

**Medical Radiation Practice Board of Australia**

# **GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT**

1 December 2015

## 1. Introduction

This guideline has been developed by the Medical Radiation Practice Board of Australia (the Board) under section 39 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

This guideline:

- supplements the requirements set out in the Board's *Continuing professional development (CPD) registration standard* and must be read in conjunction with it
- supplements the requirements set out in the National Law at sections 128 and 109(1)(iii) in relation to practitioners obligations to undertake CPD and to advise the Board when applying for renewal of registration that the Board's CPD requirements have been met, and
- provides guidance to practitioners in relation to a matter of professional practice, not set down in the legislation or a registration standard, which can be used in proceedings under the National Law Act as evidence of what constitutes professional conduct or practice for practitioners under section 128(2) of the National Law. The relevant sections of the National Law are in Attachment 1.

## 2. Who needs to use this guideline?

This guideline was developed to provide guidance to registered practitioners and those seeking to become registered practitioners. It applies to all registered practitioners, **except**:

- practitioners holding non-practising registration, and
- students.

## 3. Summary of guideline

This guideline outlines the specific requirements practitioners must meet when undertaking CPD for the purpose of meeting the Board's minimum CPD requirements for general or limited registration renewal.

It details information that must be recorded by practitioners when undertaking CPD to ensure that they:

- can complete a declaration of compliance when submitting a renewal of registration application, and
- keep and maintain records of CPD activities that are sufficiently detailed and available to be submitted to AHPRA at audit or when requested by the Board.

This guideline also specifies the types and range of CPD activities practitioners are required to undertake in order to meet the Board's annual CPD requirements for renewal of registration.

Registered practitioners are required to complete 60 hours of CPD activity over a three-year period (triennium), with a minimum of 10 hours in any one year.

Practitioners registered in more than one division of registration must undertake substantive CPD activities relevant to practice in each division

### 3.1 Trienniums

The Board has fixed the trienniums so that each aligns with the annual registration renewal date of 30 November. The trienniums are

- 1 July 2012 to 30 November 2015
- 1 December 2015 to 30 November 2018
- 1 December 2018 to 30 November 2021

## 4. Professional development

The purpose of continuing professional development is to ensure that practitioners who provide health services to patients and the public are up to date in their professional skills and knowledge. Where a medical radiation practitioner fails to maintain the currency in the professional practice it puts the public at risk of harm. In this way CPD helps to ensure that patients are getting the best possible care.

Practitioners must stay up to date with current practice in their scope of practice. The circumstances of each medical radiation practitioner's scope of practice will vary depending on a range of factors including education, age, experience, clinical focus etc. The professional

# GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT



development activities required by each practitioner will therefore vary and each practitioner must develop a program of CPD that meets their professional needs. As such practitioners are best placed to determine the most appropriate CPD activities to assist and develop their professional skills and knowledge.

Practitioners must complete 60 hours of CPD over a triennium, with a minimum of 10 hours in each year. Practitioners must ensure that their CPD program is:

- a. relevant – at least 35 hours of CPD activities must be directly relevant to your area of practice (see the definition for substantive CPD below)
- b. varied – the Board recommends that practitioners undertake a variety of activity types and, where possible, include some CPD activities that involve interaction with peers. Engaging with other professionals on mutual areas of interest can provide valuable learning regarding professional and clinical matters
- c. includes reflection – CPD activities should incorporate a degree of reflection, which requires a practitioner to analyse experiences in order to learn from them, and record that learning, and
- d. properly documented – for all CPD done, the practitioner must maintain detailed and verifiable records which may be audited by the Board.

At all times it is your responsibility as a registered practitioner to assess potential activities for suitability and relevance and to determine whether your learning needs will be addressed by undertaking these activities.

In addition to complying with the Board's CPD standard and this guideline, you should reflect on the requirements of the Board's *Code of conduct for practitioners*, outlined in Section 7 *Maintaining professional performance*.

## 5. CPD activities

CPD requirements should be determined by each individual practitioner, preferably in the context of a personal/professional development plan.

The Board recommends that practitioners undertake a

variety of activity types and, when possible, select across a range of CPD activities that include interaction with peers.

The Board supports the notion of reflection on daily practice and engaging with other professionals. Reflection on practice is an important tool in professional development creating greater awareness and insight into factors that can improve patient experiences or outcomes. Reflection on practice allows individuals to critically evaluate their own professional experiences. Sharing and discussing issues and professional experiences with colleagues also enables exploration and problem-solving for both professional and clinical matters.

