

CONTINUING PROFESSIONAL DEVELOPMENT

Explanation:

Medical Surgical Assistants Society of Australia (MSASA) is **committed to the continuous professional development** (CPD) and skills improvement of its members.

Eligibility:

MSASA supports medically qualified surgical assistants who are members of MSASA through the **MSASA Training and Professional Development Committee** (TPDC) to meet CPD requirements.

Medical Board of Australia CPD requirements:

The MSASA CPD format is a guide for a self directed CPD program under 4G of the CPD registration standard of the MBA. The standard reads as follows,

"Medical practitioners who are not on the specialist register and do not fit into categories 4(c), (d), (e) or (f) must complete a minimum of 50 hours of CPD per year, and may choose a self-directed program. Self-directed programs must include practice-based reflective elements such as clinical audit, peer review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning."

Participation:

Use of the guide is voluntary and open to all **MSASA members in good standing**. The MSASA CPD guide recognises the ongoing training of MSASA members in their **daily professional work**. It also recognizes **achievement in research, tuition, and professional improvement** through the submission of relevant academic papers and articles and the presentation of continuing medical education programs in the area of surgical assisting. It is **specifically designed to meet the professional needs of medically qualified surgical assistants**.

Rating:

To gain an MSAS CPD Certificate of Achievement, members must achieve **100 CPD points each year**. Each activity is coded and rated according to the **MSASA CPD rating scale**. Members may apply for a points assessment of an activity to the TPDC if they need clarification of the rating of any particular activity. Members must also **keep a record of hours** to meet the requirements of the MBA self-directed CPD program. This is provided for on the forms attached.

CPD Objectives:

Whilst undertaking the MSASA CPD program, MSASA members are encouraged to achieve,

- 50 hours of surgical assisting per annum
- No more than 50% of their CPD points from operation reports per annum

Recording and Approved Forms:

For simplicity and convenience, there are only 2 forms in the MSASA CPD program.

1. **Operation Report Form** (to be used in accordance with CPD Activity code 01) and requiring the signature of the supervising surgeon
2. **CPD Summary Form** (to be used to quantify all CPD activity)

Certificate of Achievement and Peer Review:

Members wanting to obtain an MSASA CPD Certificate of Achievement are advised to submit their professional development activities on the MSASA CPD Summary Form. The issuing of an MSASA Certificate of Achievement is consequent upon a satisfactory peer review of a member's CPD activities.

How do I participate?

1. Become a member of MSASA by completing a membership form which can be downloaded from our MSASA website, www.msasa.org.au
2. Submit your CPD Summary when you have achieved 100 points over 1 year as per the MSASA CPD rating scale
3. Those members submitting an Operation Report (Activity 1), as part of their 100 points should do so on The Operation Report Form included in this brochure. There is no compulsion to concentrate on any particular activity. Operation reports however are included for procedures which members have found to contribute significantly to their professional development. **They should be cases that involve a significant learning component and this must be clearly documented in the report.**
4. Completed documentation and any correspondence should be addressed to:
The Chairman,
MSASA Training and Professional Development Committee,
PO Box 12, Arncliffe NSW 2205

Medical Surgical Assistants Society of Australia

ABN 86 076 781 747

PO Box 12 Arncliffe NSW 2205

Telephone: 02 9567 7329