



MYOTHERAPY
ASSOCIATION
AUSTRALIA™

Professional Development Policy

Professional Development Policy

Provision

1. Purpose

This policy is intended to

- ensure that members of the Myotherapy Association Australia (the Association) maintain and as needed extend their scope of practice by completing at least a minimum of continuing professional development (PD), under rule 11(4) of the Association's Rules of Association, and

- verify efficiently that members are completing continuing PD.

Accordingly this policy states requirements for:

- members' continuing PD, and
- random audits of members' PD records.

2. Definitions

Annual PD cycle means the period from 1 July in a year to 30 June of the following year.

The Board means the board of directors of the Association.

Formal PD means face-to-face learning activities such as courses, seminars, workshops, conferences and study in subjects of myotherapy or other allied health disciplines at degree level or above.

Informal PD means any PD on aspects of myotherapy or related allied health discipline practice that does not meet the definition of formal PD.

Member means a member of the Association.

Professional development committee means the Association's professional development committee.

PD point (PDP) means the unit used to quantify the volume of PD a member undertakes: generally one hour of eligible time-based activity such as a course or seminar is worth one PDP, whereas a task-based activity such as reading a peer-reviewed paper is allocated a standard PDP amount regardless of the time it takes. The Association's Professional Development Guidelines explain the PDPs assigned to specific types of activity-based informal PD.

Pro rata means, in relation to PD points (PDPs), a proportion of the normal totals of PDPs required for an annual cycle, equivalent to the proportion of the annual cycle for which a new member is a member of the Association.

3. Authority to decide PD matters

The Association's professional development committee has the authority to decide:

- whether PD that a member has completed meets the requirements of this policy
- how many PD points (PDPs) a given PD activity counts for
- whether a member can be exempted from requirements of this policy in exceptional circumstances, and
- whether a member's PD records are sufficient to meet the continuing PD requirements for membership.

The Association's Professional Development Guidelines state the committee's current criteria for deciding whether activities count as PD for the purposes of this policy and how many PDPs they are worth.

4. First aid certification

Members must maintain a current first aid certificate (HLTAID003 or equivalent).

5. PD points required

Each member must complete and record their completion of

- at least 20 professional development points (PDPs) of PD during the annual PD cycle, which must include
- formal PD totalling at least four PDPs.

A member cannot count PDPs from PD completed during an annual cycle, towards a later annual cycle, even if they have completed more than the minimum number of PDPs required for the earlier cycle.

5.1. Dry needling PD requirement

Where a member's scope of practice includes dry needling, they must complete four PDPs of formal PD in dry needling every two PD cycles. This PD must be with a trainer from a training organisation listed as a provider of dry needling training on the Association's website or approved by the PD Committee.

6. Reduced points requirements under certain circumstances

6.1. For members who join part-way through a cycle

Where a member joins the Association part-way through an annual PD cycle, they are required to complete only a pro rata amount of:

- the minimum of four PD points (PDPs) of formal PD, and
- the minimum of 20 PDPs of all types of PD.

6.2. For new graduates

A member who is a graduate in their first year of practice as a myotherapist may be permitted to complete only 10 PDPs, including at least two PDPs of formal PD. To be permitted this reduced amount of PD, the member must inform the Association by email to admin@myotherapy.org.au of the date on which they completed their myotherapy studies.

6.3. Exemptions in exceptional circumstances

Where exceptional circumstances such as illness, parental leave or extended overseas travel prevent a member from working in their practice for three months or more, the professional development committee may approve a pro rata exemption from some or all of the required PDPs, if the member provides the following documentary evidence of the circumstances, as a digital copy sent to admin@myotherapy.org.au.

- For an exemption for illness, the member must provide a medical certificate showing the dates of their incapacitation.
- For an exemption for maternity leave, the member can request an exemption for up to 12 months (20 PDPs). The exemption will be approved when the member provides the birth certificate.
- For an exemption for overseas travel, the member must provide evidence of the travel such as an airline booking confirmation.

7. Random audits of members' PD records

To ensure that members have the required continuing PD, the professional development committee will each year audit the PD records of a random sample of members.

An audit will occur in each PD cycle, of members' records of PD in the previous PD cycle.

The Association's PD administrator will notify members who have been selected to be audited, that they have been selected, by email and registered mail. The notification will give the members two weeks from the date the notification is sent, to have available all the documents requested on the checklist, for presentation to the professional development committee.

Where a member fails to provide some or all of the requested documents, the matter may be referred to the PD committee.

Where the professional development committee considers that any activity for which the member has submitted PD records for the audit, is inadequate, the member will have the opportunity to complete the necessary PD as directed by the committee and submit records of this to the committee. They must submit the records of the additional PD within two months from the date the audit notification was sent to them.

Where the member does not provide evidence that they have completed the necessary PD to the committee's satisfaction within two months of the audit notification, the professional development committee will refer the matter to the Board to consider initiating disciplinary action.

7.1. Records required for formal PD activities [see copy of record forms [here](#)]

Members must keep their certificate of attendance of formal PD that is not run by the Association but is accredited by the Association.

Members must keep the following records of formal PD:

- certificate of attendance and statement of formal qualifications of presenter(s) (for programs not run by the Association)
- evidence that the activity is intended for an allied health audience (for example, endorsement by the Exercise, Sports and Science Association, Australian Physiotherapy Association or Osteopathy Association), and
- evidence that the activity is based on current professional knowledge and research, such as a course handout with a reference list citing current peer-reviewed papers.

7.2. Records required for informal PD activities [see copy of record forms [here](#)]

Members should keep records that show what the activity is and prove they completed it, such as (depending on the type of activity):

- an online learning certificate
- a signed in-service training record
- for a reading, a citation or abstract
- for an online learning activity, podcast or webinar, a web summary of the material
- for a journal subscription of association membership, a receipt
- for a volunteer activity, a signed volunteer record.

8. Review of decisions

A member may have a decision on their PD by the professional development committee reviewed by the committee itself, or by the Board.

Once a decision has been reviewed, the decision of the reviewing committee or Board is final.