



Podiatrists Board  
of New Zealand

# Continuing Professional Development Recertification Policy

## Consultation round 2

DRAFT

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## 1. INTRODUCTION

- 1.1. The Health Practitioners Competence Assurance Act 2003 (the Act) provides a framework for the regulation of health care providers. Among other responsibilities set out in section 118 of the Act, it is the Podiatrists Board's (the Board) role to recognise, accredit and set programmes to ensure the ongoing competence of health practitioners.
- 1.3. In order to meet this obligation, the Board has set a recertification programme under section 41(3)(f) of the Act, requiring all podiatrists who hold a practising certificate to actively engage in continuing professional development (CPD) in accordance with the requirements set out in this policy.
- 1.4. Accordingly, the Board requires all podiatrists who hold a practising certificate (unless otherwise exempted) to engage in CPD, as prescribed by this policy, to maintain their competence. This policy will be known as the CPD Recertification Programme.

## 2. WHAT IS CPD

- 2.1. While an appropriate qualification provides the knowledge and skills necessary to enter the profession, it is by no means the final step of the educational process. For the safety of their patients, podiatrists are obliged to remain current on advances and trends in delivery of relevant healthcare services. This is achieved through participation in a variety of activities that constitute CPD.
- 2.2. CPD is a career-long obligation which must be responsive to the changing needs of individuals, groups and society. In this regard, the Board recognises that individuals learn in different ways. To address individual learning needs, the CPD recertification programme provides some freedom for each participant to self-direct their learning, however this is balanced against a need for evidence that meaningful and relevant learning is taking place.

## 3. CONSULTATION ROUND 1

- 3.1. Thirteen submissions were received from the first round of consultation relating to the proposed changes to the continuing professional development framework. The Board wishes to thank all those who submitted feedback.

## 4. AMENDMENTS FROM ROUND 1 CONSULTATION

The major amendments that have occurred following round 1 consultation include:

### Compulsory activities

1. Removal of the wording "mandatory" and replacement with the wording "compulsory".
2. Deletion of the wording "cultural awareness" and replacement with the wording "cultural safety".
3. Deletion of the wording "first aid" and replacement with "basic life support".

## Professional communication and learning activities

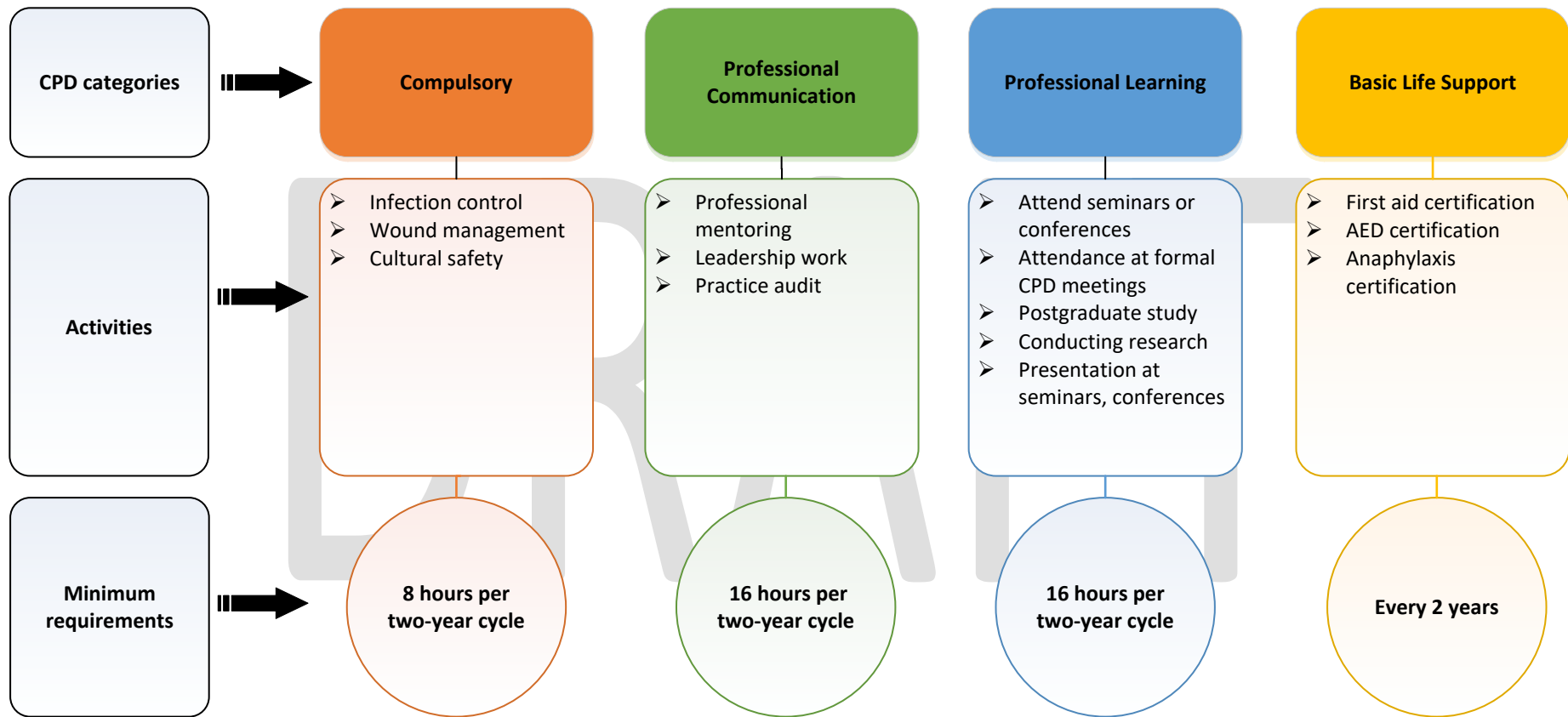
4. Renaming the “category 1” and “category 2” to “professional communication” and “professional learning activities”.
5. Alteration to the wording surrounding supervision to 'engagement in a professional mentoring relationship'
6. Alteration to the wording surrounding student supervision. Please note this activity does not preclude the podiatrist claiming CPD hours for supervision of students from other health disciplines.
7. Addition of activities surrounding professional leadership work
8. Alteration of research activities category to encompass professional reading
9. An increase in hours claimable for attendance at conferences.
10. Alteration of activities in the attendance at formal peer group/clinical case review/technique presentation session activities, to include attendance at any podiatric professional group meetings.
11. Addition of a reflective statement at the conclusion of CPD activities

