



**NAATSIHWP**

National Association of Aboriginal and Torres  
Strait Islander Health Workers and Practitioners

# Continuing Professional Development Guide

MARCH 2022



## Guide on using this document

Throughout the booklet there are a number of symbols that can be utilised when viewing this on your computer, phone or tablet.



If you open your phone or tablets camera application and point it at the QR codes throughout the booklet, it will redirect you to the standalone versions of the document on our website.



If you see these symbols throughout the document, clicking on them will redirect you to examples relating to the subjects.

# Continuing Professional Development Guide

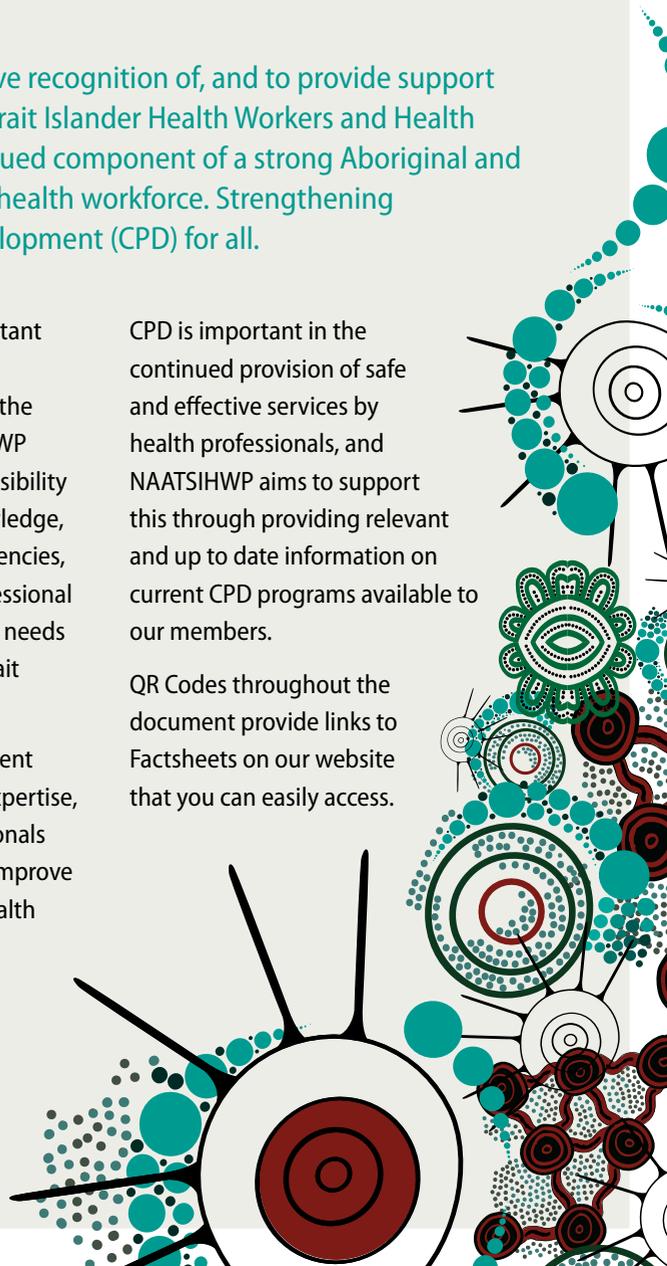
NAATSIHWP's goal is to achieve recognition of, and to provide support to Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners as a vital and valued component of a strong Aboriginal and Torres Strait Islander primary health workforce. Strengthening Continuing Professional Development (CPD) for all.

NAATSIHWP members are an important part of this. Continued growth in knowledge and capability is one of the hallmarks of a profession. NAATSIHWP believes its members have a responsibility to improve and broaden their knowledge, expand their expertise and competencies, and develop the personal and professional qualities to meet the holistic health needs of our Aboriginal and Torres Strait Islander communities we serve.

CPD is the maintenance, enhancement and extension of the knowledge, expertise, and competence of health professionals throughout their careers. CPD can improve competence and result in better health outcomes for patients or clients.

CPD is important in the continued provision of safe and effective services by health professionals, and NAATSIHWP aims to support this through providing relevant and up to date information on current CPD programs available to our members.

QR Codes throughout the document provide links to Factsheets on our website that you can easily access.



# CPD Requirements



## What is CPD?

CPD 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.

## Declaration

All Aboriginal and Torres Strait Islander Health Practitioners will be asked to declare annually on renewal of registration if they have met the CPD standard as set by the board. This may be subject to audit.



## CPD Annual Hours

Practitioners must complete 20 hours of CPD with a minimum of 5 hours in an interactive setting in any one year.

## 5 Years

CPD Records must be kept for five years from the date you completed the CPD activity.

