

## CPD

# Application Review Guidelines and Standards

## 1. Introduction

As a requirement of Australian Health Practitioner Regulation Agency (AHPRA) registration, registered Podiatrists are required to complete a minimum of 20 hours of Continuing Professional Development (CPD) per year. There are numerous ways in which Podiatrists can participate in CPD and the Australian Podiatry Association aims to provide CPD to assist Association members meet AHPRA requirements.

The Association CPD Application and Review Guidelines provides the standards against which the Association assesses the CPD activities offered to Association members. Those standards being;

- CPD is topical and of relevance to the podiatry profession;
- CPD is delivered by highly qualified and experienced professionals;
- CPD is comprised of content which is of a high calibre;
- CPD is delivered to a high standard

The Guidelines also provide CPD presenters with the process for application and fees incurred as part of the application and approval process.

## 2. Scope

The Association has developed these guidelines for the approval of content, presenters and presentations in the provision of Association CPD activities (an activity being a face-to-face workshop, seminar, symposium or lecture; webinars/online content and conferences are assessed by separate guidelines).

The guidelines aim to ensure CPD activities have been approved for their quality and their capacity to advance the professional skills of podiatrists.

## 3. Glossary of Terms

Approval	The process of assessment of a CPD activity against the expected standards
Approved CPD Activity	A CPD activity which has undergone the approval process and confirmed as meeting the accepted standards for CPD
Continuing Professional Development (CPD) program	The means by which members of the profession continue to maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives. This includes, but is not limited to workshops, seminars and symposia
CPD Committee	The Association appointed committee assigned to assess the CPD programs and activities for approval

Conflict of Interest	A conflict that may arise when an individual has duties, roles or relationships that may improperly influence the performance of the duties of their role (in this instance as a presenter of approved CPD).
Actual Conflict	A conflict that exists in fact
Perceived Conflict	A conflict that has been, or could be inferred
Potential Conflict	A conflict that may arise in future
<i>"Approved by APodA" logo</i>	The wording to be used alongside the Association logo on approved CPD activities being advertised online

#### 4. CPD Delivery Principles

Association CPD activities aim to support best practice clinical, business or regulatory education, promote flexibility and collaboration and to be relevant to the profession while providing current and up-to-date content.

#### 5. Standards (Summary)

As a means of determining the quality of a CPD activity or program the following standards are required to be met:

- the **learning outcomes** of the CPD activity are clearly stated
- the presenter is **suitably qualified and experienced** relevant to the topic/s
- the equipment and learning materials/resources proposed **match the learning requirements** the activity proposes
- the content being delivered is reflective of **current practices and theories** of the profession
- the content being delivered is educational with **clarity of purpose**
- the CPD activity includes appropriate **participant evaluation**

#### 6. Submission for Review Requirements

CPD presenters are required to complete the Association CPD Assessment Form. Once received, the form will be submitted to the CPD Committee for assessment.

CPD presenters are encouraged to submit applications as early as possible as it is not permissible to advertise a CPD activity until the approval process and payments are complete.

In submitting a CPD Assessment Form the CPD presenter is warranting the information provided is true and correct and are agreeing to the review.

CPD presenters are asked to refrain from contacting CPD Committee Members directly and are asked to direct any questions they have regarding an application to the Association office or CPD Manager.

Given that all information is provided at the time of submission, all reasonable steps will be taken to seek approval of CPD activities within 20 working days (one calendar month).

## 7. Fees for Application Review

The CPD Application Review is \$550AUD\* per application. This fee includes administrative and review costs and advertising for a single approved CPD Activity.

*\* CPD presenters who are current Association members will be provided a \$150AUD discount on this application fee, thus making the application fee payable \$400AUD.*

*\* If the CPD activity is not approved (during the review process) a refund of \$200AUD for current Association members and \$250AUD for Non-members will be provided.*

All applicable fees must be provided with the CPD Assessment Form at time of submission. This can be done by completing and submitting the CPD Application Review Payment Form.

Payment is to be made via Credit Card.

## 8. Advertising Approved CPD

Approved CPD activities can be advertised on the Association CPD Events Calendar online ([www.podiatry.org.au](http://www.podiatry.org.au)), through Association social media platforms and via Association fortnightly state member emails (Professional Development Update Email).

When advertising a single\* approved CPD activity (e.g. a one off, workshop or seminar) the Association will provide CPD presenters with one event listing in the Association Events Calendar (this listing will be removed once the event has been held), one post in Social Media and will include the event in the Association's fortnightly state member emails (Professional Development Update Email).

It is recognised certain CPD activities will be 'multiple date activities'; that is a series of CPD activities available over numerous dates and locations across a period of time i.e. 5 seminars available in numerous locations over a 12 month period.

The Association will follow the same advertising principles for these activities as a single CPD activity, in that the first date will be advertised and the cost associated with this advertising will be included in the Application Fee.