## 6. Substantive CPD activities

Substantive CPD activities are those activities that have significant intellectual or practical content primarily directed to a practitioner's practice or expansion of practice. These activities must make up at least 35 hours of CPD activities over the triennium.

An activity can be meaningful or significantly connected to medical radiation practice irrespective of the method or medium used.

Examples of substantive CPD activities include:

- participating in postgraduate studies relevant to practice needs or scope of practice
- accredited training or vocational courses with recognised skills or knowledge (e.g. Basic Life Support, IV Cannulation etc.)
- work-based learning contracts or other assessed activities
- conferences, forums, workshops and seminars
- undertaking research and presentation of work or case studies. This needs to be substantive, referenced and evidence-based
- researching, preparing or editing an article published in a relevant professional publication or an article in a related healthcare publication
- authoring a book chapter

# GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT



- making health related presentations of new or substantially reviewed material (e.g. poster presentations, lectures, seminars, workshops)
- presenting in-service or training to health professionals or carers
- attendance at in-services, case presentations or reviews specific to medical radiation practice
- participation in journal clubs
- developing evidence-based practice resources (e.g. completing systematic reviews, developing evidence-based guidelines)
- distance education or online learning that includes an examination, assessment or certificate evidencing learning outcomes
- program accreditation activities (inspection teams, evaluation of accreditation reports)
- activities to improve quality or reduce risk in practice, involving evaluation and reporting
- participating in a clinical audit or similar review activity
- formal supervision of undergraduate or post-graduate medical radiation practice students or practitioners under supervision
- private study – reading books and journals with a clear relationship to development goals and scope of practice
- reflection on practice - conscious analysis of a professional issue or experience either individually or with colleagues. Evidence must include a details of the identified issue, analysis of the issue from different perspectives, describing how changes to practice could improve patient experiences or outcomes.
- attending applications training specific to medical radiation practice, and
- CPD activities related to ultrasound, as either substantive or general CPD, for medical radiation practitioners whose primary role is in ultrasound.

## 7. General CPD activities

General CPD activities are those activities that relate

to learning in the healthcare environment. You may contribute up to 25 hours of general CPD activities to meet the requirements of the registration standard.

It is important for practitioners to ensure that activities in this category are relevant to healthcare.

Examples of general CPD activities include:

- private study – reading and reflecting on books and journals related to healthcare
- attendance at compulsory employer training sessions that address safety or culture
- attendance at in-services, case presentations or reviews that are not specific to practice
- attending meetings and participating in the work of a committee or similar related to the work of a medical radiation practitioner
- membership of, and attending meetings of, a committee or similar, within an organisation with an identifiable healthcare function
- examining and reflecting on evidence-based resources (systematic review, evidence-based guidelines etc.) and implementing changes in practice. This activity must also include written documentation of the findings and reflection
- online learning about an identifiable healthcare function involving discussion, chat rooms, contribution to list-servers
- providing general supervision or mentoring to supervised practitioners. (This is supervision of staff where the supervision is a usual responsibility of the work role. The details of this activity must be documented to count as CPD)
- internet research (without further application)
- managing or administering a CPD program for 10 or more people, and
- time spent reflecting upon and recording learning from CPD activities.

## 8. Audit and evidence of CPD

At renewal you are asked to make a declaration that you have met the Board's CPD registration standard. This

declaration is one that you make to the Board indicating that you have met the CPD requirements for that previous period of registration.

The Board will periodically undertake an audit of your compliance with the CPD registration standard. Part of your responsibilities as a registered health practitioner is to ensure that you maintain adequate records for effective audit of the CPD registration standard.

It is good practice to always record your CPD activities. The Board has provided a suggested template for recording these activities which includes the minimum level of information suitable for auditing your compliance with the CPD registration standard. When recording your CPD activities you should include the following:

- Details of activity
  - Date, time and location of activity
  - Details of activity (e.g. journal article, seminar, lecture, workshop)
  - Source, reference or provider details (e.g. journal name, provider name)
  - Number of CPD hours (excluding breaks) and the type of CPD hours (substantive or general)
  - Evidence of participation (e.g. attendance certificate, copy of enrolment or sign-in sheet)
- Reflection
  - is a self-assessment of what you are learning/ have learnt throughout the CPD activity
  - identifies how the CPD activity contributes to your body of knowledge and skills
  - analysis of the impact of the CPD activity on your practice, including how knowledge and findings can be integrated into your practice
  - identifies further learning that could be done.

Where you are being audited on the basis of a minimum of 10 hours of CPD in a year, you must have completed at least six hours of substantive CPD activity.

During audit or at other times you may be required to provide evidence of attendance or completion of CPD, or in the case of self-directed learning, details of a self-directed learning plan.

