

Course Syllabus

NMBA CPD and Reflective Practice · OBA-CPD-2026 · 8.5 CPD hours · fully self-directed online

DOCUMENT CONTROL

- Programme: NMBA CPD and Reflective Practice (OBA-CPD-2026)
- Audience: Student and Facilitator
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- Provider: OBA Nursing Academy

SCOPE OF PRACTICE AND CURRENCY

- This programme is professional development. It explains the NMBA's Registration standard: Continuing professional development and its supporting documents; it does not replace them, and it is not legal advice. It cannot tell you whether a particular activity counts for your context of practice, whether your circumstances meet the exemption threshold, or how the NMBA will decide any individual matter - those are decisions for you, for the NMBA, and for the state or territory board to which the NMBA delegates individual registrant matters. Where this programme and an NMBA document differ, the NMBA document applies.
- Content verified 20/09/2026 against the NMBA Registration standard: Continuing professional development (effective 1 June 2016), the Guidelines: Continuing professional development, the Fact sheet: Continuing professional development, the Policy: Exemptions from continuing professional development for nurses and midwives (June 2016), the Ahpra and NMBA audit pages, and the NMBA standards for practice. NOTE THE CURRENCY POSITION: the registration standard has been in effect since 1 June 2016 and remains the current standard. It also states that it will be reviewed 'generally at least every five years' and records 'Last reviewed: 1 June 2016'. It is therefore current AND past its own indicative review interval. Check the NMBA website before relying on any figure in this programme.

1. Programme overview

NMBA CPD and Reflective Practice is a fully self-directed, entirely online professional development programme delivered through the OBA Nursing Academy learning management system. There are no scheduled classes, no live sessions and no clinical placement. Learners complete eleven modules at their own pace, followed by a case study assessment and a single summative assessment.

THE LINE THIS PROGRAMME HOLDS

- CPD IS NOT HOURS YOU ATTENDED. IT IS A LEARNING NEED YOU IDENTIFIED, A PLAN YOU MADE, AN ACTIVITY YOU DID, AND A REFLECTION ON WHAT CHANGED.
- That is the NMBA's Guidelines: Continuing professional development, which state that all evidence must demonstrate that the nurse or midwife has identified and prioritised their learning needs based on self-reflection and evaluation of their practice against the relevant standards; developed a learning plan based on those needs; participated in effective learning activities; and

reflected on the value of the activities or the effect participation will have on their practice.

- **FOUR THINGS. A CERTIFICATE OF ATTENDANCE DEMONSTRATES THE THIRD** - which is why the commonest object brought to a CPD audit is a folder of certificates, and why it is so often insufficient.
- **AND NO OBLIGATION APPEARS IN THIS PROGRAMME UNLESS A NAMED NMBA OR AHPRA DOCUMENT CONTAINS IT.** The characteristic harm of a CPD course is not that it teaches something dangerous; it is that it **ADDS RULES**. That CPD must be accredited, that every activity needs a certificate, that self-directed learning does not count, that part-time nurses do pro rata hours, that a named reflective model is required - all widely believed, and none of them in any of the five documents this programme is built on.

TWO COURSES THIS ONE IS OFTEN CONFUSED WITH

THIS IS NOT A CLINICAL COURSE, AND IT IS NOT A CAREER COURSE. It does not teach a clinical subject, and it is not about promotion, portfolios for job applications, or study pathways. It is about one registration standard, its three supporting documents, and the audit that checks them. Where it touches the other registration standards - recency of practice, professional indemnity insurance, criminal history - it does so because they are audited alongside CPD and declared in the same annual statement, not because it teaches them.

Who it is for

- Registered nurses and enrolled nurses at every stage - because the standard applies equally to full-time, part-time, paid and unpaid practice, and to those on leave from work
- Midwives, and anybody holding dual registration as a nurse and a midwife, where the hours add up differently and one activity can sometimes count twice
- Nurse practitioners, midwife practitioners, and anybody with a scheduled medicines endorsement or a notation - who owe additional hours on a defined subject
- Nurses and midwives who are NOT currently working but have kept their registration - who still owe CPD, and who are the group most often caught out
- Internationally qualified nurses and midwives newly registered in Australia, for whom the registration period, the pro rata rules and the audit process are all new
- Anybody who has just been selected for audit, or who has just realised renewal is close
- Nurse unit managers, educators and clinical leads who are asked what counts, and whose answer becomes their whole unit's practice
- Anybody who has a folder of certificates and a quiet suspicion that it is not what the NMBA actually asked for

