

4 May, 2010.

Continuing Professional Development

FAQs

- Q1. What is Continuing Professional Development (CPD)?
- A. 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. The CPD cycle involves reviewing practice, identifying learning needs, planning and participating in relevant learning activities, and reflecting on the value of those activities (ANMC, 2009)
- Q2. If I am not practising as a clinical nurse, do I still need to do CPD?
- A. Yes, the CPD undertaken needs to be relevant to your 'context of practice'.
- Q3. How do I describe my 'context of practice'?
- A. Context of practice refers to the conditions that define an individual's nursing or midwifery practice. These include the type of practice setting (e.g. healthcare agency, educational organisation, private practice); the location of the practice setting (e.g. urban, rural, remote); the characteristics of patients or clients (e.g. health status, age, learning needs); the focus of nursing and midwifery activities (e.g. health promotion, research, management, policy, industrial); the complexity of practice; the degree to which practice is autonomous; and the resources that are available, including access to other healthcare professionals (ANMC, 2009).
- Q4. If I am a registered nurse or a registered midwife how many hours of CPD do I need to complete each year?
- Registered nurses or registered midwives will participate in at least 20 hours of CPD. One hour of active learning will equal one hour of CPD.
- Q5. If I am both a registered nurse and a registered midwife how many hours of CPD do I need to complete each year?
- A. You will be required to complete 20 hours of nursing CPD and 20 hours of midwifery CPD per year. However, if CPD activities are relevant to nursing and midwifery professions, those activities may be counted as evidence for both nursing and midwifery CPD hours.

Q6. If I am a Nurse Practitioner, how many hours of CPD do I need to complete?
A. You must complete 20 hours of CPD for registration as a nurse or midwife and a further 10 hours for your endorsement.

Q7. If I am an Eligible Midwife, how many hours of CPD do I need to complete?
A. You must complete 20 hours of CPD for registration as a nurse or midwife and a further 20 hours for your endorsement.

Q8. What does an hour of active learning mean?

A. Without wishing to limit the examples, active learning may include:

- Reflecting on feedback, keeping a practice journal
- Acting as a preceptor/mentor/tutor
- Participating on accreditation, audit or quality improvement committees
- Undertaking supervised practice for skills development
- Participating in clinical audits, critical incident monitoring, case reviews and clinical meetings
- Participating in a professional reading and discussion group
- Developing skills in IT, numeracy, communications, improving own performance, problem solving and working with others
- Writing or reviewing educational materials, journal articles, books
- Active membership of professional groups and committees
- Reading professional journals or books
- Writing for publication
- Developing policy, protocols or guidelines
- Working with a mentor to improve practice
- Presenting at or attending workplace education, in- service sessions or skills workshops
- Undertaking undergraduate or postgraduate studies which are of relevance to the context of practice
- Presenting at or attending conferences, lectures, seminars or professional meetings
- Conducting or contributing to research
- Undertaking relevant online or distance education (ANMC, 2009)

Q9. Will there be a place on the NMBA website where I can log my CPD hours?

A. No, however your professional association or workplace may provide this service.

- Q10. Do I need to keep evidence of my CPD?
A. Yes, you should hold your evidence for three years in case you are selected for audit.
- Q11. Do I need to submit evidence of my CPD to NMBA each year?
A. No, you only need to sign a declaration to say that you have completed the required number of hours of CPD. Evidence will only be requested if you are selected for audit.
- Q12. What form should my evidence of CPD take?
A. Documentation of self-directed CPD must include dates, a brief description of the outcomes, and the number of hours spent in each activity. All evidence should be verified. It must demonstrate that the nurse or midwife has:
- a. Identified and prioritised their learning needs, based on an evaluation of their practice against the relevant competency or professional practice standards
 - b. Developed a learning plan based on identified learning needs
 - c. Participated in effective learning activities relevant to their learning needs
 - d. Reflected on the value of the learning activities or the effect that participation will have on their practice.
- Q13. When do I start counting my 20 hours of CPD for the year?
A. A year is 12 months from your registration date.
- Q14. Will everybody be audited annually?
A. No, the Board will have discretion to select a random number of nurses and midwives for auditing.
- Q15. What if my State has not required me to keep evidence of 20 hours CPD?
A. If you are selected for audit within the first 12 month of the scheme and you are currently registered in a jurisdiction (NSW) that has not previously had the requirement for CPD, you will not be audited in the first year. After the first year under the National Scheme, you will be expected to comply with the same requirements as all other registrants under the National Scheme i.e. be able to provide evidence of your 20 hours of CPD if you are subject to audit.
- Q16. Several professional organisations offer their CPD contributions in terms of points. How will this system relate to my obligations for CPD?
A. The use of points does not relate to your obligations for CPD as the regulatory requirement is for 20 hours of CPD as expressed in hours of active learning defined above. You need to speak to the relevant professional organisation to ascertain how many hours of CPD the program you have completed represents.

- Q17. Does the Board require a set format in which to present my evidence of CPD?
A. No, there is no set format but it is important that the information submitted, directly relates to the evidence about the CPD hours.
- Q18. Are students required to meet the CPD requirements?
A. No, student nurses and midwives are not required to meet the CPD requirements.
- Q19. If I am registered on the non-practicing register do I need to meet the CPD requirements?
A. No, if you are on the non-practicing register you do not need to meet the CPD requirements.
- Q20. Does any mandatory in-service education (e.g. fire drill, CPR) count toward CPD?
A. Any mandatory in-service education that is directly relevant to your area of practice and that is likely to lead to a change in practice can be included as CPD. Therefore if you work in a nursing home and evacuating patients would be part of your job, fire drill would be relevant.
- Q21. Can all 20 hours of CPD be completed in the same activity?
A. Yes, there are no restrictions on the type of CPD activities. However when considering any CPD activity, nurses and midwives need to ensure that the activity meets their required learning needs.
- Q22. What happens if my evidence for audit is not sufficient?
A. Refer to the NMBA Policy on Audit which will be developed and available on the Board's website by the end of May.

References

Australian Nursing and Midwifery Council (2009) Continuing Professional Development
 Australian Nursing and Midwifery Council (2009) Continuing Competence Framework
 Nursing and Midwifery Board of Australia: *Guidelines for Continuing Professional Development*

This information is current as of the date published it may be updated and you are advised to check the NMBA website for changes. 4

