BOARD POLICY

Continuing Professional Development

1 Introduction

The Health Practitioners Competence Assurance Act 2003 (the Act) provides a framework for the regulation of health care providers.

The principal purpose of this Act is:
“to protect the health and safety of members of the public by providing mechanisms to ensure that health practitioners are competent and fit to practice their professions.” (The Act, Part 1, 3(1).)

Part 3, section 41 (1) of the Act gives the Board the authority to:
“… set or recognise recertification programmes for practitioners who are registered with the authority.”

The Board recognises that patients/clients have the right to expect that chiropractors will provide services in a competent and contemporary manner that meets the required standard. (The Act, Part 3 (40)).

Accordingly, the Board requires all registrants (unless otherwise exempted) to engage in continuing professional development (CPD) as prescribed by these guidelines to maintain, continue and enhance their competence and professional development.

1.1 Definition

Continuing professional development (CPD) is an interactive process through which practitioners improve competency by engaging in activities that enhance and extend their knowledge and skill. This is a career long obligation which must be responsive to the changing needs of individuals, groups and society. In this context, it is important to recognise that people learn in many varied and different ways.

In balancing the requirements of ensuring standards against freedom to develop individualised approaches, the Board has adopted a policy that emphasises planning, recording and monitoring. In addition, the Board recognises a division between formal and informal activities. The Board sees both as being important to professional development.

From time to time the Board will require some or all practitioners to complete a specific programme. With this exception however, the task of defining the annual CPD programme is the responsibility of the practitioner.

1.2 Principles of Implementation

In establishing this protocol the Board recognises that:

- Each individual practitioner will have specific needs.
From time to time there will be aspects of competency for which the Board needs to prescribe specific remedies - (directed components).

Individuals should review their CPD programme on a continuing basis.

CPD must take into account the specific cultural needs of New Zealand/Aotearoa.

Activities should be of high intrinsic value.

The operation of the programme is online based.

The programme is monitored and audited.

Practitioners are encouraged to adopt a collegial approach to their CPD activities.

Practitioners are responsible for their own programme which must;
- be clearly defined,
- have a sound rationale,
- be carefully documented,
- be reviewed annually.

1.3 CPD Activities

Learning activities that help a chiropractor maintain competence and improve the quality of chiropractic and health care delivery are accepted as CPD. Learning occurs through a wide variety of activities and more often than not, benefits from adopting a number of approaches. The Board recognises activities can be formal or informal and it sees a balanced CPD programme as including both.

1.3.1 Formal learning - Formal learning includes;
- distance education modules,
- self directed learning,
- conferences, fora, seminars and workshops,
- research (substantive, referenced and evidence based),
- tertiary and other accredited courses,
- accreditation activities.

1.3.2 Informal learning - Informal learning includes;
- case studies,
- clinical case discussions with colleagues,
- clinical supervision/mentoring of students and/or practitioners.

Registrant – a person who is deemed to be registered with the Chiropractic Board as a chiropractor.

2 CPD Procedure

2.1 Applicability

All registered chiropractors who wish to hold an Annual Practicing Certificate must be enrolled in, and up-to-date with, the CPD programme unless otherwise determined by the Board.

2.2 Requirements

2.2.1 Hours
2.2.1.1 Practitioners are required to accumulate a minimum of 25 hours formal learning (see 1.3.1) over two years.

2.2.1.2 Practitioners are required to accumulate an additional minimum of 25 hours formal or informal learning (see 1.3.1 and 1.3.2) over two years.

2.2.1.3 From time to time the Board may stipulate that an activity or programme of activities is compulsory for an individual, group or all prospective APC holders. Compulsory requirements will be promulgated by the Registrar via the Board’s website prior to the 1st of December of the preceding year.

2.2.1.4 Hours must be allocated to a specific cycle. In this respect they can be allocated retrospectively or prospectively for up to one cycle.

2.2.1.5 Where a practitioner gains registration after the beginning of the calendar year, or where the CPD programme is introduced or its requirements are amended, the CPD requirements will be applied pro-rata and the two year accounting cycle will be reduced pro rata.

2.3 Recording

Each year a practitioner must complete a CPD record. CPD records must be entered directly into the Chiropractic Board CPD Register Database.

2.3.1 The record shall consist of:

2.3.1.1 Objectives – Each year the practitioner must record what they want to achieve. The objective must be recorded on the Board’s website prior to the 1st of March each year.

2.3.1.2 Rationale – Each year the practitioner must record why they have chosen a particular objective. The rationale must be recorded on the Board’s website prior to the 1st of March in the first year of each CPD cycle.

2.3.1.3 Activities Log – Activities must be recorded within three months of completion if they are to receive credit. Under unusual circumstances the Registrar can waive the time constraint.

2.3.1.4 Review – At the end of a calendar year the practitioner is required to review the year’s programme and discuss the findings in relation to the objectives. Where a programme, or a component of a programme, is ongoing the practitioner should comment on progress in relation to objectives. The review must be recorded on the CPD website prior to the 1st of March of the following year.

