



**BY-LAW No. 2023 – 1**

**Continuing Competence Requirements**

(By-law made pursuant to Clauses 3(d) and 12(a) of the Constitution)

**17 April 2023**

Allied Health Assistants' National Association Ltd  
ABN 83 658 609 173  
c/- The Annex, Level 8,  
12 Creek Street,  
BRISBANE QLD 4000

Email: [enquiries@ahana.com.au](mailto:enquiries@ahana.com.au)  
Website: [www.ahana.com.au](http://www.ahana.com.au)

## BYLAW 2023-2

### By-law to take effect from the membership year commencing 1 July 2023

**Purpose:** The purpose of this By-law is to set out the continuing competence requirements that apply for renewal of the practising classes of membership of the Association under Rule 3(d) of the Association's Constitution.

#### 1. Definitions

“**Allied Health Assistant**” or “AHA” has the meaning provided in Schedule 1 to By-law 2022-1 Membership classes, membership application procedures and recognition of non-member credentials.

“**Association**” means Allied Health Assistants’ National Association Limited ACN 658 609 173.

“**Board**” means the board of directors of the Association.

“**Code of Conduct**” means the written code of professional conduct and ethical practices as described in the Association’s Constitution.

“**Committee**” means the Membership and Certification Committee established under Clause 14 of By-law 2022-1.

“**Constitution**” means the Constitution of the Association.

“**continuing professional development**” or “**CPD**” is a key tool through which health workers maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their working lives.

“**CPD record**” means the personal record, portfolio or activity log kept by a Practising Member in accordance with Clause 6 of this By-law.

“**Diversity**” means Aboriginal and/or Torres Strait Islander background, age, caring responsibilities, cultural background, linguistic diversity, disability status, gender, religious affiliation, sexual orientation, gender identity, intersex status, and socio-economic background.

“**interactive**” means learning that involves two-way flow of information and occurs with other practitioners, such as face-to-face or interactive online education.

“**Membership Officer**” means the person appointed to this position by the Board.

“**Non Practising Member**” means a person who has been admitted to that class of membership pursuant to Clause 7 of By-law 2022-1.

“**Practising Member**” means a person who has been admitted to membership pursuant to Clause 4, Clause 5 or Clause 6 of By-law 2022-1.

“**practising membership**” means membership under Clause 4, Clause 5 or Clause 6 of By-law 2022-1.

“**practice**” means to practise in any role, whether remunerated or not, in which a member uses or draws upon AHA skills, knowledge and competencies to provide services typically provided by an AHA. Practice in this context is not restricted to the provision of direct care or support. It may also include using AHA skills and knowledge to work in a direct non-clinical relationship with clients, in management, administration, education, research, advisory, regulatory or policy development roles, or any other roles that impact on the safe, effective delivery of services typically provided by an AHA.

“**recent graduate**” is a person who qualified from an approved program of study in allied health assistance within two years of lodging a complete application for membership of the Association.

**“recency of practice”** means that a member has maintained an adequate connection with, and recent practice as an allied health assistant since qualifying for or being granted membership of the Association.

**“scope of practice”** means the role and services that an individual AHA is educated and competent to perform.

## **2. Responsibilities of Practising Members**

- 2.1 In accordance with the Association’s Code of Conduct, all Practising Members have a professional and ethical responsibility to:
  - a) recognise and work within the limits of their competence; and
  - b) maintain their competence to practise, ensuring they have adequate knowledge and skills to provide safe and effective care as an AHA.
- 2.2 Participation in continuing professional development and maintenance of recency of practice are key means through which Practising Members maintain the knowledge and skills needed for safe, ethical and effective practise.

## **3. Membership renewal obligations for Practising Members**

- 3.1 Renewal of a Practising Membership of AHANA is contingent upon satisfactory completion of CPD and maintenance of recency of practice, in accordance with Clauses 4 and 5 of this By-law.

## **4. CPD requirements**

- 4.1 Subject to Clause 8 of this By-law, all Practising Members must complete **at least 20 hours** of CPD each membership year. The CPD undertaken should:
  - a) be focussed on improving patient outcomes and experiences;
  - b) draw on the best available evidence, including well-established and accepted knowledge that is supported by research where possible, to inform good practice and decision-making;
  - c) contribute directly to improving competence (performance and behaviour) and keeping up to date in the AHA’s scope and setting of practice;
  - d) build on existing knowledge;
  - e) include a **minimum of five hours’** CPD in an interactive setting with other AHAs and/or AHPs;
  - f) include a **minimum of four hours’** CPD focussed on responding to and supporting Diversity through practise, with no less than **two hours’** CPD focussed on Indigenous cultural responsiveness; and
  - g) include **at least four** of the CPD hours related to professional issues.
- 4.2 This requirement for 20 hours of CPD activity does not include any employer-imposed obligation to maintain currency of skills in cardiopulmonary resuscitation or first aid.
- 4.3 When applying to renew a practising membership, each member must make a declaration about whether they have met the CPD requirements set out in this By-law during the previous membership year.

## 5. Recency of practice requirements

- 5.1 Subject to Clause 8 of this By-law, to maintain recency of practice, all Practising Members must complete a minimum of:
  - a) 450 hours of practice in the previous three years, or
  - b) 150 hours of practice in the previous 12 months.
- 5.2 This requirement applies to all AHAs who hold practising membership, except for newly graduated AHAs who are applying for membership for the first time.
- 5.3 When applying to renew a practising membership, each member must make a declaration about whether they have met the recency of practice requirements under this By-law, during the previous membership year.
- 5.4 Where a member is resuming practice after a break of more than three years, they must satisfy Board that a supervision plan is in place that is sufficient to ensure the member's successful return to safe and competent practice.

