



**MYOTHERAPY
ASSOCIATION
AUSTRALIA™**

PROFESSIONAL DEVELOPMENT GUIDELINES

2023



TABLE OF CONTENTS

2

SUMMARY

3

INTRODUCTION

5

PD CYCLE

6

PD TOPICS

7

DRY NEEDLING

8

PD COMPLIANCE

10

EXAMPLES OF PD

SUMMARY

A commitment to lifelong learning is common to all health practitioners. PD is undertaken to keep up to date on your skills, new developments and higher learning all of which benefit the client experience.

- 20 Points required each cycle
- A minimum of 4 formal PDP must be included in the total points for the cycle
- All MA members are required to complete an online practitionership quiz by June of each year with a 100% pass mark to be allocated 2 Informal PD points.
- If you use dry needling as part of your practice you must complete dry needling PD activity every three years.
- The 20 PDP must be COMPLETE at the time of membership renewal (30 June)
- A maximum of 5 PDP can be transferred to the next cycle if more than 20 PDP is obtained
- Exemptions are available for extended illness, travel, maternity leave etc.



INTRODUCTION

These guidelines provide information about how to meet the Myotherapy Association Australia membership compliance. You are expected to understand and apply these guidelines at all times throughout your MA Membership cycle. For guidelines and FAQs please visit <https://www.myotherapy.org.au/Professionaldevelopment/Professionaldevelopmentguidelines>

What is Professional Development and why do I need to do it?

An ongoing commitment to engage in high level Professional Development (PD) is integral to practitionership for all health professionals. Further, it is a formal obligation required of all rebatable allied health practitioners in Australia, which MA and MA's myotherapists, take very seriously.

Its primary purpose is to ensure the quality and safety of patient care by requiring practitioners to regularly maintain and update their professional knowledge and associated skills in a manner which is consistent with best available evidence.

What are Professional Development Points (PDPs)?

Professional Development Points (PDPs) is the unit used to document that the nature and volume of PD undertaken meets MA's minimum standards. In most instances, one hour of eligible time-based activity (e.g. courses, seminars) will equate to one PDP. Task-based activities, e.g. reading peer-reviewed papers, have been allocated a set number of PDPs per activity.

Setting PDP targets and documenting progress against those targets provides verifiable evidence to external government and industry stakeholders that MA's myotherapists are meeting their obligations to maintain high standards in relation to quality and safety of patient care. There is no expectation that these activities will cease once PDP documentation targets for the cycle have been met.

How many PDPs must I document each cycle?

All members are required to document a minimum of 20 PDPs during MA's annual PD cycle. Documenting your PDP is a simply online process via your MA member dashboard. The PD cycle runs from July 1 to June 30 and aligns with the period of your MA membership.

NOTE: A member may count a maximum of five (5) PDPs from PD completed during an annual cycle, towards a later annual cycle if they have completed more than the minimum number of PDPs required for the earlier cycle.

