

**NSW PODIATRISTS
REGISTRATION
BOARD**

**Continuing Podiatric
Professional Education
Program**

2009

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INTRODUCTION

Continuing Podiatric Professional Education Program - Overview

The NSW Podiatrists Registration Board has developed the Continuing Podiatric Professional Education Program to ensure that NSW podiatrists maintain high professional standards through continuing education. The object of the program is to protect the health and safety of the public of NSW by ensuring that podiatrists remain competent to practise by ensuring that continued professional development and standards are achieved and maintained on an annual basis.

Many podiatrists have special interests and the Board's program is flexible enough to accommodate all aspects of podiatry as well as allowing podiatrists to not only maintain but to increase their skills. The program is self-directed and podiatrists are at liberty to choose the particular activities they wish to pursue.

A great number of podiatrists practising in NSW already complete adequate Continuing Podiatric Professional Education and will easily achieve the current 60 points required by the Board. For these podiatrists it will only be a matter of quantifying their activities on the annual Log Sheet. Podiatrists who have had only minimal participation in Continuing Podiatric Professional Education will need to find added activities that will satisfy the Board's minimum annual 60 points.

It is mandatory under the Podiatrists Act 2003 (Division 2, S20 (1)(k)) for all NSW registered podiatrists to provide details of their Continuing Podiatric Professional Education, whether they are retired, in part-time or full-time practise, practising in the city or in remote NSW or employed or self employed.

Podiatrists should maintain their podiatric knowledge and only practise at an acceptable level of competence. When applying for re-registration every podiatrist must submit a Log accounting for his or her Continuing Podiatric Professional Education (CPPE) activities during the preceding year. A minimum number of points should be achieved each year. The points will be set by the Board and may be varied from time to time at the Board's discretion. It will be the individual podiatrist's responsibility to ensure that he or she is aware of the minimum points required by contacting the Board or checking the Board's website and consulting the annual renewal of registration notice.

As of 1 July 2009 the Board requires a minimum of 60 Continuing Podiatric Professional Education points be achieved each year.

Reporting to the Board

To make it easier for podiatrists to report their Continuing Podiatric Professional Education Activities the Board has developed a simple Log Sheet to permit Podiatrists to

record their activities. The Log Sheet will be sent out with the Annual Renewal Notice and should be filled out and returned to the Board with the Notice and payment by the due date. The reporting period is from 1 July to 30 June annually. First Aid Certification is also required on the Log Sheet.

To avoid last minute reconciliation and a possible shortfall in points, it is advised that podiatrists should regularly keep their own accurate records during the year. You will need to keep hard copies of receipts, certificates of attendance, awards, publications, workshops, presentations, postgraduate qualifications, in-service programs, conferences attended, special interest group attendance and the like to help you fill out and substantiate your annual Log Sheet. You should keep a copy of your completed Log Sheet.

Copies of the Log Sheet are available on the Board's web site, www.podreg.health.nsw.gov.au

Audit of Activities

Whilst every podiatrist is required to report annually on their Continuing Podiatric Professional Education activities by a signed self-declaration (Log Sheet), a percentage of podiatrists will be selected each year for a detailed audit of their activities.

Podiatrists selected for an audit will be required to fully substantiate their Continuing Podiatric Professional Education activities with hard evidence of their achievements within one month of the receipt of the audit notice. Receipts from conferences are not sufficient evidence of attendance at sessions.

A signed copy of the conference program with sessions attended would be a minimum requirement. Attendance certificates from smaller meetings need to be kept. Signed notes with details of what activity was undertaken, as well as the names other attendees of private group meetings where an official attendance certificate was not available, will also need to be kept.

Failure to Comply

Part 3, Division 2, section 20, subsection 1, of the Podiatrists Act 2003, states;

A registered podiatrist must, on or before the return date in each year, furnish in writing to the Board in a form approved by the Board a return for return period specifying the following information:

(k) details of any continuing professional education undertaken by the podiatrist during the return period.

If a podiatrist fails to gain the required points required by the Board or fails to supply details of continuing Podiatric Professional Education, the Board may;

1. Grant an extension of time to allow the podiatrist to address the shortfall in points.
2. Request the podiatrist to attend a Board Meeting to explain their non-compliance.

3. Require the podiatrist to complete a course of instruction or further training.
4. Require the podiatrist to sit and pass an examination.
5. Impose restrictions on the podiatrist's registration.
6. Process the failure to comply with the Board's requirements as a complaint.

Should a podiatrist not comply with points 1 to 5, as directed by the Board, the Board may consider the podiatrist to be a risk to the safety of the public of NSW and take further action.

If a podiatrist is found to wilfully or fraudulently fill out their Continuing Podiatric Professional Education Log Sheet in an incorrect or misleading manner or contravenes a provision of the Act, Regulation or Code of Conduct in relation to their CPPE, a charge of "unsatisfactory professional conduct" may result.

