

Guidelines for continuing professional development



Podiatry
Board of
Australia

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Introduction

These guidelines have been developed by the Podiatry Board of Australia under Section 39 of the Health Practitioner Regulation National Law¹ (the National Law). The guidelines supplement the requirements set out in the Board's Continuing Professional Development (CPD) registration Standard.

The relevant Sections of the National Law are attached.

Who needs to use these guidelines?

These guidelines apply to all podiatrists except those with non-practising registration and students.

Summary

These guidelines expand on the requirements for CPD set out in the CPD registration standard. The guidelines explain the types of activities that qualify as CPD. A sample "Activity Log" template is provided as well as other information to assist podiatrists to establish and maintain an appropriate CPD portfolio. These guidelines also define the emergency response requirements e.g. cardiopulmonary resuscitation.

Continuing professional development

Background

The aim of continuing professional development is to enable podiatrists to maintain and expand their professional competence to meet their obligation to provide ethical, effective, safe and competent podiatric care and service to their patients or clients and the general public.

The Podiatry Board of Australia CPD registration Standard outlines the specific requirements for the podiatry profession. This guideline informs and places context to the registration Standard. All podiatrists must familiarise themselves with the requirements outlined in the registration Standard.

Scope

Under National Law CPD requirements apply to all practising podiatrists. The requirement for CPD **does not** apply to those registered as:

- Students enrolled in an entry-level podiatry program (training for registration as a podiatrist)

- Non-practising podiatrists.

The registration Standard provides that the Board may grant an exemption from the CPD requirements in exceptional circumstances. This exemption will apply for no more than one year in any four-year period. Podiatrists will need to apply in writing to the Podiatry Board of Australia to seek an exemption.

Requirements

The CPD standard requires all practising podiatrists to complete the following:

1. 20 hours of CPD per year [Part 1 provides details], and
2. Hold a current cardiopulmonary resuscitation (CPR) certificate that includes the management of anaphylaxis and the use of an Automated External Defibrillator [Part 2 provides details]

Additional requirements are required for:

3. Podiatrists with endorsement for scheduled medicines [Part 3 provides details]
4. Podiatrists with specialist registration as podiatric surgeon [Part 4 provides details]

Where a podiatrist works part-time, all CPD requirements apply as outlined in the registration Standard. Where a podiatrist registers part-way through a registration period, pro rata CPD requirements will apply as outlined in the registration Standard. Pro rata CPD requirements will apply to Part 1, 3 and 4 as detailed in this guideline.

There is no pro rata provision for CPR (for general registration and endorsements) or advanced life support (for podiatric surgeons).

The Board does not make it a requirement for a practising podiatrist to have auto-injectors, e.g. epipen® in their practice environment, however podiatrists are encouraged to do so in the support of public health and safety.

The Board does not require podiatrists to have an Automated External Defibrillator in their practice environment, however are encouraged to do so to support public health and safety.

Transition to National Registration

During the period of transition to the national registration scheme from 1 July 2010 all practising podiatrists will have 17 months to complete the CPD requirements set out in the CPD registration Standard.

From 30 November 2011 all practising podiatrists will need to comply with the CPD requirements annually.

¹ the National Law is contained in the schedule to the *Health Practitioner Regulation National Law (2009)*.

Declaration at registration renewal

Podiatrists will be required to make a declaration that they are complying with CPD requirements when renewing registration annually.

Recordkeeping: Log of activities

The registration Standard requires podiatrists to keep written documentation of their CPD activities for a minimum of five years, to be available for audit by the Board. The Board recommends that this documentation be maintained in a portfolio to contain sufficient evidence to support any claims. It is recommended that a portfolio includes the following:

- (a) Plan of learning objectives and the activities a podiatrist anticipates doing to attain these goals for the period ahead
- (b) Evidence of CPD activities undertaken, such as certificates of attainment / attendance
- (c) Notes from CPD activity such as literature review, case study or journal articles.

To assist podiatrists with this, the Board has developed a sample template for keeping a record of CPD activities and the hours invested, whilst acknowledging that there are a range of possible approaches to keeping a record of CPD activities (Attachment A: "Podiatry Board of Australia CPD Log of Activities" sample sheet).

Auditing

The Board will conduct an annual audit of CPD compliance by requiring a percentage of podiatrists to submit evidence of their CPD activities.

The Board will use a random selection process to identify which podiatrists will be involved in the CPD audit process. The Board may also require specific podiatrists to submit CPD evidence as part of conditions of registration or in relation to investigation of a complaint or concern.

