



Podiatry Board of Australia

GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT

1 December 2015

Introduction

These guidelines have been developed by the Podiatry Board of Australia (the Board) to assist podiatrists and podiatric surgeons to meet the requirements of the Board's *Continuing professional development registration standard*.

Continuing professional development (CPD) is an important part of providing safe and effective podiatry services. CPD is an interactive process that enables podiatrists and podiatric surgeons to maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

Who needs to use these guidelines?

These guidelines apply to all registered podiatrists and podiatric surgeons, except those with non-practising registration. They do not apply to students.

Summary

These guidelines outline the specific requirements you must meet when undertaking CPD to meet the Board's minimum annual CPD requirements.

The guidelines explain:

- the benefits of planning and reflecting on your CPD
- the categories of CPD that you must do (including examples of the types of activities in each category)
- the additional CPD you must do if your registration is endorsed for scheduled medicines
- the additional CPD you must do if you are a podiatric surgeon
- the CPR and advanced life support training that you must do (there are different requirements for podiatrists and podiatric surgeons)
- the requirements for keeping records of your CPD, including what you should record in your CPD portfolio (templates are published on the Board's website)

- what to consider if you have a temporary absence from practice, and
- pro rata CPD.

Planning and reflection

It is important that you put some time into planning your CPD. This process is an opportunity for you to:

- a. review best practice standards or evidence-based practice to enable you to evaluate and improve your level of competency, treatment plan or service delivery
- b. work on your limitations or deficits to improve your practice to meet current standards using evidence-based practice or best practice standards, and
- c. work further to develop competency or strengths in areas of particular interest or aptitude.

Your planning will be enhanced by discussion with peers, mentors and/or supervisors as it may be difficult to identify your own areas of limitation. Patient feedback may also be helpful in identifying areas where you need further continuing professional or personal development.

You should consciously reflect on learning as it relates to your practice as this will improve your competency. This can be done by writing a brief summary of the CPD you have done and assessing your progress against the goals you set for yourself. Reflection on learning can contribute to the learning goals for the coming year as part of the ongoing CPD cycle.

A template that you could use to record your plan of learning objectives and reflection on learning is published on the Board's website under Policies, codes and guidelines.

CPD requirements

1. Minimum requirements for all podiatry practitioners

The Board's minimum requirements for CPD are set out in the *Continuing professional development registration*

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standard. Regardless of whether you work full-time or part-time, you must meet the CPD requirements of the registration standard which are summarised as follows:

- 1.1 Podiatrists and podiatric surgeons must complete a minimum of 20 hours of CPD per year, which must:
 - a. include a range of activities from the categories set out in these guidelines (see below under 2. *Categories of CPD*), and
 - b. include a minimum of five hours in an interactive setting with other practitioners, such as face-to-face education (see below under 2. *Categories of CPD* for 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.
- 1.2 If you are a podiatrist you must have completed training that includes cardiopulmonary resuscitation (CPR), management of anaphylaxis and use of an Automated External Defibrillator. The training must be conducted by an approved training organisation (see below under 5. *Cardiopulmonary resuscitation (CPR) and advanced life support* for further information).
- 1.3 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 these guidelines (see below under 3. *Additional CPD requirements for practitioners with endorsement for scheduled medicines* for further information).
- 1.4 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 and which includes a range of activities from the categories set out in these guidelines (see below under 4. *Additional CPD requirements for podiatric surgeons* for further information), and
 - b. have successfully completed training in advanced life support from an approved training

organisation (see below under 5. *Cardiopulmonary resuscitation (CPR) and advanced life support* for further information).

2. Categories of CPD

To meet the Board's requirements for CPD you must complete a mixture of the categories set out below to make up the required 20 hours of CPD each year. Please note:

- a minimum of five hours of your CPD must be in an interactive setting with other practitioners, such as face-to-face education. Face-to-face education can include technologies that enable interaction such as Skype or videoconferencing
- the maximum number of hours from each category that you can count towards the required 20 hours of CPD has been set to ensure a mix of learning experiences
- you are not required to undertake CPD from all categories
- a particular activity can be applied to one category only and not be counted more than once
- the examples for each category are provided as a guide and are not exhaustive, and
- activities involved in maintaining currency in CPR, management of anaphylaxis and use of AED cannot to be included as part of the 20 hours' CPD requirement.

