

RECENCY & RESUMPTION OF PRACTICE POLICY



**PEDORTHIC ASSOCIATION
OF AUSTRALIA**

PARTICIPANT GUIDELINES PEDORTHIC ASSOCIATION OF AUSTRALIA

**VERSION 1.1
February 2024**

Contents

Recency and Resumption of Practice.....	3
1. Definition and Thresholds.....	3
2.1. Definition of Practice.....	3
2.2. Definition of Recent	3
2.3. Qualifying for Recency of Practice	4
2.4. Maintain Evidence of Practice	4
3. Resumption of Practice Requirements	4
3.1 Independent Resumption of Practice Program.....	4
3.2. Mentored Resumption of Practice Program	5
3.3. Completion of Resumption of Practice Program	5
3.4. Provisional Membership	5
3.5. Disputes and Appeal Process	6
4. Requirements Once Practice Has Been Resumed.....	6
5. Review of Document.....	7
6. Glossary.....	7

Recency and Resumption of Practice

This document outlines the minimum requirements for Recency and Resumption of Practice for pedorthists and pedorthic retailers renewing their certification as an Australian Certified Pedorthic Retailer, Pedorthist, or Pedorthist Custom Maker. Recency of practice means that a practitioner has maintained and utilised their professional knowledge and skills, and the extent to which contemporary practice and competence, within a profession, has been maintained.

Practitioners must declare that they meet the PAA Recency of Practice requirements upon first obtaining certification and upon every annual renewal.

If the Recency of Practice requirements are not met upon initial entry and annual renewal of clinical certification, the Resumption of Practice requirements outlined in this document apply.

This guideline should be read alongside the [PAA Criteria for Certification in Pedorthics](#).

1. Definition and Thresholds

2.1. Definition of Practice

Practice is defined as working in any role, whether remunerated or not, in which an individual uses their skills or knowledge to contribute to the safe and effective delivery of pedorthic services. Practice is not limited to the provision of direct clinical care, and includes working in a direct non-clinical role, manufacture of devices, management, administration, education, teaching, training, research, advisory, regulatory, quality or policy development-related roles, and any other roles which might impact on the safe and effective delivery of services in the profession of pedorthics.

2.2. Definition of Recent

In order to be recent, the individual has utilised their professional knowledge and skills in the activities that meet the definition of practice since qualifying as a pedorthic retailer or pedorthist. The recency of practice threshold varies according to the number of years since graduation and the number of years practising:

- Practitioners applying for certification up to two years since graduation are exempt from the Recency of Practice requirements.
- All other practitioners must have practised for at least 1000 hours over the previous five years (or part thereof*).

*If a practitioner has graduated three to five years ago, the total hours of practice they must accrue is calculated on a pro-rata basis of 200 hours per year.

2.3. Qualifying for Recency of Practice

If an individual does not meet the required minimum hours over the specified time period, they do not meet the Recency of Practice threshold. As a result, the individual will be required to complete a Resumption of Practice Program to achieve or regain their PAA certification. Maintenance of CPD or certification does not constitute recent practice.

The maximum timeframe allowed for not being certified with PAA is 5 years, after which an assessment of Resumption of Practice must be undertaken, irrespective of meeting the minimum hours threshold for Recency of Practice.

2.4. Maintain Evidence of Practice

PAA may audit members by requesting evidence of Recency of Practice at any time. It is imperative that evidence of hours practised is maintained for five years (e.g. employment contract, payslips showing hours worked, letter from employer or organisation where volunteer work was done, statutory declaration from business co-owner or office manager).

3. Resumption of Practice Requirements

The Resumption of Practice requirements apply to practitioners who want to resume practice and obtain PAA certification after not meeting the Recency of Practice requirements.

There are two Resumption of Practice Programs: Independent Resumption of Practice and Mentored Resumption of Practice. The program an individual is required to complete will depend on the number of years of experience they have been practising and, if they were absent from the profession, for how many years they were absent. The Pedorthic Association of Australia's APRB Committee will assess everyone on a case-by-case basis and will allocate them to the appropriate Resumption of Practice Program.

Table 1 outlines the criteria for each program:

Criteria	Resumption of Practice Program
Practiced for MORE than 2 years, absent for 3-5 years	Independent
Practiced for MORE than 2 years, absent for 5 years or longer	Mentored
Practiced for LESS than 2 years, absent for 2 years or longer	Mentored

3.1 Independent Resumption of Practice Program

The Independent Resumption of Practice Program requires individuals to complete a minimum number of program hours within a specified time frame determined by the APRB Committee. The APRB Committee will assess these program activities at the completion of the program. Information about acceptable program activities and their categories are outlined in the [PAA Criteria for Certification in Pedorthics](#).

