

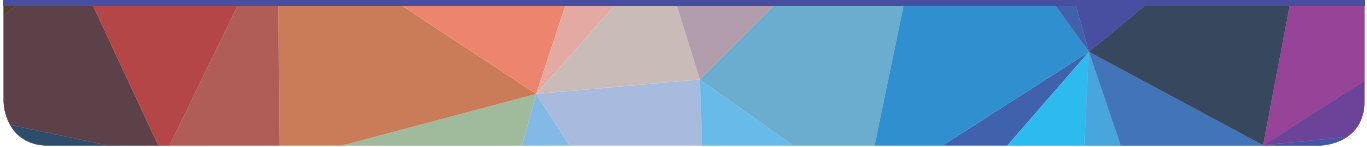


NSW Nurses and
Midwives' Association
**PROFESSIONAL
EDUCATION**



Guide to Continuing Professional Development (CPD)

**A RESOURCE GUIDE TO ASSIST NSWNMA MEMBERS
TO MEET THEIR CPD REQUIREMENTS**



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Introduction



All nurses and midwives must undertake Continuing Professional Development (CPD) as required by the Nursing and Midwifery Board of Australia (NMBA) Registration standard: Continuing Professional Development¹.

The NMBA require nurses and midwives to take a structured approach to their CPD, assess their practice against the Standards for Practice and identify priority areas for learning and improvement.

All nurses and midwives must complete 20 hours of CPD per year relevant to their context of practice for each registration they hold, e.g. RM/RN = 20 hours each = 40 hours total. A registration period is 1 June to 31 May.

The NMBA requires practising nurses and midwives to:

- identify their learning needs based on an evaluation of their practice against recognised professional standards
- develop a brief learning plan based on the needs identified
- participate in CPD activities which meet these learning needs
- reflect on the value of these activities to their practice.

Nurses and midwives need to keep evidence of their CPD for a minimum of five years but do not need to submit this evidence each time they renew their registration. Instead, they make an annual statement declaring that they have met the NMBA's CPD requirements. Nurses and midwives will only be required to submit CPD evidence if they are randomly selected for audit by the NMBA.

This resource is designed to assist nurses and midwives to effectively plan, complete and document their CPD.

¹ Health Practitioner Regulation National Law (NSW) No 86a section 128

Continuing Professional Development

CPD is the purposeful maintenance and improvement of a professional's knowledge and skills to remain competent in their chosen profession for the benefit of themselves, their patients or clients and the wider profession. CPD demonstrates a commitment to being professional, keeping up to date and continuously seeking to improve.

CPD encourages the development of professionals so they reflect on the quality of their practice, are able to adopt and assess new approaches to their practice and develop better ways of working as a result.

CPD acknowledges varying learning styles among professionals and wide range of formal and informal learning activities.

The key principles behind CPD are that it:

- Is self-directed
- Is based on learning needs identified by the individual
- Builds on an individual's existing knowledge and experience
- Links an individual's learning to their practice
- Includes an evaluation of the individual's development.

Why is CPD necessary?

CPD ensures all members of the nursing and midwifery professions are able to deliver high quality nursing and midwifery care and services, and keep pace with health care developments affecting their practice.

The knowledge needed to function effectively as a professional nurse or midwife continues to expand and change, while consumer demand and expectations continue to increase.

Therefore, registered health practitioners, nurses and midwives have a professional obligation to maintain their competence and to aim for continuous improvement in the standard of care they provide.

Accordingly, nurses and midwives must complete CPD activities to meet the NMBA's mandatory requirements for ongoing registration.

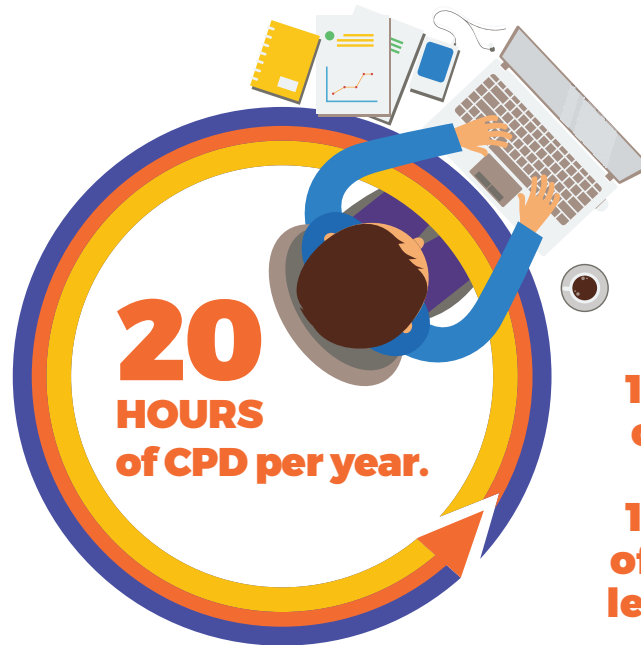
What must nurses and midwives do to meet the NMBA's annual CPD requirements?

