



NEW ZEALAND
CHIROPRACTIC BOARD
TE POARI KAIKOROHITI O AOTEAROA

POLICY AND GUIDELINES:

CONTINUING PROFESSIONAL DEVELOPMENT

January 2022

Associated Policy Documents

1. Guidance for establishing a formal peer group and recording formal peer group activities

Revision Schedule

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INTRODUCTION

This publication sets out the Poari Kaikorohiti, the Chiropractic Board's (the Board) requirements for registered chiropractors in Aotearoa New Zealand's, engagement in Continuing Professional Development (CPD).

LEGAL CONTEXT

The Health Practitioners Competence Assurance Act 2003 (the Act) provides a framework for the regulation of health care providers. The principal purpose of the Act, as set out in section 3(1), 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 practise their professions.”

Among other responsibilities set out in section 118 of the Act, it is the Board's role to recognise, accredit and set programmes to ensure the ongoing competence of chiropractors.

To meet this obligation, the Board set a recertification programme under section 41(3)(f) of the Act, requiring all chiropractors holding a practising certificate to actively engage in CPD in accordance with the requirements set out in this policy.

EFFECTIVE CPD AND WHY IT IS IMPORTANT?

Effective CPD promotes genuine learning, which occurs when you apply what you have learnt in your practice. It facilitates more effective clinical care, leading to safer outcomes for patients and clients.

The Board has adopted the following definition of CPD, from the Health Care Professions Council, United Kingdom:

“a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within their evolving scope of practice.”

Learning and development occurs throughout a chiropractor's career. CPD is an important foundation of lifelong learning and helps chiropractors maintain their competence to practise.

The Board recognises that individuals learn in different ways, therefore, the CPD recertification programme allows for a chiropractor to self-direct their learning, however this should be balanced against a need for evidence that meaningful and relevant learning is taking place.

CPD for chiropractors should:

- draw on the best available evidence, including well-established and accepted knowledge that is supported by research where possible, to inform good practice and decision-making;
- reflect the competencies that chiropractors need to maintain and develop;
- include balanced and up-to-date information that supports evidence-based patient-centred practice;
- emphasise active participation in learning (be interactive);
- be readily implementable in their day-to-day practise of the profession;

- be interprofessional where possible;
- include engagement with peers and patients where relevant;
- be relevant to their practice; and
- be carried out on an ongoing basis throughout a chiropractor's career.

RECERTIFICATION PROGRAMME REQUIREMENTS

CPD is Mandatory and must be undertaken by all registered chiropractors practising in New Zealand.

CORE REQUIREMENTS

All chiropractors who hold a practising certificate must

1. engage in at least 20 hours of CPD every year;
2. ensure activities are varied;
3. include at least an identified cultural or diversity responsiveness activity (one activity every two-years); and
4. maintain detailed and verifiable CPD records in the Board's online CPD Record.

Each participant is responsible for their own CPD recertification programme which must:

- be clearly defined;
- have sound rationales and relevant objectives;
- be carefully and accurately documented in the Board's online CPD Record;
- be regularly reviewed;
- be relevant to their practice;
- be relevant to the Board's competence standards and/or Code of Ethics; and
- consider the specific cultural needs of Aotearoa, New Zealand.

For guidance on setting, documenting, and reviewing a CPD plan, see the Board's *Guidance for setting a CPD plan* in Appendix 3.

CPD ACTIVITIES

CPD activities must be relevant to the chiropractor scope of practice. Chiropractors are expected to undertake a variety of CPD activity types which, where possible, include interaction with peers. Sharing and discussing issues and professional experiences with colleagues, provides valuable clinical and professional learning opportunities.

Reflection is a critical component of CPD. Reflecting on one's practice creates greater awareness and insight into factors that can improve patient experiences and/or outcomes. It allows the chiropractor to critically evaluate their own professional experience.

CPD activities for chiropractors should:

- ✓ maintain competence;
- ✓ develop a chiropractor professionally;
- ✓ improve the quality of care they provide; and
- ✓ be relevant to their scope of practice.

The Board does not endorse or accredit CPD providers or activities.

When selecting CPD activities you should consider:

- the qualifications, credentials, experience, and good standing of the provider;
- selecting a range of topics and types of activities over time; and
- choosing activities that are consistent with the Board’s other standards and guidance.