Exceptions to requirements to complete CPPE activities

Exemptions from CPPE requirements can only be granted in accordance with the Policy Document of the Board - **Guidelines for Exemption of Continuing Podiatric Professional Education**.

An overall exemption from CPPE requirements can be granted to podiatrists who are on **extended leave from the workplace**, are **retired from the profession** or are **inactive from podiatry**; providing they are no longer in any paid or unpaid activity where it is reasonable to believe that **another party is relying** on their skills as a podiatrist.

However, these podiatrists will be required to report their compliance with the exemption criteria annually. A CPPE exempt podiatrist who chooses to re-enter the workforce (or professional activity) after being exempt from CPPE for a period longer than one year must **submit a CPPE plan** to rebuild the competencies that are necessary to enable the podiatrist to reintegrate into the profession.

An exemption from CPPE requirements for **up to one year** can be granted to podiatrists who are on **caregiver leave**. Podiatrists who are on leave from the workplace to care for a child or tend a person with a serious medical condition can be exempt from CPPE for one year; providing they are no longer in any paid or unpaid activity where it is reasonable to believe that **another party is relying** on their skills as a podiatrist.

If the leave extends to a period longer than one year, those podiatrists who have not completed the required CPPE points whilst on leave must **submit a CPPE plan** to rebuild the competencies that are necessary to enable the podiatrist to reintegrate into the profession.

An exemption from CPPE requirements for **up to one year** can be granted to podiatrists who are on leave from the workforce for a **personal medical disability**; providing they are no longer in any paid or unpaid activity where it is reasonable to believe that **another party is relying** on their skills as a podiatrist.

If the personal medical disability leave extends to a period longer than one year, those podiatrists who have not completed the required CPPE points whilst on leave must **submit a CPPE plan** to rebuild the competencies that are necessary to enable the

podiatrist to reintegrate into the profession. This reintegration may be facilitated by referral to the impaired practitioners committee.

Consideration of waivers for podiatrists in other **special circumstances** will be governed by the principal; that exemptions should only be considered where the podiatrist is **not involved in any paid or unpaid activity** where it is reasonable to believe that **another party is relying** on their skills as a podiatrist. Podiatrists who believe their situation warrants special consideration should apply to the Board in writing for assessment of their exemption request.

Podiatrists who initially register part way through the return period are required to prorate their CPPE requirements. For example, podiatrists who initially register in January would be required to submit a Log Sheet with fifty per cent of the required points during that first return period.

Podiatrists who have graduated within six months of their first registration renewal are exempt from Continuing Podiatric Professional Education requirements during the first return period. However, new graduates are still required to complete and return their Log Sheet stating “NEW GRADUATE” and the year of their graduation.

Only new graduates who initially register in their graduating year are entitled this exception.

Podiatrists, who retire or leave the workforce, return to the workforce after being granted an exemption, or move to NSW from another jurisdiction that does not have equivalent CPPE requirements may prorate their CPPE requirements if they have a change in registration status during the return period.

Podiatrists who have been granted an exemption from CPPE requirements for a period exceeding one year and who plan to become professionally active again must prepare a **written plan** to demonstrate how they will build the competencies that are necessary to support the activities in which the podiatrist will engage.

The written plan should state the period the podiatrist was out of the workforce. It should also include a description of the podiatrist’s career path and (anticipated) related professional activities, as well as identifying the competencies required to perform the work associated with the chosen career path and related professional activities. The plan should identify the CPPE required (both verifiable and unverifiable) that may be needed to ensure competencies identified are current. Podiatrists should also provide a description of CPPE participation anticipated in the next year (and the next 2-5 years) and the timing of each activity.

The completed written plan must be submitted to the Board for review.

Currency of Practice

Podiatrists wishing to re-register must be able to provide evidence that they have practised podiatry, in any field, during the last three years. The Board insists that podiatrists who remain registered and comply with Continuing Podiatric Professional Education requirements also maintain their professional skills. It is no longer acceptable

to the Board for a podiatrist to just renew their registration each year without practising or participating in any Continuing Podiatric Professional Education.

People wishing to re-register after an absence from the profession of more than three years will need to provide evidence of maintenance of Professional Skills and Continuing Podiatric Professional Education during their absence. This may entail attending a Board meeting to present their case and provide answers to relevant questions concerning currency of practise and education completed.

The Board may request the applicant to undertake further education such as a course of instruction or further training before granting registration. The Board may also grant registration but place restrictions on that podiatrist's registration or require the podiatrist to work under supervision until the Board is satisfied that there is no threat to the safety of the public of NSW. Depending on the length of absence from the profession the Board may refuse registration and require the applicant to complete an undergraduate course in podiatry before granting registration.

First Aid Certificate

All podiatrists must hold a current Senior First Aid Certificate (WorkCover endorsed - FAHLTFA301B). The expiry date of your First Aid Certificate must be furnished on the annual Continuing Podiatric Professional Education Log Sheet.

Continuing Podiatric Professional Education points cannot be claimed for this activity.