2.3.2 The CPD year is the calendar year.

3 Course Accreditation

3.1 The Board will develop accreditation procedures for New Zealand in the near future.

3.2 Trans Tasman Reciprocity - The Board recognises CPD activities accredited by the Chiropractors’ Association of Australia (National) Limited (CAAN) and the Chiropractic and Osteopathic College of Australasia (COCA) as being accredited for the purposes of this procedure.

4 Review and Audit
4.1 Participants of the CPD programme must maintain physical records for the preceding seven years.

4.2 The Board retains the right to audit any registrant’s CPD records for a period of seven years.

4.3 Over any single two year period the Board will normally audit 20% of APC holders.

4.4 The Board can select any current or past APC holder for an audit.

(Note: In making its decision as to who should be audited, the Board should take into account the practitioner’s past record.)

4.5 Failure to comply with the audit process is a breach of the Board’s Standards of Practice.

4.6 The Board will appoint auditors for a period specified in the letter of appointment.

4.7 Review and Audit Procedure:

4.7.1 Review.

4.7.1.1 Computer based review. Each year the Registrar or nominee of the Board will look at each registrant’s computer record and may decide to:

a. Contact the registrant to seek further information or make suggestions;

b. Escalate the review to an audit;

c. Take no further action.

No notice will be given of a review as it applies to all registrants.

4.7.2 Audit

4.7.2.1 The need for an audit must first be approved by the Chairperson of the Board in consultation with the Chairperson of the CPD Committee or by the Board.

There are two levels of audit:

a. A desktop audit. This is where the auditor can require a registrant to provide additional electronic evidence supporting their CPD activities and to answer specific questions about their CPD programme.

b. A full audit. This is where the auditor can require a registrant to provide hard copies of evidence supporting their CPD activities and to answer specific questions about their CPD programme and may include a face to face meeting at a place and time designated by the auditor.

4.7.2.2 Notice of audit: The Registrar will send the registrant to be audited a “Notice of Audit.” The notice will contain:

a. The name of the Auditor(s). Where there is to be more than one auditor, one will be designated as the lead auditor with all other auditors being designated assistant auditors.
b. The period to be audited.

c. A copy of this procedure.

4.7.2.3 The registrant has the right to appeal who shall be the audit person/persons. The appeal:

a. Shall be to the Registrar whose decision on the appeal shall be final.

b. Must be in writing and must be lodged within seven days of the notice of audit. The date of lodgment shall be the date stamp on the envelope in which the letter of appeal is sent, or the transmission date on the email.

c. Must give reason as to why the audit person/persons proposed should be changed.

4.7.2.4 The Auditor will contact the registrant and notify a time and location for the audit. If, at the Auditor’s discretion, another time and/or location is deemed more suitable, this can be designated by the Auditor.

4.7.2.5 The registrant has the right to have a support person during the audit.

4.7.2.6 The Auditor will provide a report to the Board. The report will designate the registrant’s activities for the period under consideration to be either satisfactory of unsatisfactory with accompanying supporting information/documentation.

4.7.2.7 Where a report designates the registrant’s CPD activities to be unsatisfactory:

a. The Auditor will include a recommended process for rectification.

b. The audited registrant will be given a copy of the Auditor’s report at least two weeks prior to its consideration by the Board.

c. The audited registrant can either in person (with or without a support person), or by correspondence comment on the report to the Board.

4.7.2.8 Pursuant to the Act, the Board will take whatever action it deems necessary after giving due consideration to information received under 4.7.2.7

5 Transparency and Security

The Board considers transparency to be an important principle of the CPD programme, accordingly the Board has established the following rules and procedures to ensure transparency.

5.1 Subject to 5.4, once information has been entered to the registrants CPD page, it cannot be removed. It can only be changed / modified by an additional entry.

5.2 The Board and/or its appointed officers’ access is to be restricted to “read only” on any registrant’s entry.

5.3 Whenever a registrant’s CPD data has been accessed by anyone other than the registrant, the following shall be recorded.
5.3.1 Who looked at the record.
5.3.2 The data and time the record was accessed.
5.3.3 The reason the record was accessed.

5.4 The Board and/or its appointed officers can post entries to a registrant’s data. These entries will be highlighted so that they are seen as distinct from the registrant’s entries. **

5.5 All entries are deemed to be draft entries for a period up to midnight the day after the entry was made and can be edited until this time. Where an entry is edited, the time/date the data was accessed for this purpose shall be deemed the time/date for the entry.

5.6 The registrant’s Chiropractic Board registration number will be the registrant’s identifier. The registrant’s Chiropractic Board registered email address will be the registrant’s Login name. The registrant will set their password.

5.7 The registrant shall have online access to all data recorded about them on the CPD database and the Registrar shall provide the registrant a written copy of this data if requested to do so.

6 Amending this Policy.

The Board from time to time will need to amend this policy when doing so the following conditions will apply.

6.1 Where the Board considers an amendment to be significant, the Board will consult with stakeholders including the NZCA, the NZCC and the profession.

6.2 The Board maintains the authority to change the status, number and designation of hours without regard to any hours accumulated to date. Where a registrant feels that such a change has unfairly impacted on that registrant, they shall have the option of appealing to an appeals committee of the Board, consisting of, the Registrar, Board Chair and CPD Committee Chair. The decision of the appeals committee shall be final.

Date adopted: October 2012
Date for review: April 2014