



Request for Further Training or Remediation Advice Form (CPD)

Please complete the following form and return to cpd@aoa.org.au

If you require assistance completing this form, please contact the CPD Administration team via: cpd@aoa.org.au or (02) 8071 8029

CPD administration staff will direct your request to the relevant CPD committee member to assess your needs and provide appropriate support.

All requests, decisions, recommended activities and/or remediation plans will be documented for governance and audit purposes and will be handled confidentially and in accordance with AOA's [Privacy Policy](#)



Name:			
AOA Member Number:			
Email address:			
Contact Number:			
Please confirm the reason for your further training request:			
Please confirm the relevant scope(s) of practice relating to your request:			
Operative Scope of Practice		Non-Operative Scope of Practice	
	Elbow		Advanced Care
	Foot and Ankle		Advocacy
	Hand		Education and Training
	Hip		Governance
	Hip Arthroplasty		Health Promotion
	Knee Arthroplasty		Leadership
	Pediatric		Management
	Rural		Medico Legal
	Shoulder		Prescribing (only)
	Spine		Report Writing
	Sports		Research
	Surgical Oncology		Supervising
	Trauma		Surgical Assisting
			Teaching

Please provide a brief outline of the reason for your request:
The appropriate CPD Committee member will contact you as soon as possible to follow up

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Date:	
Signature:	

Returning to Practice*

Extended leave from practice may impact a participant’s ability to meet “Recency of Practice” standards. The Medical Board of Australia (MBA) has policies and regulations governing the return to practice after a period of absence. After an absence from practice of greater than one year, members are encouraged to refer to the [MBA’s Registration Standard: Recency of Practice](#) for more information, as the requirements vary based on the reason for leave and duration of absence.

Remediation**

All remediation requests initiated via this form will be considered by the Chair, Continuing Professional Development, to determine the most appropriate person, group or process to provide remediation support, considering the participant’s circumstances and the nature of the required remediation.

This support will vary depending on the individual circumstances but may include:

- Identifying CPD and/or training activities that support the remediation of the participant
- Allocation of a mentor and/or supervisor with relevant clinical and/or medical education expertise to support remediation of the member, or
- Where a more structured review of a surgeon’s performance may be needed, a peer assessment will be undertaken and a retraining/remediation plan developed. The member, assessors, supervisor, and employer will all be involved in this process, along with the regulatory (where appropriate). The plan will include:
 - Gaps in knowledge or skills and necessary training or education to address these.
 - Goals, expected outcomes, and timeframes for achieving them.
 - Supervision, mentoring, or peer review requirements for safe practice.
 - Schedule of formal feedback and performance reviews (to be documented and signed by the supervisor and practitioner).
 - Anticipated completion date for the plan.