

Consultation document

28 April 2014

Registration standards and guidelines:

Professional indemnity insurance (no accompanying guideline)

Continuing professional development

Recency of practice

Contents

Overview of consultation	2
Overview: Registration standard: Professional indemnity insurance	4
Consultation: Registration standard: Professional indemnity insurance arrangements (no accompanying guideline)	6
Overview: Registration standard and guideline: Continuing professional development	10
Consultation: Registration standard and guideline: Continuing professional development	13
Overview: Registration standard and guideline: Recency of practice	26
Consultation: Registration standard and guideline: Recency of practice	29
Board's statement of assessment against AHPRA's <i>Procedures for development of registration standards and COAG principles for best practice regulation</i>	37

CONFIDENTIAL

Overview of consultation

28 April 2014

Registration standards and guidelines:

Professional indemnity insurance (no accompanying guideline)

Continuing professional development

Recency of practice

Summary

Purpose of the proposal

1. The Health Practitioner Regulation National Law Act as in force in each state and territory (the National Law) requires National Boards to develop registration standards about matters, including the:
 - requirements for professional indemnity insurance arrangements for registered health practitioners registered in the profession
 - requirements for continuing professional development for registered health practitioners registered in the profession, and
 - requirements in relation to the nature, extent, period and recency of any previous practice of the profession by applicants for registration in the profession.
2. The first 10 National Boards to regulate registered health professions under the National Registration and Accreditation Scheme (the National Scheme) developed registration standards that were approved by the Australian Health Workforce Ministerial Council and took effect on 1 July 2010. These standards were scheduled for review at least every three years, in keeping with good regulatory practice.
3. The Board is inviting general comments on its draft revised registration standards and guidelines. There is an overview before each proposed draft that explains the proposed changes. There are also specific questions about the registration standards and guidelines in this consultation paper which you may wish to address in your response.
4. Under section 39 of the National Law, a National Board may develop and approve codes and guidelines to provide guidance to the health practitioners it registers and about other matters relevant to the exercise of its functions. The Physiotherapy Board of Australia has developed a guideline document to accompany its Continuing professional development registration standard and its Recency of practice registration standard. These guideline documents are included in the consultation document and the Board seeks feedback on their content as well as feedback on the content of the registration standards.
5. The Board will consider the consultation feedback on the draft revised registration standards and guidelines before finalising them for consideration for approval by the Australian Health Workforce Ministerial Council.

Public consultation

6. The Physiotherapy Board of Australia (the Board) is releasing the attached consultation paper on the review of the Continuing professional development, Recency of practice and Professional indemnity insurance arrangements registration standards and associated guidelines.

7. You are invited to provide feedback.

To provide feedback please provide your comments in a Word document by email to physioconsultation@ahpra.gov.au by close of business on 30 June 2014.¹

How your submission will be treated

8. Submissions will generally be published unless you request otherwise. The Boards publish submissions on their websites to encourage discussion and inform the community and stakeholders. However, the Boards retain the right not to publish submissions at their discretion, and will not place on their website, or make available to the public, submissions that contain offensive or defamatory comments or which are outside the scope of the consultation.
9. Before publication, the Boards may remove personally-identifying information from submissions, including contact details. The views expressed in the submissions are those of the individuals or organisations who submit them and their publication does not imply any acceptance of, or agreement with, these views by the Boards.
10. The Boards also accept submissions made in confidence. These submissions will not be published on the website or elsewhere. Submissions may be confidential because they include personal experiences or other sensitive information. Any request for access to a confidential submission will be determined in accordance with the *Freedom of Information Act 1982* (Cwlth), which has provisions designed to protect personal information and information given in confidence.
11. Please let the Boards know if you do not want your submission published, or want all or part of it treated as confidential.

Background

12. There are 14 National Boards that regulate 14 professions under the National Registration and Accreditation Scheme (the National Scheme). Ten professions were regulated nationally under the National Scheme from 1 July 2010, and a further four professions became nationally regulated from 2012:
 - Aboriginal and Torres Strait Islander Health Practice Board of Australia (from 1 July 2012)
 - Chinese Medicine Board of Australia (from 1 July 2012)
 - Chiropractic Board of Australia
 - Dental Board of Australia
 - Medical Board of Australia
 - Nursing and Midwifery Board of Australia
 - Medical Radiation Practice Board of Australia (from 1 July 2012)
 - Occupational Therapy Board of Australia (from on 1 July 2012)
 - Optometry Board of Australia
 - Osteopathy Board of Australia
 - Pharmacy Board of Australia
 - Physiotherapy Board of Australia
 - Podiatry Board of Australia, and
 - Psychology Board of Australia.
13. The Australian Health Practitioner Regulation Agency (AHPRA) works in partnership with the National Boards to implement the requirements of the National Scheme, which has public safety at its heart. Further information is available at www.ahpra.gov.au.

¹ You are welcome to supply a PDF file of your feedback in addition to the Word (or equivalent) file, however we request that you do supply a text or Word file. As part of an effort to meet international website accessibility guidelines, AHPRA and National Boards are striving to publish documents in accessible formats (such as Word), in addition to PDFs. More information about this is available on the AHPRA website.

Overview: Registration standard: Professional indemnity insurance

28 April 2014

Review of *Professional indemnity insurance registration standard*

Summary of issue

14. The National Law requires the Board to develop a professional indemnity insurance registration standard about the requirements for professional indemnity insurance arrangements for registered health practitioners registered in the profession.
15. Section 129 of the National Law provides that a registered health practitioner must not practise unless they have appropriate professional indemnity insurance arrangements in place.
16. Section 109 of the National Law requires a practitioner applying to renew their registration to make a declaration that they have not practised during the registration period without having appropriate professional indemnity insurance arrangements in place. It also requires the practitioner to declare that, if their registration is renewed, they will not practise without appropriate professional indemnity insurance arrangements being in place in relation to the applicant. Section 130 (3)(iii) requires a registered health practitioner within 7 days to notify the National Board that appropriate professional indemnity insurance arrangements are in place.
17. The Board's initial *Registration standard: Professional indemnity insurance arrangements* established the Board's requirements for professional indemnity insurance arrangements. The Board is reviewing this standard to ensure it meets the objectives of the National Law and is worded as simply and clearly as possible.
18. The Board has not developed a guideline to accompany the *Registration standard: Professional indemnity insurance arrangements* because it is of the view that all the necessary information is contained within the registration standard document itself.

