

## 1. 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.

## 2. What are Professional Development Points (PDPs)?

Professional Development Points (PDPs) are 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.

## 3. 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. The PD cycle runs from July 1 to June 30 and aligns with the period of MA membership.

**NOTE:** Any PDP accrued over and above the required 20PDP **do not** carry over to the following annual cycle.

## 4. 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. Please see Tables and Appendices as outlined with this Guidelines document.

PD tasks may be formal (i.e. face to face events - typically workshops, conferences, seminars, formal study) or informal (i.e. self-directed options typically podcasts, webinars, videos and journal articles). PD may also be obtained via participation in in-service events.

The following box illustrates how PDPs are accrued via Formal PD and Informal PD: Please note that you are required to obtain a minimum of 4PDP per cycle in the category of Formal Activities. Dispensation may be given for members residing in remote locations throughout Australia. These circumstances are considered on a case by case basis.

### The Professional Development 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) 2PDPs per cycle are automatically applied for 200hours+ of clinical practice in the Informal Activity category.
- Once a PD task is completed the member should complete a PD record form and maintain for auditing purposes
- PDPs for MA-accredited PD will be allocated by MA
- PDPs for other tasks 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 have at least 20 documented PDPs to demonstrate compliant 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.

Formal PD (PDPs per hour)	Informal PD (PDPs per hour)	Informal PD (PDPs per task)
Courses / Seminars / Workshops / Conferences Formal degree/Post-graduate study Units (not assessed) from Myotherapy and other Allied Health degree programs	Webinars / DVDs / Online videos Online learning Portal tasks (e.g. Coursera, Medbridge, Physiopedia, Clinica/Edge) Attendance at 'In Service' activities Participation in MA-endorsed volunteer events	Podcasts (30 minutes and over) Related Association Memberships Peer Review Journal Subscriptions Journal Articles / Book Chapters
1 PDP per hour (must obtain min. 4PDP per cycle)	1 PDP per hour (max 16PDP per cycle)	0.5-1 PDP per task (max 16PDP per cycle)

Note: Refer to Tables 1 & 2 on pages 3 and 4 for specific details and counting rules

## 5. 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.


There are potentially hundreds of different topic areas which myotherapists might consider for PD purposes. Most can be grouped into one of the following broad themes:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Practitionership                   | <input type="checkbox"/> Treatment Skills           | <input type="checkbox"/> Specific Clinical Presentations |
| <input type="checkbox"/> Underpinning Biosciences Knowledge | <input type="checkbox"/> Applied Clinical Knowledge | <input type="checkbox"/> Health System literacy          |
| <input type="checkbox"/> Special Situations                 | <input type="checkbox"/> Specific Patient Groups    | <input type="checkbox"/> Business Development            |

There are a range of numbered topic areas (see Appendix 3 on page 7) which are intended to help inspire myotherapists to which areas they'd like to explore further via the PD process. Keeping a record of these topic areas, as part of member PD documentation processes, also helps MA to better understand member interests for conference and seminar planning.

## 6. 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 patients. 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 logo:
 
- Many other evidence-based allied health courses and conferences may also be suitable for inclusion in your PD. For full details see Table I- 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.

## 7. PD Compliance

### 7.1. Pro Rata

Member registration part-way through a general registration cycle will automatically apply a pro rata exemption points to the current cycle. It is a requirement of your membership that a current first aid (HLTAID003) certificate or equivalent, which is updated every three years.

### 7.2. 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:

PD EXEMPTION AND 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	Notify MA in writing via email to <a href="mailto:admin@myotherapy.org.au">admin@myotherapy.org.au</a> with a medical certificate as evidence of inability to work
Maternity leave	Where a member takes Maternity Leave and thus qualifies for an exemption of up to 12 months (20 points)	Notify MA in writing via email to <a href="mailto:admin@myotherapy.org.au">admin@myotherapy.org.au</a> with the intended maternity leave timeframe. PDPs will be automatically allocated once MA receives a copy of the baby's birth certificate
Extended Overseas	Where a member travels overseas for an extended period - 3 months or more	Prior approval required Notify MA in writing via email to <a href="mailto:admin@myotherapy.org.au">admin@myotherapy.org.au</a>

Travel		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)

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.

#### 8. 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.

#### 9. Professional Development Points (PDPs) and Categories

The following are examples of how Myotherapy Association Australia members can accrue the required PDPs in a membership cycle. These guidelines are designed to assist members and workshop providers in determining the number of PDPs accrued via different courses and activities.

