



**Osteopathy Board of Australia**

# **GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT**

1 December 2015

# GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT



## 1. Introduction

These guidelines provide information about how to meet the Osteopathy Board of Australia's (the Board) *Registration standard: Continuing professional development*. You are expected to understand and apply these guidelines together with the standard.

Continuing professional development (CPD) is for maintaining and enhancing your professional work. It is defined in the registration standard as '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.'

It is an important part of professional life to continue to learn and develop, and to maintain and enhance professional standards of practice. This is especially important for healthcare professionals whose actions may have direct consequences for their patients and public safety.

## 2. Who needs to use these guidelines?

These guidelines apply to all registered osteopaths, excluding those who:

- have non-practising registration, or
- have limited registration to sit an exam, or
- are students.

## 3. Summary of requirements

The Board requires the following CPD activities:

- a. a minimum of 25 hours of CPD in each annual registration period (1 December to 30 November), including four hours of mandatory topics approved by the Board, as well as
- b. a nationally-recognised course in first aid, resulting in the maintenance of a current first aid certificate which is at least a senior first aid (level 2) certificate or equivalent and updated every three years.

First aid is a stand-alone requirement that does not count towards the 25 hours requirement.

When you renew your registration you are asked to make declarations about your CPD activities for the period from 1 December to 30 November of your current registration year.

When applying for general registration for the first time (initial registration) or for provisional registration, you are asked to make a declaration about your CPD activities in the preceding 12 months (not the current registration period).

In each 12 month CPD cycle, you must complete the following mandatory activity, which is to undertake at least four hours' CPD on one or more of the following topics:

- Osteopathy Board of Australia registration standards, codes and guidelines and overview of the National Law<sup>1</sup>, 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.

The Board expects you to cover different mandatory topics from year to year. The Board may refresh the list of topics through a fact sheet or revised CPD guidelines, giving sufficient notice for practitioners and providers of CPD activities to accommodate new topics.

<sup>1</sup> The Health Practitioner Regulation National Law, as in force in each state and territory

## 4. What is continuing professional development?

CPD are activities carried out to maintain, enhance and develop existing knowledge and skills after completing a professional qualification.

The Board defines CPD as any learning carried out by an osteopath – such as lectures, seminars, courses, practical sessions, individual study or other activities – that can reasonably be expected to advance their professional development. An important aspect of the Board's view of CPD is that this learning should be applied to your professional work.

Activities must be consistent with the ethical and professional standards set out by the Board in the various registration standards, codes, guidelines and other materials published by the Board.

### 4.1 Why should I undertake CPD?

#### Undertaking CPD has benefits to both you and your patients

Benefits for patients:

- improves the quality of the osteopathic care provided, as a result of the continuing development of the osteopath's knowledge and skills
- reassures them that the osteopath is keeping up to date with evidence-based research to inform practice
- increases access to treatment that is based on sound evidence-based clinical rationale, and
- increases confidence in the professional abilities of the osteopath, leading to improved patient/practitioner relationships.

Benefits for you:

- allows you to review best practice standards or evidence-based practice to improve your level of competency and treatment plan or service delivery
- evidence towards continuing competence and key achievements
- development of new knowledge and skills
- provides an opportunity to network and share

knowledge with other practitioners

- leads to greater esteem for the profession in the eyes of the public and other healthcare professionals, and
- provides an opportunity to focus on and plan your career.

### 4.2 What types of activities can I do?

All CPD should be relevant to your professional work as an osteopath. The responsibility to choose CPD that is beneficial to your practice lies with you. Use your professional judgement to decide what is appropriate. The Board may audit your compliance with the CPD registration standard to ensure you meet those requirements.

To this end, you are encouraged to spend some time identifying your own aims and objectives for CPD. You may wish to address areas of relative weakness in your professional work as an osteopath, or enhance existing skills, pursue career goals or professional interests. Please refer to *Reviewing, reflecting and identifying your CPD learning needs* in Appendix A for further details.

