

# **Continuing Professional Development Program**

**Information Guide and Participant Kit 2018/19**



## Introduction

The purpose of the NZOPA Continuing Professional Development (CPD) Program is to provide a structure that enables members to formally document the ways in which they manage and extend their professional skills and knowledge. This program is a framework providing maximum benefit where Orthotists/Prosthetists select their individual learning goals and then undertake personally planned CPD activities to meet the stated goals.

The NZOPA CPD program provides recognition and encouragement for the continued participation of NZOPA members in high quality professional development. The CPD program enables members to demonstrate to external stakeholders (such as consumers, employers, government, the community and other professional groups), their commitment to the highest standards of professional competence for Orthotist/Prosthetists. Participation in CPD is mandatory for maintaining NZOPA Accredited Practitioner and full member status.

This document is intended to provide guidance and clarity to members regarding the CPD program, the requirements and structure.

## CPD Participation Requirements

The NZOPA CPD program requires that all members complete minimum CPD activities in an annual cycle, running from 1<sup>st</sup> April to 31<sup>st</sup> March in the following year. Eligible educational activities refer to activities which:

- have a clear set of objectives;
- have a formal or organised structure;
- require active participation; and
- extend professional knowledge and skills.

The activities should constitute a balance between formal, structured learning on one hand and unplanned learning in the workplace on the other. Categories of activities and examples are provided in Appendix 1.

A total of 20 weighted hours of continuing education within the 12 month membership period must be obtained. Weighted hours are calculated by multiplying the actual hours spent completing the educational activity by the weighting factors set by the CPD committee, as outlined in Appendix 2.

## CPD activity recording

NZOPA members are responsible for selecting their own ongoing educational requirements and recording their participation in eligible activities in their web-based CPD Tracker or manually using the manual

form provided in Appendix 3. Instructions for the use of the web-based CPD Activity Tracker is available in a separate instructions document, NZOPA Education Portal Instructions for Use, accessible from the NZOPA Education Portal resources.

NZOPA/AOPA Accredited CPD events will have a pre-determined point allocation. Upon confirmation of attendance, CPD points will automatically be added to members CPD Tracker. Members using the manual log will be required to record these manually.

### [Requirements for members working part-time](#)

If you are working in part-time employment, you are required to meet the full CPD goal for the membership year i.e. 2018/19 -20 weighted hours of CPD activities. Part-time work does not reduce the need to be current in your knowledge and skills.

### [Requirements for member on Leave of Absence](#)

NZOPA members who are on Leave of Absence (LOA) from their NZOPA membership are required to participate in the CPD program to maintain current educational knowledge and skills. Members may submit a 'CPD – Application for Special Consideration' form to the NZOPA Executive, prior to the end of the financial year, if they wish to have their CPD requirements reduced while on approved LOA. In these circumstances the CPD/Executive committee will determine if a reduction of weighted hours required to complete CPD for that financial year is appropriate. See 'Special Consideration' below for more information. The 'CPD – Application for Special Consideration' form is accessible from the NZOPA Education Portal resources.

### [Special Consideration](#)

Participants who require special considerations due to hardship (e.g. prolonged sickness, social issues) may seek special consideration from the CPD/Executive committee. The CPD/Executive committee may reduce the number of weighted hours required to successfully complete the program where circumstances prove this to be necessary.

Participants may seek temporary suspension (leave of absence) from their annual cycle by applying to the CPD/Executive committee outlining the details of their requirements for leave of absence. In these circumstances the CPD/Executive committee will determine the most appropriate course of action (e.g. reduction of weighted hour's required or additional time given to complete the program) in conjunction with the participant.

A request for special consideration or temporary suspension from the annual cycle submitted as soon as the participant is aware they are unable to fulfil the CPD requirements. This request should be submitted

to the NZOPA Executive via the 'CPD – Application for Special Consideration' form. The 'CPD – Application for Special Consideration' form is accessible from the NZOPA Education Portal resources.

### Transferability

Any member transferring from another country with a CPD system may request transfer of their attained CPD points to the NZOPA system. This will be assessed by the NZOPA Executive.