Learning occurs through a wide variety of CPD activities. Examples include, but are not limited to:

- higher education/accredited courses;
- presentations at conferences, forums, and seminars;
- undertaking research and presentation of work;
- online learning and internet research;
- written reflections on experience in day-to-day clinical practice;
- reading books, publications, and journals relevant to your practice;
- quality assurance and peer review activities, such as accreditation, clinical audit, or review of records;
- professional or interprofessional interactions such as meetings e.g. case reviews, clinical forums (may be online or face-to-face); and
- activities that address current or emerging health priority areas, for example, cultural safety for Māori.

OVERSIGHT

While not a requirement, the Board strongly encourages chiropractors to seek oversight from a professional peer as part of their CPD recertification programme. Oversight, as defined in section 5 of the Act is:

“professional support and assistance provided to a health practitioner by a professional peer for the purposes of professional development.”

The purpose of the oversight relationship is to develop a professional relationship with a trusted colleague who can provide an informed opinion on the development of the CPD plan. Oversight sessions can be claimed if conducted and documented appropriately.

EXEMPTIONS

Under section 41(5) of the Act, the Board may exempt any chiropractor, or class of chiropractors, from all or any of the requirements of a recertification programme. The Board has exempted all registered chiropractors who do not hold a current practising certificate (non-practising chiropractors) from all requirements of the CPD recertification programme.

Despite this exemption, the Board strongly recommends that non-practising chiropractors intending to return to practice, continue to participate in the CPD recertification programme and notes that maintenance of the required standard of competence will be relevant to the Board’s consideration of any future application for a practising certificate.

There is no exemption or reduction in requirements for chiropractors in part-time practice. All practising chiropractors must meet the required standard of competence, regardless of the number of hours they work.

The Board may consider individual applications from practising chiropractors for exemption from some or all requirements of the CPD recertification programme, where the applicant can provide evidence of extenuating circumstances limiting the applicant's ability to meet requirements. Exemptions are likely to be granted only in exceptional circumstances.

The Board strongly recommends that any application for exemption is made as soon as the individual becomes aware that they may have difficulty meeting requirements.

PRO-RATA OF REQUIREMENTS

Where a chiropractor obtains a practising certificate part way through a cycle, their CPD requirements will be reduced on a pro-rata basis, of five CPD hours for every three months of practice (between 01 January and 31 December).

For example:

First APC issued	Hours
Jan – Mar	20
Apr – Jun	15
Jul – Sep	10
Oct – Dec	5

Exception: those graduating from the New Zealand College of Chiropractic in November/December and register in the same year they graduate are exempt from CPD for that year. For example, a graduate of 2022, registers with the Board in 2022, will not be required to undertake CPD for 2022.

RECORDING PARTICIPATION

All participants must maintain records of their CPD activities in the online CPD Record.

The record will include:

- a. **Rationale** – At the beginning of each year, the participant must decide on what they want to focus their learning on, and why. Rationales should be relevant to New Zealand practice. Initial rationales must be recorded in the Online CPD Record by 1 March each year, however they can be amended or added to during the year. More than one rationale can be recorded.
- b. **Objectives** – At the beginning of each year the participant must record what they want to achieve for the year. All initial objectives should relate to the rationales set and must be recorded in the Online CPD Record by 1 March each year, however they can be amended or added to during the year.
- c. **Activities Log** – When updating their record, participants should also consider adding contemporaneous comments in the related Review section, while their experience is fresh, as recency will improve the quality of reflection on the value of the activity. These notes can be used for reference when completing the full review at the end of the year.
- d. **Review** – The review is a critical aspect of the CPD process. Before the end of each calendar year the participant must complete a review of the year's CPD activities and discuss progress

in meeting the objectives set. Participants are encouraged to begin writing the review early in the year in order to capture reflections on practice at the time they occur.

The review should include evidence of reflection on learnings through the year, including whether any changes have been made to the way the participant practices, or confirmation that the participant's current practice is in line with accepted standards.

Where an objective continues across the end of the calendar year, the participant should comment on progress in working towards the objective. The review must be recorded in the Online CPD Record by 31 December each year, but ideally will be updated within a month of completing each activity.

Refer to the Board's *Guidance for setting a CPD plan* for further assistance.