How it is delivered

- Fully self-directed and entirely online, through the OBA learning management system. No scheduled classes, no live sessions, no clinical placement
- Eleven modules, each with a narrated video, a student learner guide, a reflective workbook activity and a formative knowledge check
- A case study assessment of five unfolding situations, and a single summative assessment
- Learners work at their own pace. Nothing is timed, and there is no completion deadline

- And one thing no other OBA programme carries: a COMPLETED WORKED EXAMPLE of the evidence record for this course itself - the entry you could file, written the way the guidelines ask

How this programme treats the people taking it

Two things about how this programme is written. It carries no invented requirements: every obligation in it maps to a named NMBA or Ahpra document, and where something is a recommendation rather than a requirement, it says so. And it takes seriously that a proportion of any cohort is doing this course because they are already behind, already selected for audit, or already worried. The consequences are stated accurately rather than dramatically - including the part where failing to complete CPD is not an offence - and the support lines are on every student-facing document.

SUPPORT - FOR YOU, NOT FOR A PATIENT

- Nurse & Midwife Support - 1800 667 877. 24 hours, seven days. Free and confidential, for nurses, midwives and students - including if you are behind on CPD, have been selected for audit, or are carrying something that a reflective record is not the right place for.
- Lifeline - 13 11 14. 24 hours, seven days. National crisis support.
- You may stop this programme at any point and come back. Nothing is timed and there is no penalty.

Programme outcomes

On completion, learners will be able to:

1. State the four things the NMBA guidelines require CPD evidence to demonstrate, and explain which of them a certificate of attendance covers
2. State who the CPD registration standard applies to, and the only two exclusions in it
3. State the registration period, and explain why it is not a calendar year
4. Calculate the CPD hours owed for any registration type, endorsement or notation, including pro rata
5. Describe your own context of practice in the six elements the NMBA uses, and apply it as the test of whether an activity counts
6. State which activity types count, including self-directed learning, and apply the two-part test to mandatory workplace training
7. Explain why no CPD activity needs to be accredited, and why points are not hours
8. Build a CPD record entry that demonstrates all four evidence elements, and state the recordkeeping period
9. Write a reflection that is honest, brief and appropriate to a document a regulator may read - naming nobody
10. List the five stages of the CPD cycle, and generate learning needs by self-assessing against your own standards for practice
11. Describe the audit process, the 28-day evidence window and what an audit asks for
12. State the two exceptional circumstances for an exemption, and what the policy says is NOT a ground
13. State accurately what the National Law provides if the standard is not met - in both directions
14. Locate CPD within the four mandatory registration standards and your own standards for practice, and identify the local questions this course leaves to you

2. Module structure

Module	Title	CPD hours	Knowledge check items
00	Orientation: The Course That Is an Example of Itself	0.50	4
01	What the Standard Actually Says, and Who It Applies To	0.50	5
02	Your Hours: 20, 30, 40, 50 - and Pro Rata	0.50	6
03	Context of Practice: the Test That Decides Everything	0.50	5
04	What Counts, What Does Not, and the CPR Question	0.50	7
05	The Four Things Your Evidence Must Demonstrate	0.50	6
06	Reflection: What It Is, and What Not to Write	0.50	6
07	The CPD Cycle and Your Learning Plan	0.50	5
08	Audit: the Notice, the 28 Days and the Checklist	0.50	6
09	Exemptions, Non-Practising, and What Is Not a Ground	0.50	5
10	The System Around It: the Other Standards and the Consequences	0.50	5
	Module subtotal	5.50	60
	Programme information documents	1.60	-
	Case study assessment (5 unfolding cases)	0.53	-
	Summative assessment	0.97	60
	CLAIMABLE CPD TOTAL	8.5	

Module hours are the measured time for that module's video, learner guide, knowledge check and workbook activity. The table below shows how every figure was measured.

Indicative workload, and how the CPD hours were arrived at

The CPD figure for this programme is not asserted. It is measured from the content: narration at 135 words per minute, reading at 130 words per minute for dense professional prose, knowledge

checks timed to include reading every rationale, and the assessments timed as measured reading plus a stated decision allowance. Individual learners vary, and a learner who claims a different figure should claim their actual time.

