

CPD POINTS ALLOCATION TABLE FOR CPD CYCLE 2013 – 2015 & 2015 - 2017

EXPLANATORY NOTES FOR CPD POINTS ALLOCATION

CPD activities are categorised based on whether the activity is endorsed by Audiology Australia, or whether it is non-endorsed (independent). There are several subcategories of non-endorsed (independent) activities, details of which are provided in the CPD Points Allocation Table. CPD points are allocated based on the type and category of activity.

Attendance and participation in CPD activities enables Audiology Australia members to meet their CPD obligations, and there are several important components to the CPD process that members should keep in mind when organising their activities at the completion of the CPD cycle.

- Points for activities are 'capped', meaning that there is a limit to the number of points a member can claim for one type of activity. This is to ensure that members can gain CPD points from a range of activities.
- Members who obtained their CCP part way through the cycle only have to accrue pro rata points, dependent on when in the CPD cycle their CCP was obtained. The number of points you need to accrue is advised to you in our letter confirming the attainment of your CCP. You are encouraged to accrue your points in more than one activity and can include points accrued during your internship.
- Certain documentation is required for each CPD activity claimed, and is used as evidence during the CPD audit process.
- As part of the CPD audit process, members will be required to produce evidence to support their claims for CPD points if they are called for audit. The CPD Points Allocation Table specifies documentation that is required for each activity.

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AUDIOLOGY AUSTRALIA ENDORSED ACTIVITIES				
ACTIVITY	ACTIVITY CODE	POINTS	CAP	EXPLANATION / DOCUMENTATION / EXCLUSIONS
ASA National Conference	AENC	2 per hour	40 pts	Attendance at AudA conferences and AudA State Chapter Seminars/Lectures/Workshops. Attendance Sheet must be signed and evaluation form must be completed and returned to the activity organiser for your points to be recorded.
ASA Seminars/Workshops	AESA	2 per hour	40 pts	The National Office will log your points
Endorsed Conference	EOC	1.5 per hour	40 pts	Attendance at endorsed conferences. Attendance Sheet must be signed and evaluation form must be completed and returned to the activity organiser for your points to be recorded. The National Office will log your points
Endorsed Workshop	EWA	1.5 per hour (unrestricted), OR 1 per hour (restricted/internal)	40 pts	Attendance at AudA Endorsed Workshop. Attendance Sheet must be signed and evaluation form must be completed and returned to the activity organiser for your points to be recorded. The National Office will log your points
Endorsed Seminar or Lecture	ESA	1.5 per hour (unrestricted), OR 1 per hour (restricted/internal)	40 pts	Attendance at AudA Endorsed Seminar or Lecture. Includes AudA endorsed online or remote learning workshops or seminars. Attendance Sheet must be signed and evaluation form must be completed and returned to the activity organiser for your points to be recorded. The National Office will log your points
ASA Audiology Now Quiz	EAN	1 per Completed Quiz	8 pts	Completion and passing of Quiz in Audiology Now. Points will be logged after quiz is submitted to AudA Office and a minimum of 75% is answered correctly. Quiz must be submitted by date displayed on each quiz. The National Office will log your points
Endorsed Commercial Activity	ECA	1 or 1.5 per hour (1.5 points for educational component only)	20 pts	Attendance at AudA Endorsed seminar/lecture/workshop/online presentation sponsored by a commercial body. Points allocated based on educational/product-based components of an activity. Attendance Sheet must be signed and evaluation form must be completed and returned to the activity organiser for your points to be recorded. The National Office will log your points

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NON ASA ENDORSED ACTIVITIES – INDEPENDENT