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><b>Max 20 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 20 PDPs per cycle from this category</p> <p><b>Rate: 1 contact hour = 1 PDP</b>  <b>Rate: 1 contact hour = 0.5 PDPs (Relevant Business Development Courses)</b></p> <p><b>Cap: 20 PDPs per event</b></p> <p>Note: to receive MA-Accreditation, 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> </ol>
<p>MA-Accredited courses, conferences and workshops which are advertised to members via e-News and via MA's website</p> <p><b>Max 20 PD pts per cycle</b></p> 	<p>Members may obtain credit for up to 16 PDPs per cycle from this category</p> <p><b>Rate: 1 contact hour = 1 PDP</b>  <b>Rate: 1 contact hour = 0.5 PDPs (Relevant Business Development Courses)</b></p> <p><b>Cap: 16 PDPs per event</b></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><b>Max 16 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 20 PDPs per cycle from this category.</p> <p><b>Rate: 1 contact hour = 1 PDP</b></p> <p><b>Cap: 20 PDPs per subject</b></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>
<p>Formal study towards a Bachelor degree or above.</p> <p>- where subject area (of individual unit) aligns with topics outlined in Appendix 3</p> <p><b>Max 20 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 20 PDPs per cycle from this category.</p> <p><b>Rate: 1 contact hour = 1 PDP</b></p> <p><b>Cap: 20 PDPs per subject</b></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>
<p>Single subject/s (not assessed) undertaken for PD purposes from a Myotherapy BHSc program or other Allied Health Qualification (Bachelor degree or above)</p> <p><b>Max 20 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 20 PDPs per cycle from this category.</p> <p><b>Rate: 1 contact hour = 1 PDP</b></p> <p><b>Cap: 20 PDPs per subject</b></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><i>(See Appendix 4 and 5 for examples of Podcasts and Online Learning Options)</i></p> <p><b>Max 16 PD pts per cycle</b></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><b>Rate: 1 hour video/online content = 1 PDP</b>  <b>Cap: 5 PDPs per activity (video/online)</b>  <b>Rate: 1 podcast (30 mins+) = 0.5 PDP</b>  <b>Rate: 1 FIFA Diploma Unit = 2 PDPs</b>  <b>Rate: 1 completed MOOC (e.g. Coursera, PhysioPedia) = 10 PDPs per certificate</b>  <b>Rate: 1 hour = 0.5 PDPs (Business development content)</b>  <b>Rate: 1hour MA Facebook feed = 0.5PDP (capped 3 per activity)</b></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 evidence-based medicine</li> </ol>
<p>Journal Articles/Book Chapters</p> <p><i>(See Appendix 6 for examples of Peer-Reviewed Journals)</i></p> <p><b>Max 10 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 10 PDPs per cycle from reading research papers and/or book chapters</p> <p><b>Rate: Reading 1 PDP per chapter</b>  <b>Rate: Peer-review paper= 0.5 PDP</b>  <b>Rate: Published systematic review, meta-analysis or clinical practice guideline = 1 PDP</b></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><i>(See Appendix 7 for examples of Related Professional Associations)</i></p> <p><b>Max 5 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 5 PDPs per cycle from items within this group</p> <p><b>Rate: 1 Association Membership = 1 PDP</b>  <b>Rate: 1 Journal Subscription = 1 PDP</b>  <b>Cap: 5 PDPs per cycle</b></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>
<p>Participation in 'In-Service' activities</p> <p><i>(Attending presentation of specialist information in a small or communal workplace environment.)</i></p> <p><b>Max 16 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 16 PDPs per cycle from this type of activity</p> <p>In service presentations should be delivered by a suitably qualified and experienced professional in their field with an emphasis on evidence-based practice</p> <p><b>Rate: 1 contact hour = 1 PDP</b>  <b>Rate: 1 contact hour = 0.5 PDPs (Relevant Business Development content)</b>  <b>Cap: 2 PDPs per activity</b></p> <p>The following do NOT qualify for PDPs:</p> <ul style="list-style-type: none"> <li>x staff meetings</li> <li>x marketing to other health professionals</li> <li>x observing other health professionals</li> <li>x attending lectures for the general public</li> </ul>	<ol style="list-style-type: none"> <li>Statement confirming attendance must be obtained from the presenter confirming date and duration of presentation. This must be retained for audit purposes</li> <li>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</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 evidence-based medicine</li> <li>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</li> </ol>
<p>Community Development Activities:</p> <p>Participation in MA-Endorsed Volunteer Events, supervision of students on placement, participation in MA board or MA Committees</p> <p><b>Max 5 PD pts per cycle</b></p>	<p>Members may obtain credit for up to 5 PDPs per cycle from community development activities</p> <p><b>Rate:1 PDP per hour (supervised volunteer)</b>  <b>Rate:1 PDP per hour (volunteer supervisor)</b>  <b>Rate:1 PDP per hour (committee member)</b>  <b>Cap: 5 PDPs per event</b></p>	<ol style="list-style-type: none"> <li>Proof of attendance and role must be obtained and retained for audit purposes</li> <li>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</li> </ol>

