



audiology australia

Continuing Professional Development (CPD)

Policy and Procedure
for Participants



New Annual Continuing Professional Development (CPD) Program

This document outlines the Policy and Procedure for Continuing Professional Development at Audiology Australia. It is intended primarily as a guide for participants, i.e. holders of an Audiology Australia Certificate of Clinical Practice (CCP).

Achieving an appropriate breadth and depth of CPD is one of the annual recertification requirements for Audiology Australia's CCP.

This document outlines the overarching policy and provides a summary of the requirements, including an overview of how points can be claimed for CPD activities and exemptions to the CPD requirements available to people due to personal circumstances

or professional hardship. It also comprises a series of tables detailing the different activity types, the CPD points that can be obtained for each category, and how points for any activities that have not been endorsed by Audiology Australia (referred to as non-endorsed activities) can be claimed by participants.

If you require further information, email info@audiology.asn.au or phone +61 3 9877 2727.

Please note that this document is correct as at 15 March 2017. Minor updates may occur throughout the year. An updated version will be posted online and changes will be advised through the monthly E-news.

Introducing Audiology Australia's new Continuing Professional Development (CPD) Program

From the 1st July 2017, the CPD program will switch to an annual cycle running from the 1st July to the 30th June each year.¹

This is in order to match the CPD cycle to your clinical certification cycle, making it easier for you to keep track of what you need to do each year.

Building on your feedback

We have listened to your feedback on our previous CPD program. We have also looked at the CPD activity logs from the past 3.5 years.

Based on this information, we have been able to identify requirements that could be better explained, processes that were unnecessarily cumbersome and/or activities that could be joined with others.

Quality assurance

CPD activity endorsement is a quality assurance process undertaken by Audiology Australia. Endorsed activity points are the easiest to accrue - we log them for you!

Easier to report

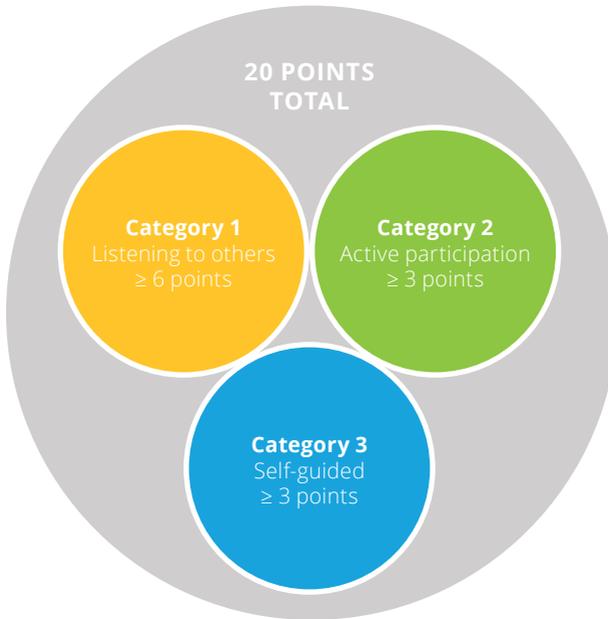
The online CPD management platform will also be improved. This will make it faster and easier than ever to log your CPD activities with us.

In line with national requirements

Our new CPD program also brings us up to the high standard required by the National Alliance of Self-Regulating Health Professions (NASRHP). The NASRHP standards are comparable to the rigorous registration standards of the Australian Health Practitioner Regulation Agency (AHPRA) Boards.

¹ For the first cycle that will begin on the 1st of July 2017, there is the option of including points accrued during the 'hiatus period' between the 1st of April 2017 and 30th of June 2017.

The new CPD requirements



Professional knowledge and skills underpin all professional development. Knowledge often relates to theory, while skills can be applied in the clinic. You can meet your Knowledge and Skills requirements through any combination of the activity categories. Most activities consist of both Knowledge and Skills, and you can choose yourself how to allocate them in your online CPD log, so you should easily meet this requirement!

- A minimum of 20 points overall must be achieved; and
- A minimum of 4 points must be gained as **1: Knowledge and also 2: Skills**, as well as:
- A minimum of 6 points must be gained under **Category 1: Development through listening to others**;
- A minimum of 3 points must be gained under **Category 2: Development through active participation in guided activities**, and;
- A minimum of 3 points must be gained under **Category 3: Development through self-guided activities**.