You may find it useful to focus on issues which are commonly the subject of notifications, such as informed consent, record keeping and communication.

The CPD guidelines allow flexibility to choose from a wide range of CPD activities, but it is important that these are suited to your needs. Table 1 offers examples of CPD activities you may wish to consider.

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Table 1 – Examples of CPD activities

CPD activity	Description	Examples of evidence for CPD Portfolio folder
Structured osteopathic training courses	Osteopathic training that benefits your professional practice	Certificate or proof of attendance, study notes
Structured non-osteopathic training courses	Training in non-osteopathic subjects that will advance your professional work as an osteopath	Certificate or other proof of attendance, study notes
Lectures	Attending lectures related to your professional work as an osteopath	Proof of attendance, lecture notes
Group or practice meetings	Discussion focused on a specific area of practice with clinical relevance	A declaration of attendance or meeting notes signed by you
Higher education	Further qualifications such as Bachelor of Science, Masters of Science, PhD or post-graduate diploma	Indicate how specific sections of your course of study advance your professional work as an osteopath. Study notes, research and other material produced in relation to this course should be included.
Teaching/mentoring/ supervising and tutorials	Production of educational materials such as lesson plans and lecture notes, which have advanced your own professional work as an osteopath, group discussion	Copy of educational materials produced. Record of discussions
Publishing	Production of a publication in relation to your professional work as an osteopath	Copy of article, paper, journal, book
Distance learning	Learning delivered using means such as correspondence, television, telephone, email, internet, webcast, webinars etc.	Certificate or other proof of completion, study notes
Reading and reviewing publications	Reading and reviewing articles, papers, journals and books in relation to your professional work as an osteopath	Review of text, summary notes or evidence of practical application
Internet research and online learning	Research conducted via the internet in relation to your professional work as an osteopath	Review of text, summary notes or evidence of practical application

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## Undertaking CPD for more than one healthcare profession

If you are registered in two professions and undertake CPD activities to meet the requirements of another healthcare profession, this may count towards your osteopathic CPD requirement if you can demonstrate that you are meeting the requirements for both professions and that these activities maintain and develop your professional work as an osteopath.

## 5. Compliance

### 5.1 Pro rata

If you become registered part-way through a general registration period you must complete six hours of CPD for every three months of registration remaining in the registration period. You must also maintain a current senior first aid (level 2) certificate or equivalent, which is updated every three years.

Pro rata does not apply to part-time practitioners. Anyone holding registration for the full registration period who is covered by the standard must complete the full requirements and if you are a part-time practitioner, you must still perform 25 hours of CPD.

### 5.2 Exemption

The Board may grant an exemption to the CPD requirements when there is compelling evidence that exceptional circumstances have created a significant obstacle to your 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. You must maintain a current senior first aid (level 2) certificate or equivalent if a full or part exemption from CPD hours is granted.

If you anticipate you will be unable to meet these requirements, you should contact the Board (through AHPRA's Customer Service Team on 1300 419 495) as soon as possible. Any request for a part or full exemption from CPD requirements must be submitted in writing. These requests are considered on an individual basis and you should not assume that a partial or full exemption is automatic.

### 5.3 Failure to comply

When applying to renew your registration each year, you must declare whether you complied with the CPD requirements in the prior registration period. The Board will also conduct a random annual audit of CPD compliance on a sample of registered osteopaths.

The Board may refuse to renew registration or impose conditions on registration if you have not met the CPD requirements.

Under section 128 of the National Law, failure to comply with the CPD requirements as stated in the registration standard may constitute behaviour for which health, conduct or performance action may be taken.

If the Board finds through your renewal declaration or during an audit that you have not met the CPD requirements for an osteopath, it may:

- require you to undergo an assessment
- require you to undertake further CPD or supervised practice
- impose conditions on your registration, and/or
- instigate disciplinary or other actions.