I. Professional development (maximum 10 hours)

Examples include:

- publishing an article in a peer-reviewed journal
- in-service lecture to health sector peers
- discussing case(s) with health sector peers
- attending a conference related to podiatry
- attending special interest group and regional meetings and seminars related to podiatry
- attending a health-related lecture by a health professional, and

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- completing a journal-based education questionnaire and retaining evidence of successful completion.

II. Further education (maximum 10 hours)

Examples include:

- enrolment in postgraduate study
- attending higher education related to podiatric practice
- attending a course relating to podiatric practice; for example, sterilisation
- completing Australasian Academy of Podiatric Sport Medicine (AAPSM) Fellowship modules
- completing Australasian College of Podiatric Surgeons (ACPS) Fellowship modules, and
- completing relevant online education with evidence of achievement of learning objectives, such as a certificate.

III. Practice management – quality improvement activities and reflective practice (maximum 10 hours)

Examples include:

- undertaking an activity to improve quality or reduce risk in practice, that includes an evaluation and report
- reviewing and implementing evidence-based, specific practice activity with documentation
- clinical audit processes, reflection on outcome and implementation of learning and quality improvement, and
- undertaking an infection control audit, including reflection and results.

IV. Self-directed learning (maximum 10 hours)

Examples include:

- reviewing research publication/journal article/editorial/text and making notes, and
- reviewing a health-related case study with documentation.

V. Community service (maximum 5 hours)

Examples include:

- undertaking supervision or mentoring of undergraduate/postgraduate podiatry or other health profession student
- receiving supervision or mentoring, and
- making a contribution to the podiatry profession; for example, health promotion or volunteer service.

3. Additional CPD requirements for practitioners with endorsement for scheduled medicines

If your registration is endorsed for scheduled medicines you must complete **an additional 10 hours of CPD per year that relates to the endorsement**. The additional CPD must include a range of activities. See below for information about the categories of activities.

The categories of learning activities for practitioners with endorsement for scheduled medicines are the same as those outlined above under *2. Categories of CPD*.

The maximum number of hours from each category that you can count towards the additional 10 hours of CPD related to the endorsement has been set to ensure a mix of learning experiences:

1. professional development (maximum additional five hours)
2. further education (maximum additional five hours)
3. practice management – quality improvement activities and reflective practice (maximum additional five hours)
4. self-directed learning (maximum additional five hours), and
5. community service (maximum additional two and a half hours).

4. Additional CPD requirements for podiatric surgeons

If you are a podiatric surgeon, you must:

- a. complete an **additional 20 hours of CPD** per year related to podiatric surgery. The additional CPD must include a range of activities (see below for information about the categories of activities), and
- b. have completed training in advanced life support from an approved training organisation (see below under *5. Cardiopulmonary resuscitation (CPR) and advanced life support* for further information).

The categories of learning activities for podiatric surgeons are the same as those outlined above under *2. Categories of CPD*.

The maximum number of hours from each category that you can count towards the additional 20 hours of CPD related to the scope of practice of podiatric surgery has been set to ensure a mix of learning experiences:

1. professional development (maximum additional 10 hours)
2. further education (maximum additional 10 hours)
3. practice management - quality improvement activities and reflective practice (maximum additional 10 hours)
4. self-directed learning (maximum additional 10 hours), and
5. community service (maximum additional five hours).

You are not required to undertake CPD from all categories.

Activities involved in maintaining currency in advanced life support **cannot** be included as part of the 20 additional hours of CPD.

5. Cardiopulmonary resuscitation (CPR) and advanced life support

See 1.2 and 1.4 above.

The Board does not require you to have an Automated External Defibrillator or auto-injectors, (e.g. epipen®) in your practice environment, however you are encouraged to do so to support public health and safety.

Approved training organisation

The Board has defined an approved training organisation (as it relates to the *Continuing professional development registration standard*) as:

1. a registered training organisation (RTO) as listed at <http://training.gov.au>, or
2. a hospital and/or health service that provides training that has the same course content and meets the same competencies of a training package delivered by an RTO.

Recommended training packages

The recommended health training packages that cover the CPR requirements for podiatrists and advanced life support for podiatric surgeons are published on the *Policies, codes and guidelines* section of www.podiatryboard.gov.au.

