

Continuing professional development (CPD) – your obligations

All practising occupational therapists must undertake continuing professional development (CPD) as a requirement of registration.

What is CPD?

CPD is the means by which you maintain, improve and broaden your knowledge, expertise and competence, and develop the personal and professional qualities required throughout your professional life.

CPD requirements

You have 17 months initially (from 1 July 2012 to 30 November 2013) to meet the requirement of 30 hours of CPD. From 1 December 2013 all registered occupational therapists will need to complete 30 hours of CPD each year (every 12 months).

Key points:

- CPD activities should have clear goals and outcomes
- you must keep evidence of completed CPD activities in a CPD portfolio, and retain this evidence for five years
- you must comply with the Occupational Therapy Board of Australia's CPD registration standard, so make sure you familiarise yourself with this document and the accompanying CPD guidelines and fact sheet, and
- at registration renewal each year you will need to make a declaration about your CPD activities. A false statement is grounds for the Board to refuse registration.

The Board may conduct periodic audits to ensure that practitioners are compliant with the standard.

Exemptions

You may apply for partial exemption from the CPD standard in special circumstances. You must submit any request for a CPD exemption in writing before the end of the registration period.

For more information

- See the Board's website www.occupationaltherapyboard.gov.au for the CPD standard (under *Registration standards*) and CPD guidelines, a CPD record template and a fact sheet (under *Codes and guidelines*).
- See overleaf for CPD categories and examples.



Occupational Therapy
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What counts as CPD?

Category 1 Formal learning activities Maximum 25 hours	Category 2 Informal learning activities Maximum 25 hours	Category 3 Engagement with the profession Maximum 10 hours
<ul style="list-style-type: none"> ✓ completing tertiary courses leading to a postgraduate award ✓ completing training courses ✓ completing work-based learning contracts or other assessed activities ✓ attending conferences, forums, workshops and seminars ✓ undertaking research and presentation of work (this needs to be substantive, referenced and evidence-based) ✓ having an article published in a peer-reviewed journal ✓ authoring a book chapter ✓ attending journal clubs ✓ completing in-service education programs ✓ making health-related presentations of new or substantially reviewed material (e.g. poster presentations, lectures, seminars, workshops) ✓ developing evidence-based practice resources (e.g. completing systematic reviews, developing evidence-based guidelines), and/or ✓ distance education or online learning that includes an examination, assessment or certificate evidencing learning outcomes. 	<ul style="list-style-type: none"> ✓ completing private study – reading books and journals with a clear relationship to development goals (this activity must be documented to count as CPD) ✓ completing case presentations and reviews with colleagues ✓ examining and reflecting on evidence-based resources (systematic review, evidence-based guidelines etc.) and implementing changes in practice (this activity must be documented to count as CPD) ✓ participating in a community of practice, with a record of activities completed ✓ keeping a journal of detailed reflection and writing with a focus on developing competence and quality of practice ✓ online learning involving discussion, chat rooms, contribution to list-serves, and/or ✓ receiving supervision or mentoring from an occupational therapist (to be recognised as CPD, supervision must include a record of the supervision received, the discussion involved and documentation of the outcomes). 	<ul style="list-style-type: none"> ✓ completing accreditation activities (inspection teams, evaluation of accreditation reports) ✓ completing activities to improve quality or reduce risk in practice, involving evaluation and reporting ✓ participating in a clinical audit or similar review activity ✓ supervising undergraduate or postgraduate occupational therapy students ✓ supervising an occupational therapist undertaking a practice audit or program of supervised practice ✓ providing supervision or mentoring to an occupation therapist (to be recognised as CPD, supervision must include a record of the supervision provided, the discussion involved and documentation of the outcomes) ✓ participating in interest groups, committees, groups, boards and so on with a focus on health or professional issues, and/or ✓ presenting in-service or training to health professionals or carers. <p style="text-align: right; margin-top: 20px;"> For the CPD registration standard and guidelines, see www.occupationaltherapyboard.gov.au </p>