REFLECTION

Reflective practice is thinking about or reflecting on what you do. The purpose of reflecting on your practice is to build a better understanding of your professional actions, and to develop professionally by using this knowledge to modify and adapt practice

Reflecting on the impact each CPD activities has had on their professional practice and on their colleagues and patients is a critical aspect of a chiropractor's CPD. Critical reflection helps with reviewing and setting ongoing CPD goals.

When planning or evaluating their CPD, chiropractors should think about the possible or actual outcomes from different perspectives including their own, colleagues, patients, and from a theoretical viewpoint. Reflecting on the outcomes of a CPD activity with a colleague or group of colleagues and ask them to provide constructive critical feedback can add rigour.

Reflection requires chiropractors to question the assumptions, and sometimes uncertainties of an action. Critical thinking requires problem solving and working towards a solution. While there are several approaches to articulating reflective statements and a range of situations to reflect on, as a minimum three critical elements/questions may be included:

1. What did the chiropractor do?
2. What did they learn?
3. How did the activity impact on their practice?

AUDIT OF CPD PARTICIPATION

AUDIT PROCESS

The Board will oversee the audit of 10 - 20% of APC holders and will be selected at random from the Board's database.

The Board may notify any participant of an audit of their participation in the CPD recertification programme at any time in the year following completion of the previous recertification cycle. For this reason, all participants in the CPD recertification programme must retain records of their CPD activities for at least one year after completion of the CPD recertification cycle to which they relate. Participants are encouraged to retain records longer, for reference when planning future CPD activities.

In addition to the random selection, the Board may conduct follow-up audits where low-level issues have been identified in a previous audit. The Board will notify these participants of the need for a follow-up audit at the time it completes the audit in which the concerns were identified.

Without limiting the scope of the audit, audits will usually involve:

- a review of activities recorded in the Online CPD Record, and related documentation, to ascertain whether minimum requirements have been met;
- a review of the objectives, rationales and CPD activities, to determine relevance to the participant's practice and stated goals;
- an assessment of the participant's review (and reflection) of their CPD, to establish the effect of the CPD on the participant's practice;
- an assessment of the apparent relevance of the activities selected to New Zealand practice and the Board's Competency Standards and Code of Ethics; and
- a review to ensure at least one appropriate cultural responsiveness CPD activity was undertaken.

Where the Board (or its appointed auditor) requires further clarification/explanation in relation to any part of the audit, it will contact the participant for further information.

AUDIT RESULTS

Where the audit process finds that the participant has fully complied with recertification requirements, the participant will be notified in writing.

Where the audit process identifies minor issues regarding the quality of information provided, or the quality of CPD being undertaken, the Board will provide feedback to the participant on how to address the issues before the end of the current recertification cycle. The Board may also advise the participant that a follow-up audit will be conducted after the end of the current recertification cycle, to satisfy itself that the participant has addressed the identified issue(s).

Where the audit process identifies a major departure from requirements, and/or an apparent lack of good faith on the participant's part to engage in the process, and/or substantive issues or concerns about the quality of information provided, or the quality or amount of CPD being undertaken the matter is likely to be referred to the Board to consider whether this amounts to failure to comply with CPD recertification programme requirements.

FAILURE TO COMPLY WITH CPD REQUIREMENTS

The CPD recertification programme is a key aspect of the Board's obligations to ensure that chiropractors are competent to practise. The Board will take a serious view of any failure to comply with requirements.

Under section 43 of the Act, the Board has the power to make the following orders in relation to any participant who fails to satisfy the requirements of a recertification programme:

- that the health chiropractor's scope of practice be altered;
- by changing any health services that the chiropractor is permitted to perform;
- by including any condition or conditions that the authority considers appropriate, or
- that the chiropractor's registration be suspended.

Failure to satisfy the requirements of a recertification programme include, but are not limited to:

- lack of evidence of participation in the required type and amount of CPD activities;
- non-existent or incomplete records in the Online CPD Record;
- lack of co-operation or compliance with any aspect of the audit process, and
- an unsatisfactory audit result.

Where it appears that a participant may have failed to satisfy the requirements of the CPD recertification programme, the participant will be invited to provide comments, and the matter will be referred to the Board for consideration of whether to exercise its powers under section 43 of the Act. The Board will consider each referral on a case-by-case basis, considering any relevant considerations regarding the individual participant's circumstances and reasons for failing to meet requirements.