Compliance

Every year podiatrists will receive an application for renewal. On the renewal form the podiatrist will be asked to make a declaration as to whether he/she has complied with the CPD requirements or not. The Board will ask for his/her CPD records if selected for an audit or the Board may ask a registrant to provide the CPD records if it considers it necessary.

Health, conduct or performance action may be undertaken by the Board if it finds that a podiatrist has not complied with CPD requirements.

Exemptions

There are strict criteria for eligibility for exemptions. To apply for an exemption you must provide details of the exceptional circumstances why an exemption is to be granted. 'Exceptional circumstances' is not defined in the registration Standard and will be at the discretion of the Board. However, there must be circumstances that have created a significant obstacle to your ability to undertake the CPD; for example, substantial ill health.

PART 1: Continuing Professional Development (CPD)

CPD outline

CPD activities must:

- Be relevant to a podiatrist's work, either to the current role or to a planned future role
- Aim to benefit service users relevant to the role; this may include patients or clients, the team or students
- Aim to improve the quality of work
- Be a mixture of different kinds of learning activities
- Be supported by documentation or a report to provide evidence of completion or achievement and reflection.

Categories

Podiatrists must undertake a mixture of the following categories to make up the required 20 hours of CPD each year. The podiatrist is not required to undertake CPD from all categories. The Board has limited the hours from each category to ensure a mix of learning experiences. An activity can only be applied to one category and not counted more than once.

Note that activities involved in the attainment of currency in CPR, management of anaphylaxis and use of AED **are not** to be included as part of the 20 hours CPD requirement.

The five categories are:

1. Professional development (maximum 10 hours)

Examples include:

- Publish article in peer reviewed journal
- In-service lecture to health sector peers
- Case discussion with health sector peers

2. Further education (maximum 10 hours)

Examples include:

- Enrolment in postgraduate study
- Higher education related to podiatric practice
- Other course relating to podiatric practice; for example, sterilisation
- Australasian Academy of Podiatric Sport Medicine (AAPSM) Fellowship modules
- Australasian College of Podiatric Surgeons (ACPS) Fellowship modules
- International, national and State or Territory conference (related to podiatry)
- Special interest group and regional meetings and seminars (related to podiatry)
- Online relevant education with evidence of achievement of learning objectives; for example, certificate
- Health-related lecture by health professional
- Journal-based education questionnaire with evidence of successful completion.

3. Quality improvement activities (maximum 10 hours)

Examples include:

- Activity to improve quality or reduce risk in practice involving evaluation and report
- Review and implement evidence-based, specific practice activity with documentation
- Clinical audit processes and results.

4. Self-directed learning (maximum 10 hours)

Examples include:

- Review of research publication / journal article / editorial / text with notes required
- Health-related case study with documentation required.

5. Community service (maximum 5 hours)

Examples include:

- Undergraduate / postgraduate student supervision or mentoring (podiatry and other health professionals)
- Recipient of supervision or mentoring
- Contribution to podiatry profession; for example, health promotion or volunteer service.

Plan and reflect

It is recommended that podiatrists put some time into planning their CPD. This process should be seen as an opportunity to:

- Improve practice to meet current standards using evidence-based practice or best practice standards; that is, to work on your limitations or deficits
- Review best practice standards or evidence-based practice to enable podiatrists to evaluate and improve their level of competency, treatment plan or service delivery
- Further develop competency in areas of particular interest or aptitude; that is, work further on areas of interest or strengths.

The planning process will be enhanced through discussion with peers, mentors and / or supervisors as it may be difficult to self-identify your areas of limitation. Consumer feedback may also be helpful in identifying areas that require further continuing professional or personal development.

Podiatrists should reflect consciously on learning as it relates to practice as this will improve competency. This can be done by writing a brief summary of continuing professional development undertaken and assessing progress against goals. Reflection on learning can contribute to the learning goals for the coming year as part of the ongoing CPD cycle.

PART 2: Cardiopulmonary resuscitation [CPR]

These requirements are additional to that described in Part 1 and cannot contribute to the podiatrist's CPD portfolio (i.e. 20 hours requirement). These requirements are required each year.

The registration Standard pertaining to CPR states that the podiatrist must "hold a current cardiopulmonary resuscitation (CPR) certificate that includes management of anaphylaxis and use of an Automated External Defibrillator from an Approved Training Organisation".

The Board has determined that an "Approved Training Organisation" is a Registered Training Organisation (RTO).

The course qualification to meet CPR requirements

To meet the requirements of the registration Standard, the podiatrist must complete a course which covers CPR, management of anaphylaxis and use of an Automated External Defibrillator.

The recommended Health Training Package which cover these CPR requirements for the CPD registration Standard is called: “**Provide Basic Emergency Life Support [HLTFA201A]**”.

