NAATSIHWP

National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners

CPD Endorsement Program

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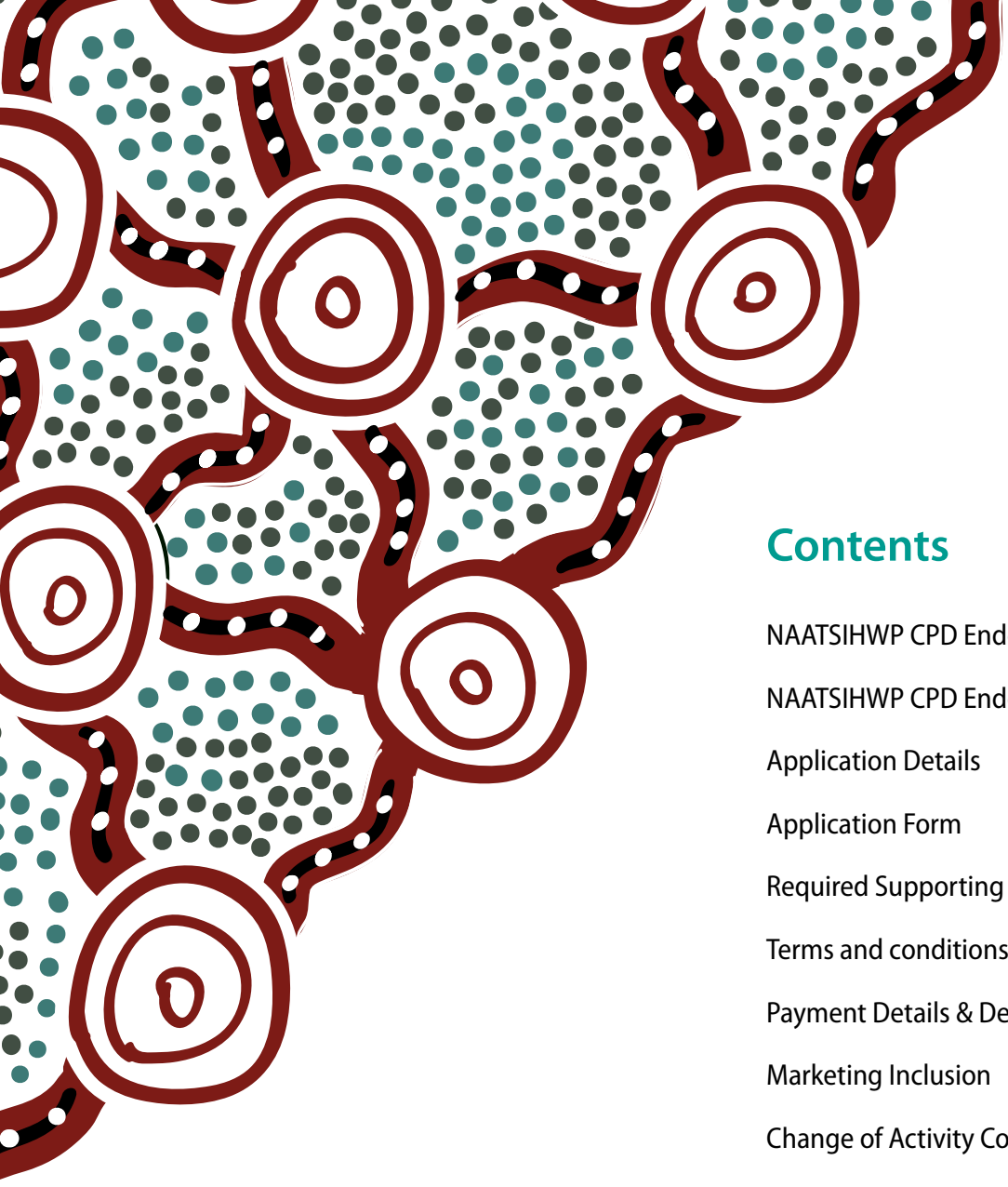

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NAATSIHWP CPD Endorsement Background

The goal of the National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners (NAATSIHWP) is to achieve recognition of, and to provide support to, Aboriginal and/or Torres Strait Islander Health Workers, including Aboriginal and/or Torres Strait Islander Health Practitioners (referred to herein as the A&TSIHW/HP workforce) as a vital and valued component of a strong Aboriginal and Torres Strait Islander primary health workforce. Strengthening Continuing Professional Development (CPD) for all NAATSIHWP members is an important part of this.