Practitioners must retain their evidentiary record of CPD activities, including reflection, for all of the current triennium, plus an additional year (i.e. a minimum of four years for any one triennium).

## 9. Reflection

Reflection is a form of active enquiry. The intent of reflection is to engender a process of self-assessment where a practitioner reviews their own skills and knowledge and analyses improvements in knowledge that occur through undertaking CPD activities.

Reflection assists practitioners to gain a greater self-awareness and insight about:

- how they practise
- where they can improve their skills or knowledge
- what their limitations are, and
- what additional learning can improve or broaden practice.

## 10. CPD pro rata formula

If you register for the first time, or if you apply for registration after it has lapsed, in many cases you will commence CPD part way through the term of the triennium.

The Board has developed a simple pro rata method for determining the number of CPD hours to be recorded for the period of registration and for the triennium.

The pro rata CPD rate is

- five hours per three-month period.

You may use this formula to determine the amount of CPD you are required to do for the period of registration.

## 11. Exemptions

The Board acknowledges that there will be specific, but limited situations where it is appropriate for the Board to exempt a practitioner from the requirements of CPD. Where extenuating circumstances exist practitioners must apply to the Board for an exemption. Decisions on

exemptions will be determined on a case-by-case basis.

## 11.1. Part-time practitioners

It is in the public interest that all practitioners, regardless of how many hours they may work, maintain and enhance their professional skills. While all situations will be considered individually, as a general rule the Board does not consider extenuating circumstances to include part-time practitioners

## 11.2. Parental leave

The Board accepts that there is a legitimate public interest in providing flexibility for those practitioners who are on parental leave. While it is recognised that professional practice is dynamic and that medical radiation practices vary with changing technologies, an exemption for 12 months from the Board's CPD requirements will not materially affect a practitioner's ability to practise in a safe manner on return to practice.

## 12. Failure to comply

In the event that a practitioner fails to meet the requirements of the CPD registration standard the Board may, for example:

- place a condition on the practitioner's registration
- require the practitioner to successfully complete additional CPD activities in order to maintain and improve professional knowledge within a specified period, or
- consider other action that provides appropriate protection to the public.

Knowingly making a false declaration will be considered by the Board as a professional misconduct matter and as such will be dealt with by the Board through disciplinary mechanisms available under the National Law.

## 13. CPD and return to practice requirements

The Board's *Recency of practice registration standard* addresses the requirements for practitioners returning to practice after a period of absence. As far as is

applicable, any reference to continuing professional development within the *Recency of practice registration standard* or guideline must be read consistently with the requirements of the CPD standard.

## 14. 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.

**General CPD activity** means those activities that relate to learning in the healthcare environment.

**Substantive CPD activity** means those activities that have significant intellectual or practical content primarily directed to a practitioner's practice or expansion of practice. Substantive CPD activities should account for at least 35 of the 60 hours.

## 15. Review

This guideline applies from 1 December 2015. This guideline will be reviewed from time to time as required. This will generally be at least every five years.

## CPD logbook template

### Continuing professional development (CPD)

CPD is a requirement of registration in Australia. Every year when you renew your registration, you will be required to sign a declaration stating that: you have done sufficient CPD to maintain your competence throughout the past 12 months and that you commit to undertake sufficient CPD to maintain competence throughout the next 12 months. The following logbook template can be used to record your CPD activities to meet the Board's requirements. All your CPD, including that not directly related to your goals, should be recorded. A minimum of 10 hours is required each year.

The CPD logbook template can also be found on the Board's website under Registration > Continuing Professional Development: [www.medicalradiationpracticeboard.gov.au/Registration/CPD-logbook.aspx](http://www.medicalradiationpracticeboard.gov.au/Registration/CPD-logbook.aspx)

### Details of CPD activity

<b>Date and time of CPD activity</b>	
<b>Location of activity</b> (if applicable)	
	<input type="checkbox"/> Substantive CPD <input type="checkbox"/> General CPD
<b>Time taken for activity</b> (hours)	
<b>Source or reference details</b> (e.g. journal name) or <b>Provider details</b>	
<b>Name of facilitator/speaker</b> (if applicable)	
<b>Attachments</b> (e.g. Attendance certificate, copy of enrolment or sign-in sheet)	

### Reflection on CPD activity

<b>Summary of learning</b> What have you learnt? How the CPD activity contributes to your body of knowledge and skills	
<b>Outcomes</b> How can you apply this learning to your work and integrate the knowledge and findings into your practice?	
<b>Further learning</b> What further learning could you undertake?	