An osteopath who knowingly makes a false declaration may be considered by the Board to have engaged in unprofessional conduct or professional misconduct. In these cases the Board may apply the disciplinary mechanisms available under the National Law. These mechanisms include sanctions ranging from cautioning or reprimanding the registrant to cancellation of the practitioner's registration.

### 5.4 Records

Evidence of CPD includes:

- a record of completed CPD issued by a provider
- a professional portfolio of self-directed CPD that has been done.

You must maintain an up-to-date portfolio of completed CPD activities that meet the standard – a professional CPD record folder – and keep the portfolio for five years. This is so you have evidence of previous CPD activities if you are audited, or if the Board needs to check your CPD

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history for another reason.

You must ensure that all activities included in the CPD portfolio are described well, so that the following is clearly evident to any reviewer:

- type of activity
- date
- subject/topic
- purpose/relevance, and
- number of hours the activity took to undertake, including reasonable breaks but not travel.

The Board does not accredit CPD providers or courses but expects osteopaths to select CPD activities conducted by persons who have appropriate qualifications and expertise relevant to the CPD being provided. It is not necessary for CPD providers to be osteopaths.

The forms included in these guidelines as appendices are there to guide you through the process from reviewing your CPD learning needs, through planning and evaluation. While it is strongly recommended that you make use of these forms, it is not compulsory. If you wish to use your own methods/documentation for recording the relevance of CPD activities then you may do so as long as these cover the requirements of the standard and these guidelines.

## 6. Authority

Guidelines are developed under section 39 of the National Law and are subject to wide-ranging consultation. Under section 41 of the National Law, guidelines are admissible in proceedings under the National Law as evidence of what constitutes professional conduct or practice for osteopathy.

## 7. Managing your CPD and example CPD forms

Further suggestions for managing your CPD are found at **Appendix A**.

To assist you with your CPD record keeping, the Board has developed the following templates that you can use.

### Appendix B

*Reviewing your CPD learning needs form – template*

### Appendix C

*Planning your CPD form – template*

### Appendix D

*Evaluating your CPD activities form – template*

### Appendix E

*CPD annual summary form – template*

These forms can be downloaded from the Board's website: [www.osteopathyboard.gov.au](http://www.osteopathyboard.gov.au).

## 8. 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 that were dated 12 October 2011.

## Appendix A

### Further suggestions for managing your CPD

To ensure that continuing professional development (CPD) successfully contributes to effective professional learning and development, learning activities should ideally be:

- planned on the basis of an identified learning need
- relevant to your individual needs as an osteopath
- related to osteopathic professional standards, and
- realistic and achievable.

A structured approach to managing your CPD is advised. A suggested method which may help you to achieve this is outlined below.

#### Reviewing, reflecting and identifying your CPD learning needs

##### Where am I now?

Before you embark on any CPD, take time to consider the stage you are at in your professional life. Consider the following questions.

- Where am I now in my professional life and what have I already achieved?
- What are my strengths and what areas do I need to develop further?
- What professional challenges have I found difficult in my work as an osteopath and not fully addressed?
- What development of my knowledge and skills would enhance my practise as an osteopath for the benefit of my patients?
- What learning activities are ongoing and what progress has been made?
- What previous CPD learning needs are to be reinforced or advanced?

##### Where do I want to be?

You should also consider your aims and objectives for the future. Consider the following questions.

- What areas of interest would I like to pursue further?
- What aspirations do I have for my career and what direction should I take?
- What areas of learning are vital for my career progression?
- What breaks in practice have I planned?

##### Ideas for answering these questions

Answering these questions will help you to identify your learning needs that can be addressed through CPD. It is important to be open and honest when reviewing and reflecting on your professional practice as an osteopath, so that the CPD you undertake is meaningful.

Some suggested ideas that may help you to answer these questions are provided below.