Quick Guide – Claimable activities

This Quick Guide provides an overview of the broad range of CPD activities that can be undertaken.

For more detail, including requirements for claiming non-endorsed activities, please see the CPD Policy and Procedure for Participants.

Category 1: Development through listening to others

This category covers recognised and structured learning through listening that is not part of a formal award or certification process.

1.1 Audiology Australia and 'other' lectures, presentations and seminars: 1 point per hour

 Endorsed  Non-endorsed

1.2 Audiology Australia and 'other' webinars and other online lectures and seminars: 1 point per hour

 Endorsed  Non-endorsed

Category 2: Development through active participation in guided activities

This category covers development through participation in guided activities that is not part of a formal award or certification process. The key principle here is active involvement and participation in the learning activity. This differentiates these activities from the Category 1 activities.

2.1 Product training: 1 point per hour

 Endorsed  Non-endorsed

2.2 Workshops: 1 point per hour

 Endorsed  Non-endorsed

2.3 Clinical meetings: 1 point per hour

 Non-endorsed

Quick Guide – Claimable activities

Category 3: Development through self-guided activities

There are a wide range of self-guided activities that Audiology Australia recognises as contributing to the professional development of audiologists. These self-guided activities must relate to professional practice.

3.1 Formal tertiary qualifications that enhance professional practice:

Allocated on a pro-rata basis with 4 points per full-time year

 Non-endorsed

3.2 Short courses that enhance professional practice: Allocated on a pro-rata basis with 1 point per 40 hours

 Non-endorsed

3.3 Audiology Now Quiz: 0.5 points per quiz

 Endorsed

3.4 Contribution to audiology education and advancing audiology via education of the broader community: 2 points per 1 hour presentation

 Non-endorsed

3.5 Writing peer-reviewed journal articles and other texts: 2 points per text if first author. 1 point per text if not first author

 Non-endorsed

3.6 Reading and reflecting on peer-reviewed texts: 1 point per article

 Non-endorsed

3.7 Supporting Audiology Australia:

Decided on a case-by-case basis

 Endorsed

3.8 Audiology Australia Clinical Internship or Resumption of Practice Supervision:

Allocated on a pro-rata basis with a maximum of 4 points per full-time year

 Endorsed

3.9 Clinical Placements Supervision:

Allocated on a pro-rata basis with a maximum of 0.25 points per full-time week of student placement

 Endorsed

3.10 Participation in Audiology-related humanitarian or developmental aid activities:

Decided on a case-by-case basis

 Endorsed

All CPD activities you log must fall outside your usual practice; you cannot receive payment or other reimbursement for completing CPD activities.



Part 1

Overarching policy,
summary of requirements,
and exemptions due to
personal circumstances
and hardship

What are the minimum CPD requirements?

In each annual cycle, the following minimum requirements must be met:

- A minimum of 20 points overall must be achieved; and
- A minimum of 4 points must be gained under each of **1: Knowledge and 2: Skills**, as well as:
- A minimum of 6 points must be gained under **Category 1: Development through listening to others**;
- A minimum of 3 points must be gained under **Category 2: Development through active participation in guided activities**, and;
- A minimum of 3 points must be gained under **Category 3: Development through self-guided activities**.

Part 2 provides a description of each of the categories and the activities that fall under them. The categories represent the different teaching and learning that can be experienced when undertaking CPD.

The annual CPD cycle runs from the 1st of July until the 30th of June, in order to align it with the cycle for recertification of the Audiology Australia Certificate of Clinical Practice (AudA CCP).² Only activities undertaken during the CPD cycle are claimable (i.e. there is no carry-forward of points completed in previous cycles).

The CPD requirements for those who gain their CCP mid-way through a CPD cycle will be calculated on a pro-rata basis.

The CPD requirements must be met and all documentation for non-endorsed activities submitted through your Online Profile within two weeks of completion of the CPD cycle (i.e. 14th July). In special circumstances, participants can apply for a two-and-a-half (2½) month grace-period (i.e. up to 30 September) during which they can log their non-endorsed activities (see page 16).

² For the first cycle that will begin on the 1st of July 2017, there is the option of including points accrued during the 'hiatus period' between the 1st of April 2017 and 30th of June 2017.

What is “Knowledge” and “Skills”?