Options statement – professional indemnity insurance

19. The Boards have considered a number of options in developing this proposal.

Option 1 – Status quo

20. Option 1 would continue with the existing registration standard. The registration standard establishes the Board's requirements for professional indemnity insurance arrangements.
21. The Board has revised the document, including clarifying the language and structure to make it easier to understand.

Option 2 – Proposed revised standard

22. Option 2 would involve the Board submitting a revised registration standard to the Ministerial Council for approval. The registration standard would continue to establish the Board's requirements for professional indemnity insurance arrangements.
23. The revised standard has clearer wording and structure to make it easier to understand. There are no substantial changes to the requirements.

Preferred option

24. The Board prefers Option 2.

Issues for discussion

Potential benefits and costs of the proposal

25. The benefits of the preferred option are that the draft revised standard:

- is more flexible and user-friendly
- has been reworded to be simpler and clearer.

26. The costs of the preferred option are:

- applicants, other stakeholders, AHPRA and National Boards will need to become familiar with the new standard
- there will likely need to be a period of transition to the proposed revised standard, if approved.

Estimated impacts of the draft revised registration standards

27. The changes proposed in the draft revised registration standard are relatively small, although more significant changes may be proposed through consultation. There is little impact anticipated on practitioners, business and other stakeholders arising from the changes proposed.

Relevant sections of the National Law

Section 38

Section 109

Section 129, and

Section 130.

Questions for consideration

28. The Board is inviting feedback on the following questions.

- From your perspective, how is the current registration standard working?
- Is the content and structure of the draft revised registration standard helpful, clear, relevant and more workable than the current standard?
- Is there any content that needs to be changed or deleted in the revised draft registration standard?
- Is there anything missing that needs to be added to the revised draft registration standard?
- Do you think that there should be a review period for this registration standard of 3, 4 or 5 years?
- Do you have any other comments on the revised registration draft standard?

Attachments

29. The Board's Statement of assessment against AHPRA's Procedures for development of registration standards and COAG principles for best practice regulation is at [Attachment 1](#).

30. The current Registration standard: Professional indemnity insurance is published on the Board's website, accessible from www.physiotherapyboard.gov.au/Registration-Standards.aspx.

Consultation: Registration standard: Professional indemnity insurance arrangements (no accompanying guideline)

Registration standard: Professional indemnity insurance arrangements

Effective from: <<date>>

Review date: <<date>>

Summary

This registration standard explains the Board's requirements for professional indemnity insurance (PII) arrangements under the National Law. PII is important because it protects the public by ensuring that if a patient is harmed by their treatment, they can be compensated for their injuries.

Does this standard apply to me?

This standard applies to all registered physiotherapists except those with student or non-practising registration.

What must I do?

1. You must not practise as a physiotherapist in Australia unless you have PII arrangements in place that meet this standard:
 - 1.1 for all aspects of your practice
 - 1.2 that cover all locations where you practice
 - 1.3 that provide cover for you whether you are working in the private, non-government and/or public sector, and
 - 1.4 that provide cover for you whether you are practising full time, part time, self-employed, employed, or in an unpaid or volunteer capacity.
2. Your PII cover must include:
 - 2.1 civil liability cover
 - 2.2 unlimited retroactive cover
 - 2.3 automatic reinstatement, and
 - 2.4 run-off coveror
 - 2.5 the equivalent of 2.1 to 2.4 above under employer-based PII arrangements, such as self-insurance by public sector employers or occurrence based cover.
3. If you are covered by a third party PII arrangement, you must ensure that the policy meets this standard. However:
 - 3.1 if the third party cover does not meet this standard you must take out additional cover to ensure this standard is met, and
 - 3.2 if any area of your practice is specifically precluded from your PII cover, you **must not** practise in that area.
4. If your PII arrangements are provided by your employer, and you intend to practise outside your stated employment, you must have individual PII arrangements in place to cover that practice, including practising as a volunteer unless you are already or separately covered in that capacity e.g. by the volunteering organisation. If you are undertaking study involving patient treatment, including practical components of continuing professional development you should be appropriately covered.

5. If you take out your own PII insurance arrangements you must do so with a reputable insurer regulated by the Australian Prudential Regulation Agency.

Amount of cover

This standard does not specify a minimum amount of cover that you must hold.

You are expected to conduct a self-assessment and seek expert insurance advice (such as from your insurer) to ensure that you have appropriate cover for your individual practice and the risks involved.

Factors that you should consider include:

- your practice setting and the type of services and care you deliver
- the patient or client groups involved
- the volume of patients or clients to whom treatment, advice, guidance or care is provided
- current employment status
- previous history of insurance claims and the type of claim made against you in the past, if any
- your experience practising the profession
- any advice from professional indemnity insurers, professional associations and industrial organisations, including advice about the history and volume of professional liability claims experience by other members of the profession, and
- any advice from an insurance broker or insurer.

Are there exemptions to this standard?

There are no exemptions to this standard. The National Law requires you to have appropriate professional indemnity insurance arrangements in place when you practise as a physiotherapist.

What does this mean for me?

The National Law provides that a registered health practitioner must not practise his/her profession unless appropriate professional indemnity insurance arrangements are in force in relation to the practitioner's practice of the profession (s.129).

When you apply for registration

When you apply for registration as a physiotherapist, you must declare that you will not practise the profession unless you have professional indemnity insurance arrangements in place that meet this standard. This is a requirement of the National Law.

When you apply for renewal

You will be required to declare annually at renewal that:

1. you practised the profession in accordance with the requirements of this standard during the preceding registration period, and
2. you will not practise the profession unless you have professional indemnity insurance arrangements in place that meet this standard.

During the registration period

1. You must notify the Board within seven days if you no longer have appropriate professional indemnity insurance arrangements in place in relation to your practice that meet the requirements of this standard (s. 130).
2. Your compliance with this standard may be audited from time to time.

Evidence

The Board may, at any time, require you to provide evidence that you have appropriate professional indemnity insurance arrangements in place.

If you hold private insurance in your own name, you must retain documentary evidence of this insurance for five years.

If you are covered by a third party insurance arrangement, you are not required to obtain documentary evidence of the insurance policy unless the Board requests it, however, there may be circumstances when you will be required to seek the documentation from that third party. If requested by the Board, you must provide a certified copy of the certificate of currency or a letter from the third party declaring that you are covered.