INTRODUCTION

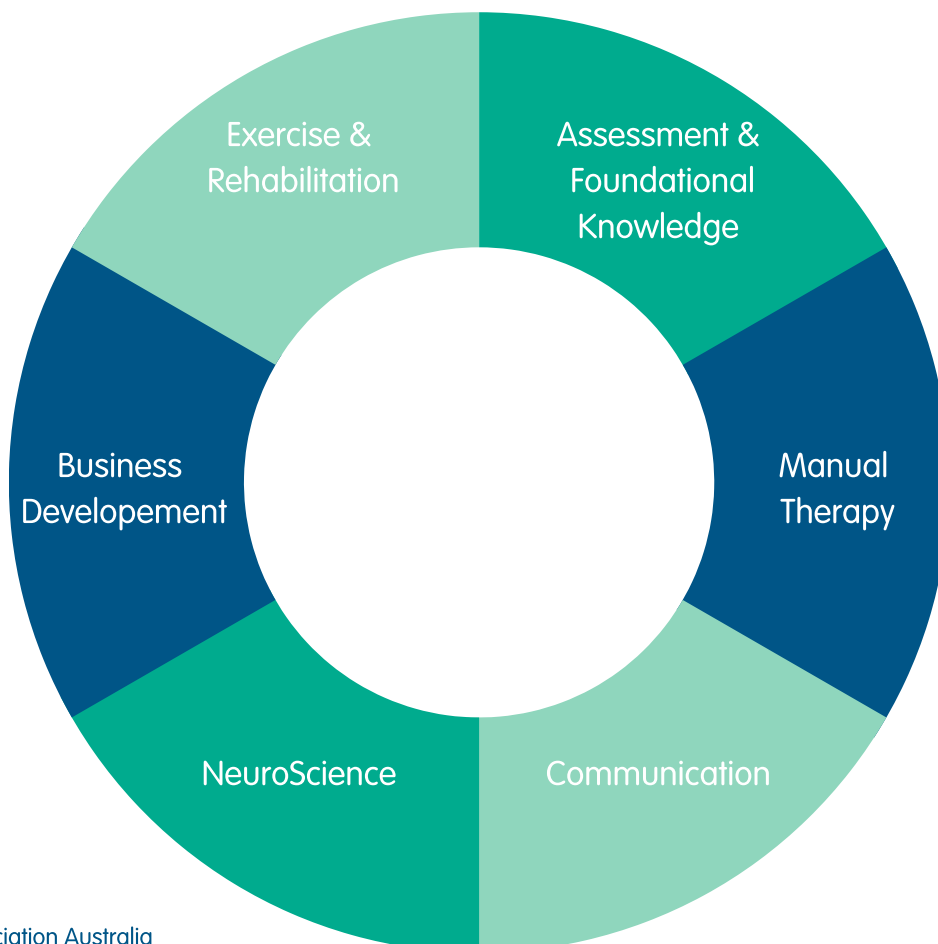
What sort of task accrues PDPs?

PD tasks that accrue PDPs include, but are not limited to workshops, seminars, conferences, webinars and other online learning tasks, journal subscriptions, and reading scientific papers. MA members are encouraged to plan their learning requirements based on clinical interests, taking into account the population/s they work with.

PD tasks may be formal (in-person, face-to-face, live online) or informal (self-paced, on-demand) activities.

PD tasks do not have to be clinical education. If you want to improve your business skills, client communication skills, office management, staff management etc - these are all activities that will support your work as a myotherapist, employee and a business owner.

There are potentially hundreds of different areas that can inspire and develop the skills and knowledge of members which might be considered for PD purposes. Most can be grouped into one of the following broad themes:



PD CYCLE

20 PDPs required per annual cycle

PDPs are accumulated over a one-year cycle corresponding with the membership year (July 1-June 30)

All MA members are required to accrue a total of 20 PDPs per cycle (year) including a minimum of 4 formal points

All MA members are required to complete an online practitionership quiz set by the PD Committee by June of each year with a 100% pass mark to be allocated 2 Informal PD points.

Once a PD task is completed, the member should complete online via their MA Members dashboard, a PD record form and maintain for auditing purposes.

PDPs for any in-person (formal) MA-run PD will be allocated by MA following evidence of attendance.

PDPs for other tasks and all online activity are to be allocated by the member, as set out in the tables on the following pages.

Professional Development Audit

It is the responsibility of members to ensure they complete and update their PD record.

Members will be able to check PD record requirements and their accumulated PDP tally, based on self-recorded information.

At the time of renewal members must have at least 20 documented PDPs to demonstrate compliance with MA's annual PD target for the concluding PD cycle.

Audits of PD records will occur during the year. These audits will determine whether PDPs allocated are consistent with the guidelines and whether all requirements have been met.

Audited members whose professional development is deemed to be inadequate will be required to rectify their PD records by completing additional PD.

Failure to rectify within an agreed time period may result in suspension of membership including cancellation of health fund provider numbers and practicing insurances.

PD TOPICS

What topics can I include in my PD?

