



**Medical Board of Australia**

# **REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT**

1 October 2016

# REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT



## Summary

This registration standard sets out the Medical Board of Australia's minimum requirements for continuing professional development (CPD) for medical practitioners.

Medical practitioners who are engaged in any form of practice are required to participate regularly in CPD that is relevant to their scope of practice in order to maintain, develop, update and enhance their knowledge, skills and performance to ensure that they deliver appropriate and safe care.

## Does this standard apply to me?

This standard applies to all registered medical practitioners except those with non-practising registration. It does not apply to registered students.

## What must I do?

To meet this registration standard, you must fulfil the requirements set out in the category that applies to you.

1. Medical practitioners who have specialist registration:
  - must meet the requirements for CPD set by the relevant specialist medical college for every specialty in which they hold specialist registration. There may be CPD activities undertaken that fulfil the CPD requirements of more than one specialist college or specialty, and
  - can only choose a self-directed program of CPD if that program meets the requirements for CPD set by the relevant specialist medical college.

**Note:** Medical practitioners with both general and specialist registration are only required to complete the CPD requirements set by the relevant college (i.e. category 6 below does not apply to them).
2. Medical practitioners who are Australian or New Zealand medical graduates and have provisional registration to undertake an accredited intern year must:
  - participate in the supervised training and education programs associated with their position, and
  - comply with any further requirements for training or supervised practice specified in guidelines issued from time to time by the Board.
3. Medical practitioners who are international medical graduates and have provisional registration, must:
  - if in an accredited intern position
    - participate in the supervised training and education programs associated with their position
  - if not in an accredited intern position
    - complete CPD activities as agreed in their supervision plan and work performance report, and
    - complete a minimum of 50 hours of CPD per year (i.e. if their agreed CPD activities total less than 50 hours, additional CPD activities must be completed to reach a minimum of 50 hours)
  - comply with any further requirements for training or supervised practice specified in guidelines issued from time to time by the Board.
4. Medical practitioners who have general registration and are prevocational trainees or college vocational trainees must:
  - participate in the supervised training and education programs associated with their position, and
  - comply with any further requirements for training or supervised practice specified in guidelines issued from time to time by the Board.
5. Medical practitioners who have limited registration for postgraduate training or supervised practice, limited registration for area of need, limited registration for teaching or research or limited registration in the public interest must:
  - complete CPD activities as agreed in their supervision plan and work performance report

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- complete a minimum of 50 hours of CPD per year (i.e. if their agreed CPD activities total less than 50 hours, additional CPD activities must be completed to reach a minimum of 50 hours), and
  - comply with any further requirements for training or supervised practice specified in guidelines issued from time to time by the Board.
6. Medical practitioners who have general registration only (i.e. do not have specialist registration) must:
- complete a minimum of 50 hours of CPD per year (self-directed program), which must include at least one practice-based reflective element; clinical audit or peer review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning, or
  - meet the CPD requirements of a specialist medical college that is relevant to their scope of practice.

## Are there exemptions to this standard?

Medical practitioners who have limited registration in the public interest or limited registration for teaching or research (to demonstrate a procedure or participate in a workshop) and who have been granted registration for no more than four weeks, are exempt from the CPD requirement (see the Board's registration standards for limited registration).

The Board may also grant an exemption or variation from this standard in exceptional circumstances, such as serious illness or bereavement, that result in a substantial absence from practice.

## What does this mean for me?

### When you apply for registration

You don't need to meet this standard when you apply for registration in Australia for the first time as a medical practitioner.

### At renewal of registration

When you apply to renew your registration, you are required to declare whether you have complied with this standard.

### During the registration period

Your compliance with this standard may be audited from time to time.

### Evidence

You should retain records of your CPD activity for audit purposes. The length of time that you need to retain your records will depend on your type of registration.

You are required to retain your records for three years if you have:

- only general registration and choose a self-directed program
- provisional registration, or
- limited registration.

If you have specialist registration or have general registration and choose to complete college CPD requirements, the length of time that you need to retain your records will depend on the CPD requirements of the college. For example, some colleges have annual programs, some have triennial and some have five-year programs.

If your college has annual CPD requirements, you are required to retain your records for three years.

If your college has CPD requirements that span more than 12 months, you are required to retain your records for the entire duration of the program or cycle set by the college and then an additional two years. For example:

- triennial cycle – retain your records for five years
- five-year cycle – retain your records for seven years.

You may store your own records, use college processes or use another third party to store your records.

## What happens if I don't meet this standard?

The National Law establishes possible consequences if you don't meet this standard, including that:

- the Board can impose a condition or conditions on your registration or can refuse your application for registration or renewal of registration, if you don't meet a requirement in an approved registration standard for the profession (sections 82, 83 and 112 of the National Law)
- a failure to undertake the CPD required by this standard is not an offence but may be behaviour for which health, conduct or performance action may be taken by the Board (section 128 of the National Law), and
- registration standards, codes or guidelines may be used in disciplinary proceedings against you as evidence of what constitutes appropriate practice or conduct for health professionals (section 41 of the National Law).

## More information

CPD must include a range of activities to meet individual learning needs including practice-based reflective elements, such as clinical audit, peer review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning. CPD programs of specialist medical colleges accredited by the Australian Medical Council meet these requirements. The Board may issue guidance on acceptable CPD activities and evidence from time to time.

## Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on 27 August 2015.

Registration standards are developed under section 38 of the National Law and are subject to wide-ranging consultation.

## Definitions

**National Law** means the Health Practitioner Regulation National Law, as in force in each state and territory.

**Continuing professional development** 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.

**Practice** means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of this registration standard, practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession.

**Scope of practice** means the professional role and services that an individual health practitioner is trained, qualified and competent to perform.

**Specialist medical college** means a college:

- whose program of study has been accredited by the Board's accreditation authority, the Australian Medical Council, and
- whose resultant qualification has been approved by the Board as providing a qualification for the purposes of specialist registration.

## Review

This registration standard will be reviewed from time to time as required. This will generally be at least every five years.

**Last reviewed:** 1 October 2016

This standard replaces the previous registration standard dated 1 July 2010.