



# Guide to Recording and Reporting CPD Points

## Introduction

### 1. What is CPD

CPD is the acronym for Continuing Professional Development. It is a process of tracking and documenting the skills, knowledge and experience you gain beyond your formal training on a continual basis.

### 2. Why does it have to be done

AROH's Code of Professional Conduct specifies that registrants should participate, "***in educational activities that develop their professional performance throughout their working lives.***"

Completing 20 hours of CPD annually is required by Health Funds and WorkCover Authorities. If you do not complete 20 hours of CPD annually Health Funds may terminate your provider recognition.

As a homoeopath you also have a professional responsibility to undertake CPD to:

- continually update your skills, knowledge and experience
- keep abreast of latest developments within both the homoeopathic and general health sectors
- further enhance the professional standing of homoeopathy within the broader community.

### 3. Why does it have to be recorded

On an annual basis, Health Funds audit all registration bodies, and a sample of their registrants' records, to ensure 20 hours of CPD are completed. Based on AROH successfully passing this audit the Health Funds will then provide ongoing provider recognition to AROH registrants.

### 4. What about new registrants

If you are a new AROH registrant you will require pro rata points, depending on the calendar month you registered, in accordance with the letter you will receive when your registration is approved.

### 5. Required CPD hours

AROH registrants must complete a minimum of 20 CPD hours each year (1 April – 31 March). 100% of your CPD hours must be directly related to the modality of homoeopathy.

## Recording CPD Points

Please record your CPD points on the **Continuing Professional Development (CPD) Annual Record**. Note: No other format will be accepted.

Recording of CPD information is best done as you complete those CPD activities to:

- avoid searching for information at the last minute
- maintain your awareness of your CPD progress within a given 12 months

You can find the AROH CPD Policy and related documents by logging onto the AROH Website at [www.aroh.com.au](http://www.aroh.com.au) then click on **Policies and Guidelines** in the side menu.

**Please record your CPD points on the *CPD Annual Record* document. Please note that no other format will be accepted.**

If you have any difficulties completing your CPD form, please email [cpd@aroh.com.au](mailto:cpd@aroh.com.au).

## CPD Activities

CPD records may include participation in activities **related to homoeopathic practice** as listed in the **AROH CPD Activities** document.

A minimum of 2 hours is advised to be on medico-legal topics regarding the safety of the practitioner and client. Examples of such topics may include:

- Advertising (in any media) a regulated health service and social media policy
- Evidence-based practice
- Risk management/OHS
- Record keeping
- Informed consent
- Effective communication
- Professional boundaries
- Confidentiality and privacy
- Relevant legislation
- Ethics
- HCC

NOTE: AROH will provide a free webinar on a medico-legal topic annually as a CPD opportunity.

## CPD ACTIVITIES

Activity	Evidence Required	Points
Formal educational activities within Australia <ul style="list-style-type: none"> <li>tertiary: any educational undertaking that is of bachelor's level or above (AQF level 7 and above)</li> <li>vocational: any educational undertaking that is a certificate, diploma or advanced-diploma level (AQF level 6 and below)</li> </ul>	Documentation of enrolment from Registered Training Organisation (RTO)  Document of completion, if applicable.	1 hour =1 point
Formal educational activities outside Australia: <ul style="list-style-type: none"> <li>Any other accredited courses (accredited by the local government or recognised Accreditation body)</li> <li>Accredited courses including distance education</li> </ul>	Documentation of enrolment from Registered Training Organisation (RTO)  Document of completion, if applicable.	1 hour =1 point
Seminars, conferences, forums, seminars and symposia	Signed hours of attendance form	1 hour =1 point
Webinars	Documentation of attendance, if it's a free webinar with no certificate issued, a summary of notes	1 hour =1 point
Self-directed learning / Professional reading NOTE: Please maintain a professional reading log utilising the "AROH Self Directed Learning Log Document" from the AROH website. <ul style="list-style-type: none"> <li>Journal articles</li> <li>Books</li> <li>internet</li> </ul>	Completed "AROH Self Directed Learning Log" document  <b>NOTE: A maximum of 10 hours per year is claimable for this activity</b>	1 hour =1 point
Publication related to homoeopathy in a peer	Completed "AROH Self Directed Learning Log"	1 hour =1 point

reviewed journal	document AND copy of article	
Short courses, workshops through a professional group or organisation who issue a certificate of compliance/completion	Documentation of attendance	1 hour =1 point
Study groups: (list of participation hours and subject discussed to be signed by co-ordinator) <ul style="list-style-type: none"> <li>• clinical study groups</li> <li>• research networks</li> </ul>	Completed "AROH Self Directed Learning Log" document	1 hour =1 point
Mandatory workplace learning activities, undertaken as an owner, employee or sub-contractor, in an area relevant to homoeopathic clinical practice.	Completed "AROH Self Directed Learning Log" document <b>NOTE: A maximum of 5 hours per year</b> is claimable for this activity	1 hour =1 point
Teaching	Documentation of evidence from university or RTO with details of contact hours <b>NOTE: A maximum of 10 hours per year</b> is claimable for this activity	1 hour =1 point
Mentoring and supervision	Completed "AROH Self Directed Learning Log" document	1 hour =1 point
Activities that promote development of homoeopathic awareness and education in the community	Completed "AROH Self Directed Learning Log" document	1 hour =1 point
Involvement in professional groups, local and international, that advance homoeopathy	Completed "AROH Self Directed Learning Log" document <b>NOTE: A maximum of 5 hours per year</b> is claimable for this activity	1 hour =1 point
Learning activities related to medico-legal topics regarding the safety of the practitioner and client.	Documentation of attendance <b>NOTE: A maximum of 2 hours per year</b> is claimable for this activity	1 hour =1 point