Component	Measured time	How it was measured
Module videos (11)	70 min	Narration word count at 135 wpm
Student learner guides (11)	133 min	Guide word count at 130 wpm
Module knowledge checks (11)	46 min	Stem, options and every rationale, read and answered
Reflective workbook activities (11)	88 min	Writing time for the five prompts in each module
Programme information documents	96 min	Rendered page word counts at 130 wpm
Case study assessment	32 min	19 minutes measured reading plus 30 seconds per decision across 25 steps
Summative assessment	58 min	28 minutes measured reading plus 30 seconds per item across 60 items
MEASURED TOTAL	523 min (8.72 h)	Sum of the above
CLAIMABLE CPD	8.5 hours	The measured total, to the nearest half hour

The measured total is 8.72 hours and the claimable figure is 8.5 - the measured total to the nearest half hour. The programme has not been padded to reach a rounder number, because the whole point of deriving the figure is that it is not chosen. A course that states its own CPD honestly is also the only kind whose other statements are worth trusting.

The five optional practice tools - does this count, real rule or folklore, how many hours do I owe, would this survive an audit, and the CPD scope self-check - add approximately a further 85 minutes. They are deliberately excluded from the claimable figure, because they are optional. A learner who completes them may claim that time as additional self-directed CPD.

Module 00 - Orientation: The Course That Is an Example of Itself

What the programme covers and the sentence it is built on. CPD is not hours you attended: the NMBA's guidelines say the evidence must demonstrate FOUR things - that you identified a learning need, made a plan, did an activity, and reflected on what changed. A certificate demonstrates one of those four. Then the five documents every statement in this programme is traceable to, the rule that no obligation appears here unless one of them contains it, and the uncomfortable fact that this course is itself an instance of the standard it explains - it issues a CPD claim, under the rules it is teaching, to people who will file it as evidence.

Learning outcomes

- State the four things the NMBA guidelines say your CPD evidence must demonstrate
- Explain why a certificate of attendance is not, on its own, evidence of CPD
- Name the five NMBA and Ahpra documents this programme is built on
- Explain the rule that no obligation is stated here unless a named document contains it
- Identify the currency position of the registration standard

- Locate the ten local questions this course cannot answer for you

Key terms: continuing professional development; registration standard; evidence; reflection; learning plan; context of practice; audit

Module 01 - What the Standard Actually Says, and Who It Applies To

The registration standard itself. Who it applies to - all enrolled nurses, registered nurses and midwives, equally, full time or part time, PAID OR UNPAID, including those on leave from work. The only two exclusions: non-practising registration, and students. The definition of 'practice' that catches management, administration, education, research, advisory, regulatory and policy roles. The registration period of 1 June to 31 May. That you do NOT need to meet the standard when you first apply for registration. And that compliance may be audited - or checked if the NMBA receives a notification about you.

Learning outcomes

- State who the CPD registration standard applies to, and the only two exclusions
- State the NMBA's definition of 'practice' and what it includes beyond clinical care
- State the registration period and explain why it is not a calendar year
- Explain what you must do when you apply for registration, at renewal, and during the period
- State the two circumstances in which your compliance may be checked
- Describe what CPD is, in the standard's own definition

Key terms: registration standard; practice; registration period; declaration; non-practising; unpaid practice; notification; section 38

Module 02 - Your Hours: 20, 30, 40, 50 - and Pro Rata

The numbers. Twenty hours per registration period for an RN, EN or midwife; thirty with one endorsement or notation; forty if you hold dual registration; fifty if you hold dual registration and an endorsement. Why the additional ten hours are ADDITIONAL, and why their subject matter is not the same for every endorsement. The dual-registration rule that lets one activity count twice when it is genuinely relevant to both professions. And pro rata - which is calculated by MONTHS OF REGISTRATION HELD and never by hours worked, a distinction the exemptions policy makes in terms and almost the whole profession gets wrong.

Learning outcomes

- State the total CPD hours required for your own registration type
- Explain why endorsement and notation hours are additional, and subject-specific
- State the dual-registration rule, including when one activity may count for both professions
- Calculate pro rata hours from months of registration held
- State why part-time and casual practitioners owe the full amount
- Explain what pro rata applies to when an endorsement is held for part of a period

Key terms: 20 hours; endorsement; notation; dual registration; pro rata; part-time; nurse practitioner; scheduled medicines

Module 03 - Context of Practice: the Test That Decides Everything

The test that decides whether an activity counts. The standard requires CPD to be relevant to your context of practice, and the fact sheet defines context of practice in six elements: the type of practice setting, its location, the characteristics of the patients, the focus of the activities, the degree to which practice is autonomous, and the resources available including access to other

healthcare professionals. Which is why two nurses can attend the same study day and only one of them can properly count it. Then the situation that catches most people: you are registered, you are not currently working, and you still owe CPD.

