

HETI CPD HOME

TRACKING AND IDENTIFYING AT RISK MEMBERS: PROCEDURE

1 INTRODUCTION

HETI CPD Home uses a Continuous Professional Development (CPD) portal to help members and administrators log and track CPD activity throughout the year. It is important for members to log activity as they progress through the year. Activities should be checked against their professional development plan with adjustments made as necessary.

HET CPD Home is available to offer assistance to all members in complying with CPD requirements, developing plans to work towards compliance, and providing administrative or clinical advice where necessary.

2 SCOPE AND PURPOSE

This procedure outlines how HETI CPD Home will track member progress towards their CPD goals.

3 IDENTIFYING AND HELPING MEMBERS AT RISK OF NON-COMPLIANCE

3.1 HETI CPD HOME PORTAL

The HETI CPD Home portal will be used by operational staff to track member progress throughout the year. This will be done via data analysis to check hours logged against the time remaining in the CPD cycle.

In accordance with the *HETI CPD Home Compliance Policy*, reminders will be sent throughout the year about professional development plans and asking members to log activity as they are completed rather than waiting until the end of the year.

HETI CPD Home operations staff will access CPD data and filter member records by hours completed. Any member who has completed less than half the required hours at each milestone date (3 months for PDP then 6 and 9 months for CPD activity) and who cannot substantiate planned activities in their professional development plan (i.e., they cannot demonstrate that a conference is planned for late in the year which will see them achieve their goals) will be identified as “at risk” and informed as such.

3.2. DIRECT COMMUNICATION AND ASSISTANCE

Members will have one month from each milestone email date to respond to HETI CPD Home. Non-responders will receive a phone call offering assistance.

Support may include HETI CPD Home arranging an interview with the member to identify the reasons for non-compliance, check progress against their professional development plan, and to help plan a path towards compliance by the end of the year.

This may include:

- Assistance with finding resources/ training in education, performance or outcomes domains to help the member complete their requirements
- Reviewing and revising professional development plans
- Developing a remediation plan

3.2. COMMUNICATING WITH MEMBERS AT RISK OF NON-COMPLIANCE

HETI CPD Home will communicate with members primarily via email. Non-respondents to email communications may receive phone calls, requests for interviews or other mechanisms to help them work towards compliance.

A log of attempts to contact members to make them aware of a lack of progress in logging CPD activities will constitute evidence that may be submitted to the AMC/MBA to demonstrate attempts made by HETI CPD Home to initiate the remediation process with members at risk of non-compliance.

5 CONTACTING HETI CPD HOME

5.1 CONTACT DETAILS

Telephone:

TBC

Email: HETI-CPDHome@health.nsw.gov.au

Version 1 approved	
This version	
Approved by Council	
Revision date	