What happens if I don't meet this standard?

The National Law establishes possible consequences if you don't meet this standard, including that:

- a Board can impose a condition or conditions on your registration or can refuse an application for registration or renewal of registration when you don't meet a requirement in an approved registration standard for physiotherapy (sections 82 and 112 of the National Law)
- practising without appropriate PII arrangements or failing to notify the Board within seven days that appropriate PII arrangements are no longer in place, is not an offence but may be behaviour for which health, conduct or performance action may be taken (section 129 and 130 of the National Law), and
- registration standards, codes or guidelines may be used in disciplinary proceedings against you as evidence of what constitutes appropriate practice for physiotherapy (section 41 of the National Law).

Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on <<date>>.

Registration standards are developed under section 38 of the National Law and are subject to wide ranging consultation.

Definitions

Automatic reinstatement is a provision in policies which allows for the limit of indemnity (amount insured) to be reinstated for new, unrelated claims, after one or more claims has been paid to the limit of the indemnity.

Civil liability insurance means insurance that covers the costs of liability incurred by the insured arising from civil claims seeking compensation for personal injury, harm or loss incurred, where the claim arises directly from an alleged act, error or omission committed in the conduct of the practitioner's practice or professional business during the policy period. Civil liability cover includes cover for legal expenses incurred in defence or settlement of a civil claim and for damages payable.

Practice means any role, whether remunerated or not, in which an individual uses their skills and knowledge as a health practitioner in their profession. For the purpose of this registration standard, practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession.

Professional indemnity insurance arrangements means arrangements that secure for the practitioner's professional practice insurance against civil liability incurred by, or loss arising from, a claim that is made as a result of a negligent act, error or omission in the conduct of the practitioner. This type of insurance is available to practitioners and organisations across a range of industries and covers the cost and expenses of defending a legal claim, as well as any damages payable. Some government organisations under policies of the owning government are self-insured for the same range of matters.

Retroactive cover means PII arrangements which cover the insured against claims arising out of or in consequence of activities that were undertaken in the course of the practitioner's professional practice, prior to the date of the commencement of the insurance.

Run-off cover means insurance that protects a practitioner who has ceased a particular practice against claims that arise out of or are a consequence of activities that were undertaken when he/she was conducting that practice. This type of cover may be included in a PII policy or may need to be purchased separately.

Third party cover means the cover that an individual holds through a third party's insurance arrangement, such as through an employer, education provider or union.

Review

This registration standard will be reviewed from time to time as required. This will generally be at least every three years

Last reviewed: XXXX.

This standard replaces the previously published registration standard from 1 July 2010 (or XXXX).

Overview: Registration standard and guideline: Continuing professional development

28 April 2014

Review of *Continuing professional development registration standard* and *Continuing professional development guideline*

Summary of issue

31. The National Law requires the Board to develop a registration standard about the requirements for continuing professional development (CPD) for registered health practitioners registered in the profession. The registration standard is part of the regulatory framework for the physiotherapy profession.
32. Section 128 of the National Law provides that a registered health practitioner (other than a practitioner who holds non-practising registration) must undertake the CPD required by the relevant National Board in the previous registration period.
33. Section 109 of the National Law requires practitioners applying to renew their registration to make a declaration that they have completed the continuing professional development required by an approved registration standard to undertake during the applicant's preceding period of registration.
34. The Board is reviewing its standard and guideline to ensure it is based on the best available evidence, meets the objectives of the National Law and is worded as simply and clearly as possible.
35. The Board, in conjunction with the other National Boards who are reviewing their CPD registration standards, commissioned a review of the literature on the effectiveness of CPD. The Board has taken this information into account in its review of the registration standard.
36. As the available evidence does not provide definitive answers to issues such as the most effective amount and types of continuing professional development, the Board has also considered its experience with the standard over the past three years in its review. The National Boards and AHPRA will continue to monitor developments in this area to inform the Board's standard.
37. Under section 39 of the National Law, a National Board may develop and approve codes and guidelines to provide guidance to the health practitioners it registers and about other matters relevant to the exercise of its functions. The Physiotherapy Board of Australia has developed a guideline document to accompany its Continuing professional development registration standard. The guideline is included in the consultation document and the Board seeks feedback on its content as well as feedback on the content of the registration standard.

Options statement – Registration standard and Guideline: Continuing professional development

38. The Boards have considered a number of options in developing this proposal.

Option 1 – Status quo

39. Option 1 would continue with the existing registration standard. The registration standard established the Board's initial requirements for CPD under the National Law. However, the Board has now identified a range of opportunities to improve the current standard, including the ability to clarify the language and structure to make it easier to understand.

Option 2 – Proposed revised standard

40. Option 2 would involve the Board submitting a revised registration standard to the Ministerial Council for approval. The registration standard would continue to establish the Board's requirements for CPD, with minimal changes.
41. The revised standard has clearer wording and structure to make it easier to understand.

Preferred option

42. The Board prefers Option 2.

Issues for discussion

Potential benefits and costs of the proposal

43. The benefits of the preferred option are that the draft revised standard:
- is more flexible and user-friendly
 - strikes a better balance between protecting the public and impact on registrants and practitioners applying for registration
 - has been reworded to be simpler and clearer.
44. The costs of the preferred option are:
- applicants, other stakeholders, AHPRA and National Boards will need to become familiar with the new standard
 - there will probably need to be a period of transition to the proposed revised standard, if approved.

Estimated impacts of the draft revised registration standards and guidelines

45. The changes proposed in the draft revised registration standard and guideline are relatively minor, although more significant changes may be proposed through consultation. There is little impact anticipated on practitioners, business and other stakeholders arising from the changes proposed.

Relevant sections of the National Law

Section 38

Section 39

Section 109, and

Section 128

Questions for consideration

46. The Board is inviting feedback on the following questions.
- From your perspective, how is the current registration standard and guideline working?
 - Is the content and structure of the draft revised registration standard and guideline helpful, clear, relevant and more workable than the current standard?
 - Is there any content that needs to be changed or deleted in the revised draft registration standard and guideline?
 - Is there anything missing that needs to be added to the revised draft registration standard and guideline?
 - Do you think that there should be a review period for this registration standard and guideline of 3, 4 or 5 years?
 - Do you have any other comments on the revised registration draft standard and guideline?

Attachments

47. The Board's Statement of assessment against AHPRA's Procedures for development of registration standards and COAG principles for best practice regulation is at [Attachment 1](#).