Learning outcomes

- List the six elements of context of practice
- Apply context of practice as the test of whether an activity counts
- Explain why the same activity may count for one nurse and not another
- Describe your own context of practice in terms the NMBA would recognise
- State what CPD is owed by a registered practitioner who is not currently working
- Distinguish non-practising registration from simply not working

Key terms: context of practice; relevance; practice setting; autonomy; resources; non-practising; career break; maternity leave

Module 04 - What Counts, What Does Not, and the CPR Question

The module that kills the folklore. The fact sheet's own list of activity types - including SELF-DIRECTED LEARNING by name, with its own row in the NMBA's worked template. The guidelines' list of examples, from postgraduate study to journal clubs to authoring a book chapter. The fact that no activity needs to be 'accredited' by anybody, because there is no NMBA accreditation scheme for CPD. Points are not hours, and the NMBA publishes no conversion. And the question every cohort asks: routine annual CPR and fire training CANNOT be counted, because mandatory workplace learning counts only where it is relevant to context of practice AND INCLUDES NEW LEARNING.

Learning outcomes

- List the activity types the fact sheet names as CPD
- State that self-directed learning counts, and what it requires as evidence
- Explain why no activity needs to be accredited or approved
- Apply the two-part test to mandatory workplace training
- Explain why routine annual CPR and fire training cannot be counted
- State what the NMBA says about converting professional organisation points to hours

Key terms: self-directed learning; mandatory training; new learning; accreditation; points; journal club; in-service; activity types

Module 05 - The Four Things Your Evidence Must Demonstrate

The record. The four things the guidelines say all evidence must demonstrate - the identified and prioritised learning need, the learning plan, the participation, and the reflection - and why a certificate of attendance covers one of them. The NMBA's nine-column template, which is NOT compulsory, alongside the rule that your records must include all the information listed in it. Keeping records for five years, in all three documents and with three different modal verbs. And the sentence people do not know: all CPD records must be available for audit OR IF NEEDED BY THE NMBA AS PART OF AN INVESTIGATION ARISING FROM A NOTIFICATION.

Learning outcomes

- State the four things your CPD evidence must demonstrate
- Explain which of the four a certificate of attendance covers
- List the columns the NMBA's template contains

- State the recordkeeping period and what the three documents each say about it
- Explain when your CPD records may be read other than at audit
- Build a record entry that would satisfy all four elements

Key terms: evidence; learning need; learning plan; reflection; template; five years; notification; self-directed CPD evidence record

Module 06 - Reflection: What It Is, and What Not to Write

Reflection is one of the four things your evidence must demonstrate, and the guidelines describe it as writing a BRIEF SUMMARY of your activities, how they affected your practice, and your progress against your goals. It is not an essay. The NMBA requires no particular reflective model and names none - Gibbs, Kolb, Schon and the rest are useful tools, not requirements, and teaching one as mandatory is inventing a rule. Then the part with legal consequences: your CPD record may be read by the NMBA as part of an investigation arising from a notification. So a reflection is not an incident report, not a confession, and it names nobody - and none of that is a reason to be dishonest.

Learning outcomes

- State why reflection is required and what the guidelines ask it to cover
- Explain why no particular reflective model is required
- Distinguish a learning reflection from an incident report
- Explain why a reflection names nobody
- Write a reflection that is honest and appropriate to the document it lives in
- Identify where the distress of a difficult event belongs instead

Key terms: reflection; reflective practice; reflective models; notification; incident report; confidentiality; self-assessment; brief summary

Module 07 - The CPD Cycle and Your Learning Plan

The part that makes everything else easy. The NMBA's CPD cycle has five stages and it starts by identifying your registration status and CPD requirements - not by finding a course. Then the learning plan, which is element two of your evidence and the element most often entirely missing. Where learning needs come from: self-reflection and evaluation of your practice against your own standards for practice, which is a one-hour activity that is itself CPD. Why the guidelines want peers, mentors and supervisors involved - because YOU MAY NOT ALWAYS IDENTIFY YOUR OWN AREAS OF LIMITATION. And the two recommendations that are recommendations: spread the activities, and vary the type.

