

Policy

Policy Title:	Recognition of Continuing Professional Development
Policy Owner:	GPTA Ltd Board of Directors

PURPOSE

GPSA provides a wide range of clinical education, professional reading, and teaching, supervision and mentoring resources to support its members deliver best practice care in a GP setting.

GPSA recognises the role it has in encouraging and supporting GP supervisors and professionals in the GP supervision sector to undertake self-directed learning as part of continuing professional development (CPD).

The purpose of this document is to detail the circumstances when recognition of participation in GPSA continuing professional development activities can be awarded to GP supervisors, GPs, and other professionals.

POLICY

1. Definition

1.1 A 'CPD activity' is defined as any of the below:

- live attendance at a GPSA webinar

1.2 This policy covers the following professionals who may receive recognition for attendance:

- Active GP supervisors
- GPs
- GP registrars
- Medical educators
- Practice managers

1.3 'Recognition' for participation in a GPSA CPD activity is defined as:

- The issuance of a GPSA certificate of completion bearing name, activity title, and date.

2. Eligibility

To be eligible to receive recognition for completion of a GPSA CPD activity, one will need to meet all of the following eligibility criteria:

- 2.1 Be an Ordinary or Honorary member of GPSA
- 2.2 Have registered for a CPD activity listed under section 1.1 (above).
- 2.3 Have participated in a CPD activity listed under section 1.1 (above).
- 2.4 Have contacted GPSA following completion of the CPD activity to request a certificate

RESPONSIBILITIES

3. Governance

The Administration Officer is responsible for ensuring that there are systems and processes in place to capture, record, and analyse the information necessary to enable the issuance of certificates / recognition of participation in GPSA CPD activities.

TERMS OF POLICY

- This policy covers all CPD activities effective from the period 1 JAN 2021.

More information

If you have a query about this policy or need more information, please contact the CEO or the GPTA Chair via admin@gpsa.org.au.

Document History/Version Control:

Date:	October 2021
Version:	1.0
Summary of Change:	First version
Required Training/Distribution:	All staff and Board Directors
Approval Date:	29/10/2021
Review Date:	
Approved by: Chief Executive Officer	
Effective until	Updated or replaced

GPSA may amend and vary this policy from time to time.