
AUSTRALIAN MUSIC THERAPY
ASSOCIATION INC.



CONTINUING PROFESSIONAL
DEVELOPMENT
HANDBOOK

2nd Edition, October 2009

For further information about CPD please contact the CPD Committee:

Postal: Chair, Continuing Professional Development Committee
AMTA Inc
MBE 148 / 45 Glenferrie Road
Malvern VIC 3144

Email: amta.cpd@gmail.com

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1. Introduction

The Australian Music Therapy Association Inc. (AMTA) is the professional organisation that registers individual music therapists who have completed an AMTA accredited course of study. In 2004, the membership of AMTA voted to implement a program of Continuing Professional Development (CPD) as a requirement for ongoing registration. The CPD Program was implemented in August 2004.

A process of continuing education is a common expectation of allied health professions in Australia. It is a “benchmark” now being applied by such agencies such as government bodies and insurance companies to confirm the accountability of professionals and to ensure the maintenance of professional standards.

AMTA Inc also instigated the CPD Program to help focus, encourage and support the work of RMTs in committing to and maintaining their continuing education and professional development following graduation.

Documents referred to within this document can be found on the Member’s page of the AMTA Inc. website www.austmta.org.au They are as follows:

- *Rules and Constitution of the Australian Music Therapy Association Inc.*
 - *Competency Standards in Music Therapy (2004)*
 - *Code of Ethics & Standards of Professional Practice (2001, revised 2008)*
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2. Rationale for CPD

The CPD program supports the Objectives of the Association as set out in the AMTA Inc Constitution. In brief it does so in the following ways:

a. Standards of Education and Training

All RMTs will have successfully completed an accredited music therapy course in Australia (or overseas). The *Competency Standards in Music Therapy (2004)* sets out the requirements of Australian training courses for students to reach entry level of competency for the profession. However, graduating is only the first step in a process of learning and continuing education. The demands of professional life require us to constantly expand our knowledge, develop musical resources and put into practice a range of professional skills that may not have been covered in initial training. CPD is a way of acknowledging and encouraging the ongoing development and education of RMTs to broaden their knowledge base and in their commitment to the profession.

b. Standards of Professional Practice

The *Rules and Constitution* along with the *Code of Ethics* and *The Standards of Professional Practice*, ensure that AMTA has a strong professional identity. The work of the National Council, national and state/territory committees and other groups covering a broad range of professional issues and administration is undertaken by members of the Association as a service to the profession. CPD recognises the vital importance of this work and encourages RMTs, where possible, to offer their time and skill to support the Association in this way.

c. Development of Research and Literature

A body of literature based on research and documentation of outstanding clinical work is vital to the growth of music therapy in Australia. This may be done through a research degree, published writing in texts and refereed journals or other professional publications such as *Pulse*, or through self-initiated projects. CPD encourages all RMTs to think about contributing to the knowledge base of music therapy in Australia and internationally.

d. Promotion of music therapy

Most RMTs at one time or another become involved in raising public awareness of music therapy, via presentations and writing educational/promotional material, etc. CPD recognises the importance of this work in promoting and advancing community and industry understanding and awareness of music therapy in Australia and internationally.

e. Professional support for the RMT

AMTA Inc. is committed to supporting, encouraging and assisting RMTs in every area of professional practice, including fulfilling the requirements of CPD.

3. Management of CPD

The **Committee for Continuing Professional Development** is the AMTA committee responsible for implementing the CPD program. The committee works alongside the Registration Committee and Education Committee. The work of CPD overlaps with the Registration Committee in terms of the possible rescinding of Registration and steps for re-applying for Registration. CPD overlaps with the Education Committee with reference to the *Competency Standards in Music Therapy (revised 2004)*.

4. Implementation of Continuing Professional Development

- *Continuing Professional Development involves accruing no less than 100 CPD points over a 5-year cycle. This is calculated at an average of 20 points per year.*
- *RMTs are required to submit for CPD once every five years, with submission occurring five years after registration (or your previous successfully completed submission), and then every five years thereafter. To find out when you are due to submit for CPD, check the table below:*
- *RMTs should submit their CPD logbook once every five years, detailing 100 points worth of activities completed for CPD and total points accrued.*
- *The submission date for CPD is March 1st of each year. CPD must be completed prior to re-registration which occurs in May/June of each year.*

CPD will be implemented as follows:

| RMTs who completed CPD/registered in: | <u>Year for submission:</u> |
|---|--------------------------------------|
| 2005 (then 2010, 2015, 2020 etc) | 2010 and every five years thereafter |
| 2006 (then 2011, 2016, 2021 etc) | 2011 and every five years thereafter |
| 2007 (then 2012, 2017, 2022 etc) | 2012 and every five years thereafter |
| 2008 (then 2013, 2018, 2023 etc) | 2013 and every five years thereafter |
| 2009 (then 2014, 2019, 2024 etc) | 2014 and every five years thereafter |

5. Questions about Continuing Professional Development

Who needs to complete CPD?