48. The current Continuing professional development registration standard is published on the Board's website, accessible from www.physiotherapyboard.gov.au/Registration-Standards.aspx
49. The current Continuing professional development guideline is published on the Board's website, accessible from www.physiotherapyboard.gov.au/codes-guidelines.aspx

Consultation: Registration standard and guideline: Continuing professional development

Registration standard: Continuing professional development

Effective from: <<date>>

Review date: <<date>>

Summary

This registration standard sets out the Board's minimum requirements for continuing professional development (CPD) for physiotherapists.

Does this standard apply to me?

This standard applies to all registered physiotherapists except those with student or non-practising registration.

What must I do?

To meet this registration standard, you must:

1. complete a minimum of 20 hours of CPD each year
2. maintain a portfolio that documents all CPD undertaken and a record of learning aims and reflection of impact on practice, and
3. participate in activities that contribute directly to maintaining and improving your competence in your chosen scope of practice.

Pro rata requirements

If you register part-way through a registration period you must complete five hours of CPD for every three months of registration remaining in the registration period.

Are there exemptions to this standard?

The Board may grant an exemption or variation from this standard in exceptional circumstances, such as serious illness or bereavement that results in a substantial absence from practice.

What does this mean for me?

When you apply for registration

You don't need to meet this standard when you apply for registration in Australia for the first time as a physiotherapist.

When you apply for renewal

When you apply to renew your registration, you are required to declare whether you have complied with this standard in the preceding registration period.

During the registration period

Your compliance with this standard may be audited from time to time.

Evidence

You should maintain records of your CPD activity for 5 years in case you get audited.

What happens if I don't meet this standard?

The National Law establishes possible consequences if you don't meet this standard, including:

- the Board can impose a condition or conditions on your registration or refuse an application for registration or renewal of registration, if you do not meet a requirement in an approved registration standard for the profession (sections 82, 83 and 112 of the National Law)
- a failure to undertake the CPD required by this standard is not an offence but may be behaviour for which health, conduct or performance action may be taken by the Board (section 128 of the National Law), and
- registration standards, codes or guidelines may be used in disciplinary proceedings against health practitioners as evidence of what constitutes appropriate practice or conduct for physiotherapists (section 41 of the National Law).

Guidelines for continuing professional development for physiotherapists

The *Guidelines for continuing professional development* provide more explanation about how to meet this standard. You are expected to understand and apply the guidelines together with this registration standard.

Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on <<date>>.

Registration standards are developed under section 38 of the National Law and are subject to wide ranging consultation.

Definitions

Continuing professional development is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

Scope of practice means the professional role and services that a individual health practitioner is educated and competent to perform.

Review

This standard will be reviewed from time to time as required. This will generally be at least every five years.

Last reviewed: XXXX

This standard replaces the previously published registration standard from 1 July 2010 (or XXXX).

Guidelines for continuing professional development

Effective from: <<date>>

Review date: <<date>>

Who needs to use these guidelines?

These guidelines apply to all physiotherapists, excluding students or physiotherapists who have non-practising registration.

Summary

The Physiotherapy Board of Australia's Continuing professional development registration standard requires all physiotherapists practising in Australia to maintain a portfolio that documents their participation in continuing professional development (CPD) and is a record of learning aims and reflection of impact on practice.

The CPD activity must contribute to both maintaining and improving your competence in your chosen scope of practice.

A minimum of 20 hours of CPD must be completed annually. You need to make a declaration of your CPD activity to the Board as evidence that you meet the requirements of the CPD standard.

The Board's approach acknowledges that CPD is an interactive process by which health professionals can maintain, enhance and extend their knowledge, expertise and competence throughout their careers.

1. Board monitoring of CPD

Your compliance with the CPD standard may be audited from time to time. You should maintain records of your CPD activity for five years in case you are audited.

2. Continuing professional development (CPD)

CPD is the maintenance, enhancement and extension of the knowledge, expertise and competence of health professionals throughout their careers. It is important to recognise that people learn in many and different ways and CPD may include formal and non-formal learning activities.

3. The importance of CPD

Consumers have the right to expect that physiotherapists providing regulated health services do so in a competent and contemporary manner. CPD can improve competence and result in better outcomes for patients or clients. CPD is important in the continued provision of safe and effective services by health professionals.

4. CPD Learning activities

All learning activities which help you maintain competence will be accepted as CPD. Learning occurs through a wide variety of formal and non-formal activities. Examples of these are as follows.

4.1 Formal learning activities

- Tertiary courses
- Accredited courses
- Work based learning contracts
- Conferences, forums and seminars

- Undertaking research and presentation of work
- Courses leading to degree, higher degree and research degree
- Online learning (interactive discussion and chat rooms)
- In-service education programs
- Making presentations
- Videoconferencing

4.2 Non-formal and incidental learning activities

- Reflecting on experience in day to day activities
- Reading books, journals, etc.
- Secondment and/or contact with other professionals
- Quality assurance activities, such as accreditation
- Participation in committees
- Information sharing at meetings
- Discussion with colleagues
- Internet research

5. The best way to learn

You will learn best when you are motivated and your CPD:

- is highly self directed – you are responsible for deciding what CPD activities you want to do
- is based on a personal learning plan and your individual learning needs
- builds on existing knowledge and experience
- links learning and practice
- includes evaluation of the effect of learning on practice
- involves review of the learning plan in response to personal experience, and
- includes mentor or peer review.

6. Recording CPD

It is a requirement of the registration standard that you use a personal portfolio to record your CPD. A portfolio should include:

- a personal collection of evidence of ongoing development
- a record of learning aims and reflection and evaluation of non-formal and incidental learning
- a record of attendance at formal learning activities, and

A portfolio template is available from the Board website (Appendix 1 Continuing professional development portfolio).

If you are required to provide the Board with evidence of the CPD activities, your personal portfolio will help demonstrate that you have met CPD requirements.

Many professional associations and workplaces provide members/employees with a personal portfolio to plan, record and evaluate CPD activities systematically. You can use any portfolio which meets the above criteria.

7. Required CPD

Your individual learning requirements will differ according to factors such as your learning style, area of practice, length and breadth of postgraduate experience and job or workplace issues. You are therefore encouraged to determine your own learning needs through goal setting and reflection.

The Board requires physiotherapists to complete 20 hours of CPD each year. If you register partway through the year, you will be required to complete five hours per three-month registration period.