AudA acknowledges that it is difficult to define the terms “Knowledge” and “Skills” exactly. The following broad definitions are therefore adopted:

KNOWLEDGE

Knowledge relates to CPD activity content that predominately aims to provide participants with theoretical knowledge of this aspect of audiology and an ability to recognise where this theory may be able to be applied in their professional practice.

SKILLS

Skills relate to CPD activity content that predominately aims to provide participants who not only have knowledge of a skill related to audiology, but also the ability to apply this knowledge in practice by performing specific tasks or navigating particular situations.

The participant is not required to achieve a spread of “Knowledge” and “Skills” across each CPD Category. The example tables presented on page 12 show some of the many different options available to participants.

But what if the activity addresses both “Knowledge” and “Skills”?

As CPD activities may address both knowledge and skills, AudA allows participants to allocate these ‘blended’ activities as “Knowledge” or “Skills” in their Online Profile as they prefer. There is no “right” or “wrong” in making this allocation. It can be made in the participant’s Online Profile throughout the annual CPD cycle; giving participants the best possible opportunity to meet the CPD requirements.

The different *teaching and learning styles* represented by Categories 1 and 2 (development through listening or development through active participation, respectively) do not necessarily relate to whether or not the content relates to knowledge or skills development. Knowledge of a theory or philosophy may be gained through workshopping (e.g. increasing knowledge of the philosophy of ethics through workshopped examples highlighting the concepts of right and wrong conduct). On the other hand, one may learn new skills by sitting and listening to others (e.g. by listening to a presentation on how to counsel parents).

Example on how the minimum CPD requirements can be met

The following tables show how the minimum CPD requirements can be met.

Participants are not required to spread “Knowledge” and “Skills” across each CPD Category.

Example 1: A mix of knowledge and skills in each category

	Category 1: Development through listening to others	Category 2: Development through active participation in guided activities	Category 3: Development through self-guided activities	
Knowledge (K)	6	2	2	Minimum of 4 Knowledge points across all categories has been met
Skills (S)	6	2	2	
	Minimum of 6 points for this category has been met	Minimum of 3 points for this category has been met	Minimum of 3 points for this category has been met	Requirement of 20 points in total has been met

Example 2: Skills gained through participation in Category 1 activities only

	Category 1: Development through listening to others	Category 2: Development through active participation in guided activities	Category 3: Development through self-guided activities	
Knowledge (K)	-	4	4	Minimum of 4 Knowledge points across all categories has been met
Skills (S)	12	-	-	Minimum of 4 Skills points across all categories has been met
	Minimum of 6 points for this category has been met	Minimum of 3 points for this category has been met	Minimum of 3 points for this category has been met	Requirement of 20 points in total has been met

How are points calculated?

Each point relates to **at least** one hour of activity. Some activities cannot be allocated points on a strict 1 hour = 1 point basis, but may instead be determined on a case-by-case basis or have a limit placed on the maximum number of attainable points. The tables in Part 2 of this document provide details as to the points allocated to each activity type.

How do I claim points?

Audiology Australia's CPD program is managed through the CPD log that is available on participants' Online Profile.

ENDORSED ACTIVITIES

Undertaking activities that are endorsed by Audiology Australia is the easiest way to log your CPD points. All endorsed activity points will be added to participants' CPD log in their Online Profile by Audiology Australia staff based on participation information received from the activity coordinator. All the participant needs to do is register for the activity and ensure that the organiser understands that they wish to claim AudA CPD points for their participation.

By choosing endorsed activities, you also have Audiology Australia's assurance that the activity meets our quality standards.

NON-ENDORSED ACTIVITIES

Participants may choose to undertake CPD activities that have not been endorsed by Audiology Australia. Prior approval from Audiology Australia is not required before undertaking the activity. Participants are responsible for logging non-endorsed activities online, assigning the appropriate activity number and title, and uploading any required documents as outlined under the "Reporting requirements for non-endorsed activities" headings in the tables in Part 2 of this document.

Keep a record of the non-endorsed CPD activities you have undertaken

You must keep any documentation supporting your participation in non-endorsed CPD activities you have undertaken for at least one year after the end of the CPD cycle, in addition to submitting required documentation online throughout each CPD period. The tables presented in Part 2 of this document outline the exact documentation required to support applications for CPD points related to non-endorsed activities under the heading "Reporting requirements for non-endorsed activities". Audiology Australia will undertake a random audit of 5% of all CPD program participants following the end of each cycle's reporting period.