All RMTs, whether working full-time, part-time or not working, are required to complete CPD. Even if you are not working, but wish to maintain your registration with AMTA Inc, you must complete the requirements of CPD.

Is my day-to-day clinical work with clients considered to be a CPD activity?

No. Your day-to-day clinical work with clients (whether paid or voluntary) is not CPD. CPD activities are those that you undertake to develop and extend your skills and knowledge as a music therapist. For example, training and education programs, professional supervision, attendance at conferences etc.

Where do I find the CPD Logbook?

The CPD Logbook is available as a PDF document on the AMTA Inc website at www.austmta.org.au.

What do I need to submit for CPD?

You need to submit:

- 1) The summary page of the Logbook
- 2) Three complete copies of your Logbook and all substantiating documentation for the activities that you are claiming (for example, certificates of attendance, signatures etc). Please ensure that each of the three copies of your submission is clearly labeled and separately bound. If you wish to save paper, you can submit just those pages of the Logbook that apply to your submission.
- 3) The submission Checklist

What activities do I need to complete for CPD?

For all submissions from 2011, you need to complete 100 points worth of activities from across at least three of the categories listed in the Handbook. All activities must have been completed within the five year time-frame and you can not include activities that were completed prior to the five year period, or activities that are not yet completed.

What happens if I don't submit?

All RMTs are required to complete CPD in order to maintain their registration with AMTA Inc. If you do not submit for CPD, you will be listed as having not completed the requirements of CPD, and you may become deregistered.

For more Frequently Asked Questions about CPD, please check the website at www.austmta.org.au

6. Appeals and grievances

If an RMT has not accumulated or submitted the required 100 points worth of CPD activities, or there are activities which do not meet the requirements of CPD and hence may not be included for CPD, the CPD committee will contact the RMT to notify them of this, and outline subsequent requirements for successful completion of CPD.

If the RMT wishes to appeal against the decision of the CPD Committee, s/he should contact the Chair of the CPD Committee in writing within two weeks of the date of the correspondence received from the CPD Committee to request a review of the decision that was made. The Request for Review should include substantiating information to support the RMTs claim or request.

If an RMT does not agree to the subsequent requirements for successful completion of CPD, as outlined by the CPD Committee, the RMT may be listed as having not completed the requirements of CPD, and registration with the AMTA may be rescinded.

If an RMT has a grievance over any aspect of CPD, they should contact the Chair of the CPD Committee in writing.

7. Point allocation by category

Categories

1. Courses
2. Conferences and meetings
3. Publications
4. Presentations
5. Service to the profession
6. Self education
7. Professional supervision

Please note that 100 points worth of activities must be completed across at least three categories (excepting the PhD in Music Therapy)

1 Courses

| | | |
|-----|--|----------------|
| 1.1 | PhD in Music Therapy | 100 pts |
| 1.2 | Master's in Music Therapy (research) | 70 pts |
| 1.3 | PhD or Masters (Research) in subject other than Music Therapy | 50 pts |
| 1.4 | Other post-graduate coursework or course related to the <i>AMTA Competency Standards in Music Therapy</i> e.g. certificate or diploma of at least 1 year's duration. | 30 pts |

Note: All courses must have been completed and the degree awarded for CPD points to apply.

2 Conferences and Meetings

2.1 Attendance at conferences, short courses, seminars, workshops, talks and presentations, where the topic is related to the *Competency Standards in Music Therapy* or to professional practice. Points are based on direct contact hours:

1 hour = **2 pts**
 Half day = **5 pts**
 Whole day = **10 pts**

Examples:

- a) *The World Congress of Music Therapy, international conferences, AMTA national conference/ PDS*
- b) *Attendance at a workshop, seminar, meeting (with speaker or presenter) on music therapy or a professionally related subject*
- c) *Participation in skill development workshops or courses*

2.2 Attendance at AMTA Inc. meetings

Attendance at AMTA Branch or Interest Group meetings
 (general meetings/clinicians groups/Special Interest Groups etc)

2 pts per meeting

3 Publications

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| 3.1 | Sole-authored or co-authored book on music therapy that is professionally published | 80 pts |
| 3.2 | Professionally published edited book on music therapy | 50 pts |
| 3.3 | Chapter in a professionally published book on music therapy | 30 pts |
| 3.4 | Paper published in a refereed journal | 30 pts |
| 3.5 | Paper or clinical article featured in non-refereed journal, newsletter, web page. (e.g. "Network" "Bulletin" or state newsletter) | 10 pts |
| 3.6 | Professionally published review of book, journal article, conference paper, related to an area in the <i>Competency Standards in Music Therapy</i> (per review). | 10 pts |

