



## Podiatry Board of Australia

### Log of CPD Activities

This template has been developed to assist you to record your continuing professional development (CPD) activities. The information in this template should be read in conjunction with the Board's:

- *Continuing professional development registration standard*, which can be found on the [Board's website](#), and
- *Continuing professional development guidelines*, which can be found on the *Board's website*

You may wish to use another format to record your CPD activities.

As well as recording your CPD activities, you must retain evidence of your CPD activities for at least five years from the date you completed the CPD, such as:

- certificates of attainment / attendance
- notes from self-directed CPD activity such as a literature review, case study or journal articles. It is expected that the notes provide a comprehensive summary of the key points of the review and reflect the learning from the activity
- evidence of your training in CPR or advanced life support.

<b>Name:</b>	<b>Registration period</b> <b>1 December</b> <insert year> <b>to 30 November</b> < insert year>
<b>Podiatrists and podiatric surgeons* – Annual requirement: minimum of 20 hours of CPD which must:</b> <ol style="list-style-type: none"> <li>include a range of activities from the five categories</li> <li>include <b>a minimum of five hours in an interactive setting</b> with other practitioners, such as face to-face education - Face-to-face education can include technologies that enable interaction such as Skype or videoconferencing</li> </ol>	



c. have a focus on aspects of podiatry practice that are relevant to your area of professional practice and have clear learning aims and objectives that meet your requirements.

**See below for additional CPD requirements for:**

- Podiatric surgeons
- Podiatric surgeons and podiatrists whose registration is endorsed for scheduled medicines

**Categories** - you must complete a mixture of the five categories to make up the required 20 hours of CPD each year. **You are not required to undertake CPD from all categories**

Date	Description of activity	Goal achieved	Evidence	CPD hours
<b>1. Professional development (maximum of 10 hours)</b>				
<i>Example</i> 20/05/15	<i>Online learning module on Principles of infection prevention and control delivered by the Australian Commission on Safety and Quality in Health Care</i>	<i>Improved my understanding of the principles of infection prevention and control and helped me undertake an effective infection control audit of my podiatry practice (see next entry)</i>	<i>Certificate attached</i>	1
<b>2. Further education (maximum of 10 hours)</b>				
<b>3. Practice management – quality improvement activities and reflective practice (maximum of 10 hours)</b>				



<b>Example</b> 4/06/2015	<i>Undertook an infection control audit of my practice with one other podiatrist from the practice and a podiatrist from another practice</i>	<i>Using an audit tool I developed after completing the learning module on infection control we did an audit of our practice.  We identified areas that posed a risk and implemented changes needed to address the risk.</i>	<i>Copy of results and actions taken attached</i>	1
<b>4. Self-directed learning (maximum of 10 hours)</b>				
<b>5. Community service (maximum of 5 hours)</b>				
<b>Example</b> 12/07/15	<i>Foot health talk to local Diabetes Australia group</i>	<i>Developed educational power point for use with the diabetes Australia local support group to outline the problems that people with diabetes have with their feet.</i>	<i>Copy of powerpoint</i>	1
<b>TOTAL HOURS:</b>				
<b>Podiatrists must complete training conducted by an approved training organisation that includes cardiopulmonary resuscitation (CPR), management of anaphylaxis and use of an Automated External Defibrillator.</b>				
<b>Date of training</b>	<b>Name of the approved training organisation that</b>	<b>Name of the course and training package code if applicable</b>		<b>Evidence</b>



	<b>delivered the training (RTO, hospital or health service)</b>		

### Additional CPD for podiatrists and podiatric surgeons with endorsement for scheduled medicines

If your registration is endorsed for scheduled medicines you must complete **an additional 10 hours of CPD per year that relates to the endorsement** that include a range of activities from the five categories

**Categories - you are not required to undertake CPD from all five categories** but you must complete a mixture of the categories to make up the required additional 10 hours of CPD each year.

Date	Description of activity	Goal achieved	Evidence	CPD hours
<b>1. Professional development (maximum of 5 hours)</b>				
<i>Example</i> 17/08/2015	<i>Attended a professional seminar related to safe prescribing</i>	<i>Obtained new information about contemporary trends in safe prescribing and methods of reporting adverse events.</i>	<i>Notes and certificate of attendance</i>	<i>3</i>
<b>2. Further education (maximum of 5 hours)</b>				



<b>Example</b>	<i>Completed online course on Quality Use of Medicines — why, what, how and who?</i>	<i>Improved my knowledge on the benefits and risks of medicine use, including the impact of inappropriate medicine use</i>	<i>Certificate</i>	<i>1</i>
20/05/15	Course was accessed on the NPS Medicine Wise website and included an assessment.	Improved my understanding of the principles and elements of Quality Use of Medicines (QUM)		
<b>3. Practice management – quality improvement activities and reflective practice (maximum of 5 hours)</b>				
<b>4. Self-directed learning (maximum of 5 hours)</b>				
<b>5. Community service (maximum of 2.5 hours)</b>				
				<b>TOTAL HOURS:</b>



## Additional CPD for podiatric surgeons

Podiatric surgeons must complete **an additional 20 hours of CPD per year related to podiatric surgery** that include a range of activities from the five categories.

**Categories - you are not required to undertake CPD from all categories** but you must complete a mixture of the categories to make up the required additional 20 hours of CPD each year

Date	Description of activity	Goal achieved	Evidence	CPD hours
<b>1. Professional development (maximum of 10 hours)</b>				
<b>Example</b>  20/05/15	<i>Attended seminar on management of metatarsal injuries and fractures at podiatric surgery conference</i>	<i>Enhanced my understanding of current best practice in assessment and clinical management of metatarsal injuries and fractures</i>	<i>Certificate of attendance</i>	2
<b>2. Further education (maximum of 10 hours)</b>				
<b>3. Practice management – quality improvement activities and reflective practice (maximum of 10 hours)</b>				
<b>4. Self-directed learning (maximum of 10 hours)</b>				



<b>Example 2</b>	<i>Reviewed article – 'Postoperative infection rates in foot and ankle surgery: a comparison of patients with and without diabetes.'</i>	<i>Now have a better understanding of issues relating to infection for people with diabetes.</i>	<ul style="list-style-type: none"> <li>• Copy of article.</li> <li>• Notes outlining summary of key points from the article</li> </ul>	3
14/06/15				
<b>5. Community service (maximum of 5 hours)</b>				
				<b>TOTAL HOURS:</b>
<b>Podiatric surgeons must complete training in advanced life support from an approved training organisation</b>				
<b>Date of training</b>	<b>Name of the approved training organisation that delivered the training (RTO, hospital or health service)</b>	<b>Name of the course and training package code if applicable</b>	<b>Evidence</b>	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_