## **5. CORE REQUIREMENTS OF CPD RECERTIFICATION PROGRAMME**

- 5.1. All podiatrists who hold an Annual Practising Certificate must engage in a minimum of 40 hours of CPD in a two-year recertification cycle, which includes:

<b>1</b>	<b>COMPULSORY ACTIVITIES</b> 8 of the 40 hours (minimum) CPD engagement must be Compulsory Activities (see Appendix 1 for full explanation of activities)
<b>2</b>	<b>BASIC LIFE SUPPORT</b> Cardio pulmonary resuscitation (CPR) Automated external defibrillator (AED) Anaphylaxis certification
<b>3</b>	<b>PROFESSIONAL COMMUNICATION ACTIVITIES</b> 16 of the 40 hours (minimum) CPD engagement must be Professional Communication Activities (see Appendix 1 for full explanation of activities)
<b>4</b>	<b>PROFESSIONAL LEARNING ACTIVITIES</b> 16 of the 40 hours (minimum) CPD engagement must be Professional Learning Activities (see Appendix 1 for full explanation of activities)

An overview of the CPD recertification requirements is displayed in Figure 1.



**Figure 1** Overview CPD recertification requirements for all podiatrists who hold APCs (two-yearly cycle)

## 6. PRO-RATING OF REQUIREMENTS

Where a podiatrist obtains a practising certificate part way through a cycle, their CPD requirements will be reduced on a pro-rata basis, as follows:

ANNUAL PRACTICING CERTIFICATE ISSUED	PROFESSIONAL COMMUNICATION ACTIVITIES	PROFESSIONAL LEARNING ACTIVITIES	COMPULSORY ACTIVITIES	BASIC LIFE SUPPORT HOURS
YEAR 1: JAN – MAR	20	20	Required	8
YEAR 1: APR – JUN	17.5	17.5	Required	8
YEAR 1: JUL – SEP	15	15	Required	8
YEAR 1: OCT – DEC	12.5	12.5	Required	8
YEAR 2: JAN – MAR	10	10	Required	4
YEAR 2: APR – JUN	7.5	7.5	Required	4
YEAR 2: JUL – SEP	5	5	Required	4
YEAR 2: OCT – DEC	2.5	2.5	Required	2

Podiatrist

## 7. APPENDIX 1.

### 7.1. Compulsory Requirements

ACTIVITY	EVIDENCE REQUIRED
Infection control	Evidence of course/s attended/completed Reflective log
Wound management	
Cultural awareness	
<b>Note:</b> All courses attended/completed must be relatable to the context of podiatric practice	

