

Advice to applicants

General

Use this template to record all activities undertaken that aim to enhance your professional skills in a veterinary context. This template can also be used to indicate activities you intend to undertake.

Requirement to undertake CPD

Continuous Professional Development (CPD) of veterinary practitioners is a requirement of their registration under the *Veterinary Practice Act 2018*, and is designed to ensure practitioners maintain their skills and knowledge to provide the best possible service.

Continuing education is essential to maintain and enhance professional skills and knowledge. One of the primary responsibilities of the Board is to protect the public from the practice of sub-standard veterinary science by veterinary practitioners.

The Board uses two approaches to achieve this aim. The first is to take retrospective corrective action against veterinary practitioners who are found guilty of unprofessional veterinary conduct. The adequacy of continuing education is considered as a contributing factor when making determinations about Unprofessional Conduct.

The second approach is to establish appropriate mechanisms to ensure that registered veterinary practitioners undertake sufficient post graduate continuing education to enable the provision of highly competent professional veterinary services. These two approaches are not mutually exclusive and are exercised simultaneously.

The Board adopts the CPD requirements established by the Australian Veterinary Association (AVA). Full details of the AVAs CPD requirements are available on the AVAs website <http://www.ava.com.au/>.

Exemptions

The following people exempt from the requirement to provide a record of their CPD:

- Graduates, for the first 12 months following their graduation;
- Veterinary practitioners who are registered as 'non-practicing' and do not intend to return to the workforce.

Submission of CPD Statement

A veterinary practitioner must include a copy of their CPD statement with their annual renewal for registration.

The annual cycle of CPD is 1 April to 31 March.

The Board will undertake an annual audit of CPD statements to ensure compliance. Veterinary practitioners must retain evidence to support each entry which may be required to support CPD activities in case requested by the Board.

Further, the Board may request a veterinary practitioner's CPD plan at any time. In such cases, the practitioner must provide a copy of the CPD plan to the Board within seven (7) days of a request being received.

Veterinary practitioners must provide a copy of their CPD statement when responding to a complaint received by the Board against them.

CPD Points

All Australian veterinary Boards have agreed, through the Australasian Veterinary Boards Council (AVBC) and the AVA, on a minimum requirement of 60 CPD points over a consecutive 3 year cycle (a triennium).

At least 15 of the required 60 CPD points must be structured points. The remaining 45 points may be either unstructured points or more structured points.

Veterinary practitioners who fail to meet their CPD requirements for any 3 year cycle will be required to address any deficit during the following cycle (adjusted current cycle).

The total points for any adjusted current cycle will therefore be the standard requirement plus the deficit from the previous cycle.

Keeping a record of CPD activities

Veterinary Practitioners may maintain their CPD details in any form. The CPD plan must be legible and contain sufficient information to demonstrate that the practitioner is meeting and maintaining their CPD requirements. The CPD plan must be able to be printed or sent electronically.

The AVA also provides an online tool for AVA members to keep track of their CPD.

What type of activities count towards CPD?

Most activities that aim to enhance your professional skills in a veterinary context count towards your CPD, for example conference attendance or a course on time management. The table below provides examples of eligible activities, including the number of points per activity.

Supporting Evidence

Validation of CPD activities must be kept for at least 4 years for possible future reference. Examples of supporting evidence is provided in the table below.

Points System
Structured Points (Minimum 15 points per triennium)

Activity	Hours	Points	Supporting Evidence
Conferences, Seminars	1 1 Day	1 6	Certificate
Assessed computer-based or correspondence courses, Written Assessment Tests	1	1	Certificate/Letter of results
Accreditation Program for Australian Veterinarians (APAV) courses	Per unit/chapter	1	Certificate/Letter of results
Workshops and wetlabs	1	2	Certificate
Quizzes based on presentations or journal papers	Per quiz/ presentation/paper	1	Completed quiz and results
Talks to community/ schools (first presentation only)	1	2	Signature of organiser or copy of paper
Formal presentation	1	4	Copy of paper / Marketing material / tax invoice or confirmation email. (first presentation only)
Accreditation scheme by examination	1	4	Evidence of accreditation/accreditation certificate

Unstructured Points

Activity	Hours	Points	Supporting Evidence
Clinical Review Project	1	1 (up to 10)	Evidence of attendance and documentation of relevance to CPD
Clinical rounds	2	1	Evidence of attendance and documentation of relevance to CPD
Mentoring undergraduate students	Per day	1	Signature of student
Mentoring postgraduate students or being mentored	1	1	Signature of recipient/ mentor
Small group learning	2	1	Evidence of attendance and documentation of relevance to CPD
Journal publication	1	1	Copy of first page
Private reading, Unassessed course/audio/ computer based course	2	1	Name/journal/author/pages or Other evidence of activity

Enter the details of each CPD activity that you have undertaken in the last three years

CPD Statement
Veterinary Practitioner Name:
Registration number:

Date	Activity title/description	Provider/ Organiser	Structured Points	Unstructured Points	Comments

Date	Activity title/description	Provider/ Organiser	Structured Points	Unstructured Points	Comments
MINIMUM REQUIREMENT: 60 points per triennium (with at least 15 points from structured activities)		Subtotal [year]			Signed: Print Name: _____ Date: _____
		Subtotal [year]			
		Triennium Subtotal			
		Triennium total points			

VETERINARY SURGEONS BOARD
Australian Capital Territory

Future Development Plan	
Development Objective/Action	Target/Review Date
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