



**New Zealand Orthotic and Prosthetic Association**

# **Continuing Professional Development Program**

## **Information Guide and Participant Kit**



**New Zealand Orthotic and Prosthetic Association**

## 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 at least 20 hours completed, with activities across at least 3 of the 5 categories, with no more than 12 hours of the 20 hours from any one category, 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 points, minimum 3 categories, & 1 Case Study**, within the 12-month membership period, must be obtained.

Weighted points 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 1.



**New Zealand Orthotic and Prosthetic Association**

## 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.

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 predetermined point allocation. Upon confirmation of attendance, CPD points will automatically be added to members CPD Tracker.

## Requirements for Accredited Member 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. 2020/21 -20 weighted hours of CPD activities. Part-time work does not reduce the need to be current in your knowledge and skills.

## Requirements for Accredited Member on Leave of Absence (LOA)

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 points & fees 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 points 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 must be submitted as soon as the participant is aware they are unable to fulfil the accreditation requirements. The ‘Special Consideration’ form should be submitted to the NZOPA Executive via the CPD Lead. The application for ‘Special Consideration’ form is accessible from the NZOPA Education AOPA Portal resources.

Participants will be notified of the decision within **one week** of the application being received.



## New Zealand Orthotic and Prosthetic Association

### 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 (unless the Executive committee decide otherwise). It is imperative that participants keep all records of educational activities undertaken.

Evidence to substantiate claims, of CPD activity, 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, will result in automatic inclusion of those being audited and or in suspension or loss of Accreditation status; every effort will be made to support practitioners who wish to have assistance in maintaining their CPD portfolios.

***Failure to maintain accreditation requirements may result in the inability to renew NZOPA Accreditation.***

### 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 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 Lead/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.



**New Zealand Orthotic and Prosthetic Association**

**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 points, over a minimum of 3 categories (excluding Case Study) per year. These weighted points 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 points per year

Category	Weighting Factor*	Maximum weighted points per year
Formal and Educational	2	12
Professional (Experiential) Activity	3	12
Conferences, Seminars and training programmes	2	12
Work based Learning (Reflective Practice)	2	10
Self-Directed (Journal Appraisal etc)	1	10
NZOPA/AOPA Accredited Activity	As determined through AOPA Accreditation Assessment	Nil Maximum
Case Study	1 Required	Min 1 Required

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



**New Zealand Orthotic and Prosthetic Association**

**Appendix Two: Elaboration of Activity Categories**

The following table outlines CPD categories, including definitions, examples & the required form-heading:

CPD Category Title	Definition	Example Activities	Form Required
Formal and Educational	Formal education includes 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	Training Record Form
Professional (experiential) activity	Participation in NZOPA or other relevant professional body activities	Hours related to NZOPA or ISPO committees or Council, such as meeting attendance and preparation	Experiential Learning Form
Conferences, Seminars and training programmes	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	Training Record Form
Work Based Learning	Work Based Learning includes 'on the job learning' such as reflective practice, audits, user feedback, case studies, journal clubs and membership of committees.	Hours related to day-to-day working practice that stands out as being important or critical to your professional development. Hours spent in on-the-job learning or mentoring for a new technique or skill, supplier/manufacturer education events or demonstrations, journal club participation	Reflective Practice Record Form
Self-directed	Informal and typically member initiated which improves knowledge and skills in the relevant field of practice	self-directed activities such as Webinars, private reading of professional journals or books, including critical appraisal of scientific papers, internet use, and educational video content. <b>Please make sure you reference other people's work correctly.</b>	Formal / Educational Training Record Form for <b>Webinars</b> . Journal Appraisal Form. Other forms of independent study can be recorded on the Professional (Experiential) Learning Form
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 conference and AOPA congress AOPA webinars and AOPA accredited events listed on the AOPA website.	Training Record Form
Other	An activity not otherwise listed	On application to the NZOPA executive.	

**ALL CPD activities must be logged on the CPD portal, along with their relevant documents.**