ACTIVITY	ACTIVITY CODE	POINTS	CAP	EXPLANATION / DOCUMENTATION / EXCLUSIONS
Non-ASA-endorsed Conference /	IOC	1 per hour	30 pts	<p>All conferences that are directly related to Audiology but not submitted to AudA for endorsement. Only the educational content of these activities can be claimed for CPD points.</p> <p>Documents required: Certificate of Attendance, copy of Program, proof of registration and a completed Independent Activities Audit Log* for each conference session attended.</p>
Non ASA Endorsed Workshop/Seminar/ Lecture/training/ online	ISA	1 per hour	30 pts	<p>All courses that are directly related to Audiology but not submitted to AudA for endorsement. Includes non AudA endorsed online or remote learning workshops or seminars. Only the educational content of these activities can be claimed for CPD points.</p> <p>Documents required: Certificate of Attendance, copy of Program, proof of registration and a completed Independent Activities Audit Log* for each seminar or workshop attended.</p> <p>Exclusions: Product related training Guest speakers at clinical meetings (claim under IPM)</p>
Product Training	IPT	1 per hour	20 pts	<p>All product-related activities that are not AudA endorsed but are directly related to Audiology. Includes research updates from manufacturers concerning hearing devices or equipment and training, equipment used for hearing evaluations, hearing aid verification, hearing devices, and online or remote learning modules. Only the educational content of these activities can be claimed for CPD points.</p> <p>Documents required: Certificate of Attendance, copy of Program, proof of registration, verification from trainer if training was in-house and a completed Independent Activities Audit Log*</p> <p>Exclusion: Assistance from trainer for individual client fittings</p>
Education and Training	IPN	1 per hour per unique presentation	20 pts 5 pts preparation time per presentation	<p>Activities that involve preparation and/or presentation of educational material, for example designing, planning, organising and giving a conference presentation or lecture.</p> <p>Documents required: Copy of presentation (e.g. Powerpoint presentation), proof of presentation (e.g. event program or diary entry), completed Independent Activities Audit Log*</p> <p>Exclusions: If your job description includes training and in-servicing, or you are paid to provide presentation Previous claim made for same activity within a program of events</p>

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ACTIVITY	ACTIVITY CODE	POINTS	CAP	EXPLANATION / DOCUMENTATION / EXCLUSIONS
Clinical Supervision			TOTAL: 30 pts	
1. Audiology Masters or PhD students	ISS	1 per 5 hrs	20 pts	<p>Masters or PhD Students: Supervision of Students on clinical placements.</p> <p>Documents required: Completed and signed AudA Clinical Supervision Record.</p> <hr/>
2. Clinical Internship Supervision	IGS	1 per month per Intern	30 pts	<p>Clinical Internship Supervision: Time spent in discussion with your supervisee. It does not include the hours spent supervising them "at elbow" or file reviews.</p> <p>Documents required: Copy of supervisee's Supervision Diary which evidences your supervisory role and completed Independent Activities Audit Log*</p> <p>Exclusions:</p> <ul style="list-style-type: none"> - Supervision is required as a core component of your job description. - Supervision of overseas trained applicants until they become a member and register for the internship program <hr/>
3. Audiometry courses	ITS	5 per 6 months per student	20 pts	<p>Audiometry Courses: Training of clinical staff completing audiometry course (e.g. OTEN) within the last 24 months. This is not just a supervisory role as they are distance education students. It covers time spent teaching and discussing - not "at elbow" supervision. The Trainer must hold a Certificate IV in training and assessment or evidence of recognised Supervision Training.</p> <p>Documents required: Copy of training agreement with the Institution and a completed Independent Activities Audit Log*</p> <p>Exclusion: Where a person is employed primarily as a Trainer</p> <hr/>
Study and Research: Audiology-related	IFR	$\frac{1}{2}$ /wk of active involvement $\frac{1}{2}$ /fortnight (part time)	40 pts	<p>Formal study in the Audiological field such as PhD, AuD, or Masters (for Diploma level audiologists).</p> <p>Documents required: Evidence of enrolment and course description.</p>
Study and Research: Indirectly related to Audiology (long courses)	IFI	6 per semester (full time) 3 per semester (part time)	20 pts	<p>Formal study that leads to a nationally recognised qualification that is not Audiology based but has direct impact on your Audiology clinic, e.g. MBA, psychology, counselling.</p> <p>Documents required: Evidence of enrolment and Independent Activities Audit Log*</p> <p>Exclusion: Courses that have no direct impact on your CPD (e.g. nursing, horticulture)</p>