## CPD Requirements for late registration

If you register part-way through a registration period you must complete five hours of CPD for every three months of registration remaining in the registration period.



## CPD Records

You are required to ensure that CPD activities are able to be recorded and these records produced when the Board requires them to do so as part of an audit investigation.





## Relevance to Practice

CPD activities should be relevant to your role and your workplace. Some examples of CPD include, but are not limited to:

- > Interactive activities such as attending a face to face training session or live webinar course where you learn new skills to help your work practice.
- > Effective activities such as reading books, journal articles or completing online courses relevant to your practice.

## Failure to comply

If you have not met the CPD registration standard the Board may take action including imposing conditions on your registration or possibly refusing registration.

Before making this decision, the Board will consider how much CPD you have completed and the reason/s you failed to meet the standard.

The Board may decide that you must do extra CPD hours in the next registration period.

The Aboriginal and Torres Strait Islander Health Practice Board of Australia (the Board) works in partnership with the Australian Health Practitioner Regulation Agency (AHPRA) to implement the National Registration and Accreditation Scheme (the National Scheme).



---

The ATSIHPB requires Aboriginal and Torres Strait Health Practitioners to meet the **CPD registration standard** for continued annual registration. The standard does not apply to students and Aboriginal Health Workers. The standards set out the minimum requirements for CPD.



# Fast track your CPD

A simple guide on how to record CPD as part of your annual requirements.



## CPD Goals

Make a plan to help identify what CPD Activities will improve your skills and knowledge in your current job.

*What are your strengths and weaknesses?*



## Types of CPD

### Interactive CPD

You must complete at least 5 hours of Interactive CPD activities per year. Interactive CPD involves other practitioners either in person or via a live online course.



### Effective CPD

Effective CPD promotes genuine learning. Genuine learning seeks to improve patient outcomes and experiences. Examples of Effective CPD includes online learning and reading journal articles.



## Summary

Provide a summary of the key points of the Interactive or Effective CPD undertaken.



## Reflection

Take the time to think about what you have learnt, how it applies to your work and how it could change your practice to improve health outcomes.



## Record

You must maintain records of your CPD activities for five years. NAATSIHWP have a CPD Register that records all of the essential information required and provides an AHPRA approved summary. This register is available to all student and full members for free.

*How does it improve patient outcomes?*



20

You must undertake a minimum of 20 CPD hours each year

## Definitions

### Continuing Professional Development (CPD)

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 through out their professional lives.

### Interactive

Learning that involves a two-way flow of information and occurs with other practitioners, such as face-to-face or interactive online education.

### Portfolio

A collection of information about your CPD plans, the CPD activities you have done and their impact on your practice. It is typically a hard copy, electronic documents or a combination of the two.

### Reflection

Thinking about what you do in order to improve your learning and practice.

### Practice

Any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) 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 the safe, effective delivery of services in the profession.

### Scope of practice

The professional role and services that an individual health practitioner is educated and competent to perform. NAATSIHWP have developed a National Framework for Scope or Practice aimed at assisting A&TSI Health Workers/Health Practitioners identify their own scope of practice. It can be accessed [here](#).



# An in depth guide

## Every year you must complete at least 20 hours of CPD that:

- > Seeks to improve patient outcomes and experiences
- > Draws on the best available evidence, including well established and accepted knowledge that is supported by research where possible, to inform good practice and decision making
- > Contributes directly to improving your competence (performance and behaviour) and keeping you up to date in your chosen scope and setting of practice
- > Builds on your existing knowledge, and
- > Includes a minimum of five hours of CPD in an interactive setting with other practitioners.

## Documentation of CPD

Aboriginal and Torres Strait Islander Health Practitioners must keep documentation of CPD. Documentation of CPD must include dates, provider, learning needs, type of activity, description of the activity and outcomes, reflection, and number of hours spent on the activity. It is recommended evidence of CPD, including certificates of attainment or attendance is kept for a period of five years.





## Additional Information

The way to have your learning and CPD activities credited to you is to keep a record of them.

### A personal collection of evidence of ongoing development

This includes:

- > Keeping a portfolio (like NAATSIHWP's members one), with sections to document all of your professional development
- > Keeping your portfolio in a safe place, but somewhere handy so you remember to keep your portfolio up-to-date when you attend workshops etc.
- > Setting personal goals for what you would like to achieve in your professional development and career
- > This could include: completing an accredited course; work-based training workshop, attending in-service education sessions; attending a conference or forum

### A record of attendance at CPD learning activities

A record of learning with details of what you did and what you learnt. A record of learning might include: reading a journal article; participating in quality improvement activities such as audit and best practice in chronic disease programs; participating in committees.

