

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR CERTIFIED PEDORTHISTS



PEDORTHIC ASSOCIATION OF AUSTRALIA

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Continuing Professional Development (CPD) for Certified Pedorthists

This document is to be read in conjunction with the [Criteria for Certification in Pedorthics](#).

What is CPD?

The CPD program is an Australian system designed to enhance and encourage continuing education and professional development opportunities for certified pedorthists.

It provides guidelines to recognise the effort of practitioners in maintaining and developing their knowledge and skills in daily practice.

The continuing development record shows the duration and type of activity undertaken and, if applicable, details of the practitioner. This record must be submitted with the application for re-registration.

Why do we need continuing education?

To maintain certification, all certified pedorthists shall undertake continuing professional development. Appropriate areas for continuing development would be training in footcare, materials, communication skills and quality management. Attendance at one of the development activities approved by the PAA is strongly recommended each year for re-certification of CRetPed Au, CPed Au and CPedCM Au.

Pedorthists have responsibilities and obligations to their patients and to the broader community to provide safe, beneficial, responsible, and competent healthcare.

Increasingly, health insurances and other funding bodies are seeking reassurance as to the qualifications and competence of health practitioners. To keep up with changes in the healthcare system, the profession and consumers demand CPD programs ensure a relevant and appropriate approach is taken.

What are the specific CPD requirements?

CPD programs follow a one-year cycle, aligned with the financial year, running from 1 July to 30 June.

To meet the requirements, certified pedorthists need to complete a minimum of thirty (30) hours continuing professional development between 1 July – 30 June each year across at least 3 of the 4 nominated categories, one of them attending a conference. A maximum of 10 hours total in each of the 4 categories will be accepted.

CPD undertaken by pedorthists should be consistent with the ethics and principles set out in various standards and criteria published by the PAA.

Activities are recorded in the Professional Development Record sheet. The log sheet should document the total time spent on each activity, provide a short description of the activity, specify the provider, and appropriately allocate a category.

Once the total hours have been achieved and documented, the log sheet is submitted to the APRB Committee. Records including the CPD plan, activities and associated paperwork (e.g. conference receipts, certificates and project results) should be retained for auditing purposes.

The APRB audits every member's CPD log sheets. Additionally, a random audit of 5% of members' mandatory declarations is conducted. A 100% audit of CPD logs ensures compliance verification for all members, while a random 5% audit evaluates the accuracy and integrity of mandatory declarations.

What are learning activities?

Apart from PAA approved development activities, other suitable sources of continuing professional development include:

- Course work as part of a university, or TAFE, or other professional training
- Attendance at seminars or workshops concerning subjects covered in the [Certification Criteria](#)
- Own research on the subject of foot problems and footwear
- Subscription and reading of association publications etc.

Other sources of continuing professional development may be acceptable to the Review Board and should be submitted to the APRB Committee for approval prior to re-registration rather than relying on approval at re-registration time.

Learning activities may refer to:

- Distance education modules and online learning (should include an examination or assessment component)
- Conferences, forums, seminars, and workshops
- Undertaking research and presentations of work (for example papers for publication, major conference posters, and official submissions. These need to be substantive, reference and evidence-based)
- Making health-related presentations of new or substantively reviewed material (for example research presentations, poster presentations, lectures, seminar presentations)
- Courses accredited by professional bodies
- Planning or running of courses
- Self-study – reference materials, journals etc.
- Clinical case discussion with other health professionals
- Quality assurance activities such as practice accreditation
- Research

- Clinical supervision of students and practitioners
- Clinical supervision/mentoring of students or practitioners

Learning activities must be achieved in different categories

Learning occurs through a wide variety of activities.

Work-based learning:

- Case studies
- Reflective practice
- Clinical audit
- Visiting other allied health professionals or colleagues and reporting back
- Analysing significant events
- Evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework
- Lecturing, tutoring, or teaching

Professional activity:

- Involvement in a professional body
- Being an examiner
- Membership in other professional bodies or groups
- Giving presentations at conferences
- Organising accredited courses
- Being a national assessor
- Supervising research

Formal/educational:

- Completing Courses
- Doing further education
- Doing research
- Supervising research
- Attending conference (**mandatory attendance at one face-to-face conference**)
- Writing articles or papers
- Going to seminars
- Viewing a Live Webinar

Self-directed learning:

- Reading journals/articles and writing a summary
- Reviewing books or articles and writing a summary
- Updating knowledge through the internet or TV and writing a summary
- Viewing an On-Demand (recorded) webinar

This list is not intended to be exhaustive. The intention is that the registrant will make a professional judgement as to which type and frequency of activity will allow them to meet the requirements of the [Criteria](#).

The CPD scheme is based on ongoing learning and development and focuses on the individual's learning achievements and how these have been reflected in their clinical practice and service delivery, either directly or indirectly.

CPD Exemptions

The PAA recognises that certain circumstances may make it challenging or impossible for a certified pedorthist to fulfill their annual CPD requirements. In such cases, the PAA may grant CPD exemptions.

Certified pedorthists seeking a CPD exemption due to exceptional circumstances must submit a written request explaining the nature of those circumstances. The request must be supported by relevant evidence demonstrating that the circumstances prevented completion of the required CPD activities.

Exemptions from CPD requirements may be considered under the following circumstances:

1. Medical Conditions:

- Severe illness or injury that prevents participation in CPD activities.
- Chronic health conditions requiring prolonged treatment or recovery time.

2. Parental Leave:

- Maternity, paternity, or adoption leave.

3. Personal Hardship:

- Significant personal or family issues, such as bereavement, that impact the ability to engage in CPD.
- Unforeseen events such as natural disasters or other crises.

4. Professional Circumstances:

- Extended career break or unemployment where CPD activities cannot be reasonably pursued.
- Relocation to a region where CPD opportunities are limited.

Exemption requests will be assessed on a case-by-case basis by the PAA Board. Exemptions will involve a reduction in the annual CPD requirements rather than a complete waiver, except in extreme circumstances.

Upon returning to regular practice, certified pedorthists granted an exemption may be required to complete additional CPD activities to ensure their skills and knowledge remain current.

If an exemption request is denied, the applicant may appeal the decision by submitting an appeal letter within fourteen (14) days of receiving the decision.

CPD Audit Outcomes

Outcomes

- **Compliance**

The member meets all CPD requirements and successfully passes the audit. This is documented in the member's record, published on the public certified pedorthist registration list, and the member is issued a certificate and member badge.

- **Minor Non-Compliance**

The member has minor discrepancies in CPD logs or mandatory declarations (e.g., missing documentation, slight shortfall in hours). The member is notified in writing of the specific issues and provided with guidance to achieve compliance within a specified timeframe.

- **Major Non-Compliance**

Significant gaps or falsifications are identified in the member's CPD logs or mandatory declarations. The member receives formal notice of major non-compliance, along with a request for a detailed explanation. Corrective action/s are issued to be completed within a given timeframe.

What If I don't meet the requirements?

The [Criteria](#) (Section 5) establishes possible consequences if certified pedorthists fail to achieve compliance, including that:

- The PAA and/or APRB Committee can impose a condition or conditions on registration or can refuse an application for certification or renewal of certification, if requirements in an approved certification standard for the profession are not met.
- Registration standards, codes or guidelines may be used in disciplinary proceedings against a certified pedorthist as evidence of what constitutes appropriate practice or conduct for the pedorthic profession.

Appeals Process

A member can appeal a decision related to CPD audit findings by submitting a written request to the APRB Committee or PAA Board. The appeal will be reviewed by an independent panel and a final ruling issued.

Review of Document

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

Last approved: August 2024

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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.