

# NHAA Continuing Professional Development (CPD) Guide

*“Keeping current in your chosen profession”*



## **Current NHAA full members (practicing & non-practicing)**

30 hours CPD is required each financial year and is due by 30<sup>th</sup> June each year.

## **New joining members**

You must supply CPD (30 hours) with your application.

Your next CPD diary will be for the *remainder* of the membership year in which you join, pro-rata at 2.5 hours per month. E.G. if you join in December, you will be asked for 15 hours (6 months) CPD at the end of the financial year, if you joined in March, you will be asked for only 7.5 hours (3 months). Pro rata limits for each category also apply.

## **Those joining as new graduates, within the first 12 months of graduation**

You do not have to supply CPD for the rest of the year in which you join. CPD is collected on the financial year, so depending on when you completed your course you may get many or only a few months exemption. E.G. if completed in June, you get 12 months exemption, if you completed in Dec, you get 6 months exemption.

## **When switching from another Professional Association**

CPD points accrued for that CPD year via your previous Professional Association can be used to satisfy your CPD requirement on joining NHAA.

## **Taking a Break**

Members can suspend membership for up to 12 months and not supply CPD for this period when reactivating.

NB. This exemption does not apply if a member remains financial; CPD must be up to date when you suspend; If Suspending for longer than 12 months, 30 CPD hours (acquired within the last year) are required to reactivate your membership.

**30** hours CPD / annum

**1 hour = 1 point**

## FORMAL LEARNING

**Minimum 20** hours/ annum

All formal learning must be via health-related activities.

- **Non-independent learning:** Attending a health-related educational event such as a professional workshop, seminar, conference, webinar, delivered by/for entities such as, but not limited to, commercial organizations whose primary income is through the sale of therapeutic products devices or services. **(Please be aware if your educational event falls into the Non-independent Learning Category (Max 12 hours/yr))**
- **Independent Active learning:** Attending, online or in person, an independent educational event such as a professional workshop, seminar, conference, webinar, (delivered by an organisation not promoting a therapeutic product), including:
  - **Formal post-graduate, evidence-based, study at an accredited tertiary institution** (health related).
  - **Courses** related to the practice of Naturopathy or Western Herbal Medicine.
- **Other activities:** attending online or in person courses/seminars on other health care modalities; general health care philosophy, ethics and history; health promotion **(Max 8 hours/yr)**
- **Mentoring/Mentee:** paid or unpaid professional mentoring **(Max 8 hours/yr)**
- **NHAA Australian Journal of Herbal and Naturopathic Medicine (AJHNM) CPD questionnaires.** 4 hours/ issue **(Max 16 hours/yr)**
- **Professional Writing, Publishing & Peer reviewing** health-related referenced articles in professional and industry journals. Includes newsletters, general media newspapers, magazines and websites

## INFORMAL LEARNING

**Maximum 10** hours/ annum

- **Self-directed Learning:** (reference materials, professional journal subscriptions, textbooks, Online Professional Database Subscriptions and clinical decision tools (E.g Natural Medicine Research Collaboration (TRC) Subscription, Mim's online etc) **(Max 5 hours /yr)**
- **Clinical Practice & Business-Related Activities** attending business-related seminars (IT skills, marketing, accounting, web development, social media development) and/or profession related self-development seminars, Research on issues pertaining to clinical practice such as adverse events reporting, undertaking a clinical audit, permitted advertising, privacy legislation, new standards that affect the profession, ethics in practice, regulatory matters, patient confidentiality, dealing with complaints.
- **Peer Group Meetings & clinical case discussion** with other health professionals/colleagues. This does not include meetings with company representatives. **(Max 5 hours /yr)**
- **NHAA Regional chapter meeting** attendance/participation.
- **NHAA Volunteer activities:** e.g. board membership, committee membership, college open days, other as specified
- **Attendance: NHAA Annual General Meeting – actual or virtual attendance** **(Max 2 hours/yr)**

<ul style="list-style-type: none"> <li>• <b>Professional presenting</b> <u>health-related</u> topics at conferences, seminars and workshops which present research e.g. papers for publication, poster presentations. <b>e.g. 1-hour presenting + 3 hours preparation = 4 hours per 1-hour presentation</b></li> <li>• <b>Public Presenting:</b> a health-related topic to the public (non-health related groups) <b>1-hour presenting + 3 hours preparation = 4 hours per 1-hour presentation (Max 12 hours /yr)</b></li> <li>• <b>Academic Lecturing and Clinical supervision:</b> lecturing at tertiary and other government-accredited, <u>health-related</u> courses <b>(Max 12hours /yr)</b></li> </ul>	
<b>EVIDENCE:</b>	
<ul style="list-style-type: none"> <li>• Educational transcripts &amp; testamur.</li> <li>• Certificates of completion</li> <li>• Receipts</li> <li>• Written Records of Mentoring/ Mentee activities, including date/s and content covered during sessions.</li> <li>• Presentation request/thank you letter/ advertising material e.g flyers, advertisements for public presentation</li> <li>• Teaching confirmation of appointment, / teaching schedule.</li> <li>• Correspondence</li> <li>• Copy of completed AJHNM CPD questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• CPD Logbook or diary (self-directed learning)</li> <li>• Evidence for clinical research activities (links to newsletters, TGA articles or ARONAH guides: e.g ARONAH Code of Conduct, Professional Journal Articles, Title and edition # of article.)</li> <li>• Meeting records (inc. date and details of case discussions)</li> <li>• Receipts</li> <li>• Copy of completed CPE questionnaire</li> <li>• NHAA Chapter meeting records</li> <li>• NHAA records/ committee minutes</li> </ul>
<b>ACTIVITIES THAT <u>CANNOT</u> BE USED FOR CPD</b>	
<ul style="list-style-type: none"> <li>• Meetings with company representatives</li> <li>• First Aid Certification (this is considered a separate professional responsibility)</li> <li>• Books and magazines aimed at the general public (eg cookbooks, recipe books, Wellbeing, New Scientist) Company newsletters</li> </ul>	