

Fact sheet

November 2016

Continuing professional development

Introduction

The Nursing and Midwifery Board of Australia (NMBA) undertakes functions as set by the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). The NMBA regulates the practice of nursing and midwifery in Australia, and one of its key roles is to protect the public. The NMBA does this by developing standards, codes and guidelines for nurses and midwives in which they are required to practice.

The NMBA's [Registration standard: Continuing professional development](#) requires nurses and midwives to complete a minimum number of continuing professional development (CPD) hours directly relevant to a nurse or midwife's context of practice.

The following questions address common queries that you might have about the *Registration standard: Continuing professional development*.

What is CPD?

CPD is the means by which members of the professions maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities needed throughout their professional lives.

What do you mean by practice?

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

I am currently not working in the profession but I am still registered (because I am on maternity leave, travelling etc.). Do I still need to do CPD?

As a nurse or midwife you may choose not to work in the profession for a variety of reasons (such as maternity leave, extended overseas travel, moving overseas, an extended career break or retirement), however, you may want to keep registration.

Under these circumstances, you must continue to complete CPD in relation to your context of practice. See section below on '[How do I describe my context of practice](#)'. Remember that 'context of practice' is not restricted to providing direct clinical care.

You may request to register as 'non-practising' – in this case you do not need to do CPD while you are on the non-practising register. For more information refer to the NMBA's [Fact sheet: Non-practising registration for nurses and midwives](#).

How do I describe my context of practice?

Context of practice refers to the conditions that define an individual's nursing and/or midwifery practice. These include:

- the type of practice setting (e.g. clinical care, management, administration, education, research)
- the location of the practice setting (e.g. urban, rural, remote)
- the characteristics of patients (e.g. health status, age, learning needs)
- the focus of nursing and/or midwifery activities (e.g. health promotion, research, management)
- the degree to which practice is autonomous, and
- the resources that are available, including access to other healthcare professionals.

How do I record my CPD?

A template is provided in [Appendix 1](#) which can be used to document your self-directed learning and CPD activities and reflections.

What sort of records will I need to produce?

If you are selected for audit you will need to complete an audit checklist that outlines the documents you need to show as evidence of completing your CPD.

CPD records may include participation in the following activities:

- tertiary, vocational and other accredited courses including distance education (should relate to context of practice)
- conferences, forums, seminars and symposia
- short courses, workshops, seminars and discussion groups through a professional group or organisation who may issue a certificate of compliance/completion
- mandatory learning activities in the workplace in the area of practice
- self-directed learning, and
- any other structured learning activities not covered above.

How many CPD hours do I need to complete?

| Type of Registration | Minimum Hours | Total Hours |
|------------------------------------|--|-------------|
| Registered nurse or Enrolled nurse | 20 hours | 20 hours |
| Midwife | 20 hours | 20 hours |
| Registered nurse and midwife | Registered nurse – 20 hours Midwife – 20 hours | 40 hours |
| Enrolled nurse and midwife | Enrolled nurse – 20 hours Midwife – 20 hours | 40 hours |
| Nurse practitioner | Registered nurse – 20 hours Nurse practitioner endorsement – 10 additional hours relating to prescribing and administration of medicines, diagnostics investigations, consultation and referral | 30 hours |

| Type of Registration | Minimum Hours | Total Hours |
|---|---|-------------|
| Midwife practitioner | Midwife – 20 hours Midwife endorsement – 10 additional hours relating to context of practice, prescribing and administration of medicines, diagnostics investigations, consultation and referral | 30 hours |
| Registered nurse with scheduled medicines endorsement (Rural and remote) | Registered nurse – 20 hours Scheduled medicines endorsement –10 additional hours relating to obtaining, supplying and administration of scheduled medicines | 30 hours |
| Midwife with scheduled medicines endorsement | Midwife – 20 hours Scheduled medicines endorsement –10 additional hours relating to context of practice, prescribing and administration of medicines, diagnostics investigations, and consultation and referral | 30 hours |
| Registered nurse and midwife with scheduled medicines endorsement | Registered nurse or enrolled nurse – 20 hours Midwife – 20 hours Scheduled medicines endorsement –10 additional hours relating to context of practice, prescribing and administration of medicines, diagnostics investigations, consultation and referral | 50 hours |

I am registered as both a nurse and a midwife. Can I count relevant CPD activities towards the CPD hours for both professions?

