

# Ahpra Protocol

## Complete continuing professional development

This protocol applies to restrictions imposed or accepted from **16 September 2024**

Australian Health Practitioner Regulation Agency  
National Boards

GPO Box 9958 Melbourne VIC 3001 [Ahpra.gov.au](https://www.ahpra.gov.au) 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

# Ahpra Protocol: Complete continuing professional development

## Overview

This Ahpra Protocol - *Complete continuing professional development* (the Protocol) sets out the requirements that apply to practitioners with a registration restriction for education. We monitor compliance with this restriction to protect patient safety.

You will receive a monitoring plan that details contact information, due dates, and the information you will need to provide to show that you are complying with your restrictions. The plan will be updated as you complete the requirements. Read your monitoring plan in conjunction with the Protocol/s.

The Ahpra website and [Register of practitioners](#) is located at <https://www.ahpra.gov.au>. Monitoring and compliance information is available under the Registration section. The online Protocols and forms are available from the [National Restrictions Library 2.0](#) section of the monitoring and compliance web page.

### **i** In this Protocol:

'Restriction' and 'Restrictions' refers to:

- conditions and undertakings on your registration that are related to the requirements of this specific Protocol

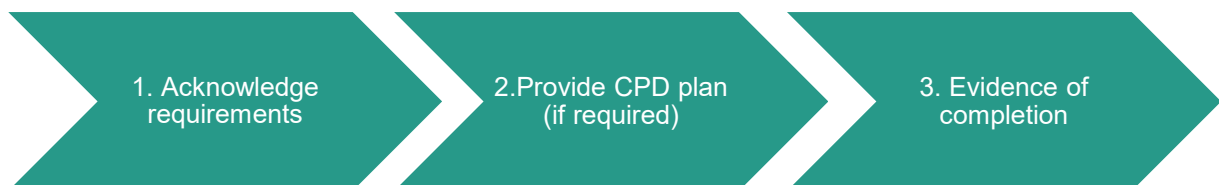
'We' 'us' and 'our' refers to:

- the Australian Health Practitioner Regulation Agency (Ahpra),
- the Board for the health profession you're registered for.

The Protocol includes:

- individually numbered paragraphs and sub-paragraphs to help you navigate the requirements.
- highlighted requirements that you **must** follow using this symbol: ▲
- clarifying information and advice from us to help you follow the requirements, using this symbol: **i**

The Protocol's requirements fall into three main areas.



# Requirements

## 1. Acknowledge the requirements

### 1.1 Practitioner Acknowledgement

- 1.1.1 You must acknowledge the requirements of the restriction on your registration, and the *Ahpra Protocol - Complete continuing professional development* (the Protocol) within 30 calendar days of the restrictions start date.
- 1.1.2 Complete the [Form \[HPA.2.05\]](#): Complete continuing professional development – Practitioner Acknowledgment Form.

## 2. Continuing professional development (CPD) plan

### 2.1 CPD Plan

- 2.1.1 Where required by your restrictions, you must provide a CPD plan that provides details of how:
  - you plan to meet the required CPD and,
  - how each planned CPD activity contributes to the required topics and number of hours.
- 2.1.2 The CPD plan must be provided within 90 calendar days of the start date of the restriction.

## 3. Submit evidence of completion

### 3.1 Evidence of completion

- 3.1.1 You must provide evidence of the completion of the CPD as required by your restrictions.
- 3.1.2 The evidence of completion must either be in the preferred format provided in the Board's registration standard for CPD, or guidelines (where they exist) or the equivalent evidence.



Satisfactory evidence may take many forms. You should keep evidence of CPD activities completed, such as certificates of attainment and/or attendance, and notes from self-directed CPD activity such as a literature reviews, case studies or journal articles.

Any notes submitted should provide a comprehensive summary of the key points of the review and reflect the learning from the activity.

- 3.1.3 At a minimum, you must provide the following details for each CPD activity undertaken:
  - Date of CPD activity
  - Source or provider
  - Type of activity
  - Topics covered and outcomes
  - Reflection on the activity and how it relates to your practice
  - Number of CPD hours/ points
- 3.1.4 The evidence provided must demonstrate how the CPD meets the learning outcomes and requirements in the standard.

## 4. Current and future CPD

### 4.1 You must not count the requirements as part of your current or future CPD

- 4.1.1 CPD completed to meet the requirements of the Protocol must not be used to satisfy the CPD requirements for the current or any future CPD period. This includes report writing or preparation for assessments.



- i We may audit you to ensure the CPD completed for the purposes of your restrictions is not used for any current or future CPD period.

If you have been required to undertake CPD as part of regulatory action, you cannot count this activity as a part of your CPD standards.

This is because the CPD requirements for your profession is intended to maintain contemporary knowledge and professional development and must be fulfilled in accordance with the registration standard for your profession.

## 5. Extensions of time

- i An extension of time may be permitted on a case-by-case basis for you to complete your CPD. As a general principle, financial hardship or remote location are not adequate grounds for an extension as there are sufficient CPD activities in a range of formats available to overcome these obstacles.

Extensions may be considered in the following circumstances:

- A third party requires additional time to provide the required information or
- In extenuating circumstances such as significant ill health, bereavement, carer's leave or other events outside of your direct control.

Evidence of the basis of the request may include evidence of engagement with third parties such as registered health practitioners, medical certificates or other documentation evidencing steps taken to comply with the imposed restrictions.

### 5.1 Requesting an extension

- 5.1.1 If you require an extension of time, you must provide a written request prior to the due date detailed in your monitoring plan.
- 5.1.2 When requesting an extension, you must provide a proposed timeframe for completion of the requirement.
- 5.1.3 You must indicate the reason for your request and may be required to provide evidence of the basis of the extension.

**5.1.4 If you are granted an extension, you must complete the relevant action or requirements within the extended timeframe.**



### 5.2 Change of circumstance

- 5.2.1 You must contact your Ahpra case officer or team as soon as possible if you have had a change in your circumstances or are unable to comply with the requirements for any reason. See your monitoring plan for contact information.

## 6. Costs

### 6.1 Responsibility for costs

- 6.1.1 You are responsible for all costs associated with complying with this restriction and Protocol.

## 7. Privacy

### 7.1 Collection of personal information

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We are committed to protecting your personal information.

The ways in which we may collect, use and disclose your information are set out in our [Privacy Policy](#).

The privacy policy and further information regarding [Ahpra's Privacy, Freedom of Information and Information publication scheme](#) is available on Ahpra's website.