



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AUDIT 2021

Tēnā koutou katoa

Warm greetings to you all. I hope this finds you and your loved ones in vibrant health and looking forward to summer as the COVID Pandemic recedes in our nation's rear view mirror.

The Continuing Professional Development (CPD) audit for 2019-2021 is now completed, and the Board and Executive has done considerable work to absorb learnings from the past cycle and is using these to improve ergonomics and outcomes for the Profession (and ultimately benefit the public of Aotearoa New Zealand).

The Board would like to thank all practitioners who participated in the CPD audit. We recognise that undergoing an audit can add stress to already very busy schedules, and we appreciate your engagement. I wish to reassure you that this is first-hand knowledge, as several of the CPD auditors were randomly selected for audit as well myself in this cycle.

Recording your CPD is the externalizing of what I am confident is already an innate part of you as a practitioner. We are constantly striving to improve our service delivery to our patients through ongoing learning and this process is CPD.

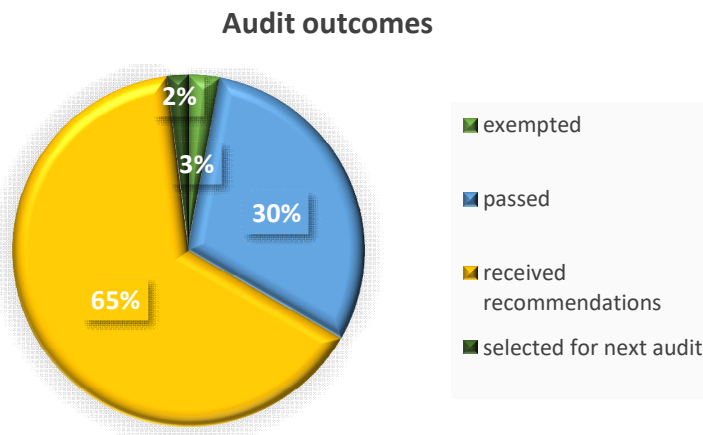
Your CPD log documents and chronicles the activities you undertake and your journey as you grow from graduation towards becoming a wise experienced practitioner and beyond. CPD activity is undertaken by all Healthcare Professions regulated by New Zealand's Regulatory Authorities and is the Hallmark of a mature profession.

The following is a lengthy communication, if you could please take the time to read and absorb its contents I am confident it will materially enhance outcomes for your CPD and your enjoyment of this mandatory activity as the holder of an APC to practice Chiropractic in New Zealand.

A handwritten signature in blue ink, appearing to read 'Tim Cooper'.

Dr Tim Cooper BSc, BSc(Chiro)
Chair, New Zealand Chiropractic Board

CPD Audit Outcomes



102 practitioners were selected for audit.

3 were granted exemptions from completing the audit due to extenuating circumstances.

66 practitioners received an achieved with recommendations.

A small number of practitioners were referred to the Board and received educational letters with a further two practitioners recalled for the next audit. Audited practitioners received individual feedback, but a great deal can be learned by all practitioners.

Audit findings

It is clear there are areas practitioners find difficult in meeting the requirements including:

1. CPD Plan

Findings	Recommendations
<ul style="list-style-type: none"> Completing a CPD plan is required annually and the quality of some was significantly inadequate or missing altogether. It is important practitioners ensure clear objectives and rationales that are related to their practice of chiropractic. A phrase such as “improve”, “be the best”, or “fix knowledge gaps” is not sufficient. Many auditees did not complete a self-reflective annual review. Many annual reviews were overly brief and did not meet the requirement, examples include “good year” or “met objectives”. 	<ul style="list-style-type: none"> The CPD Plan guidance document is available on the Board website and explains what to include in your plan, the level of detail and reflection you should be aiming for. Your annual review is very important to your learning and is useful for auditors to understand what you accomplished during your CPD cycle. Consider beginning your review during the year to avoid trying to complete a full review in November or December. Consider discussing your plan with a colleague and ask for feedback Be sure your plan directly and clearly relates to your practising of chiropractic!

2. Required hours

Findings	Recommendations
<ul style="list-style-type: none"> The CPD policy includes straightforward requirements; you must complete the correct number of hours. 	<ul style="list-style-type: none"> Review the CPD Policy focusing on Appendix 1. Be aware of activity hours caps. In future audits,



- Please be aware of the cap on the number of hours that can be claimed for certain activities.

hours claimed above the capped maximum will not receive credit and may result in some falling below the required 20 hours.

3. Reflection

Findings

- Reflecting on activities is an important part of ongoing development. It is not sufficient to note “went to peer group meeting” or “read” as the detail of your activity record or review. The recorded reflection must clearly relate to chiropractic.
- Not all activities will be a great development experience, for instance; a conference in which you disagree with the philosophy presented. These activities can still be worthwhile CPD. They become worthwhile by virtue of your reflection: in your activity log you might note - *‘attended XYZ conference which focused on LMNOP. I will not be adopting this approach in my daily practice because research shows QRS. My patient base and my care approach conflict because of TUV.*
- Extensive detail is not required but enough for an auditor to understand what you did and how it relates to your objectives and the practice of chiropractic.

Recommendations

- Write your activity log soon after completing an activity. The system allows you to log in on your phone or device and complete the record anywhere. Consider having a few questions that you ask yourself while writing your log, perhaps ‘will this change how I practice tomorrow?’ or ‘Do I have questions from the activity I want to follow up on?’.
- Discuss your activity entries with a colleague; perhaps they are approaching it in a way that may be helpful or innovative?

4. Evidence of activity

Findings

- Either no evidence was provided, or evidence was provided but no correlative detail or reflection for the activity was provided.
- There may be activities with very little in the way of physical evidence such as a mentoring phone call. In this case such, a signed and dated note from the person providing mentorship and detail in your reflection should be provided to give an auditor enough information to ascertain that the activity occurred as stated and provided professional development.

Recommendations

- The online system allows you to upload supporting documents and as such, eliminate the need to keep attendance sheets or certificates for many months. Take advantage of this function.
- Ensure that your activities log includes sufficient information to show how the activity related to your objectives and how it relates to your practise of chiropractic.
- If it was a website you visited, please include the link to the website as part of your reflection and outcomes.

Learnings for the Board

Previous audits focused on engagement and ensuring the online portal was used. With this audit there was more emphasis on content. Valuable information about practitioner engagement, understanding of the CPD policy and feedback from the auditors was gathered throughout this process.

Throughout the audit it became evident the online system could be improved to encourage better reflective outcomes. If you have logged into your profile recently, you may have noticed an additional box to the original field titled “details”. There are now two fields to be completed:

- The first, *description of activity*. This is your opportunity to provide a brief description of the activity undertaken.
- The second, *reflection and outcomes*. This is where you reflect and note the outcomes of on the activity undertaken. In some cases, it could relate to how the activity was not useful to you and your practice.

Change in CPD policy

As a reminder the CPD programme was recently reviewed by the Board. CPD related policies and resources are available on the NZCB website include:

- [Continuing Professional Development Policy](#)
- [CPD guidance for establishing a formal peer group](#)
- [CPD guide for setting CPD plan](#)
- [Decision guidelines for non-compliance](#)
- [Meaningful CPD Presentation](#)

Nāku iti noa, nā

Kind regards,



Glenys Sharman

Registrar/General Manager