## APPENDIX 1 - PD Record Form - Formal Activities

(For Informal Activities, see Appendix 2- PD Record Form -Informal Tasks and Activities)

<b>MEMBER DETAILS</b>	NAME	MEMBER NO.:
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COURSE/EVENT DETAILS		
Start Date:	End Date:	Total Hours:
Title:		
Presenter:	Location:	
Provider:		

PD DETAILS	TOPIC CODE	POINTS
<b>PD Type</b>	MA-run Course, Workshop, Conference or Seminar	
	MA-Accredited Course, Workshop, Conference or Seminar	
	Other Course, Workshop, Conference or Seminar	
	Formal study towards a Bachelor degree or above	
	Single subject (not assessed) at a Bachelor degree or above	

**POINTS:** For MA/MA-Accredited courses/events, see website for PDP allocation. For all other courses/events, 1 hr face-to-face content = 1 PDP  
All PDP accrued for MA run workshops and events are automatically allocated following your attendance.

**TOPIC CODE:** For all non-accredited MA run courses/events see Topic List in Appendix 3

<h3>Reflective Practice Statement</h3> <p>How will you use information/skills imparted via this activity in your practice?</p>	

Signature	Date:
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This form is to be retained by the member for audit purposes for a period of at least five years

### Documents to Retain in Case of Audit

- For PD associated with courses, workshops, seminars or conferences which are neither MA-run nor MA-Accredited you will need to retain the following information, in addition to this form:
  - certificate of attendance and statement re formal qualifications of presenter
  - evidence that course is intended for an allied health audience (e.g. endorsement by ESSA, APA OA etc)
  - evidence that course is based on current evidence (e.g. course handout containing reference list citing current papers from the peer-review literature)
- For PD associated with formal study (including non-assessed single subjects), in addition to this form, you will also need to retain a copy of your academic transcript giving proof of completion of the individual subject, together with handbook entry (or equivalent) for the subject outlining contact hours and subject content.

<b>MEMBER DETAILS</b>	NAME	MEMBER NO.:
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INFORMAL TASK ACTIVITY TYPE (Note: one task per form)	CODE See topic list Appendix 3	POINTS See table below
<b>ONLINE TASKS</b> Audio/Video  (Max 15 PDPs per cycle)	<input type="checkbox"/> Podcast (0.5 PDP) <input type="checkbox"/> FIFA Football Medicine Diploma (2 PDPs per unit) <input type="checkbox"/> MOOC (e.g. Coursera, PhysioPedia) with Certificate (10 PDPs) <input type="checkbox"/> Other Webinar/DVD/Online Learning (1 PDP per content hour) <input type="checkbox"/> Relevant Business Development learning (0.5 PDP per contact hour) <input type="checkbox"/> Live MA Facebook presentation (0.5 PDP per presentation hour)	
<b>PRINT-BASED TASKS</b>  (Max 15 PDPs per cycle)	<input type="checkbox"/> Reading published Systematic Review, Meta-Analysis, or Clinical Practice Guideline (1 PDP) <input type="checkbox"/> Reading other Peer Review Paper (0.5 PDP) <input type="checkbox"/> Reading Book Chapter (1 PDPs, max 10 PDPs per book)	
<b>MEMBERSHIPS AND SUBSCRIPTIONS</b>  (Max 5 PDPs per cycle)	<input type="checkbox"/> Professional Membership (1 PDP) o Association: _____ <input type="checkbox"/> Journal Subscription (1 PDP) o Journal Title: _____	
<b>OTHER ACTIVITIES</b>	<input type="checkbox"/> Attendance at In-Service Presentation (1 PDP/hour, max 16 PDPs per cycle) How many hours? _____ <input type="checkbox"/> Community Development (1 PDP per hr, max 5 PDPs per cycle) Select role: <input type="checkbox"/> Event Supervisor      Event Volunteer <input type="checkbox"/> Student Placement Supervisor <input type="checkbox"/> Board/Committee	

TASK/ACTIVITY DETAILS	POINTS
Webinar/DVD/Online Learning	1 PDP per content hour
Podcast (must be 30mins or more duration)	0.5 PDP per podcast
Business related content	0.5 PDP per hour
MA Live Facebook Presentation	0.5 PDP per hour (max 3 PDPs per activity)
Reading - Systematic Review   Meta-Analysis   Clinical Practice Guideline	1 PDP
Reading - Other Peer Review Paper	0.5 PDP
Reading - Book Chapter	1 PDPs per chapter (max 10 PDPs per book)
Association Membership/Journal Subscription	1 PDP
In-Service Presentation	1 PDP per hour (max 2 PDPs per event)
Community Development	1 PDP per hour (max 5 PDPs per event)

## Reflective Practice Statement

How will you use information/skills imparted via this activity in your practice?

