

Table 1 – Guidelines for Documenting Formal PD Tasks (must obtain min 4PDP per cycle)


PD ACTIVITY	ALLOCATION OF PDPs	YOUR RESPONSIBILITY
<p>MA Courses, Seminars, Conference and Workshops</p> <p>Max 20 PD pts per cycle</p>	<p>Members may obtain credit for up to 20 PDPs per cycle from this category</p> <p>Rate: 1 contact hour = 1 PDP Rate: 1 contact hour = 0.5 PDPs (Relevant Business Development Courses)</p> <p>Cap: 20 PDPs per event</p> <p>Note: to receive MA-Accreditation, items must have a strong emphasis on evidencebased principles. These programs should be delivered by a suitably qualified and experienced professional in their field with an emphasis on evidence-based practice</p>	<ol style="list-style-type: none"> <li>1. Retain a copy of your CPD certificate with date and hours of course</li> <li>2. Complete a PD Record Form containing a statement of reflection on how the material covered relates to your practice as a myotherapist</li> <li>3. Send copy of course record form to MA for inclusion in your online PD record (or enter it via the portal, once available)</li> </ol>
<p>MA-Accredited courses, conferences and workshops which are advertised to members via e-News and via MA's website</p> <p>Max 20 PD pts per cycle</p> 	<p>Members may obtain credit for up to 16 PDPs per cycle from this category</p> <p>Rate: 1 contact hour = 1 PDP Rate: 1 contact hour = 0.5 PDPs (Relevant Business Development Courses)</p> <p>Cap: 16 PDPs per event</p> <p>Items must have a strong emphasis on evidence-based principles. These programs should be delivered by a suitably qualified and experienced professional in their field with an emphasis on evidence-based practice</p>	<ol style="list-style-type: none"> <li>1. Retain a copy of your CPD certificate with date and hours of course</li> <li>2. Complete a PD Record Form containing a statement of reflection on how the material covered relates to your practice as a myotherapist</li> <li>3. Send copy of course record form to MA for inclusion in your online PD record. (or enter it via the portal, once available)</li> <li>4. Retain additional evidence outlined in the PD Record Form for use in the event of an audit</li> </ol>
<p>Other courses, seminars, conferences and workshops</p> <p>(includes those highlighted on an adhoc basis by MA, e.g. in eNews or via the website, together with other relevant allied health/biomedical programs which may find helpful in their practice)</p> <p>Max 16 PD pts per cycle</p> <p>Formal study towards a Bachelor degree or above. - where subject area (of individual unit) aligns with topics outlined in Appendix 3</p> <p>Max 20 PD pts per cycle</p>	<p>Members may obtain credit for up to 20 PDPs per cycle from this category.</p> <p>Rate: 1 contact hour = 1 PDP</p> <p>Cap: 20 PDPs per subject</p> <p>Units must relate to one or more of the topics areas outlined in Appendix 3</p>	<ol style="list-style-type: none"> <li>1. Retain a copy of your transcript and handbook entry with subject content and hours for audit purposes</li> <li>2. Complete a PD Record Form containing a statement of reflection on how the material covered relates to your practice as a myotherapist</li> <li>3. Send copy of course record form to MA for inclusion in your online PD record (or enter it via the portal, once available)</li> </ol>

