



audiology australia®

Continuing Professional Development (CPD)

Policy and Procedure
for Audiology Australia
Accredited Audiologists

This document outlines the Policy and Procedure for Continuing Professional Development (CPD) at Audiology Australia (AudA). It is intended primarily as a guide for CPD participants - people who are certified as an Audiology Australia Accredited Audiologist.

CPD is how health practitioners maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

It enables audiologists to maintain and improve their professional knowledge and skills in order to provide the best possible care for their clients and communities. CPD for audiologists includes a range of activities to meet individual learning that is relevant to their scope of practice.

Achieving an appropriate breadth and depth of CPD is an important part of this process.

The Policy and Procedure has two parts - Part 1 outlines the overarching policy and provides a summary of the requirements, including an overview of how points can be claimed for CPD activities and reduction to the CPD requirements available to people due to personal circumstances or hardship.

Part 2 features 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 AudA (referred to as non-endorsed activities) can be claimed by participants.



If you require further information, please send an email to info@audiology.asn.au or phone +61 3 9940 3900

Part 1

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

What are the minimum CPD requirements?

In each annual CPD cycle, a participant must gain a minimum of 20 CPD points.

Participants must gain these 20 CPD points across 3 different categories, which are:

 <p>Category 1 Development through listening to others</p>	 <p>Category 2 Development through active participation in guided activities</p>	 <p>Category 3 Development through self-guided activities</p>
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Participants must gain:

A minimum of 6 points (30% of total) under Category 1 – Development through listening to others	
A minimum of 3 points (15% of total) under Category 2 – Development through active participation in guided activities	
A minimum of 2 points (10% of total) under Category 3 – Development through self-guided activities	

The minimum 20 CPD points participants must gain under the CPD program are intended to cover activities, skills and knowledge relative to maintaining professional competency in the participant's current area/s of practice.

The remaining 9 points (45% of total) can be gained across any of the CPD categories to suit members' individual professional development goals.

Members can gain their minimum 20 CPD points in any particular order they wish.

Part 2 of this booklet 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 July until the 30th June, in order to align it with the annual cycle for member recertification as an "Audiology Australia Accredited Audiologist" (formerly the Certificate of Clinical Practice or CCP). 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 recertification mid-way through a CPD cycle will be calculated on a pro-rata basis.

The CPD cycle ends on 30th June each year. All documentation for CPD activities must be submitted through the online Professional Development Diary within two weeks of completion of the CPD cycle.

How are CPD points calculated?

Each CPD point relates to at least one hour of activity. Not all activities are allocated points on a strict 1 hour = 1 point basis. Some activities have a maximum number of points that are claimable. The tables in Part 2 of this document provide details as to the points allocated to each activity type.

How do I earn CPD points?

CPD activities can be broadly categorised into endorsed activities and non-endorsed activities.

Endorsed activities

By choosing endorsed activities you have AudA's assurance that the CPD activities meet the required quality standards. All the participant needs to do is register for the activity, complete relevant post activity assessments and ensure that the organiser understands that they wish to claim AudA CPD points for their participation.

Non-endorsed activities

Participants may choose to undertake CPD activities that have not been endorsed by AudA. Prior approval from AudA 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 booklet.

How do I track my CPD points?

Your online Professional Development Diary on the AudA website is the central point for tracking your CPD progress.

Endorsed activities

Undertaking activities that are endorsed by AudA is the easiest way to accrue your CPD points. All endorsed activity CPD points will be added to participants' CPD online Professional Development Diary by AudA staff based on participation information received from the activity coordinator.

Non endorsed activities

Ensure your diary is regularly updated with non-endorsed activities you undertake. 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 booklet.

Additionally, you are responsible for keeping all documentation supporting your participation in non-endorsed CPD activities for at least two years after the end of the CPD cycle.

The tables presented in Part 2 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".

Annual audit of CPD activities

Audiology Australia will undertake a random audit of a minimum of 5% of all CPD program participants following the end of each cycle's reporting period. The purpose of the CPD audit is to confirm that participants have gained the minimum 20 points that cover activities, skills and knowledge relative to maintaining professional competency in their current area/s of practice.

In addition, the following groups 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 CPD points in the grace period between the 15th July and 30th September
 - Participants who are new to the CPD program.
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Audiology Australia also reserves the right to include any subgroups identified in the annual audit.

Participants are required to keep evidence to support their CPD claims for a minimum of two years.

If participants have not supplied the relevant documentation, then they will be required to undertake appropriate activities to meet their CPD requirements within 3 months in the following CPD cycle. This is in addition to the annual 20 CPD points that members must complete in order to be an Audiology Australia Accredited Audiologist.

If participants do not complete their additional CPD requirements within three months, their accreditation as an Audiology Australia Accredited Audiologist will be suspended pending satisfactory resolution.

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

No, it is not possible to obtain an exemption from CPD requirements due to personal circumstances or hardship.

All Audiology Australia Accredited Audiologists are required to meet their CPD requirements, regardless of the number of hours they work each week.

