

CPD Webinar - FAQ

14 August 2019

What counts as CPD? Can this webinar be counted?

The Board does not assess, endorse or provide particular CPD courses. CPD that counts is anything that relates directly to your scope of practice – that is the work you do in your role as a physiotherapist. It is up to you to provide evidence, if asked through audit or if a complaint is made about you, that the CPD you have planned, undertaken, reflected upon and logged in your personal portfolio contributes to both maintaining and improving your competence in your chosen scope of practice.

The Board's approach acknowledges that CPD is an interactive process that enables health professionals to maintain, enhance and extend their knowledge, expertise and competence throughout their careers.

The CPD you should do will differ according to your area of practice, the length and breadth of your postgraduate experience and job or workplace requirements. For example, a hands-on clinician's CPD activities are likely to differ from those undertaken by a physiotherapist working in research or management.

If you are thinking of changing your practice, plan your CPD to support the change.

20 hours of CPD can be collected very quickly. For example, a physiotherapist who delivers education will spend time preparing, reviewing and researching for this.

Can this webinar be counted?

Yes, the Board's webinar on CPD can be counted towards the minimum 20-hour requirement. You must log and reflect on the CPD webinar in your personal portfolio for it to be counted.

What's not counted?

Mandatory training such as emergency evacuation of hand hygiene that is part of your employment and not related to your chosen scope of practice, probably can't be counted.

Unrelated education in, for example, basket weaving or creative writing or any area that you don't practice or don't intend to in the future is not counted.

Can you roll CPD over more than one year?

No. Even if you did 12 months of full time study in the previous year, which would amount to many more than 20 hours, you are still required to complete a minimum 20 hours of CPD the following year, and so on.

Can I count CPD that was completed overseas?

Yes. As with all acceptable CPD, it must relate to your chosen scope of practice and be logged in your personal portfolio.

Can my CPD be all informal or formal? What are the requirements for how many hours of each?

The Board does not set an amount of formal or informal CPD. You will be motivated and will learn best when your CPD is self-directed. You are responsible for deciding what CPD activities you want to do.

Have a look at the CPD Guidelines on the website that has a list of different types of informal and formal CPD activity examples.

All learning activities which help you maintain competence will be accepted as CPD. If you are audited, it is up to you to provide evidence that the CPD you have planned, undertaken and reflected upon helps you maintain and improve your competence in your chosen field of work.

Where do I source CPD? Does the Board accredit or approve different CPD activities?

The Board does not accredit or approve any CPD activities. It is up to you to decide what CPD activities you want to do, and this depends on your scope of practice. CPD activities must relate to what you do in your practice as a physiotherapist.

It is also up to you to provide the evidence that the CPD you have chosen contributes to the maintenance and development of your capability as a physiotherapist.

Look at the Board's [CPD Guidelines](#) for a list of informal and formal CPD activity examples.

The [Australian Physiotherapy Association](#) has a directory with current CPD options.

What if I don't receive a certificate for the CPD activity I have undertaken?

Certificates and receipts are good ways to provide evidence of your CPD activities, although it is not a requirement as certificates are not always issued for CPD activities. The important thing is that you record the CPD you have undertaken, in your portfolio, with your reflection on how it affected your practice.

If a receipt is available when a certificate is not, this may be useful to keep as evidence in case you are audited or a notification (complaint) is made about you.

We will not send you a certificate for attending a webinar.

When does CPD start being counted during each year?

The registration year starts on 1 December each year and finishes on 30 November. If you are audited, you will be asked to provide evidence of your CPD for the previous registration year.

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.

What about new graduates?

You don't need to meet the CPD registration standard when you apply for registration in Australia for the first time as a physiotherapist, or if you are student, or if you hold Non-Practising Registration.

Where do I find the template portfolio/logbook?

The Board has published a [sample CPD portfolio template](#) on its website (see Appendix 1). You do not have to use this template, however you must keep some form of personal portfolio or logbook to record your CPD activities, to meet the registration standard for CPD.

Choose a record keeping system that is easy for you to record your CPD activities. Make sure your portfolio/records are easy for you to update and compile, in case you are audited.

