

The NZSTA Continuing Professional Development Framework

The NZSTA Continuing Professional Development Framework has been developed to allow members to document their professional development activity against relevant activity categories. The NZSTA Continuing Professional Development Log is an online data collection system for members to record their on-going professional development activities. This is a requirement for all full members.

- A minimum number of points must be gained over the three year CPD cycle (300 points over 3 years).
- The cycle is from 1 January to 31 December of the third year.
- Points cannot be carried over to a different year to when they were undertaken.
- Points are not cumulative beyond the end of each CPD cycle.
- Each year, there will be a basic minimum that members have to achieve. This must be made up of:
 - Workplace development:
 - Professional supervision/Peer review – while practising (20pts)
 - Reading/reviewing articles, books, electronic media (20pts)
 - Professional contribution:
 - Active contribution to the NZSTA (10pts)
 - Other (20 pts)
- In order to achieve 300 points over three years, members will have to accumulate the stated annual minimum (total of 70 pts) plus additional points in any category. Members can decide for themselves how this is achieved.
- It is required that over the course of three years, members will have points in each of the three categories (workplace development, professional contribution, formal education).
- The CPD cycle may be extended for members on parental leave or on compassionate grounds, such as prolonged significant illness, who request an extension at renewal time. This allows the member two calendar years to meet the annual points requirement. Exemption or extension is not granted to members going overseas for extended periods.
- Every year 10% of the NZSTA membership will be audited. They will be notified in April and will be required to submit their CPD Log for audit by 31st August of that year. Failure to do so will result in the member no longer being eligible to be a member of the NZSTA. This is a requirement of the New Zealand Accident Compensation Corporation, our Mutual Recognition Partners and most health, education and not for profit employers.

In order to view and input into your CPD Log please log into the NZSTA member site using your NZSTA login.

	Development Activity	Acceptable Evidence	Points Per Activity	Annual Minimum
Workplace Development	Professional supervision/Peer review (when practising)	List of supervision sessions with dates, co-signed by supervisor/supervisee	5 (per supervision session)	20
	Reading/reviewing articles,	List of references including title,	5	20



	books, electronic media	publication source and date read		
	Giving presentations to SLTs or other professional group	List of presentations given including topic, audience, date, length of presentation	10	
	Attending/contributing to Journal Club, inservice training or work-based PD programme	List of activities with date, topic & presenter	5	
	Member of list serve or e-network	List of memberships and details of activities related to membership (e.g. reading, contributions)	5	
	Responsive to health and safety requirements (e.g. first aid course, radiation training)	List of activities completed including dates	5	
	Other ...	List of activities completed including dates	5	
Professional Contribution	Active contribution to the NZSTA (e.g. attending or adding content to Area Meetings, participating in a working party, contributing to Communication Matters, eLearning course or providing feedback on documents)	List of activities, dates and topics (where appropriate)	5	10
	Significant contribution to the NZSTA (e.g. CPC, Chair of working party, PAC member, Area/Student Representative, member of Executive Council)	<i>NA (will be advised by NZSTA)</i>	15	
	Membership of other professional group/body (e.g. SPA, ASHA, NZAOT, NZLCA, ATANZ)	Details of membership including proof of membership and dates of membership	5	
	Active contribution to other professional group/body (e.g. SPA, ASHA, NZAOT, NZLCA, ATANZ)	Details of contribution including activity and dates	5	
	Active contribution to Special Interest Group	List of activities including PD event, dates, role,	5	



		activities involved		
	Chairing/facilitating professionally related PD event such as teleconference/videoconference, SIG, Journal Club	List of activities including PD event, dates, role, activities involved	10	
	Providing supervision for staff and students. (Can include allied health staff).	List of supervisees, dates of supervision, details of supervision (e.g. 1:1, 1 student: 2 supervisors)	5/ supervisee	
	Active contribution to understanding and developing the profile of speech-language therapy (e.g. lobbying, contribution to Awareness Week, media activities)	List of activities including activity, dates, role	5	
	Applying principles of Te Tiriti o Waitangi in the profession (e.g. developing protocols to facilitate inclusion of Maori, targeted support for Maori students)	List of activities including activity, dates, role	10	
	Other ...	List of activities completed including dates	5	
Formal Education	Participation in further tertiary education	Details of course including title, tertiary institution, dates of enrolment	20	
	Participation in formal/structured research (i.e. has received ethics approval from appropriate ethics committee)	Details of research including title, your role, anticipated outcomes and dissemination of findings	20	
	Attended conference/seminar	Details of conference including event, dates, title of presentations attended	1 point per hour	
	Teaching/tutoring/lecturing/examining students enrolled in formal education	Details of each activity including dates, title, location	5	



	Presenting at a conference/seminar	List of presentations given including topic, audience, date, length of presentation	10	
	Supervising formal/structured research	Details of research including role, dates, location, researchers	10/ per project	
	Other ...	List of activities completed including dates	5	

CPD Audit Process

The audit team will be comprised of the Executive Council members. Members who have been randomly selected for audit will be informed via email in April. They have until 31st August that year to have their log ready for review. Members will email the NZSTA admin team to let them know that their online log is ready for audit. They will only receive an email from the audit team if there are technical difficulties in viewing their online log. Members who have been asked to submit their CPD logs for auditing will be informed of the outcome, via email, two months after the submission deadline.