Where appropriate, all PD undertaken should place a strong emphasis on evidence-based principles. That is, it should draw upon current research-based evidence in the topic area and it should be presented by individuals who have relevant expertise – accumulated experience, education and clinical skills - in the topic. Where possible, you should aim to select PD options featuring presenters who have higher qualifications in their subject matter (e.g. MSc, PhD etc).

PD should be relevant to your practice and should enable you to revise, extend and/or deepen knowledge gained in training to be a myotherapist. It can also enable practitioners to cover areas which weren't included in their particular qualification, and in doing so, allow for greater consistency across our profession, and greater alignment with current allied health principles and practice.

Getting the Best out of Professional Development

PD is a great way to keep yourself fresh and to improve the quality of care you provide your clients. Here are a few considerations to ensure you get the best out of your professional development:

Don't leave documentation of your PD to the end of the PD cycle. Ensure you undertake PD tasks regularly throughout the year, and document them as you go.

Select PD tasks which are relevant to your practice and caseload.

Seek out PD tasks which will allow you to either (a) revise, extend and/or deepen knowledge gained during your Myotherapy qualification; or (b) which will enable you to cover areas which weren't included in your qualification, and in doing so, allow for greater consistency across the profession.

To quickly identify workshops and seminars which have been assessed and found to be suitable for myotherapy PD, look for items which have been pre-accredited by MA. These will be listed on the MA website and in MA's e-news. They can be readily identified by the following logos:



DRY NEEDLING REQUIREMENTS

Dry Needling

An update to your Dry Needling knowledge is required every three years. This requires you to complete formal dry needling professional development activity every three years.

If you regularly practice dry needling with your clients, have attended foundational or refresher courses, we invite you to look at attending Advanced Dry Needling workshops for the upper and lower body to maintain and improve your skills.

Please note, First Aid and CPR is not considered a PD activity, but remains a membership requirement.

Many other evidence-based allied health courses and conferences may also be suitable for inclusion in your PD.

For full details see Table 1 - Guidelines for Formal PD Tasks and Table 2- Guidelines for Informal PD Tasks.

Visit <http://www.myotherapy.org.au/> or contact the MA office if in doubt about specific PD tasks you would like to undertake. Importantly, while members will be credited with a maximum of 20 PDPs per cycle, members are encouraged to document all PD undertaken, including that which exceeds specified targets. This information will help practitioners with individual PD planning and it will help MA to be more responsive to members' needs.



PD COMPLIANCE

Pro Rata

Member registration part-way through a general registration cycle will automatically apply a pro rata exemption of points to the current cycle.

Exemptions for Professional Development requirements

Some exceptional circumstances may make it difficult to complete the required professional development. Upon application to the PD committee, an eligible member may qualify for PDP's to be reduced or waived for a particular period. Dispensation may be given for members residing in remote locations throughout Australia. These circumstances are considered on a case-by-case basis. Eligibility for PDP exemption may include:

Exemption & Dispensation		How to Apply
Certified Illness	Where a member has been unable to work for three (3) months or more due to illness or injury	Complete an exemption request form and email completed form to admin@myotherapy.org.au with a medical certificate as evidence of inability to work
Parental Leave	Where a member takes parental leave and thus qualifies for an exemption of up to 12 months (20 points)	Complete an exemption request form and email completed form to admin@myotherapy.org.au with the intended parental leave time frame. Provide MA with a copy of the birth certificate.
Carer's Leave	Where a member has been unable to work for three (3) months or more due to having to provide care for family, dependent or other.	Notify MA in writing via email to admin@myotherapy.org.au with a medical certificate as evidence of inability to work
Compassionate or Bereavement Leave	Where member requests leave for compassionate reasons (also known as bereavement leave), preventing them from working for three (3) months or more. Compassionate leave will be considered if: A member of your immediate family or household passes away, A baby in your immediate family or household is stillborn, A member (or current spouse or de facto partner of a member) miscarries.	Complete an exemption request form and email completed form to admin@myotherapy.org.au with comprehensive statement outlining the members inability to work
Extended Overseas Travel	Where a member travels overseas for an extended period - 3 months or more Prior approval required.	Notify MA in writing via email to admin@myotherapy.org.au Evidence of travel (e.g. airline booking confirmation) will be required
New Graduates	Graduates in their first year of myotherapy qualify for an exemption of 6 months (10 points)	Notify MA in writing of the completion date of your studies for myotherapy. You will be allocated an exemption for a 6month period (10 points)

PD COMPLIANCE

All applications for PDP exemption will be reviewed by the MA PD committee.