3.2. Mentored Resumption of Practice Program

The Mentored Resumption of Practice Program requires individuals to complete CPD activities described above, but with the proviso, it is completed under the guidance of a suitable mentor. The program participant must submit a nomination for their preferred mentor to the APRB Committee, including a brief outline of their suitability against the criteria. The Chairperson of the APRB Committee must approve the nominated mentor prior to the individual starting the Resumption of Practice Program. The applicant should seek assistance from the APRB Committee if they cannot identify a suitable mentor. A suitable mentor will meet the following criteria:

- A current Certified member of the PAA appropriate to the certification level or higher.
- Practices as a pedorthic practitioner for at least five years since qualifying
- The mentor must agree to guide the applicant in their choice of CPD activities for the Resumption of Practice Program and meet all responsibilities outlined in this document.

3.3. Completion of Resumption of Practice Program

Once the APRB Committee is satisfied with CPD activities completed within the pre-specified time frame, the individual will have completed the Resumption of Practice Program and must then sit for and pass the APRB certification panel to obtain their certification and be transferred to a Certified Membership.

3.4. Provisional Membership

An individual is unable to hold a Certified Membership with the PAA in cases where there is an inability to meet the Recency of Practice requirements for PAA certification. Therefore, when an individual enters a place in PAA's Resumption of Practice Program, they will instead be classified under a Provisional Membership.

Provisional Membership is a short-term status that covers the period in which the practitioner is progressing towards acceptance for the appropriate certification membership.

Benefits of Provisional Membership

- Confirmation of Provisional Membership and enrolment in the Resumption of Practice Program
- Access to the Members Only section of the website
- Copies of Member-only communication
- Access to member discounts for PAA events, training, webinars, and online bookshop

Limitations of Provisional Membership

- The member is not certified and, therefore, unable to use the titles Certified Pedorthic Retailer/Pedorthist/Pedorthist Custom Maker (CRetPed Au, CPed Au, CPedCM Au) or the PAA certified member logo.
- The member is not included in the Find a Pedorthist directory on the PAA website.
- The member will not receive a membership certificate
- The member will not have a Certified Member status confirmed for employment or credentialing purposes
- The member does not have membership voting rights

Becoming a Provisional Member

The individual will need to complete the relevant online application and pay the application fee. On the basis that the APRB Committee accepts the application for Resumption of Practice, the applicant must make payment of the Provisional Membership fee to start the Resumption of Practice Program. Individuals are only eligible for the Provisional Membership category while enrolled in the Resumption of Practice Program. Provisional Membership will be revoked should the individual not complete the Program within the prespecified time frame.

Provisional Membership Fee

The Provisional Membership fee is listed in the Membership fee schedule on the PAA website. It must be paid each year the practitioner is enrolled in the Resumption of Practice Program and is non-refundable once the Program has commenced.

3.5. Disputes and Appeal Process

Any queries regarding the Resumption of Practice Program or outcome should be lodged with the APRB Committee. You can refer to the [PAA's Complaints Policy](#) for guidance.

4. Requirements Once Practice Has Been Resumed

Once practice has been resumed, whereby the individual is once again a PAA Certified Member, the individual must ensure that they maintain the required number of practice hours, which are:

- At least 200 hours of practice per clinical certification period according to the Recency of Practice requirements, **and**;
- At least 1,000 hours of practice in every five-year period following resumption of practice in pedorthics.

The pedorthic certification compliance with the above requirements for certified members who have resumed practice may be audited from time to time. It may also be checked if the Pedorthic Association of Australia and/or the APRB Committee receives a notification about you.

5. Review of Document

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

Last approved: February 2024

Revision due: February 2029

6. Glossary

The following glossary of terms applies across all PAA governance documents:

Advice: Provision of information, education, guidance and/or recommendations regarding foot health, foot care, footwear, pedorthic footwear and orthotic appliances.

AGM: Annual General Meeting.

ANTA: Australian National Training Authority or succeeding organisations. a statutory authority operating between 1992-2005 that focussed on vocational education and training (VET).

Appeal: A written request to review a PAA or APRB Committee decision.

Appeal Committee: A committee nominated by the PAA Board to manage the appeals process.

Applicant: An individual who has applied for membership with the PAA or certification/re-certification.

APRB Committee Chair/Committee Chair: A member of the APRB Committee responsible for administering the certification process and maintaining the pedorthic register.

APRB Committee Members: A managing committee of five (5) individuals nominated and endorsed by the PAA Board. Each Committee member is elected for three (3) years.

Australian Pedorthists Registration Board (APRB) Committee or APRB Committee: A PAA sub-committee that manages certification of pedorthists in Australia and investigates all complaints received by the PAA.

Bachelor program: A higher education program accredited by the PAA Course Accreditation Committee to deliver pedorthic education.