TRANSPARENCY AND SECURITY

Transparency of procedure is an important principle of the CPD recertification programme. The Board has established the following rules and procedures to ensure transparency.

Information entered by the participant into the Online CPD Record can be edited and updated at any time in each calendar year until midnight on 31 December at the end of each year. Participants can continue to use the Online CPD Record as usual. Dates of access will be recorded, however edits to content made before the annual close-off date will not be tracked.

Board staff and Board appointed auditors can access participants' CPD data. Individual Board members do not access participants' data in the Online CPD Record.

The participant will have online access to all data recorded about them in the Online CPD Record, and the Registrar will provide the participant with a hard copy of this data if requested to do so.

Participation or otherwise in CPD may be relevant to consideration of competence and conduct issues notified to the Board in relation to any individual chiropractor. In such cases, this information will be accessed in the Online CPD Record by Board staff and provided to the Board, or other appropriate delegate(s).

REVIEW OF POLICY

The Board will review this policy periodically.

Minor amendments for administrative purposes may be made without consultation, however, where the Board considers that a proposed amendment(s) amounts to a substantive change in recertification requirements, the Board will consult with stakeholders before deciding whether to implement the proposed amendment(s).

RELATED DOCUMENTS:

- *Guidance for establishing a formal peer group and recording formal peer group activities*
- *Guidance for setting a CPD plan*

APPENDIX 1: EXAMPLES OF CPD ACTIVITIES AND EVIDENCE

Chiropractors must participate in a minimum of 20 hours of CPD each year.

Chiropractors must participate in a variety of CPD activities in each cycle.

CPD must include a cultural responsiveness activity (one activity every two-years).

Evidence of appropriate participation is required for all activities.

Activity	Evidence required
Seminars, events and activities relevant to the practice of chiropractic in New Zealand.	Self-validation and evidence of reflection on value and relevance of activity to the Board's Competency Standards or Code of Ethics.
Post-graduate study (Post-graduate Diploma, Masters, PHD) eligible for the full 20 hours requirement in the recertification cycle in which it is taken. Repeat study of the same qualification will not count.	Evidence of enrolment in post-graduate study, from the provider. Evidence of completion of post-graduate study, when available.
Professional leadership work, including advisory work relevant to the wider profession's development at a regional or national level (involvement in a working party on a review of practice standards could be included; facilitation of formal peer group activities could not be included).	Confirmation of your role from the organisation for which you provided the expert work (relevant government department/the Board/the NZCA etc), together with evidence of the hours of your time claimed/covered.
Conducting research (substantive, referenced, evidence based, and peer reviewed).	Copy of the published article, and confirmation of the name, registration status and qualifications of the peer who reviewed the work.
Presentation of seminars and training sessions on an aspect of chiropractic practice relevant to New Zealand.	Actual presentation time, plus two hours' preparation time per hour of presentation. Preparation time cannot be claimed for repeat presentations.
Reading journals and articles, viewing instructional DVDs and other material relevant to the practice of chiropractic in New Zealand. (Maximum of 10 hours of the total 20 required will be credited per recertification cycle).	A list of all learning undertaken which includes: <ul style="list-style-type: none"> • Appropriate references • Source of the material • Date the activity was undertaken • Brief notes on the content and relevance of each activity.
Providing professional supervision, oversight, or observation for a colleague.	Records of supervision or oversight meetings, summarising the session content and duration, feedback provided, and an agreed action plan.
Providing professional supervision for a student (maximum of 5 hours of the total 20 required will be credited per recertification cycle).	Records of supervision sessions.
Receiving professional oversight, supervision or observation from a colleague or appropriately qualified registered health professional, unless the supervision has been ordered by the Board as a result of a competence, health, or discipline process.	Records of supervision or oversight meetings, summarising the session content and duration, feedback provided, and an agreed action plan.

