

WHAT IS ACCEPTABLE EVIDENCE?

Providing supporting documents to meet the audit requirements

To meet the audit requirements practitioners must submit five pieces of supporting evidence.

All evidence must be named and dated in some way to verify your involvement in the CPD activity and your ownership of the evidence. Your evidence needs to clearly show that you participated in the activity.

The weakest element for an auditee is in not adequately gathering evidence to support the activities recorded.

Listing references does not support your learning in the same way as notes, handouts with supporting comments, or a diary and statements [again, named and dated].

Copies of articles alone can be seen to be less credible because their physical existence does not necessarily indicate your learning and your engagement in the activity.

Handouts may be accepted if they are named and dated, the presenter is identified and there is a description of the CPD activity.

Reflective statements can be provided as evidence in all categories.
Any transcripts or other evidence, again, must be personalised to you.

Copies of journal articles, conference timetables or published course notes are not good examples of evidence.

Good examples of evidence:

- Course certificates – identifying you as an attendee
- Additional reflective statements (useful if you wish to include a leadership course etc and relate the new learning to your physiotherapy practice)
- The use of your [legible] personal notes - named and dated.

Evidence for those who may work in isolation

It is always best to try and use evidence that is dated and signed by another party (e.g. certificates of attendance, validated attendance sheets, peer feedback).

RECORDING CPD ACTIVITIES IN YOUR LOG BOOK

CPD hours can only be counted if there is supporting evidence

- **Practitioners must retain evidence of their completed CPD hours to claim the hours in their log book.**

All CPD hours claimed in your log book must be fully described and supported by acceptable evidence [remember, we only want to see five pieces from across the learning categories]. For example, if you attend a conference, state in the evidence column: “*Certificate of attendance*”. If you are unable to provide a certificate then the agenda from the conference along with your named and dated handwritten notes would be acceptable evidence i.e. “*agenda from conference and my handwritten notes*”.

If the evidence column in your log book is incomplete then the Evaluator assumes you are unable to verify these activities and accordingly these hours are not able to be counted.

Remember, you must retain your evidence – the Board may request this information to verify the CPD hours claimed in your log book. Please **describe fully the evidence** you have retained.

Placing a tick or saying ‘yes’ in the evidence column is not sufficient evidence that you have retained supporting documentation let alone what that evidence is.

- **Practitioners have difficulties differentiating between CPD activities and their normal work responsibilities.**

Firstly, activities which are included in your job description are **not** considered CPD activities. Some examples include:

1. Developing an employment contract.
2. Training a locum.
3. Delivering an Orientation Programme or being orientated or inducted into a new role.
4. Attending meetings that are part of your normal job requirements e.g. a Team Manager attending regular management meetings.
5. Staff meetings that pertain to operational matters and do not contribute to personal professional development.

Learning above and beyond your normal role in order to undertake these tasks may qualify as a CPD activity. If in doubt ask yourself:

What did I do?

What did I learn from this activity?

How did this activity affirm or influence my physiotherapy practice?

- **Counting and describing In-service activities.**

It is not acceptable evidence to only list as your log book entry “*In-service 12/09/08*”. To have your in-service hours counted please describe the topic, noting the presenter’s name and date i.e. “*Therapy for Amputees*” by Prof. J J Jones, London Hospital, 12/09/08”. Note in the evidence column the actual type of evidence you have retained to verify this activity. Some larger organisations provide the practitioner with an ‘In-service Summary’ signed/validated by their manager. Keep this document as evidence and list it in your evidence column. Where you have recorded a number of in-services in your log book and have the [abovementioned] ‘In-service Summary’ it would be a good idea to include the signed/validated list as one of your five pieces of evidence.

Note: listing “*In-services: June to December 2009*” as one ‘bulk’ entry is not acceptable as it does not show the specific professional development you have attended nor does it show the specific [In-service] topic.

RECORDING AND RETAINING EVIDENCE IN YOUR LOG BOOK

CPD hours can only be counted if there is supporting evidence

- **A copy of a presentation is included as evidence however there is no identifying information other than the presentation title.**

The date of the presentation; your name, or who attended the presentation [with your name showing] is required. Without this range of vital information the Evaluator is unable to verify the activity.