Signature	Date:
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This form is to be retained by the member for audit purposes for a period of at least five years

- Documents to Retain in Case of Audit
- ✓ Web summary of podcast, webinar, online learning activity
  - ✓ Receipt (journal subscription/ association membership)
  - ✓ Signed volunteer record

- ✓ Online learning certificate
- ✓ Signed In-Service record
- ✓ Citation/Abstract for reading

## APPENDIX 3 – Examples of PD Topic Area

(For use on PD Record Form - Formal Activities and PD Record Form – Informal Tasks and Activities)

### Group 1 – Practitionership

Code	Topic Area	Code	Topic Area
1001	Clinical Assessment (e.g. biomedical- auscultation, BP, temp, HR etc, biopsychosocial, movement, neurological and orthopaedic)	1008	Health Education
1002	Clinical Communication, Interviewing, Motivational Interviewing	1009	Infection Control
1003	Clinical Documentation and Record Keeping, including written communication	1010	Mentorship / Preceptorship (including Peer development, review and supervision, supervision of students)
1004	Consent processes	1011	Neurological Assessment
1005	Contingency Planning (incident response, risk assessment, risk management)	1012	Practice Management (incl business development, marketing, ethical use of social media)
1006	Critical Appraisal	1013	Quality Assurance
1007	Evidence-based practice / Research Literacy	1099	Practitionership - Other

### Group 2 – Treatment Skills

Code	Topic Area	Code	Topic Area
2001	Electro-therapeutic techniques (TENS, STIM, US, LLLT etc)	2006	Myofascial Dry Needling
2002	Exercise prescription	2007	Thermo-therapeutic techniques
2003	First aid ( <i>excludes CPR and First Aid certification required for ongoing membership</i> )	2008	Taping techniques (K-tape, sports tape etc)
2004	Instrument assisted therapies (cupping, IASTM etc)	2009	Use of assistive aids and equipment
2005	Manual Therapy skills (joint mobilisation, traction / distraction, soft tissue skills etc)	2099	Treatment Skills- Other

### Group 3 – Specific Clinical Presentations

Code	Topic Area	Code	Topic Area
3001	Acute MSK injuries (sprains, strains, sports injuries)	3008	Peripheral Neuropathies
3002	Arthropathies (OA, RA etc)	3009	Pre/Post Natal presentations
3003	Back Pain	3010	Respiratory / Thoracic presentations
3004	Chronic pain including fibromyalgia	3011	Post-Operative Rehabilitation
3005	Headache, Jaw and Cervical pain	3012	Tendinopathy
3006	Neurodegenerative disorders	3099	Specific Clinical Presentations- Other
3007	Peripheral joint presentations		

### Group 4 – Applied Knowledge

Code	Topic Area	Code	Topic Area
4001	Bioethics	4012	Neurophysiology of Pain
4002	Biomechanics	4013	Nutrition
4003	Common Dermatological Pathologies including recognition of suspicious lesions	4014	Pathology testing
4004	Common medical interventions (e.g. joint injections)	4015	Pharmacology
4005	Common surgical procedures (e.g. joint replacement)	4016	Principles of evidence-based medicine
4006	Epidemiology	4017	Privacy and confidentiality
4007	Ergonomics	4018	Radiology /Imaging
4008	Gerontology	4019	Sleep hygiene
4009	Health System Literacy	4020	Socio-cultural determinants of health
4010	Medical Law	4099	Applied Knowledge - Other
4011	Mental Health		

### Group 5 – Underpinning Biosciences Knowledge



Code	Topic Area	Code	Topic Area
5001	Anatomy	5008	Immunology
5002	Basic Chemistry	5009	Medical Physics
5003	Basic Microbiology	5010	Neuroanatomy
5004	Cardiac Function and Physiology	5011	Renal function and physiology
5005	Cellular biology and metabolism	5012	Respiratory function and physiology
5006	Embryology	5099	Underpinning Biosciences Knowledge -Other
5007	Endocrine systems and pathways		

## Group 6 – Health System Literacy

Code	Topic Area	Code	Topic Area
6001	Aged Care / Disability Services (Aged Care Assessment Team (ACAT). Home and Community Care (HACC) Services, NDIS, RDNS)	6007	Rehabilitation Hospitals
6002	Function and role of the different allied health professions	6008	Sexual and Reproductive Health Services (Continence Programs, Sexual Health Clinics, Women's Health Physiotherapists)
6003	Medicare Funding Initiatives (General Practice Management Plans (GPMPs). GP Mental Health Plan (MHP), Team Care Arrangements (TCAs)	6009	Sub-Acute Care (Rehabilitation Hospitals, Pain Management Clinics)
6004	Medical Involvement (Ambulance Victoria, Home-Visiting GP, Nurse on Call, GP on Call)	6010	Substance Use Services (Drug and Alcohol Services, Quitline)
6005	Mental Health Issues (Beyond Blue, Crisis Assessment and Triage Teams (CATI). Lifeline, Suicide Prevention Services)	6011	Violence and Assault (Domestic Violence Services, Sexual Assault Services, Victims of Crime Assistance Services)
6006	Referral pathways for diagnostic testing and interventions (pathology, imaging, specialist opinions)	6099	Health System Literacy - Other

