

3. Tips to help you if you have been selected for an audit

Section One:

Your Employment History

The aim of this section is to get an overview of who you are as a registered health professional, and to ensure that your current role links with your formally recorded CPD activities.

Current work status

Fill in the hours you currently practise. The completion of this and the employment summary should be sufficient information regarding your practical hours over a three-year period.

Future plans/goals

A brief description of your intended area of future practice/study should be included here if you are expanding your area of practice or changing direction.

☀ Don't forget to complete the 'CPD activity relating to your future plans/goals' to help the Evaluator see the specific CPD activities from your log book that relate to this new area etc.

Section Two:

Log book of CPD activities

Can I use the electronic version of my log book as part of my PDR?

Yes, you have two options:

1. You can print the relevant pages from your electronic log book and insert them in Section Two of your PDR template.
2. You can save the PDR template in a Word format (the guide can just be printed). If you just want to access and save the log book part, this is on the Board website in an Excel format.

Can I submit an alternative log book?

For those who are members, the College (now under PNZ) has a 'dual purpose' template; otherwise you must present your log book hours in the Board's format.

CPD Hours

The Board requires that you record the number of hours you engaged in a specific CPD activity - not the number of points you have accrued. Remember that only those CPD hours that you can support with acceptable personalised evidence will be counted by the Evaluator.

☀ You can only count hours where you can demonstrate that your own learning has been enhanced. The Board is not able to audit anything other than physiotherapy CPD activity.

☀ Avoid 'bulking up' several of the same type of CPD activity into one generic record - this prevents the accurate evaluation of the professional development. Each CPD activity should be logged to show the date the activity took place.

For example: A log entry showing that between April – August 20xx a practitioner read 'NZSP newsletters' and recorded 8 hours CPD. This entry is incorrect - the CPD learning is a specific **article** within a particular newsletter edition and should be recorded individually.

Incomplete logged entries are not counted as the Evaluator cannot verify the activity.

For example: No evidence listed in the evidence column of the log book.

Section Three:

Evidence of your CPD activities

Select **five** pieces of evidence to provide a good cross-section of the four learning categories (at least 1 item of evidence for each learning category). Ensure you select from activities completed throughout the three years – rather than five activities completed in the last few months.

☀ The Board doesn't require documentation relating to every CPD activity listed in your log book.

☀ All documents must be dated so the Evaluator can ascertain that the activities were completed within the audit period and your full name should also be clearly stated.

For example: Under the learning category "Professional Activity", you could include your certificate from a branch meeting you attended, or the printout from a presentation you gave. As evidence in the professional category, the handouts should clearly show you gave the presentation, not someone else.

☀ Writing a reflective statement may provide the best form of evidence in cases where you have trouble finding evidence.

For example: A reflection on a work activity and what you learnt from it may help you in situations where it

Section Three *continued*

is hard to differentiate CPD activity from your actual work. If you are uncertain, ask yourself; 'how was this a learning activity or situation for me?'

☀ Please note: reflective statements as evidence are separate from the mandatory three reflective statements required per audit (as per Section Four of the PDR template).

I wish to include my Master's Degree certificate as evidence. Does the photocopy need to be certified by an official?

No. Your CPD evidence does not need to be certified. The Board requires you to sign the declaration at the front of the PDR stating that the information supplied in your PDR is 'a true and correct account' of your formally recorded CPD activities.

☀ Please note: the Evaluator cannot be expected to verify the learning of a meeting that does not relate to physiotherapy.

I am the chairperson of a special interest group which meets monthly. I wish to count these meetings towards my CPD activities. Should I supply the first page of the meeting agenda showing my attendance?

Firstly, a copy of the minutes (identifying your attendance) is acceptable evidence, not the agenda.

It is the educational component of the meeting that can be counted.

☀ **Privacy issues to consider:**

Care should be exercised in providing evidence of meeting attendance; for example, if information is sensitive or may breach the Privacy Act 1993 then remove reference to those persons, organisations etc mentioned in the document (a full copy of the Act can be viewed at:

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>

☀ **More points to note regarding private information:**

It is not the Board's intention to put the practitioner at risk by requesting information that may compromise a person's or an organisation's privacy.

When supplying evidence from your reflective diary/case studies etc, patient names and any other identifying features, such as date of birth, National Health Index number (NHI) must be removed.

Plus, there are better forms of evidence about your learning than sending patient records where the

approval from the patient to use their information in this way (audit) would not be likely at all.

Section Four: Reflective statements

Three reflective statements are required - one on each of the following topics:

- Cultural;
- Ethical; and
- Area of practice.

I keep a reflective diary. Can I include the reflective statements from this diary as part of my PDR?

Yes. Your workplace template is acceptable if it includes the key information required by the Board (please refer to your PDR). Photocopy the relevant pages and insert them in Section Four of your PDR. Keep in mind that the Board requires a few concise paragraphs on the three different reflective topics (see above).

A template is included in the PDR as a guide.

A reflective statement fact sheet can be found on the Board's website - address (below).

Section Five: Professional Peer Review

There must be evidence that you were peer reviewed at least once during this three year cycle period. The reviewer must be a part of your peer group or suitably qualified to undertake peer review.

Would claiming in my log book that I have undertaken peer review be sufficient?

No, you are required to supply evidence that you have undertaken peer review (see Section Six of the PDR template). The dated and signed (by all parties) confirmation page of the peer review should be submitted.

Practical Hours

Fully completing both the Employment History (p4) and the Current Work Status (p5) sections in the PDR template will allow the Evaluator to verify that you have undertaken the minimum 50 hours physiotherapy practice within the three year audit period.