Explanation of Activities

Continuing Podiatric Professional Education Activities

- 1. Publish an article in a peer-reviewed journal – 30 CPPE points**
An article properly researched and published in a recognised peer-reviewed podiatry or related journal will qualify for this activity.
- 2. Higher Education - Tertiary Education Units – 30 CPPE points per unit or module**
A podiatrist who is engaged in a higher education endeavour is entitled to claim 30 Continuing Podiatric Professional Education points for each unit of the course successfully completed. If two or more units were completed in one year the required annual 60 points minimum would be achieved.
- 3. AAPSM Fellowship (upon completion) – 30 CPPE points**
A podiatrist who is awarded fellowship of the Australian Academy of Podiatric Sports Medicine would be entitled to claim 30 Continuing Podiatric Professional education points on being presented the Fellowship. The podiatrist would also be able to claim Continuing Podiatric Professional Education points for completing various modules during the progression to the FAAPSM and post-award education.

- 4. ACPS Fellowship (upon completion) – 30 CPPE points**
A podiatrist who is awarded fellowship of the Australian College of Podiatric Surgeons would be entitled to claim 30 Continuing Podiatric Professional education points on being presented the Fellowship. The podiatrist would also be able to claim Continuing Podiatric Professional Education points for completing various modules during the progression to the FACPS and post-award education.
- 5. Attend relevant podiatry seminar/conference - state/national/international (must provide evidence) – 10 CPPE points per day**
A podiatrist who attends a relevant state, national or international podiatry conference or a seminar is entitled to claim 10 Continuing Podiatric Professional Education points per day; provided they can provide evidence that they attended all sessions. A podiatrist attending a four-day conference, for example, could claim forty Continuing Podiatric Professional Education points provided all sessions were attended.
- 6. Online relevant education (per module/unit/course) – 5 CPPE points**
Online podiatric education is becoming more prolific and is particularly suitable to podiatrists who practise in rural and remote areas of NSW. Only online courses that provide a questionnaire on completion are suitable for this activity. Successfully completing the online course and achieving a certificate in your name stating that you passed/pass would entitle the podiatrist to claim 5 Continuing Podiatric Professional education points per course.
- 7. Lecture to peers 1 hour – 10 CPPE points**
A podiatrist who prepares and delivers a relevant lecture to podiatrists or other health professionals is entitled to claim ten Continuing Podiatric Professional Education points per hour of the lecture. A two-hour lecture would attract 20 CPPE points.
- 8. Lecture to public groups – 5 CPPE points per hour**
A podiatrist who prepares and delivers a relevant lecture to lay members of the public is entitled to claim five Continuing Podiatric Professional Education points per hour of the lecture. A two-hour lecture would attract 10 CPPE points.
- 9. Review of research publication/journals/editorials/texts – 10 CPPE points**
A podiatrist who reviews a relevant research publication, a journal article, an editorial or a text is entitled to claim ten Continuing Podiatric Professional Education points per hour of involvement. Comprehensive notes would need to be retained to substantiate this activity.
- 10. Lecture to Podiatry Students 1 hour - 10 CPPE points**
A podiatrist who prepares and delivers a relevant lecture to podiatry students or other health professional students is entitled to claim ten Continuing Podiatric Professional Education points per hour of the lecture. A two-hour lecture would attract 20 CPPE points.

- 11. Podiatry student (university) Clinical Placement per hour (maximum 20 points) 1 point per hour**
A podiatrist who participates in a university student clinical placement program is entitled to claim one Continuing Podiatric Professional Education points per hour that students are present. A four-hour placement would attract 4 CPPE points. A maximum of 20 CPPE points per annum can be claimed for this activity.
- 12. Attend relevant health based lecture one hour – 5 CPPE points**
A podiatrist who attends a relevant lecture by a podiatrist or other health professional is entitled to claim five Continuing Podiatric Professional Education points per hour of the lecture. Online and courses on other media are acceptable. A two-hour lecture would attract 10 CPPE points.
- 13. Complete journal based education questionnaire – 5 CPPE points**
A podiatrist who completes a relevant journal based education questionnaire in a podiatry or other health professional journal is entitled to claim five Continuing Podiatric Professional Education points per questionnaire successfully completed.
- 14. Visiting health professional student per hour (max 20) – 1 CPPE point per hour**
A podiatrist who allows a health professional student to visit and observe podiatric activities is entitled to claim one Continuing Podiatric Professional Education point per hour that student is present. A podiatrist who visits a relevant health professional (podiatrist or non-podiatrist) to observe that professional's clinical practice is also entitled to claim one CPPE point per hour of attendance. A four-hour visit would attract 4 CPPE points. A maximum of 20 CPPE points per annum can be claimed for this activity. Detailed records would need to be kept.
- 15. Complete Board approved course eg sterilisation – 20 CPPE points**
From time to time the Board will request a podiatrist to complete a specific detailed course approved by the Board which will require a grading or test on completion. If the Board requests a podiatrist to attend such a course 20 Continuing Podiatric Professional education points can be claimed on a successful pass.
- 16. Complete quality assurance/risk management exercise in podiatry practise (report required) - 10 CPPE points**
The Board may request a podiatrist to complete a quality assurance or risk management exercise in podiatry practise. The Board will require a written report on completion. A podiatrist can claim 10 Continuing Podiatric Professional Education points for this activity.
- 17. Other Activities**
The Board may add (or delete) relevant activities from time to time. Any additional activities will be posted on the Board's website and published annually on the Board's Continuing Podiatric Professional Education Activities and Points Form found on the reverse side of the Log Sheet.