Health professionals undertake CPD to maintain, enhance and extend their knowledge, expertise, and competence throughout their careers. CPD can improve health worker and practitioner competence and result in better health outcomes for Aboriginal and Torres Strait Islander communities. CPD is important in the continued provision of safe and effective services by health professionals, and NAATSIHWP aims to support this through the development of a structured A&TSIHW/HP CPD program.

The NAATSIHWP CPD Program is designed to enhance A&TSIHW/HP knowledge, skills, and abilities through active participation in both formal and informal learning.

Endorsement of facilitated CPD may be awarded to a number of CPD activities including workshops, courses, seminars or conferences etc. These CPD activities may involve varying timeframes, ranging between a few hours to two years in duration. Once a CPD activity has been approved, it can run with endorsement any number of times within a two (2) year period provided that the content does not change significantly (more than 10%) and the activity both commences and ends within the two year endorsement period. This is with the exception of a conference endorsement, in which case endorsement is solely for the duration of the event.

Endorsements of self-directed CPD materials such as short educational videos are also available. The length of endorsement for these materials is valid for a one (1) year period and is also conditional on the material content remaining unchanged during the endorsement period.

The NAATSIHWP CPD Endorsement Program aligns with previous and current activities NAATSIHWP has undertaken to grow and sustain the A&TSIHW/HP profession and workforce. These include the:

- NAATSIHWP Professional Practice Framework
- NAATSIHWP National Scope of Practice (currently under development)
- Australian Health Practitioner Regulation Agencies – Aboriginal and Torres Strait Islander Health Practitioner Board of Australia (ATSIHPBA) Standards
- NAATSIHWP Continuing Professional Development Guide A&TSIHW/HP clinical log book
- Key strategies within the Health Workforce Australia Growing Our Futures Aboriginal and Torres Strait Health Worker Project Final Report
- The development work for A&TSIW/HP skills being undertaken by the Greater Northern Australia Regional Training Network
- Australian Industry Skills Committee National Training Packages in Aboriginal and/or Torres Strait Islander Primary Health Care.

NAATSIHWP CPD Endorsement Standards

Five overarching standards are considered within the NAATSIHWP CPD endorsement process. These standards form a basis for assessing training and education activities and courses prior to endorsement from NAATSIHWP. As the peak body of an Aboriginal and Torres Strait Islander workforce servicing Aboriginal and Torres Strait Islander communities, NAATSIHWP endorsement standards are aligned with the NAATSIHWP Cultural Safety Framework.

In the application process applicants are not only required to provide statements outlining how the CPD activity meets each of the five standards but also specifically rationale how the activity meets the seven domains under Standard 1 (Respect and Culture). This is vital to gaining NAATSIHWP endorsement as it contributes to NAATSIHWP's goal of increasing the capability of the healthcare system to deliver culturally safe and responsive health and wellbeing services to Aboriginal and Torres Strait Islander peoples.

The five proposed NAATSIHWP CPD Standards are:

1. **Respect and Culture** – Promotion of cultural awareness, safety and competence through alignment with the seven NAATSIHWP Cultural Safety Framework Domains:
   - Domain 1: Country and Community
   - Domain 2: Local Cultural Context
   - Domain 3: Recognising & valuing the role of A&TSIHW/HP's
   - Domain 4: Individual Reflection
   - Domain 5: Systemic Reflection
   - Domain 6: Equity and Sustainability
   - Domain 7: Collaboration and Cooperation
2. **Purpose and knowledge** – the purpose of the activity/program enhances the breadth, depth and types of A&TSIHW/HP knowledge and professional practice.
3. **Skills and competence** – the activity/program enhances the skills and competence of the A&TSIHW/HP workforce to enable individuals to undertake their diverse roles.
4. **Active learning** – the activity/program contains key learning outcomes, ongoing learning and approaches which are relevant and applicable to Aboriginal and Torres Strait Islander people and considers the ways in which they learn.
5. **Relevance** – the activity/program has applicability to the holistic approaches of comprehensive primary health care or one or more area/s of specialty within the Aboriginal and Torres Strait Islander Health Worker Professional Practice Framework

These standards have been prepared in line with the Aboriginal and Torres Strait Islander Health Worker Professional Practice Framework and are aligned with the National Scope of Practice.