Board of Directors: The body responsible for governance of the PAA.

Certification: The formal recognition and registration process of pedorthists in Australia.

Certification Panel: A panel of examiners that reviews certification applications and makes a decision regarding an applicant's competency and suitability for certification.

Certified Person: An individual formally recognised and registered by the APRB Committee including Certified Pedorthic Retailer, Certified Pedorthist and/or Certified Pedorthist Custom Maker.

Complaint: Any expression of concern, dissatisfaction or disagreement with a decision or action made by the PAA, APRB, certified pedorthists or other members, the quality or delivery of service or the conduct of another person.

Criteria for Certification in Pedorthics or Criteria: The program prepared by the PAA which sets out the requirements and processes for pedorthic certification and re-certification in Australia.

Custom-made: Unique and made specifically for an individual.

Evidence-based or evidence: Valid and reliable information that is supported by rigorous research.

Fabricated or fabricates: All aspects involved in producing an orthotic appliance or pedorthic footwear. Similar terms include "manufactures", "makes" or "custom-makes."

Informed consent or consent: A voluntary decision by an individual agreeing to a treatment or intervention following provision of comprehensive, accurate, relevant, and clear information.

Investigating Officer: The person delegated by the APRB Committee to investigate a complaint and provide a report to the APRB Committee Chair.

IVO: Internationaler Verband der Orthopädie-Schuhtechniker (IVO), also known as the International Pedorthic Association, of which the PAA is a member.

Orthotic Appliances: An appliance worn on the body to reduce or prevent deformity or to provide support, relieve pain and facilitate movement such as foot and lower limb orthoses, foot orthotics, orthomechanical devices, ankle foot orthoses (AFOs), knee ankle foot orthoses (KAFOs), compression garments, splints, below knee walkers, controlled ankle movement (CAM) walkers, moonboots, Charcot Restraint Orthotic Walkers (CROW), ankle braces, and drop foot braces.

Patient: a recipient of pedorthic care, products and services. Includes terms such as client, user, recipient of service, insured person, consumer, beneficiary or participant. The term may include stakeholders who represent the patient such as carers, support people, family members, partners, workers and/or guardians.

Patient- or person-centred care: involves identifying and understanding what is important to the patient, establishing trust and mutual respect and working together to share decisions and plan care.

Pedorthic Association of Australia (PAA) or Association or PAA: A voluntary fee-based membership organisation and peak representative body for pedorthists in Australia.

Pedorthic Footwear: Footwear specially designed, fabricated and/ or modified to improve health and mobility, reduce discomfort and/or minimise the propensity for lower limb impairment in the future. Similar terms include medical grade, orthopaedic, therapeutic, extra-depth or surgical footwear.

Pedorthic Register: A list of certified persons maintained by the APRB Committee.

Pedorthics: The professional field concerned with the provision of pedorthic footwear, orthotic appliances and appropriate advice to a patient after assessment and analysis of the patient's condition(s). Includes the provision of prefabricated footwear, alteration and modification of prefabricated footwear, custom-designed and fabricated pedorthic footwear and orthotic appliances, and advice on the need and application of pedorthic footwear and orthotic appliances.

Pedorthic Services: Strategies to improve, maintain or promote patient health and mobility that includes advice regarding foot health care, footwear, and orthotic appliances and/or provision of prefabricated or custom-made pedorthic footwear, prefabricated or custom-made orthotic appliances and/or footwear modifications. Includes the terms "pedorthic care" and "pedorthic intervention."

Pedorthist: A person trained in Pedorthics who provides pedorthic footwear and orthotic appliances, pedorthic advice and pedorthic services.

Practice: Work performed in any role, whether remunerated or not, in which an individual uses their skills or knowledge to contribute to the safe and effective delivery of pedorthic services.

Prefabricated: Industrially manufactured and not custom-made to individual specifications. Similar terms include "ready-made", "off-the-shelf" and "over-the-counter".

Recent: An individual who has utilised their professional knowledge and skills in activities that meet the definition of practice since qualifying as a pedorthic retailer or pedorthist.

Re-certification: The process of renewing pedorthic certification in Australia.

Registrar of Pedorthists or Registrar: The agency that credentials individuals as certified pedorthists. The Registrar is the PAA.

Relevant Regulatory Body: Includes any department or nominated individual, or body empowered by the Government of the Commonwealth of Australia, States and Territories and local councils.

Review Board: A panel of representatives from which the Certification Panel is drawn.

TCF Training Package: Textiles, Clothing and Footwear (TCF) Training Package Medical Grade Footwear LMT07 as endorsed by the National Training Quality Council 2008 or later versions endorsed by the relevant government authority and PAA.

VET: Vocational education and training.