



NATSIHWA
National Aboriginal and Torres Strait
Islander Health Worker Association

CONTINUING PROFESSIONAL DEVELOPMENT GUIDE

www.natsihwa.org.au

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CONTINUING PROFESSIONAL DEVELOPMENT GUIDE

NATSIHWA's goal is to achieve recognition of, and to provide support to Aboriginal and Torres Strait Islander Health Workers, including Aboriginal and Torres Strait Islander Health Practitioners (referred to herein as the Aboriginal and Torres Strait Islander Health Worker workforce) as a vital and valued component of a strong Aboriginal and Torres Strait Islander primary health workforce. Strengthening Continuing Professional Development (CPD) for all NATSIHWA members is an important part of this.

Continued growth in knowledge and capability is one of the hallmarks of a profession. NATSIHWA believes its members have a responsibility to improve and broaden their knowledge, expand their expertise and competence, and develop the personal and professional qualities to meet the holistic health needs of the Aboriginal and Torres Strait Islander communities they 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 NATSIHWA aims to support this through providing relevant and up to date information on current CPD programs available to our members.

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 or Aboriginal and Torres Strait Health Workers Certificate III Primary Health Care trained. The standards set out the minimum requirements for CPD.

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.

Requirements

1. All Aboriginal and Torres Strait Islander health practitioners will be asked to declare annually on renewal of registration that they have met the CPD standard set by the Board. This declaration may be subject to audit.
2. Practitioners must hold a current first aid certificate which includes cardio pulmonary resuscitation.
3. Practitioners must complete a minimum of 60 hours of CPD activities over a three year cycle, with a minimum of 10 hours in any one year.
4. Of the 60 hours over three years, at least 45 hours are required to be formal CPD activities. The remainder may consist of informal CPD activities.
5. Aboriginal and Torres Strait Islander health practitioners are required to ensure that their 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. A sample of how to record CPD activities is provided in the guideline for continuing professional development.
6. Records must be kept for four years.
7. CPD activities should be relevant to the context of the practitioner's practice and the employing organisation. Some examples of CPD include, but are not limited to:
Formal learning activities such as accredited courses, conferences, forums, seminars, undertaking research and presentation of work, online learning and in-service workplace programs.
Informal learning activities such as selfdiscussion with other health professionals, and internet research.

Failure to comply

A failure to comply with this CPD standard is a breach of the National Law and may constitute behaviour for which health, conduct, or performance action may be taken under the National Law section 128(2).

Definitions

Aboriginal and Torres Strait Islander health practitioner means a person registered by the Aboriginal and Torres Strait Islander Health Practice Board of Australia. The practitioner may use the titles:

- Aboriginal health practitioner,
- Aboriginal and Torres Strait Islander health practitioner, or
- Torres Strait Islander health practitioner.

Continuing professional development (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.

Practice means any role, whether remunerated or not, in which the registrant uses their skills and knowledge in their profession. For the purposes of this registration standard, practice is not restricted to the direct provision of clinical care. It also includes 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 safe, effective delivery of services in the profession and/ or use their professional skills.

Review and implementation

This standard will commence on 1 July 2012.

Prior to 1 July 2015, practitioners will be required to complete a minimum of 10 CPD hours in any one year and 60 hours in total over a three year cycle.

When a practitioner registers for the first time, or has his or her registration restored after it has lapsed, the number of CPD hours to be completed will be calculated on a pro rata basis.

During this period, the requirement for all practitioners to hold a current first aid certificate will continue to apply.

The Board will review this standard at least every three years.

Standards are currently under review and NATSIHWA will keep you advised as to the consultation process as it is made known.

Documentation of CPD

Aboriginal and Torres Strait Health Practitioners must keep documentation of CPD. Documentation of CPD must include dates, provider or source details, learning needs, type of activity, a brief description of the activity and outcomes, reflection, evidence provide and number of hours spent on the activity. It is recommended evidence of CPD, including self directed learning is kept for a period of four years.

I live in a rural area and it is difficult for me to access CPD opportunities. What should I do?

Proper professional development is achieved through a wide range of activities that practitioners pursue throughout their career. There are many and varied opportunities for CPD. Activities might include:

- seminars, lectures and workshops short courses
- conferences
- studying for further formal qualifications researching and writing for publication clinical research
- learning journals
- critical reflection workshops learning sets
- participation in online learning opportunities
- audio and video tapes (ideally with some sort of critical assessment).
- Work-based learning should also be considered and may include a wide range of activities such as: coaching on the job
- mentoring and peer review clinical supervision
- job rotation and job shadowing or work-based projects.

The Board notes that practitioners who become professionally isolated are at higher risk of lapses in competence or judgment. This includes practitioners isolated by geography. Only a portion of CPD should be self-directed learning with no peer interaction.

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

All registered Aboriginal and Torres Strait Islander health practitioners will be required to participate regularly in continuing professional development (CPD) activities and to maintain records of their CPD activities from 1 July 2012.

Practitioners must complete a minimum of 60 hours of CPD activities over a three year cycle, with a minimum of 10 hours in any one year. This provides practitioners with some flexibility in relation to how much CPD they complete in any given year.

Of the 60 hours over three years, at least 45 hours are required to be formal CPD activities. The remainder may consist of informal CPD activities. Further details about what formal and informal CPD activities are can be found in the Board's CPD guideline.

All practitioners must also hold a current first aid certificate which includes cardio pulmonary resuscitation.

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.

Making sure your CPD activity is credited to you

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

- A personal collection of evidence of ongoing development. This includes:
 - Keeping a portfolio (like this 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
- A record of attendance at formal learning activities
 - This could include: completing an accredited course; work-based training workshop, attending in-service education sessions; attending a conference or forum
- A record of informal and incidental learning with details of what you did and what you learnt
 - Informal learning might include: reading a journal article; participating in quality improvement activities such as the One21seventy audit and best practice in chronic disease program; 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 111; 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 (*Board monitoring of CPD, Guidelines for continuing professional development, Aboriginal and Torres Strait Islander Health Practice Board of Australia www.atsihealthpracticeboard.gov.au/Codes-Guidelines*).

Useful Links for CPD

Tackling the Triggers

tackle.hybrid-dev.com.au

Rheumatic Heart Disease Australia

www.rhdaustralia.org.au/professional-development/rhd-australia-education-package

AAPM

www.aapm.org.au/Resources/AAPM-Online-Learning-Centre

Medicare Australia

www.humanservices.gov.au/health-professionals/subjects/indigenous-health-education

GNARTN– Greater Northern Area Regional Training Network

www.gnartn.org.au/wp-content/uploads/2014/04/GNARTN-Training-Portfolio.pdf

Registration Standard requirements

www.atsihealthpracticeboard.gov.au/Registration-Standards.aspx

Resume of:

(Detailed version available on request)

Personal Details	
Skills & Competencies	
Qualifications	
Short Courses	
Work Experience	
Position	
Key Responsibilities	
Achievements	
Position	
Key Responsibilities	
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