



Podiatry Board of Australia

REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT

1 December 2015

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Summary

This registration standard sets out the Podiatry Board of Australia's minimum requirements for continuing professional development (CPD) for podiatrists and podiatric surgeons.

Does this standard apply to me?

This registration standard applies to all registered podiatrists and podiatric surgeons except those with non-practising registration. It does not apply to students.

What must I do?

The requirements vary depending on whether you are a podiatrist or podiatric surgeon, and whether you have an endorsement for scheduled medicines.

To meet this standard you must:

1. complete a minimum of 20 hours of CPD per year, which must:
 - a. include a range of activities from the categories set out in the Board's *Guidelines for continuing professional development*
 - b. include a minimum of five hours in an interactive setting with other practitioners, such as face-to-face education (see the Board's *Guidelines for continuing professional development* for further information about face-to-face education), and
 - c. have a focus on aspects of podiatry practice that are relevant to your area of professional practice and have clear learning aims and objectives that meet your requirements.
2. **If you are a podiatrist** you must also complete training that includes cardiopulmonary resuscitation (CPR), management of anaphylaxis and use of an automated external defibrillator.

The training in CPR, management of anaphylaxis and use of an automated external defibrillator must be conducted by an approved training organisation (see *Definitions* section). To show that you have successfully completed this training you must have a

current certificate or other evidence that is issued by the approved training organisation.

Information about recommended health training packages that meet the Board's requirements is published on the Board's website from time to time.

The Board's *Guidelines for continuing professional development* provide further information about the evidence that you must have to demonstrate successful completion of the training.

3. **If your registration is endorsed for scheduled medicines** you must complete an additional 10 hours of CPD per year related to the endorsement. The additional CPD must include a range of activities from the categories set out in the Board's *Guidelines for continuing professional development*.
4. **If you are a podiatric surgeon** you must also:
 - a. complete an additional 20 hours of CPD per year related to this scope of practice. The additional CPD must include a range of activities from the categories set out in the Board's *Guidelines for continuing professional development*, and
 - b. have completed training in advanced life support provided by an approved training organisation (see *Definitions* section).

You must have a current certificate or other evidence of successful completion of the training issued by the approved training organisation.

Information about recommended health training packages that meet the Board's requirements is published on the Board's website from time to time.

Pro rata requirements

If you register part way through a registration period you are only required to complete a specified proportion of the required CPD. The proportion you are required to complete will depend on how many months are remaining in the registration period. Information about the Board's pro rata requirements is in the Board's *Guidelines for continuing professional development*.

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Are there exemptions to this standard?

The Board may grant an exemption or variation to this standard in exceptional circumstances.

Criteria for exemption are set out in a policy published on the Board's website from time to time.

Guidelines for continuing professional development

The Board's *Guidelines for continuing professional development* provide more information about how to meet this standard. You are expected to understand and apply the guidelines together with this registration standard.

What does this mean for me?

When you apply for registration

Podiatrists

When you apply for registration as a podiatrist you are not required to have completed the CPD as set out in this standard but you must have completed training that includes CPR, management of anaphylaxis and use of an automated external defibrillator (see section *What must I do?*, point 2).

Podiatric surgeons

When you apply for specialist registration as a podiatric surgeon you are not required to have completed the additional CPD requirements for podiatric surgeons that are set out in this standard, but you must have completed training in advanced life support (see section *What must I do?*, point 4.b.).

At renewal of registration

When you apply to renew your registration, you must declare that you have met the requirements of this standard.

During the registration period

You must meet the requirements of this standard. Your compliance with this standard may be audited from time to time.

Evidence

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

You may also be required to provide your CPD records as part of an audit or an investigation arising from a notification (complaint).

Information about the CPD records that you must keep is provided in the Board's *Guidelines for continuing professional development*.

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 your 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 behaviour for which health, conduct or performance action may be taken by the Board (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 podiatry profession (section 41 of the National Law).

Authority

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

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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.

Advanced life support is basic life support with the addition of invasive techniques (e.g. manual defibrillation, advanced airway management, intravenous access and drug therapy) (Australian Resuscitation Council).

Approved training organisation means a training organisation approved by the Board as set out in the Board's *Guidelines for continuing professional development*.

Basic life support is the preservation or restoration of life by the establishment of and/or the maintenance of airway, breathing and circulation, and related emergency care (Australian Resuscitation Council).

Cardiopulmonary resuscitation is the technique of chest compressions combined with rescue breathing. The purpose of cardiopulmonary resuscitation is to temporarily maintain a circulation sufficient to preserve brain function until specialised treatment is available (Australian Resuscitation Council).

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 and/or apply their professional skills.

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

Review

This 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.