



AUSTRALIAN REGISTER OF HOMŒOPATHS LTD

PO Box 1614 Wollongong NSW 2500
Phone: 0488 060 145
Email: admin@aroh.com.au
Website: www.aroh.com.au
ABN: 69 088 314 818

Guide to Recording and Reporting CPD Points

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 required by Health Funds and WorkCover Authorities. If you do not complete 20 hours of CPD annually Health Funds may terminate your provider recognition.

As a homoeopath you also 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.

3. Why does it have to be recorded

On an annual basis, Health Funds audit all registration bodies, and a sample of their registrants' records, to ensure 20 hours of CPD are completed. Based on AROH successfully passing this audit the Health Funds will then provide ongoing provider recognition to AROH registrants.

4. What about new registrants

If you are a new AROH registrant you will require pro rata points, depending on the calendar month you registered, in accordance with the letter you will receive when your registration is approved.

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 hours must be *directly related to the modality of homoeopathy* (**minimum 10 hours**) and to *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.

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.

A minimum of 2 hours is *advised* 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 provide a free webinar on a medico-legal topic annually as a CPD opportunity.

CPD ACTIVITIES

Activity	Evidence Required	Points
Homeopathic Content		Minimum 10 points Annually
HOMEOPATHIC 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 homeopathy	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 homeopathy	Signed hours of attendance form	1 hour =1 point
WEBINARS related to homeopathy	Certificate of attendance; 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 homeopathy journals ● Homeopathy books ● internet 	Completed "AROH Self Directed Learning Log" (SDLL) document	1 hour =1 point
PUBLICATION: must be related to homeopathy in a peer reviewed journal	Copy of article	1 hour =1 point
RESEARCH: Formal research	Documentation of enrolment	1 hour =1 point

in homeopathy		
WORKSHOPS related to homeopathy through a professional group or organisation who issue a certificate of compliance/completion	Certificate of attendance	1 hour =1 point
STUDY GROUPS: (list of participation hours and subject discussed to be signed by co-ordinator) <ul style="list-style-type: none"> • clinical study groups • research networks 	Completed "AROH Self Directed Learning Log", (SDLL) document	1 hour =1 point
MEDICO-LEGAL STUDY, WHS, Infection Control	Certificate of attendance; OR Signed hours of attendance; OR Completed "AROH Self Directed Learning Log", (SDLL) document NOTE: A maximum of 2 hours per year is claimable for this activity	1 hour =1 point
TEACHING homeopathy	Documentation of evidence from university or RTO with details of contact hours NOTE: A maximum of 10 hours per year is claimable for this activity	1 hour =1 point
MENTORING and supervision of homeopaths, or being mentored in homeopathy	Completed "AROH Self Directed Learning Log" (SDLL) document NOTE: A maximum of 10 hours per year is claimable for this activity	1 hour =1 point
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,	Completed "AROH Self Directed Learning Log"	1 hour =1 point

local and international, that advance homoeopathy	(SDLL) document NOTE: A maximum of 5 hours per year is claimable for this activity	
ACCESSORY CONTENT		Maximum 10 points annually
<p>EDUCATION, SHORT COURSES, SEMINARS, CONFERENCES, FORUMS, SYMPOSIUM, WEBINARS, related to accessory content which helps in holistic homeopathy case management (Includes nutrition, psychology, counselling, medical sciences)</p> <p>NOTE:</p> <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. 	<p>Signed hours of attendance; OR Completed "AROH Self Directed Learning Log" (SDLL) document; OR Certificate of attendance</p>	<p>1 hour =1 point</p>