

# 2016 Continuing Professional Development (CPD) Guidelines for Accredited Exercise Physiologists (AEP)



## Background

The aim of continuing professional development (CPD) is to enable those accredited with ESSA (Accredited Exercise Scientists (AES), Accredited Exercise Physiologists (AEPs) and Accredited Sports Scientists (ASps)) to maintain and expand their professional competence. ESSA's guidelines for continuing professional development are based on national registration requirements for allied health professionals.

These continuing professional development requirements apply to all ESSA Accredited Exercise Physiologists (AEPs).

## The 2016 requirements to maintain accreditation as an exercise physiologist are:

1. A minimum of 20 CPD points per year (1 January – 31 December) are required by all accredited exercise physiologists with the following exceptions:
  1. *In the year you first become accredited there is no cumulative CPD requirements e.g. if accredited on 15 September 2015, you will have from that date until the end of the following calendar year (31 December 2016) to accrue your first 20 CPD points. 20 CPD points are required annually thereafter – i.e. January to December.*
  2. *If your accreditation is not current (due to suspension, leave of absence or lapsed) and you are returning to practice then separate CPD requirements apply – refer to ESSA's Return to Practice Policy.*
2. Hold a current cardiopulmonary resuscitation certificate (HLTAID001 Provide Cardiopulmonary Resuscitation). Your CPR must always be valid and be renewed annually.
3. Hold a current first aid certificate (HLTFA311A – First Aid or HLTAID003 Provide First Aid). Your first aid must always be valid and be renewed as required.
4. Hold professional indemnity and public liability insurance, either personally or through your workplace whilst practising in a professional or voluntary capacity.

You are required to keep a copy of your Statement of Attainments for CPR and first aid and a valid insurance certificate of currency with your annual CPD logbook and if you are selected in ESSA's CPD compliance audit, these must be produced.

Standards & Compliance professional development must be completed once, within 4 months of accreditation or return to practice, unless previously completed.

If an individual is an AES and an AEP and/or ASp, a total of 20 CPD points are required in 2016.

CPD documents must be retained for a period of 5 years.

## Standards & Compliance Professional Development

The completion of the Standards & Compliance Professional Development (PD) is a requirement for all AEPs but is only required to be completed once. Failure to complete this PD in the required timeframe will affect the accredited persons privileges and may affect the individuals eligibility for future accreditation. There is no exemption to the completion requirement.

The completion timeframes are:

- If accredited on or before 30<sup>th</sup> September 2013, you should have successfully completed this professional development by 31<sup>st</sup> December 2013.
- If accredited on or after 1<sup>st</sup> October 2013, you are required to successfully complete this professional development within 4 months of your accreditation date.
- If Returning to Practice after an official leave of absence, you are required to successfully complete this professional development within 4 months of your returning date.
- The only exception to the above completion timeframes is if you receive written advice from an ESSA national office staff member.

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## CPD Point System

The point system is broken down into four (4) categories as follows:

1. **Presenting and Publication:** Points from this category are tailored to meet the needs of AEPs involved in professional development delivery, research and advocacy.
2. **Further Education:** Points from this section are tailored to meet the ongoing professional development needs of AEPs, to maintain knowledge currency and evidence-based practice. ESSA accepts any clinical professional development you successfully complete that is within the scope of practice of an AEP.

*Please note that there is a minimum of 15 CPD points required from further education.*

3. **Self-Education:** Points from this category are available to AEPs who review research, journals or other publications, including recorded presentations from a professional source.
4. **Community services:** Points from this category are designed to reflect the contribution AEPs make to our industry and our colleagues (both students and peers).

## Presenters Qualifications

ESSA strongly recommends you check the qualifications of the presenter of your professional development and, if necessary the author, to ensure they have the correct level of experience, knowledge and understanding for your daily work, clients conditions and personal qualifications, etc. At any time the presenter should be able to provide you with this information.

Please refer to [ESSA's Pilates based Professional Development Guidelines \(individuals\)](#) for all presenter requirements for any Pilates based professional development you intend to undertake.