In the event that a CPD log does not meet the minimum requirements within a year and over the three year cycle, recommendations will be made as to how this member could gain points in certain areas and a timeframe will be agreed upon with the member and the audit team.

In the unlikely event of a dispute, a meeting will be held to discuss the matter, involving two members from the Executive Council, a member from their workplace or one similar, the member involved and a support person if chosen.

Members who have not been able to submit their log on time will be contacted by NZSTA to discuss their options. Failure to submit a CPD log may result in this member not being eligible for membership.

If you wish to have a printed or extra saved copy of your CPD log (in addition to the online version), you are able to save as PDF and print as required.



Example CPD Framework

Below is a mock framework showing examples of what you could write in the online CPD log. Further evidence would only be required if the audit team required further evidence of your activities.

	Development Activity	Example of Activity	Points Per Activity
Workplace Development	Professional supervision/Peer review (when practising)	<i>Supervision session with supervisee MM</i> <i>Peer supervision session with HM</i>	5 5
	Reading/reviewing articles, books, electronic media	<i>Holland & Nelson (2014) Counseling in communication disorders.</i>	5
	Giving presentations to SLTs or other professional group	<i>Self-Care Workshop, Health staff, 15 members, 2 ½ hrs</i>	10
	Attending/contributing to Journal Club, inservice training or work-based PD programme	<i>Student Wellness, Kimberley Farmer</i>	5
	Member of list serve or e-network	<i>Contribution to SPECS email group – posted clinical query</i> <i>Contribution to ICAN google group on forum</i>	5 5
	Responsive to health and safety requirements (e.g. first aid course, radiation training)	<i>First Aid training</i> <i>Te tiriti o Waitangi training</i>	5 5
	Other ...	<i>Project lead for Hand Hygiene for CMDHB</i>	5
Professional Contribution	Active contribution to the NZSTA (e.g. attending or adding content to Area Meetings, participating in a working party, contributing to Communication Matters, eLearning course or providing feedback on documents)	<i>Attended NZSTA area rep meeting</i>	5
		<i>Emailed contribution to NZSTA area rep meeting</i>	5
		<i>Submitted book review to Communication Matters</i>	5
		<i>Emailed comment on new ethics rules and principles to NZSTA</i>	5
Significant contribution to the NZSTA (e.g. CPC, Chair of working party, PAC member, Area/Student Representative, member of Executive Council)	<i>Professional Development Portfolio Holder</i>	15	
	Membership of other professional group/body (e.g.	<i>Member of RCSLT no: 23123</i>	5



	SPA, ASHA, NZAOT, NZLCA, ATANZ)		
	Active contribution to other professional group/body (e.g. SPA, ASHA, NZAOT, NZLCA, ATANZ)	<i>Submitted story for ICP</i>	5
	Active contribution to Special Interest Group	<i>Attended AAC SIG meeting</i> <i>Coordinating newsletter for Voice SIG</i>	5 5
	Chairing/facilitating professionally related PD event such as teleconference/videoconference, SIG, Journal Club	<i>Chaired TBI SIG meeting</i>	10
	Providing supervision for staff and students. (Can include allied health staff).	<i>Supervisor for:</i> <i>MM (1:1)</i> <i>BB (1:1)</i>	5 5
	Active contribution to understanding and developing the profile of speech-language therapy (e.g. lobbying, contribution to Awareness Week, media activities)	<i>Involved in production of video for SLT Awareness Week</i>	5
	Applying principles of Te Tiriti o Waitangi in the profession (e.g. developing protocols to facilitate inclusion of Maori, targeted support for Maori students)	<i>Involved in facilitating Tikanga Best Practice Workshop for CMDHB</i>	10
	Other ...	List of activities completed including dates	5
Formal Education	Participation in further tertiary education	<i>Completing COP through UoA 2013-2014</i>	20
	Participation in formal/structured research (i.e. has received ethics approval from appropriate ethics committee)	<i>Project lead for Supervision in the SLT Community – The current state</i>	20
	Attended conference/seminar	<i>Attended NZSTA Conference (refer to presentations attended)</i>	21
	Teaching/tutoring/lecturing/examining students enrolled in formal education	<i>Orientation for MSLT Prac Yr – 8 hrs</i> <i>Clinical reasoning MSLT Prac Y1 – 4 hrs</i> <i>The reflective practitioner Y1 – 2hrs</i>	5 5 5
	Presenting at a	List of presentations given including topic, audience, date, length of	10



	conference/seminar	presentation	
	Supervising formal/structured research	<i>Mindfulness and Aphasia</i>	10
		<i>Interprofessional Education – what do they think?</i>	10
		<i>Supervision in the SLT Community – The current state</i>	10
		<i>Group therapy for people with parkinson's disease</i>	10
	Other ...	List of activities completed including dates	5