### Audit

All NZOPA members are required to ensure their CPD record is complete at the end of the membership year. Approximately 10% of activity logs will be randomly audited. It is therefore important that participants keep all records of educational activities undertaken. Evidence to substantiate claims may include the following:

- Log book
- Certificates of attendance to workshops, conferences, seminars etc
- Results of courses completed
- Timetable of courses being attended
- Copies of journals read

### Failure to meet CPD point requirements

It is every NZOPA member's individual responsibility to plan CPD activities to accrue the required points within the annual CPD cycle. Failure to provide a current Activity Log at the specified accreditation deadline or meet the standards outlined in the accreditation process may result in loss of Accreditation status; every effort will be made to support practitioners who wish to have assistance in maintaining their CPD portfolios.

***Failure to do so will result in the inability to renew Accreditation and Full membership.***

### The NZOPA Continuing Professional Development committee

A CPD/Executive committee has been established to:

- implement and oversee the running of the CPD program;
- complete annual program reviews, including weighting factor allocations and appropriateness of activities;
- review cases of special or unique circumstances on behalf of the NZOPA Executive on request;
- conduct random audits.

The NZOPA Rules Schedule 3 provides further detail regarding the Management of the NZOPA CPD program.

### [Complaints / Disputes](#)

Any complaints or disputes must be directed to the CPD/Executive committee via the NZOPA Executive. Members are able to dispute the process of an audit or assessment of their CPD log but not the outcome.

### [Appendix One: Continuing Professional Development Weighting Factors](#)

Activities must be relevant to the participant's field of practice and must extend their knowledge and skills. The participant must accrue a minimum of 20 weighted hours per year. These weighted hours must be accrued within the set 12-month period.

The following table outlines the weighting factors applied to each activity and the maximum number of points able to be claimed.

Category	Weighting factor*	Maximum weighted hours per year
Formal and educational	2	12
Professional Activity	3	12
Work based learning	2	10
Self-directed	1	10
NZOPA/AOPA Accredited Activity	As determined through AOPA accreditation assessment	Nil maximum
Case study	1 case study required	Minimum 1 required

*\* Weighting Factor - every hour of education is multiplied against the weighting factor to determine the "weighted hours". For example, 2 hours of activity in the Formal and Educational category equates to 4 weighted hours.*

## Appendix Two: Elaboration of Activity Categories

The following table outlines CPD categories, including definitions and examples:

CPD category title	Definition	Example activities
Formal and Educational	Formal education includes formal face-to-face education and distance learning provided by a tertiary training institution.	All hours of attendance and study for management courses, Masters or PhD. etc. in which there is an assessment component on conclusion of the education.
Professional Activity	Participation in NZOPA or other relevant professional body activities.	Hours related to participation in NZOPA or ISPO committees or councils, such as meeting attendance and preparation
Conferences, Seminars and Training Programs	Semi-formal education activities in which knowledge or skills relevant to the field of practice are gained	Hours related to attendance at conference, workshop or seminar attendance.
Self-Directed	Informal and typically member-initiated learning which improves knowledge and skills in the relevant field of practice	Hours spent in on-the-job learning or mentoring for a new technique or skill, supplier/manufacture education events or demonstrations, journal club participation and self-directed activities such as private reading of journals or books
NZOPA/AOPA Accredited Activity	An event accredited by AOPA through the Event Accreditation Program	Weighting will be automatically added to the CPD Tracker for attendance at these activities. Examples include the NZOPA and AOPA Congress, AOPA webinars and AOPA Accredited Events listed on the AOPA website
Other	An activity not otherwise listed	On application to the NZOPA Executive




I certify that the above information is a true record of the continuing professional development activities undertaken by myself for the period

1<sup>st</sup> April to 31<sup>st</sup> March .....

Participants Signature ..... Date.....

Activity logs should be submitted within 30 days of 31<sup>st</sup> March each year.

Submitting this log allows for the CPD/Executive committee to issue the annual practitioner accreditation certificate.