Can I apply for a CPD point reduction due to personal circumstances or hardship?

Yes, it is possible to obtain a CPD point reduction due to personal circumstances or hardship.

Please see page 9 for further information on how to do this.

How do I apply for an extension in meeting the CPD requirements?

The CPD cycle ends on 30th June. In some situations, an extension up to 30th September may be granted to meet the CPD requirements. Participants should contact Audiology Australia for further information. Any applications for an extension to meet the CPD requirements must be made by 31st May.

How do I apply for a reduction in CPD requirements?

Participants who are unable to meet the CPD requirements due to personal circumstances or hardship can apply for a reduction in the CPD requirements, with a maximum reduction of 10 CPD points (i.e. 50% of the CPD requirements).

Examples of the types of personal circumstances and hardship that may be recognised for a reduction of the CPD requirements include parental leave, being made redundant and needing to seek new employment, illness or death in the family.

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 parental leave taken. Any approved reduction will be calculated on a pro-rata basis for each quarter in the CPD cycle (with a maximum of a 50% reduction per cycle). The reduction is calculated on a quarterly basis at 2.5 CPD points per quarter. If a participant goes on parental leave across 2 CPD cycles, the reduction in CPD points can be applied across those 2 CPD cycles.

For instance, if a participant commenced parental leave in October 2018 and finished in September 2019, a 7.5 CPD point reduction up to 30 June 2019 would apply and a 2.5 point reduction for the July to September 2019 quarter.

Reduction in CPD points for parental leave can be claimed for a maximum of 12 months from when parental leave begins. While on parental leave, the reduced CPD point requirements can be met through any CPD activity - gaining points across the three categories is not required.

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

If the hardship or change in personal circumstances spans two CPD cycles, the pro-rata reduction will be applied to each of the quarters in the consecutive CPD cycles. A reduction can only be sought once for each case of hardship or change in personal circumstances.

It is important to note that the Recency and Resumption of Practice requirements must still be met in order to remain an Audiology Australia Accredited Audiologist. Recency and Resumption of Practice Policy can be accessed from the Members Hub on the website.

Definitions and acronyms

Audiology Australia Accredited Audiologist (formerly the Certificate of Clinical Practice or CCP)

- Australia's CPD program forms part of the yearly requirements for retaining certification in order to practice as an Audiology Australia Accredited Audiologist. This is a requirement to provide government-funded audiological services such as via: the Department of Health's Hearing Services Program; Medicare; the National Disability Insurance Agency; State and Territory workers' compensation schemes (such as Workcover); and the Department of Veterans' Affairs.

Continuing professional development (CPD)

- is how health practitioners maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives. It enables audiologists to maintain and improve their professional knowledge and skills in order to provide the best possible care for clients and their communities. CPD for audiologists includes a range of activities to meet individual learning that is relevant to their scope of practice.

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 CPD points will be added to the participant's CPD online Professional Development Diary by AudA staff based on participation information received from the activity coordinator. Note that all participation requirements set by the activity organiser must be met for CPD points to be allocated. This includes not only attending the whole activity, but also submitting any documents or questionnaires.

Member - A member of Audiology Australia (AudA).

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

Practice - Any role 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.

Part 2

CPD activity overviews,
point allocations and
reporting requirements

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Category 1: Development through listening to others

Minimum number of points per CPD cycle **6 CPD points** (30% of the total 20 CPD 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

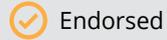
CPD points are generally calculated on the basis of the number of hours spent attending formal lectures, presentations and seminars and exclude meal breaks, social events and travel time.

For endorsement

These lectures, presentations and seminars must be open for attendance to all holders of the title of Audiology Australia Accredited Audiologist. 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 points 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 program. If you only attend part of the program, points will be allocated on a pro rata basis.

This category also includes lectures, presentations or seminars that provide research and development updates on commercial products or devices.

Not included: Hands on Product Training – refer to Category 2.1

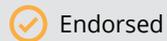
Reporting requirements for non-endorsed lectures, presentations and seminars:

Participants are required to provide AudA with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents)
- Content overview and duration (Program/agenda/ 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, 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 points.

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

This category also includes lectures, presentations or seminars that provide research and development updates on commercial products or devices.

Not included: Hands on Product Training – refer to Category 2.1

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

Participants are required to provide AudA with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents)
- Content overview and duration (Program/agenda/ 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 CPD points required).

Overview

This category covers development through participation in guided activities that are 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.

Requirements for all activities in this category

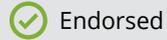
CPD points are generally calculated on the basis of the number of hours spent attending product training, workshops and clinical meetings, and exclude meal breaks, social events and travel time.

For endorsement

Product training and workshops must be open for attendance to all holders of the title of Audiology Australia Accredited Audiologist. 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.

2.1 Hands-on product training

1 point per hour



Endorsed



Non-endorsed

'Hands-on Product Training' refers to hands-on, interactive product related activities. This includes activities relating to equipment used for hearing aid and device evaluations, verification and maintenance.

