



NZASA: CPD Guidelines

Continuing Professional Development (CPD) is an interactive process to maintain and extend practitioners' knowledge, expertise and competence throughout their careers. CPD is a very important part of providing safe and effective health services for your patients.

All Registered members of NZASA must provide evidence of having completed a minimum of 20 hours CPD each year when applying for re-registration. Twelve of those hours must be acupuncture CPD; a maximum of eight hours can be 'other' TCM and four of those 'other' hours may cover business practice learning.

Any completed CPD in excess of the required 20 hours may be carried forward to the next registration year (one year only).

These Continuing Professional Development guidelines have been developed by NZASA to:

- Help NZASA members establish and maintain an appropriate and professional annual CPD portfolio
- Explain the activities that qualify as CPD
- Provide advice on how members should seek approval for CPD before attending non pre approved courses.

Formal learning opportunities and CPD seminars offered by the following organisations are pre- approved, and the hours of NZASA approved CPD are given in the publicity for these events. This means you do not have to seek confirmation approval from NZASA.

- NZIA
- NZCMAS
- On line courses:
 - Blue Poppy Enterprises <http://www.bluepoppy.com/>
 - Pro D Seminars <http://www.prodseminars.net/>
 - Health CMi <http://www.healthcmi.com/acupuncture-ceus>
 - Wushan TCM <http://www.wushantcm.com/approved-by/>

Formal learning activities:

NZASA members must seek prior approval of formal CPD opportunities that are provided by organisations that are not listed above. These need to be assessed activities that provide confirmation of completion. Completion certificates will need to be uploaded to the NZASA CPD log on the website. Examples include (but are not limited to):

- Tertiary courses relevant to Chinese medicine practice
- Conferences, forums, lectures, workshops and seminars (local and international)

- Structured supervision/mentoring by a suitably qualified TCM practitioner, who has been preapproved to mentor by NZASA. Anyone interested in this CPD opportunity **must** contact the Registrar to obtain the approved mentor definitions before undertaking the supervision.

To seek prior approval, email the Registrar with details of the course, including the time, place, subject, and a full presenter biography. A link to the website promoting the course usually contains all of that information. All of this information must be in English.

Informal learning activities:

Informal learning activities may also be approved for qualifying CPD. In all cases evidence of attendance must be uploaded to the NZASA CPD log. These informal activities include (but are not limited to):

- Peer review and study groups. Typically this is a group of individuals who meet regularly to critically evaluate case studies or recent articles in relevant literature. In recognition of the preparation time involved, the peer group member who prepares and runs the session will be eligible for double the CPD points approved for attendees
- Case presentations and reviews with health sector peers
- On line learning involving moderated discussion
- Providing (formally documented) mentoring to a Chinese medicine practitioner. This does not include management/supervision of staff where this is your usual work responsibility.

NZASA members must seek prior approval of informal CPD opportunities. To do this, email the Registrar with details of the proposed study group topic, including the time, place, a full description of what will be covered and a full presenter biography. All of this information must be in English. This must be done **BEFORE** claiming the CPD hours.

Please remember to leave plenty of time for approval to be granted.

Examples of activities that will NOT be approved for CPD include:

- Private, self-directed study
- Undertaking day to day work duties
- Publications in newspapers and magazines that are not reviewed Journal articles
- Other on line learning activities with no formal assessment component
- Case presentations to daily group practice members/associates
- English language up skilling
- First aid training

CPD activities conducted in languages other than English are acceptable but your CPD records must be kept in English. In foreign language seminars where translation to English is provided, a reduced number of CPD hours will be approved to allow for the time taken in translation (25% reduction in CPD hours).

NZASA encourages members to aim for a mix of CPD learning. This contributes to you being able to maintain, improve and broaden your knowledge, expertise and competence throughout your professional life.

November 2015