



# Continuing Professional Development Recertification Policy



## CONTENTS

1.	Introduction .....	2
2.	What is CPD.....	2
3.	Core requirements of CPD Recertification programme.....	3
4.	Pro-rating of requirements .....	5
5.	Transparency and security .....	5
6.	Review of policy .....	6
7.	Appendix 1. ....	7
	7.1. <i>Compulsory activities</i> .....	7
	7.2. <i>Professional Communication Activities</i> .....	8
	7.3. <i>Professional Learning Activities</i> .....	9
	7.4. <i>Basic life support requirements</i> .....	10
8.	Appendix 2 – Associated documentation .....	11

## **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**

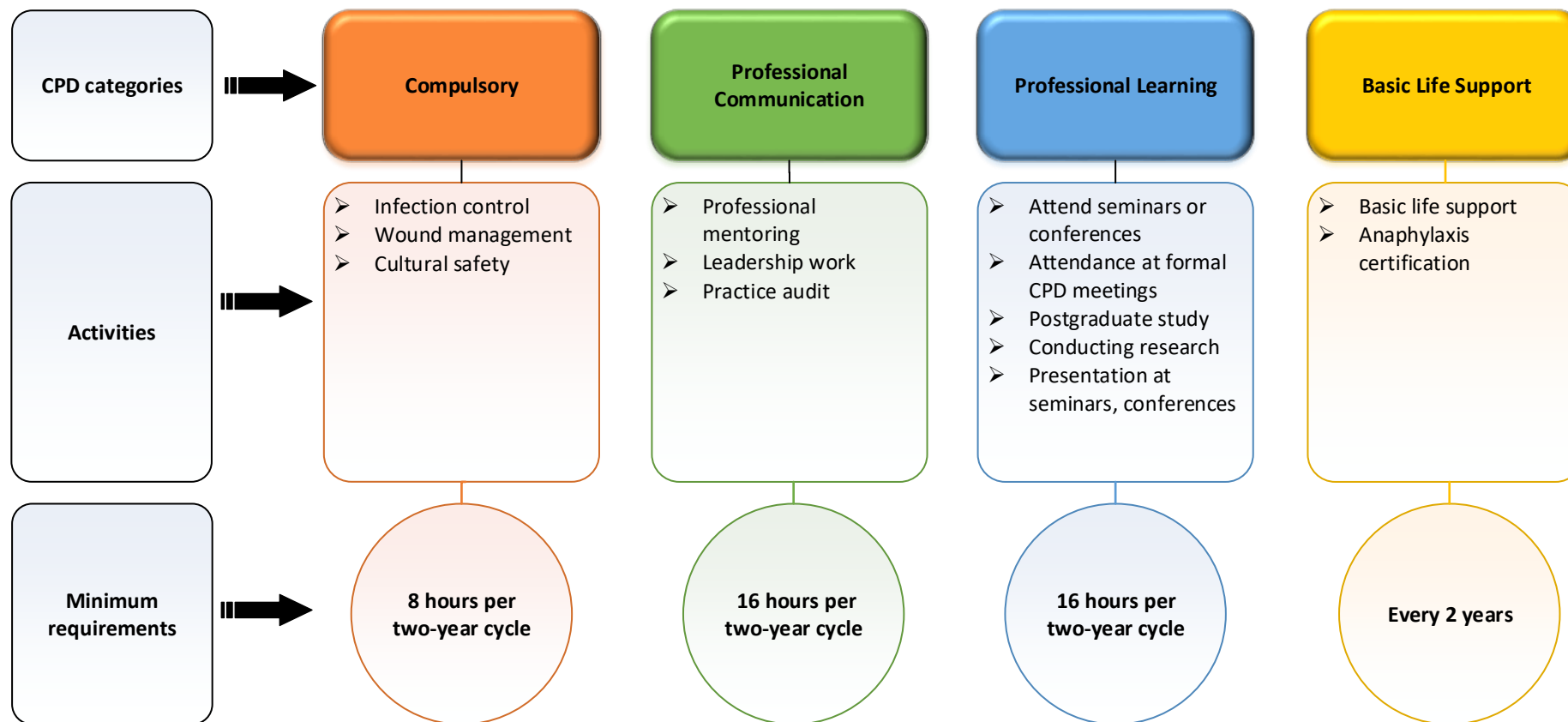
- 2.1. While an appropriate qualification provides the knowledge and skills necessary to enter the profession, it is by no means the final step of the educational process. For the safety of their patients, podiatrists are obliged to remain current on advances and trends in delivery of relevant healthcare 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. CORE REQUIREMENTS OF CPD RECERTIFICATION PROGRAMME

