

## **GUIDELINES FOR CO-ORDINATORS AND PRESENTERS OF CPD ACTIVITIES**

### **HOW TO APPLY FOR ENDORSEMENT**

#### **PLEASE READ THE FOLLOWING BEFORE PROCEEDING**

- 1. Coordinators must seek approval in advance – there is no retrospectivity**
- 2. Coordinators may not advertise that they have applied for endorsement**
- 3. Advertising Flyer and Program must be approved as part of the endorsement process**
- 4. All activities (except State Chapters) require the activity to be advertised to members at the organiser's expense**
- 5. Endorsement is valid for a period of 12 months. Coordinators must then re-apply for endorsement. Renewal of endorsement will be dependent on completion of satisfactory evaluation by participants and Coordinators fulfilling their requirements for running an endorsed activity.**

# Guidelines for Endorsed Activities

## Audiology Australia

### What is Endorsement?

Endorsement is a process that simplifies documentation of CPD activities for an Audiology Australia member and recognises high quality structured learning opportunities through allocating additional CPD points. The CPD program recognises both independent activities and endorsed activities. That is, a CPD activity does not need to be endorsed for it to be included as part of a member's CPD program. However, endorsed activities have the advantage of taking the burden off the member for documenting his/her CPD activity. When a member attends and successfully completes an endorsed activity, he/she will receive a certificate that fully documents his/her participation and the CPD associated with the activity. The endorsement process applies only to structured learning situations, which would normally be found in activities such as workshops, lectures, and seminars. However, structured discussion groups and some conference sessions may also meet the criteria.

### Guidelines for Endorsement from Audiology Australia

The endorsement process is a rigorous evaluation of the entire activity program. All endorsed activities offer to members

- A guarantee of high quality learning opportunity and
- Reduced documentation requirements for CPD.

The CPD committee allocates points to activities based on the documentation activity Co-ordinators submit to the Audiology Australia office. The CPD Points Allocation Table is used as a guide only and the committee reserves the right to allocate more or less points to activities based on the information the activity co-ordinators present to the CPD committee. Applications for endorsement of CPD activities will be evaluated against the following guidelines. The guidelines are subject to continuous revision based on feedback. Please provide comments to the Audiology Australia Office ([info@audiology.asn.au](mailto:info@audiology.asn.au)).

### Guideline 1: The Organisers of the CPD Activity

The group responsible for administering the continuing education activity and their affiliation to any organisation must be clearly identified in the application. The organising group must nominate a Coordinator who will be the contact person. The organising group is responsible to ensure that the instructors **fully disclose any commercial interest** they may have in material to be presented in the proposed activity. If this commercial interest exists the nature must be fully disclosed in the application to Audiology Australia.

## Guideline 2: Responsibilities of the Co-ordinator

### The Co-ordinator

1. Is responsible for liaison with the Audiology Australia Endorsement Committee and for all correspondence with Audiology Australia.
2. Is responsible to ensure that the content of the proposed activity meets the Audiology Australia Code of Ethics, Code of Conduct and Professional Practice Standards.

The Co-ordinator must have a procedure to identify those participants who have successfully completed the activity and who are qualified to earn endorsed CPD points. The Co-ordinator must have a system in place:

- a) To maintain participants' records for each activity for at least 3 years.
- b) To forward a list of participant's names, summary of evaluations and ALL completed evaluation forms to Audiology Australia within 2 weeks of completion of an activity.
- c) To forward via email all PowerPoint presentations used for the activity.

### **Please attach the following information from the presenters of the activity to your application form:**

1. **Summary description** of your activity including a detailed abstract, your teaching aims and the learning objectives for the participants. You may be required to provide in advance all presentations, e.g. PowerPoints
2. **Evaluation of learners:** How will you evaluate whether participants have attained these learning objectives? The learning objectives should drive the type of learning assessment used. For example, if the learning outcome is to successfully interpret an Auditory Brainstem Response (ABR), a logical method to assess learner outcomes is to have them interpret ABR recordings. As a minimum you should ask participants to self-assess their learning.
3. **Evaluation of Activity:** How will you evaluate your activity? The evaluation provides a basis for presenters to make improvements to their courses; evaluations enable organisers of CPD programs to look at their overall program. While evaluations are related to and affected by the outcome of learning assessments, they are not one and the same. Activity evaluations focus on the mechanics of a course (the extent to which the instructor is prepared, knowledgeable, and engaging; the handouts, overheads, and environment are conducive to learning; etc.). A sample evaluation form is attached and represents the minimum evaluation that should be carried out for an endorsed activity.
4. **Instructional level** (indicate the level at which the learning activity is directed (e.g., introductory, intermediate, advanced, mixed).
5. **Proposed teaching strategies** (Small group, Case studies, Lectures, Practical sessions, Video/audio tape, Clinical software, Handouts, Other). How do these relate to the learning objectives?
6. **Timetable** of activity, including discussion, question time, breaks etc.
7. **Flyer** must be approved prior to distribution. If the program is endorsed a statement detailing the number of points awarded to the activity should be added to the flyer prior to distribution.