### A record of important supporting documents

This could include: certificates of attendance; certificates of completion; conference and conference workshop registration documents; qualification certificates (Cert II, Cert III; Cert IV; Diploma etc.).



**Note to Registered Practitioners:** *Registered Practitioners are required to make a declaration stating that they have undertaken CPD throughout the period of registration.*

## An in depth guide *(continued)*

### What if I don't work in clinical practice?

All practitioners except those with student or non-practising registration must complete CPD every year. Even if you don't work with patients and your work is in a non-clinical role you must comply with the CPD standard if you have general registration. Some examples of non-clinical roles include health management, administration, education, research, advisory, regulatory or policy development or any other similar role.

You should think about the skills and knowledge that you need in your role when deciding on your learning needs and planning your CPD. Some of the ways you might choose to meet the standard include attending seminars or work-based training, reading and summarising research that relates to your role or meeting with a mentor to discuss how you could improve your work.

### When is my registration as a Health Practitioner Due?

You are due to renew your registration with the Aboriginal and Torres Strait Islander Health Practice Board of Australia (National Board) annually by 30 November.





## I am not working at present due to personal reasons. Do I have to complete the continuing professional development (CPD) requirements?

An absence from practice on its own does not mean that you will automatically be exempt from the CPD requirements. The absence from practice must be due to exceptional circumstances. Exceptional circumstances that may entitle you to an exemption are circumstances that prevented you from undertaking your CPD and were unforeseen or out of the ordinary so that you could not have been expected to manage their impact. Examples if exemption can include:

- > Significant illness or injury
- > Bereavement
- > Carer's leave

Generally, the Board will not grant an exemption from CPD for more than one registration period and encourages practitioners who are not practising for more than one year to consider nonpractising registration. The board may provide a partial exemption based on the length of time of exceptional circumstance.



### Useful links



A&TSIHPB-AHPRA  
Registration Standard



A&TSIHPB-AHPRA CPD  
Factsheets



Endorsed NAATISHWP CPD  
Activities

# Continuous Professional Development Plan



**What type of work setting do you work in?**

**What qualifications, skills and knowledge do you have?**

**What are some skills that your current job requires?**

**Are there any skills that your job requires that you currently don't have? If yes, please list them:**

**Are there any skills that you need to refresh for your role? Please list all that apply:**



View this document online



Based on the answers from the last two questions, the skills that I need to prioritise this year are:

1

2

3

4

5

6

# Recording your CPD activities



- 1** Record the date of the CPD activity, title of the course and what kind of activity it was (for example was it a course, article, video etc.)
- 2** Record how many CPD hours were allocated to this. This can be found on the Certificate, or it can be an estimate of how long it took to read an article or watch a video.
- 3** Record if the activity was interactive, you are required to complete a minimum of 5 interactive hours every year.
- 4** Summarise the learning points of the activity.
- 5** Reflect on how the activity has improved your current work role.
- 6** Keep a copy of the Certificate or upload it to the portal if you are using an online platform.

For enquiries on how to access NAATSIHWP'S online CPD portal, email us at:  
[membership@naatsihwp.org.au](mailto:membership@naatsihwp.org.au)

# Resume sample



<NAME>

<Current job title>

<Name>

<Address>

<Email address>

<Suburb>, <State> <Postcode>

<Linkedin profile link>

<Mobile number>

## WORK EXPERIENCE

---

11/2018 - Present	<b>Sample Health Service</b> <i>Aboriginal Health Practitioner</i> Educating clients and assisting them with follow up appointments. Coordinated the delivery of the Ear Health Program to the local schools, assisted with the securing of future funding for continued delivery of the program.
-------------------	--

---

02/2023 - 10/2018	<Company Name> <Job Title> <Key Responsibilities> <Fill in major achievements>
-------------------	---

---

03/2011 - 01/2012	<Company Name> <Job Title> <Fill in major achievements>
-------------------	---

## EDUCATION

---

11/2012 - 06/2014	<b>Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice</b> <i>Training College</i>
-------------------	---

---

02/2023 - 10/2018	<Certificate> <Education Institution>
-------------------	--

---

03/2011 - 01/2012	<Certificate> <Education Institution>
-------------------	--

## SKILLS

- Screening Patients
- Data Entry
- Quality Improvements
- <Skill>
- <Skill>
- <Skill>
- <Skill>



**NAATSIHWP**

National Association of Aboriginal and Torres  
Strait Islander Health Workers and Practitioners

**National Association of Aboriginal and Torres Strait  
Islander Health Workers and Practitioners Limited**

Suite 3, Ground Floor  
31–37 Townshend Street  
PHILLIP ACT 2606  
ABN 61 138 748 697

1800 983 984

[www.naatsihwp.org.au](http://www.naatsihwp.org.au)