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Study and Research: Indirectly related to Audiology (short courses)	IFC	2 per module	10 pts	Short course modules that are not Audiology based but has direct impact on your Audiology clinic, e.g. Auslan, developmental/learning disorders, cultural awareness training, rural and remote training. Documents required: Certificate of Attainment and Independent Activities Audit Log* Exclusion: Courses that have no direct impact on your CPD
Mentoring and Peer Review	IPR	1 per hour	20 pts	Formal mentoring program, or formal discussions with peers about clinical practice. This includes activities such as discussion about results of clinical file reviews and feedback for improving or developing skills. Points are claimed for time spent in clinical discussion only. NOTE: AudA to be advised of formal mentoring program prior to commencement. Documents required: Copy of meeting minutes or diary entries, completed Independent Activities Audit Log*, mentoring or file review protocols Exclusions: Time taken preparing for meeting or reviewing files Educational component of meeting that has already been claimed in ISA Mentoring/review that is part of clinical internship
Clinical Meetings	IPM	1 per hour	10 pts	Clinical meetings to present and discuss cases or to listen to guest speakers. Time claimed must NOT include time discussing work related/administrative issues. Documents required: Completed and signed audiological meeting record or copy/reference of published article. Completed Independent Activities Audit Log* Exclusions: Activities covered under ISA, product training
Professional Publications	IPJ	1 per hour 5 per book	20 pts	Time spent independently or as a group reading, viewing or discussing articles or media. Assessed for the length, content and appropriateness of Professional Development. Includes researching and subsequent publication of a scientific article. Documents required: Copy of front cover, index page, indicative selection of article. Print of online article and reference. Independent Activities Audit Log*.
ASA Committee Work and Meeting Attendance Board State Chapter Chapter Meetings & AGM Attendance	IMA	1 /month ½ /month 1 /meeting All members	Total 24 pts 24 pts 12 pts	This code is to be used by AudA office bearers, activity co-ordinators and members, for their participation, and attendance at state branch meetings and AGM. Documents required: Minutes for each meeting

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Assistance to ASA	IAA	As negotiated by AudA	20 pts	Points can be allocated to members for providing assistance in completing a task, including book reviews, DVD reviews and participation in standing advisory committees.
ASA Special Interest Group	SIG	1 pt per hour	24 pts	This code is to be used for clinical interaction via teleconference, formal dialogue and AudA forums with a requirement to be evidenced by active involvement. Documents required: Minutes of meeting and completed Independent Activities Audit Log*
Work Related	IWR	4 pts per cycle	4 pts	Professional development specific for your workplace, e.g. updating administration procedures, new software training. Documents required: Independent Activities Audit Log*
Health Sector Activity	IHS	1 pt per hour	4 pts	Participation in workshops/seminars relating to the Health Sector, but not specific to audiology (e.g. medico/legal, ethics, insurance). Documents required: Certificate of Attendance, copy of Program, proof of registration and a completed Independent Activities Audit Log* for each seminar or workshop attended.
Participation in research data collection projects approved by ASA for CPD	IRS	Decided by ASA on case by case basis	20 pts	A research project officer can apply to the AudA, <u>prior to commencement of the project</u> , to be able to offer CPD points to audiologists who assist in the collection and analysis of research data. Projects must assist the field of audiology and not just that clinic. The research project officer will determine allocation of CPD points for each participant, and AudA will supply a Certificate to each participant based on this information. This can only be claimed at the completion of the project. Documents required: AudA Certificate of Participation Exclusion: When employed primarily as a researcher
Participation in humanitarian Audiological activities	IHA	Decided by ASA on case by case basis	20 pts	Participants in unpaid Audiological work not connected with the member's usual employment. <u>Prior approval from AudA is required by completing the relevant application form available on the website.</u> Documents required: Confirmation from AudA Exclusion: Previously claimed in other categories such as IPN
Independent "Other" activity	IOA	Decided by ASA on case by case basis	20 pts	Activities that do not fall into any other activity code. <u>Prior approval from AudA is required by completing the relevant application form available on the website.</u> Documents required: IOA Number provided in writing by AudA

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