How to Complete Your Professional Development Report

This guidance document provides explanatory notes and examples to help you produce a PDR which is acceptable to the Board.

- **What is the purpose of a Professional Development Report?**

To assess your compliance with the Board's Recertification Programme. Your PDR is evidence you are engaging in Continuing Professional Development (CPD) activities relevant to your area of practice and meeting the Board's recertification requirements.

- **What must you include in your Professional Development Report?**

You are expected to provide a full PDR as outlined:

Employment and future plans/goals
Logbook of CPD activities
Five pieces of evidence
3 Reflective statements
Peer review

The information in your PDR should reflect the CPD activities recorded in your log book.
All audit participants are expected to complete the Board's PDR template.

- **What timeframe does this audit cover?**

The audit cycle you have been selected to participate in involves professional development undertaken between **1 April 2013 and 31 March 2016** – the previous three practising years:

1/04/2013 – 31/03/2014
1/04/2014 – 31/03/2015
1/04/2015 – **31/03/2016**

You will only be required to provide evidence of CPD for the period when you held an Annual Practising Certificate.

Completing Your Professional Development Report (PDR)

Using the template please complete your Professional Development Report, working through each section:

1. Complete and sign the **declaration**.

2. Complete the **employment** section: a summary of your last three years; current work status; professional membership; future plans/goals (points one and two).

3. Place your completed **log book** of CPD activities in section two: *Log Book of your formally recorded CPD Activities*.

4. Complete the **evidence** list in section three and place your selected documents in this section.

5. Place your 3 completed **reflective statements** into section four.

6. Place your professional **peer review** confirmation into section five.

7. Use the **checklist** to ensure you have enclosed all the relevant information.

8. Mail or courier your PDR – those sent via email will not be processed.

The PDR must be completed on the Board's template.

The Board requires reflective statements and log book information to be typed.

- You must use the PDR template and insert information where required i.e. your completed log book (using the Board's format), evidence and reflective statements. Access the PDR template on our website and save a copy to your PC. Update the electronic version as you complete the sections.

- If you don't have access to a PC please ensure you clearly print or write your information. If your PDR is not legible it will be returned to you and you will have to arrange to have it typed. This will delay the evaluation of your PDR.

PLEASE MAIL OR COURIER YOUR PROFESSIONAL DEVELOPMENT REPORT TO THE BOARD BY 1 SEPTEMBER 2016

A Guide to the Declaration – page 2 of the PDR

The declaration is a key element– signing it assures the Board of the integrity of the content you have supplied in/with your PDR.

Unfortunately your PDR can not be accepted and will be returned to you if the declaration is left unsigned.

An example of an unacceptable ‘signature’ is your name in typed format.

The Five Sections of Your Professional Development Report

Section One: Summary of your employment history

You must provide a summary of your work history covering the last three years i.e. the period from 1 April 2013 to 31 March 2016. Arrange your information chronologically in section one of your PDR, starting with your most recent employment. An example is provided below:

Example: **Most recent position**	
Date:	*May 2011 to February 2015*
Job Title:	*Hospital & Community Physiotherapist*
Practice or Facility:	*Franz Joseph DHB*
Area/s of practice:	*Clinical Practice* • *Provide physiotherapy services to referred inpatient, outpatient and community clients.* • *Liaise with community support groups.* • *Monitor service outcomes.* *Educational* • *Provide clinical education.*

The Board wishes to know about any employment you have undertaken in any capacity as a physiotherapist. Paid employment of any kind (part-time or locum work) and voluntary work should be included in your work history.

How much detail to include in this section?

The Board requires a concise summary of your work history for the past three years to enable the Evaluator to link your CPD activities to your particular role.

- The Evaluator is not expecting a full job description or your CV.
- Provide enough information so the Evaluator develops a clear picture of your normal daily activities.
- Your summary should identify your key responsibilities - your CPD activities need to be relevant to your role, therefore focus on key tasks in your area of practice or specialist area.
- If you are a senior physiotherapist managing a team, then you might include a brief description of the key components relating to (a) your area of clinical practice and (b) your training and management of staff.
- Group your tasks together (such as clinical practice, leadership etc) under key responsibilities and then link your CPD activities to these tasks.
- If you are self-employed do not list each contract individually; instead identify your key projects and link your CPD activities to these.

Please account for any career “breaks” or “gaps” in your employment history.

Professional Membership or Affiliation

Membership or affiliation to a professional body enables the Evaluator to link some of the CPD activities that you have recorded in your log book - *refer to examples of evidence on page 7.*

Future Plans / Goals and CPD Activity

These two areas complement each other and help the Evaluator to link the goals you have listed that are not your current area of practice to what you have set out in your log book.

1. **Future Plans / Goals**
   Provide a brief description of your intended area of future practice here if you intend to expand your area of practice or change direction. Include timeframes where possible as well.
2. **CPD Activity relating to your future plans/goals**
   Identify those activities in your log book that relate to your intended area of future practice and list them in the grid supplied on page 6 of the PDR (like the one below).

