

CPD POINTS ALLOCATION TABLE FOR CPD CYCLE 2007-2009

ASA ENDORSED ACTIVITIES			
ACTIVITY	ACTIVITY CODE	POINTS/CAP	EXPLANATION / DOCUMENTATION / EXCLUSIONS
ASA Conference	EPC	6 pts per ½ day	Attendance at ASA Conferences. Evaluation form must be completed and returned to Conference Organiser for Certificate of Attendance to be issued. Documents required: ASA Certificate of Attendance
Endorsed Premium Workshop	EPW	3 pts per Hr	Attendance at ASA Endorsed Workshop. Evaluation form must be completed and returned to organiser for Certificate of Attendance to be issued. Premium events are open to all ASA members. Documents required: ASA Certificate of Attendance
Endorsed Premium Seminar or Lecture	EPA	2 pts per Hr	Attendance at ASA Endorsed Seminar or Lecture. Evaluation form must be completed and returned to organiser for Certificate of Attendance to be issued. Premium events are open to all ASA members. Documents required: ASA Certificate of Attendance
Endorsed Standard Workshop	ESW	1½ pts per Hr	Workshop endorsed by ASA, but only open to select members, e.g. an internal company training course only open to employees. Evaluation form must be completed and returned to organiser for Certificate of Attendance to be issued. Documents required: ASA Certificate of Attendance
Endorsed Standard Seminar or Lecture	ESA	1 pt per Hr	Seminar or Lecture endorsed by ASA but only open to select members, e.g. an internal company training course only open to employees. Evaluation form must be completed and returned to organiser for Certificate of Attendance to be issued. Documents required: ASA Certificate of Attendance
ASA Audiology Now Quiz	EAN	1 pt	Completion and passing of Quiz in Audiology Now. Certificate of Completion will be issued after quiz is submitted to ASA Office and a minimum of 75% is answered correctly. Documents required: ASA Certificate of Completion
ASA Videos	ESV	As advised on questionnaire	ASA videos of CPD events have a quiz included. Complete the quiz and keep it with your CPD records Documents required: Completed Quiz

NON ASA ENDORSED ACTIVITIES - INDEPENDENT

ACTIVITY	ACTIVITY CODE	POINTS/CAP	EXPLANATION / DOCUMENTATION / EXCLUSIONS
Attendance at audiological related workshops / seminars / lectures / training / conference including online training	ISA	1 pt per Hour CAP: 40 pts	This code includes all courses you attend that are not ASA endorsed but are directly related to Audiology. This includes new technology updates from manufacturers, training on new techniques or revision, non-ASA Conferences. Only the education content of these activities can be claimed for CPD points. Documents required: Certificate of Attendance and/or copy of Program and/or proof of registration and a completed Independent Activities Audit Log ¹
Preparation of training materials or lecture	ITR	1 pt per Hour CAP: 20 pts	This code is to be used when you are designing, planning and organising a new training package, conference presentation or lecture. Documents required: Copy of training material, e.g. Powerpoint presentation, and completed Independent Activities Audit Log ¹ Exclusion: If you are employed primarily as a lecturer or trainer
Presentation of training material or lecture	IPN	1pt per Hour per unique presentation CAP: 15 pts	This code is to be used for your time in presenting material for each unique presentation. Documents required: Copy of training material, e.g. Powerpoint presentation, proof of presentation, e.g. event program or diary entry and completed Independent Activities Audit Log ¹ Exclusion: Cannot be claimed if previously claimed within a program of events
Formal study directly related to Audiology – e.g. PhD	IFR	10 pts per semester CAP: 40 pts	This code is only to be used for formal study in the Audiological field such as PhD or Masters (for Diploma level audiologists). Documents required: Evidence of enrolment/attainment
Formal study indirectly related to audiological practice – e.g. MBA	IFI	6 pts per semester CAP: 24 pts	This includes formal study that is not Audiology based but has direct impact on your Audiology clinic. E.g. business management, MBA. Documents required: Evidence of enrolment/attainment and Independent Activities Audit Log ¹ Exclusion: Other formal courses that have no direct impact on your Audiology clinic (i.e. nursing degree, horticulture)
Short courses or modules indirectly related to Audiology supporting your professional development goals e.g. Workplace Trainer Certificate	IFC	1 pt per ½ day CAP: 12 pts	This includes modules of courses that may assist with your Audiology clinic (e.g. Modules of the Certificate IV in training, MYOB computer course, cross cultural training) Documents required: Certificate of Attainment and Independent Activities Audit Log ¹