## Group 7 – Special Situations

Code	Topic Area	Code	Topic Area
7001	Chest pain	7006	Seizure / loss of consciousness
7002	History of incontinence	7007	Suspected stroke
7003	History of sexual dysfunction	7099	Special Situations- Other
7004	Pregnancy: Pre/Post Natal Depression		
7005	Needle-stick injury		

## Group 8 – Special Populations

Code	Topic Area	Code	Topic Area
8001	Amputees	8013	Mental Illness
8002	Anti-coagulated patients	8014	Metal Allergy (including Nickel Allergy)
8003	Catheterised patients (e.g. PICC line)	8015	Organ Transplant Recipients
8004	Children	8016	Pacemakers
8005	Dementia	8017	Patients on Oxygen
8006	Elderly, frail or infirm patients	8018	Patients undergoing treatment for cancer
8007	Elite athletes	8019	Post-traumatic stress disorder
8008	Immunocompromised patients	8020	Postural hypotension
8009	Impairment: speech, visual, hearing	8021	Pre- and Post- natal
8010	Intellectual Disability	8022	Recently discharged from hospital
8011	Joint Replacements	8023	Stoma patients
8012	Latex Allergy	8099	Special Populations - Other

## APPENDIX 4 – Examples of Recommended Podcasts

<b>Imaging Podcasts</b>	Reach MD- Advances in Medical Imaging
<b>Musculoskeletal Medicine Podcasts</b>	Archives of Physical Medicine and Rehabilitation Podcast Reach MD - Musculoskeletal Disorders Reach MD - Rheumatology Senior Rehab Podcast: Physical Therapy I Rehabilitation/Geriatrics
<b>Neurology and Neuroscience Podcasts</b>	Brain Matters Podcast Brain Science Podcast Brain Talk Podcast Brainwaves Podcast NeuRA Podcasts Neurology in Primary Care Reach MD- Neurology and Neurosurgery Reach MD - Focus on Neurology and Psychiatry
<b>Orthopaedics Podcasts</b>	Orthopaedics This Week Reach MD- Orthopaedics The Ortho Podcast
<b>Pain Management Podcasts (including Pain Science)</b>	Beyond Mechanical Pain Pain Reframed Podcast Pain Science and Sensibility
<b>Physiotherapy and Related Manual Therapies Podcasts</b>	APT A Podcast CPD Health Courses Healthy, Wealthy and Smart Podcast JNPT Podcast Mechanical Care Forum PhysioEdge Podcast Physio Matters Podcast PT Inquest PT Podcast PTTalker PTJ Podcasts Strength Physiotherapy Podcast The Bret Contreras Podcast The NAF Physio Podcast The Sports Physiotherapist Podcast
<b>Running Podcasts</b>	Healthynomics Podcast: Running Fitness and Nutrition RunFit 365
<b>Science and Medicine (general) Podcasts</b>	TEDTalks Health TEDTalks Science and Medicine
<b>Sports Medicine Podcasts</b>	British Journal of Sports Medicine Podcasts Clinical Journal of Sports Medicine Podcasts Dr Andy Franklin-Miller Sports Medicine Podcasts Journal of Science and Medicine in Sport Reach MD - Focus on Sports Medicine Sports Medicine Broadcast Sports Medicine Research Podcast Sports Medicine Weekly
<b>Swimming Podcasts</b>	Swimming Science Podcast
<b>Women's and Men's Health Podcasts</b>	Reach MD- Focus on Women's and Men's Health  Reach MD- OB/GYN and Women's Health