Example:

A physiotherapist currently works in musculoskeletal physiotherapy. She has listed in her ***Future Plans / Goals*** that she wants to gain further knowledge for rehabilitation and education in Women's health to further enhance her physiotherapy practice.

In her ***CPD Activity relating to your future plans/goals*** she lists the following from her log book of activities:

1. Future plans/goals

to gain further knowledge for rehabilitation and education in Women's health to further enhance my physiotherapy practice.

2.CPD Activity relating to your future plans/goals (above)

Logbook item number and topic	***Learning Category***
1 – research/article	*Self directed learning*
2;6;9 – SIG attendance	*Professional Activities*

Section Two: Log Book of formally recorded CPD activities

This section should provide a comprehensive snapshot of the CPD activities you have completed within the three year audit period.

- You will need to have **100*** formally recorded **CPD hours** in your log book.
- Over the three year period there must be an entry in each learning category.
- There are no maximum hours per learning category.

Using the Board's Log Book

- You must submit the information in the Board's log book format.
- The Board needs to receive a clear typed log book. However, please don't spend time with the technical aspects of the log book layout i.e. the margins, length of page or page differences, font size.
- You will already be aware there is an electronic version of the log book available from the recertification page of the Board's website: www.physioboard.org.nz. You will also find a sample logbook, to get an idea of ways to log different activities.
- Please print the relevant pages from your log book and place in section two of the PDR template. Please write the page numbers on the inserted pages.

For those of you who are not savvy with computers please read the instructions below.

EXCEL

To save the log book from the website, click on the electronic log book (Excel).
Click on "file" and then "save as." You will need to give the file a name.

If you are not familiar with Excel here are the instructions to add extra lines to your log book:

1. Go to where you want to insert the line. With Excel make sure you insert the line above the "Total" line otherwise the spreadsheet will not add up.
2. Go to the tool bar and click on "insert" and then choose "row".
3. Click on "save"

- When entering data remember to save the spreadsheet as you work.

- Before you print your log book make sure the document is in "landscape" format.

The log book is only available electronically in Excel. Please email the Board if you require a copy in Word.

* those who formally entered the three year audit cycle part way through will have been advised of the proportional number of hours relating to them.

Section Three: Supporting documentation & evidence of your formally recorded CPD activities

The Board does not require documented evidence of all your logged CPD activities. You are required to choose evidence of **five** completed CPD activities and should be representative of all four learning categories: work based; professional; self directed; formal.

Note:

- Ensure all evidence is: **personalised** [named] to verify your involvement; **dated;** and be recorded in your log book.
- Do not send original documents as they will not be returned - please ensure copies are legible. The Board does not require certified copies of your CPD evidence.
- Retain all of your evidence as the Board may seek further clarification from you regarding your CPD activities.
- **If your name has changed and you have not yet notified the Board** and some or all of your CPD evidence is in your new name you will be required to provide certified evidence of your change of name (refer to the Board's website for a change of name form).

Below are some examples of supporting evidence:

Item	**Good examples of evidence**
A university paper	Evidence of your achievement/s (academic results slip; academic transcript).
Conference attended	Your certificate of attendance, or the conference agenda which identifies you as the presenter/ panel member; or personalised notes from a session you attended.
A research paper	A copy of the abstract which clearly identifies your involvement in the paper - it must be named and dated.
An in-service presentation	All presentations, whether you are attending or presenting, should state the practitioner's full name, job title (if applicable), date of presentation and topic.
A reflective diary	The relevant page (dated) relating to the CPD activity described.
Reflective statements	If you are unable to produce a certificate or documentation a reflective statement outlining what you learned from the activity is acceptable evidence. Please clearly identify the activity so that the reflective statement can be tied back to your log book information (these are separate to the three supplied for evidence in section 4).
A journal article review or a website	A reflective statement or brief personal notes that verify you have read the article. Personal annotations in the margins etc would indicate that you have gone through the article and highlighted areas of interest. Some practitioners submit critical appraisals which are acceptable but generally this level of detail is not required. Ensure the article is fully referenced in your log book so we may source the item if necessary.
Professional membership / affiliation	Membership alone does not illustrate that you are engaging in CPD. You must provide clear evidence that your membership is contributing to your own CPD. Acceptable evidence is: a certificate of attendance - or your notes (personalised and dated) - from a PNZ course/meeting. Remember, it is the educational, not the administrative component of the meeting that is claimable. Some notes which support your CPD activities are acceptable.

Section Four: Reflective Statements

You need to place your recertification activities within the context of your overall learning. It is crucial that you can reflect on your own area of practice and how a CPD activity or a particular situation has impacted directly on your practice. The learning outcome may be that your practice is enhanced, confirmed or, conversely, that there are very strong reasons why the activity was not useful.