- Reviewing the Osteopathy Board of Australia's *Code of Conduct* in relation to:
  - effective communication
  - confidentiality and privacy
  - informed consent
  - adverse events and open disclosure, or
  - professional boundaries.
- Experience in professional osteopathic practice:
  - a particular clinical problem or questions presented by a patient
  - a treatment that went particularly well
  - reviewing and implementing evidence-based osteopathic treatment techniques
  - difficulty in communicating with a patient, or
  - practice audit.
- Interaction with others:
  - discussion with osteopathic colleagues, other

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healthcare practitioner colleagues, students and friends

- participation in practice meetings, conferences or working groups
- teaching activities
- an appraisal from an employer, or
- peer review of aspects of your professional osteopathic practice.
- Research and learning:
  - reading a clinical journal or textbook
  - reflection after completing a research project that generates new 'questions' you wish to explore
  - watching a television programme about a healthcare issue that would usefully be followed up with more detailed research
  - internet research into clinical problems or sources of patient advice, or
  - previous CPD activity.

If you have previously completed CPD then you should also reflect on past activities and how successful they have been in meeting your CPD aims. This will enable you to determine what progress you have made and which learning needs might be taken forward, with any necessary modification, to the new CPD period.

These will help you to reflect on areas of professional work as an osteopath where you may need to refresh or further develop your knowledge and skills.

You should consider particularly how your patients are likely to benefit from how you choose to enhance your knowledge and skills.

Consider also the proportion of different activities that contribute to your professional work as an osteopath. These might fall into:

- clinical osteopathic practice
- educational activities, such as teaching, research, examining, publishing, mentoring, supervising, including of overseas qualified osteopaths, and
- non-clinical activities, such as practice management,

IT activities, writing, book reviews.

Identify your learning needs across a range of different areas of your professional work as an osteopath. The main focus should be on osteopathy, so you need to achieve a balance with other relevant CPD.

It may be helpful to make notes on your thoughts when reviewing your CPD learning needs. In this way you can refer to these throughout your registration year, and in subsequent years, to evaluate your progress towards meeting longer-term goals. You may choose to use the Reviewing your CPD learning needs form, an example of which is provided in Appendix B.

## Planning your CPD

If you find that you have identified several areas of practice where you feel further development would be beneficial (that is, your learning needs), you should try to prioritise them. This will help you to plan whether the learning need should be addressed immediately, or at some point in the future, in other registration years.

## Setting learning objectives

You will then be ready to decide exactly what you hope to achieve, by setting learning objectives for each of your learning needs.

Your learning objectives need to be realistic and achievable and follow the SMART principle.

- **Specific:** What exactly do I wish to learn?
- **Measurable:** How will I know when I have achieved my learning objective?
- **Achievable:** Have I been realistic in terms of time, cost and support constraints?
- **Relevant:** Is the objective really relevant to my identified learning needs to advance my professional development as an osteopath?
- **Timed:** What deadlines should I set for achieving the objective?

## Prioritising learning

You should prioritise your learning objectives. This will enable you to plan short, medium and long-term

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learning activities. For example, some CPD, such as improved case history recording, could be completed by attending a one-day seminar. Others, such as a Masters degree, may take several years.

Bearing in mind that you will need to comply with the Board's CPD registration standard each year, you should look to break up these long-term learning needs into more manageable objectives for CPD purposes.

Set a time by which you should have completed each learning objective. This will help you to monitor your progress throughout the CPD year, as well as reviewing how realistic and achievable the objective is.

## Selecting CPD activities

Consider what types of learning activity would best address a particular objective, as well as your personal circumstances. If you are located in a remote area, you may wish to place more emphasis on activities such as online courses and email correspondence with other healthcare practitioners through distance learning.

The level of the activity should be carefully considered. Activities should not be selected if they are unlikely to consolidate or enhance existing knowledge. Along similar lines, when attending lectures or courses, the knowledge level of the person involved in the interaction should be appropriate for the activity being completed.

