4c. Guidelines for Continuing Professional Development (CPD)

**Definition** – Continuing Professional Development (CPD) is “the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence and develop the personal and professional qualities required throughout their professional lives”.

**Background** – As of 1st July 2010 all nurses and midwives across Australia are registered under the Nursing and Midwifery Board of Australia (NMBA). An outline of the role of the NMBA can be located through the following web link: [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)

To support the national registration system for nurses and midwives the NMBA developed the Continuing Professional Development Registration Standard. This standard applies to all classifications of nurses (excluding Assistants in Nursing and students who have non-practicing registration). The nurse/midwife must comply with all of the requirements for registration which are published in full on the NMBA’s website at [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au) Nurses/midwives will also be required to make a declaration indicating they have met the Continuing Professional Development (CPD) Standard, which is outlined below.

In order for nurses and midwives to maintain their registration/enrolment they must meet the following CPD standards:

- Nurses & Midwives are required to participate in at least 20 hours of CPD each year.
- Staff who possess both nursing and midwifery registration must participate in a total of 40 hours of CPD (if CPD activities are relevant to nursing and midwifery professions those activities may be counted in both nursing and midwifery CPD hours eg. Adult BLS).
- Additionally, nurses and midwives who hold scheduled medicines endorsement (qualified to obtain, supply and administer schedule 2, 3, 4 & 8 medicines for nursing practice in a rural and isolated practice) or are endorsed as Nurse/Midwifery Practitioners must complete at least 10 hours/year extra in education related to their endorsement.

**CPD Guidelines**

**Individual responsibilities**

- All nurses/midwives who are engaged in any form of nursing/midwifery practice will be required to complete CPD that is relevant to the context of their practice.
- Nurses/midwives absent from employment (eg maternity, long service, annual and sick leave within the year) must still achieve the required number of CPD hours to maintain registration/enrolment.
- It is the nurse/midwives’ individual responsibility to maintain an accurate record of CPD activities (including date, time and CPD hours) undertaken during the year (1st June – 31st May).
- The nurse/midwife is also responsible for maintaining supplementary evidence (eg certificates, program outlines, learning outcomes and written reflections) which ideally would be contained within a Professional Development Portfolio.
- The Annual Record of CPD and supplementary evidence must be retained by the nurse/midwife for a period of at least five (5) years – this will ensure sufficient evidence is available should the nurse/midwife be audited by the NMBA.
  - CPD should be considered a cyclical process whereby the nurse/midwife:
    - Reviews and reflects upon their professional practice
    - Identifies their learning needs (clinical, professional and organisational)
Plans and participates in relevant learning activities (relevant to their context of practice) and
Reflects on the value of those activities to their practice. If you are audited reflections are required to prove that what you have learnt is applied to practice.

**CPD Hours**
- For the purposes of calculating CPD:
  - 1 hour of active learning equates to 1hr CPD
- If a learning activity attracts Royal College of Nursing (RCNA) Continuing Nurse Education (CNE) Points
  - 1 point = 1 hour of CPD
- Active learning is defined as learning undertaken by the nurse/midwife which may include:
  - Group work
  - Role playing
  - Contribution to discussion in programs/in-service
  - Case studies/scenarios
  - Professional reading
- If a learning activity does not have pre-allocated CPD then it is the nurse/midwives’ responsibility to calculate the number of hours of active learning which have taken place.

**Written reflection**
The NMBA has not provided guidelines regarding the required length or content of the written reflection (See appendix 1). It would be suggested that written reflections should contain the following:
- The learning outcome/s
- Identification of “new” knowledge and/or skill
- Identification of how this information will be incorporated into the nurse’s/midwife’s practice
- Identification of organisational policies/procedures, practice guidelines and professional standards related to this information
- Additional knowledge and/or skill required by the nurse/midwife to extend their professional development in this area.

**In-service requirements**
Nurses/midwives developing and facilitating in-service sessions must ensure:
- An appropriate learning outcome is incorporated (this must be developed collaboratively with the Service Line Nurse Educator)
- The original attendance sheets are provided to the Service Line Nurse Educator for record keeping purposes.
- Nurses/midwives are aware it is their responsibility to record CPD hours in the CPD Annual Record
- They only claim CPD for the development and facilitation of the in-service if they undertake research and/or professional reading during this process. If CPD is claimed the nurse/midwife must provide a written reflection.

**Learning resources (all written learning materials including learning packages, fact sheets and PowerPoint presentations)**
- All learning resources must be developed in collaboration with the Service Line Nurse Educator
- The nurse/midwife utilising the learning resource must complete a written reflection if an assessment task is not included.
### APPENDIX 1

### Evidence record

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Source or provider details</th>
<th>Identified learning needs</th>
<th>Action plan</th>
<th>Type of activity</th>
<th>Description of topic(s) covered during activity and outcome</th>
<th>Reflection on activity and specification to practice</th>
<th>No./Title/Description of evidence provided</th>
<th>CPD hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2015</td>
<td>NMBA</td>
<td>RN competency standard</td>
<td>1.2 Clarify responsibility for aspects of care with other members of the health team.</td>
<td>Self directed learning. Review of decision making framework</td>
<td>Reviewed my scope of practice and the scope of practice for my profession. Understood the principles I need to apply when making decisions about my nursing practice and when and how I decide to delegate activities to other registered nurses and enrolled nurses.</td>
<td>This CPD evidence record</td>
<td>This CPD evidence record</td>
<td>4 hours</td>
</tr>
</tbody>
</table>