

# Australian Orthopaedic Association CPD Committee

## Request for Further Training or Remediation Advice (CPD) Process

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In line with the CPD requirements of the:

- Australian Health Practitioner Regulation Agency (AHPRA), and
- Australian Medical Council (AMC)

and in accordance with the:

- AOA CPD Committee Terms of Reference
- AOA CPD Education Matrix
- [AOA Privacy Policy](#)

Members who are:

- Returning to practice
- Extending their operative and/or non-operative scope of practice
- In need of remediation support (either self-identified or identified by an employer of regulatory body)

may require advice and support for developing an appropriate professional development plan and identifying relevant CPD, training or remediation activities. Where a member contacts the CPD Administration team for this type of support, the *Request for Further Training or Remediation Advice Form (CPD)* will be issued to the member, and a plan will be implemented in accordance with this process.

Further training or remediation requests that arise as a result of a complaint are managed in accordance with the Complaints Handling Policy for Members and terms outlined in the AOA Constitution.

### Request for Further Training or Remediation Advice (CPD) Process:

- Member who has joined the AOA CPD Home and is registered for the AOA CPD Program contacts AOA to request training or remediation advice
- CPD Administration team member sends the Request for Further Training or Remediation Advice Form (CPD) to the member for completion and notes details of the form being sent in the CPD Online Platform
- Member completes and returns form to the CPD Administration team via [cpd@aoa.org.au](mailto:cpd@aoa.org.au)
- The CPD Administration team forward the completed form to the Chair, Continuing Professional Development Committee for review and action
- The Chair, Continuing Professional Development reviews the form to determine the most appropriate person, group, or process to provide remediation support, considering the participant's circumstances and the nature of the remediation required.

- The Chair, Continuing Professional Development consults with the identified person, group, or process to inform a training or remediation plan (with reference to the relevant section of the CPD Handbook). This may include but shall not be limited to:
  - ❖ A relevant CPD Committee Member(s) in alignment with medical education expertise outlined in the AOA CPD Education Matrix,
  - ❖ A Sub-Specialty Society President,
  - ❖ The Dean of Education,
  - ❖ Chair of Education & Training,
  - ❖ A member of AOA staff.
  
- If a structured review of a surgeon's performance is needed, a terms of reference will be developed for a peer assessment. The assessment will be undertaken and a retraining/remediation plan developed as outlined in the CPD Handbook.
  
- The Chair, Continuing Professional Development, or nominated mentor/supervisor or assessor, will forward a copy of any decisions, recommended activities, and/or remediation plans to the Manager, CPD, Learning Delivery and Policy to securely store on the Online CPD Platform.
  
- The Manager, CPD, Learning Delivery, and Policy reports to the CPD Committee on numbers of requests, actions and outcomes.
  
- The Chair, Professional Conduct and Standards reports to the AOA Board on numbers of requests, actions, and outcomes.
  
- Data on numbers of requests, actions and outcomes are reported to the AMC &/or Ahpra for monitoring purposes on request.