



## 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. Two hours must be Ethics CPD. A maximum of six 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, and to a maximum of 20 hours).

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.

- NZCIM
- NZCMAS
- On line courses including those from:
  - Blue Poppy Enterprises <http://www.bluepoppy.com/>
  - Healthy Seminars (merger of ProD and Medigogy) <https://www.healthyseminars.com/>
  - Health CMI <http://www.healthcmi.com/acupuncture-ceus>
  - Wushan TCM <http://www.wushantcm.com/approved-by/>
- Further on line pre-approved courses are listed on the NZASA website.

### Formal learning activities

**NZASA members must seek prior approval of formal CPD opportunities that are provided by organisations that are not listed above on or the website.** 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).

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.

**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. No retrospective approvals will be permitted.

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.

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. Please note that random audits of CPD may occur. At any time you could be asked to provide information as to the learning covered in CPD claimed and to describe how you would see that learning will be applicable to your practice.

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