



HEALTH  
EDUCATION  
& TRAINING

## HETI CPD HOME

### JOINING AND CANCELLATIONS

## 1 INTRODUCTION

HETI CPD Home provides CPD content, resources and a tracking platform to help its members meet the CPD requirements of their medical registration.

Whilst it is members' responsibility to plan, conduct and report their CPD activity, the HETI CPD Home aims to make this easier and provide members with guidance and support throughout their journey.

## 2 SCOPE AND PURPOSE

This policy applies only to the HETI CPD Home. Other HETI programs may have their own admission criteria. Please check with HETI if you need advice.

The purpose of this policy is to outline the admission criteria to the HETI CPD Home and to describe the process for joining and cancelling membership.

## 3 JOINING THE HETI CPD HOME

### 3.1 Eligibility

The following eligibility criteria apply to joining the HETI CPD Home. Members must be:

- A medical practitioner working in NSW
- In the first year of implementation, the CPD Home pilot program will triage all initial applications submitted prior to 1 January 2024 and prioritize applicants entering their PGY3-6 year in 2024, acknowledging the difficulty in transitioning out of a structured RMO curriculum into a more individualized self-directed program. In subsequent years this policy will be reconsidered.

The following cohorts are **not eligible** to join the HETI CPD Home:

- Medical specialists
- Doctors enrolled in a medical college vocational training program
- Interns (PGY1)
- Resident Medical Officers (PGY2)
- Nursing, midwifery or allied health practitioners



### 3.2 Admission free from other bias

HETI CPD Home will apply the admission criteria above free from other bias. HETI is committed to creating and maintaining an inclusive culture in the Diversity Charter:

*HETI is committed to promoting the diversity of our people and our learners through fostering an inclusive culture where everyone feels safe to bring their whole selves to HETI. This includes actively breaking barriers to enable staff and learners to participate fully and be included in a way that respects difference.*

HETI upholds the NSW Health CORE values of Collaboration, Openness, Respect and Empowerment and reflects these values in the Higher Education learning environment.

HETI has statutory obligations to ensure a safe and healthy environment that is free from unlawful discrimination, harassment, vilification, and bullying. Our approach is informed by NSW Health policies on workplace culture and safety.

References:

[The HETI Higher Education Equity and Diversity Framework](#)

[NSW Health Workplace Culture and Safety Policies](#)

### 3.3 Fees

An annual fee of \$1000 (inclusive of GST) is payable on registering with HETI CPD Home.

This annual fee may be paid in multiple instalments via the payment gateway

Access to CPD home infrastructure will not be granted until the required fee has been paid in its entirety.

There will be no separate fees available for members working part-time.

Payment terms start in January of each year. Members who join between 1 April – 30 June will be charged a pro-rata fee of \$750, while those who join between 1 July and 30 September will be charged \$500. Members who join after October 1 will be charged \$250.

At the end of each CPD year, all members will be sent a standard invoice for the cost of the maintaining CPD Home registration for the next CPD year.



## 4 HOW TO JOIN THE HETI CPD HOME

Register online at: TBC

You will be asked a number of eligibility questions as you register. You will also be asked for personal details to enable HETI CPD Home to create a user profile. This may include:

- Full name
- Contact details
- Stafflink number
- AHPRA registration number

After checking your eligibility requirements and being approved for admission, you will be sent an invoice. You will also receive an email confirming that you have paid and can access the CPD portal. You will be provided with login credentials.

Members will be allowed to change their mind within 14 days and receive a full refund. Please contact HETI CPD Home if you would like a refund prior to the end of the 14-day period.

## 5 CONSENT TO USE PERSONAL INFORMATION

By joining the HETI CPD Home, members are consenting to the use of their personal information and records for purposes relating to the management of the HETI CPD Home. This includes tracking activity, communicating with members, audit, quality improvement, and regulatory reporting.

## 6 CANCELLATIONS

You are able to change CPD Homes but you must have at least one CPD Home at all times after 1 January 2024. If you choose to leave or are no longer eligible to remain a member in the next CPD cycle, HETI will provide you with a statement of activity so that you can transfer it to your new CPD Home.

Members will be notified at least 3 months in advance if they may need to join another CPD Home from the start of the next CPD cycle. Your membership will then lapse on 31 December and you will be sent a statement of activity for the 3 years prior in case you are audited by the MBA.

Existing subscribers not intending to renew their subscription for the next full CPD Year must advise CPD Home prior to 1 December of the current CPD year. This will ensure we have time to amend your subscription status for the following year.

Members that decide to leave HETI CPD Home after the initial 14-day period after signing up will NOT be eligible for a refund.

Notification of intent to cancel should be emailed to:

[HETI-CPDHome@health.nsw.gov.au](mailto:HETI-CPDHome@health.nsw.gov.au)



## 7 LEAVING THE HETI CPD HOME

Departing members will be asked to participate in a survey to provide feedback to the HETI CPD Home program.

You will be sent a statement of activity when you cancel your membership, which includes all activity you have logged with HETI CPD Home. After confirming receipt of the records, HETI will delete your records and user profile.

If you leave part way through the year, you will be able to download all your CPD activity so that you can easily transfer information to your new CPD Home.

Please note that other CPD Homes may have different requirements and fees. Please check before you make any commitments.

If you wish to cancel your membership, please contact HETI CPD Home.

## 8 CONTACT

For further information please contact HETI CPD Home:

Telephone: TBC

Email: [HETI-CPDHome@health.nsw.gov.au](mailto:HETI-CPDHome@health.nsw.gov.au)