Learning outcomes

- List the five stages of the NMBA's CPD cycle in order
- Explain why the cycle begins with registration status rather than with an activity
- Describe where a learning need is supposed to come from
- Use your own standards for practice to generate learning needs
- Explain why the guidelines recommend involving other people in your planning
- Distinguish the cycle's requirements from its recommendations

Key terms: CPD cycle; learning plan; self-assessment; standards for practice; learning needs; peers and mentors; portfolio; spread

Module 08 - Audit: the Notice, the 28 Days and the Checklist

What actually happens. Audits of random samples occur periodically through the year; if selected you receive an audit notice in the mail from Ahpra with a checklist of what to supply. Ahpra can request evidence WITHIN 28 DAYS that you meet the standards as declared in your previous annual statement. The audit period is 1 June to 31 May, and four mandatory registration standards may be audited - criminal history, CPD, recency of practice, and professional indemnity insurance. What you assemble, including the item people never have: a copy of your CPD PLAN for the previous year. And the tone - an audit is a random compliance check, not an accusation.

Learning outcomes

- Describe how audit selection works and how you would be notified
- State the audit period and the time allowed to provide evidence
- Name the four registration standards that may be audited
- List what to assemble in response to a CPD audit
- Explain what the audit is actually checking
- Explain why an audit is not an accusation

Key terms: audit; audit notice; checklist; 28 days; annual statement; declaration; CPD plan; random selection

Module 09 - Exemptions, Non-Practising, and What Is Not a Ground

The narrowest module in the course. The NMBA may grant an exemption in EXCEPTIONAL CIRCUMSTANCES, and the policy defines two: significant ill health of the practitioner, and providing total care or support to an immediate family or household member because of serious injury or illness. Applications go in writing to the Ahpra office in your state or territory, are decided by the state and territory boards, and may be full, partial or complete. The NMBA will only consider an exemption in ONE YEAR OF ANY FOUR-YEAR PERIOD. Then what the policy says is NOT a ground - part-time work, casual work, financial hardship, remote location. Non-practising registration as the other route. And the thing a shortfall must never become: a false declaration.

Learning outcomes

- State the two exceptional circumstances the exemptions policy defines
- Describe how to apply, and who decides
- State how often an exemption may be considered
- List what the policy says is NOT an adequate ground
- Distinguish non-practising registration from an exemption
- State what to do about a genuine shortfall, and what never to do

Key terms: exemption; exceptional circumstances; non-practising; pro rata; declaration; recency of practice; one in four years; shortfall

Module 10 - The System Around It: the Other Standards and the Consequences

Where CPD sits. The four mandatory registration standards you declare at renewal and that may be audited together. The NMBA standards for practice you self-assess against - RN Standard 3 maintains the capability for practice, EN Standard 10 engages in ongoing development of self as a professional. Then the consequences, stated exactly: the NMBA can impose conditions or refuse an application under sections 82, 83 and 112; a failure to undertake CPD IS NOT AN OFFENCE but may be behaviour for which health, conduct or performance action may be taken under section 128; and standards may be used in disciplinary proceedings as evidence of

appropriate practice under section 41. And one honest footnote about where the twenty came from.

Learning outcomes

- Name the four mandatory registration standards declared at renewal
- State where CPD sits in the RN and EN standards for practice
- State what the National Law provides if you do not meet the standard
- Explain why failing to undertake CPD is not an offence, and what it may be instead
- Use the scope matrix to locate your own obligations
- Answer the ten local questions for your own practice

Key terms: registration standards; annual statement; standards for practice; section 128; section 41; conditions; professional practice framework; capability for practice

3. Assessment

Component	Type	Weighting	Attempts
Module knowledge checks (11)	Formative, immediate feedback with rationales	Not graded	Unlimited
Reflective workbook	Formative, self-directed	Completion required	n/a
Case study assessment	Formative, branching decisions with feedback	Completion required	Unlimited
Summative assessment	60 single-best-answer items	100% - pass mark 80%	2

Summative assessment blueprint

Module	Items
00	4
01	5
02	6
03	5
04	7
05	6
06	6
07	5
08	6
09	5
10	5
TOTAL	60

Pass mark is 80 per cent (48 of 60). Learners have 2 attempts. The certificate of completion is issued automatically on a pass.

The assessment is bound by the same rules as the rest of the programme, and one of them is enforced mechanically. NO KEYED ANSWER STATES AN OBLIGATION THE NMBA AND AHPRA DOCUMENTS DO NOT CONTAIN: every keyed answer asserting a numeric requirement is checked against frameworks.SOURCED_OBLIGATIONS by bank.py, which makes the no-invented-requirements rule auditable rather than aspirational. No keyed answer states CPD hours pro rata for part-time or casual work; none requires a named reflective model, presents accreditation as a requirement, or treats a certificate as sufficient evidence; none advises a declaration that is not true and correct, or back-dating a document; none puts a patient or a colleague in a reflection; and none predicts how the NMBA will decide an individual matter.