NAATSIHWP CPD Endorsement Process

In line with similar CPD programs, the NAATSIHWP endorsement process requires training providers to submit an application requesting endorsement and promotion of their CPD activity.

The process includes:

- Receipt of application and administration fee ($60 for a facilitated learning application, $30 for a self-directed material application)
- Assessment and approval of application – by an expert panel* where applications are benchmarked against the five CPD standards and, within those standards, the seven Cultural Safety Framework Domains
- Payment of fees
- Allocation of CPD points to an activity/course and distribution of NAATSIHWP branding and guidelines
- Promotion of course to members.

*An expert panel may include NAATSIHWP, staff Aboriginal and Torres Strait Islander Primary Healthcare Educators, Aboriginal and Torres Strait Islander Health Practitioners, and Senior Aboriginal and Torres Strait Islander Health Workers.

NAATSIHWP has developed evaluation criteria for each of the five NAATSIHWP CPD Standards.

Application Details

You will need to submit an application for each CPD activity requiring NAATSIHWP Endorsement. If your CPD activity consists of multiple units, and you intend to submit these units collectively as one application, you must be able to clearly show that each unit is part of the larger CPD activity and students will only receive a completion certificate upon completion of all modules within the CPD activity.

If you intend to award certificates and CPD hours at the end of each unit, these will be considered as separate applications.

CPD activities cannot be endorsed retrospectively. A student must have both commenced and completed their study within the endorsed period to be eligible for NAATSIHWP endorsed CPD hours. Facilitated Learning Endorsements are valid for two years from the date of endorsement except in the event there is significant change to the content of the endorsed CPD activity (more than 10%) within the two (2) year period, which would require reapplication for NAATSIHWP endorsement. Self-Directed Material Endorsements are valid for one (1) year except in the event that the content changes significantly (more than 10%) within the endorsement period.

Exclusion Criteria

NAATSIHWP reserves the right to refuse both application and endorsement of any CPD activity put forward.

Applications may be refused endorsement if they:

- do not meet NAATSIHWP Endorsement standards
- provide insufficient evidence
- do not comply with the *Copyright Act 1968* and relevant legislation
- are marketing a product or brand.

Application Outcome

You will be notified of your application outcome by your nominated email address once your CPD activity has been reviewed.

If the endorsement application was successful, the email will include a notification that payment for endorsement will be processed and a template for submitting marketing material. Once payment has been successfully processed you will receive approval to use the NAATSIHWP Endorsement logo as well as guidelines around the use of the logo. Please note that NAATSIHWP's name and logo are copyright protected and it is an offence to use these without prior permission from NAATSIHWP.

If your application is not recommended for endorsement, you will be notified in writing with a summary of findings. In the event that you wish to adjust your application and resubmit, you may do this within 30 days without incurring an additional administration fee. If you choose to resubmit after the 30 day period, you will be required to pay the administration fee with your new application.

Reporting

You are required to complete a CPD activity evaluation report if you have received endorsement for a once-off event such as a conference. This involves emailing a summary of the results from the evaluation forms given to participants upon completion of the event, within six weeks. If you have received endorsement towards an ongoing event, you are required to submit course/workshop content on a 6-monthly basis and you will need to send through your evaluation report on an annual

Reset Form

Application Form

Name of Organisation:

Contact name:

Position held:

Phone: Mobile: Work:

Email:

Address:

Postal address *(if different from above)*:

Web address:

ABN:

Brief description of Organisation:

CPD activity details

Title of CPD activity:

Desired endorsement level:

Start date of CPD activity: End date:

Total duration of CPD activity *(in hours)*:

Location of CPD activity:

Organisation nominated CPD hours:

Has the CPD activity previously been endorsed by NAATSIHWP?: ☐ Yes ☐ No If 'Yes' when:

Claims against NAATSIHWP CPD standards

Please address the five CPD Standards below. Responses should be limited to 200 words against each particular standard, with the exception of Standard 1 which is limited to 300 words.