### **Guideline 3: Instructors**

The Co-ordinator must ensure that instructors are directly involved in planning and conducting each learning activity. Instructors must be competent in the subject matter and have the ability to facilitate learning. The application should present the rationale, planning and development of the CPD activity and include a detailed description of the program including abstracts relating to all presentations.

The primary purpose of the activity must be to enhance the quality of audiological practice and knowledge. In principle, at least 75% of an endorsed activity should focus on the area of audiology and audiologists should be involved in the planning and delivery of the activity. Any area of the proposed activity that is not audiological should be in an area of direct relevance to audiological practice and knowledge. Applications for endorsement of activities on topics not directly in the area of audiology and/or delivered by professionals outside audiology will be considered. However, such applicants should give a comprehensive justification of their activity as it relates to audiology and include full details of their learning needs assessment.

### **Guideline 4: Learning Outcomes**

The Co-ordinator must have from each instructor clear and concise statements of intended learning outcomes that are observable (when applicable) and measurable. The instructors need to specify what knowledge, skills or techniques the participants are expected to acquire and how this will be assessed. It is desirable that the learning objectives should be written in measurable behavioural terms and the application should specify how these learning objectives would be met by detailing the instructional methods to be used. Learners should be informed of intended learning outcomes before and during the activity.

### **Guideline 5: Facilities**

The Coordinator is responsible for providing appropriate educational facilities, resources and/or reference materials, instructional aids, and equipment that facilitate teaching and learning and that are accessible to all participants, including those with disabilities.

### **Guideline 6: Assessment**

The Coordinator, in collaboration with the instructors, determines in the planning stages of the CPD activity, the method that will be used to assess participants' achievement of the learning outcomes. Learning assessments may take many forms, including but not limited to, performance demonstrations under real or simulated conditions, written or oral examination, a question-and-answer session, self-assessment, etc. The Coordinator will notify participants in advance if formal learning assessments are to be used to determine satisfactory completion of the activity and/or the earning of CPD points.

## Guideline 7: Evaluation

The Coordinator determines, in the planning stages of the CPD activity, the method that will be used to evaluate the activity. The CPD activity must be evaluated and the Coordinator must provide ALL of the completed evaluation forms as well as an evaluation report to Audiology Australia within **2 weeks** of running the activity. Evaluation of an activity provides feedback to the Coordinators and Instructors of an activity as well as to Audiology Australia as to the perceived value of the activity and further learning needs. The evaluation should be clearly linked to the learning objectives and, as a minimum, must incorporate the Audiology Australia CPD Evaluation Form – Page 12.

## Guideline 8: State Chapter Activities

State Branch activities will undergo the same scrutiny as all programs but will not be charged an application fee. The Audiology Australia office will also oversee advertising of State Chapter Activities.

## Guideline 9: Endorsement Advertising

The Coordinator of **Endorsed** activities must agree that their educational activity is listed in the Calendar of Events available on the Audiology Australia website, Audiology Now publication and **advertised to Audiology Australia members at the organiser's expense (refer Advertising Options for Endorsed Activities form)**. Audiology Australia sees it as essential that all endorsed activities which are open to all members are advertised as widely as possible to the membership so that members can plan their CPD and have a wide choice of activities for their CPD. **The flyer must be approved prior to distribution and if the program is endorsed this MUST be added to the flyer along with the points allocation.** This does not apply to professional development activities that are developed for audiologists in a specific workplace and not open to all members. Activities not open to all members will be considered for endorsement but may be allocated lesser points than an activity open to all members.

## Guideline 10: Responsibility for content

The organising group and instructor for an Endorsed activity are responsible for the content of the activity. **Endorsement in no way implies that Audiology Australia endorses specific content, materials or products and procedures presented in the activity.**

The Coordinator must advertise to all potential CPD activity participants, information

- That identifies the Coordinator, the organising group and the instructors and their affiliation
- About the activity's CPD points, content area and instructional level.