8. CPD records

When conducting a CPD audit, the Board may request documentation of CPD activity; however, it is in your interest to retain records for longer than 5 years, given their value as evidence of appropriate professional behaviour.

9. Action by the Board

The Board expects that all physiotherapists will be able to meet the requirements of its CPD standard. However, if the Board finds, through declaration or audit, that a physiotherapist does not meet the CPD requirement, it will take appropriate action, which may include:

- a requirement to undertake further CPD or supervised practice
- the imposition of conditions on registration, and/or
- disciplinary action.

Authority

These guidelines have been developed by the Physiotherapy Board of Australia under s. 39 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). Under s. 41 of the National Law, guidelines are admissible in proceedings under the National Law as evidence of what constitutes professional conduct or practice for physiotherapy.

Definitions

Continuing professional development is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of these guidelines, practice is not restricted to the provision of direct clinical care. It also includes working in a direct nonclinical relationship with clients; working in management, administration, education, research, advisory, regulatory or policy development roles; and any other roles that impact on safe, effective delivery of services in the profession and/or use their professional skills.

Professional development activities means participation in formal learning activities, such as attendance at courses or conferences, as well as non-formal learning gained through experience and interaction with colleagues.

Reflection of learning on practice includes the planning of professional development, goal setting and reflection on possible changes to practice as a result of learning.

Appendices

Appendix 1: Continuing Professional Development Portfolio

Appendix 2: Sample Completed CPD Portfolio

Review

Effective from:

Date of review: This guideline will be reviewed at least every five years

Last reviewed:

Appendix 1

Continuing professional development portfolio

Continuing professional development (CPD)

CPD is a requirement of registration in Australia. Every year when you renew your registration, you will be required to sign a declaration stating that you have met the board's CPD requirements. This portfolio provides one example of how to record your professional development plan and activities to meet the Board's requirements. All your CPD, including that not directly related to your goals, should be recorded. A minimum of 20 hours of CPD is required annually.

Reflection and impact on practice

Reflection and reflective practice is considered an important component of professional competence. Reflective practice includes the planning of professional development, goal setting and reflection on possible changes to practice as a result of learning.

Name:

Registration Period:

Development Plan

Relationship of professional development plan to current or future chosen scope of practice:

Goals	Outcomes

Formal Learning Activities

Date	Activity	Time	Provider	Reflection

Nonformal and Incidental Activities

Date	Activity	Time	Provider	Reflection

Appendix 2

Sample continuing professional development portfolio

Continuing professional development (CPD)

CPD is a requirement of registration in Australia. Every year when you renew your registration, you will be required to sign a declaration stating that you met the boards CPD requirements in the past 12 months. This portfolio provides one example of how to record your professional development plan and activities. All your CPD, including that not directly related to your goals, should be recorded. A minimum of 20 hours of CPD is required annually.

Reflection and impact on practice

Reflection and reflective practice is considered an important component of professional competence. Reflective practice includes the planning of professional development, goal setting and reflection on possible changes to practice as a result of learning.

Name: Pete Therapist

Registration Period:

30 November 2014 – 30 November 2015

Relationship of professional development plan to current or future chosen scope of practice:

Planning to rotate into a senior position in Burns and ICU in next year.

Development Plan

Goals	Outcomes
Aim to work in ICU	Competent to work unsupervised, nights and weekend shifts
Improve cardiopulmonary skills	Confident in management of broad range of acute cases
Improve burns skills	Confident to make and adjust splinting and manage severe burns cases

Formal Learning Activities

SAMPLE

Date	Activity	Time	Provider	Reflection
11-15/8/14	Orientation to ICU and Burns Unit	5 days	Senior staff ICU and Burns, Australia's Best Hospital (ABH)	Useful to understand the key personnel, processes and equipment in this area of practice. Will need to read/review relevant clinical practice protocols/guidelines for procedures and equipment (e.g.: ventilators, manual hyperinflation, discharge criteria, wax baths) I will need more practice with suction techniques under supervision To approach senior ICU physiotherapist to arrange regular times to observe, practice techniques and obtain feedback.
30/10/14	Splinting inservice	2 hours	Burns Senior ABH	Learnt valuable skills in handling thermoplastic splinting materials and opportunity to practice basic techniques for fabrication of common splints used in UICU/Burns. Confident with leg splints, but will need more practice with hands. To approach senior hand physiotherapist to arrange regular times to observe, practice techniques and obtain feedback.
7/11/14	Exercise Tolerance in Oxygen Dependency lecture	1 hour	WA Cardiopulmonary Group	Good overview and refresher on the relevant considerations required for these patients. Will use portable oxymeter to mobilise patients when appropriate. PowerPoint presentation and reference list provided are useful resources to review as I move into this

				area of practice.
6-9/4/15	National Physiotherapy Conference	4 days	APA	Useful discussion with other therapists working in ICU. Gained contact details of several more experienced colleagues to liaise with in future regarding service and practice issues (e.g.: early mobilisation of patients in ICU, streamlining services with community providers). I will also join chat room to discuss interesting cases on a regular basis.

Non-formal and Incidental Activities

SAMPLE

Date	Activity	Time	Provider	Reflection
14-16/8/14	Reviewed ICU and Burns Unit treatment protocols and related articles.	6 hours	ABH Physiotherapy Dept	Lots to learn. Need more information about wound healing.
September	Suctioned under supervision all cases	10 mins x 24	Experienced staff members	Competent and independent to practise
3/11/14 and 10/11/14	Attend plastics clinic to practise hand splinting	2 hours x 2	Burns Senior	Hand splinting much improved. Confident with plaster saw.
1/12/14	Read article: "Improved clinical outcomes following daily use of the Flutter."	30 mins	Swiss Journal of Respiratory Physiotherapy	Maybe a useful additional tool but evidence not strong enough to use routinely.