ACTIVITY	ACTIVITY CODE	POINTS/CAP	EXPLANATION / DOCUMENTATION / EXCLUSIONS
Supervision: 1. Audiology Masters or PhD students 2. GCI Supervision	ISS IGS	TOTAL CAP: 30 pts 1 pt per 5 hrs CAP: 20 pts 1 pt per month per Intern CAP: 30 pts	This code is to be used for supervision of Students on clinical placements. Documents required: Certificate of Participation or supervision agreement supplied by the University and completed & signed ASA Clinical Supervision Record. <hr/> This code accounts for the time spent in discussion with your supervisee. It does not include the hours spent supervising them "at elbow". Documents required: Copy of supervisee's Supervision Diary which evidences your supervisory role and completed Independent Activities Audit Log ¹ Exclusions: Where supervision is required as a core component of your job description. If an overseas trained applicant fails to pass the ASA examination, the supervision time is not repeatable (ie. Can only claim up to 12 months of supervision even if it takes 24 months for them to qualify)
Training of staff completing OTEN audiometry course in the last 24 months	ITS	5 pts per 6 months per student CAP: 20 pts	This code covers the training of staff completing OTEN course. This is not just a supervisory role as they are distance education students. The Trainer must be a holder of a Certificate IV in Workplace training or similar. It covers time spent teaching and discussing - not "at elbow" supervision. Documents required: Copy of training agreement with ACAud and completed Independent Activities Audit Log ¹ Exclusion: Where a person is employed primarily as a Trainer
Clinical meetings	IPM	1 pt per hour CAP: 10 pts	This code is to be used for the time spent in formal presentations and discussing cases within clinical meetings. Documents Required: Completed & signed Audiological Clinical Meeting Record. If not signed include Minutes of meeting showing proof of attendance. Exclusion: If you have claimed educational component of meeting in ISA you cannot claim it in this category.
Special Interest Groups	SIG	1 pt per hour CAP: 25 pts	This code is to be used for clinical interaction via teleconference, formal dialogue and ASA Forums with a requirement to be evidenced by active involvement. Documents required: Minutes of meeting and completed Independent Activities Audit Log ¹
Professional Publications, e.g. Journals, Audiologically related articles or reference books	IPJ	1 pt per hour CAP: 30 pts	This code is for time spent independently or as a group reading, viewing or discussing articles or videos. Assessed for the length, content and appropriateness of Professional Development Documents required: Copy of front cover, index page, indicative selection of article and Independent Activities Audit Log ¹

ACTIVITY	ACTIVITY CODE	POINTS/CAP	EXPLANATION / DOCUMENTATION / EXCLUSIONS
Discussions with peer on results of clinical file audits	IPR	2 pts per hour CAP: 20 pts	Peer review file audits are an important means of feeding back suggestions for improving or developing your skills. The points are claimed for the time spent in clinical discussion. Documents required: Copy of diary entries and completed Independent Activities Audit Log ¹ Exclusion: Time taken auditing the files
ASA Committee work - FEC - State Branch	IAS	1 pt per month CAP: 24 pts ½ pt per month CAP: 12 pts	This code is to be used by ASA committee members for attendance at regular State or FEC meetings. Documents required: Copy of Minutes of meeting
Assistance to ASA	IAA	As documented by ASA CAP: 40 pts	Attendance at State Branch meetings and AGM. At times the ASA will also request help from a member in completing a task. Points can be awarded according to the time spent and are discussed with ASA office. This includes book & video reviews as well as members participating on standing advisory committees. Documents required: Minutes of meeting and/or confirmation from ASA of points allocated
Participation in research data collection projects approved by ASA for CPD	IRS	5 pts per project CAP: 40 pts	A research project officer can apply to the ASA, <u>prior to commencement of the project</u> , to be able to offer CPD points to audiologists who assist in the collection and analysis of research data. Projects must assist the field of audiology and not just that clinic. Allocation of CPD points for each participant will be determined by the research project officer and ASA will supply a Certificate to each participant based on this information Documents required: ASA Certificate of Participation Exclusion: Where employed primarily as a researcher
Participation in humanitarian Audiological activities	IHA	As decided by ASA on case by case basis CAP: By negotiation	For those who are participating in unpaid Audiological work, not connected with the member's usual employment. <u>Prior approval from ASA is required by completing the relevant application form available on the website.</u> Documents required: Confirmation from ASA Exclusion: Previously claimed in other categories such as preparation of training materials
Work Related	IWR	4 pts per cycle CAP: 4 pts	Professional development specific for your workplace, e.g. updating administration procedures, new software, etc. Documents required: Independent Activities Audit Log ¹
Independent "Other" activity	IOA	Points allocated on a case by case basis CAP: 20	This code can be used for activities which do not fall into any other activity code. <u>Prior approval from ASA is required by completing the relevant application form available on the website.</u> Documents required: IOA Number provided in writing by ASA

¹ If you are documenting your activities in the CPD Electronic Log your Independent Activities Log is incorporated within the Electronic Log and a separate sheet is not required