



Guideline: Continuing Professional Development (CPD) Participation

Issued by the ACPS CPD and Standards Board.

1. PURPOSE AND SCOPE

- 1.1. The purpose of this guideline is to clarify the CPD participation requirements of ACPS Fellows.
- 1.2. Completion of minimum mandatory CPD requirements is a regulatory requirement of the Podiatry Board of Australia for the retention of professional registration.
- 1.3. This guideline defines the ACPS expectations in relation to participation in CPD of ACPS Fellows.
- 1.4. This guideline does not exempt podiatric surgeons from compliance requirements to the Registration standards of the Podiatry Board of Australia. In order to comply with registration standards each Fellow must adhere to the guidelines of the Podiatry Board of Australia.

2. BACKGROUND

The College has a role in assisting the professional development of its Fellows.

Podiatric surgeons must continuously maintain and acquire knowledge and skills to ensure practice that meets the needs and demands of patients and health services. However, evidence shows that CPD needs to be structured and guided rather than left to the individual practitioner's discretion.

The College acknowledges that many Fellows are maintaining a high level of competence through practice and lifelong learning. To support this the College aims to provide a system through which its members are able to demonstrate that professional and ethical obligations are being met.

When all areas relevant to specialist registered podiatric surgeons are included the Podiatry Board of Australia requires **50 hours** annually of CPD activity for podiatric surgeons. The categories of activity are flexible.

In addition to the required 50 hours per year by the Podiatry Board of Australia (including CPD relevant to endorsement for scheduled medicines) the ACPS requires a further 60 points over a 3 year cycle. In effect this means that ACPS fellows are expected to complete **70 hours** of CPD on average per year.

The ACPS CPD program contains one mandatory field (Surgical Audit). Other components of the program may be drawn from a number of other categories as follows:

- Clinical governance and evaluation of patient care;
- Maintenance of clinical knowledge and skills;
- Expansion of clinical knowledge and skills;
- Teaching and examination;
- Research and publication.

A points-based system is used in order to calculate how much activity is required for successful participation in the program. Fellows are encouraged to plan their CPD activities on a three year cycle, and to revise and adjust this plan on an annual basis.

Clinical (Surgical) Audit

The only mandatory component of the ACPS CPD program is participation in surgical audit. This can be done either on an individual basis in addition to contribution to a larger audit project that is being conducted by the College or any College-authorized third party (such as a university department or hospital).

The College provides supporting material to facilitate the conduct and publication of high quality audits. This manual will be revised on an as needs basis in order to reflect the developing requirements of the College in this area of expertise. The current ACPS audit activity is supported by the document titled *ACPS Surgical Audit - Guidelines to data collection*.

The College is committed to maintaining up to date descriptive statistics and other summary information about the activities of the ACPS and its fellowship. From time to time the college will publish documents that describe and report upon these activities, these reports will be based upon audit data.

3. COMPLIANCE

Meeting the requirements of a CPD programme is a requirement for all Fellows in Australia and overseas, who are in active practice.

3.1 Exemptions may be considered where a Fellow:

- has retired from active practice, provided that Fellows advise the College that they are no longer in active practice;
- participates in an alternative CPD programme of an equivalent international regulatory authority and approved by the ACPS,
 - Fellows who participate in an approved alternative CPD programme may apply to the College (Chair of the Continuing Professional Development and Standards Board) for an exemption from the ACPS CPD programme.
 - Fellows must meet the requirements of their chosen programme and provide evidence of compliance to the College by 31 March each year, for the preceding calendar year.
- Is absent from practice for a period in excess of nine months of the calendar year due to leave, such as medical, parental, carer's, compassionate, or long service leave (Fellows may be eligible for pro rata credits (refer to section 3.5) in circumstances where leave is for a significant part of the year, but less than nine months of the calendar year);

3.2 Exemptions and applications for pro rata credits must be applied for annually and prospectively, where possible.

3.3 Regulatory authorities may have exclusions to the granting of exemptions. As such, Fellows should be aware of regulatory requirements which should be viewed in conjunction with this policy.

3.4 Pro rata credits may be granted to Fellows who are on leave for a significant part of the year, but less than nine months of the calendar year, and are unable to meet the annual requirement due to extenuating circumstances, e.g. absent from practice due to leave such as medical, parental, carer's, compassionate, long service leave, etc., or mid-year admission to Fellowship. However this does not imply that the fellow will also be exempt for the regulatory requirements of the PodBA.

4. PARTICIPATION AND STANDARDS

4.1 Fellows must participate in the College's CPD Programme or an alternative programme deemed equivalent to the College's programme.

Fellows participating in the College's CPD Programme:

- must meet the annual CPD requirements of the CPD programme and provide an annual statement to certify that they have complied by 31 March each year, for the preceding calendar year
- must advise the College they are participating in the CPD programme of an equivalent international regulatory authority and apply for an exemption from the ACPS CPD programme;

4.2 Non-compliance

Failure to comply with the *CPD Participation Policy* will result in a 'Non-Compliant' status being recorded and the Council will follow the process as outlined in the policy on enforcement.

