



AUSTRALIAN  
PHYSIOTHERAPY  
COUNCIL

# ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

GUIDELINES

Disclaimer: These guidelines provide general information in relation to the accreditation of Continuing Professional Development (CPD) programs. While care has been taken in the production of this guide, no legal liability is implied, warranted or accepted by the authors or the Australian Physiotherapy Council Limited and any liability is hereby expressly disclaimed.

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Accreditation of Continuing Professional Development Programs – Physiotherapy V1.1

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This is a resource for Continuing Professional Development (CPD) providers seeking accreditation from the Australian Physiotherapy Council of their CPD activities. The content in this guide may be updated from time to time, the current version will be located on the Australian Physiotherapy Council Limited website.

## 1. Australian Physiotherapy Council Limited (the Council)

As the only accreditation authority for Physiotherapy Practitioner Programs in Australia, the Council has expertise in quality assuring education and training specifically targeted at meeting the needs of physios and the physiotherapy profession.

The Council provides an accreditation service for CPD programs aimed at enhancing the knowledge and skills of physios, leading to improved health outcomes for the community. The Council plays a vital role in setting standards, assuring quality and championing continuous improvement. Programs are assessed using a peer review process, providing feedback from a physiotherapy academic and/or clinical practitioner.

Accreditation provides a benchmark for the physiotherapy profession, assuring participants that a CPD program has undergone a quality assurance review for educational quality and its relevance to physiotherapy practice. Endorsed CPD programs are assessed against the CPD Accreditation Standard, the Council reserves the right to refuse both application and accreditation of any programs put forward.

## 2. Accreditation Process

The process begins with CPD provider expressing an interest to the Council in having a program assessed for accreditation, which will be followed by a discussion with the Council to explore and clarify the provider's expectations and requirements, to explain the process and provide indicative timeframes.

Table 1 – Accreditation Process

<ul style="list-style-type: none"> <li>• Expression of interest from Provider</li> <li>• Discussions with Council</li> </ul>	<b>Indicative timeframes</b>
<ul style="list-style-type: none"> <li>• Council develops proposal for services</li> </ul>	
<ul style="list-style-type: none"> <li>• Agreement for services</li> </ul>	<b>4 weeks</b>
<ul style="list-style-type: none"> <li>• Education Provider submits Endorsement Application</li> </ul>	
<ul style="list-style-type: none"> <li>• Assessors (2) review application and report feedback to provider, further information may be requested</li> </ul>	<b>6 weeks</b>
<ul style="list-style-type: none"> <li>• Decision statement and final report prepared for recommendation to Council's Board of Directors for decision</li> </ul>	<b>4 weeks</b>

### 3. Application

The CPD Provider is required to complete an application which includes an information form and supporting evidence. The provider must explain how the program meets each CPD Accreditation Standard Criterion and include supporting evidence. It is up to the provider to determine what information and evidence is appropriate to support their application. Hard copies of documents are not required, providers are encouraged to upload electronic files or provide URL links or arrange for access to on-line materials. It is important to clearly label uploaded files and ensure that they are clearly labelled and referenced to the relevant criterion number.

The Council is mindful of ensuring the proper evaluation of programs to determine whether they meet the required Standard, whilst not wanting to impose unnecessary administrative burden. Table 2 outlines a list of indicative evidence items which may be used to demonstrate the achievement of criteria. The list has been compiled as a guide and is not exhaustive. It is at the provider’s discretion to determine the most relevant evidence to support its application for accreditation.

Table 2 — Indicative Evidence Requirements

DOMAIN 1 – CONTENT	
CRITERIA	INDICATIVE EVIDENCE
1.1 The purpose of the CPD activity is clearly defined and is relevant to the physiotherapy profession.	<ul style="list-style-type: none"> <li>• <i>Simple needs analysis — this should provide an explanation of the need for the program; how it enhances physiotherapy practice and how it may improve patient outcomes.</i></li> <li>• <i>Program outline — this should include the aims and objectives of the program; a description of the content; the sequence of delivery, any special equipment or facilities required, the practice setting and the duration.</i></li> </ul>
1.2 The intended target audience is identified, including the level of the activity i.e. entry-level, experienced, advanced practice.	<ul style="list-style-type: none"> <li>• <i>Description of the target audience for the program; the level of the activity and any pre-requisites or entry requirements</i></li> </ul>
1.3 The CPD activity is defined by a statement of specific learning outcomes.	<ul style="list-style-type: none"> <li>• <i>Learning outcomes describing what the participant is expected to know and be able to do on completion of the program.</i></li> </ul>
1.4 Content is based on critical evaluation of relevant literature and/or evidence-based practice.	<ul style="list-style-type: none"> <li>• <i>List of references used to develop the program content.</i></li> </ul>
1.5 Conflicts of interest are disclosed.	<ul style="list-style-type: none"> <li>• <i>Policy on managing conflicts of interest.</i></li> </ul>

## DOMAIN 2 – DELIVERY

CRITERIA	INDICATIVE EVIDENCE
2.1 The CPD activity is facilitated by persons with relevant experience and/or qualifications that exceed the content level of the activity.	<ul style="list-style-type: none"><li>• <i>Facilitator staffing profile including professional qualifications, registration status and expertise.</i></li><li>• <i>CVs of facilitators</i></li></ul>
2.2 Methods of delivery are based on principles of adult learning.	<ul style="list-style-type: none"><li>• <i>Explanation of the learning delivery strategy.</i></li></ul>
2.3 Instructional materials are of an appropriate technical quality, current in content, include references and are dated.	<ul style="list-style-type: none"><li>• <i>Copy of resources/materials used to support the delivery of the program. This may be provided electronically or as a login to learning management system.</i></li></ul>
2.4 Learning is either monitored or assessed to determine if learning outcomes are achieved.	<ul style="list-style-type: none"><li>• <i>Examples of how participants are checked for learning i.e. assessment tools, feedback forms from supervisors, peer review forms, self-assessment forms.</i></li></ul>

## DOMAIN 3 – EVALUATION

CRITERIA	INDICATIVE EVIDENCE
3.1 Attendees are given the opportunity to participate in evaluation and feedback of the activity.	<ul style="list-style-type: none"><li>• <i>A copy of the evaluation/feedback form used for the program. The evaluation should include an ability for participants to report on whether their learning needs have been met and the degree of relevance to practice</i></li></ul>
3.2 Activities designed for repeated delivery must be subject to periodic review by the provider and incorporate relevant feedback from previous evaluations.	<ul style="list-style-type: none"><li>• <i>Policy and/or process for continuous improvement of programs.</i></li></ul>

## 4. Period of Accreditation

CPD Accreditation is granted for a period of up to three years. Providers are issued with a plaque to display as evidence of meeting the standard and Endorsed CPD programs will be listed on the Council website.

The CPD provider must formally notify the Council if the content of an endorsed activity is changed. The Council will evaluate the extent of the change to determine the validity of the previously granted accreditation.

## 5. Confidentiality

The accreditation process is confidential to the participants. The Council requires detailed information from CPD providers which may include sensitive or commercial-in-confidence information. The Council requires its staff and assessors to keep confidential all material provided to the Council by CPD providers for the purpose of accreditation of their programs. Information collected is used only for the purpose for which it is obtained.

## 6. Indicative Fees

The application fee for a 1-2 day program in 2018 is \$AUD 3,500.00 (plus GST if applicable).

The Council is happy to discuss a proposal for services for those providers with programs of longer duration or with multiple programs.