## Steps to Follow for Endorsement

1. Read the guidelines for proposing an endorsed activity and then complete the Audiology Australia Application for Endorsement of a CPD Activity. The application form can be obtained from the Office or from the Audiology Australia website. Applications should be emailed to [asaadmin@audiology.asn.au](mailto:asaadmin@audiology.asn.au)
2. The completed Application for Endorsement of a CPD Activity should be lodged as early as possible and **the Coordinator should allow 4-6 weeks for the processing of an application.** If insufficient or incomplete information is supplied by the Coordinator of the activity then the processing time may be longer. Applications not approved for endorsement will have the reasons for this clearly stated in the notification email.
3. Coordinators must not advertise an activity as an Audiology Australia endorsed activity until they have received approval and an Endorsement Number from Audiology Australia. **Coordinators also may not advertise that they have applied for endorsement for an activity as this may mislead members as to the potential CPD point value of an activity.**
4. If your activity is endorsed then the Coordinator must supply to Audiology Australia:
  - a. A list of all participants who are members of Audiology Australia. This must be forwarded **within 2 weeks of running the activity in electronic** form.
  - b. An evaluation report and ALL completed evaluation forms. This should be forwarded to Audiology Australia with the participant list. The evaluation report should be based on the results of administering the Audiology Australia CPD Evaluation Form to all participants. The evaluation report should include a **summary** of the results for each question. Note: It is the responsibility of Coordinators to ensure that all participants are given sufficient time to complete this evaluation form during the activity.
  - c. A copy of ALL PowerPoint presentations included in the activity program. These should be emailed to [memberservices@audiology.asn.au](mailto:memberservices@audiology.asn.au). If these are not provided or differ significantly from the Abstracts provided, Audiology Australia reserves the right to either reallocate the activity code, reduce the number of points endorsed or withdraw endorsement of the activity.

## Administration Fees

There is an administrative fee charged for handling applications for endorsement. The following charges apply:

Not for Profit – no registration fee charged	\$44.00
Not for Profit – a small registration fee charged	\$88.00
Not for Profit – Commercial Activity	\$264.00
Employer Groups (not open to all members)	\$176.00
Commercial Organisation	\$264.00
(all prices inc GST)	

**If the activity is to be run a number of times the endorsement is valid for a period of 12 months. Coordinators must then re-apply for endorsement. Renewal of endorsement will be dependent on completion of satisfactory evaluation by participants and Coordinators fulfilling their requirements for running an endorsed activity.**

## Example Application for Endorsement

Activity Co-ordinator's name: <i>Rebecca Toogher</i>		Email: <i>rt@abc.com.au</i>		This is essential
Profession: <i>Audiologist</i>		Name of Organisation: <i>School of Communication Sciences and Disorders, University of Sydney</i>		
Address of Organisation:				
Type of Organisation:	State Branch <input type="checkbox"/>	Not for Profit <input type="checkbox"/>	Commercial <input type="checkbox"/>	
Title of Activity: <i>Quality of Life and Psychosocial Issues for Adolescent CI users</i>				
Presenter's name: <i>Rebecca Toogher</i>	Qualifications relating to the activity: <i>BA,MCIAud,MAudSA(CCP)</i>	Affiliation: <i>School of CSD, University of Sydney</i>		
Presenter's name:	Qualifications relating to the activity:	Affiliation		
Presenter's name:	Qualifications relating to the activity:	Affiliation		
Proposed venue/s: <i>University of Sydney</i>				
Proposed dates of activity: (note there is no retrospective endorsement) <i>November 2, 2010</i>				
Duration in hours (excluding meal breaks): <i>3.5 hours</i>		This will be used to calculate CPD Points		
This activity is open to ALL Audiology Australia Members (Refer to advertising requirements) <input type="checkbox"/>	This is a statewide activity (Refer to advertising requirements) <input type="checkbox"/>	This is an Internal activity (Refer to advertising requirements) <input type="checkbox"/>		
Proposed cost of the activity to Audiology Australia members <i>\$ Free</i>	Proposed cost of the activity to others. <i>\$ Free</i>			
Maximum number of participants: <i>15</i>	Specify registration cost	to be allocated: <i>By receipt of registration</i>		
OFFICE USE ONLY				
Date received	Approved	Endorsement Number	Duration	Points Allocation

## Requirements for description of proposed activities

- Summary description:** of your activity including your teaching aims and the learning objectives for the participants. ***Audiology Australia requires full disclosure of the content of your program which will require you to attach your educational goals, your subject headings, names of the presenters including their specific expertise in promoting this subject and a detailed abstract of the material to be presented. You are also required to submit the final copy of your flyer for approval before mailing to members. Should any of this change prior to, or during, the presentation of this program, or should the Abstracts prove not to be an accurate representation of the presented material, Audiology Australia reserves the right to withdraw endorsement. You may, in addition, be required to provide in advance the presentation to be given (e.g. PowerPoint files).***
- Evaluation of learners:** How will you evaluate whether participants have attained these learning objectives? The learning objectives should drive the type of learning assessment used. For example, if the learning outcome is to successfully interpret an Auditory Brainstem Response (ABR), a logical method to assess learner outcomes is to have them interpret ABR recordings.