In addition, the following groups that are at an increased risk of making errors may also be targeted for audit:

- Participants who have previously failed to meet the CPD program requirements;
- Participants who have logged a high percentage of non-endorsed activities;
- Participants who had not logged and met all of the CPD requirements at 14th July, but instead were approved to log their points in the grace period between the 15th July and 30th September, and/or;
- Participants who are new to the CPD program.

Can I apply for an exemption due to personal circumstances or hardship?

All holders of a CCP are required to meet the CPD requirements, regardless of the number of hours they work each week.

Participants who are experiencing hardship or plan to experience changes in their personal circumstances that will prevent them from meeting the CPD requirements should contact Audiology Australia as soon as possible to discuss their options.

Participants who are unable to meet the CPD requirements due to personal circumstances² or hardship can apply for:

- an extension of up to two-and-a-half (2½) months to log their non-endorsed activities (i.e. up to 30th September rather than the 14th of July), and/or;
- a reduction in the CPD requirements, with a maximum reduction of 10 points (i.e. 50 % of the CPD requirements).

It is not possible to obtain a waiver of the annual CPD requirements.

Examples of the types of personal circumstances and hardship that may be recognised for an extension or reduction

of the CPD requirements include needing to take full-time leave due to: becoming a new mother/father, being made redundant and needing to seek new employment, illness or death in the family etc.

Documentation will need to be provided in support of the application, for example, a medical certificate in the case of illness in the family or a birth certificate and letter from employer stating the length of maternity/paternity leave being taken.

Any approved reduction in the CPD requirements will be calculated on a pro-rata basis for each annual CPD cycle. For example:

- A participant who takes maternity/paternity leave for 3 months in a 12-month cycle would only have to obtain 15 CPD points.
- A participant who takes maternity/paternity leave for 9 months in a 12-month cycle would only have to obtain 10 CPD points (the maximum reduction of the CPD requirements).

If the hardship or change in personal circumstances spans two CPD cycles, the

pro-rata reduction will be applied to each annual CPD cycle respectively. A reduction can only be sought once for each case of hardship or change in personal circumstances.

The distribution of the required points following a reduction in the requirements would be decided on a case-by-case basis.

Participants who are experiencing hardship or a change in personal circumstances but who must continue to work part-time³ may be eligible for a pro-rata reduction in the CPD requirements, with a maximum reduction of 10 points (as above) and a maximum period of one year.

³ Note that the Recency and Resumption of Practice requirements must still be met in order to retain a CCP.

Definitions and acronyms

AudA

Audiology Australia

CCP

Certificate of Clinical Practice. Audiology Australia's CPD program forms part of the yearly requirements for retaining a CCP. The CCP is a requirement to provide government-funded audiological services such as via: the Office of Hearing Services' Hearing Services Program; Medicare; The National Disability Insurance Agency (NDIA); State and Territory workers' compensation schemes (such as Workcover), and; The Department of Veterans' Affairs.

CPD

Continuing Professional Development. Audiology Australia's CPD requirements are a subset of those required to retain a CCP.

Endorsed activity

CPD activity endorsement is a quality assurance process. Endorsement occurs when AudA gives formal approval of an activity against a set of quality criteria. External organisations and individuals wanting to obtain formal endorsement by AudA should read the CPD Activity Endorsement Guidelines. All endorsed activity points will be added to the participant's CPD log by Audiology Australia staff based on participation information received from the activity coordinator.

Note that all participation requirements set by the activity organiser must be met for points to be allocated. This includes not only attending the whole activity, but also submitting any documents or questionnaires.

Knowledge

AudA acknowledges that it is difficult to define the term knowledge exactly. A broad definition is therefore adopted where Knowledge relates to CPD activity content that predominately aims to provide participants with theoretical knowledge of this aspect of audiology and an ability to recognise where this theory may be able to be applied in their professional practice. Some activities will be a blend of "Knowledge" and "Skills". Participants can change the allocation of the activity to Knowledge or Skills throughout the CPD cycle.

Member

A member of Audiology Australia.

Non-endorsed activity

In some cases, organised activities may not meet Audiology Australia's activity endorsement criteria (e.g. because they are not available to all CPD participants), or endorsement may not have been sought. Participants may choose to undertake non-endorsed activities. Prior approval from Audiology Australia is not required before

undertaking the activity. Participants are responsible for logging non-endorsed activities online, assigning the appropriate activity number and title, and uploading any required documents as outlined under the “Reporting requirements for non-endorsed activities” headings in the tables in Part 2 of this document.

