



AUSTRALIAN REGISTER OF HOMŒOPATHS LTD

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Guide to Recording and Reporting CPD Points

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Introduction

1. What is CPD

CPD is the acronym for Continuing Professional Development. It is a process of tracking and documenting the skills, knowledge and experience you gain beyond your formal training on a continual basis.

2. Why does it have to be done

AROH's Code of Professional Conduct specifies that registrants should participate, "***in educational activities that develop their professional performance throughout their working lives.***"

Completing 20 hours of CPD annually is requirement for ongoing registration with AROH.

As a homoeopath you have a professional responsibility to undertake CPD to:

- continually update your skills, knowledge and experience
- keep abreast of latest developments within both the homoeopathic and general health sectors
- further enhance the professional standing of homoeopathy within the broader community.

4. New registrants

If you are a new AROH registrant you are required to provide proof of pro rata CPD points, depending on the calendar month you received your registration certificate from AROH.

5. Required CPD hours

Tier 1 & 2 AROH registrants must complete a **minimum of 20 CPD hours** each year (1 April – 31 March). Your CPD is to be from either all homoeopathy content (20 hours) or a combination of homoeopathy (**minimum 10 hours**) and accessory content (**maximum 10 hours**) including nutrition, psychology, counselling and medical sciences.

Tier 3 AROH registrants must complete a **minimum of 10 CPD hours** each year (1 April – 31 March). Your CPD hours must be *directly related to the modality of homoeopathy* (**minimum 5 hours**) and to *accessory content* (**maximum 5 hours**), including nutrition, psychology, counselling and medical sciences.

"Knowledge (and application) of the accessory content helps to keep homoeopaths away from medicolegal disputes and assists with their interaction with other health professionals, by being in a better position to assist their clients. The breadth of knowledge in medical sciences changes more rapidly than that of homoeopathy."

Recording CPD Points

Please record your CPD points on the **Continuing Professional Development (CPD) Annual Record**. Note: No other format will be accepted.

Recording of CPD information is best done as you complete those CPD activities to:

- avoid searching for information at the last minute
- maintain your awareness of your CPD progress within a given 12 months

You can find the AROH CPD Policy and related documents by logging onto the AROH Website at www.aroh.com.au then click on **Policies and Guidelines** in the side menu.

Please record your CPD points on the *CPD Annual Record* document. Please note that no other format will be accepted.

If you have any difficulties completing your CPD form, please email cpd@aroh.com.au.

CPD Activities

CPD records may include participation in activities **related to homoeopathic practice** as listed in the **AROH CPD Activities** document below.

Please find approved and free CPD opportunities on the AROH website: www.aroh.com.au/CPD

Note: you must be logged in to view this page.

A minimum of 2 hours is *recommended* to be on medico-legal topics regarding the safety of the practitioner and client. Examples of such topics may include:

- Advertising (in any media) a regulated health service and social media policy
- Evidence-based practice
- Risk management/OHS
- Record keeping
- Informed consent
- Effective communication
- Professional boundaries
- Confidentiality and privacy
- Relevant legislation
- Ethics
- HCC

NOTE: AROH will ensure to provide a free webinar on a medico-legal topic annually as a CPD opportunity.

CPD ACTIVITIES GUIDE TABLE

Activity	Evidence Required	Points
Homoeopathic Content		Minimum 10 points Annually
HOMOEOPATHIC EDUCATION from an educational institution Educational courses may include face- to- face or distance education (= e-learning)	Documentation of enrolment from Registered Training Organisation (RTO) Document of completion, if applicable.	1 hour =1 point
SHORT COURSES in homoeopathy	Documentation of enrolment from Registered Training Organisation (RTO); OR Document of completion or certificate of attendance from non-RTO provider	1 hour =1 point
SEMINARS, CONFERENCES, FORUMS, SEMINARS AND SYMPOSIA, related to homoeopathy	Certificate of attendance provided by AROH member associations and AROH recognised CPD providers. OR Completed "AROH Self Directed Learning Log", (SDLL) document	1 hour =1 point
WEBINARS related to homoeopathy	Certificate of attendance provided by AROH member associations and AROH recognised CPD providers. OR Completed "AROH Self Directed Learning Log", (SDLL) document	1 hour =1 point
SELF-DIRECTED LEARNING: NOTE: Please maintain a professional reading log utilising the "AROH Self Directed Learning Log Document", SDLL, from the AROH website . <ul style="list-style-type: none"> Professional homoeopathy 	Completed "AROH Self Directed Learning Log" (SDLL) document	1 hour =1 point

<p>journals</p> <ul style="list-style-type: none"> • Homoeopathy books • internet 		
<p>PUBLICATION: must be related to homoeopathy in a peer reviewed journal</p>	<p>Copy of article</p>	<p>250 words (approx half a page of publication) = 1 point</p>
<p>RESEARCH: Formal research in homoeopathy</p>	<p>Documentation of enrolment OR Copy of Ethical approval</p>	<p>1 hour =1 point</p>
<p>WORKSHOPS related to homoeopathy through a professional group or organisation who issue a certificate of compliance/completion</p>	<p>Certificate of attendance</p>	<p>1 hour =1 point</p>
<p>STUDY GROUPS: (list of participation hours and subject discussed to be signed by co-ordinator)</p> <ul style="list-style-type: none"> • clinical study groups • research networks • Informal Study Groups related to homoeopathy 	<p>Completed "AROH Self Directed Learning Log", (SDLL) document</p>	<p>1 hour =1 point</p>
<p>MEDICO-LEGAL STUDY, OHS, Infection Control</p>	<p>Certificate of attendance; OR Signed hours of attendance; OR Completed "AROH Self Directed Learning Log", (SDLL) document</p> <p>NOTE: A maximum of 2 hours per year is claimable for this activity</p>	<p>1 hour =1 point</p>
<p>TEACHING homoeopathy</p>	<p>Documentation of evidence from university or RTO with details of contact hours</p> <p>NOTE: A maximum of 10 hours per year is claimable for this activity</p>	<p>1 hour =1 point</p>
<p>MENTORING and supervision of homoeopaths, or being mentored in homoeopathy</p>	<p>Completed "AROH Self Directed Learning Log" (SDLL) document</p>	<p>1 hour =1 point</p>

	NOTE: A maximum of 10 hours per year is claimable for this activity	
ACTIVITIES THAT PROMOTE DEVELOPMENT of homoeopathic awareness and education in the community	Completed "AROH Self Directed Learning Log" (SDLL) document NOTE: A maximum of 5 hours per year is claimable for this activity	1 hour =1 point
INVOLVEMENT IN PROFESSIONAL GROUPS, local and international, that advance homoeopathy	Completed "AROH Self Directed Learning Log" (SDLL) document NOTE: A maximum of 5 hours per year is claimable for this activity	1 hour =1 point
ACCESSORY CONTENT (AUXILLARY)		Maximum 10 points annually
EDUCATION, SHORT COURSES, SEMINARS, CONFERENCES, FORUMS, SYMPOSIUM, WEBINARS, related to accessory content which helps in holistic homoeopathy case management (includes nutrition, psychology, counselling, medical sciences) NOTE: <ul style="list-style-type: none"> • For tier 1 & 2, a maximum of 10 hours per year ONLY is claimable for this activity. • For tier 3, a maximum of 5 hours per year ONLY is claimable for this activity. 	Signed hours of attendance; OR Completed "AROH Self Directed Learning Log" (SDLL) document; OR Certificate of attendance	1 hour =1 point