



## Information for CPD Applicants

The Australian College of Midwives (ACM) is a national, not-for-profit organisation that serves as the peak professional body for midwives. It provides a unified voice for the midwifery profession, supports midwives to reach their full potential, and sets professional practice and education standards. This guidance document has been developed to provide information to education and training providers who wish to gain professional recognition of their current or future professional development activities by the ACM.

## Overview of ACM CPD Recognition

The ACM Continuing Professional Development (CPD) Recognition program has been designed to assist midwives to maintain and enhance their professional and personal skills and knowledge, in order to ensure their ability to provide high quality midwifery care. ACM CPD Recognition uses an hours based system to indicate how many CPD hours each midwife can achieve through completion of an activity. CPD is applied in half hourly increments.

## Recognition of CPD Activities

### What is CPD Recognition?

Recognition is a process in which CPD activities are evaluated against a set of quality criteria and CPD hours allocated to these activities. The purpose of the recognition process is to promote the provision of high quality, relevant and appropriate CPD activities that meet the ongoing educational needs of Australian midwives. Payment of the application fee does not guarantee recognition of CPD activities. The application fee is an administrative charge for the review process.

### Which CPD Activities are Suitable for Recognition?

Recognition is generally suited to planned, formal, structured CPD activities. These can include conference sessions, short courses, workshops, lectures, online activities, and other forms of formal presentations, including structured discussion groups. There is no need to apply for recognition for informal or peer group driven activities. Formal degree courses such as those offered by universities or other educational institutions are not suitable for this process. The ACM does not provide recognition for CPD activities of less than one-hour duration.

### Why Should You Apply for ACM CPD Recognition of Activities?

ACM CPD Recognition has many benefits for both education providers and for midwives who attend CPD activities. These include:

- An assurance that CPD activities recognised by the ACM are of a high standard and meet ACM guidelines. This will aid midwives, employers and/or funding bodies in the selection of quality CPD activities.
- Education providers will be able to market CPD activities as ACM CPD Recognised and use the ACM CPD Recognised badge; which clearly depicts the ACM association with the program, for advertising the accredited activity.
- ACM CPD Recognised activities will be listed on the ACM website for no extra charge if details are provided within the application process.
- Points gained from participation in ACM CPD Recognised activities will count towards the 20 points needed in each Midwives Registration year.
- Education providers can opt to receive the CPD Activity Evaluation Form and the Documenting and Reflecting on a CPD Activity sheet. These will assist providers in evaluating their CPD activity and

The logo features the letters 'acm' in a purple, lowercase, rounded font, followed by a vertical line and the letters 'CPD' in a light green, uppercase, rounded font. Below this, the text 'ACM CPD Recognition' is written in a black, sans-serif font.

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participants in documenting and reflecting on their participation in the activity.

- Provision of planning and presentation guidelines for all CPD activities. This will assist education providers to design CPD activities that will meet the needs of the target audience. The guidelines will also assist midwives in determining the quality of CPD activities they have participated in.

## The Recognition Process

To gain recognition of proposed CPD activities, the coordinator of the planned CPD activities should read the guidelines below and complete and submit an application to the ACM on the form provided, no less than 4 weeks prior to the proposed activity date. Please note that recognition is not applied retrospectively. Therefore, an application for recognition should be commenced in sufficient time prior to the proposed start date of each activity.

### Submitting an application

Coordinators of CPD activities may submit an application for recognition at any time, but should ensure there is sufficient time for the recognition process to be completed prior to the proposed CPD activity taking place.

The Coordinator or instructor/s must supply information as per the requirements of the guidelines provided and should include any supporting evidence. Please use the ACM application form for all submissions and a separate form for each activity. This form is available from the ACM website: <http://www.midwives.org.au>.

### Application costs

*Please ensure that the correct application fee accompanies your application. This will ensure that your application is processed in a timely manner.* Please refer to the application form for the recognition process schedule of fees.

### Application process/timeframe

In general, the recognition process will take 4 weeks from the time of receipt of the completed application (including payment). The process period may be extended if further documentation is required. Applicants must ensure that the application is complete before submission and payment is made in full. Processing will not commence until payment is made.

### Evaluation of a CPD activity

The ACM will evaluate the application against the guidelines provided and may request further information and evidence from applicant(s) if required.