Podiatrists are at liberty to request items that are not listed on the Activity Form to be included in their annual Log Sheet return.

Requests to Upgrade Points

Providers of CPPE activities are able to apply to have additional points allocated to their CPPE activity should they feel that the CPPE activity is of sufficient merit to warrant an increase in the points allocation that participants may claim. Providing they comply with the Board's Policy on the Guidelines for the Approval of Requests for Points Upgrades.

The Professional Currency Committee will assess all such applications for points upgrade based on the Board policy and report their recommendations to the Board who will make the final determination regarding points allocation. All points allocations for CPPE activities will be standardised and adhere to this policy.

Guidelines for Providers of CPPE to request Points upgrades

Point allocation upgrades are prospective and it is the responsibilities of CPPE providers to submit applications within a suitable time period for the matter to be assessed by the Professional Currency Committee and referred to the Board with recommendations.

An individual participant cannot apply for upgrades of CPPE activities they personally attend. This is the responsibility of the CPPE providers.

The delivery method of the CPPE activity must be appropriate for the competencies that the CPPE provider aims their participants to achieve. The learning objectives of the CPPE activity must be clearly stated by CPPE providers.

The CPPE provider who applies for a point upgrade will supply the name and background of the speakers, presenters or lecturers of the CPPE activity. A CPPE provider may provide a substitute alternative speaker in the case of last minute unforeseeable unavailability of speakers provided the substitute speaker is able to deliver to the original standard and provided the original quality of the CPPE activity is maintained. CPPE providers will inform the Board in writing within the calendar month if this were to eventuate.

CPPE activities that have been granted point upgrades may be sponsored and or endorsed by commercial entities.

Self-assessment mechanisms should be in place to allow CPPE participants to privately check that they have achieved the learning outcomes. The mechanism for gathering feedback from CPPE participants will be outlined in point upgrade application.

The Professional Currency Committee may recommend an upgrade of CPPE points for activities having five or more of the following principles. An incremental points increase in their allocation from 10 points per day to 20 points per day.

The considered workshop or seminar is of at least six hours duration and is designed for a group of 30 participants or less, or breakout sessions involving smaller group

discussions or hands-on workshop learning. The activity should require pre-reading. A needs assessment of participants performed prior to CPPE activity and evaluation conducted to determine whether activity met needs of participants. The workshop or seminar should have a pre-knowledge test as well as a post-knowledge test (preferably delayed). The activity should have documented pre-workshop goal setting by participants

Appeals

CPPE providers may lodge appeals to the Board if they feel that their application for point allocation upgrade has been unfairly denied. An appeal must be lodged within 60 days of the initial denial for point upgrade.

NSW PODIATRISTS REGISTRATION BOARD
PROFESSIONAL CURRENCY COMMITTEE
POLICY DOCUMENT
EXEMPTION
from
CONTINUING PODIATRIC PROFESSIONAL EDUCATION
2009

Summary: Guidelines for the exemption of CPPE by NSW Podiatrists Registration Board.

Scope: This policy of the Board is applicable to the Professional Currency Committee. This committee may be asked to consider applications for exemptions from CPPE or variation to CPPE requirements by podiatrists.

Expected outcome: CPPE exemptions will be standardised and adhere to this policy.

Definitions: “the Board” – NSW Podiatrists Registration Board
“CPPE” – Continuing Podiatric Professional Education

Policy Statement: As per the terms of reference for the Professional Currency Committee, the Currency Committee acts in an advisory capacity to the Board in matters pertaining to exemption from CPPE. The Currency Committee will follow this policy in the course undertaking its prescribed duties, as directed by the Board.

- Overall exemption
- Retired
- Caregiver leave
- Personal medical disability
- Other special circumstances
- Non-resident registrant
- New podiatrist during the year (prorate)
- Change in status during the year (prorate)
- Plan to rebuild competency

Overall exemption

A podiatrist who meets the following criteria will be exempt from CPPE requirements:

- (a) Be a registrant who is “on leave from the workplace”, “retired” or “inactive”
and

- (b) Is no longer involved in any paid or unpaid activity where it is reasonable to believe that **another party is relying** on his or her skills as a podiatrist.

However, these podiatrists will be required to report their compliance with the exemption criteria **annually**. A podiatrist who chooses to re-enter the workforce (or professional activity) after having been exempt from CPPE for a period of longer than one year must **submit a CPPE plan** to rebuild the competencies that are necessary to enable them to reintegrate into professional activity.