4 Presentations

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|-----|--|---------------|
| 4.1 | Leadership of music therapy workshop/seminar: one - two hours | 5 pts |
| 4.2 | Leadership of half-day music therapy workshop/seminar | 10 pts |
| 4.3 | Leadership of one-day music therapy workshop/seminar | 20 pts |
| 4.4 | Oral presentation at a national or international conference / PDS on music therapy or a subject related to an area of the <i>Competency Standards in Music Therapy</i> | 15 pts |
| 4.5 | Poster presentation at a national or international conference/PDS on music therapy or a subject related to an area of the <i>Competency Standards in Music Therapy</i> | 10 pts |

5 Service to the Profession

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|-----|---|------------------------|
| 5.1 | President of AMTA and other members of the AMTA National Executive & Council of Chairs | 20 pts per year |
| 5.2 | Membership of AMTA National Council, AMTA national committee, working party or state branch/interest group; AMTA or other music therapy Conference/PDS organizing committee; member of an editorial board; member of WFMT | 15 pts per year |
| 5.3 | Coordinator of an AMTA SIG, member of a Scientific Review Committee | 5 pts per year |
| 5.4 | Creation of promotional materials for music therapy that are printed and disseminated. | 10 pts |

6 Self-Education

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|-----|--|--------------------------|
| 6.1 | Unpublished review of book, journal or online article, | 10 pts per review |
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conference paper audio or video program related to an area of the *Competency Standards in Music Therapy*.(1500-2000 words):
Please submit piece of writing with your submission

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|-----|--|-------------------------|
| 6.2 | Composition of song/music for use in music therapy Please submit music score with your submission | 2 pts per piece |
| 6.3 | Receiving music tuition (e.g. instrumental, voice, composition, improvisation). | 2 pts per lesson |

7 Professional supervision

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|-----|---|---|
| 7.1 | Receiving professional supervision. Per hour | 2 pts |
| 7.2 | Receiving formal peer supervision/participation in journal club | 2 pnts |
| 7.3 | Receiving therapy for clinical practice. Per hour | 2 pts |
| 7.4 | Supervision of music therapy students on AMTA accredited courses. Per student over a period of no less than ten weeks | 15 pts |
| 7.5 | Supervision of Observation or Work Experience Students: | 1 day – 2 pnts 1 week – 5 pnts |

Please note:
Points cannot be accrued across more than one 5-year span.

8 Documentation

The Logbook is available on the www.ausmta.org.au website or as a hard copy from the National Office

RMTs are expected to record their CPD activities in the CPD Logbook. At the end of a 5-year cycle, the RMT submits the log book to the CPD committee with a summary of the total CPD activities that have been undertaken during the 5-year period and which must add up to at least 100 points. RMTs should also ensure that they include signatures and supporting documentation where required. Please check the following list carefully and contact CPD if you have any questions.

Documentation required:

| | |
|-------------------------|---|
| 1.1; 1.2; 1.3; 1.4 | Transcript of results |
| 2.1 | Signed log book or certificate of attendance* *Please note that for the AMTA PDS & Conference, you must include the Certificate of Attendance in order to claim CPD points |
| 2.2 | Signed log book by meeting convenor/AMTA representative or certificate/receipt of attendance |
| 3.1; 3.2; 3.3; 3.4; 3.6 | Full bibliographic reference of the article/book, including author, title and date of publication, and page numbers of author's text. Please note that it is not necessary to include a copy of the entire paper/text. |
| 3.5 | Copy of the article |
| 4.1; 4.2; 4.3; 4.4; 4.5 | Details of the workshop, seminar, conference presentation, including any promotional brochures or flyers and a copy of the conference/seminar program that lists the presenter |
| 5.1; 5.2; 5.3 | AMTA records (such as AGM minutes); or signature/email from an appropriate member of AMTA (or other Music Therapy Body/Association): this may include a member of the National Exec, the Chair of your Committee, or the Editor in Chief of an Editorial Board etc. |
| 5.4 | Copy of promotional material |
| 6.1 | Copy of unpublished review |
| 6.2 | A written score of the song/music |
| 6.3 | Signature in Logbook or letter from teacher listing dates of lessons & topic (eg: piano, voice, improvisation, drumming etc) |
| 7.1; 7.2; 7.3 | Signature in Logbook or letter from Supervisor/therapist including dates of supervision/therapy |
| 7.4; 7.5 | Signature in Logbook or letter/email from University Clinical Placement Coordinator stating number of students supervised, number of days and type of placement (observation, work experience, full etc) |