## APPENDIX 5 - Examples of Online Learning for Allied Health Professionals

Online Learning	
American College of Sports Medicine (ACSMceOnline)	<a href="http://acsm.ideafit.com/">http://acsm.ideafit.com/</a>
Australian Psychological Society - APS Institute E-Learning Courses	<a href="http://psychology.org.au/APSinstitute/eLearning/">http://psychology.org.au/APSinstitute/eLearning/</a>
Australian Physiotherapy Association (Accredited Online Activities)	<a href="http://apacpdguide.com.au/tags/online%20course">http://apacpdguide.com.au/tags/online%20course</a>
Beyond Blue Professional Education to Aged Care (PAEC) (free)	<a href="http://peac.beyondblue-elearning.org.au/">http://peac.beyondblue-elearning.org.au/</a>
Bounce Back e-learning	<a href="http://bounceback.physio/elearning/">http://bounceback.physio/elearning/</a>
Brookbush Institute- Human Movement Science	<a href="https://brentbrookbush.com/">https://brentbrookbush.com/</a>
CE Connection for Allied Health (subscription-based learning)	<a href="http://alliedhealth.ceconnection.com/default">http://alliedhealth.ceconnection.com/default</a>
COCA Online Education	<a href="https://coca.com.au/professional-development/">https://coca.com.au/professional-development/</a>
CPD 4 Physios	<a href="https://cpd4physios.com.au/">https://cpd4physios.com.au/</a>
Dr Alison Grimaldi	<a href="https://dralisongrimaldi.com/">https://dralisongrimaldi.com/</a>
EBSCO Host Rehabilitation Reference Centre Education Modules	<a href="https://health.ebsco.com/products/rehabilitation-reference-center">https://health.ebsco.com/products/rehabilitation-reference-center</a>
Evidence for Exercise	<a href="https://evidenceforexercise.org/">https://evidenceforexercise.org/</a>
FIFA Diploma in Football Medicine (free)	<a href="http://fifamedicinediploma.com/">http://fifamedicinediploma.com/</a>
Kinetic Link Training Online Courses (Wayne Rodgers)	<a href="https://klt.talentlms.com/catalog/index">https://klt.talentlms.com/catalog/index</a>
Medbridge Education (subscription-based learning)	<a href="https://medbridgeeducation.com/">https://medbridgeeducation.com/</a>
Online Physio Training Australia (subscription-based learning)	<a href="https://opta.com.au/">https://opta.com.au/</a>
Physiopedia Plus (subscription-based learning)	<a href="https://members.physio-pedia.com/">https://members.physio-pedia.com/</a>
RAP-el (free)	<a href="http://www.rap-el.com.au/">http://www.rap-el.com.au/</a>
Rehab Training	<a href="http://www.rehabtrainer.com.au/">http://www.rehabtrainer.com.au/</a>
Stroke Foundation InformMe	<a href="https://informme.org.au/Learning-and-Resources/Movement">https://informme.org.au/Learning-and-Resources/Movement</a>

Webinars and Online Video	
Beyond Mechanical Pain	<a href="http://beyond-mechanical-pain.usefedora.com/">http://beyond-mechanical-pain.usefedora.com/</a>
Complementary Health Seminars	<a href="http://www.comphs.com.au/wordpress/">http://www.comphs.com.au/wordpress/</a>
Clinical Edge (subscription-based learning)	<a href="https://clinicaledge.co/">https://clinicaledge.co/</a>
Move Muscle and Bone Health	<a href="http://www.move.org.au/Health-Professionals">http://www.move.org.au/Health-Professionals</a> <a href="https://events.move.org.au/event">https://events.move.org.au/event</a>
Osteopathy Australia Webinars (live broadcasts only)	<a href="http://www.osteopathy.org.au/webinars-latest.php">http://www.osteopathy.org.au/webinars-latest.php</a>
Pain Cloud (free)	<a href="https://www.paincloud.com/">https://www.paincloud.com/</a>
San Diego Pain Summit	<a href="https://sandiegopainsummit.com/education-videos/">https://sandiegopainsummit.com/education-videos/</a>

American Journal of Physical Medicine and Rehabilitation	Journal of Science and Medicine in Sport
American Journal of Sports Medicine	Journal of Sport Rehabilitation
Anaesthesiology (open)	Journal of Sports Sciences
Annual Review of Neuroscience	Journal of Strength and Conditioning Research
Applied Ergonomics	Medical Journal of Australia
Archives of Physical Medicine and Rehabilitation	Medicine and Science in Sports and Exercise
BMJ open	Molecular Pain
Bone and Joint Journal	Musculoskeletal Science & Practice (formerly Manual Therapy)
British Journal of Anaesthesia	Nature Neuroscience
British Journal of Pain	Nature Reviews Neuroscience
British Journal of Sports Medicine	Neurorehabilitation and Neural Repair
Clinical Journal of Pain	Pain
Clinical Journal of Sports Medicine	Pain Medicine
Clinical Rehabilitation	Pain Physician
Clinics in Sports Medicine	Pain Practice
Current Pain and Headache Reports	Pain Research & Management
European Journal of Pain	Physical Education and Sport Pedagogy
Ergonomics	Physical Therapy
Exercise and Sport Science Reviews	Physical Therapy in Sport
Journal of Athletic Training (open)	Physical Therapy Reviews
Journal of Biomechanics	PLOS Medicine
Journal of Bone and Joint Surgery	Qualitative Research in Sport, Exercise and Health
Journal of Hand Trauma Rehabilitation	Rehabilitation Psychology
Journal of Headache and Pain	Research in Sports Medicine
Journal of Neurologic Physiotherapy	Scandinavian Journal of Medicine and Science in Sports
Journal of Occupational Rehabilitation	Scandinavian Journal of Pain
Journal of Orthopaedic and Sports Physical Therapy	Spine
Journal of Pain	Sport, Education and Society
Journal of Pain and Symptom Management ""	Sports Health
Journal of Physiology	Sports Medicine
Journal of Physiotherapy (open)	Sports Medicine and Arthroscopy Review
Journal of Rehabilitation Medicine	

