

### Authority

This standard was approved by the Australian Health Workforce Ministerial Council in December 2011 pursuant to the *Health Practitioner Regulation National Law Act*, as in force in each state and territory with approval taking effect from 1 July 2012.

### Summary

Continuing Professional Development (CPD) assists practitioners to maintain and enhance currency in theoretical knowledge and professional skills. The Board requires a minimum annual requirement of 20 hours.

### Scope of application

This standard applies to:

- a) all practitioners with registration in any practising category of registration
- b) all practitioners equally, whether they practise full time or part-time or whether the work is remunerated or not
- c) it does not apply to students or practitioners with non-practising registration.

### Requirements

#### 1. Continuing Professional Development Hours

- 1.1 Registrants must participate in at least 20 hours of CPD per year through suitable CPD activities. Suitable CPD activities should contribute directly to maintaining and improving competence in the profession.
- 1.2 At least 4 of the CPD hours must relate to professional issues.
- 1.3 All practising registrants are required to comply with this standard.
- 1.4 Undertaking your day to day work duties **cannot** be counted as CPD hours.

#### 2. Requirements for registered practitioners with an approved scheduled medicine endorsement

- 2.1 Practitioners whose registration also has an approved scheduled medicines endorsement (herbs) in accordance with s. 94 of the National Law must complete at least 2 hours per year related to the endorsement.

#### 3. Pro rata arrangements

- 3.1 When a person registers for the first time, or applies for registration after it has lapsed; the

number of CPD hours to be completed will be calculated on a pro rata basis.

#### 4. CPD requirements imposed by Board, Panel or Tribunal

- 4.1 If a registrant is required by the Chinese Medicine Board or a Health, Performance or Professional Standards Panel (or in the case of NSW based registrants, a co-regulatory authority) or a responsible Tribunal to undertake mandatory further education, training, mentoring or supervision this may not be counted towards the CPD required under this registration standard.

#### 5. Records

- 5.1 All practitioners must ensure that their CPD activities are recorded. The records should include:
  - a) details of the suitable CPD activity (date, a brief description and the number of hours spent in each activity, provider or participants/resources)
  - b) evidence of attendance.

#### 6. Declaration on renewal

- 6.1 All registrants will be asked to declare annually on their renewal of registration and/or endorsement that they have met the CPD standard set by the Board.

### Exemptions

Upon application, the Board may grant full or partial exemption from the requirements of this standard where the practitioner can demonstrate extenuating circumstances.

### Non Compliance with Standard

Non compliance with this standard or a condition on registration or knowingly making a false declaration may be dealt with by the Board as a professional conduct matter under the National Law.

If a registrant is unable to make the required declaration of compliance at annual renewal the Board may refuse to renew their registration or any endorsement of registration, or may grant renewal of registration or endorsement of registration subject to conditions.

### Periodic audits

Periodic audits of registrants will be conducted to ensure that registrants are compliant with this standard.

### 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.

**Practice** means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of this registration standard, practice is not restricted to the provision of direct clinical care. It also includes working in a direct nonclinical relationship with clients; working in management, administration, education, research, advisory, regulatory or policy development roles; and any other roles that impact on safe, effective delivery of services in the profession and/or use their professional skills.

**Professional Issues** includes but is not limited to ethics, communication, professional boundaries, permitted advertising, infection prevention and control, new standards, privacy, regulatory matter, patient confidentiality, dealing with complaints and so forth.

**Suitable CPD activities** means continuing professional development activities that are:

- a) relevant to the registrant's area of practice and
- b) meet current professional and educational standards and
- c) are designed to build on previous knowledge, skills and experience.

### Review

This standard will commence on 1 July 2012. The Board will review this standard at least every three years.