The NMBA requires all registered and enrolled nurses and midwives to complete a minimum of 20 hours of CPD per year. The CPD hours must be relevant to the individual nurse's or midwife's context of practice.

If an individual is both a registered nurse and a midwife they must complete 20 hours of nursing CPD and 20 hours of midwifery CPD. If the CPD activities are relevant to both they may be counted as evidence for both nursing and midwifery.

Practitioners who hold an endorsement must complete additional CPD hours related to their endorsement.

The NMBA requires all registered and enrolled nurses and midwives to complete a minimum of



**1 HOUR
of CPD
=
1 HOUR
of active
learning.**

What is an hour of CPD?

One hour of CPD equals one hour of active learning.

What activities can be included in CPD?

There are no compulsory or prescribed activities or restrictions on the types or number of activities that may be included. CPD activities may be undertaken in a range of ways including: self-directed, workplace based or through seminars, conferences or formal programs offered by professional organisations and education providers.

CPD must be relevant to the nurse or midwife's context of practice and meet the individual learning needs of the nurse or midwife.

Possible CPD activities may include, but are not limited to:

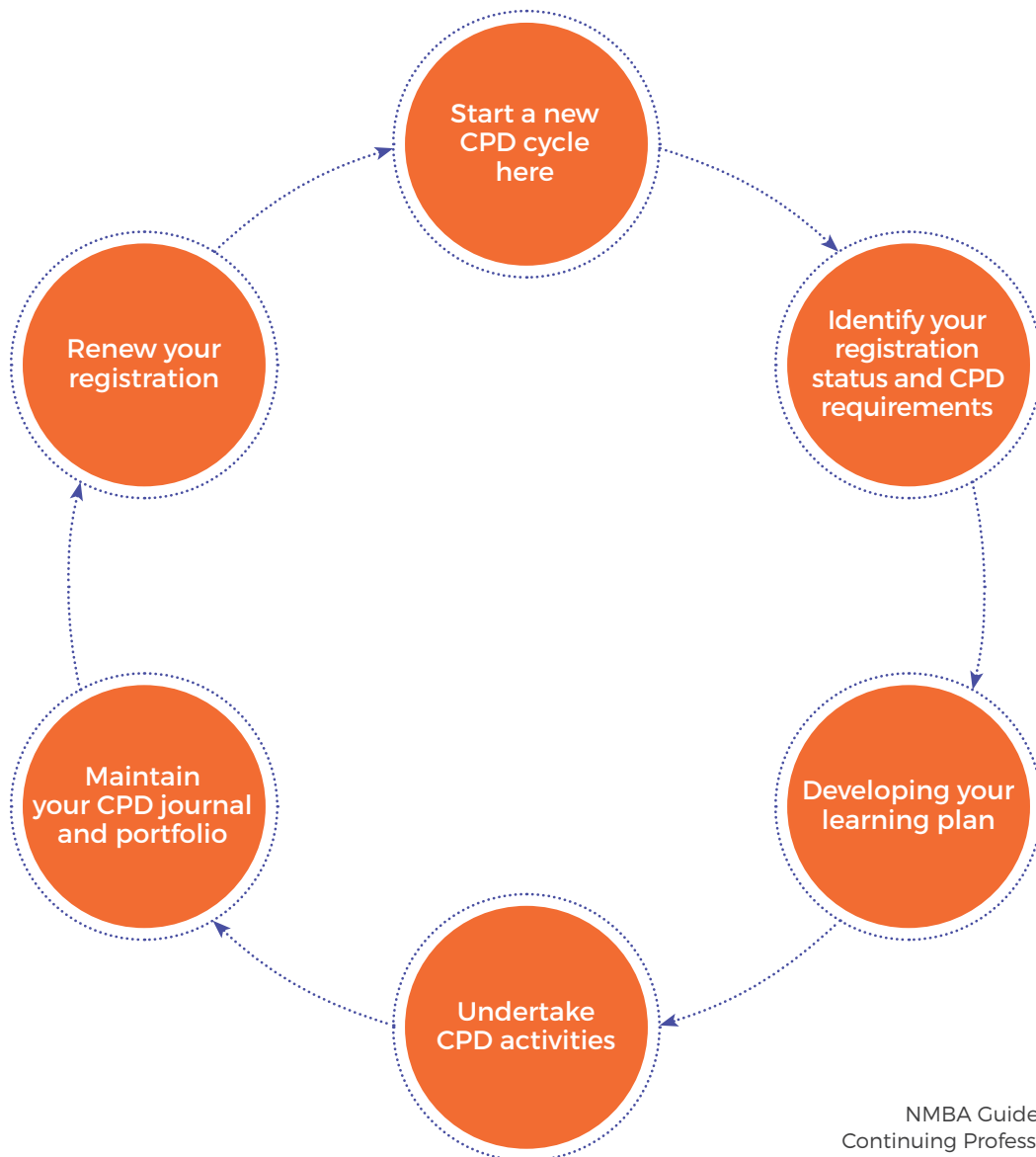
- Reflecting on feedback, keeping a practice journal
- Participating on accreditation, audit or quality improvement committees
- Undertaking supervised practice for skills development
- Participating in clinical audits, critical incident monitoring, case reviews and clinical meetings
- Participating in a professional reading and discussion group
- Writing or reviewing educational materials, journal articles, books
- Active membership of professional groups and committees
- Reading professional journals or books
- Writing for publication
- Developing policy, protocols or guidelines
- Working with a mentor to improve practice
- Attending workplace education, in-service sessions or skills workshops
- Undertaking undergraduate or postgraduate studies which are of relevance to the context of practice
- Presenting at or attending conferences, lectures, seminars or professional meetings (as long as it is active learning)
- Conducting or contributing to research
- Undertaking relevant online or distance education
- Mandatory in-service education that is directly related to an individual's context of practice.