Participants

Throughout this document, participants refers to individuals participating in AudA’s CPD program. All of these people are participating in order to meet the recertification requirements for AudA’s CCP.

Practice

Any role, whether remunerated or not, in which the individual uses their skills and knowledge to contribute to the safe and effective delivery of audiological services. Audiologists provide clinical services to clients of all ages, from infants to older adults, to clients with complex needs. These services include aural, vestibular (balance) and tinnitus assessment and rehabilitation, as well as communication training. Practice is not solely limited to the provision of direct clinical care and includes management, administration, education, teaching, research, advisory, regulatory, quality or policy development related roles, and any other roles which might impact on the safe and effective delivery of services in the profession.

CPD participants cannot claim CPD points for activities that fall within their usual practice.

An individual’s usual practice is the subset of the abovementioned tasks and functions that an individual engages in as part of their usual employment. That is, participants cannot claim CPD points for tasks that they receive payment or another form of reimbursement for.

Skills

AudA acknowledges that it is difficult to define the term skills exactly. A broad definition is therefore adopted where skills relate to CPD activity content that aims to provide participants with the ability to not only have knowledge of this aspect of audiology, but also the ability to apply this knowledge in practice by performing specific tasks or navigating particular situations. Participants can change the allocation of the activity to Knowledge or Skills throughout the CPD cycle.



Part 2

CPD activity overviews,
point allocations and
reporting requirements for
non-endorsed activities

Category 1: Development through listening to others

Minimum number of points per CPD cycle	6 CPD points (30% of the total 20 points required).
Overview	This category covers recognised and structured learning through listening that is not part of a formal award or certification process.
Requirements for all activities in this category	CPD hours are generally calculated on the basis of the number of hours spent attending formal lectures, presentations and seminars and exclude meal breaks, social events and travel time.
For endorsement	These lectures, presentations and seminars must be open for attendance to all holders of an AudA CCP. A person's employer cannot be used as the basis for exclusion from the activity (i.e. the activity cannot only be available to employees of certain organisations). However, participation may be restricted to only those who meet certain pre-requisite skills, experience or knowledge.

1.1 Audiology Australia and 'other' lectures, presentations and seminars

1 point per hour



Endorsed



Non-endorsed

Attending lectures, presentations and seminars, can be claimed as CPD where the content relates to an audiologist's professional practice. These activities may form part of a conference or they may be stand-alone activities.

Some activity organisers may have chosen to group a set of presentations into a single 'seminar'. In this case, you will only get points for the whole seminar if you attended it from start to finish.

Reporting requirements for non-endorsed lectures, presentations and seminars:

Participants are required to provide Audiology Australia with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents), content (e.g. learning objectives, program, and/or agenda) and duration (e.g. Program, agenda, and/or timetable).
- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.

1.2 Audiology Australia and 'other' webinars and other online lectures and seminars

1 point per hour



Endorsed



Non-endorsed

All webinars and other online lectures and seminars that are directly related to audiologists' professional practice can be claimed as CPD.

Each individual activity (i.e. webinar or other online lecture or seminar) must be logged independently.

Not Included: Product Training

Reporting requirements for non-endorsed webinars and other online lectures and seminars:

Participants are required to provide Audiology Australia with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents), content (e.g. learning objectives, program, and/or agenda) and duration (e.g. Program, agenda, and/or timetable).
- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.

Category 2: Development through active participation in guided activities

Minimum number of points per CPD cycle	3 CPD points (15% of the total 20 points required).
Overview	This category covers development through participation in guided activities that is not part of a formal award or certification process. The key principle here is on active involvement and participation in the learning activity. This differentiates these activities from the Category 1 activities.
Requirements for all activities in this category	CPD hours are generally calculated on the basis of the number of hours spent attending product training, workshops and clinical meetings, and exclude meal breaks, social events and travel time.
For endorsement	Product training and workshops must be open for attendance to all holders of an AudA CCP. A person's employer cannot be used as the basis for exclusion from the activity (i.e. it cannot only be available to employees of certain organisations). However, participation may be restricted to only those who meet certain pre-requisite skills, experience or knowledge.