PDP Exemptions granted will be calculated on a pro-rata basis for the period of exemption.

PD exemption request forms can be found [here](#).

Right of Appeal

A member may appeal to have any portion of their PDP's re-examined by MA's PD Committee and/or Board. Once reviewed the PD Committee's/Board's decision is final.

Your Responsibility

1. Content must be current (produced/recorded within 5 years).
2. Content must be consistent with principles of evidence-based practice
3. Presenter must hold formal qualifications (at a minimum Advanced Diploma level)
4. Journals (if applicable) must be peer reviewed and indexed within PubMed or equivalent
5. For all activity recorded as formal, a statement confirming attendance must be obtained from the presenter confirming date and duration of presentation. This must be retained for audit purposes
6. Load as evidence to your CPD dashboard proof of attendance and purchase, including any certificates issued (if applicable) for audit purposes.

For each task, complete your CPD activity statement online via your MA Membership dashboard, ensure you include your learning outcomes and a statement of reflection on how the material covered relates to your practice.

Professional Development Points (PDPs) and Categories

See Table 1. (page 10) for examples of how Myotherapy Association Australia members can accrue the required PDPs in a membership cycle.

Recording of PD records

PD Activities and points are self-managed by members. If you attend a MA-run event, your records will be automatically updated but you can still compliment that record with your learnings.

Your activities and evidence can be uploaded via your member dashboard. For a quick tutorial on how to upload your activities click [here](#).

TABLE 1 EXAMPLES OF PDP

<p>Formal PD (in-person or guided)</p> <p>Rate 1 hour = 1 PDP (mandatory requirement to obtain min. 4PDP per cycle)</p>	<p>Informal PD (self-guided)</p> <p>Rate 1 hour = 1 PDP (max 16 PDP per cycle)</p>
<p>MA delivered in-person workshops and guided (live) online learning, seminars, conference and Workshops.</p> <p>Note: Guided online learning such as conferences, seminars and other learning opportunities can be applied as formal activity provided your attendance is live in real time. Evidence must be submitted for these activities; recordings of an event will not be granted as formal activity.</p> <p>MAX 20 PDP</p>	<p>Electronic/Online learning activities (self-guided learning) including podcasts, webinars, DVDs, online video, online learning portals, Live MA Facebook presentations.</p> <p>MAX 16 PDP</p>
<p>MA-Endorsed courses, conferences and workshops advertised to members via digital news, socials and MA's website and carries the Endorsed Logo.</p> <p>MAX 20 PDP</p>	<p>Journal Articles & Book Chapters.</p> <p>MAX 10 PDP</p>
<p>Other courses, lectures, seminars, conferences, and workshops not endorsed by MA however meet the PD Guidelines.</p> <p>MAX 16 PDP</p>	<p>Participation in 'In-Service' activities such as group or practice meetings that include patient case study discussions.</p> <p>MAX 16 PDP</p>
<p>Formal study towards a health professional qualification higher than that held at time your MA membership was approved.</p> <p>MAX 16 PDP</p>	<p>Community Development Activities: Participation in volunteer events (approval is at the discretion of the PD Committee for these events), supervision of students on placement, participation in MA Board or MA Committees.</p> <p>MAX 16 PDP</p>
<p>Teaching, mentoring, supervising and tutorials.</p> <p>MAX 16 PDP</p>	<p>Publishing, articles, blogs, podcasts – production of a publication in relation to your work as a myotherapist, including research. (1 PDP per publication)</p> <p>MAX 16 PDP</p>



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