



Fact sheet

November 2015

Continuing professional development (CPD)

CPD requirements

Under the *Health Practitioner Regulation National Law Act* (National Law) as in force in each state and territory, osteopaths are required to undertake continuing professional development (CPD).

The Osteopathy Board of Australia's (the Board's) requirements in relation to CPD are set out in its CPD Registration Standard and its Guidelines for CPD, published at www.osteopathyboard.gov.au. Also published on the Board's website are the forms that can be used in recording CPD activities in a CPD folder. The Board expects osteopaths to be familiar with – and to meet – the Board's CPD requirements as set out in these documents. The Guidelines are extensive and this fact sheet is a brief overview.

CPD 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.

The CPD Standard and Guideline do not apply to students or to osteopaths with non-practicing registration and in some circumstances, osteopaths with limited registration.

Compulsory requirements

25 hours of CPD must be undertaken each year, as required by the Board, which includes four hours of mandatory topics approved by the Board.

Firstly, osteopaths must hold a current senior first aid certificate at the minimum standard of a Senior First Aid (level 2) certificate or equivalent. This is a stand-alone annual requirement and does not count towards the total of 25 hours of CPD learning.

Secondly, in each CPD cycle of 12 months, osteopaths will be required to complete a minimum of four hours related to one or more of the following mandatory topics:

- Osteopathy Board of Australia registration standards, codes and guidelines and overview of the National Law, particularly when new or updated versions are published
- advertising a regulated health service and social media policy
- evidence based practice
- risk management
- record keeping
- informed consent
- effective communication
- professional boundaries, and
- confidentiality and privacy

From time to time the Board will review these topics and may adjust this list as a result.

Compliance timeframes

When they apply to renew their registration each year, osteopaths will have to sign a declaration of compliance with CPD for the previous 12 months (i.e. from 1 December to 30 November).

A new graduate will not be required to declare that they have already undertaken a period of CPD when they first apply to register. Applicants who register part-way through a registration period have to sign a declaration that they met the CPD requirements in the previous 12 months. They must also agree that for the remaining part year until renewal, they will complete pro-rata CPD (six hours of CPD for every three months of registration remaining in the registration period) and maintain a current senior first aid certificate.

Audit and compliance

The Board may refuse to renew registration if an osteopath has not met the Board's CPD requirements.

The Board conducts a random annual audit of CPD compliance on a sample of registered osteopaths. If an osteopath has not complied with the Board's CPD requirements, the Board can take action under the National Law, and investigate the matter either through the conduct or performance pathway.

Osteopaths must maintain an up-to-date portfolio of CPD activities undertaken – a CPD Record Folder – and the portfolio must be retained for five years.

Engagement in CPD

Osteopaths do not have to be a member of a professional body to meet the Board's CPD requirements. They can provide their own portfolio that provides evidence of self-directed CPD undertaken. Alternatively, an osteopath may choose to be a member of a professional body and meet the Board's CPD requirements by completing the professional body's courses and programs.

Exemptions

The types of exceptional circumstances that may justify granting an exemption from meeting the Board's CPD requirements will be limited and will only be considered when there is compelling evidence that the circumstances have created a significant obstacle to the osteopath's ability to complete the Board's CPD requirements. The Board will consider each case individually, on merit and may allow a full or partial exemption.

Evidence

All osteopaths will be expected to provide evidence that they have met their annual CPD requirements. This will include an annual declaration of compliance and the maintenance of a CPD Record Folder. All activities included in the CPD Record Folder must be fully described, so that the type of activity, the subject/topic of the activity, the purpose and number of hours are clearly evident to any reviewer. The forms included in the CPD Guidelines (and published on the Board's website) are there to guide osteopaths through the process, from reviewing their CPD learning needs, through planning and evaluation. Practitioners who wish to use their own methods/documentation for recording the relevance of CPD activities may do so.

Although most osteopaths will exceed the minimum requirement of hours for CPD, the Board standard requires only a declaration that the minimum requirement has been met – 25 hours of CPD that includes at least four hours of the mandatory topics.

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