All presentations, whether you are attending or presenting, should state your full name, job title (if applicable), date of presentation and topic. Providing further information such as the venue/location of the presentation i.e. "Annual Physiotherapy Conference, Auckland" or "In-service, Christchurch Hospital" can add further weight to the evidence.

Some practitioners have included their colleagues' evaluations of their presentation as evidence. This is acceptable evidence if the identity of presenter (i.e., you the auditee) is clear and the information is appropriately dated [and signed].

A presentation done as part of your normal work programme may not be counted. However time spent researching a new topic may be counted as a CPD activity.

A presentation skills course or attending a course offered by Toastmasters is a credible CPD activity. However, you must illustrate how this course is relevant to your current physiotherapy role. The most appropriate way to show this would be with a reflective statement.

- **An article or a paper written as part of your work requirements.**

Writing a paper that is part of your normal work responsibilities is not a CPD activity. If the paper is relevant to your practice of physiotherapy then the time spent researching the paper may be counted as a CPD activity. Remember to list the websites you visited and provide detailed references of any articles reviewed as part of your research. A reflective statement explaining how this research has impacted on your practice would be the most appropriate evidence.

- **Supervision of students.**

Supervision of a student **during the working day** has recently been counted as a CPD activity – however, it is capped at 20 hours over the entire three years and it must be supported with relevant evidence which clearly demonstrates how this activity has contributed to your CPD. Supervising a student's thesis when the practitioner is employed as a tutor/professor is not a CPD activity as this is part of his/her job.

As with any CPD activity you must identify how the activity has enhanced your learning and affirmed your physiotherapy practice. Similarly, a lecturer may not count all his/her time lecturing as a CPD activity. Researching a new practice prior to supervision/teaching, undertaking initial preparation or sourcing new information directly relating to the teaching may be considered a CPD activity.

- **Voluntary work as a physiotherapist.**

Voluntary work adds to your work experience but in most cases it is not a CPD activity any more than a day working at your clinic. If you undertake some new research or learning in preparation for your voluntary role then this time may be counted as a CPD activity – a reflective statement explaining how this research has impacted on your practice would be the most appropriate evidence. If voluntary work supports your learning objectives and is reflected in your CPD plan it may be counted. You need to be very clear with the evidence you log. Again, a reflective statement would be appropriate evidence.

RECORDING AND RETAINING EVIDENCE IN YOUR LOG BOOK

CPD hours can only be counted if there is supporting evidence

- **A policy paper, an audit document or a questionnaire is included as evidence. It is unclear how this item contributes to the practitioner's CPD activities or how the practitioner was involved in the project/activity.**

For example, a practitioner includes a questionnaire as evidence. But it is unclear whether or not the practitioner wrote the questionnaire - helped pilot the questionnaire - or if they responded to the questionnaire. A reflective statement would be appropriate, to address why developing the questionnaire was a learning activity rather than a purely technical activity or a work related one.

To assist with the evaluation of such an entry, it would be appropriate to provide a signed note (handwritten at the end of the document is acceptable) explaining your involvement in the project. You might add something like: *"I designed this questionnaire as part of my role of branch secretary for NZSP. We canvassed members on 01/07/09."*

Ensure any documents used as evidence are dated and also recorded in your log book so the Evaluator may verify the activity.

- **Retaining Evidence Relating to Self-directed Learning.**

When undertaking any self-directed activity it is important to retain evidence of these activities.

The Board requires evidence that the practitioner has undertaken some learning activity.

You must provide a full citation of the journal article/book as the Board may need to verify this information.

Here is an example of an acceptable citation:

Brown, DA et al "Limb-loaded cycling program for locomotor intervention following stroke" Physical Therapy 2005 Feb; 85 (2):159-68

Refer to the sample logbook for self directed learning, available on the Board's website.

You must provide the full address of any websites you have visited for research purposes. The following would be acceptable: <http://www.wcpt.org/programmes/ebp/guidelines.php> however, you should hold (and log) as evidence the name of the article from that website.

Keep personal notes which are named and dated. A few brief sentences noting if the article was useful to your practice would suffice.

Reflective statements are also a useful way of retaining evidence and demonstrating how an activity has contributed to your learning.

You should relate the article back to your current practice and how reading this article has influenced or validated your practice/learning.

Note: A photocopy of a book/ journal's cover or providing a reading list is **not** evidence that a practitioner has undertaken CPD.