

# TIPS

## to stay on top of your CPD

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As a medical radiation practitioner you **must** complete 60 hours of **continuing professional development** (CPD) over a three year period – with at least 10 CPD hours in any one year. CPD is an important way to stay up to date, knowledgeable and competent. CPD is a key part of protecting the public in the National Registration and Accreditation Scheme.

### TIP 1: MAKE A PLAN

By planning ahead, you can make sure you meet your 60 hours of CPD over three years and add best value to your practice. This means you avoid rushing to get your CPD hours up at the end of the registration year. Your plan should be specific to your learning needs and your own area of practice.

Map out a plan over the next three years; make sure you have a minimum of 10 hours in any given year, and plan for the majority (35 hours minimum) of CPD to be **substantive** activities with significant intellectual or practical content relevant to your practice. Substantive CPD includes formal study, conferences and forums, detailed reflective journaling and formal supervision of MRP students. **General** activities are relevant to healthcare broadly and should form a maximum of 25 hours of your CPD (see examples on the Board's website).

You could map out your plan in a table like this:

My learning needs:			
	CPD activity	Substantive (minimum 35 hours) or General (maximum 25 hours)	Total hours
Year 1			
Year 2			
Year 3			
End of triennium total:			60 hours

You need to think about whether your CPD plan is **relevant** to your work, is **varied** including some interaction with other practitioners, and involves some

**reflective practice** where you consider and document what you have learned. You aren't locked into this plan – if something fantastic or unique comes up during the course of the plan you can always swap it in, or do it as well as the other activities in your plan.

### TIP 2: CONSULT YOUR COLLEAGUES

Some workplaces have educators or learning and development staff who'll help you with professional development planning and opportunities. But your colleagues and managers are great sources of information too. Find out what their plans for CPD are; watch a webinar together; or set up a Journal Club where you meet each month and discuss an article or research report and its implications for your work.

### TIP 3: IT'S NOT ALL EXPENSIVE OR HARD TO ACCESS

Some people believe CPD is always really expensive, or hard to get to for people who live in regional areas or have family responsibilities. But not all CPD requires going to a conference or training course. Distance education and online learning programs are now being offered internationally and can be done in your own time, in your own home. Private study can involve reading books or journals relevant to your own development goals and scope of practice. Often CPD can occur 'on the job'. You might participate in a review or clinical audit, or be responsible for supervising students. These can count towards your CPD hours.

### TIP 4: IF IT'S WORTH DOING, IT'S WORTH DOCUMENTING

In fact, it's more than worth it... you **must** document your CPD. Your CPD log is your record of what you've done

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and what you've learned. Your log is how you will prove your CPD activity if you are audited – any practitioner can be audited on any standard, at any time. The Board has a log book template in the CPD section of its website under *Registration*, and examples of how you might record CPD..

## CPD logbook template

Requirements: 60 hours over three years (minimum 10 hours per year)

<b>CPD activity</b>	
<b>Date of CPD activity</b>	
<b>* Category of CPD activity</b> <b>1. General</b> <b>2. Substantiative</b> <i>A Self-directed learning</i> <i>B Professional course/training</i> <i>C Conference</i> <i>D In-service/meeting</i> <i>E Other (specify)</i>	
<b>Time taken for activity</b> (hours)	
<b>Location of activity</b> (if applicable)	
<b>Name of facilitator/speaker</b> (if applicable)	
<b>Summary of learning</b> What have you learnt?	
<b>Outcomes</b> How can you apply this learning to your work?	
<b>Further learning</b> What further learning could you undertake?	
<b>Attachments</b> (eg. certificate/evidence)	

\* For examples see CPD guidelines on the Board's website

## TIP 5: REFLECTION

Having insight into your practice makes you a better practitioner. So to get the most out of your CPD you will need to reflect on the activity. You can make a brief statement about what you learned and how this will help you in practice. Understanding what it is you have learnt can also help you decide what it is you need to do next.

## TIP 6: KEEP YOUR RECORDS SAFE

You need to store your CPD records safely for the **whole three year period** (sometimes called a 'triennium') **plus one more year**, i.e. you need to keep them for four years. If you are selected for audit on the CPD standard, you will need to provide hard copies of your records.

### For more information

[www.medicalradiationpracticeboard.gov.au](http://www.medicalradiationpracticeboard.gov.au)

On the Board's website, you'll find full details of the **CPD standard and guidelines**. These are important reference documents for you, and the guidelines include lots of examples of **substantive** and **general** CPD.

There is also a tip sheet to help prepare you for **audit** requirements if you are randomly selected.

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