Similarly, when using reference materials such as books, scientific papers, journals, websites, etc., consider the appropriateness of the level and the audience that it is aimed at. Remember that your plan should be realistic and achievable, and compatible with the other important commitments in your life. Setting yourself unattainable goals or undertaking excessive amounts of CPD may be detrimental to your morale, your private life and your practice.

Other questions to consider:

- what activities will suit the way you learn
- what new learning activity have you not tried before, and
- what resources and opportunities are available?

When planning your learning activities, you may wish to

use the Planning your CPD form, an example of which is provided in Appendix C.

## Undertaking your CPD

Once you have identified your objectives, and have made a plan for the desired learning activities, you can put the plan into action. It will help keep CPD manageable if you try to follow the deadline you set for each objective. Keep notes and evidence of CPD activities completed including dates, to form part of your CPD Portfolio Folder which is a log or folio of activities. This will help you to reflect on what you have achieved and how successfully this addressed your original identified learning needs.

## Evaluating your progress

Having implemented your plan of action, consider whether you have achieved your original learning objectives. The CPD activities may have succeeded in achieving your objectives. Alternatively, you may find that only some of your aims were achieved, or that the activities did not help at all. This evaluation will allow you to re-assess your current situation and help plan for future CPD based on your experiences.

When evaluating your learning activities, you may wish to use the Evaluating your CPD activities form, an example of which is provided in Appendix D.

## Appendix B

### Reviewing your CPD learning needs form

<b>Name</b>			
<b>CPD year</b>		<b>Signature</b>	
<b>Registration ID</b>		<b>Date</b>	

**Achievements in my professional work as an osteopath are:** (you may wish to summarise here and also attach your most recent CV)

**Areas of strength in my professional work as an osteopath are:**

**Areas for development in my professional work as an osteopath are:**

**What are my short, medium and long-term learning needs, and how are these relevant to my professional work as an osteopath?**

## Appendix C

### Planning your CPD form

<b>Name</b>			
<b>CPD year</b>		<b>Signature</b>	
<b>Registration ID</b>		<b>Date</b>	

Identified learning need	My learning objective	Planned learning activity	Estimated CPD hours	Target completion date

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## Appendix D

### Evaluating your CPD activities form

<b>Name</b>			
<b>CPD year</b>		<b>Signature</b>	
<b>Registration ID</b>		<b>Date</b>	

<b>Provider</b>			
<b>Number of CPD hours claimed for this activity</b>		<b>Learning activity was:</b>	<input type="checkbox"/> Planned <input type="checkbox"/> Unplanned

<b>Description of activity</b>
<b>My learning objective related to this activity</b> (n/a if activity was unplanned)
<b>What experience did I gain from this?</b> What did I get out of it? What went well? What would have improved my learning?
<b>How have I applied this to my professional work as an osteopath?</b>
<b>What further learning do I need in this area?</b>

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## Appendix E

### CPD annual summary form

<b>Name</b>			
<b>CPD year start date</b>		<b>CPD year end date</b>	
<b>Total CPD hrs completed</b>		<b>Date</b>	
<b>Signature</b>			

<b>Details of learning activity</b> Please provide information on the activity undertaken, the type of activity i.e. personal research, course etc, along with venue details if relevant	<b>Completion dates of activity</b> Must be within date range of above CPD period	<b>Number of CPD hours claimed</b>	<b>Relevance to professional work as an osteopath</b> Please provide a very brief overview (in less than 50 words as a guide) of how this activity is relevant to your professional development as an osteopath
Subject/topic  Type of activity  Venue			
Subject/topic  Type of activity  Venue			

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<b>Details of learning activity</b> Please provide information on the activity undertaken, the type of activity i.e. personal research, course etc, along with venue details if relevant	<b>Completion dates of activity</b> Must be within date range of above CPD period	<b>Number of CPD hours claimed</b>	<b>Relevance to professional work as an osteopath</b> Please provide a very brief overview (in less than 50 words as a guide) of how this activity is relevant to your professional development as an osteopath
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Subject/topic   Type of activity   Venue			