However, each CPD activity thereafter (in the approved block of 'multiple dates') will incur a \$200 advertising fee which will provide one listing per event, in the Association Events Calendar, one post in Social Media and will be included in the Association fortnightly state member emails (Professional Development Update Email).

The Association will provide the CPD presenter with an invoice to pay the required advertising fee for each event.

To follow the Associations advertising guidelines and Use of Logo rules, refer to the Approved CPD Advertising and Use of Logo attachment.

## **9. CPD Committee Assessment Payment**

Members of the CPD Committee (CPD Assessors) are paid the nominal fee of \$100AUD (inclusive of GST) per application reviewed.

Committee members will be instructed on the invoicing process for this payment by the Association CPD Manager.

Any questions regarding the CPD Committee Assessment Payment can be addressed to the CPD Manager.

## CPD Guidelines and Standards

### CPD Approval Process

The approval of CPD activities provides an assurance to podiatrists that an Association activity has been reviewed by the Association for its educational quality, its relevance to the podiatry profession, its delivery by qualified and experienced professionals and that it is comprised of content which is of a high calibre and is delivered to a high standard.

The Association CPD Committee is required to assess CPD activities against the Standards (see 5. Standards). To be approved a CPD activity must demonstrate that it aligns with the standards. CPD presenters are to ensure that the CPD Assessment Form and any supporting evidence contains sufficient information to demonstrate how the activity meets the standards.

### Standards

- **The learning outcomes of the CPD program are clearly stated**

Measurable learning outcomes from the CPD activity are to be provided to the Association at the time approval is being sought.

CPD presenters may elect to provide *global or individual* learning outcomes for the CPD activity. The learning outcomes of a CPD activity are not required to be made available in each of the CPD activity materials as long as they are available for access by the participants in some manner or form (i.e. in advertising the CPD activity, in presentation slides, in brochures or in learning materials supplied during the activity).

#### **Example of measurable learning outcomes clearly stated;**

On completion of this activity you will be able to –

- recognise the prevalence and incidence of diabetes related foot disease in Australia
- describe the strategies to avoid diabetes related foot disease
- describe the pathophysiology of diabetes related foot disease
- demonstrate a vascular assessment in the person with diabetes related foot disease
- understand the principles of examination of a patient with a neuropathic foot

- **The presenter is suitably qualified and experienced relevant to the topic/s**

It is the responsibility of the Association CPD Committee to determine the applicability of the qualification of a CPD presenter to the content being presented.

The CPD organisation, presenter or provider must provide; presenters name, CPD activity contact person (if different to presenter), contact email, contact phone, summary of qualifications, experience, clinical experience or affiliations, details of when (if) the presenter has presented to Association members before, references from previous CPD activities or delivery.

- **The equipment and learning materials proposed match the learning requirements the activity proposes**

Quality instructional materials are essential in adult education and it is also important to consider the context within which specific materials will be used. Presenters need to determine which learning materials will provide the most suitable support.

Where provided, CPD presenters must ensure materials being provided are of; a satisfactory quality, safe for participant use and include CPD assessment / evaluation.

- **The content being delivered reflects theories and techniques acceptable within the profession**

CPD presenters must ensure CPD activities which are approved must have an educational relevance for podiatrists. CPD providers must ensure where approval is sought, the activity has a focus on defined learning outcomes for podiatrists and be relevant to podiatry practice.

CPD activities should be educational learning activities which assist podiatrists to advance or reinforce their level of skill and knowledge. Where appropriate, content should be consistent with contemporary professional guidelines.

- **The content being delivered is educational with clarity of purpose**

The CPD presenter is to ensure activity content and teaching facilitates the integration of new knowledge and skills into a podiatrists practice and treatment skills.

The CPD activity must provide methods of delivery that promote effective adult learning based on adult education principles. Commonly held adult education principles tell us adults learn best when;

- their learning is relevant to their practice
- their learning is focused on solving a problem
- their previous experience is valued
- they maintain responsibility for their learning
- they are actively engaged
- they have opportunity to interact with other participants
- they are provided with opportunities to apply what is being learned

If instructional materials are used they are to enhance participant understanding of the content and include some form of assessment mechanism capable of demonstrating the improvement in knowledge and/or skills of the participant resulting from the activity.

**Example of education with clarity of purpose:**

CPD activities are to be structured and facilitated in such a way as to allow participants the ability to demonstrate back to the CPD presenter the acquisition of learning outcomes and their relevance to practice.

- **The CPD activity includes appropriate participant evaluation**

CPD presenters must ensure that participants are given the opportunity to evaluate the quality of the CPD activity. It is not a requirement that evaluations are conducted immediately after each CPD activity, however it is compulsory to notify all participants of when and how they can complete the evaluation and provide feedback.

Feedback can be sought via a hard copy evaluation form following the CPD activity or via an online evaluation provided to the Association for distribution to participants after the CPD activity.

Additionally, the Association will provide CPD participants with an Association CPD Feedback evaluation form after all CPD activities and the results from this feedback will be shared with the presenter.