The following training packages include the “Provide Basic Emergency Life Support” content **and** other information. A Certificate of attainment that lists one of these courses or training packages meet the registration Standard for podiatrists with general registration.

- Provide Basic Emergency Life Support [HLTFA201A]
- Apply First Aid [HLTFA301B]
- Apply Advanced First Aid [HLTFA402B]
- Apply Advanced Resuscitation Techniques [HLTFA404A].

The Certificate

A Certificate of Attainment is the official acknowledgement from the RTO that the participant has completed the course. This certificate must be current and held by the podiatrist and made available to the Board for audit purposes.

- The certificate must include:
- The name of podiatrist who completed the training
- The name of the RTO
- The name of the course and training package code
- The expiry date or date attained.

PART 3: Additional requirement for podiatrists with endorsement for scheduled medicines

The CPD registration Standard states that “in addition, registered podiatrists with scheduled medicines endorsements must complete an additional 10 hours of CPD per year related to this scope of practice which complies with the requirements of the Board”.

The Board requires the podiatrist with endorsement for schedule medicines to complete the 20 hours as required by all practising podiatrists (detailed in Part 1) **plus** in addition, 10 hours of CPD related to ‘the use of scheduled medicines in podiatry practice’.

The podiatrist with an endorsement for scheduled medicine must achieve and record the additional 10 hours of related CPD from a mixture of the categories to make up the required 10 hours of CPD each year.

This does not mean that those with an endorsement for scheduled medicine would be required to undertake CPD from all categories. The Board has provided maximum hours for each category to ensure a mix of learning experiences. An activity can only be applied to one category and not counted more than once.

Categories of CPD and maximum additional hours for those with endorsement for scheduled medicine:

1. Professional development (maximum additional 5 hours)
2. Further education (maximum additional 5 hours)
3. Quality improvement activities (maximum additional 5 hours)
4. Self-directed learning (maximum additional 5 hours)
5. Community service (maximum additional 2.5 hours).

The podiatrist with an endorsement for scheduled medicine must ensure the maintenance of a CPD portfolio [see Attachment B, sample sheet] and note the audit, compliance and transition provisions of this guideline.

PART 4: Additional requirements for podiatric surgeons

The CPD registration Standard states that “podiatric surgeons must also:

- (a) complete an additional 20 hours of CPD per year related to this scope of practice as described in CPD guidelines issued by the Board, and
- (b) hold a current certificate in advanced life support from an approved training organisation”.

The Board requires the podiatric surgeon to:

- Complete 20 hours of CPD per year as required by all practising podiatrists (detailed in section 1), and
- Complete 10 hours of CPD per year as required by podiatrists with an endorsement for scheduled medicines (detailed in section 3) if this endorsement appears on the register, and
- Complete an additional 20 hours of CPD per year related to ‘the practice of podiatric surgery’, and
- Complete an advanced life support course and hold a current certificate of attainment for this course.

The podiatric surgeon must achieve and record an additional 20 hours of CPD from a mixture of categories to make up the required hours of CPD each year related to surgical practise. The podiatric surgeon is not required

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to undertake CPD from all categories. The Board has provided maximum hours for each category to ensure a mix of learning experiences. An activity can only be applied to one category and not counted more than once.

1. Professional development (maximum additional 10 hours)
2. Further education (maximum additional 10 hours)
3. Quality improvement activities (maximum additional 10 hours)
4. Self-directed learning (maximum additional 10 hours)
5. Community service (maximum additional 5 hours).

The podiatric surgeon must ensure the maintenance of a CPD portfolio [see Attachment C, sample sheet] and note the audit, compliance and transition provisions of this guideline.

The course qualification to meet CPR requirements for podiatric surgeons

To meet the requirements in advanced life support of the CPD registration standard, the podiatric surgeon must complete the course: “**Apply Advanced Resuscitation Techniques [training package HLTF404A].**”

Podiatric surgeons are not required to complete the “Provide Basic Emergency Life Support” course separately as this course is covered in the “Apply Advanced Resuscitation Techniques” course.

A certificate of attainment is the official acknowledgement from the RTO that you have completed the course. This certificate must be current and held by the podiatric surgeon and made available to the Board for audit purposes.

The certificate must include:

- The name of podiatrist who completed the training
- The name of the RTO
- The name of the course and training package code
- The expiry date or date attained.

Note that activities involved in the attainment of currency in advanced life support **are not** to be included as part of the CPD requirement.