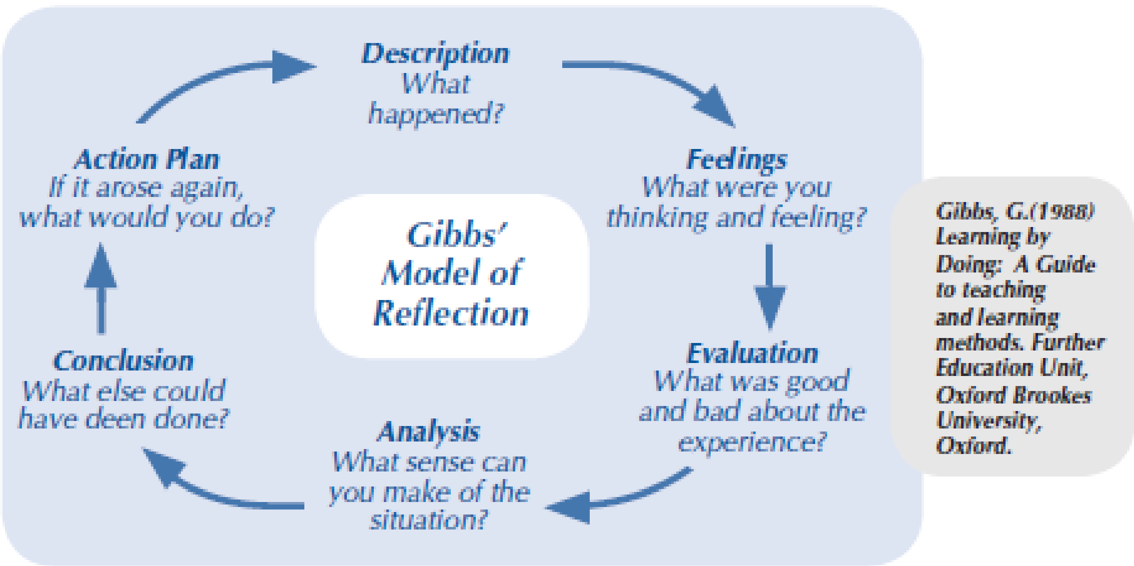
You are required to write **three** reflective statements:

1 One ethical reflective statement;
2 One cultural reflective statement;
3 One statement relating to your area of physiotherapy practice.

A template is included in the Professional Development Report as a guide for the reflective statements. You may submit another template or a section from your reflective diary if the elements of reflective practice are included.

Remember to date your work.

The model below identifies six key questions that can be answered in a reflective statement, and is one way to approach reflective practice should you be unsure of how to start.



(*See also page 6 of the Recertification Guidelines – third edition. Plus, the resource centre in the recertification section of the Board's website contains other website links to support you in writing reflective statements*)

Section Five: Peer Review

You are required to supply evidence of **one** peer review that you have had – it must have been undertaken between 1 April 2013 and 31 March 2016.

Key components in any peer review form template – please also refer to the guide on the next page:

- The peer review taking place must be relevant to your **area of practice** and show that relevant **learning** has taken place.
- **Date** - *the peer review clearly shows it has been undertaken within this audit cycle (1 April 2013 - 31 March 2016).*
- The suitability of the person you have undertaken the peer review with. The **Reviewer** must be a part of your peer group or suitably qualified to undertake the review.
- The peer review **confirmation page** must be **signed by both parties**.

Many practices see peer review/assessment as one of the ways to ensure safe and effective practice.

Professional Peer Review allows you to assess your practice in relation to your peer group. Individual feedback/discussion is an important component of peer review and as an ongoing educational tool. Feedback helps with the practitioner's professional development and to improve the care provided and/or the standard of practice.

To enable work to be monitored practitioners should have their practice observed annually by another practitioner [peer reviewer]. The peer reviewer, with similar experience professionally evaluates your performance to ensure it meets specific criteria.

It is worth noting here that for maximum gain, choose to have a peer reviewer from outside your immediate team. This is also optimal if you have close personal links with any of your work peers – look to avoid conflict of interest.

There are many different peer review templates in use. The Board has chosen not to prescribe any specific format for Peer Review; rather, the Board needs to know that peer review is happening.

The signed and dated part of the completed peer review document, verifying that peer review has taken place is all that is required. However there are essential elements that must be included.

Confidentiality
Peer assessment is confidential except when both parties agree that an issue can be shared outside of the session; or when there is a concern regarding the practitioner's practice.

Peer Review is based on your area of practice
For example, if you work as a researcher then the review should address a research project you have completed in the last three years.

- **The following elements are essential in a completed PEER REVIEW CONFIRMATION page.**
- **The information [below] is a GUIDE only - please do not use it as a form to complete.**

Name of person being Peer Reviewed:

Area of Practice e.g., clinical, education, management, other (please state)

Name of Peer Reviewer:

Designation of Peer Reviewer:

My practice of physiotherapy was reviewed on: *please state day / month / year*

Day………………Month…………….year 20__

Signed by Physiotherapist participating in the Peer Review process:

Signature:…………………………………………………..

Day………………Month…………….year 20__

Signed by Peer Reviewer:

Signature:…………………………………………………..

Day………………Month…………….year 20__
