

APPENDIX 9 – GUIDELINES AND CRITERIA QUICK REFERENCE SUMMARY

Overview – note: a minimum of 4 Formal PDP must be obtained per cycle

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	PDPs	
		Cap	Max 20 PDPs per year arising from these tasks
		Rate	1 PDP per hour of content
		Item Cap	20 PDPs per subject
		Substantiation	
		Academic transcript (showing pass)	
		Handbook entry showing subject content and hours for audit purposes	
		Content	
		Subject must align with a Topic Area from Appendix 3	
		General	
Topic code recorded, reflective practice statement completed and signed			
Professional Membership/Journal Subscriptions	max 20 PDPs per subject	PDPs	
		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 style="text-align: center;">Audio/Video/ Online Learning Activities/ Print-based Learning Tasks</p> <p>(includes assessed (for credit) and non-assessed (for PD only) subjects)</p>	PDPS		
	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:
	Rate: PRINT	10 PDPs per certificated course (must retain assessment document)	MOOCs (e.g. Coursera, PhysioPedia) with Certificate:
		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
	Verification		
	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		
	Where podcast / video / online item / publication is not described in Appendix 4, 5 or 6		
	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 style="text-align: center;">Attendance at In-Service Education Sessions</p>	PDPS	
	Annual Cap	16 PDPs per year
	Rate	1 PDP per content hour to a max of 2 PDPs per session
	Verification	
	Verification: statement signed by presenter confirming attendance, date, content and duration presentation must be retained	
	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 style="text-align: center;">Participation in Community Development Activities</p> <p>(MA-Endorsed Volunteer events, Supervision of Student Placements, MA Board/Committee involvement)</p>	PDPS	
	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)
<p>Documents required:</p> <ul style="list-style-type: none"> ✓ Proof of attendance and role must be obtained and retained for audit purposes ✓ Informal PD Record must be completed for each activity, including reflection statement. 		