Table 2 – Guidelines for Documenting Informal PD Tasks

PD ACTIVITY	ALLOCATION OF PDPs	YOUR RESPONSIBILITY
<p>Electronic/Online learning Activities - including podcasts, webinars, DVDs, online video, online learning portals, Live MA Facebook presentations</p> <p>(See Appendix 4 and 5 for examples of Podcasts and Online Learning Options)</p> <p>Max 16 PD pts per cycle</p>	<p>Members may obtain credit for up to 16 PDPs per cycle from tasks in this group</p> <p>This material should be delivered/curated by a suitably qualified and experienced professional in their field with an emphasis on evidence- based practice</p> <p>Rate: 1 hour video/online content = 1 PDP            Cap: 5 PDPs per activity (video/online)            Rate: 1 podcast (30 mins+) = 0.5 PDP            Rate: 1 FIFA Diploma Unit = 2 PDPs            Rate: 1 completed MOOC (e.g. Coursera, PhysioPedia) = 10 PDPs per certificate            Rate: 1 hour = 0.5 PDPs (Business development content)            Rate: 1 hour MA Facebook feed = 0.5PDP (capped 3 per activity)</p>	<ol style="list-style-type: none"> <li>Content must be current (produced/recorded within 5 years). Content must be consistent with principles of evidence-based practice</li> <li>Presenter must hold formal tertiary qualifications in an area related to the content they are presenting, preferably post-graduate qualifications, e.g. Masters Degree or PhD</li> <li>Journals (if applicable) must be peer reviewed and indexed within PubMed or equivalent</li> <li>Material must be targeted to Allied Health Professionals, GPs, or Nursing/Medical staff working in areas allied to Musculoskeletal Medicine Content must be consistent with principles of evidencebased medicine</li> </ol>
<p>Journal Articles/Book Chapters</p> <p>(See Appendix 6 for examples of Peer-Reviewed Journals)</p> <p>Max 10 PD pts per cycle</p>	<p>Members may obtain credit for up to 10 PDPs per cycle from reading research papers and/or book chapters</p> <p>Rate: Reading 1 PDP per chapter            Rate: Peer-review paper= 0.5 PDP            Rate: Published systematic review. meta analysis or clinical practice guideline = 1 PDP</p>	<ol style="list-style-type: none"> <li>Retain proof of purchase and certificates issued (if applicable) for audit purposes</li> </ol>
<p>Related Professional Memberships/Peer Reviewed Journal Subscriptions</p> <p>(See Appendix 7 for examples of Related Professional Associations)</p> <p>Max 5 PD pts per cycle</p>	<p>Members may obtain credit for up to 5 PDPs per cycle from items within this group</p> <p>Rate: 1 Association Membership = 1 PDP            Rate: 1 Journal Subscription = 1 PDP            Cap: 5 PDPs per cycle</p>	<ol style="list-style-type: none"> <li>For each task, complete a PD Record Form for Informal Activities (see Appendix 2) containing a statement of reflection on how the material covered relates to your practice as a myotherapist</li> </ol>

Participation in 'In-Service' activities  
(Attending presentation of specialist information in a small or communal workplace environment.)

Max 20 PD pts per cycle

Members may obtain credit for up to 16 PDPs per cycle from this type of activity

In service presentations should be delivered by a suitably qualified and experienced professional in their field with an emphasis on evidence-based practice

Rate: 1 contact hour = 1 PDP

Rate: 1 contact hour = 0.5 PDPs

(Relevant Business Development content)

Cap: 2 PDPs per activity

The following do NOT qualify for PDPs:

- x staff meetings
- x marketing to other health professionals
- x observing other health professionals
- x attending lectures for the general public

1. Statement confirming attendance must be obtained from the presenter confirming date and duration of presentation. This must be retained for audit purposes

2. Presenter must hold formal tertiary qualifications in an area related to the content they are presenting, equal to or higher than Adv. Dip. Of Myotherapy, e.g. Masters Degree or PhD

3. Material must be targeted to Allied Health Professionals, GPs, or Nursing/Medical staff working in areas allied to Musculoskeletal Medicine Content must be consistent with principles of evidencebased medicine

4. Complete a PD Record Form for Informal Activities (see Appendix 2 on page 6) containing a statement of reflection on how the material covered relates to your practice as a myotherapist

Community Development Activities:

Participation in MA-Endorsed Volunteer Events, supervision of students on placement, participation in MA board or MA Committees

Max 5 PD pts per cycle

Members may obtain credit for up to 5 PDPs per cycle from community development activities

Rate:1 PDP per hour (supervised volunteer)

Rate:1 PDP per hour (volunteer supervisor)

Rate:1 PDP per hour (committee member)

Cap: 5 PDPs per event

1. Proof of attendance and role must be obtained and retained for audit purposes

2. Complete a PD Record Form for Informal Activities (see Appendix 2 on page 6) containing a statement of reflection on how the material covered relates to your practice as a myotherapist