4. Standards and regulatory mapping

Framework	Elements addressed	Where
NMBA Registration standard: Continuing professional development (1 June 2016)	Who it applies to; the 20-hour minimum; the endorsement and notation tables; pro rata; declaration at renewal; audit and notification; five-year records;	Every module, and Modules 01, 02 and 10 in particular

	and the consequences under sections 41, 82, 83, 112 and 128 of the National Law	
NMBA Guidelines: Continuing professional development (1 June 2016)	The CPD cycle; planning and reflection; the four things evidence must demonstrate; the range and spread recommendations; recordkeeping and the template	Modules 05, 06 and 07
NMBA Fact sheet: Continuing professional development (1 June 2016)	The full hours table by registration type; context of practice; the activity list; the mandatory-training and points answers; the audit expectation to produce a CPD plan; and the sample template	Modules 02, 03, 04, 05 and 08
NMBA Policy: Exemptions from continuing professional development (June 2016)	Scope; the two defined exceptional circumstances; one year in any four; what is NOT a ground; pro rata on a change of registration type; and part-time work	Module 09
Ahpra and NMBA audit information	Random selection; the audit notice and checklist; the 1 June to 31 May audit period; the 28-day evidence window; the four auditable registration standards; and the annual statement declaration	Module 08
NMBA standards for practice - RN, EN, midwife and NP	What learning needs are self-assessed against. RN Standard 3 maintains the capability for practice; EN Standard 10 engages in ongoing development of self as a professional	Modules 03, 05, 07 and 10
Health Practitioner Regulation National Law	Section 38 (registration standards are made under it), section 41 (standards as evidence in disciplinary proceedings), sections 82, 83 and 112 (conditions and refusal), section 128 (health, conduct or performance action)	Modules 01 and 10

5. Scope of practice

This programme is written for registered and enrolled nurses, midwives, care workers, and the managers and educators who hold the other half of the subject. Every module identifies what each role may and may not do, and under what condition. The full activity-by-role matrix is published separately as the Scope of Practice Mapping document (facilitator) and the Student Scope of Practice Card.

THE RULE THAT GOVERNS THE PROGRAMME

- Completing this course authorises nothing, and in this subject that sentence needs an extra line. It does not ACCREDIT CPD - there is no NMBA accreditation scheme for CPD activities and no register of approved providers for nursing and midwifery in Australia.
- It cannot tell you whether a particular activity counts for you. That turns on YOUR context of practice, which only you can describe - the programme gives you the six-element test and the answer is yours.
- It is not legal advice, and it cannot predict how the NMBA will decide any individual matter. The NMBA delegates individual registrant matters to the state and territory boards, and each case is considered on its merits.
- Three rows of the obligation matrix read 'No' for every role including the most senior - recording a patient's identifying details in a reflection, using a reflective record in place of the service's incident reporting process, and declaring compliance you cannot evidence.
- And where this programme and an NMBA document differ, the NMBA document applies. Every time.

6. Resources and further reading

A full directory, with live links, is published as the Further Reading and Organisation Directory. Five documents matter more than everything else, all of them are free, and together they are shorter than this syllabus. The REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT (1 June 2016) is the authority - four pages, and it contains every number in this programme. The GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT carry the CPD cycle, the four evidence elements and the recordkeeping rule, and you are expected to understand and apply them TOGETHER WITH the standard. The FACT SHEET carries the full hours table, the context-of-practice definition and a worked sample template. The POLICY: EXEMPTIONS FROM CPD is two pages. And the NMBA AUDIT PAGE carries the Self-directed CPD evidence record. Support lines are on every module: Nurse & Midwife Support 1800 667 877, Lifeline 13 11 14.

7. Completion and CPD

15. Complete all eleven module knowledge checks.
16. Complete the case study assessment.
17. Achieve 80 per cent or above in the summative assessment within 2 attempts.
18. The certificate of completion is then issued automatically, carrying the learner's name, the completion date, 8.5 CPD hours and a unique certificate identifier.
19. Registered and enrolled nurses should retain the certificate together with their reflective workbook as CPD evidence, as required by the NMBA registration standard.