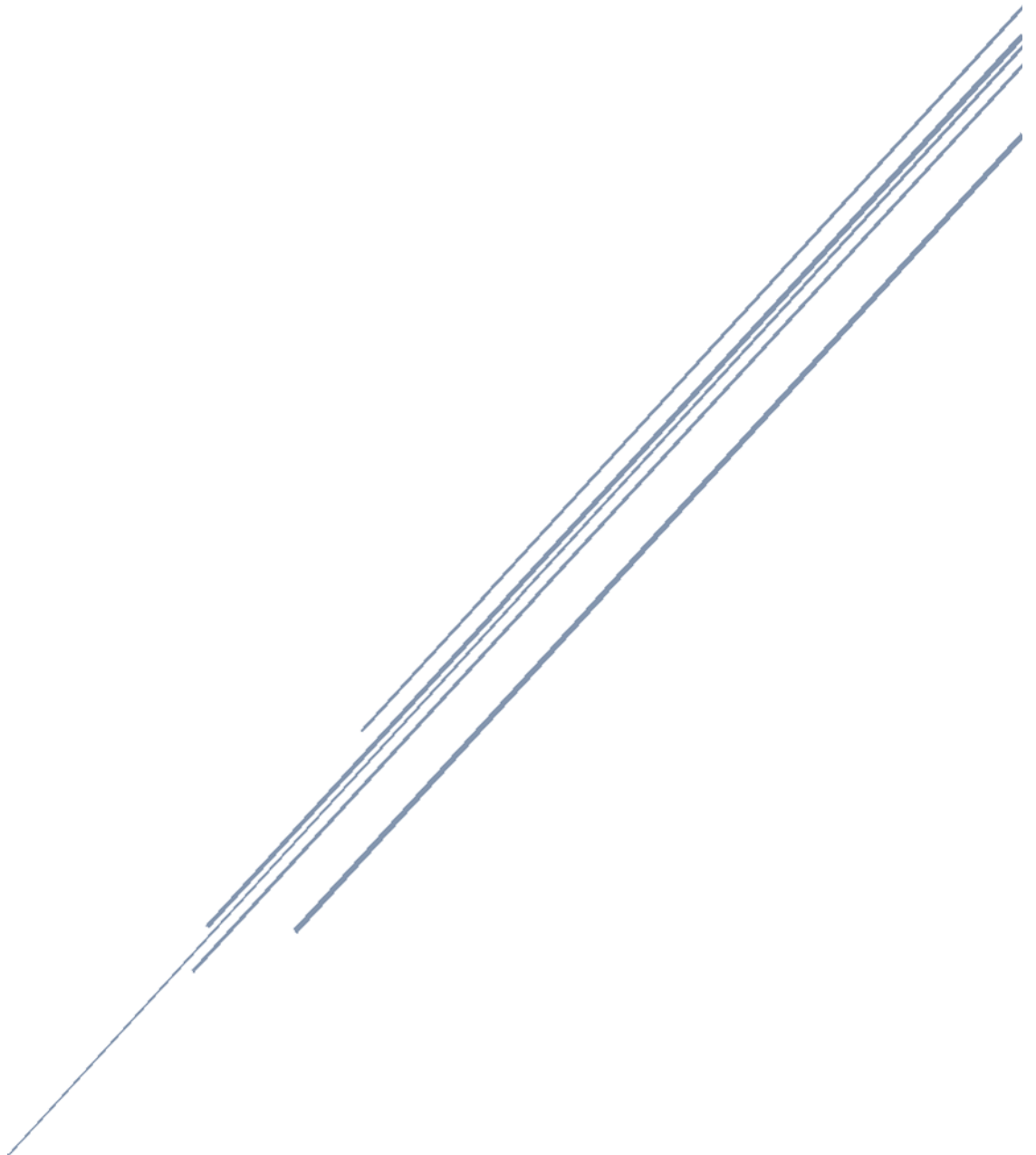


## **Continuing Professional Development Recording of Participation Policy**



## 1.0. Recording Participation

1.1. All participants must maintain records of their participation in the online CPD Record.

1.2. The record will include:

### 1.2.1. Rationale

At the beginning of each year, the participant must decide on what they want to focus their learning on, and why. Rationales should be relevant to Aotearoa New Zealand practice. Initial rationales must be recorded on the Online CPD Record by 1 March each year; however, they can be amended or added to during the year. More than one rationale can be recorded.

### 1.2.2. Objectives

At the beginning of each year the participant must record what they want to achieve for the year. All initial objectives should relate to the rationales set and must be recorded on the Online CPD Record by 1 March each year, however they can be amended or added to during the year.

### 1.2.3. Activities Log

In order to receive credit, activities must be recorded in the Online CPD Record within three months of completion. Under exceptional circumstances the Board may waive the time constraint. When updating their record, participants should also consider adding contemporaneous comments in the related review section, while their experience is fresh, as recency will improve the quality of reflection on the value of the activity. These notes can be used for reference when completing the full review at the end of the year.

### 1.2.4. Review

The review is a critical aspect of the CPD process. Before the end of each calendar year the participant must complete a review of the year's CPD activities and discuss progress in meeting the objectives set. Participants are encouraged to begin writing the review early in the year in order to capture reflections on practice at the time they occur. The review should include evidence of reflection on learnings through the year, including whether any changes have been made to the way the participant practices, or confirmation that the participant's current practice is in line with accepted standards. Where an objective continues across the end of the calendar year, the participant should comment on progress in working towards the objective. The review must be recorded in the Online CPD Record by 31 December each year, but ideally will be updated within a month of completing each activity (see 1.2.3 above).

1.3. Refer to the Board's Guidance for setting a CPD plan for further assistance.

## Confidentiality of patient information

Participants in peer-related activities should note that confidentiality of patient information is required, except under the circumstances listed below.

Under section 44 of the Health Practitioners Competence Assurance Act, any person who examines any clinical records of any health practitioner under a requirement of a competence review, competence programme or recertification programme may not disclose any information (being

information about any identifiable individual) obtained by that person as a result of that examination except for one or more of the following purposes:

- making a report to the authority [i.e. the Board] in relation to the health practitioner concerned.
- any criminal investigation or any criminal proceedings taken against that health practitioner.
- making the information available to the person to whom the information relates [i.e., the patient] in any case where the authority directs that the information be made available, or the person requests access to the information (this does not affect the Privacy Act 2020).