Evidence of training

You must have a current certificate or other evidence of having successfully completed the training, issued by the approved training organisation. A certificate of attainment is the official acknowledgement from the RTO, hospital or health service that you have completed the course. This certificate must be current and kept by you in your CPD portfolio and provided to the Board if requested for audit or other purposes.

The Board acknowledges that some hospitals or health services may not issue a certificate of attainment and will accept a signed and dated document on official hospital or health service letterhead that provides evidence of having completed the training and attained the required competences.

The certificate or hospital document must include:

- the name of the practitioner who completed the training
- the name of the RTO, hospital or health service

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- the name of the course and training package code if applicable, and
- the expiry date or date attained.

Currency of training

The CPR component must be renewed annually and the other requirements (management of anaphylaxis; and the use of an AED) must be renewed at least every three years.

6. Planning and self-reflection

The Board recommends that you plan your CPD on an annual basis to meet your professional learning needs.

You will get most benefit from your CPD activities by developing a plan of learning objectives and the activities that you anticipate doing to meet your goals for the period ahead, and then recording your reflection on your learning.

7. Recordkeeping

You must keep records of your CPD activities for at least five years from the date you completed the CPD. These records must be available for audit or if required by the Board as part of an investigation arising from a notification (complaint).

Your CPD records must include the following information as a minimum.

- A log of CPD activities that records the following details about your CPD activities:
 - date it was completed
 - description of the activity
 - category
 - number of CPD hours claimed, and
 - goal achieved.
- Evidence of CPD activities completed, such as:
 - certificates of attainment / attendance, and
 - notes from self-directed CPD activity such as a literature review, case study or journal

articles. It is expected that the notes provide a comprehensive summary of the key points of the review and reflect the learning from the activity.

The Board recommends that you keep this documentation in a portfolio that also includes evidence of your training in CPR or advanced life support.

Templates

To assist you with your CPD recordkeeping, the Board has developed the following templates that you can use:

- Log of CPD activities, and
- Plan of learning objectives and reflection on learning.

The templates are published on the Board's website under *Policies, codes and guidelines*.

Pro rata CPD

Podiatrists 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 and meet the CPR requirements explained above in 1.2.

Podiatric surgeons who are registered part-way through a registration period must also complete a minimum of five additional hours of CPD related to this scope of practice for every three months of registration remaining in the registration period and meet the advanced life support requirements explained above in 1.4.

Practitioners whose registration is endorsed for scheduled medicines part-way through a registration period must also complete a minimum of two and a half additional hours of CPD related to the endorsement for every three months of registration remaining in the registration period.

Exemption

Under the *Continuing professional development registration standard*, the Board reserves the right to consider and/or grant an exemption from the CPD requirements in exceptional circumstances as a matter

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

Temporary absence from practice

Before returning to practice after an absence, you have an obligation to assess what changes there have been to practice and what CPD you need to do to ensure that you are suitably prepared to return to practice. CPD activities must be designed to maintain and update your knowledge, clinical judgement and technical skills.

If you take a period of leave during a registration period but still practice podiatry for a period during that registration period you have an obligation to ensure that you remain up-to-date and competent to practise. You therefore must meet the Board's CPD requirements and will be required to declare this at renewal of registration.

If you are absent from practice for more than one year you must complete a minimum quota of CPD activities relevant to your intended scope of practice as set out in the Board's *Recency of practice registration standard*. This must be completed during the 12 months before you apply for registration.

Compliance

When you apply to renew your registration, you must declare whether you have met the requirements of the Board's *Continuing professional development registration standard*.

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

A failure to comply with the Board's CPD requirements is not an offence but may be behaviour for which health, conduct or performance action may be taken by the Board.

Authority

The Podiatry Board of Australia (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 podiatry in proceedings against a health practitioner under the National Law, or a law of a co-regulatory jurisdiction.

Definitions

Approved training organisation – for the purposes of the Board's *Continuing professional development registration standard*, the Board has determined that an approved training organisation is:

- a Registered Training Organisation (RTO) as listed on the Training.gov.au website at <http://training.gov.au>, or
- a hospital and/or health service that provides training that has the same course content and meets the same competencies of a training package delivered by an RTO.

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.

A **training package** is a set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise.

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Review

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

Last reviewed: 1 December 2015

These guidelines replace the previous guidelines dated 1 July 2010.