American College of Sports Medicine (ACSM)  
 Australian Pain Society (APS)  
 Australian Pilates Method Association (APMA)  
 Australian Physiotherapy Association (APA)  
 Australian Strength and Conditioning Association (ASCA)  
 Chiropractic & Osteopathic College of Australasia (COCA)  
 Exercise & Sports Science Australia (ESSA)  
 International Association for the Study of Pain (IASP)  
 Massage & Myotherapy Association (MMA)  
 Move Muscle Bone and Joint Health  
 Occupational Therapy Australia (OTA)  
 Osteopathy Australia (OA)  
 Sports Medicine Australia (SMA)

## APPENDIX 8 – Examples of Useful Websites and Web Resources

Bandolier	<a href="https://www.bandolier.org.uk/">https://www.bandolier.org.uk/</a>
BioMed Central	<a href="https://www.biomedcentral.com/">https://www.biomedcentral.com/</a>
CASP UK	<a href="https://www.casp-uk.net/">https://www.casp-uk.net/</a>
Centre for Evidence-Based Medicine	<a href="https://www.cebm.net/">https://www.cebm.net/</a>
Complementary Health Seminars	<a href="http://www.comphs.com.au/wordpress/">http://www.comphs.com.au/wordpress/</a>
Cite-U-Like	<a href="https://www.citeulike.org/">https://www.citeulike.org/</a>
Google Scholar	<a href="https://scholar.google.com.au/">scholar.google.com.au/</a>
Medscape	<a href="https://www.medscape.com/">https://www.medscape.com/</a>
National Library of Medicine	<a href="https://www.nlm.nih.gov/">https://www.nlm.nih.gov/</a>
National Library of Medicine Bookshelf	<a href="https://www.ncbi.nlm.nih.gov/books/">https://www.ncbi.nlm.nih.gov/books/</a>
Neuro Orthopaedic Institute (NOI)	<a href="http://www.noigroup.com/">http://www.noigroup.com/</a>
PeDRO	<a href="https://www.pedro.org.au/">https://www.pedro.org.au/</a>
PloS [Public Library of Science]	<a href="https://www.plos.org/">https://www.plos.org/</a>
PubMed	<a href="https://www.ncbi.nlm.nih.gov/pubmed/">https://www.ncbi.nlm.nih.gov/pubmed/</a>
PubMed Central	<a href="https://www.ncbi.nlm.nih.gov/pmc/">https://www.ncbi.nlm.nih.gov/pmc/</a>
Trip Database	<a href="https://www.tripdatabase.com/">https://www.tripdatabase.com/</a>

### Overview

Cycle	PDPs	Sub-limits	Max PDPs
One year cycle	20 PDPs or more	A single MA or Approved PD event (e.g. workshop etc)	20 PDPs
		A single PD event (other courses, seminars, conferences and workshops)	16 PDPs
		Formal Study towards a Bach. Degree or above	20 PDPs
		Electronic activities (podcasts, online, webinars, video)	16 PDPs
		Print-based activities (e.g. journal articles)	16 PDPs
		Memberships and subscriptions	5 PDPs
		Attendance at 'in-service education session'	16 PDPs
		MA-endorsed volunteer activities	5 PDPs
		Clinical Myotherapy practice (min 200+ hours)	2PDPs

### Evidence required for auditing according to PD Type

MA Delivered PD	max 20 PDPs per event	Evidence (MA record or certificate) must record course name, member name, and course date
		Course date matches year of claim
		PDPs recorded match MA allocation for task
		Reflective practice statement completed and signed

MA Accredited PD	max 20 PDPs per event	Evidence (attendance certificate) records course name, member name, and course date
		Course date matches year of claim
		PDPs recorded match MA allocation for task
		Topic code recorded, reflective practice statement completed and signed