## 6. Record-keeping

- 6.1 Each Practising Member must keep a portfolio or activity log that records their participation in CPD to demonstrate compliance with the CPD requirements of Clause 4 of this By-law. This record should document the following:
  - a) the member's learning goals for the membership year
  - b) each CPD activity the member undertakes during the membership year, and
  - c) the member's personal reflections on the impact that the CPD activity has had on their practice.
- 6.2 Each Practising Member must hold evidence of recency of practice that demonstrates compliance with the requirements of Clause 5 of this By-law.
- 6.3 Practising Members must retain records of their CPD activity and recency of practice for a minimum of **five years**.
- 6.4 It may be kept in hardcopy or electronic form, or a combination.

NOTE: See Schedule 1 for a sample CPD Record.

## 7. Area of practice endorsements

- 7.1 A practising member who holds an endorsement for an area of allied health practice under Clause 12.1(a) of By-law 2023-1 must:
  - a) maintain recency of practice in the area of practice to which the endorsement relates, and
  - b) unless the Board has set a different minimum number of CPD hours per membership year for the endorsement, undertake **at least 5 hours** of CPD activity per membership year that relate directly to the area of allied health practice for which they hold the endorsement.

7.2 A practising member who holds more than one endorsement must meet the CPD and recency of practise requirements for each endorsement, to qualify for renewal of the endorsement.

## **8. Pro-rata membership**

8.1 Where a person is renewing a practising membership granted part-way through a membership year, for every three months of membership remaining in the membership year, they must:

- (a) complete a minimum of one quarter of the minimum number of annual CPD hours stated in Clause 4.1 of this By-law; and
- (b) provided they still meet any recency of practice requirements for eligibility for the class of membership they are renewing, complete a minimum of one quarter of the minimum number of annual practise hours stated in Clause 5.1 of this By-law.

## **9. Part-time practise**

9.1 A practising member who works part time as an AHA must satisfy the full CPD and recency of practice requirements in Clauses 4 and 5 of this By-law in order to renew their practising membership.

## **10. Leave of Absence**

10.1 A practising member who takes a leave of absence from work as an AHA during a membership year is required to satisfy the full CPD requirements for membership renewal unless granted an exemption or partial exemption under Clause 11 of this By-law.

## **11. Application for special consideration**

11.1 A practising member who is unable to meet the CPD or recency of practice requirements under this By-law may apply to the Chair of the Membership and Certification Committee (or delegate) for special consideration on the grounds of hardship.

11.2 The Board may grant a full or partial exemption from the recency of practice requirements of this By-law in circumstances where the Board are satisfied that a supervision plan is in place that is sufficient to ensure the member's successful return to safe and competent practice.

11.3 In exceptional circumstances, the Board may grant a full or partial exemption from the CPD requirements of this By-law, or grant an extension of time for completion.

## **12. Audit at renewal or during the membership period**

12.1 From time to time the Board may ask a Practising Member to provide evidence that they have met the CPD and recency of practice requirements set out in Clauses 4 and 5 of this By-law.

12.2 Each year, the Board will conduct an audit of 5% of Practising Members to check compliance of their CPD and recency of practice records with the requirements of this By-law. The Board may also conduct random audits from time to time of a selection of Practising Members to check for compliance.

## **13. Non-compliance with this By-Law**

13.1 The Board may refuse to renew the practising membership of a member who has not met the requirements set out in this By-law.

**By-law modification history**

Date	Version No.	Details
17/04/2023	1.	Approval date

## SAMPLE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) RECORD

Member Name

Membership Number

### LEARNING GOALS

Membership Year	Learning Goal	Rationale
2023-24		
2024-25		

CPD Topic	Name of CPD Activity	Date/s and Hours	Format	Other supporting evidence	Reflections on impact of CPD activity on practise
<i>E.g. Cultural Competency</i>	<i>Working with Indigenous people from remote communities</i>	<i>10/09/2023, 2 hours</i>	<i>Workshop</i>	<i>Slides and completed work-book</i>	<i>People in remote communities: are connected with country and community; and may require additional support in order to feel culturally safe with AHA services, or to provide informed consent. When I am visiting remote communities to provide services, I now make sure when booking that they know they can have a support person present at the appointment and reschedule if they need further time to think about whether they want to participate in the services</i>

## SAMPLE RECENCY OF PRACTICE RECORD

*Note: this can be demonstrated through (e.g.) payslips showing hours worked in, or payment summary for, a relevant AHA role. You only need to demonstrate the minimum number of hours, not keep a record of all the hours you worked in the period.*

Role	Workplace/Employer/Nature of Engagement	Evidence	Name and contact details of delegating and supervising AHA
<b>E.g. Podiatry Assistant</b>	<i>Jasper Podiatry</i>	<i>Payslips for period 07/07/2023-12/12/2023</i>	<i>Artie Jasper, artie@jasperpodiatry.com.au</i>
<b>E.g. Therapy assistant</b>	<i>Self-employed as NDIS therapy assistant</i>	<i>NDIS record and records of payments, showing hours and duration of engagement</i>	<i>Clover Singh, owner of Physio for All c.singh@physio4all.com.au</i>