NAATSIHWP CPD ENDORSEMENT STANDARD	CLAIM AGAINST NAATSIHWP CPD STANDARD
1. Respect and Culture Promotion of cultural awareness, safety and competence through alignment with the seven NAATSIHWP Cultural Safety Framework Domains: • Domain 1: Country and Community • Domain 2: Local Cultural Context • Domain 3: Recognising & Valuing the role of A&TSIHW/HP's • Domain 4: Individual Reflection • Domain 5: Systemic Reflection • Domain 6: Equity and Sustainability • Domain 7: Collaboration and Cooperation	
2. Purpose and knowledge The purpose of the activity/program enhances the breadth, depth and types of Aboriginal and Torres Strait Islander Health Worker knowledge and professional practice.	

NAATSIHWP CPD ENDORSEMENT STANDARD	CLAIM AGAINST NAATSIHWP CPD STANDARD
3. Skills and competence The activity/program enhances the skills and competence of the Aboriginal and Torres Strait Islander Health Worker workforce to enable individuals to undertake their diverse roles.	
4. Active learning The activity/program contains key learning outcomes, ongoing learning and approaches which are relevant and applicable to Aboriginal and Torres Strait Islander people and considers the ways in which they learn.	
5. Relevance The activity/program has applicability to the holistic approaches to comprehensive primary health care or one or more area/s of specialty within the Aboriginal and Torres Strait Islander Health Worker workforce scope of practice.	

Please attach additional pages with further details if required.

Required Supporting Documentation

Please include the following with your application:

Your Organisation:

- Public Liability and/or Professional Indemnity Insurance (Certificate of Currency) – please make sure this is current and has not expired.
- Code of Practice – a set of rules or principles for the conduct or management of, in this case, a CPD activity.
- Payment of Administration fee relevant to desired endorsement type, as outlined below 'payment details' of this application.

Your CPD activity:

- CPD activity outline – this should include your planned CPD activity content, session times, topics and a brief description of the CPD activity and target audience. If the CPD activity is **online**, please **include login details**.
- Short overview of the experts who have developed/ written the CPD activity. Include the experts' names and qualifications.
- CPD activity evaluation – attach a copy of the evaluation/ feedback form you plan to use for your CPD activity.

  Your evaluation should include an ability for participants to report the level of relevant learning they experienced for example:
  - have learning needs been met
  - degree of relevance to practice
  - accessible and credible information.
- Certificate of attendance/completion to be given to participants on completion of the CPD activity.
  - include name and type of CPD activity
  - space for the name of participant
  - date/time of CPD activity
  - expected CPD hours (to be reviewed by NAATSIHWP)
  - name of organisation.

Please ensure your application is complete and you have supplied the required supporting documents. If your application is incomplete and supporting documents are not provided, this may impact upon your application outcome. Once you have completed your application form, please email it to **CPD@NAATSIHWP.org.au** along with your supporting documentation. If you need further assistance, please call us on 02 6221 9227.

NAATSIHWP CPD endorsement fees[1]

Endorsement Type[2]	Base Endorsement Fee[3]	Renewal (5% discount)	Ochre Members (10% discount)[3]	Teal Members (15% discount)[3]
One-off Course or Workshop (max 5hrs)	$275	$261.25	$247.5	$233.75
Short Course or Workshop (2–5 days)[4]	$350	$332.5	$315	$297
Extended Course or Workshop (5 days or more)	$550	$522.5	$495	$467
Conference[5]	$700	$--	$630	$595

1. Learning endorsements are for the period of two (2) years, except in the event that content is changed significantly (more than 10%), in which case applicants may be required to reapply.
2. Only one discount is applicable at any one time.
3. All fees above incl. GST, but do not include $60 non-refundable application fee.
4. One day = 5 hours content.
5. Conference fees are determined on a case-by-case basis, therefore endorsement is only applicable for the duration of the event.

NAATSIHWP Self-Directed CPD Material Endorsement Fee[6]

Endorsement Type (Reference Materials)	Endorsement Fee (incl. GST)[7]
0–1 Hours	$50
2–4 Hours	$100
5+ Hours	$175

6. Material Endorsements are for the period of one (1) year, except in the event that content is changed significantly (more than 10%).
7. All fees above incl. GST, but do not include $60 non-refundable application fee .