Other Courses Workshop, Conference or Seminar	max 16 PDPs per event	Evidence (attendance certificate) records course name, member name, and course date
		Course date matches year of claim
		PDPs recorded do not exceed 1 PDP per content hour (evidence certificate, course information)
		Event is consistent with principles of evidence-based practice, materials make reference to peer-review literature
		Appropriately qualified: Presenter must hold formal tertiary qualifications in an area related to the content they are presenting
		Content targeted to evidence-based allied health and/or medical practitioners: evidence of endorsement by APA, ESSA, CA, OA, OTA, SMA, APS or RACGP, or failing that, evidence of marketing to allied health practitioners as primary audience
		Topic code recorded, reflective practice statement completed and signed

Formal Study from a Bachelor degree program or above (includes assessed (for credit) and non-assessed (for PD only) subjects)	max 20 PDPs per subject	<b>PDPs</b>	
		Cap	Max 20 PDPs per year arising from these tasks
		Rate	1 PDP per hour of content
		Item Cap	20 PDPs per subject
		<b>Substantiation</b>	
		Academic transcript (showing pass)	
		Handbook entry showing subject content and hours for audit purposes	
		<b>Content</b>	
		Subject must align with a Topic Area from Appendix 3	
		<b>General</b>	
Topic code recorded, reflective practice statement completed and signed			

Professional Membership/Journal Subscriptions	<b>PDPs</b>	
	Cap	5 PDPs per year arising from items in this group
	Rate	1 PDP per journal subscription
		1 PDP per membership of other health-related organisation
	Must retain receipt	
	Subscription/membership must be purchased during PD year	
Topic code recorded, reflective practice statement completed and signed		

<p><b>Audio/Video/ Online Learning Activities/ Print-based Learning Tasks</b></p> <p>(includes assessed (for credit) and non-assessed (for PD only) subjects)</p>	<b>PDPS</b>		
	Cap	16 PDPs per cycle 16 PDPs per cycle	audio / video / online learning activities print-based tasks
	Rate: ELECTRONIC	1 PDP per hour of video content	General (online video, online learning)
		0.5 PDP per podcast (podcast duration must be at least 30 minutes)	Podcast
		2 PDPs per completed unit (must retain assessment document)	FIFA Football Medicine Diploma:
		10 PDPs per certificated course (must retain assessment document)	MOOCs (e.g. Coursera, PhysioPedia) with Certificate:
	Rate: PRINT	1 PDPs, max 10 PDP per book	Book Chapter
		1 PDP	Published Clinical Practice Guideline / Systematic Review / Meta-Analysis
		0.5 PDP	Other peer review papers
	<b>Verification</b>		
	Included on Podcast / Online learning list / Journal list		
	Online subscriptions - certification showing date of completion to be retained		
	Certificates of completion, where provided to be retained as supporting documentation		
	Completion date matches year of claim		
	Record form completed including topic code, reflective practice statement completed and signed		
	<b>Where podcast / video / online item / publication is not described in Appendix 4, 5 or 6</b>		
	Qualification: presenter / author must hold formal tertiary qualifications in an area related to the content they are presenting		
	Currency: content must be current, production date within past 5 years		
	Evidence-based: must be consistent with principles of evidence-based medicine, must make reference to peer-review literature, including papers within post 5yrs		
	Relevance: topic must be included on list of Topics (Appendix 3)		
Allied Health: material must be targeted to Allied Health Professionals, GPs or nursing/medical staff working in areas allied to musculoskeletal medicine.			
Topic code recorded, reflective practice statement completed and signed			

<p><b>Attendance at In-Service Education Sessions</b></p>	<b>PDPS</b>	
	Annual Cap	16 PDPs per year
	Rate	1 PDP per content hour to a max of 2 PDPs per session
	<b>Verification: statement signed by presenter confirming attendance, date, content and duration presentation must be retained</b>	
	Qualification: presenter must hold formal tertiary qualifications in an area related to the content they are presenting	
	Allied Health: material must be targeted to Allied Health Professionals, GPs or nursing/medical staff working in areas allied to musculoskeletal medicine	
	Evidence-based: must be consistent with principles of evidence-based medicine, must make reference to peer-review literature, including papers within post 5yrs	
	Relevance: topic must be included on the List of PD Topic Areas (Appendix 3)	
	Topic code recorded, reflective practice statement completed and signed	

<p><b>Participation in Community Development Activities</b></p> <p>(MA-Endorsed Volunteer events, Supervision of Student Placements, MA Board/Committee involvement)</p>	<b>PDPS</b>	
	Annual Cap	5 PDPs per year
	Rate	1 PDP per hour (supervised volunteer)
		1 PDP per hour (volunteer supervisor)
		1 PDP per hour (board/committee member involvement)
	Documents required:	
<ul style="list-style-type: none"> <li>✓ Proof of attendance and role must be obtained and retained for audit purposes</li> <li>✓ Informal PD Record must be completed for each activity, including reflection statement.</li> </ul>		