Can mandatory in-service education be included in CPD?

Yes, if it is directly relevant to a nurse or midwife's context of practice and contains new learning.

We strongly encourage you to read and be familiar with the NMBA Standards, Codes and Guidelines.

Model of NMBA CPD Annual Cycle



NMBA Guidelines
Continuing Professional
Development 2016

Learning Plan



The NMBA state, "You will get most benefit from your CPD activities by planning your learning goals and the activities to meet these goals, completing your CPD and then recording reflections on your learning."²

The development of a learning plan requires identification of existing skills and knowledge, through reflection. Reflection should be used to identify learning needs relevant to practice. These learning needs are then used to plan your CPD activities.

A learning need is something that you need to learn or do to ensure you maintain your competence to practice as a nurse and/or midwife. This could be as simple as needing to know what the latest research advice is about managing a venous ulcer. Or it could involve a lot more time and investment, such as acquiring a new qualification to enable you to deliver an immunisation program.

Reflection

Reflection is a key element in the development of a learning plan so it is important to understand how to reflect on practice before embarking on a learning plan.

Reflection before action

Involves thinking about what you aim to achieve and understanding the means by which this will be accomplished by drawing on previous experience³.

2 NMBA 2016 Continuing Professional Development Guidelines:
<http://www.nursingmidwiferyboard.gov.au>

3 Schön DA (1983), *The Reflective Practitioner: How Professionals Think in Action*. Temple Smith, London. Rolfe G, Jasper M, Freshwater D (2010), *Critical Reflection in Practice*. Second edition. Palgrave Macmillan, Basingstoke

Documenting

Is there a prescribed way to record CPD evidence?

No. Nurses and midwives must keep written documentation of their CPD that demonstrates completion of a **minimum of 20 hours of CPD per year** but there is no set format prescribed by the NMBA to record evidence.

Nurses and midwives may develop their own formats for documentation of their CPD evidence or may use formats or templates that have been developed by education providers, employers or professional associations. Examples are provided on pages 10 and 11.

What must nurses and midwives include in the documentation of their CPD evidence?

Documentation of CPD evidence must include dates of the CPD activities, a brief description of the outcomes of the activities, and the number of hours spent in each activity. All evidence should be verified.

The NMBA expects nurses and midwives to demonstrate that they have taken a planned approach to completion of their CPD for the year.