If you are required to provide the Board with evidence of your CPD activities, your personal portfolio will help demonstrate that you have met the requirements.

Remember, the Board's [sample CPD portfolio template](#) is optional. You may ask the Australian Physiotherapy Association or your workplace if they have a personal portfolio option you can use to plan, record and evaluate CPD activities, or create your own as an alternative. You can use any portfolio that meets these criteria.

If I am audited, how long have I got to provide evidence?

You generally have 28 days to respond to an audit notice sent from AHPRA.

The correspondence you receive about the audit will provide you with a deadline for your audit. AHPRA will provide details for who you should contact if you have questions or need help.

The email address for correspondence about audit is: registration9@ahpra.gov.au.

If I am audited, can I submit my CPD portfolio in an electronic format? If so, which ones?

Yes. You can send your CPD portfolio in any electronic format.

The maximum file size is 5mb. The email contact for help with audits is registration9@ahpra.gov.au.

You may add to and store your CPD portfolio in any way you wish, including in hard copy.

The Board does not recommend that you use any particular CPD portfolio software. As long as the software you choose meets the requirements of the registration standard for CPD and it's an easy way for you to keep your portfolio up to date and accessible.

Is there an AHPRA app for CPD?

No, not yet. This may occur in the future. In the meantime, you can use any method of storing your CPD portfolio. Choose a system that is easy for you to access and update with your CPD activities.

If I am audited what sort of evidence do I need to provide?

You need to send in a copy of your portfolio in whichever format you store your portfolio – electronic or hardcopy.

To meet the CPD requirements of your registration standard each registration period, you must keep a portfolio of your CPD activities that includes planning, a description of the activity and how it relates to your development goals, and your reflection of how the CPD has affected your practice.

If I am audited, do I have to provide evidence of 5 years of CPD?

If you are audited, you will be asked to provide evidence of your CPD for the previous registration period (12 months).

However, there may be other reasons for the Board to ask for evidence of CPD for a longer period of time.

If a notification (complaint) is made about you, you might be asked to provide evidence of your CPD for the previous 5 years.

It is in your best interests to retain records for longer than five years, given their value as evidence of appropriate professional behaviour.

Do I still have to do a minimum of 20 hours CPD if I am on maternity leave?

Yes. If you want to retain your (general) registration as a physiotherapist, you must continue to meet all of the registration standards, including CPD and Recency of practice during your maternity or parental leave.

The Board does not differentiate between different sorts of breaks. The Board may grant an exemption or variation from the standards in exceptional circumstances only, such as serious illness or bereavement that results in a substantial absence from practice.

Do I still have to do a minimum of 20 hours of CPD if I am semi-retired or working part time?

Yes. If you want to retain your registration as a physiotherapist, you must meet all of the registration standards, including CPD and Recency of practice. Although the 2019 CPD webinar was focused on CPD, Recency of practice is also relevant, especially if you are semi-retired or working part-time. The [Recency of practice](#) registration standard requires you to undertake at least 150 hours (1 month equivalent full time) in the previous registration year, or 450 hours (3 months equivalent full time).

Please see the Recency of practice registration standard and [guidelines](#) which outline your requirements as a registered health practitioner.

What if the CPD activity I participated in offered CPD *points* rather than *hours*?

Some CPD activities are counted in points rather than hours. The Board counts hours rather than points. Generally, 1 point = 1 hour. However, if you are offered more points than hours, count the hours. Remember, it is up to you to provide evidence that you have met the requirements.

What if I work in management? Is that considered practice?

Wherever you use your skills and knowledge as a physiotherapist, this can be considered practice. Practice does not have to be hands-on patients. The Board's definition of practice is shared across all of the regulated health professions and is defined as follows:

Practice means 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.

Your scope of practice is simply the work that you do.

For example, if in your practice you undertake paediatric musculoskeletal physiotherapy, then your CPD should be focused on this type of activity. If you want to include a different practice type into your work in the following year, for example neurodevelopmental, you should include some CPD related to that practice so that you are competent and qualified to undertake it.

However, to be clear, as per this definition, practice does not have to be clinical to be considered practice either for recency or when you are planning relevant CPD.