

APPLICATION CRITERIA

Applicants seeking admission to continuing professional development courses are required to:

1. be currently registered or enrolled with the appropriate registering authority in the state or territory of Australia in which they are employed, or from a country whose registration/enrolment is recognised by Australian registering authorities, and provide proof of this with their application form.
2. be an allied health professional with appropriate qualifications in a state/territory in Australia, in which they practice. The College reserves the right to offer admission to other health professionals on receipt of written application outlining learning needs and capacity to successfully complete the course.

REFUND POLICY

Refunds for DE subjects will only be given where a minimum of ten (10) working days prior to the commencement date notice is given. There is a non refundable administration flat fee of \$55.00 for all DE refunds. Applications for a refund made within ten (10) working days prior to the commencement date will not receive a refund. In these instances the applicant will be issued with a credit note. Credit notes must be redeemed within twelve (12) months of the date of issue. A \$55.00 administration fee will be charged on re application with the credit note.

CANCELLATION POLICY

The College reserves the right to cancel or postpone any course at any time for any reason as determined by the College. Where the College cancels a course, the full course fee, including the application fee, will be refunded.

PRIVACY STATEMENT

The College of Nursing collects your personal information for administrative use and to provide you with information about our activities and promotions. Please let us know if you do not wish to receive such information. You can gain access to your personal information by contacting the College privacy officer on (02) 9745 7500.

Continuing Professional Development (CPD) Program

How do I undertake the CPD Program?

The CPD program requires each member to maintain a log of activities each calendar year (this log must be available, if required, for auditing purposes). To meet the requirements of the CPD program at least 25 hours of CPD per annum is necessary. Participants of the CPD program will receive an annual CPD Logbook to assist in the recording of CPD involvement. There will also be provision for electronic records to be made on the College's Website. In designing your annual CPD schedule, the College would encourage you to assess your personal needs and plan your activities accordingly. Your CPD logbook contains specific details as to how to record your CPD activities. All College continuing education courses attract CPD hours.

Do I have to be involved?

Members are not required to participate in the CPD program, however given the current professional developments internationally, and the recommendations in the National Review of Nursing Education (2002), the College introduced this program to prepare members for what it sees as an inevitable process for re-registration in the near future.

What does my involvement achieve?

The College's CPD program is designed to capture and acknowledge those activities that nurses routinely undertake to maintain their currency and competence. It is envisaged that members' involvement in the CPD program will prove invaluable for professional activities such as preparation for annual performance reviews and the re-authorisation process for nurse practitioners. Formal CPD involvement entitles Members and Fellows to use the postnominals CMCN (Certified Member of The College of Nursing) or CFCN (Certified Fellow of The College of Nursing). All participating Members and Fellows on achievement of their CPD target annually will receive formal Certification for inclusion in their professional portfolios and/or curriculum vitae.

Questions about the process

The College will continue to review the range of activities and hours committed to the CPD program; therefore your feedback is welcomed.

¹ Registered nurse refers to those nurses **registered** with the appropriate Australian State