This requires nurses and midwives to:

- identify their learning needs based on an evaluation of their practice against recognised professional standards
- develop a brief learning plan based on the needs identified
- participate in CPD activities which meet these learning needs
- reflect on the value of these activities to their practice.

Nurses and midwives need to keep evidence to explain: why they chose the particular CPD activity; how it met their

learning needs; how it was relevant to their context of practice; what they learnt from the activities and how it contributed to their practice.

Documenting reflection REFLECTION ON ACTION

Examine retrospectively how your practice was undertaken, and evaluate any gaps in knowledge, new learning and professional development required.

Professional reflection requires a focused and strategic approach in contrast to reflection on personal and social circumstances.

Once you have completed your activities you will need to reflect on what you learnt and whether it met your learning need. You must keep an accurate and up to date record of all these steps and the activities you undertook.

Relating reflective records to the NMBA standards and codes demonstrates how you are complying with these standards in your practice

REFLECTION ON ACTIVITY AND SPECIFICATION TO PRACTICE

On completion of each learning activity, take some time to evaluate and document the effectiveness of this learning.

- **Quality** – was this learning experience poor, fair, good or excellent? Why?
- **Learning needs met** – how well were learning needs met? Ideally, all learning needs were met so that there is an improvement in practice. If not, identify additional learning needs and activities.
- **Value** – was the learning activity worth the time and effort invested? Are there other learning activities that provide better value?

Registration Audits



Nurses and midwives are randomly audited against registration standards. If this happens you will be asked to provide a record of how you achieved compliance with the mandatory registration standards of the NMBA and Australian Health Practitioner Regulation Agency (AHPRA).

These audits occur periodically throughout the year. Anyone selected will receive an audit notice letter in the mail from AHPRA. It will outline what is required to provide evidence of compliance with registration standards.

You will be asked to confirm you have completed the required CPD hours declared in your annual statement made when you apply to renew your registration.

The annual statement should confirm:

- Whether you have met the recency of practice requirements stated in the National Board's registration standard

- You have met the National Board's CPD requirements as set out in the National Board's CPD registration standard during the previous registration period (1 June to 31 May).
- You have practised in accordance with the requirements of the National Board's Professional Indemnity Insurance (PII) arrangements.
- You have notified any change in your criminal history during the previous registration period and whether you have any other criminal history that has not been disclosed to AHPRA⁴.

One or more of the following mandatory standards can be audited:

- Criminal history registration standard
- Continuing Professional Development registration standard
- Recency of practice registration standard
- Professional Indemnity Insurance arrangements registration standard.

⁴ NMBA Audit 2017 online:
<http://www.nursingmidwiferyboard.gov.au>

Self-Directed Continuing Professional Development Learning Plan for Nurses and Midwives

Name:

AHPRA Registration number:

Professional Development Year (1st June to the 31st May):

It is important that you identify and prioritise your learning needs based on an evaluation of your practice against the relevant standards for practice. This plan should include Continuing Professional Development (CPD) activities you plan to undertake in the next 12 months.

Proposed Date	Identified learning need	Action plan	Anticipated learning goals	Estimated CPD hours	Source or Provider
21 Nov 2017	Improve understanding of professional requirements under the registration standard Continuing Professional Development (CPD)	Attend "CPD Made Easy"	By completing the learning action plan, I will be able to meet my identified learning needs by: Developing skills and knowledge to continue with my professional obligations with CPD. Demonstrate understanding with relevance to practice and actively learning in relation to everyday practice. Gain a deeper understanding of my professional responsibility under the NMBA.	4 hours	NSWNMA

Continuing Professional Development Record

Name:

Registration No:

Professional Development Year (1st June to the 31st May):

Date	Course Title/ Summary or Activity	Course Provider or source	Mode of Delivery	Professional Standard	CPD Hours	Description of topic(s) covered during activity and outcome	Reflection on activity and specification to practice	Evidence
21 Nov 2017	CPD Made Easy	NSWNMA	Face to Face	3.3, 3.6 & 6.5.	4 hrs	<p>Reviewed what my requirements with professional development within my practice and how to document and record this.</p> <p>I understand the importance of reflection and developing a learning plan so I have identified learning needs relevant to my practice.</p>	<p>Provided the skills and knowledge to develop and continue with my CPD. I have gained a better understanding of what relevance to practice is and now see how I am actively learning in my everyday practice. I have gained a deeper understanding of my professional responsibility under the NMBA.</p>	This CPD record and Certificate

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