2.1 Product training

1 point per hour



Endorsed



Non-endorsed

Product-related activities include training and research updates from manufacturers concerning aids, devices and diagnostic testing equipment. Training and research updates related to equipment used for aid and device evaluations, verification, and maintenance are included.

Online or remote learning modules are also included.

Only the educational content of these activities can be claimed for CPD points.

Reporting requirements for non-endorsed product training:

Participants are required to provide Audiology Australia with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents), content (e.g. learning objectives, program, and/or agenda) and duration (e.g. Program, agenda, and/or timetable).
- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.

2.2 Workshops

1 point per article



Endorsed



Non-endorsed

Workshops are best defined as having a direct hands-on participatory component. This may include conference workshops or stand-alone workshops.

Reporting requirements for non-endorsed workshops:

Audiologists are required to provide Audiology Australia with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents), content (e.g. learning objectives, program, and/or agenda) and duration (e.g. Program, agenda, and/or timetable).
- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.

2.3 Clinical meetings

1 point per hour

 Non-endorsed

Participants can gain CPD points for participation in clinical meetings in acknowledgement of the benefits of peer-to-peer learning.

Clinical meetings may be conducted together with other health professionals and involve peer support and self-reflection to enhance professional clinical practice.

Not Included: Product training and meetings to discuss non-clinical matters or routine administrative procedures.

Reporting requirements for this non-endorsed activity:

Participants are required to document and demonstrate how they plan to apply the knowledge, skills or behaviours explored during the clinical meeting. They can do this by providing:

- Clinical meeting details overview (including meeting agenda).
- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.

Category 3: Development through self-guided activities

Minimum number of points per CPD cycle	3 points (15% of the total 20 points required).
Overview	There are a wide range of self-guided activities that Audiology Australia recognises as contributing to the professional development of audiologists. These self-guided activities must relate to professional practice.
Requirements for all activities in this category	In order for points to be claimed for these activities, they must fall outside the individual's usual practice (see definition of practice on page 19). Participants cannot receive payment or other reimbursement for completing these self-guided activities.

3.1 Formal tertiary qualifications that enhance professional practice

Allocated on a pro-rata basis with 4 points per full-time year

 Non-endorsed

Formal study that leads to a nationally recognised qualification that enhances professional practice in the field of audiology is recognised. For example, this may be a PhD in the field of audiology. It may also be formal tertiary qualifications that enhance audiologists' professional practice. For example, a Master's degree in psychology may be approved.

Reporting requirements for this non-endorsed activity:

Points can be claimed yearly if progress of the study or research activity are documented yearly (e.g. through transcripts of results or a statement from a PhD supervisor). Otherwise points must be claimed upon completion of the study or research activity. The following must be submitted:

- Official university academic transcript, certificate of completion, or equivalent.
- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.

3.2 Short courses that enhance professional practice

Allocated on a pro-rata basis with
1 point per 40 hours

 Non-endorsed

Audiology Australia may recognise study that enhances audiologists' professional practice. This includes participation in study in fields such as the Auslan language, developmental/learning disorders, cultural awareness, rural and remote practice, psychology, counselling, and management techniques etc.

Reporting requirements for this non-endorsed activity:

Points may be claimed yearly if progress of the study documented yearly (e.g. through transcripts of results or a statement from a course coordinator). Otherwise points must be claimed upon completion of the study activity. The following must be submitted:

- Official university academic transcript, certificate of completion, or equivalent.
- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.

3.3 Audiology Now Quiz

0.5 points per quiz

 Endorsed

'Audiology Now' is the quarterly publication for AudA. The publication includes a range of informative articles which highlight latest research and best practice. Audiologists may read the publication and complete a quiz to gain CPD points.

How to gain points for the Audiology Now Quiz:

Each publication has a quiz attached. A minimum of 75% must be obtained for each quiz to obtain CPD points.

3.4 Contribution to audiology education and advancing audiology via education of the broader community

2 points per 1 hour presentation.
(This acknowledges the time required to prepare a presentation)

 Non-endorsed

CPD points can be claimed for preparation and presentation at conferences, symposia and seminars. Activities under this sub-category can only be claimed if they don't relate to an individual's usual practice (see definition of practice on page 19) and/or payment is not received for completing this activity. Points cannot be claimed when presenting internally to other staff within an individual's organisation.

