide cardiopulmonary Resuscitation* (valid for one year and needs to be updated each year). You may choose to meet this requirement by holding a first aid qualification equivalent to *HLTAID003 Provide First Aid* (valid for three years and needs to be updated every three years).

The Board is aware that there have been updates made to First Aid training units in 2021. The updates have resulted in the change of codes. For the purposes of the requirements of the registration standard the following are considered equivalent:

Superseded units	New units
HLTAID001 Provide cardiopulmonary resuscitation	HLTAID009 Provide cardiopulmonary resuscitation
HLTAID003 Provide first aid	HLTAID011 Provide first aid