



The New Zealand Speech-language Therapists' Association Professional Development Policy

The New Zealand Speech-language Therapists' Association (NZSTA) recognizes the critical importance of lifelong learning. On behalf of members, our communities, employers and our Mutual Recognition Partners, the NZSTA supports the need for all members to maintain their professional development (PD) in order for them to work within an evidence based and ethical framework.

On behalf of members, the NZSTA has developed some ways in which members can continue to develop their skills in order to continue to provide a quality service. This includes the NZSTA Professional Development Framework and regular professional development events that utilise both face to face and internet based teaching mediums.

The NZSTA Continuing Professional Development Framework and Cycle

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, books, electronic media	List of references including title, publication source and date read	5	20
	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,	List of activities, dates and topics (where appropriate)	5	10



	eLearning course or providing feedback on documents)			
	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, activities involved	5	
	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	Participation in further tertiary education	Details of course including title,	20	



Education		tertiary institution, dates of enrolment		
	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/exami ning 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.

NZSTA Professional Development Events

The New Zealand Speech-language Therapists' Association provides three different forms of professional development events:

- 1 NZSTA-organised Professional Development seminar and biennial conference, held alternate years, and overseen by the PD Portfolio Holder.
- 2 Events run by the association in response to member feedback or opportunities with visiting speakers. This includes regular Clinical Issues.
- 3 Organised PD events officially run by other organisations but endorsed and supported by the NZSTA.

In addition, the NZSTA advertises a variety of PD events via website, email and social media.

1. The NZSTA-organised Professional Development Seminar and Biennial Conference

The differences between the two events can be seen in the following table:

NZSTA Conference	NZSTA Professional Development Seminar
At least two keynote speakers who are likely to be international speakers	Two keynote speakers who are likely to be local experts
Multiple concurrent streams	Single stream
Multiple formal networking opportunities as part of the conference programme	Informal networking events as part of the seminar programme
Held in one of the main cities of New Zealand, i.e. Auckland, Wellington or Christchurch	Held in smaller cities of New Zealand, such as Dunedin, Rotorua, Nelson, Palmerston North
2-3 days in length	2 days in length
Features the Grace Gane Memorial Lecture	
AGM held during conference	AGM held during PD seminar



a. Conference

The NZSTA conference runs once every two years, in even-numbered calendar years. It is overseen by the PD Portfolio Leader (PD). Current practice is to contract a professional conference organiser (PCO) to oversee the administration of the event.

The Conference Planning Committee (CPC) is made up of members from the relevant region. They work with the PCO and PD to develop the contents of the conference, and to assist in its organisation and execution. Alongside the CPC is a Scientific Planning Committee (SPC).

Selection of CPC

The NZSTA will seek expressions of interest in being part of the CPC at least 18 months prior to the anticipated date of the conference. Those interested will be required to submit a covering letter explaining their interest in the role and the relevant skills they will bring to the committee. They will also identify any particular roles they may be interested in performing. Further information may be sought from these parties. PD will select the CPC from these applications.

The NZSTA Executive Council will select the conference convenor/s. The specific requirements for the convenor/s are that: (a) they have leadership experience and expertise, and (b) can demonstrate their involvement in good networks of speech-language therapy throughout New Zealand.

The CPC will meet monthly in the lead-up to the conference. In the two months prior to the conference they are likely to be required to meet more frequently. The PCO and PD will either attend or teleconference into these meetings.

Selection of SPC

Expressions of interest in participating in and/or chairing the SPC will be sought 18 months prior to the conference. Interested parties will be required to send a covering letter detailing their interest in a role within the SPC, as per the instructions for the CPC.

The SPC chair will be a speech language therapist in an academic role or with an academic background. He or she will work closely with the convenors and the PCO in developing the scientific programme, i.e. keynote speakers, paper presentations and posters.

Recognition of CPC and SPC

In recognition of the contribution of CPC members and the SPC chair, they will receive free registration for the complete conference. Those who support the development of the conference programme – for example, by reviewing submissions – will be acknowledged in the conference programme.

b. Professional Development Seminar

This is held biennially, in odd-numbered calendar years. It is organised in-house by the NZSTA. PD advertises the upcoming seminar approximately twelve months prior to the event. The Call for Papers is then issued approximately nine months prior to the seminar, and is open for three months. The SPC chair from the previous conference and PD will review submissions. If required, a local expert will be engaged in the review process as well.