### Recognition

The ACM will inform the applicant(s) in writing if the application for activity recognition has been 'successful or 'not successful'. Recognition is granted once only or for a two-year period. Written feedback will be provided for CPD activities that are not recommended for recognition. Applicants who are not successful are encouraged to utilise the feedback from the ACM and consider reapplication for recognition.

CPD activities will be:

- Recognised
- Recognised – subject to minor modifications
- not Recognised – major modifications required – resubmission required.

# acm | CPD

## ACM CPD Recognition

If feedback from the recognition process indicates that major modifications would be needed prior to recognition, a further processing fee, equivalent to the original application fee will apply. The ACM reserves the right to determine what constitutes minor and major modifications. Any request to offer an ACM CPD Recognised activity by anyone other than the original education provider, must be made to the ACM.

### What happens following recognition?

Once an activity is recognised, education providers may advertise CPD activities as 'CPD Recognised by the ACM' and may use the ACM CPD Recognition badge provided on advertising material that is used to advertise the accredited activity only. Any such statements should include information about the month and year in which the activity was accredited.

The provider will be supplied with a badge specific to their application that includes the expiry date of the CPD Recognition as seen in the following example. A standard logo (without date details) may also be provided for use on the certificates of completion.



A list of ACM CPD Recognised activities will be maintained by the ACM. The ACM may withdraw recognition from an education provider if the provider does not maintain the quality of the CPD as set out in the application for recognition or adhere to the terms and conditions for use of the ACM CPD Recognition badge and or program name in relation to advertising of CPD activities.

### Certificates of Attendance/Completion

Coordinators or organisers of CPD activities should provide attendees with a certificate of attendance or completion (as appropriate), which may be used as evidence of participation in the CPD activity. The certificate must clearly state the following information:

- activity title
- convener's name or organisation
- location of activity
- date
- participant's name (may be handwritten)
- **ACM CPD Recognition points allocated to the activity.**
- **ACM CPD Recognition logo**



## Renewal of ACM CPD Recognition

Once the recognition period has expired, or if more than 20% of the activity material originally submitted has changed, the activity coordinators/instructors must resubmit the activity for re-recognition. Education providers may only advertise CPD activities as having recognition by the ACM while the recognition is current and valid.

## Guidelines for Education Providers

Applications for recognition of CPD activities will be evaluated against the following guidelines. The guidelines are subject to continuous revision based on feedback. Comments or suggestions can be made to the ACM in writing to [education@midwives.org.au](mailto:education@midwives.org.au).

### The Organisers of the CPD Activity

The person or group responsible for administering the CPD activity must be clearly identified in the application for recognition. For the purposes of the recognition process, a contact person (the coordinator) must be nominated to liaise with the ACM.

### Commercial interest declaration

The person or group administering the CPD activity should preferably have no commercial interest in the material being presented in the proposed CPD activity or should fully disclose affiliations to any organisation and/or conflicts of interest where they exist. The administering person or group is also responsible for ensuring that instructors fully disclose any commercial interest they may have in material to be presented in the proposed CPD activity. When an instructor discloses an affiliation that could be perceived as having a bearing on his/her presentation, the coordinator must make a statement in the recognition application and during the CPD activity, such as:

*Ms Smith is a product representative for ABC Products Pty Ltd, a manufacturer of infant formula.*

### Responsibilities of the Coordinator

The Coordinator is responsible for liaison and all correspondence with the ACM. The Coordinator must have a procedure to identify those participants who have successfully completed the activity and are entitled to claim ACM CPD Recognition points.

The Coordinator should:

- maintain participant records for each activity for at least 2 years as ACM may invite them to participate in an audit of the ACM CPD Recognition program;
- issue a Certificate of Participation to participants who have successfully participated in or completed each activity. The certificate should indicate the number of CPD hours that the activity has received from the ACM, and use the approved ACM CPD Recognition badge/logo.
- collate the feedback and where appropriate implement continuous improvement strategies based on the feedback received. This is especially important in instances where an application is submitted for renewal of the recognition. A statement has been included in the application form to ascertain whether feedback has been addressed in these instances.

### Instructors

The Coordinator must ensure that the instructors who are presenting CPD activities are involved in the planning and presentation of each activity. Instructors need not be a qualified midwife, but must be knowledgeable and experienced with the subject matter and have the ability to facilitate learning. Each instructor's professional and educational qualification and experience, where applicable, should be included in the application. Where an instructor does not have an educational qualification, the rationale, planning and development of the CPD activity should be described.