Additional information on courses

The Board will provide additional information about the courses listed in the codes and guidelines on the website, www.podiatryboard.com.au. The course training package information will list for each course:

- The descriptor, employability of skills, pre-requisite units, application
- Element and performance criteria
- Required skills and knowledge
- Range statement
- Evidence guide.

Definitions

Approved Training Organisation – for the purposes of the CPD Standard, the Board has determined that a Registered Training Organisation (RTO) is an Approved Training Organisation.

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. They are developed by the national Industry Skills Council (ISC).

Date of issue: 1 July 2010

Date of review: This guideline will be reviewed at least every three years

Last reviewed: 30 August 2011



Attachment A

Podiatry Board of Australia

CPD requirement 20 hours

Log of Activities – practising podiatrists

Name:		Registration No.	CPD reporting period	
			From:	To:
Residential Address:			Phone:	Email:
Date conducted or attended	Description of activity	Goal achieved	Category*	CPD hours

Signature:

Date:

***Category:**

- (a) Professional development (PD) – maximum of 10 hours towards CPD requirement
- (b) Further education (FE) – maximum of 10 hours towards CPD requirement
- (c) Quality improvement activities (QI) – maximum of 10 hours towards CPD requirement
- (d) Self-directed learning (SDL) – maximum of 10 hours towards CPD requirement
- (e) Community service (CS) – maximum of five hours towards CPD requirement

Attachment B

Podiatry Board of Australia

CPD requirement 10 hours related to ‘the use of scheduled medicines in podiatry practice’

Log of Activities – podiatrists with endorsement for scheduled medicines

Name:		Registration No.	CPD reporting period	
			From:	To:
Residential Address:			Phone:	Email:
Date conducted or attended	Description of activity	Goal achieved	Category*	CPD hours

Signature:

Date:

***Category:**

- (a) a) Professional development (PD) – maximum of 5 hours towards CPD requirement
- (b) b) Further education (FE) – maximum of 5 hours towards CPD requirement
- (c) c) Quality improvement activities (QI) – maximum of 5 hours towards CPD requirement
- (d) d) Self-directed learning (SDL) – maximum of 5 hours towards CPD requirement
- (e) e) Community service (CS) – maximum of 2.5 hours towards CPD requirement

Attachment C

Podiatry Board of Australia

CPD requirement 20 hours related to 'the practice of podiatric surgery'

Log of Activities – podiatric surgeons

Name:		Registration No.	CPD reporting period	
			From:	To:
Residential Address:			Phone:	Email:
Date conducted or attended	Description of activity	Goal achieved	Category*	CPD hours

Signature:

Date:

***Category:**

- (a) Professional development (PD) – maximum of 10 hours towards CPD requirement
- (b) Further education (FE) – maximum of 10 hours towards CPD requirement
- (c) Quality improvement activities (QI) – maximum of 10 hours towards CPD requirement
- (d) Self-directed learning (SDL) – maximum of 10 hours towards CPD requirement
- (e) Community service (CS) – maximum of 5 hours towards CPD requirement

Attachment D

Extract of relevant provisions from the *Health Practitioner Regulation National Law Act 2009*

Division 3 Registration standards and codes and guidelines

39 Codes and guidelines

A National Board may develop and approve codes and guidelines—

- (a) to provide guidance to the health practitioners it registers; and
- (b) about other matters relevant to the exercise of its functions.

Example. A National Board may develop guidelines about the advertising of regulated health services by health practitioners registered by the Board or other persons for the purposes of section 133.

40 Consultation about registration standards, codes and guidelines

- (1) If a National Board develops a registration standard or a code or guideline, it must ensure there is wide-ranging consultation about its content.
- (2) A contravention of subsection (1) does not invalidate a registration standard, code or guideline.
- (3) The following must be published on a National Board's website—
 - (a) a registration standard developed by the Board and approved by the Ministerial Council;
 - (b) a code or guideline approved by the National Board.
- (4) An approved registration standard or a code or guideline takes effect—
 - (a) on the day it is published on the National Board's website; or
 - (b) if a later day is stated in the registration standard, code or guideline, on that day.

41 Use of registration standards, codes or guidelines in disciplinary proceedings

An approved registration standard for a health profession, or a code or guideline approved by a National Board, is

admissible in proceedings under this Law or a law of a co-regulatory

jurisdiction against a health practitioner registered by the Board as evidence of what constitutes appropriate professional conduct or practice for the health profession.

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1. A registered health practitioner must undertake the continuing professional development required by an approved registration standard for the health professional in which the practitioner is registered.
2. (A contravention of subsection (1) by a registered health practitioner does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken.
3. In this section – Registered health practitioner does not include a registered health practitioner who holds nonpractising registration in the profession.