The programme will be confirmed and will be publically available five months prior to the event.

2. Not-for-profit events run by the association in response to member feedback or opportunities with visiting speakers

In principle, the NZSTA wishes to support workshops and conferences relevant to its members. However, in order to endorse, organise and advertise these events, speakers are required to apply to the association in advance for any commitment by the association. Support is available for members in developing their applications. This includes regular Clinical Issues and courses run by organisations who wish for NZSTA endorsement. There are a number of details required by the NZSTA before they will endorse an application. These are:

- **Course details:** Suggested title, dates, times and organiser. The NZSTA will assist in finalising dates, location and venue.
- **Speaker details:** Including an up-to-date CV and their CPD records from the previous two years. Speakers are required to be a member of the NZSTA or a national or international equivalent.
- **Admission requirements, and intended audience:** Is the course aimed at speech-language therapists generally, a particular group within speech-language therapy or a broader audience including other disciplines? What is the prerequisite knowledge – for example, would it be suitable for graduates, or is specialist or clinical experience and a current caseload required?
- **Expected learning outcomes:** These relate to expected knowledge and skills on completion of the course. A minimum of three learning outcomes is required.
- **Expected programme:** The topics that will be covered, how it will be presented and a tentative timetable.

Topic	Presentation	Timeframe
Overview of anatomy and physiology	Lecture + videos	One hour
Review of assessment techniques	Demonstration + practical tasks	One & half hours

- **Key references** that support the teaching of the course. The NZSTA is committed to evidence-based practice, and all teaching endorsed by the association should be supported by current evidence and recent research findings. Seminal texts that provide this should be included in an application.
- A **pre-reading list**. Workshop delegates report pre-reading lists can be very useful. This needs to be given to them well in advance as it can take some time for members to retrieve the relevant material.

Once this material has been received and approved by the NZSTA, PD Portfolio Holder and the NZSTA administrator, NZSTA will work with workshop organisers to organise and publicise the event.

Each course must be evaluated by its delegates, and these forms must be submitted to the NZSTA. The NZSTA has a template that can be used. If you have specific questions related to the course, these can be added to it.

CPD points will be determined in conjunction with the NZSTA.

3. Organise PD events officially run by other organisations

Depending on staffing and workload levels, the NZSTA may have the capacity to administer events run by other organisations if requested. Organisers are required to submit details of the course for approval as per the requirements for events run by the NZSTA (see 2 above). The event will be run on a profit-share basis.

Prior to agreeing to administer the programme, the NZSTA and the other organisation will decide upon a profit-share arrangement. The minimum is a 25% share to the NZSTA. In addition the NZSTA will charge administration fees, at a base rate of \$1000 to cover expenses such as advertising on the website, publication in Communication Matters, liaison with international SLT associations and so on. In addition, staff time will be charged at an hourly rate of \$22.50 amount. All costs incurred as part of the organisation, such as photocopying, printing or couriering, will also be put against the course account.

Following the completion of the event and once all invoices have been paid, both outgoing and ingoing, the NZSTA will provide a final statement and confirm the final amount to be paid to both organisations.

Advertising Professional Development Events

The NZSTA will list brief details of SLT and non SLT professional development events on the website for free. On request it will also publish a one-line listing in Communication Matters for and a listing in the Executive Update for free.

If any organisation wishes to publicise their event in more detail or in a formal advertisement, for example, the NZSTA will require payment. Please refer to the NZSTA website for further information on costings.

If an organisation wishes to have NZSTA endorse their event formally they need to follow the stated process above.

Recruitment of Research Participants through the NZSTA

NZSTA supports members' involvement in research, as both investigators and participants. The NZSTA will support members in advertising for research participants by placing brief detail in a standard email communication to members. The following requirements are needed:

1. The lead investigator/s is an NZSTA member
2. The research will benefit New Zealand speech-language therapists
3. The research has ethics approval

Refer to website for details on advertising costs.



Disclaimer: NZSTA does not endorse events or research publicized on the website, in Communication Matters or on the Facebook site unless stated. The NZSTA makes no warranty or representation in relation to the content or accuracy of the material on the website or material contained in external websites linked to the website. The NZSTA expressly disclaims any and all liability (including liability for negligence) in respect of use of the information provided. The NZSTA recommends you seek independent professional advice prior to making any decision involving matters outlined in PD events which are not endorsed by the NZSTA.