Terms and Conditions

1. Endorsement by NAATSIHWP is only valid if the information provided is correct and complies with the **Copyright Act 1968** and relevant legislation.
2. Endorsement becomes invalid if the content or organisational aspect of the CPD activity change by 10% or more. Re-submission is then required.
3. Organisations may not advertise that the CPD activity is endorsed, or use the NAATSIHWP logo without the express permission of NAATSIHWP.
4. Facilitated Learning Endorsements become invalid after two (2) years from the date ofendorsement.
5. Self-Directed Material Endorsements become invalid after one (1) year from the date of endorsement.

Payment Details & Declaration

☐ Please raise an invoice to our organisation with the following details

☐ Please call me to process payment over the phone.

Title of CPD Activity: _____

Name: _____

Email: _____

Phone: _____

Address: _____

_____

ABN: _____

Endorsement type (Eg Short Course, Self Directed): _____

Total CPD Hours: _____

Declaration *(please tick and complete declaration details below)*

☐ I declare that the above information is correct.

☐ I declare that the CPD activity presented complies with the **Copyright Act 1968** and relevant legislation.

☐ If this CPD activity is endorsed by NAATSIHWP, I agree to the terms and conditions of NAATSIHWP Endorsement including appropriate use of NAATSIHWP Endorsement logo.

Signature: ..... Date: .....

Print full name: .....

Organisation: .....

Position held: .....

Office use only

Organisation ID: ..... Application ID: .....

Program code: ..... Date complete: .....

NAATSIHWP staff name: .....

Marketing Inclusion

Facilitated Learning Package

- Email out to all NAATSIHWP members about your CPD opportunity
- A direct link within the CPD section of our exclusive full member's portal for the duration of endorsement
- Standing newsletter item on our weekly NAATSIHWP newsletter for duration of endorsement

Self-Directed Learning Package

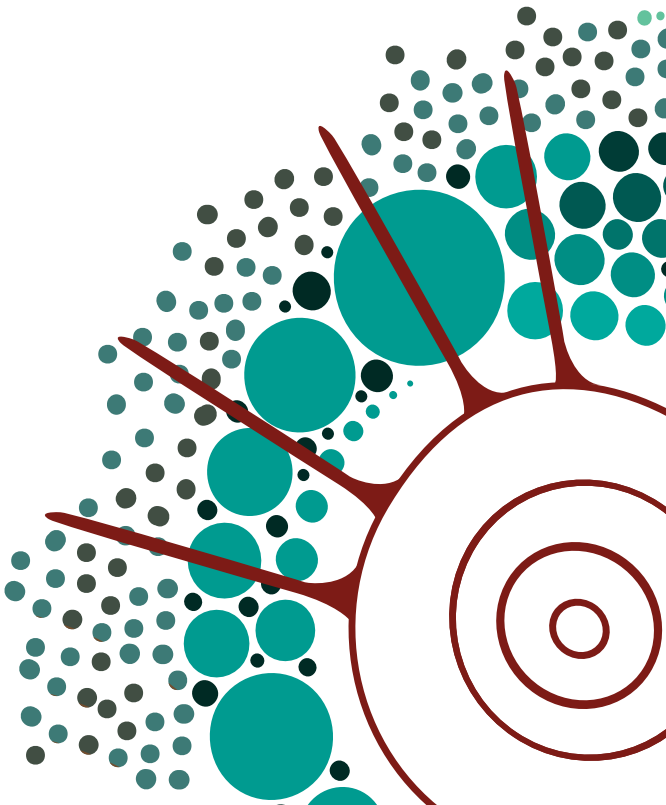
- A direct link within the CPD section of our exclusive full member's portal for the duration of your endorsement
- A one off 'What's new in CPD' spot in our newsletter within a month of endorsement

Additional Marketing Options

- Social Media posts (Facebook & twitter) ($25)

Change of Activity Content

NAATSIHWP reserves the right to require reapplication should endorsed activity content change significantly (more than 10%). It is NAATSIHWP's position that content changes that improve an activity's relevance to the endorsement standards above shall not require reapplication, so long as the focus of the CPD does not change. Content changes that, in NAATSIHWP's view, lessens an activities relevance to the endorsement standards will require reapplication.



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