

## 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 in the following year (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 the return period the Board may raise a complaint against the veterinary practitioner in accordance with Part 5, Division 2 of the Act.

## Procedure

1. The Registrar will provide a report to the Board each year after the renewal period 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.
2. 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 will notify this veterinarian that it 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 (1-15) the veterinarian will be provided with written notification that a requirement has been placed on their registration that this deficit of structured points and an additional 5 structured points (pro rata calculation) must be attained by the end of the current return period (31 March).
3. The Board recognises the educational value of and encourages the completion and reporting of unstructured CPD points in the Annual Return but a deficit of unstructured points will not lead to the imposition of any requirements on the registration of the veterinarian.
4. Veterinary practitioners who are unable to complete CPD requirements and who have submitted a health declaration will be reviewed in accordance with the Board's Health Program and this policy.
5. If a veterinary practitioner fails to comply with a requirement to complete CPD in accordance with this policy the Board may:
  - a. Grant an extension of 30 days to complete this requirement
  - b. Impose a condition requiring the completion of the deficit structured points and an additional 10 structured points (pro-rata calculation)
  - c. Notify the veterinarian that it intends to apply non-practising registration conditions and provide the veterinarian with an opportunity to respond
  - d. Raise 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).
6. Veterinary practitioners who have had CPD requirements imposed on their registration in accordance with 2. above will be reviewed at each meeting by the Board.
7. Once a veterinary practitioner has provided validation for the successful completion of any deficit in CPD requirements under this policy the requirement or condition will be removed from their registration.

## Monitoring

1. The fulfilment of CPD requirements (including adjusted requirements) is monitored annually using annual return data collated for veterinary practitioners over the preceding 3 years
2. Veterinarians who have had a requirement or conditions imposed on their registration under this policy will have their conditions reviewed monthly
3. 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.