Specific exemptions

Caregiver leave

A podiatrist who meets the following criteria will receive an exemption of **up to one year** from the minimum CPPE requirements:

- (a) Be a podiatrist who is on leave from the workplace to care for a child (or children) or a family member with a critical, terminal or chronic medical condition, **and**
- (b) Is no longer involved in any paid or unpaid activity where it is reasonable to believe that **another party is relying** on his or her skills as a podiatrist.

If the leave extends to a period of longer than one year, those podiatrists who have not completed their CPPE requirements while on leave must **submit a CPPE plan** to rebuild the competencies that are necessary to enable them to reintegrate into the workforce.

Personal medical disability

A podiatrist who meets the following criteria will receive an exemption of **up to one year** from CPPE requirements:

- (a) Be a podiatrist who is on leave from the workforce for a personal medical disability, and
- (b) Is no longer involved in any paid or unpaid activity where it is reasonable to believe that **another party is relying** on his or her skills as a podiatrist.

If the leave extends to a period of longer than one year, those podiatrists who have not completed their CPPE requirements while on leave must **submit a CPPE plan** to rebuild the competencies that are necessary to enable them to reintegrate into the workforce. This reintegration may be facilitated by referral to the impaired practitioners committee.

Other special circumstances

Consideration of waivers for registrants in other special circumstances will be governed by the principle that exemptions should only be considered where the registrant is not involved in any paid or unpaid activity where another party is relying on his or her skills as a podiatrist. Registrants who believe their situation warrants special consideration should apply to the Registration Board in writing for assessment of their exemption request.

New graduates

Podiatrists who have graduated within six months of their first registration renewal are exempt from Continuing Podiatric Professional Education requirements during the first return period. However, new graduates are still required to complete and return their Log Sheet stating “NEW GRADUATE” and the year of their graduation.

New podiatrist during the year

Podiatrists who have been initially registered by the Board (excluding new graduates) are required to meet annual CPPE requirements on a prorated basis for the year in which they are first registered.

Change in status during the year

A podiatrist may prorate his/he CPPE requirements in situations where during the year the podiatrist:

- (a) Retires or leaves the workforce
- (b) Returns to the workforce after being provided with an exemption
- (c) Moves to NSW from another jurisdiction that does not have an equivalent to CPPE

In all other situations, CPPE is required.

Plan to rebuild competency

A podiatrist who was exempt from CPPE requirements for a period exceeding one year and who plans to become professionally active must prepare a written plan to build the competencies that are necessary to support the activities in which he/she will engage, and on request, submit the plan to the Board for review.

The plan should include (at minimum) the following:

- (a) Length of time out of the workforce
- (b) A description of the podiatrist’s career path and (anticipated) related professional activities
- (c) Identify the competencies required to perform the work associated with the chosen career path and related professional activities
- (d) Identify the CPPE required (both **verifiable** and **unverifiable**) that may be needed to ensure competencies identified above are current
- (e) Provide description of CPPE participation anticipated in the next year (and next 2-5 years) and the time of each activity

NSW PODIATRISTS REGISTRATION BOARD
PROFESSIONAL CURRENCY COMMITTEE
POLICY DOCUMENT
UPGRADING CONTINUING PROFESSIONAL EDUCATION POINTS

CPPE – Guidelines for the Approval of Requests for Points Upgrades

Summary

Guidelines for the approval of Continuing Podiatric Professional Education point allocation upgrade by the NSW Podiatrists Registration Board.

Scope

This policy of the Board applies to the Professional Currency Committee and any other committees of the Board who from time to time may be asked to consider applications for upgrading points allocated to certain CPPE activities.

Expected Outcome

Points allocation for CPPE activities will be standardised and adhere to this policy.

Definitions

The Board – NSW Podiatrists Registration Board

CPPE – Continuing Podiatric Professional Education

Background

The Code of Professional Conduct states that, podiatrists should maintain their podiatric knowledge and only practice at an acceptable level of competence. This is achieved by the active advancement of their knowledge of scientific, clinical, and technical development in accordance with the NSW Podiatrists Registration Board Continuing Podiatric Professional Education Activities and Points

The CPPE program was developed to ensure that podiatrists maintain high professional standards through continuing education. The object of the program is to protect the health and safety of the public by ensuring that podiatrists remain competent to practice by ensuring that continued professional development and standards are achieved and maintained on an annual basis.

It is mandatory under the Podiatrists Act 2003 (Division 2, S20 (1)(k)) for all NSW registered podiatrists to provide details of their Continuing Podiatric Professional Education, whether they are retired, in part-time or full-time practise, practising in the city or in remote NSW or employed or self employed

Providers of CPPE are able to apply to have additional points allocated to their CPPE activity should they feel that the CPPE activity is of sufficient merit to warrant an increase in the points allocation that participants may claim.

The Professional Currency Committee will assess all such applications for points upgrade based on this policy and report their recommendations to the Board who will make the final determination regarding points allocation.