The Coordinator should notify the ACM if another instructor/s, other than those nominated on the application form, will be conducting an activity, and supply any alternate instructor's professional and educational qualification and experience, but do not need to reapply for recognition.

Coordinators should, where possible, undertake some form of needs assessment to ensure that the CPD activity is relevant to midwifery practice or to the learning needs of the target audience. The needs assessment may take the form of surveys, media reports, feedback/participant comments and suggestions.

## Activity Topics

The primary purpose of the CPD activity must be to enhance the provision of safe, high quality midwifery/maternity care. The activity topic does not need to be directly related to midwifery practice or midwifery care, but the instructor must provide a justification for the proposed CPD activity, as it relates to midwifery practice. An example of this might be the use of computers to access midwifery information.

## Learning Outcomes and Educational standards

The instructors must develop clear and concise statements of intended learning outcomes, that are observable (where applicable) and measurable for each proposed CPD activity. The instructors need to specify what knowledge, skills and/or techniques the participants are expected to acquire as a result of the CPD activity and, where relevant, how this will be assessed. Learning objectives should be written in measurable behavioral terms and the application should specify how these learning objectives will be met, by providing details of the instructional methods to be used. Learners should be informed of intended learning outcomes prior to and during the activity.

The format, design and delivery of the activity must be appropriate for its stated learning outcomes and should address the following:

- The content of the activity must be based on current, evidence-based information.
- Teaching aids appropriate to the CPD activity and the needs of the target audience should be used to support instruction.
- Where applicable, instructors should allow adequate time for questions and discussion to enable participants to address problems and interpret information from their own perspective.
- Sufficient time should also be allocated for participants to reflect on the CPD activity.

A simple method of developing a learning plan is to use the **STAR** format below:

- **Situation** – this is the learning context. An example of this would be a group of midwives who are examining the role of the midwife in providing continuity of care.
- **Target** – this is the learning objectives of the activity. An example of this might be that each midwife understands the responsibilities of working in a continuity of care model.
- **Activities** – these are the learning activities used throughout the program. For example, activities might include a review of the National Midwifery Consultation and Referral Guidelines (ACM 2015) and a group discussion of how each midwife might apply these to their individual practice.
- **Result** – this is the results from the activity – what should the participant expect to get out of the CPD activity? For example, an expectation of the CPD activity might be that midwives are able to apply the National Midwifery Guidelines for Consultation & Referral 3rd Edition Issue 2 (ACM, 2015) to their practice. To help determine whether this is likely to occur, providers should provide participants with time for reflection.



## Evaluation

Evaluation of an activity provides feedback to the Coordinators and instructors of an activity as to the perceived value of the activity. The Coordinator and instructors will determine, in the planning stages, the method that will be used to evaluate the activity. The evaluation should be clearly linked to the learning objectives and, as a minimum, should incorporate questions similar to those on the ACM CPD Evaluation Form. The ACM does not require a feedback report to be submitted, however in events that are requested to be re-recognised for CPD, the application form has a prompt that needs to be answered, requesting acknowledgement that previous feedback has been incorporated into the course to ensure continuous improvement occurs.

## Assessment

The Coordinator, in collaboration with the instructors, will determine the most suitable method/s that will be used to assess participants' achievement of the learning outcomes. Learning assessments may take many forms, including but not limited to, performance demonstrations under real or simulated conditions, written or oral examination, a question-and-answer session and/or self-assessment. The Coordinator is required to notify participants in advance if formal learning assessments are to be used to determine satisfactory completion of the activity and/or the earning of CPD hours.

## Facilities

The Coordinator is responsible for providing culturally safe, environmentally safe and appropriate educational facilities, resources and/or reference materials, instructional aids, and equipment that facilitate teaching and learning and that are accessible to all participants, including those with disabilities.

## Advertising CPD Recognized Events/Activities

Recognised events will be listed on the ACM website – as an External CPD Recognised Event - when the details are provided to facilitate a website entry to be created.

ACM will also list all recently approved CPD Recognised Activities in the ACM National electronic newsletter (eDM) or Education eDM (whichever occurs closest to the time of the approvals).

Education providers may also wish to advertise their event through the ACM eDM service or the ACM quarterly member magazine, the Australian Midwifery News (at an additional fee). Details can be found on the ACM website.

## Acknowledgements

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