<p>Professional advisory work, including: expert advice/witness work for government departments and court processes competence review /professional conduct committee work</p>	<p>An approved claim form, or letter from the relevant body, or other documentation verifying the number of approved hours.</p>
<p>Conducting an audit of an aspect of your practice (if properly conducted, evidenced, and documented this will account for 15 hours. The participant must be able to justify the number of hours claimed.</p> <p>Types of audits:</p> <ul style="list-style-type: none"> • Comparing the processes, or outcomes of health delivery or patient care with recognised benchmarks or standards. • Patient satisfaction • Audits of written outputs e.g. patient records, policy. • Implementing an appropriately referenced standard audit tool (EG, a relevant Standards New Zealand Health and Disability Services Standard). 	<ul style="list-style-type: none"> • The topic for the audit relates to an area of the Board’s Competence Standards and is relevant to the chiropractor’s practice. • An identified standard is used to measure performance. • An appropriate written plan on how the audit will be conducted is documented and dated. • Outcomes of the audit are documented and discussed with a colleague, and notes are taken of the discussion. • Where appropriate an action plan is developed, identifying, and maximising the benefits of the process to patient outcomes. The plan should outline how the actions will be implemented and monitored. • Subsequent audit cycles are planned, where required, so that the audit is part of a process of continuous quality improvement.

APPENDIX 2: CONFIDENTIALITY OF PATIENT INFORMATION

Participants in peer-related activities should note that confidentiality of patient information is required, except under the circumstances listed below.

Under section 44 of the Act, any person who examines any clinical records of any health chiropractor under a requirement of a competence review, competence programme or recertification programme may not disclose any information (being information about any identifiable individual) obtained by that person because of that examination except for one or more of the following purposes:

- Making a report to the authority [i.e., the Board] in relation to the health chiropractor concerned
- Any criminal investigation or any criminal proceedings taken against that health chiropractor
- Making the information available to the person to whom the information relates [i.e., the patient] in any case where the authority directs that the information be made available, or the person requests access to the information (this does not affect the Privacy Act 2020).

APPENDIX 3: GUIDANCE FOR SETTING A CPD PLAN

The following is for guidance only. It is intended to assist chiropractors in planning and meeting their CPD requirements. The CPD Recertification Programme requires that chiropractors will plan and record rationales and objectives for their CPD in the Online CPD Record. It does not require chiropractors to demonstrate the process by which they have set their rationales and objectives. The Board will not monitor whether chiropractors utilise this guidance.

The Board acknowledges that goals may change over time for any number of reasons. Chiropractors are not expected to adhere to their initial objectives if circumstances change during the recertification cycle. Ideally, when this happens, the chiropractor should make changes to their CPD plan to better reflect changes in their practice than stick with a plan that is no longer of benefit to them. If a chiropractor decides to make changes to their initial plan, they should clearly document this in the Online CPD Record by creating a new rationale and objective(s) in the Online CPD Record, explaining the change in direction.

SETTING A RATIONALE:

Setting a rationale will assist in focusing objectives and identifying relevant activities. Chiropractors should reflect on their needs before deciding on their rationale. This exercise does not need to be recorded in the Online CPD Record or provided to the Board at any time. It is for the chiropractor's own use to help identify learning needs. Helpful questions include (but are not limited to):

- ✓ What am I interested in learning more about?
- ✓ What areas of my practice am I weak in?
 - My self-assessment against the Board's Competency Standards and Code of Ethics
 - My colleagues' views
 - Patient feedback (formal or informal).
- ✓ Do my client demographics indicate an area of practice I should develop further?
- ✓ Where do I want to be, professionally, in 5 years' time, and is there any learning I can undertake now to help me achieve this?
- ✓ What performance goals has my employer set me (if applicable) and is there any learning I can undertake to help me achieve these goals?

It is important the reflection process is conducted properly to provide the participant with a complete picture of their learning needs. Research indicates that health chiropractors are not generally able to accurately self-identify weaknesses in their practice, and therefore need input from other sources, including patients and peers.

Once these and any other relevant questions have been considered, individuals should have an idea of their priority learning goals. These should form the basis for forming rationales for the CPD plan, and for the objectives that will come out of this. Chiropractors can create as many rationales as they wish.

SETTING AN OBJECTIVE:

Objectives should be SMART:

Specific identify what is to be achieved

Measurable specify how the chiropractor/Board will know that the objective has been met

Achievable can realistically be completed, given the timeframe and resources available

Relevant relates to the chiropractor's: practice, rationale, requirements of the CPD programme and to the Board's competence standards and/or code of ethics

Time limited sets a target date for completion.

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