Examples of the types of activities that can be claimed include presentations at conferences, workshops or seminars for audiologists or other professionals that work in fields related to audiology (e.g. medico/ legal, ethics, insurance).

Reporting requirements for this non-endorsed activity:

Points may be claimed only once for presenting on a particular topic in each one-year CPD cycle. The 2:1 ratio for points acknowledges the preparation required for each presentation.

The following must be submitted:

1. A copy of the program
2. A copy of the presentation delivered

3.5 Writing peer-reviewed journal articles and other texts

2 points per text if first author.
1 point per text if not first author

 Non-endorsed

Peer-reviewed journal articles or texts that have been published or been accepted for publication are recognised by Audiology Australia as a form of CPD. The text must be directly applicable to professional practice in the field of audiology.

In order for points to be claimed for this activity, publishing peer-reviewed texts must fall outside the individual's usual practice (see definition of practice on page 19). Participants cannot receive payment or other reimbursement for completing this activity.

Reporting requirements for this non-endorsed activity:

- A copy of the published text showing publication date or a copy of the final proof showing date of acceptance for publication must be provided

3.6 Reading and reflecting on peer-reviewed texts

1 point per article

 Non-endorsed

Reading and reflecting on current peer-reviewed texts (e.g. journal articles, book chapters) can contribute to CPD points. This encourages audiologists to critically assess issues that arise in their clinical practice.

This may include individual reading and reflection, or participation in a formal club. Formal journal and book clubs can be face-to-face or via teleconference and must:

- Be at least one-hour long.
- Have a minimum of two participants.
- Have a nominated facilitator/Chair/Organiser and minute-/note-taker.

Reporting requirements for this non-endorsed activity:

Both individual and journal and book clubs

- A reflective statement showing how you could apply what you have learnt in day to day clinical practice, how service quality could be improved or how your professional practice as an audiologist will be enhanced.
- The article(s) being reviewed must be attached.

Journal and book clubs only

- A copy of the minutes/notes must be attached and it must include a list of the participants present.

3.7 Supporting AudA

Decided on a case-by-case basis

 Endorsed

Points can be allocated to members of AudA with a CCP for providing assistance to AudA on a range of strategic initiatives.

These initiatives could include representation, participation in working groups and committees, assisting in AudA exams, and contributions to Audiology Now and Audiology Australia's E-News.

AudA staff will confirm if CPD points are awarded for a particular activity prior to the activity being undertaken by a member of AudA with a CCP. AudA staff will add CPD points to the AudA member's CPD log on completion.

3.8 Audiology Australia Clinical Internship or Resumption of Practice Supervision

Decided on a case-by-case basis

 Endorsed

CPD points may be claimed for supervision under the following programs:

- Audiology Australia's Clinical Internship
- Resumption of Practice Supervised Period

Supervision under both of these programs is conducted in accordance with strict guidelines and reporting requirements.

These activities rely on the commitment from experienced Audiologists to ensure the appropriate level of direction, training and support is provided to develop or refresh the student, intern or clinician's required clinical skills.

AudA staff will allocate points upon completion of the supervised period when all required reporting documents as outlined in the policies and procedures for these programmes have been returned and co-signed by both the supervisor and the participant.

3.9 Clinical Placements Supervision

Decided on a case-by-case basis

 Non-endorsed

CPD points may be claimed for supervising Masters students undertaking their clinical placement required that they are:

- Enrolled in an AudA accredited course at an Australian University.
- A student member of Audiology Australia.

Clinical placement supervision can only be claimed if it falls outside the individual's usual practice (see definition of practice on page 19) and/or the individual does not receive payment for completing this activity.

Reporting requirements for this non-endorsed activity:

- Confirmation letter from University confirming the name of student supervised, start and end date of supervision period and total hours spent supervising.

3.10 Participation in Audiology related humanitarian or developmental aid activities

Decided on a case-by-case basis



Participants may claim CPD points for engaging in unpaid audiological work that is not connected with their usual practice (see definition of practice on page 19). Audiology Australia endorse a range of volunteer humanitarian and developmental aid activities when directed towards providing Audiology Services to enhance the wellbeing of an individual or community.

To ensure that CPD points are allocated for this type of activity, prior approval and a determination as to the points to be awarded from AudA is required.



If you require further information,
email info@audiology.asn.au
or phone +61 3 9877 2727