

### Authority

This standard was approved by the Australian Health Workforce Ministerial Council in December 2011 pursuant to the *Health Practitioner Regulation National Law Act* (the National Law), as in force in each state and territory, with approval taking effect from 1 July 2012.

### Summary

All practising occupational therapists must undertake Continuing Professional Development (CPD) as a requirement of registration. This standard sets out the minimum requirements for CPD for occupational therapists.

Consumers of occupational therapy services have the right to expect that occupational therapists will provide services in a competent and contemporary manner that meets best practice standards. Continuing professional development is an interactive process to maintain and extend a practitioner's knowledge, expertise and competence throughout his or her career. Continuing professional development is an important component in the provision of safe and effective services.

### Scope of application

This standard applies to all registered occupational therapist practitioners except students and practitioners who have non-practising registration.

### Requirements

1. All practicing occupational therapists must complete a minimum of 30 hours of CPD per year directed towards maintaining and improving competence in occupational therapy practice.
2. The CPD activity claimed must be directed towards maintaining and improving the practitioner's competence in occupational therapy practice. Continuing professional development activities should have clear goals and outcomes.
3. A CPD Record must be kept to document details of activities completed.
4. In addition to a written CPD Record, practitioners must keep evidence of completed CPD activities in a CPD Portfolio. This evidence must be retained for a five year period and must be available for audit by the Board.
5. Practitioners will be required to sign a declaration of compliance with the CPD Registration Standard when renewing their registration each year.

6. Periodic audits may be conducted to ensure that practitioners are compliant with this standard. If audited, a practitioner must produce their CPD Record and CPD Portfolio of evidence.

### Transition to National Registration and CPD Requirements

The Board recognises that not all occupational therapists have been subject to CPD requirements.

When making an initial application for registration, applicants will be required to give an undertaking to meet the CPD requirements during the period of registration. There will be no requirement to have completed 30 hours of CPD prior to initial application for registration.

However, applicants who do not meet the recency of practice requirements for general registration may be required to undertake additional CPD.

Occupational therapists will have from 1 July 2012 until 30 November 2013 to meet the requirement of 30 hours of CPD.

From 1 December 2013 all registered occupational therapists will need to comply with this standard every registration year.

### Exemptions

A practitioner can apply for partial exemption from the CPD standard in special circumstances. Special circumstances are ill health, maternity / paternity or parenting leave, travelling overseas, ongoing medical condition, carers leave or other extenuating circumstances.

Any request for exemption must be submitted in writing, prior to the end of the registration period.

The submission must include the nature of the special circumstance and the period of time during the registration period for which an exemption is requested.

### Definitions

**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.

**CPD Portfolio** means a collection of documents which demonstrate professional development undertaken and its application to practice. The portfolio may include (but is not limited to):

- Evidence of formal learning activities undertaken or conferences attended
- Certificates issued upon completion of CPD activities  
Records of any informal CPD learning activities
- Written records of supervision provided or received
- Records of activity in the category 'engagement with the profession'
- Implications to practice of learning experiences and examples of how the learning has been applied in practice.

**CPD Record** - the record is the way in which the practitioner documents the CPD activity undertaken.

**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 nonclinical 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.

**Professional development activities** means participation in formal and informal learning activities, such as attendance at courses or conferences, learning reflection, supervision, mentoring or coaching, involvement in communities of practice; peer review and support activities and evidence-based practice activities, as well as informal learning gained through experience and interaction with colleagues.

### Related Documents

The Occupational Therapy Board of Australia has produced Continuing Professional Development (CPD) Guidelines. The guidelines expand on the requirements set out in this registration standard and are available on the Board's website.

### Review

This standard applies from 1 July 2012. The Board will review this standard at least every three years.