Overview: Registration standard and guideline: Recency of practice

28 April 2014

Review of *Recency of practice registration standard* and *Recency of practice guideline*

Summary of issue

50. The National Law requires the Board to develop a registration standard about the requirements for the nature, extent, period and recency of any previous practice by practitioners applying for registration in the profession (except new graduates and those with non-practising registration). The registration standard is part of the regulatory framework for the physiotherapy profession.
51. Section 109 of the National Law requires a practitioner applying to renew their registration to declare that they have met the recency of practice requirements stated in the Board's registration standard.
52. The Board is reviewing its standard and guideline to ensure it is based on the best available evidence, meets the objectives of the National Law and is worded as simply and clearly as possible.
53. The Board, together with the National Boards reviewing their recency of practice registration standards, commissioned a review of the literature on recency of practice requirements. The Board has taken this information into account in its review of the registration standard.
54. The available evidence does not provide definitive answers to issues such as the amount of practice that a practitioner must undertake to remain competent so the Board has also considered its experience with the standard over the past three years and how best to protect the public given current knowledge limitations. The National Boards and AHPRA will continue to monitor developments in this area to inform the Boards' standards.
55. Under section 39 of the National Law, a National Board may develop and approve codes and guidelines to provide guidance to the health practitioners it registers and about other matters relevant to the exercise of its functions. The Physiotherapy Board of Australia has developed a guideline document to accompany its Recency of practice registration standard. The guideline is included in the consultation document and the Board seeks feedback on its content as well as feedback on the content of the registration standard.

Options statement – recency of practice registration standard

56. The Boards have considered a number of options in developing this proposal.

Option 1 – Status quo

57. Option 1 would continue with the existing registration standard. The registration standard established the Board's initial requirements for recency of practice under the National Law.
58. However, the Board has now identified a range of issues with the current standard, including the ability to clarify the language and structure to make it easier to understand.

Option 2 – Proposed revised standard

59. Option 2 would involve the Board submitting a revised registration standard to the Ministerial Council for approval. The registration standard would continue to establish the Board's requirements for

recency of practice, with the introduction of a specified number of hours to meet recency of practice requirements.

60. The revised standard has clearer wording and structure to make it easier to understand.

Preferred option

61. The Board prefers Option 2.

Issues for discussion

Potential benefits and costs of the proposal

62. The benefits of the preferred option are that the draft revised standard:
- is more flexible and user-friendly
 - strikes a better balance between protecting the public and impact on registrants and practitioners applying for registration
 - has been reworded to be simpler and clearer.
63. The costs of the preferred option are:
- applicants, other stakeholders, AHPRA and National Boards will need to become familiar with the new standard
 - there will likely need to be a period of transition to the proposed revised standard, if approved.

Estimated impacts of the draft revised registration standards

64. A change to the *Registration standard: Recency of practice* is the introduction of a specific number of hours of practice – 150 hours per year or 450 hours over three years. The existing standard specifies a period of 5 years but does not specify a number of hours. More significant changes may be proposed through consultation. There is little impact anticipated on practitioners, business and other stakeholders arising from the changes proposed.
65. Most boards have included a definition of recent graduate, which varies somewhat depending on the characteristics of the profession. Some have specified a two year period, where the profession regulated commences practice in an environment where there is oversight, often in the public sector or a multi-practitioner organization, and/or where a graduate commences practice through a structured internship program. National Boards for professions which involve significant manual and/or technical skills which may deteriorate rapidly without consolidation, generally practice in the private sector, in smaller or sole practitioner practices and where there is limited oversight and graduates generally are not subject to structured oversight, such as physiotherapy, have tended to specify a one year period.

Relevant sections of the National Law

Section 109

Questions for consideration

66. The Board is inviting feedback on the following questions.
- From your perspective, how is the current registration standard working?
 - Is the content and structure of the draft revised registration standard helpful, clear, relevant and more workable than the current standard?
 - Is there any content that needs to be changed or deleted in the revised draft registration standard?
 - Is there anything missing that needs to be added to the revised draft registration standard?
 - Is one year an appropriate period for the definition of recent graduate in the context of the physiotherapy profession?
 - Do you think that there should be a review period for this registration standard and guideline of 3, 4 or 5 years?
 - Do you have any other comments on the revised registration draft standard?

Attachments

67. The Board's Statement of assessment against AHPRA's Procedures for development of registration standards and COAG principles for best practice regulation is at Attachment 1.
68. The current Recency of practice registration standard is published on the Board's website, accessible from www.physiotherapyboard.gov.au/Registration-Standards.aspx
69. The current Recency of practice guideline is published on the Board's website, accessible from www.physiotherapyboard.gov.au/codes-guidelines.aspx .

Consultation: Registration standard and guideline: Recency of practice

Registration standard: Recency of practice

Effective from: <<date>>

Review date: <<date>>

Summary

This registration standard sets out the Board's minimum requirements for recency of practice for physiotherapists.

Does this standard apply to me?

This standard applies to all registered physiotherapists except those with student or non-practising registration.

What must I do?

To meet this registration standard you must:

- complete a minimum of 450 hours of physiotherapy practice during the three-years before the start of the registration period, or
- 150 hours of physiotherapy practice in the previous registration year.

The standard sets minimum requirements to maintain recency of practice. Meeting these requirements doesn't automatically satisfy your professional and ethical responsibilities to ensure that you recognise and work within the limits of your competence and maintain adequate knowledge and skills to provide safe and effective care.

Meeting this registration standard is a requirement of registration for all physiotherapists. During the annual registration renewal process all physiotherapists must declare whether they continue to meet this registration standard.

Recency of practice guidelines for physiotherapy

The *Recency of practice guidelines* provide guidance about how to meet the requirements of the registration standard. Physiotherapists are expected to understand and apply these guidelines together with the registration standard.

Are there exemptions to this standard?

There are no exemptions to this standard. The section below, 'What happens if I don't meet this standard', explains what you need to do if you don't meet this standard and wish to continue or return to practice.

What does this mean for me?

When you apply for registration

When you apply for registration as a physiotherapist you must meet this registration standard, unless you are a recent graduate. This includes practitioners who are applying for a new or additional types of registration, such as changing from non-practising to general registration or applying for an endorsement.

You don't need to meet this registration standard if you are a recent graduate applying for registration for the first time.

When you apply for renewal

When you apply to renew your registration, you are required to declare whether you comply with this registration standard.

During the registration period

Your compliance with this registration standard may be audited from time to time. It may also be checked if the Board receives a notification about you.

Evidence

You should retain records as evidence that you meet the requirements of this standard for five years in case you are audited.

What happens if I don't meet this standard?

If you want to continue to practice, or return to practice after taking a break, and you don't meet this standard, you will need to provide information to help the Board decide whether you are able to continue to practice.