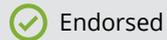
Reporting requirements for non-endorsed product training:

Participants are required to provide AudA with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents)
- Content overview and duration (Program/agenda/ 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 hour



Endorsed



Non-endorsed

Workshops are best defined as having a direct hands-on participatory component. This can include conference workshops or stand-alone workshops that will contribute a professional or clinical benefit to a member's practice.

Workshops may be directly related to audiology (e.g. wax management) or indirectly related (e.g. workshops for psychology, counselling or computer software that will help improve the operation of a member's business).

Reporting requirements for non-endorsed product training:

Participants are required to provide AudA with:

- Evidence of attendance (e.g. Certificate, and/or confirmatory documents)
- Content overview and duration (Program/agenda/ 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. This may include meetings of Audiology Australia Special Interest Groups.

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 **2 CPD points** (10% of the total 20 CPD points required).

Overview

There is 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.

Endorsed activities Activities that have been identified as endorsed activities will be logged by AudA.

3.1 Formal tertiary qualifications that enhance professional practice

1 point per 2 hours

 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 or
- Evidence of subjects completed if course is still in progress.
- 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 Formal short courses that enhance professional practice

1 point per 2 hours for short courses that are at least 6 hours in duration

 Non-endorsed

Audiology Australia recognises study that enhances audiologists' professional practice. This includes short courses on topics such as the Auslan language, developmental/learning disorders, cultural awareness, rural and remote practice, psychology, counselling, and management techniques etc.

To be recognised as a short course, the activity must be at least 6 hours in duration.

Reporting requirements for this non-endorsed activity:

Points can be claimed yearly if progress of the study is 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:

- 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 AudA's quarterly magazine. There are 4 editions per CPD cycle. The publication includes a range of informative articles which highlight latest research and best practice. Participants can read Audiology Now 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% correct answers 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. Points cannot be claimed when presenting internally to other staff or students 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) and presenting a talk/information session on hearing health care to the community (e.g. Rotary Club).

Material that is used for marketing purposes or to promote a member's business cannot be claimed under this category.

Reporting requirements for this non-endorsed activity:

Points can 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 or confirmation of presentation date
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.

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 hour of reading
and reflecting

 Non-endorsed

Participants can read and reflect on peer-reviewed texts as an individual on their own or in a group by participating in a formal journal/book club. The reporting requirements for each are different.

What is peer-review? Peer-review is the evaluation of work by one or more people of similar competence to the producers of the work (peers). Peer-review methods are employed to maintain standards of quality, improve performance, provide credibility and are often used to determine an academic/scientific paper's suitability for publication in a journal or chapter in a book. Reading and reflecting on peer-reviewed texts encourages audiologists to critically assess current issues that arise in their clinical practice.

Where can I find peer-reviewed texts? Many peer-reviewed texts relevant to audiology are available for free on the internet. Places to look include: Google Scholar, open access journals, Science Direct, PubMed, Cochrane Library, Ovid Medline, and CINAHL Database.

What are the requirements of a formal journal/book 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 – non-endorsed activity – individuals

- 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 peer-reviewed text(s) being reviewed must be attached.

Reporting requirements – non-endorsed activity - 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 peer-reviewed text(s) being reviewed must be attached.
- A copy of the minutes/notes must be attached, including a list of the participants present.

3.7 Supporting Audiology Australia

Decided on a case-by-case basis

 Endorsed

Points can be allocated to Audiology Australia Accredited Audiologists for providing assistance to Audiology Australia on a range of strategic initiatives.

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

Audiology Australia staff will confirm if CPD points are awarded for a particular activity prior to the activity being undertaken and will add CPD points to the Audiology Australia Accredited Audiologist's online Professional Development Diary.

3.8 Audiology Australia Clinical Internship or Resumption of Practice Supervision

10 CPD points allocated on a pro-rata basis

 Endorsed

Clinical Supervision and the internship program rely on the commitment from Audiology Australia Accredited Audiologists to ensure that the appropriate level of direct training and support is provided to develop or refresh the student, intern or clinician's required clinical skills.

CPD points can 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 documented guidelines and reporting requirements.

Audiology Australia 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

1 point per day of supervision

 Endorsed

CPD points can be claimed for supervising Masters students undertaking their clinical placement requirement if the student is enrolled in an AudA accredited course at an Australian university.

Reporting requirements for this activity:

- Completion of Clinical Supervision Template Form or
- Spreadsheet submitted by university to AudA confirming supervision details.

3.10 Participation in Audiology-related humanitarian or developmental aid activities

Decided on a case-by-case basis

 Endorsed

Participants can claim CPD points for engaging in unpaid audiological work for humanitarian or developmental aid activities. AudA endorses 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 from AudA is required. Participants are also required to submit evidence of the activity undertaken once it is completed.

Notes



If you require further information,
email info@audiology.asn.au
or phone +61 3 9940 3900