5. PROGRAMME REQUIREMENTS

The activities included in CPD programme should be designed to enhance and improve the knowledge and skill base of the surgeon, which in turn should provide patients with a better standard of care. Activities can be undertaken in a variety of settings including online, at conferences or workshops, or in a more formalised setting, such as further postgraduate study at university level. The College has standards with respect to the recognition of educational providers, in order to ensure that educational standards are of an appropriate level, and that learning objectives of courses provided by these providers are in line with those requirements set out by the College. Further details of the ACPS standards on educational providers are given in Appendix One.

It is important to recognise that all Fellows must maintain the same standards, regardless of hours worked: therefore the requirements are the same whether Fellows work full-time or part-time.

Part of the way in which CPD activity is assessed is via a points-based system. In general, one point is equivalent to an hour's CPD activity, although in some cases, higher point designations are given to reflect educational value. Details of individual point allocations for specific CPD activities are given later in this document. The points-based system also allows individual Fellows to choose from a variety of possible activities in order to have the flexibility to cater to their own personal interests and needs, as well as fulfilling the general requirements of the College.

Fellows are encouraged to spend some time at the beginning of each three-year cycle developing a plan of proposed CPD activities, and this plan should be preserved for future review. Fellows should also review their progress at the end of each year in order to establish what they have achieved, and to ascertain whether any changes are required to their plan for the following year. Any fellows who experience difficulty in either planning or executing their CPD programme should consult the College for advice and/or assistance as required.

5.1 General Requirements

The following requirements are to be met during each three-year cycle in order to satisfy the CPD programme requirements:

- Accrue 210 points from categories over a three year period as described later in this document.

6. PROGRAMME COMPONENTS

This section describes the individual components of the CPD programme, and where appropriate, provides a point's allocation scheme. Each component also has specified validation criteria, which are used by the College in order to determine satisfactory completion (or otherwise) of each CPD activity. Fellows only need to provide the College with validation documentation when that is requested by the College, and they must retain this information for a minimum of three years.

Category One: Clinical Audit

There is a professional obligation for all Fellows to:

- know and record the outcomes of treatment;
- compare those outcomes with data from colleagues, other institutions and the literature;
- review and examine any defects or other concerns, which arise as the result of clinical audit;
- propose, adopt and implement strategies, which minimise adverse outcomes and promote improved outcomes and/or other improvements in the provision of health care.

One way to implement the above obligations is via the use of clinical audit. Surgical audit is defined as:

- regular, documented critical analysis of the conduct and outcomes of surgical care;
- evaluation of how practice by individuals or known groups compares with other groups and/or known standards;
- the use of peer review to systematically evaluate audit data in order to formulate action programs which are intended to improve practice, improve outcomes and educate colleagues as well as the public.

Further details of the surgical audit process is outlined in the *ACPS Surgical Audit – Guide to Data Collection*.

In order to fulfil the requirements of the ACPS CPD program, fellows have the following options:

- they can conduct a personal audit, which may consist of an analysis of total practice workload, or a criterion-based audit of an aspect of the fellow's own surgical practice;
- alternatively they can participate in any larger audit project, which may be conducted from time to time either by the ACPS, or an approved audit project that is being conducted elsewhere (for example, by a hospital or university).

All ACPS audit activities must follow College guidelines as set out in the *ACPS Surgical Audit – Guide to Data Collection*. All new clinical audit projects must be approved by the Council prior to commencement.

All ACPS audits (when completed, or otherwise at timely intermediate intervals) must be submitted for peer review within the College at a minimum, and where appropriate, may be made available to other interested third parties, or published by the College or in other scholarly publications.

Verification requirements for Clinical Audit

For the purposes of CPD program verification, the following information should be retained at a minimum:

- audit topic and scope;
- duration and date of completion;
- peer review details, including who reviewed the audit and the date of completion of the review.

Category Two: Clinical Governance and Evaluation of Patient Care

All Fellows who work within hospitals or day surgery units should be involved in ensuring the safe provision of pre-operative, operative and post-operative management of patients and the maintenance of surgical standards. This can be achieved by participating in any activity that examines and evaluates the clinical care of patients.

These activities attract 1 point per hour (1pph), and can include:

- clinical meetings that focus on clinical care of patients and continuous improvement in care;
- meetings that examine adverse events and institute action to remedy systematic faults, e.g. morbidity and mortality meetings;
- activities related to organisation or review of surgical services, e.g. Head of Department, Clinical Unit Meetings;
- other meetings, e.g.. Credentials, Complaints, Ethics, Infection Control, Therapeutics, Competence Review Committees;
- meetings with hospital managers/administrators that contribute to improved clinical management of patients (may be particularly relevant to fellows in rural areas).

