



**Nursing and Midwifery Board of Australia**

**REGISTRATION STANDARD:  
CONTINUING PROFESSIONAL  
DEVELOPMENT**

1 June 2016

# REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT



## Summary

This registration standard sets out the Nursing and Midwifery Board of Australia's (NMBA) minimum requirements for continuing professional development (CPD) for enrolled nurses, registered nurses and midwives.

## Does this standard apply to me?

This registration standard applies to all enrolled nurses, registered nurses and midwives.

The standard applies equally to enrolled nurses, registered nurses and midwives who work either

full time or part-time in paid or unpaid practice. The standard applies to enrolled nurses, registered nurses and midwives who are on leave from work, e.g. maternity leave.

This standard does not apply to those with non-practising registration or students of nursing or midwifery.

## What must I do?

To meet this registration standard, you must complete a minimum of 20 hours of CPD per registration period.

If you have held registration for less than 12 months, pro rata CPD hours apply. See *Pro rata CPD requirements* on page 3.

## Specific requirements for nurses who hold an endorsement

If you are a registered nurse who has an endorsement as a nurse practitioner or holds an endorsement for scheduled medicines, you must complete additional CPD requirements. These are described in the table below.

Nurses	CPD requirements	Total additional CPD hours	Total CPD hours
<b>Nurse practitioner</b>	Registered nurse – 20 hours Nurse practitioner endorsement – 10 additional hours relating to prescribing and administration of medicines, diagnostic investigations, consultation and referral	10 hours	30 hours
<b>Registered nurse with scheduled medicines endorsement</b>	Registered nurse – 20 hours Scheduled medicines endorsement – 10 additional hours relating to obtaining, supplying and administration of scheduled medicines	10 hours	30 hours

## Specific requirements for midwives who have a notation or hold an endorsement

If you have a notation as an eligible midwife or hold an endorsement as a midwife who holds an endorsement for scheduled medicines, you must complete additional CPD requirements. These are described in the table below.

Midwives	CPD requirements	Total additional CPD hours	Total CPD hours
<b>Midwife with a notation and/or scheduled medicines endorsement</b>	Midwife – 20 hours Endorsement and/or notation – 10 additional hours relating to context of practice, prescribing and administration of medicines, diagnostic investigations, consultation and referral	10 hours	30 hours

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## Specific requirements for people registered as both a nurse and a midwife

If you are registered as either an enrolled nurse or a registered nurse and a midwife, you must complete the required amount of CPD for both nursing and midwifery.

If your CPD activities are relevant to both the nursing profession and the midwifery profession, you may count those activities as evidence for both nursing and midwifery CPD hours.

## Pro rata CPD requirements

If you have been registered for a period of less than 12 months prior to the renewal of registration, the following pro rata CPD requirements apply.

Months registration has been held	Pro rata CPD hours that must be completed
0 – 3 months	≥ 5 hours
>3 – 6 months	≥ 10 hours
>6 – 9 months	≥ 15 hours
> 9 – 12 months	≥ 20 hours

If you have an endorsement and/or notation for a period of less than 12 months prior to the renewal of registration, the following additional pro rata CPD requirements apply.

Months endorsement/notation has been held	Additional pro rata CPD hours that must be completed
0 – 3 months	≥ 2.5 hours
> 3 – 6 months	≥ 5 hours
> 6 – 9 months	≥ 7.5 hours
> 9 – 12 months	≥ 10 hours

## Are there exemptions to this standard?

The NMBA may grant an exemption to this standard in exceptional circumstances. The NMBA CPD guidelines and relevant policies, published under *Codes, guidelines and statements* on the NMBA website, provide further guidance.

## What does this mean for me?

### When you apply for registration

You don't need to meet this standard when you apply for registration in Australia as a nurse and/or midwife.

### At renewal of registration

When you apply to renew your registration/endorsement, you are required to declare that you have complied with this standard.

### During the registration period

Your compliance with this registration standard may be audited from time to time. It may also be checked if the NMBA receives a notification about you.

### Evidence

You should maintain records of your CPD activity for five years in case you are audited. If you are required to provide the NMBA with evidence of your CPD activities, your personal portfolio will help demonstrate that you have met the CPD requirements.

## What happens if I don't meet this standard?

The National Law establishes possible consequences if you don't meet this standard, including:

- the NMBA can impose a condition or conditions on your registration/endorsement or refuse an application for registration/endorsement or renewal of registration, if you do not meet a requirement in an approved registration standard for the profession (sections 82, 83 and 112 of the National Law)

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- a failure to undertake the CPD required by this standard is not an offence but may be behaviour for which health, conduct or performance action may be taken by the NMBA (section 128 of the National Law), and
- registration standards, codes or guidelines may be used in disciplinary proceedings against you as evidence of what constitutes appropriate practice or conduct for registered nurses and/or midwives (section 41 of the National Law).

## Continuing professional development guidelines for nurses and midwives

The *Guidelines for continuing professional development* provide more information about how to meet this standard. You are expected to understand and apply these guidelines together with this registration standard.

### Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on 27 August 2015.

Registration standards are developed under section 38 of the National Law and are subject to wide-ranging consultation.

### Definitions

**National Law** means the Health Practitioner Regulation National Law, as in force in each state and territory.

**Continuing professional development** is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

**Nurse** includes enrolled nurses, registered nurses, nurse practitioners, registered nurses with a scheduled medicines endorsement and enrolled nurses and registered nurses with a notation.

**Midwife** includes midwives with a notation and midwives with a scheduled medicines endorsement and midwife practitioners.

**Practice** means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

### Review

This registration standard will be reviewed from time to time as required. This will generally be at least every five years.

**Last reviewed:** 1 June 2016

This standard replaces the previous registration standard from 1 July 2010.