## Important information

- Please note that a minimum of 15 CPD points are required annually from Category 2, Further Education.
- If audited, you will be required to supply appropriate evidence of any professional development activity you have participated in for the audit period. The evidence required is listed within ESSA's 2016 Continuing Professional Development (CPD) Point System.
- All clinical professional development claimed must be within the scope of practice of an AEP. Activities that fall outside of the respective scopes of practice cannot be claimed. Out of scope activities broadly encompass passive therapies such as massage, manipulations, McKenzie therapy, dry-needling, ultrasound therapy, and others.
- To earn CPD points, you must successfully complete or attend the professional development in full. You will not be awarded points based on purchase alone.
- All activities that earn you CPD points can only be claimed once.
- Points cannot be claimed for your main job role, i.e. a lecturer is not able to earn points for lecturing at their own university, an exercise physiologist is not able to earn points for practising.
- Points cannot be claimed for induction days or courses/workshops providing education and/or information on internal procedures and policies of your workplace, inclusive of software programmes and equipment.
- Any Pilates based professional development must adhere to the ESSA's policy for Pilates based Professional Development Guidelines for accredited persons.
- Any professional development completed prior to your accreditation date cannot be claimed.
- Your CPD logbook and evidence is only required to be submitted to ESSA if you are chosen in our 15% CPD compliance audit, or if this information is requested by the ESSA National Board.
- You are required to keep evidence of your CPD compliance for a period of 5 years.
- The audit can cover any of the 5 year periods following the commencement of these guidelines (2012).

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Further details regarding each of the above categories and the points breakdown associated with different professional development activities, are provided in ESSA's 2016 Continuing Professional Development (CPD) Point System which can be found at [ESSA's Professional Development Centre](#).

## Recordkeeping

The 2016 CPD logbook including the full guidelines, important information and point system is available at the ESSA Professional Development Centre. You can choose to use the electronic or manual logbook. Regardless of your method of logbook, AEPs are required to keep correct documentation of their annual CPD activities. These records must be kept for a minimum of 5 years.

Records are to include:

- a) Employment held in 2016
- b) Professional development goals for 2016
- c) Professional development activities for 2016
- d) Evidence of CPD activity undertaken
- e) Statement of Attainments for CPR
- f) Statement of Attainments for first aid
- g) A valid insurance certificate of currency for professional indemnity

## Declaration at registration renewal

AEPs are required to make a declaration when renewing their accreditation each year with ESSA that they have complied with ESSA's CPD requirements. You are not required to provide your evidence or logbook unless requested via the annual random audit or special requests.

## Auditing

AEPs are randomly selected to undergo the audit process. ESSA conducts an annual audit of 15% of accredited persons (AES, AEP and ASps) for CPD compliance. If you are not audited you are **not** required to submit your CPD record to ESSA but you must keep your record for a minimum of 5 years.

AEPs who are contacted by the association in relation to a CPD audit are given 28 days to provide their documentation to the national office. An audit can cover any period from 2012. If an AEP is unable to provide evidence, their accreditation will be immediately suspended pending satisfactory resolution, and regulatory bodies (such as Medicare) will be notified.

The ESSA National Board may also require certain AEPs, following an investigation into a complaint or concern about an AEP, to submit CPD evidence annually.

## Exemptions

To apply for an exemption from completing the required annual CPD, an AEP must provide details of the extraordinary situation that would allow for an exemption to be granted. Exemption applications are at the discretion of the National Board. Only situations that have created a significant obstacle to your ability to complete CPD will be considered. Exemptions will be in the form of a reduction in CPD requirements only.

## Scope of Practice

The current version of the AEP Scope of Practice is available via the [ESSA website > ESSA & You](#).

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## **Failing to complete required annual continuing professional development**

In the event that an accredited person fails to meet the required continuing professional development requirements set by the National Board, the Board may:

- a) impose additional continuing professional development activities within a specified period, and/or;
- b) require the accredited person to undergo an annual continuing professional development audit the following year, or;
- c) withdraw the persons accreditation.

## **Leave from accreditation**

ESSA has a Leave of Absence and Return to Practice policy for AEPs who take leave from the industry. For further information, please contact the ESSA National Office.