

## HETI CPD HOME

### EXEMPTIONS AND VARIATIONS: PROCEDURE

#### 1 INTRODUCTION

HETI CPD Home provides CPD content, resources and a tracking platform to help its members meet the CPD requirements of their medical registration. HETI recognises that, at times, there are many valid reasons for non-compliance with the program requirements and that many NSW Health employees need support during times of difficulty.

#### 2 SCOPE AND PURPOSE

This policy outlines the circumstances in which exemptions from or variations to the CPD Home registration or program requirements may be granted and the circumstances where they are generally not approved.

The purpose of this procedure is to provide an avenue whereby applicants can have extenuating circumstances and/or a change in personal circumstances assessed in a fair and transparent way.

#### 3 QUALIFYING EXEMPTIONS

Exemptions may be granted for a period of between six and twelve months. The following circumstances are generally considered to be qualifying exemptions from CPD requirements:

- Prolonged period of serious illness
- Carers leave
- Parental leave
- Extended leave from work – e.g. a sabbatical, full time study
- Stress/ trauma related to domestic violence or being the victim of serious crime
- Unforeseen hardship – e.g. natural disaster
- Extended absences related to cultural responsibilities

Other circumstances may be considered on a case-by-case basis.

Variations may include, for example, a request for deferral from a NSW Health mandatory training activity until the applicant returns to work or a pro-rata variation to the amount of CPD hours required in that CPD cycle due to extended absence.

It is the responsibility of the applicant to ensure that their application is comprehensive and includes all necessary supporting documentation and evidence. This will ensure that

HETI CPD Home has all relevant documentation, evidence and the facts to make an informed decision on the application. Evidence may include:

- A medical certificate for illness, incapacitation, trauma or expected birth
- A birth certificate or adoption certificate if the applicant is applying for an exemption due to parental leave
- Confirmation from NSW Health of extended leave
- Reports or statements related to police matters
- A statutory declaration attesting to the need for extended leave due to cultural responsibilities or incapacity/absence

## 4 NON-QUALIFYING EXEMPTIONS

The following circumstances will generally not be approved for an exemption:

- Workload
- Minor illnesses or incapacity
- Bereavement (unless there is resultant long-term trauma)
- Failure to complete CPD due to other personal commitments
- Lack of knowledge of CPD requirements
- Financial difficulties/ stress

## 5 HOW TO APPLY FOR AN EXEMPTION/ VARIATION

As soon as you are aware that your circumstances may impact your ability to meet program or registration requirements, please write to HETI CPD Home outlining your reasons for applying.

Applications will be considered confidentially by HETI CPD Home staff and, if necessary, the HETI CPD Home Clinical Chair and/ or other HETI staff or clinical advisors as appropriate to the circumstances.

If you intend to be, or are forced to be, away from practice for a period of more than 12 months, you must also contact the Australian Health Practitioner Regulation Agency to amend your registration status. Members who are absent for extended periods also should be aware of any applicable recency of practice requirements as per the Medical Board of Australia's *Recency of Practice* registration standard.

HETI CPD Home will endeavour to consider your application and respond with an outcome within four weeks of receiving the application.

If more information is required before a decision can be made, HETI CPD Home will contact the applicant by email/ phone. Applicants are asked to respond to any such requests as soon as possible to avoid delays in decision making.

## 6 OUTCOMES

Applicants will be notified of the outcome by email. This may be:

- Approved exemption for a set period of time, generally at least 6 and up to 12 months
- Approved with variation. This may include:
  - Change in hours required
  - Change in program level mandatory training requirements, including deferral until the applicant returns from absence
- Not approved

Exemptions may be granted for a whole CPD cycle or a part thereof. In the case of partial exemptions, HETI CPD Home will act on a case-by-case basis to determine the requirements for the year. This may include a pro-rata amount of hours, for example:

- Six month absence = 25 hours minimum CPD
- Nine month absence = 12.5 hours minimum CPD

Exempted members will be excluded from annual audits but may still be included in regular compliance checks to see if they are progressing against any pro-rata variations.

Members with variations to program level requirements such as NSW Health mandatory training or pro-rata hours may still be subject to audit and may be followed up by HETI CPD Home during the next CPD cycle. Mandatory training may still be required depending on the member's clinical role and Local Health District requirements. Members should check with their Local Health District about whether they are still required to undertake any mandatory training (such as e-learning) during their period of absence if the due date for completion falls within the period of absence.

## 7 RECONSIDERATIONS, REVIEWS AND APPEALS

If you are unhappy with the decision of HETI CPD Home, you may apply for a reconsideration or review.

If the outcome of a reconsideration or review is not satisfactory, members may seek further action via a formal appeal using the HETI CPD Home Reconsideration, Review and Appeal policy.

If you are still unhappy, or if you feel that you have been treated unfairly on personal or procedural grounds, then you may lodge a complaint under the *NSW Health Grievance Policy*.

## 8 RECORDING EXEMPTIONS OR VARIATIONS

HETI CPD Home will maintain a register of applications, decisions, any procedural or decision-making documentation and outcomes notifications. It will also record details of requests for reviews, considerations or appeals.

Information may be used to inform continuous improvement of the HETI CPD Home program.



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## 9 CONTACT

For further information please contact HETI CPD Home:

Telephone: TBC

Email: [HETI-CPDHome@health.nsw.gov.au](mailto:HETI-CPDHome@health.nsw.gov.au)

Version 1 approved	
This version	
Approved by Council	
Revision date	