3. **Evaluation of Activity:** How will you evaluate your activity? The evaluation provides a basis for instructors to make improvements to their courses; evaluations enable organisers of CPD programs to look at their overall program. While program evaluations are related to and affected by the outcome of learning assessments, they are not one and the same. Program evaluations focus on the mechanics of a course (the extent to which the instructor is prepared, knowledgeable, and engaging; the handouts, overheads, and environment are conducive to learning; etc.).
4. **Instructional level:** (indicate the level at which the learning activity is directed. e.g., introductory, intermediate, advanced, mixed).
5. **Proposed teaching strategies:** (Small group, Case studies, Lectures, Practical sessions, Video/audio tape, Clinical software, Handouts, Other). How do these relate to the learning objectives?
6. **Timetable:** of activity, including discussion, question time, breaks etc.

### Examples of Points 1 – 6

#### Summary Description

Title of Activity: *Cochlear Implant Programs for the Adolescent Population*

The aims of this workshop are:

- To review the literature on outcomes for CI users in terms of quality of life and psychosocial well-being.
- To discuss the efficacy of a psychosocial focus in clinical work with adolescent CI users.

The learning objectives of the workshop are to:

1. Develop a list of psychosocial issues faced by our teenage CI population
  - Through group discussion
  - Reviewing the literature
2. Evaluate methods for assessing psycho-social effects in deaf adolescents including
  - Quantitative – quality of life approach
  - Qualitative – accessing the lived experience using our clinical knowledge.

At the end of the workshop participants should be able to:

1. Generate clinical methods to address psychosocial issues with adolescent deaf clients in their clinical setting,
2. Describe existing programs in this area and their strengths and weaknesses,
3. Design an ideal intervention for this population.

## Evaluation

- [Evaluation of Learners](#)

Through small group work participants will be asked to

1. Discuss and rank different methods to address psychosocial issues with adolescent deaf clients in their clinical setting. These will then be presented to the whole group for discussion and evaluation
2. Describe the characteristics of existing programs in this area and their strengths and weaknesses
3. Design an ideal intervention for this population
4. Self-assessment of learning outcomes using attached evaluation form

- [Evaluation of Activity](#)

**Refer to template on Page 12**

**Instructional Level:** Intermediate/Advanced.

The workshop will assume that participants are familiar with an adolescent deaf client group in an Audiological setting. Understanding of cochlear implants and typical audiological management and outcomes for this client group is assumed knowledge.

**Teaching Methods and Outline of Program – ALONG WITH ABSTRACTS FROM EACH PRESENTER**

8.45am –9am	Introductions and backgrounds
9am – 10am	Pyramid activity – groups to develop list of psychosocial issues that affect adolescent hearing impaired (30mins). Instructor presentation on literature in this area (30mins)
10am –10.30am	Morning tea
10.30 – 11.30	Buzz groups to devise quality of life definition Instructor presentation on measuring quality of life in clinical settings
11.30 – 12.30	What are people already doing with their adolescent population? Contributions from individual participants. Focus groups: What should we be doing? How do we do this? What do we need to know?

## Application Form for Endorsement for CPD Activities<sup>1</sup>:

**Please Note: Payment is to accompany application unless other arrangements have been made.**

Activity Co-ordinator's name:		Email:		
Profession		Name of Organisation:		
Address of Organisation:				
Type of Organisation:	State Branch <input type="checkbox"/>	Not for Profit <input type="checkbox"/>	Commercial <input type="checkbox"/>	
Title of Activity:				
Presenter's name <sup>2</sup> :		Qualifications relating to the activity:	Affiliation	
Presenter's name:		Qualifications relating to the activity:	Affiliation	
Presenter's name:		Qualifications relating to the activity:	Affiliation	
Proposed venue/s <sup>3</sup> :				
Proposed dates of activity:( note there is no retrospective endorsement )				
Duration in hours (excluding meal breaks):				
This activity is open to ALL Audiology Australia Members (Refer to advertising requirements) <input type="checkbox"/>		This is a statewide activity (Refer to advertising requirements) <input type="checkbox"/>		This is an Internal <sup>4</sup> activity (Refer to advertising requirements) <input type="checkbox"/>
Proposed cost of the activity to members \$		Proposed cost of the activity to others. \$		
Maximum number of participants:		How will places be allocated:		
OFFICE USE ONLY				
Date received	Approved	Endorsement Number	Duration	Points Allocation

### Endorsement application checklist

Please ensure you have included the below with your application form. Without these documents we will not be able to process your application.