## Terms of Reference

### Attendance Certification

The Podiatry Board of Australia states for Podiatrists *'you must maintain records of your CPD activity for at least five years in case you get audited. You may also be required to provide your CPD records as part of an audit or an investigation arising from a notification (complaint)'* (Ref; Podiatry Board of Australia. Registration Standard: Continuing Professional Development 2015)

To assist Podiatrists track and provide evidence of completed CPD activities we ask where possible CPD presenters provide attendees with an attendance certificate which states the name of the CPD activity, the CPD presenter name, course date, location and number of CPD hours the activity provides.

An example Attendance Certificate can be found by downloading the attachment **Example\_CPD Attendance Certificate.pdf**

### Change of CPD Content

CPD presenters must formally notify the Association if the content of a CPD activity is changed following approval by the CPD Committee.

The CPD presenter is responsible for assessing the extent of the change to determine the validity of the previously granted approval. It is suggested any changes made to the educational content\* or advertised topic greater than 25% is notifiable.

\*changes to education content refers to changes to the CPD topic, learning outcomes or learning measures and if this change is greater than 25% of the presentation material then the CPD Presenter is responsible for notifying the Association.

There are instances where CPD presentations are accredited months prior to the activity and the presentation content is changed at the time of presentation (e.g. PowerPoint slides changed on the day), the Association understands this is a difficult factor to control and requires an approved CPD presenter to follow this up with the Association should they gauge the change in education content is greater than 25% and affects previously approved learning outcomes.

Additionally, a Company brand change is also notifiable. If the approved CPD presenter changes company or Company name/brand after their application has been approved they are asked to notify the Association of this change.



The Association CPD Committee will be responsible for assessing content and learning outcomes again to determine the validity of the previously granted approval.

Any issues identified with a change in content need to be addressed by the CPD presenter with the Association CPD Committee. It is recommended each CPD presenter has a procedure that clearly defines what constitutes 25% or greater change. This procedure can then be provided to the Association for reference in the re-approval process.

## **Conflict of Interest**

CPD presenters are to disclose conflicts of interest\* whether actual\*, perceived\* or potential\* (\*refer to Terms below). In instances where obvious conflicts of interest are identified CPD presenters are asked to address these directly with the Association CPD Committee via a written outline / summary of the conflict of interest.

Any declaration of conflict of interest is to be made available to all CPD activity participants. The Association does not stipulate where this should be made available as long as it is accessible by CPD participants. For example, the conflict of interest can be provided in presentation slides, in brochures or in learning materials supplied during the activity. At least one (1) of these materials is to disclose any conflict of interest.

### **Conflict of Interest Terms**

Conflict of interest – a conflict that may arise when an individual has duties, roles or relationships that may improperly influence the performance of the duties of their role (in this instance as a presenter of approved Association CPD).

\*Actual – a conflict that exists in fact

\*Perceived – a conflict that has been, or could be inferred

\*Potential – a conflict that may arise in future

## **Approval Period**

It is up to the Association CPD Committee to determine the actual period of approval for a CPD activity up to a maximum of two (2) years.

The CPD Committee will take into account the ongoing currency of the CPD material, delivery style, format, the number of repeat presentations, qualifications and consistency of presenters when determining approval period.

Approved CPD presenters are required to place adequate conditions for review on repeat CPD activities to ensure consistency of delivery and quality of activity.

## **Commercial Interest**

CPD activities that emphasise a commercial interest or the promotion of a specific brand or product are generally not considered for approval. This said, if such information or product usage is critical to the delivery of a CPD activity, we suggest you provide information on how the service or product will be promoted in your written application.

## **Presenter Expectations**

The Association asks that CPD presenters comply with relevant ethical standards\*, professional codes of conduct and national privacy principles when presenting CPD activities. CPD activities must be delivered in accordance with the application as approved.

Care must be taken when presenting e.g. case studies, case scenarios and or patient information and in disclosing private information. Informed consent of the patient must be obtained prior to activity (where required).

Where required, consent of CPD participants should be obtained e.g. for CPD activities using sharps devices, such as disposable scalpels or needles.

Where participants are recruited for demonstration the CPD presenter must ensure subjects should be volunteers and freely give consent after being adequately informed of all relevant details of the activity. Subjects should be informed they may withdraw consent at any time.

\*It is acknowledged ethical standards that when followed, promote values such as trust, good behaviour, fairness, and kindness. There is not one consistent set of ethical standards the Association follows, but retains the right to cancel a CPD activity or Presenter if the activity or the Presenter is judged to have acted in a manner that is inconsistent with professional, ethical standards.

## **Spot Check Audits**

Spot Check Audits to ensure compliance with guidelines as stated may be made at any time and without notice.

If it is assessed that the approved CPD activity or the presenter fails to meet the required standards or terms of reference, the Association retains the right to withdraw approval granted, any online advertising of CPD activity and ask the CPD presenter to remove any “*Approved by APodA*” logos until the CPD presenter or activity is approved by the Association CPD Committee to continue.