Standard Principles

- Point allocation upgrades are prospective and it is the responsibilities of CPPE providers to submit applications within a suitable time period for the matter to be assessed by the Professional Currency Committee and referred to the Board with recommendations.
- An individual participant cannot apply for upgrades of CPPE activities they personally attend. This is the responsibility of the CPPE providers.
- The delivery method of the CPPE activity must be appropriate for the competencies that the CPPE provider aims their participants to achieve.
- A CPPE provider may provide a substitute alternative speaker in the case of last minute unforeseeable unavailability of speakers provided the substitute speaker is able to deliver to the original standard and provided the original quality of the CPPE activity is maintained. CPPE providers will inform the Board in writing within the calendar month if this were to eventuate.
- CPPE activities that have been granted point upgrades may be sponsored/endorsements by commercial entities.
- The CPPE provider who applies for a point upgrade will supply the name and background of the speakers/presenters at the CPPE activity.
- The learning objectives of the CPPE activity will be clearly stated by CPPE providers.
- Self-assessment mechanisms should be in place to allow CPPE participants to privately check that they have achieved the learning outcomes.
- The mechanism for gathering feedback from CPPE participants will be outlined in point upgrade applications.
- The mechanism the CPPE provider will use to accurately give the participant evidence of attendance and successful completion of the CPPE activity will be outlined in the point upgrade application.

Policy Statement

- The Board upon referral from the Professional Currency Committee will consider recommendations for point upgrades to CPPE activities.
- The Professional Currency Committee may recommend an upgrade of points for courses based on the following criteria:
 - The considered workshop/seminar will contain
 - Seminar to be a minimum of six hours tuition (excluding breaks).
 - A group of 30 participants or less, or break-out sessions involving smaller group discussions/hands-on work shop learning
 - Pre-reading

- Needs assessment of participants performed prior to CPPE activity and evaluation conducted to determine whether activity met needs of participants
- Pre-workshop knowledge test
- Post-knowledge test (preferably delayed)
- Documented pre-workshop goal setting by participants
- Those activities having five or more of the above criteria attract an incremental points increase in their allocation i.e. from 10 points per day to 20 points per day.

Appeals

CPPE providers may lodge appeals to the Board if they feel that their application for point allocation upgrade has been unfairly denied. An appeal must be lodged within 60 days of the initial denial for point upgrade.

NSW PODIATRISTS REGISTRATION BOARD
Continuing Podiatric Professional Education Program
Review of CPPE Points for Seminars, Workshops and Conferences

Title of Seminar.....

Date of Seminar.....

CPPE Provider.....

Phone.....Email.....

Speaker.....

- Minimum of six hours tuition (excluding breaks).
- A group of 30 participants or less, or breakout sessions involving smaller group discussions/hands-on workshop learning
- Pre-reading
- Needs assessment of participants performed prior to CPPE activity and evaluation conducted to determine whether activity met needs of participants
- Pre-workshop knowledge test
- Post-knowledge test (preferably delayed)
- Documented pre-workshop goal setting by participants

Attach any additional supporting information.

Signed.....Date.....

For a seminar to qualify for the maximum 20 CPPE per day points five of the above areas must be fulfilled.

Application approved

Application declined

Reason

.....

**PODIATRIST GENERATED
ATTENDANCE CERTIFICATE**

For use by podiatrists attending activities where no official certificate is provided

Name of podiatrist.....

Address.....

.....

Phone.....Email.....

Activity attended.....

.....Points claimed.....

Date.....Time from.....to.....CPPE Activity no.....

Details of activity.....

.....

.....

.....

.....

People in attendance.....

.....

.....

Declaration

The above information is a true account of the CPPE activity attended.

Signed.....Date.....

NSW PODIATRISTS REGISTRATION BOARD
PROFESSIONAL CURRENCY COMMITTEE
POLICY DOCUMENT

Professional Currency Committee

1. Title

NSW Podiatrists Registration Board – Professional Currency Committee

2. Role and Function

The role of the Professional Currency Committee is to facilitate the introduction and evaluation of the Continuing Podiatric Professional Education program (CPPE) within NSW, and to assist the NSW Podiatrists Registration Board (the Board) in the development of policies, plans and initiatives surrounding continuing education and professional currency.

Functions:

The Professional Currency Committee has the following functions:

- a. To advise the Board regarding the plans and initiatives for the introduction and evaluation of the CPPE.
- b. To seek the views of the Board, registrants and consumers of health services, and of other members of the community plans and initiatives for the introduction and evaluation of the CPPE, and to collate these for presentation to the Board.
- c. To confer with the Board in connection with the operational performance targets set by any performance agreement to which the Board is a party in relation to CPPE.
- d. To advise the Board on how best to support, encourage and facilitate registrant involvement and compliance with the CPPE.
- e. To liaise with other statutory bodies in relation to local, state-wide and national initiatives for the provision of similar CPPE programs.
- f. To publish annual reports as to its work and activities.
- g. Such other functions as are conferred or imposed on it by the Board.