If CPD activities are relevant to both nursing and midwifery professions, those activities may be counted as evidence for both nursing and midwifery CPD hours. The activities should be relevant to your context of practice and improve your knowledge, expertise and competence as a nurse and midwife.

How long do I need to keep a record of the evidence of my CPD, including ‘self-directed learning’?

The NMBA recommends that you keep evidence of CPD, including self-directed learning, for a period of five years.

What form should my evidence of CPD (including self-directed learning) take?

Your documentation of the identified learning need, a learning plan, your participation in the learning activity, and the outcome achieved will form the evidence of CPD you may need to provide. References to the articles that you have read are needed for self-directed activities.

The table in [Appendix 1](#) gives you an example of how to enter information about your CPD activities.

Will everyone be audited?

No. The NMBA has the discretion to select a random number of nurses and midwives to be audited at any time.

You will need to show evidence that you have completed the requirements and provide a copy of your CPD plan for the previous year (1 June – 31 May).

Several professional organisations offer CPD contribution in terms of points. How do I equate this to hours?

Nurses and midwives need to speak to the relevant professional organisation to confirm the hours-equivalent of CPD from points they have completed.

Can I claim my cardiopulmonary resuscitation (CPR) or fire training that I have to do at work as CPD activities?

Mandatory learning activities in the workplace may be counted as CPD provided that they are relevant to your context of practice and that they include new learning.

What if I don't meet my CPD quota?

At the time of renewal, you need to make a declaration about your CPD. You are able to apply to the NMBA for an exemption in exceptional circumstances if you feel that you have not met your minimum hours for CPD. If you declared that you do not meet your quota for CPD you may be contacted to provide additional information. Following a review of the information you give, the matter may be referred to the NMBA for consideration.

How do I apply for an exemption?

The registration standard states that the NMBA reserves the right to grant exemptions in individual cases. Refer to the [Policy: exemption from continuing professional development for nurses and midwives](#) on the NMBA website.

For more information

- [Registration standard: Continuing professional development](#)
- [Guidelines for continuing professional development](#)
- [Policy: Exemption from continuing professional development for nurses and midwives](#)
- [Audit](#) information is available on the NMBA website
- Visit www.nursingmidwiferyboard.gov.au under *Contact us* to lodge an online enquiry form
- For registration enquiries: 1300 419 495 (in Australia) +61 3 9275 9009 (overseas callers)

Appendix 1 – Sample template for documenting CPD

| Date | Source or provider details | Identified learning needs | Action plan | Type of activity | Description of topic (s) covered during activity and outcome | Reflection on activity and specification to practice | No./Title/Description of evidence provided | CPD hours |
|---------|--|--|--|---|---|---|--|-----------|
| 17/5/15 | NMBA | RN competency standard Practises in accordance with legislation affecting nursing practice and health care. | 1.2 Clarify responsibility for aspects of care with other members of the health team. Unsure of my delegation responsibilities in the workplace. Plan: Access and review decision making framework | Self-directed learning. Review of decision making framework from the NMBA website: www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx | 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. | This activity has enabled me to achieve my learning need as per my learning plan. As a team leader working in intensive care I will be able to apply the Nursing decision making framework when I allocate staff to patient care and delegate tasks as they arise during a shift. | Refer to item 6 | 2 hours |
| 23/5/15 | Advanced Life Support in practice (XYZ provider) | N/A | N/A | Workshop | Advanced Life Support reaccreditation | This activity provided me with new theory and a practical competence assessment in relation to advanced life support. I will be able to apply this to patients in respiratory/cardiac arrest and when part of the medical emergency team. | Refer to item 7 Certificate of Attendance | 3 hours |
| 30/5/15 | Obstetric emergency training (XYZ provider) | N/A | N/A | Workshop | Obstetric emergency reaccreditation | This activity provided me with new theory and a practical competence assessment in obstetric emergencies. | Refer to item 8 | 3 hours |