### 7.2. Basic Life Support Requirements

ACTIVITY	EVIDENCE REQUIRED
CPR	Evidence of course/s attended/completed
AED	
Anaphylaxis	
<b>CPR, cardiopulmonary resuscitation; AED, automated external defibrillator</b>	

### 7.3. Professional Communication Activities

ACTIVITIES	EXAMPLES OF EVIDENCE REQUIRED
<p><b>1</b> Engagement in a professional mentoring relationship</p>	<ul style="list-style-type: none"> <li>○ Records of mentoring/peer support meetings, summarising the session content and duration</li> <li>○ Feedback provided from meeting/session</li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<p><b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b></p>	
<p><b>2</b> Providing supervision of a student</p>	<ul style="list-style-type: none"> <li>○ Evidence of student supervision from education provider</li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<p><b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b></p>	
<p><b>3</b> Professional leadership work, including but not limited to: committee work, advisory work, formal involvement in a multidisciplinary team, involvement in continuing professional development learning groups, development of the profession at the local, regional or national level, involvement in working parties</p>	<ul style="list-style-type: none"> <li>○ Records such as letters indicating your involvement from the relevant body, or other documentation verifying the number of approved hours</li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<p><b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b></p>	
<p><b>4</b> Attendance at formal peer group/clinical case review/technique presentation sessions</p>	<ul style="list-style-type: none"> <li>○ See guidance for establishing a formal peer group and recording formal peer group activities</li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<p><b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b></p>	
<p><b>5</b> Conducting an audit of an aspect of your practice This may include audit of the following areas:</p> <ul style="list-style-type: none"> <li>○ Consumer focused services</li> <li>○ Organisational management</li> <li>○ Pre-entry services</li> <li>○ Service delivery</li> <li>○ Practice environment</li> </ul>	<ul style="list-style-type: none"> <li>○ Evidence of completion of specific area of audit.</li> <li>○ Reflective statement pertaining to activity required</li> </ul> <p><b>Note:</b> The Board will not accept hours claimed for the development of marketing material and website development</p>
<p><b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b></p>	



## 7.4. Professional Learning Activities

ACTIVITIES	EXAMPLES OF EVIDENCE REQUIRED
<b>1</b> Attendance at seminars, events, activities or conferences relevant to the practice of podiatry in New Zealand	<ul style="list-style-type: none"> <li>○ Evidence of event/s activity/ies attended/completed</li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<b>A MAXIMUM OF <u>16 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b>	
<b>2</b> Attendance at formal peer group/clinical case review/technique presentation sessions, and any continuing professional development meetings.	<ul style="list-style-type: none"> <li>○ See guidance for establishing a formal peer group and recording formal peer group activities</li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b>	
<b>3</b> Presentation of seminars and training sessions. This may include presenting to local groups or multidisciplinary teams on an aspect of podiatric practice relevant to New Zealand	<ul style="list-style-type: none"> <li>○ Evidence of presentation</li> <li>○ Reflective statement pertaining to activity required</li> </ul> <p>Note: Preparation time cannot be claimed for repeat presentations</p>
<b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b>	
<b>4</b> Post-graduate study	<ul style="list-style-type: none"> <li>○ Evidence of enrolment in post-graduate study from the education provider</li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b>	
<b>5</b> Conducting research activities, this may include: <ul style="list-style-type: none"> <li>○ undertaking literature reviews (substantive, referenced, evidence based, and preferably peer reviewed journals)</li> <li>○ Involvement in a research project</li> <li>○ reading journals and articles</li> <li>○ viewing online instructional presentations and other material relevant to the practice of podiatry in New Zealand</li> </ul>	<ul style="list-style-type: none"> <li>○ Evidence of research proposal</li> <li>○ Copy of the published article</li> <li>○ A list of all learning undertaken which includes:               <ul style="list-style-type: none"> <li>▪ appropriate references</li> <li>▪ source of the material</li> <li>▪ date the activity was undertaken</li> </ul> </li> <li>○ Reflective statement pertaining to activity required</li> </ul>
<b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b>	
<b>6</b> Preparation for presentation at formal peer group/clinical case review sessions (in line with Board guidance)	See guidance for establishing a formal peer group and recording formal peer group activities
<b>A MAXIMUM OF <u>8 HOURS</u> MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b>	

## **8. APPENDIX 2 – ASSOCIATED DOCUMENTATION**

1. CPD Audit Policy
2. CPD Exemption Policy
3. CPD Failure to Comply Policy
4. CPD Recording of Participation Policy
5. Guidance for Developing A CPD Plan
6. Guidance for Establishing a Formal Peer Group and Recording Formal Peer Group Activities