

Introduction

The *Veterinary Practice Act 2003* (s 33(e1)) requires details of any continuing professional development undertaken by the veterinary practitioner to be reported in the Annual Return. The *Veterinary Practice Regulation 2013* (cl 10) provides further details of this requirement. The Board has determined that veterinary practitioners must attain 60 continuing professional development (CPD) points every 3 years including a minimum of 15 structured points. The *Veterinary Practice Act 2003* (s 35 (e1)) provides that failure without reasonable excuse to comply with CPD requirements is defined as unsatisfactory professional conduct.

Purpose

The purpose of this policy is to ensure that the objectives of the *Veterinary Practice Act 2003* (Act) and *Veterinary Practice Regulation 2013* (Regulation) are achieved and that there is a consistent and equitable approach to the management of veterinary practitioners who are unable to meet their CPD requirements.

Policy

Veterinary practitioners who fail to meet their CPD requirements within a 3 year period will be required to address any deficit during the following 3 year period (adjusted requirement). The total points for any adjusted requirement will therefore be the standard requirement plus the deficit from the previous period. If the veterinary practitioner fails to attain the amount of CPD points in the adjusted requirement within or by the completion of a further 3 year period the Board may raise a complaint against the veterinary practitioner in accordance with Part 5, Division 2 of the Act.

Procedure

- i. The Registrar will provide a report to the August meeting of the Board each year with the details of all veterinary practitioners who have failed to meet CPD requirements for the previous 3 year period ending March 31 that year.
- ii. The Board will determine adjusted requirements for CPD based on the following criteria:
 - a. If the veterinarian has failed to complete any CPD points the Board may impose non-practising conditions on the veterinarian's registration in accordance with the Act (s 19) until such time that the veterinarian provides appropriate validation to confirm that a prescribed amount of CPD points has been attained
 - b. If there is a deficit of structured CPD points which is greater than 5, the veterinarian will be provided with written notification that a condition has been placed on his or her registration with a requirement that these points and an additional 5 structured points (pro rata calculation) must be attained by the end of the current return period (31 March). The total adjusted requirement of CPD points for the veterinarian will consist of the standard requirement plus the deficit from the previous 3 year period.
 - c. If there is a deficit of structured points which is less than or equal to 5, the veterinarian will be provided with written notification that these points must be attained within 3 years. The total adjusted requirement of CPD points for the veterinarian will consist of the standard requirement plus the deficit from the previous 3 year period. Whilst this requirement will be noted on the veterinarian's file this may not necessarily involve the imposition of conditions on the registration of the veterinarian.
 - d. If there is a deficit of unstructured points, the veterinarian will be provided with written notification that not all CPD requirements have been met and the educational value of unstructured CPD activities. The veterinarian will be encouraged to complete and report unstructured CPD activities in the Annual Return but this will not involve the imposition of conditions on the registration of the veterinarian.
- iii. If a veterinary practitioner fails to comply with either non-practising conditions or a condition to fulfil CPD points in accordance with this policy the Board may make a complaint against that veterinarian in accordance with Part 5, Division 2 of the Act in breach of s 35(d) and s 35(e1).
- iv. Veterinary practitioners who have had conditions imposed on their registration in accordance with ii. above will be reviewed at least annually by the Board.

- v. Once a veterinary practitioner has provided validation for the successful completion of any deficit in CPD requirements imposed by a condition under this policy the Board will remove this condition from his or her registration.

Monitoring

- i. The fulfilment of CPD requirements (including adjusted requirements) is monitored annually using annual return data collated for veterinary practitioners over the preceding 3 years
- ii. Veterinarians who have had conditions imposed on their registration under this policy will have their conditions reviewed annually (or earlier if available)
- iii. Complaints against veterinary practitioners based on failure to meet CPD requirements and associated findings will be recorded in the complaints register

Training and Communication

The Registrar is responsible for ensuring that all persons who are involved in making a decision in relation to failure to meet CPD requirements receive training in the implementation of this policy.

Conflict of Interest

Members of the Board must comply with the Code of Conduct for Board Members in relation to decisions regarding failure to meet CPD requirements.

Review

This policy shall be reviewed annually or as required to ensure that it remains appropriate to the operations of the Board and compliant with the relevant legislation.