<input type="checkbox"/>	<b>A detailed program clearly indicating the duration of each session excluding meal breaks</b>
<input type="checkbox"/>	<b>Activity Goals</b>
<input type="checkbox"/>	<b>Expected learning outcomes for audiologists</b>
<input type="checkbox"/>	<b>Activity Evaluation Form</b>
<input type="checkbox"/>	<b>Abstracts for each session</b>
<input type="checkbox"/>	<b>Activity Flyer</b>

<sup>1</sup> This application form should be completed by ALL applicants

<sup>2</sup> For additional presenters please attach a separate page to the application

<sup>3</sup> It is the responsibility of the organizers to provide appropriate resources to successfully run an educational activity. This should include access for participants with disabilities

<sup>4</sup> An internal activity for this purpose is an activity held within an employer group restricted to employees only

<sup>5</sup> Audiology Australia may additionally request the PowerPoint (or other) presentations in advance.

**ADVERTISING BOOKING FORM FOR AUDIOLOGY AUSTRALIA ENDORSED ACTIVITIES**

*All Endorsed activities, apart from internal activities, are to be advertised. Select your advertising method from the options listed below. **This form must accompany your Application for Endorsement.***

**Option 1**

**Mail Out Service Australia Wide**

\$ as advised on our website  
[Click here for current pricing](#)

This includes priority posting on our website in Calendar of Events

**Option 2**

**Selected State Mail Out Service**

\$ as advised on our website  
[Click here for current pricing](#)

This includes priority posting on our website in Calendar of Events

**The above options are to be booked through David Toomey – email: [audiology@dtoomey.com](mailto:audiology@dtoomey.com)  
 A Tax Invoice will be issued from the Office for this advertising. **Payment of the administration fee is required at the time of submitting the endorsement application****

**Payment of administration fee along with selected advertising option below is required at the time of submitting the endorsement application**

**Option 3**

**Email Service Australia Wide**

**Incl. GST**  
**\$220.00**

Flyer & Registration form emailed as well as being posted on our website in Calendar of Events

**Option 4 NSW/ACT VIC/TAS SA WA NT QLD (please circle)**

**Selected State Email Service**

**\$ 55.00 per State**

Flyer & Registration form emailed as well as being posted on our website in Calendar of Events

**Option 5**

Posted ONLY on our website in Calendar of Events

**\$ N/C**

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**Administration Fee:**

- Not for Profit organisation – free registration **\$44.00**
- Not for Profit organisation – a small registration fee charged **\$88.00**
- Not for Profit organisation – commercial activity **\$264.00**
- Employer Groups - not open to all members (advertising not applicable) **\$176.00**
- Commercial Organisation **\$264.00**

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

**Please complete credit card details below: VISA or MASTERCARD only**

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Expiry: ...../.....

Name on Card .....Signature .....

*“We declare that the program information submitted for endorsement will not be changed in any way and will be presented as submitted. Should there be a need to change the program content we will seek approval from Audiology Australia prior to the event taking place.”*

Signed for and on behalf of (Organisation Name) .....

(Signature of organiser).....

### CPD ACTIVITY EVALUATION

<b>Title of Activity:</b>	<b>Date of Activity:</b>
	<b>Endorsement No.</b>

**Completion of this evaluation is anonymous, however, members are required to complete the CPD Activity Reflection on a separate page for points to be accrued.**

*To assist us in better meeting your professional development needs for the future, please provide us with feedback on:*

	Satisfaction Rating:			
	Highly Satisfied	Very Satisfied	Satisfied	Not Satisfied
Presenter 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning objectives:				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Overall, this activity has met my needs in relation to this topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CPD ACTIVITY REFLECTION

***NB: Members need to have signed the Attendance Sheet and handed in their completed CPD Activity Reflection for CPD points to be accrued.***

<b>Member's Name or Membership No (4 digits):</b>	<b>Date of Activity:</b>
<b>Title of Activity:</b>	<b>CPD Endorsement No.</b>

**Please enter a detailed reflection of the professional development gained from this activity:**

**What did you learn from this activity?**

- 
- 
- 

**What topics would you like to explore in future CPD activities?**