



**Podiatrists Board
of New Zealand**

PODIATRISTS BOARD OF NZ

**Continuing Professional Development
Audit Policy**

DRAFT

April 2017

1.0. AUDIT OF CPD PARTICIPATION

Audit process

- 1.1. The Board will oversee the audit of up to 20% of APC holders in each recertification cycle. Participants will be selected at random from the Board's database. The Board may notify any participant of an audit of their participation in the CPD recertification programme at any time in the year following completion of the previous recertification cycle. For this reason, all participants in the CPD recertification programme must retain records of their CPD activities for at least one year after completion of the CPD recertification cycle to which they relate. Participants are encouraged to retain records indefinitely, for reference when planning future CPD activities.
- 1.2. In addition to the random selection, the Board may conduct follow-up audits where low-level issues have been identified in a previous audit. The Board will notify these participants of the need for a follow-up audit at the time it completes the audit in which the concerns were identified.
- 1.3. Without limiting the scope of the audit, generally speaking, audits will usually involve:
 - a review of activities recorded in the Online CPD Record, and related documentation, to ascertain whether minimum requirements have been met
 - a review of the objectives, rationales and CPD activities, to determine relevance to the participant's practice and stated goals
 - an assessment of the participant's review of their CPD, to establish the effect of the CPD on the participant's practice
 - an assessment of the apparent relevance of the activities selected to New Zealand practice and the Board's Registration Competency Standards, Ethical Codes & Standards of Conduct, and Code/ Standards of Practice..
- 1.4. Where the Board (or its appointed auditor) requires further clarification/explanation in relation to any part of the audit, it will contact the participant for further information.

Audit results

- 1.5. Where the audit process finds that the participant has fully complied with recertification requirements, the participant will be notified of this in writing or by email.
- 1.6. Where the audit process identifies minor issues with regard to the quality of information provided, or the quality of CPD being undertaken, the Board will provide feedback to the participant on how to address the issues before the end of the current recertification cycle. The Board may also advise the participant that a follow-up audit will be conducted after the end of the current recertification cycle, to satisfy itself that the participant has addressed the identified issue(s).
- 1.7. Where the audit process identifies a major departure from requirements, and/or an apparent lack of good faith on the participant's part to engage in the process, and/or substantive issues or concerns about the quality of information provided, or the quality or amount of CPD being undertaken the matter is likely to be referred to the Board to consider whether this amounts to failure to comply with CPD recertification programme requirements. See section 7 of the CPD Recertification Policy for further details on how the Board manages lack of compliance.