

# Tips to help prepare osteopaths for practitioner audit on continuing professional development (CPD)

**As a registered osteopath you must renew your registration annually to keep practising.**

Audits are a nationally consistent approach to check your compliance with the four [mandatory registration standards](#) and that the declarations you make at renewal are true and correct. Audits review your evidence to confirm that you have met these standards and provide an important assurance to the community and the [Osteopathy Board of Australia](#) (the Board). They are an important part of the way the Board and the [Australian Health Practitioner Regulation Agency \(AHPRA\)](#) can better protect the public.

Each year the Board decides to audit one (or more) registrations standard. For the 2018 audit, the Board has decided to audit the **CPD registration standard**.

## 1. What happens at audit?

A number of practitioners are randomly selected for audit and will receive an audit notice. The 2018 audit is against the declarations made in the most recent application for registration renewal.

This relates to the registration period **1 December 2016 to 30 November 2017**.

## 2. How do I know?

If you are selected for audit of compliance with the CPD standard, you will be notified by hard copy mail that includes an Audit notice and an audit checklist.

The first thing you should do is sit down and read through the checklist carefully. It will tell you what you need to provide as evidence to confirm that the declarations you made at registration renewal in relation to compliance with the CPD standard is true and correct.

## 3. What should I provide?

The Checklist specifies exactly what you need to submit in response to the Audit notice.

A log is one of the recommended ways you can prove your CPD activity if you are audited. The Board has a number of helpful documents on the [audit page](#) of its website, including templates on how to review, plan and evaluate

CPD as well as advice on how to summarise your CPD activities. You can use these, but you don't have to. Your use of these templates themselves is not being audited.

You can use other formats if you wish as long as they provide evidence (to demonstrate) that you have met the CPD requirements. Formal certificates of participation in CPD activities should be provided in conjunction with/or in the place of the above templates.

You also need to provide a copy of your Senior First Aid Certificate(s) which were current during the audit period and demonstrate that your First Aid certification is not older than 3 years on 30 November 2017. If your certificate was renewed during the registration period **1 December 2016 to 30 November 2017** then you need to show both the old and new First Aid Certificates.

You need to show evidence (e.g. certificates, template documents) of completing four hours of mandatory topics within the 25 hours requirement of annual CPD activity.

The mandatory topics are listed in the [CPD guidelines](#).

- 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.

If you have any questions about the information you need to provide **call 1300 419 495** and ask to speak to the audit assessment team or email: [audit@ahpra.gov.au](mailto:audit@ahpra.gov.au)

#### 4. What happens next?

Return the completed audit checklist with copies of your supporting documentation in hard copy to the address details provided in your Audit Checklist.

Original documents must not be sent to AHPRA. Keep a copy of what you send by mail for your records, including the checklist and cover letter.

Once AHPRA has received the completed checklist and supporting documentation, the information will be validated and assessed and also compared against your declarations made in your last registration renewal application.

AHPRA may request further documentation from you or refer cases of non-compliance to the Board. In some situations an educative approach is taken to making up gaps in compliance with the CPD registration standard. **You will be advised in writing of the outcome of the audit.**

#### 5. What happens if I don't meet the standard?

The expectation is that you must comply with the Board's CPD registration standard. **You should never make false declarations in your renewal applications.**

Cases of possible non-compliance will be referred to the Board or New South Wales Council or the Queensland Office of Health Ombudsman (OHO) for consideration.

Depending on the circumstances of your case and any explanation you provide, the Board may decide to caution you or place conditions on your registration.

The Board will take action against a registered practitioner who is found to have made a false declaration at renewal of their registration.

#### 6. What happens if I do fully meet the standard?

**You will receive a closure letter.** This may take several weeks to receive because of the volume of audits being processed at any one time by AHPRA.

#### 7. Please read the CPD standard and guideline if you haven't already

If you are not totally familiar with your obligations from the mandatory CPD registration standard please do read it and the associated guideline again or ring the audit team on **1300 419 495** who can help you understand them.

#### For more information

Please go to the Board's website: [www.osteopathyboard.gov.au](http://www.osteopathyboard.gov.au).

On this site you will find full details of the registration standards that may be subject to [audit](#) and a reminder about [your obligations](#).

**If you are being audited and need help, call 1300 419 495 and ask to speak to the audit team** or email: [audit@ahpra.gov.au](mailto:audit@ahpra.gov.au) .

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