The National Law establishes other possible options if you don't meet the recency of practice requirements in this standard, including that:

- the Board can impose conditions on your application for registration or renewal of registration or can refuse your application for registration or renewal of registration (sections 82 and 112 of the National Law), and
- registration standards, codes or guidelines may be used in disciplinary proceedings against you as evidence of what constitutes appropriate practice or conduct for physiotherapists (section 41 of the National Law).

Physiotherapy guidelines on recency of practice

The Physiotherapy guidelines on recency of practice provide guidance about how to meet the requirements of the registration standard. You are expected to understand and apply these guidelines together with the registration standard.

Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on <<date>>.

Registration standards are developed under section 38 of the National Law and are subject to wide ranging consultation.

Definitions

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

Recency of practice means that a health practitioner has maintained an adequate connection with, and recent practice in the profession since qualifying for, or obtaining registration.

Recent graduate means a person applying for registration on the basis of a qualification for registration that was awarded not more than 12 months prior to the date of their application.

Scope of practice means the professional role and services that an individual health practitioner is educated and competent to perform.

Review

This registration standard will be reviewed from time to time as required. This will generally be at least every five years.

Last reviewed: XXXX

This standard replaces the previously published registration standard from 1 July 2010.

Guideline: Recency of practice

Effective from: <<date>>

Review date: <<date>>

Introduction

These guidelines have been developed by the Physiotherapy Board of Australia (the Board) under s. 39 of the National Law. Under s. 41 of the National Law, guidelines are admissible in proceedings under the National Law as evidence of what constitutes professional conduct or practice for physiotherapy.

These guidelines address the issue of recency of practice and provide a pathway for physiotherapists wishing to return to practice after a break.

Do these guidelines apply to me?

These guidelines apply to all registered physiotherapists except those with non-practising and student registration and recent graduates (as defined in the Recency of practice registration standard).

Summary of guidelines

These guidelines supplement the requirements set out in the Board's Recency of practice registration standard. They explain the importance of maintaining recency of practice and how you may return to practice after a break.

Background

Patients or clients have the right to expect that physiotherapists will provide services in a competent and contemporary manner that meets best practice standards. The National Law requires all physiotherapists to maintain competence. Recency of practice is considered to contribute to the competence of the physiotherapist to practise in his or her chosen field of work within their profession. It also means that a physiotherapist who engages in a particular type of practice would not be required to demonstrate recency of practice in areas outside his or her chosen scope of practice unless he or she intends practising in these areas.

What is recent practice?

You must have undertaken:

- 450 hours of practice during the three-year period immediately prior to the commencement of the registration period, OR
- 150 hours in the previous registration year.

Board monitoring of recency of practice

Your compliance with the *Recency of practice registration standard* may be audited from time to time. It may also be checked if the National Board receives a notification about you.

Every year when you renew your registration, you will be required to make a declaration about whether you meet the standard.

Declarations of not practising within the previous three years

If you have not practised within the three years prior to renewal, you will be required to demonstrate competence to practise and registration will be at the Board's discretion. If you do not intend to practise, you may apply for non-practising registration.

Practice

The practice of physiotherapy is not confined to clinical practice, and includes any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of these guidelines, practice is not restricted to the provision of direct clinical care. It also includes working in a direct nonclinical relationship with clients; working in management, administration, education, research, advisory, regulatory or policy development roles; and any other roles that impact on safe, effective delivery of services in the profession and/or use their professional skills.

The Board's 'Who should be registered,' document provides further information for practitioners and is available on the Board's website.

Return to practice

If you intend to return to practice after a break, the Board will need to be assured of your competency to practise physiotherapy.

The Board may consider additional requirements and may place conditions on registration for a physiotherapist who does not meet the Recency of practice registration standard, including supervision. The onus is on you as the applicant to provide information to support your application.

When the Board considers an application for registration and where the applicant has not met the Recency of practice registration standard the Board will take into account a range of information including the following factors:

- your registration and practice history
- length of time away from practice and when you last practised
- nature and scope of practice prior to your break from practice
- any continuing professional development or education undertaken, or professional contact maintained during your break from practice
- the intended field of practice, including the role and position proposed and any continuing professional development or education proposed in relation to it.
- the level of risk associated with your proposed practise.
- the type and duration of supervision required, if necessary, and/or
- the recency of practice registration standard

Plan for re-entry to practice

You are required to submit a plan for re-entry to practice for the Board's approval. This is regardless of whether you currently hold registration. If you are not registered, a re-entry to practice plan must accompany an application for registration.

Appendix A provides information on the requirements for a plan for re-entry to physiotherapy practice after a break of three years or more.

The purpose of the plan for re-entry to practice is to protect the public through ensuring that you have appropriate supports in place for safe practice.

The plan for re-entry to practice will be different for each applicant. It should be tailored to your particular circumstances and your individual learning needs. It is therefore not appropriate for the Board to issue a standard re-entry plan with set tasks or supervision levels.

Supervision

The majority of applicants seeking registration to return to practice after a break of three years or more, or who are applying for renewal but don't meet the recency of practice requirements, are required to be supervised for a period of time.

Should the Board consider that supervision is a necessary part of your return to practice, you will need to adhere to the *Supervision guidelines for physiotherapy*. This will require a **second submission** to the Board with information relevant to supervision as well as the documentation detailed in this guideline.

Alternatively, you could provide the completed supervision information with your initial application to return to practice after a break and if the Board decides that you do not need to be supervised, your supervisor would not need to adhere to the supervision requirements. The advantage of applying with a completed supervision plan and associated documents and agreements means that you are less likely to be required to reapply to the Board at a subsequent or future meeting with this information.

If you do not include complete information in accordance with the supervision guidelines and the Board determines that supervision is required, processing your application will be delayed.

Procedure for returning to practice

All applicants must submit:

1. an application for general registration, including a *curriculum vitae* in the **AHPRA format** which details any gaps in your practice history since you obtained your qualification
2. a completed **Appendix A** from this document: a re-entry to practice plan which details your previous field of practice, recent CPD you have undertaken and propose to undertake and details of the proposed area of practice and a description of your past experience and its relevance to the proposed role; and
3. completed requirements contained in the **Supervision guidelines for physiotherapy**, which include:
 - 3.1 a position description
 - 3.2 contact details and signed supervision agreements
 - 3.3 a supervised practice plan.