3.1. All podiatrists who hold an annual practising certificate must engage in a minimum of 40 hours of CPD in every two-year recertification cycle, which include:

<b>1</b>	<b>COMPULSORY ACTIVITIES</b> 8 of the 40 hours' (minimum) CPD engagement must be Compulsory Activities 8 hours comprised of: Infection Control 3 hrs, Wound Management 2 hrs, Cultural Safety 3 hrs (see Appendix 1 for full explanation of activities)
<b>2</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>3</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)
<b>4</b>	<b>BASIC LIFE SUPPORT</b> Basic life support Anaphylaxis certification

The first recertification cycle under this policy began on 1 January 2018 and ended on 31 December 2019. An overview of the CPD recertification requirements is displayed in Figure 1 with specific details of requirements detailed in Appendix 1. Additional documentation associated with the CPD recertification programme are detailed in Appendix 2.



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

#### 4. 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
YEAR 1: JAN – MAR	16	16	Required
YEAR 1: APR – JUN	14	14	Required
YEAR 1: JUL – SEP	12	12	Required
YEAR 1: OCT – DEC	10	10	Required
YEAR 2: JAN – MAR	8	8	Required
YEAR 2: APR – JUN	6	6	Required
YEAR 2: JUL – SEP	4	4	Required
YEAR 2: OCT – DEC	2	2	Required

#### 5. TRANSPARENCY AND SECURITY

- 5.1. Transparency of procedure is an important principle of the CPD recertification programme. The Board has established the following rules and procedures to ensure transparency.
- 5.2. Information entered by the participant into the Online CPD Record can be edited and updated at any time in each calendar year until midnight on 31 December at the end of each year. This data will be captured and saved by the Online CPD Record at that time. Participants can continue to use the Online CPD Record as usual. Dates of access will be recorded, however edits to content made before the annual close-off date will not be tracked.
- 5.3. The participant's Board registration number will be their identifier. The participant's Board registered email address will be their Login name. The participant will set their password.
- 5.4. The participant will have online access to all data recorded about them on the Online CPD Record, and the Registrar will provide the participant with a hard copy of this data if requested to do so.
- 5.5. Participation or otherwise in CPD may be relevant to consideration of competence and conduct issues notified to the Board in relation to any individual practitioner. In such cases, this information will be accessed on the Online CPD Record by Board staff and provided to the Board, Professional Conduct Committee, or other appropriate delegate(s).

## **6. REVIEW OF POLICY**

- 6.1. The Board will review this policy periodically. Minor amendments for administrative purposes may be made without consultation, however, where the Board considers that a proposed amendment(s) amounts to a substantive change in recertification requirements, the Board will consult with stakeholders before deciding whether to implement the proposed amendment(s).

## 7. APPENDIX 1.

### 7.1. Compulsory activities

ACTIVITY	EVIDENCE REQUIRED
Infection control (3 hours)	Evidence of course/s attended/completed Reflective log
Wound management (2 hours)	
Cultural awareness (3 hours)	

**Note:**

All courses attended/completed must be relatable to the context of podiatric practice

## 7.2. 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 8 HOURS 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 8 HOURS 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 networks/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 8 HOURS 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 attendance and any continuing professional development meeting</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 8 HOURS 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 and development of your practice process and polices to align with the Allied Health Services Sector Standards.</p>	<ul style="list-style-type: none"> <li>○ Documentation that evidences development of business and clinical policies and procedures</li> </ul>
<p><b>A MAXIMUM OF 8 HOURS MAY BE CLAIMED PER 2 YEAR CPD CYCLE</b></p>	

### 7.3. Professional Learning Activities

	ACTIVITIES	EXAMPLES OF EVIDENCE REQUIRED
1	Attendance or remote attendance at seminars, events, activities or conferences relevant to the practice of podiatry in Aotearoa New Zealand	<ul style="list-style-type: none"> <li>○ Evidence of event/s activity/s 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>		
2	Presentation of seminars and training sessions in person or online. This may include presenting to local groups or multidisciplinary teams on an aspect of podiatric practice relevant to Aotearoa 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>		
3	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>		
4	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 Aotearoa 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 including:               <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>		
5	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>		

#### 7.4. Basic life support requirements

ACTIVITY	EVIDENCE REQUIRED
BLS	Evidence of course/s attended/completed.
Anaphylaxis	
<b>BLS, basic life support</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