3. Responsibility and Scope of Activities

The role of the Professional Currency Committee is advisory in matters of:

- CPPE;

- Evaluation and audit processes of registrants to ensure compliance with CPPE;
- Policy development;
- Grounds for appeal by registrants with respect to the CPPE program;
- Applications for point upgrades of continuing education programs;
- Monitoring
 - Numbers of registrants compliant with CPPE;
 - Numbers of registrants not complaint with CPPE;
 - Number and kind of appeals lodged by registrants and granted in regards to CPPE;
 - Applications for point upgrades of continuing education programs;
 - The appropriateness and effectiveness of the CPPE in ensuring registrant currency of knowledge and skill.

The Professional Currency Committee does not have an operational or management role within the Board structure.

4. Communication, Roles, Relationships and Stakeholder Engagement

4.1 Member of the NSW Podiatrists Registration Board

At least one Board member must be on the committee. The Board member is responsible for both the governance, and strategic framework of the Professional Currency Committee. The Board member's critical role in balancing and achieving effective governance and strategic outcomes for the Board is recognised by the Professional Currency Committee.

Developing an effective working relationship between the Board member, the rest of the Board and the Professional Currency Committee Chair and members is recognised as critical to the effective functioning of the Professional Currency Committee.

4.2 Chair

The Chair will be responsible for meeting preparation, attending associated briefings and meetings and providing advice and leadership on registrant and consumer input to the implementation and evaluation of the Professional Currency Committee.

The Professional Currency Committee Chair is recognised as the official spokesperson for the Professional Currency Committee on matters within the Committee's responsibilities and as agreed with the Board.

4.3 Stakeholders

It is the responsibility of the Board to incorporate the views of clinicians, consumers and the community in the planning, delivering, monitoring and evaluation of CPPE program.

To assist in this process the Professional Currency Committee will work with the Board to develop a communication protocol for interaction with

key clinical and community stakeholder groups. The protocol will detail the mechanisms that the Currency Committee will use to ensure that clinicians, patients and the community are effectively engaged and consulted and that consultation mechanisms are effectively operating.

4.4 Website Access

The Professional Currency Committee may wish to seek the Board's approval to have documents appear on the Board's website.

4.5 Public Comment

Any public comment made by the Professional Currency Committee Chair and members must be done so as a private citizen and not on behalf of the Board.

Professional Currency Committee members must not access, use, disclose or release any internal Board documents or privileged information unless there is a need to do so in the course of Professional Currency Committee business and the member has been authorised to do so. Members must protect the privacy of registrant information.

5. Conflict Resolution

Should a significant and unresolvable difference of opinion between the Board and the Currency Committee occur, conflict resolution processes would be put into place.

6. Appointment of Chair and Members

6.1 Membership

The Professional Currency Committee is to consist of 4 members appointed by the Board. At least one member must be a person who currently sits on the Board.

6.2 Term of Appointment

Inaugural Chairs and members are appointed for a four-year term.

Subsequent appointment of Chairs and members should be for a period not exceeding four years.

6.3 Reappointment Process

A member whose term of office expires may apply for reappointment. The maximum period of membership for Professional Currency Committee Chairs and members is 8 years.

The Board following a review process will make decisions regarding the reappointment of the Professional Currency Committee Chairs and members.

6.4 Co-opting of Members

The Chair of Professional Currency Committee may invite people with specialist expertise to attend Professional Currency Committee meetings for a time-limited period as required.

6.5 Vacancy in Office

The Chair may retire or resign at any time by letter to the Board and a Currency Committee member by letter to the Chair, in each instance giving not less than one month's notice. If the office of chair or the position of any member becomes vacant during the term of appointment the Board will appoint another person for the balance of the term.

6.6 Leave of Absence

In circumstances of demonstrated need, individuals holding Professional Currency Committee positions can apply for a leave of absence. In the case of members, approval should be sought from the Professional Currency Committee Chair. In the case of Professional Currency Committee Chairs, approval should be sought from the Board. Depending on the period of the leave of absence, consideration may be given to replacing the individual through a temporary appointment. In each instance, absences should be reported to the Professional Currency Committee members.

6.7 Dismissal Provision

The Board can remove the Chair or any member of the Professional Currency Committee from office. Grounds for removal may include breaches of criminal law, bankruptcy, breaches of the code of conduct, persistent failure to attend meetings or actions that undermine the standing and effectiveness of the Professional Currency Committee or the Board.

7. Meetings

7.1 Frequency

Regular meetings of the Professional Currency Committee will occur preceding meetings of the Board. Additional meetings will occur as agreed to by the Board and Chair of Professional Currency Committee.

7.2 Quorum

The meeting quorum will be 3 members of the Professional Currency Committee. Three (3) members represent 50% + 1 of Professional Currency Committee members.

7.3 Disclosure of Interests by Members

At the commencement of each meeting the Chair will invite members to declare whether there are any matters in the agenda which they have a "direct or indirect pecuniary interest". This will provide members with an opportunity to discharge their obligations as committee members.