Review

Effective from:

Date of review: This guideline will be reviewed at least every five years

Last reviewed:

Appendix A

Plan for re-entry to practice

Name of Practitioner	
----------------------	--

Details of proposed employer (if applicable)	Name of employer:	
	Name of organisation:	
	Address:	
	Bus. Phone No:	

Proposed role	Previous field of practice	
	Details of proposed field of practice	
	Description of employment: Include: <ul style="list-style-type: none">• Details of proposed field of practice• A description of your past experience and its relevance to the proposed role	
Please include with your application for registration:	A cv in the AHPRA standard format (The AHPRA standard cv format guideline may be found under registration on the AHPRA website at www.ahpra.gov.au)	

Professional development activities

List any professional development activities you have undertaken in the 12 months prior to the submission of your plan (You may submit your CPD portfolio):

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Describe the professional development activities that you will undertake in the next 12 months:

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Applicant Name:	
Applicant Signature:	
Date:	

Attachment 1

Board's statement of assessment against AHPRA's *Procedures for development of registration standards* and COAG principles for best practice regulation

Registration standard: Professional indemnity insurance arrangements

Registration standard: Continuing professional development

Registration standard: Recency of practice

The Australian Health Practitioner Regulation Agency (AHPRA) has *Procedures for the Development of Registration Standards* which are available at: www.ahpra.gov.au

These procedures have been developed by AHPRA in accordance with section 25 of the *Health Practitioner Regulation National Law* as in force in each state and territory (the National Law) which requires AHPRA to establish procedures for the purpose of ensuring that the National Registration and Accreditation Scheme operates in accordance with good regulatory practice.

Below is the National Boards' assessment of their proposal for revised draft registration standards against the three elements outlined in the AHPRA procedures.

1. The proposal takes into account the National Scheme's objectives and guiding principles set out in section 3 of the National Law

Board assessment

The Board considers that the revised draft registration standards meet the objectives and guiding principles of the National Law.

The revised draft *Registration standard: Professional indemnity insurance arrangements*, if approved, will provide for the protection of the public by ensuring that practitioners have appropriate professional indemnity insurance arrangements in place when they practise.

The revised draft *Registration standard: Continuing professional development*, if approved, will provide for the protection of the public by ensuring that practitioners undertake appropriate continuing professional development as an important aspect of maintaining their competence.

The revised draft *Registration standard: Recency of practice*, if approved, will provide for the protection of the public by ensuring that practitioners have appropriate recent practice.

The revised draft registration standards also support the National Scheme to operate in a transparent, accountable, efficient, effective and fair way.

2. The consultation requirements of the National Law are met

Board assessment

The National Law requires wide-ranging consultation on proposed registration standards. The National Law also requires the Board to consult other boards on matters of shared interest.

The Board will ensure that there is public exposure of its proposals and there is the opportunity for public comment by undertaking an eight week public consultation process. This process includes the publication of the consultation paper (and attachments) on its website.

The Board has drawn this paper to the attention of key stakeholders.

The Board will take into account the feedback it receives when finalising its proposals for submission to the Ministerial Council for approval.

3. The proposal takes into account the COAG Principles for Best Practice Regulation

Board assessment

In developing the revised draft registration standards for consultation, the Board has taken into account the Council of Australian Governments (COAG) Principles for Best Practice Regulation.

As an overall statement, the Board has taken care not to propose unnecessary regulatory burdens that would create unjustified costs for the profession or the community.

The Board makes the following assessment specific to each of the COAG principles expressed in the AHPRA procedures.

COAG Principles

A. Whether the proposal is the best option for achieving the proposal's stated purpose and protection of the public

Board assessment

The Board considers that its proposals are the best options for achieving the stated purposes. As only minor changes to the existing standards are proposed, the impact of the proposal is similar to the existing registration standards.

The introduction of a set number of hours of practice that are required to meet the revised draft *Registration standard: Recency of practice* better achieves the proposal's stated purpose and protection of the public than the previous version which did not define the number of hours required to meet recency of practice requirements.

The Board considers that the revised draft standards would have a low impact on the professions. These low impacts are significantly outweighed by the benefits of protecting the public and providing clearer, simpler requirements, in the public interest.

National Boards, in reviewing their registration standards, commissioned a review of the literature on the effectiveness of CPD and on recency of practice requirements. The Board has taken this information and its regulatory experience into account in its review of the *Registration standard: Continuing professional development* and *Registration standard: Recency of practice*.

B. Whether the proposal results in an unnecessary restriction of competition among health practitioners

Board assessment

The Board considered whether its proposals could result in an unnecessary restriction of competition among health practitioners. The proposals are not expected to impact on the current levels of competition among health practitioners.

C. Whether the proposal results in an unnecessary restriction of consumer choice

Board assessment

The Board considers that the revised draft *Registration standard: Professional indemnity insurance arrangements* registration standard will support consumer choice, by establishing clear requirements for professional indemnity insurance arrangements that practitioners must meet when they practise, in accordance with the National Law.

The Board considers that the revised draft *Registration standard: Continuing professional development* will support consumer choice, by establishing clear requirements for continuing professional development that practitioners must meet as a key part of maintaining their competence, in accordance with the National Law.

The Board considers that the revised draft *Registration standard: Recency of practice* will support consumer choice, by establishing clear requirements for recency of practice that practitioners must meet, in accordance with the National Law.

D. Whether the overall costs of the proposal to members of the public and/or registrants and/or governments are reasonable in relation to the benefits to be achieved

Board assessment

The Boards considered the overall costs of the revised registration standards to members of the public, registrants and governments and concluded that the likely costs are appropriate when offset against the benefits that the revised draft standards contribute to the National Scheme.

Subject to stakeholder feedback on the proposed revisions and if approved by the Ministerial Council, the revised draft standards should have only minimal impact on the costs to applicants by presenting the Board's requirements in a clearer and simpler way.

E. Whether the requirements are clearly stated using 'plain language' to reduce uncertainty, enable the public to understand the requirements, and enable understanding and compliance by registrants

Board assessment

The Boards consider the revised draft registration standards have been written in plain English that will help practitioners to understand the requirements of the standard. The Boards have changed the structure of the standards and reviewed the wording to make the standards easier to understand.

F. Whether the Board has procedures in place to ensure that the proposed registration standard, code or guideline remains relevant and effective over time

Board assessment

If approved, the Boards will review the revised registration standards at least every five years, including an assessment against the objectives and guiding principles in the proposed National Law and the COAG principles for best practice regulation.

However, the Board may choose to review the standards earlier, if it is necessary to ensure the standard's continued relevance and workability.