Verification requirements for Clinical Governance and Evaluation of Patient Care

For the purposes of CPD program verification, the following information should be retained at a minimum:

- date, time, location and duration;
- name of the organisation;
- name and purpose of meeting.
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Category Three: Maintenance of Clinical Knowledge and Skills

During the triennium, all Fellows must attend at least one ACPS-approved scientific meeting. The College will publish a list of approved meetings on its website (www.acps.edu.au). If a Fellow wishes to attend a meeting which has not been approved by the College and wishes to obtain CPD credit points for that meeting, then a copy of the programme, reason for attendance and evaluation of learning should be retained by the Fellow in case verification by the College is required at later date. Attendance at scientific meetings attract 1 pph.

Other activities which can be used to accrue CPD credit points in this category include:

- patient feedback or similar surveys (40 points);
- surgical or clinical attachment to a peer (20 points);
- peer review of operative practice (20 points for both visitor and 'visitee');
- preparation of a structured learning and development plan (10 points);
- approved interactive surgical and clinical workshops aimed at the acquisition of new skills (5 pph);
- structured and approved small group learning activities, e.g. journal clubs, problem-based groups (5 pph);
- participation in approved self assessment programmes, e.g. Risk Management Assessment (1 pph);
- participation in approved surgical courses (1 pph);
- participation in other approved course and meetings that relate to clinical practice (1 pph);
- general activities including journal reading and researching clinical information through audio/video tapes and the internet (1 pph, maximum of 20 points per annum).

Note that in the above section, "approved" means that ACPS has approved that specific course, meeting or activity for the purposes of CPD credit. If a Fellow wishes to participate in a similar activity which has not been approved, then they should at a minimum, keep sufficient data about the activity in order to it to be verified by the College, if required, or alternatively, should confirm the potential for credit with the College prior to conducting that activity.

Verification requirements for Maintenance of Clinical Knowledge and Skills

For the purposes of CPD programme verification, the following information should be retained at a minimum:

- copy of certificate of attendance/registration/receipt of registration;
- details of participation in surveys, practice visits etc.;
- details of other self-learning activity, e.g. journal club, - photocopy of diary entry, etc.

Category Four: Teaching and Examination

Teaching and examination activities can include:

- teaching on ACPS courses/workshops (1 pph + 4 points for preparation);
- supervision of surgical trainees (1 pph, maximum of 20 points per annum);
- development of educational materials (1pph, maximum of 40 points per annum);
- general teaching activities to trainees, undergraduates, health professionals — including Grand Rounds or Clinical Teaching Rounds (1pph, maximum of 20 points per annum);
- acting as an examiner for ACPS, university or other recognised educational institutions (1 pph);

- presentation to peers at a scientific meeting (10 points per presentation for first presentation of a topic only);
- presentation to other health professionals or community groups (1 point per presentation, maximum of 20 points per annum).

Verification requirements for Teaching and Examination

For the purposes of CPD programme verification, the following information should be retained at a minimum:

- brief description of teaching topics;
- details such as the location, duration and participants involved;
- details of examinations attended, brief description of topics and participants;
- copies of letters of appointment/invitation or letters of appreciation, etc.;
- presentations — copy of the presentation or programme, notes, date, time and location of the presentation.

Category Five: Research and Publication

Research and publication activities can include:

- publication of a surgical/medical book (50 points);
- publication in a refereed journal, a chapter in a surgical/medical book, or a patient information booklet (15 points per item);
- acting as a referee for a journal article (5 points per article);
- participation in a clinical trial (maximum of 5 points per trial);
- participation in a review or quality assurance survey or inspection (1 pph, maximum of 20 points per annum);
- participation in organised clinical research (1 pph, maximum of 30 points per annum).

Verification requirements for Research and Publication

For the purposes of CPD programme verification, the following information should be retained at a minimum:

- publications — provide details of the published work, e.g.. photocopy of article, reference, etc.;
- research — details of project and organisation conducting the research;
- review / quality assurance — details of activities.

Category Six: Other Professional Development

This category includes activities that assist fellows to develop knowledge and skills related to their professional practice. Examples include courses/workshops in risk management, medico-legal issues, staff management, communications, technology, practice management, report writing, 'train the trainer' courses, interviewing skills, etc.

During the triennium, all fellows must attend at least one ACPS-approved course on a topic related to risk management or medico-legal issues.

Other Professional Development Activities attract 1 point per hour, and can include:

- participation in ACPS professional development workshops/courses;
- participation in other courses at tertiary institutions or by other recognised providers—see Appendix One (maximum of 40 points per annum);
- volunteer services.

Verification requirements for Other Professional Development

For the purposes of CPD programme verification, the following information should be retained at a minimum:

- name of course, location, aims provider and dates;
- attendance certificate or receipt for registration or enrolment in an approved external course;
- details of participation in volunteer services.

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