Where a member declares an interest the matter will be noted in the minutes, and the committee will be asked to consider the declaration and to make a decision after appropriate discussion about if the member will be permitted to:

- a) Be present during any deliberation of the committee with respect to that matter; or
- b) Take part in any decision of the committee with respect to that matter.

7.4 Code of Conduct for Currency Committee members

Members of Professional Currency Committee will be bound by the Podiatrists Registration Board Code of Professional Conduct, and the NSW Health Code of Conduct.

7.5 Agenda and Minutes

The Chair will set the meeting agenda in consultation with the Board.

All meetings shall be minuted. Once ratified, summaries of the minutes of each meeting are to be provided to the Board for inclusion in discussions at Board meetings.

7.6 Attendance

All members must attend / participate in at least 80 per cent of meetings each year. This provision can only be varied for an individual member with the approval of the Professional Currency Committee Chair in consultation with other Committee members.

Members who cannot attend / participate in a particular meeting are not able to nominate an alternate to attend in their place.

The Board is to meet with the Professional Currency Committee at such frequencies, times and places as may be mutually agreed with them. Board members and staff, as appropriate, may also attend Professional Currency Committee meetings, although they will not be Professional Currency Committee members.

7.7 Other Considerations

- Professional Currency Committee will jointly determine the site of Professional Currency Committee meetings. Meetings may be held outside the Board premises if deemed more practicable.
- Meetings are not generally open to the public. Communication processes will be put in place to ensure that registrants and the Board are aware of Professional Currency Committee priorities, meeting frequency and mechanisms for raising issues.

8. Remuneration

A member is entitled to be paid such remuneration (including travelling and subsistence allowances) as the Minister may from time to time determine in respect of the member.

9. Performance Monitoring

9.1 Two year Plan

A rolling 2-year work plan for the activities of the Currency Committee will be developed with the Board. The work plan will identify an agreed mechanism for the implementation, evaluation and auditing of the CPPE and should include key performance indicators for monitoring, reviewing and communicating the performance of the Currency Committee.

The work plan will incorporate a review of the CPPE structures in the first 12 months. Where such a review has already been undertaken or is in the process of being undertaken, the Professional Currency Committee should be satisfied with the recommendations of the review and monitor its implementation.

Commencing at the end of the second year of its term, there should be annual reviews of the Currency Committee against key performance indicators contained in the Currency Committee work plan.

9.2 Annual Report

The Board requires the Currency Committee to provide an annual report of its activities.

- (1) As soon as practicable after 30 June (but on or before 31 December) of each year, the chairperson of the Currency Committee will provide the Board with a report on the performance by the Professional Currency Committee of its role and functions during the period of 12 months ending on 30 June in that year.
- (2) The report will include performance indicators to measure the Professional Currency Committee's success in the performance of its role and functions.

Professional Currency Committee Annual Reports will be included in the Annual Report of the Board.

NSW PODIATRISTS REGISTRATION BOARD

Continuing Podiatric Professional Education

Activities and Points

	ACTIVITY	POINTS
1.	Publish an article in peer reviewed journal	30
2.	Higher Education – Tertiary Education Units (per Unit/Module)	30
3.	AAPSM Fellowship (upon successful completion)	30
4.	ACPS Fellowship (upon successful completion)	30
5.	Attend relevant podiatry seminar/conference – state/national/international (must provide evidence of attendance)	10 per day
6.	Online relevant education (per module/unit/course)	5
7.	Lecture to peers 1 hour	10
8.	Lecture to public groups	5
9.	Review of research publication/journals/editorials/texts	10
10.	Lecture to Podiatry Students 1 hour	10
11.	Podiatry Student (university) Clinical Placement per hour (maximum 20 points)	1
12.	Attend relevant health based lecture one hour	5
13.	Complete journal based education questionnaire	5
14.	Visiting health professional student per hour (max 20)	1
15.	Complete Board approved course eg sterilisation	20
16.	Complete quality assurance/risk management exercise in podiatry practise (report required)	10
17.	Other Activities	

For detailed information on the allocation of points, please consult the Board's website at www.podreg.health.nsw.gov.au.

NSW PODIATRISTS REGISTRATION BOARD

CONTINUING PODIATRIC PROFESSIONAL EDUCATION – LOG SHEET

Name	Address	CH
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Phone	Fax	Period of return: July 2008 to June 2009
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Current First Aid Certification expires on:
Are you a new graduate (registered from December 2008)? yes/no

Name of Activity	Details	Date	Points

SAMPLE SHEET

Signature _____	TOTAL minimum points 60 points per year	
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The objective of Continuing Podiatric Professional Education is to protect the health and safety of the public of NSW by ensuring that podiatrists are competent to practise. Each podiatrist should determine their own scope of practise and must ensure that they don't practise outside their pre-determined scope of practise. Podiatrists' ongoing competence to practise is to be determined by providing an annual log accounting for their Continuing Podiatric Professional Education activities. The Board require that a minimum of 60 points are to be attained each year.