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Consultation on the Revised Continuing Professional Development (CPD) Framework for Medical Imaging and Radiation Therapy Practitioners

The Medical Radiation Technologists Board (the Board) is pleased to present a revised framework that sets out the proposed continuing professional development (CPD) standards for medical imaging and radiation therapy practitioners.

Feedback on the proposed framework is now being sought from all interested stakeholders, including, but not limited to, medical imaging and radiation therapy practitioners, other health professionals, professional bodies, employers, employee representative organisations, other regulatory authorities, and the New Zealand public.

How to Submit Your Consultation Feedback

Please complete the online questionnaire that you can access by clicking on the link:
CDP survey

or, it can be found on the Board’s website at www.mrtboard.org.nz under News and Media.

You may choose to provide your responses as an individual or as a group of colleagues and/or various stakeholder bodies. Whatever way you choose is fine with us. We do ask that you complete the questions as to your status and contact details (as this way we can make sure we alert you when the outcomes of the consultation have been finalised).

You have 5 weeks to complete the online questionnaire

The questionnaire will close on Friday 23rd December 2016
2016 Review of the CPD Framework

In reviewing its CPD standards and procedures, the Board has taken cognisance of contemporary international best practice standards and guidelines within a statutory regulation framework. This has been achieved through considering the CPD frameworks used by other Australasian health regulatory authorities. The CPD framework being proposed by the Board aligns with that of the Medical Radiation Practice Board of Australia.

The 2016 review proposes a significant shift in the Board’s management and monitoring of CPD. In the past the Board had “approved” a number of providers who were responsible for the delivery, monitoring and review of their programmes. Each provider set its own CPD framework which, for the purpose of Board approval, was required to meet a set of broadly defined criteria.

From 2017 the Board would no longer “approve” CPD providers. Rather, it sets the CPD standards medical imaging and radiation therapy practitioners need to meet as one measure of demonstrating their ongoing competence for the purpose of recertification under the Act. That is, the Board’s relationship in respect of its CPD framework is directly with individual practitioners rather than through a third-party provider.

The Board would no longer have any requirement for a provider of a CPD programme to audit the compliance of their programme participants. Auditing all medical imaging and radiation therapy practitioners in terms of their compliance with the Board’s CPD requirements is the responsibility of the Board. This means that previous arrangements whereby practitioners who had undergone an audit by their specific CPD provider within the previous three-year period were exempted from a Board audit, would no longer apply. All medical imaging and radiation therapy practitioners would be subject to a CPD audit undertaken by the Board, irrespective of whether they have recently been audited by the provider of the CPD programme in which they are enrolled. The Board would audit 20% of its registrants each year with each audit cycle being for a five-year period.

This shift in the CPD relationship framework does not negate the value and contribution of CPD providers. Practitioners still have the option to manage their CPD through their current programme provider (or any other CPD programme provider of their choice). However they would need to ensure that the CPD activities they undertake and the recording of those, meet the Board’s standards.
Introduction
In accordance with the Health Practitioners Competence Assurance Act 2003 (the Act), medical imaging and radiation therapy practitioners must be registered and hold a current practising certificate to be able to work in New Zealand. In order to renew your annual practising certificate, you must be able to confirm you have met the Board’s CPD standards.

CPD Defined
Continuing Professional Development (CPD) is where you actively engage in a range of learning activities throughout your career to ensure you continue to practise safely, effectively and legally within your evolving scope of practice\(^1\).

Purpose of CPD
CPD is a mechanism for ensuring you remain current in your professional skills and knowledge. Failure to maintain currency in your registered scope of practice places the public at risk of harm. Thus, CPD helps to ensure patients get the best possible care.

Principles of CPD\(^2\)
Continuity
You should always be looking for ways to improve your performance

Accountability
You are responsible for owning and managing your own CPD

Individual
CPD is driven by your learning needs and development as an individual practitioner

Evaluative
CPD should be evaluative rather than descriptive of what has taken place

Essential
CPD is an essential component of your professional life, it is never an optional extra

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\(^1\) This definition has been adapted from the Health Professions Council United Kingdom

\(^2\) The principles statements are based on CPD information provided by the Chartered Institute of Personnel and Development United Kingdom
Proposed CPD Standards and Guidelines

CPD Standards

CPD is Mandatory
CPD must be undertaken by all registered medical imaging and radiation therapy practitioners who are practising in New Zealand.

If you are registered and practising in more than one medical imaging/radiation therapy scope of practice you must undertake substantive CPD activities in each scope.

Minimum CPD Hours
You must complete 60 hours of CPD activity over a three-year period – triennium – with a minimum of 10 hours in any one year.

At least 35 hours of CPD activities within a triennium must be directly relevant to your scope(s) of practice. These are classed as Substantive CPD activities.

These minimum CPD hours apply despite the tenure of your employment. That is, if you are practising as a medical imaging and/or radiation therapy practitioner on a fulltime, part-time or casual basis, you must meet the Board’s CPD requirements, including the minimum number of CPD hours.

Pro-Rata Formula
If you have registered for the first time, or if you are returning to practice, in many cases you will commence CPD part-way through the term of a triennium. The Board has adopted a simple pro rata method for determining the number of CPD hours to be recorded for the APC period and for the triennium.

The pro rata CPD rate is:

- Five hours per three-month period

You may use this formula to determine the amount of CPD you are required to do for your first CPD year.

CPD Cycle
The Board has fixed the trienniums to align with the annual practising certificate renewal date of 31st March. The trienniums are:

- 1st April 2017 to 31st March 2020
- 1st April 2020 to 31st March 2023
- 1st April 2023 to 31st March 2025

Exemption
The Board accepts that there may be specific, but limited situations where it is appropriate for a practitioner to be exempted from the Board’s CPD requirements, for a specified period of time. If you believe that extenuating circumstances exist you must apply to the Board for an exemption. The Board determines exemptions on a case-by-case basis.
**CPD Activities**

CPD activities must be relevant to your scope of practice. The Board has adopted the MRPBA framework of having two distinct classes of CPD activities:

- Substantive CPD activities; and
- General CPD activities

You are expected to undertake a variety of activity types which, where possible, include CPD activities involving 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 your practice creates greater awareness and insight into factors than can improve patient experiences and/or outcomes. It allows you to critically evaluate your own professional experiences.

It is expected that CPD activities will incorporate a degree of reflection whereby you analyse experiences so as to learn from them, and record that learning.

**CPD Records**

You must maintain detailed and verifiable records for all CPD activities undertaken. The Board may require you to submit your CPD records at any point in time.

Records of CPD activity should include both the details of the activity and reflection on the learning gained from the CPD activity.

CPD activity details should include:

- Date, time and location of the activity
- Details of the activity – e.g. journal article, seminar, lecture, workshop
- Source, reference or provider – e.g. journal name, provider name
- Number of hours for the particular CPD activity (exclusive of breaks) and the type of CPD hours – that is, substantive or general
- Evidence of participation – e.g. attendance certificate, copy of enrolment or sign-in sheet

Reflection:

- Is a self-assessment of what you learnt/are learning through the CPD activity
- Identifies how the CPD activity contributes to your body of knowledge and skills
- Analyses the impact of the CPD activity on your practice, including how knowledge and findings can be integrated into your practice
- Identifies further learning you could undertake

You must retain your evidentiary record of CPD activities (and reflection) for all of the current triennium plus one additional year, that is, a minimum of four years for any one triennium.

**CPD Audits**

Meeting the Board’s CPD requirements is mandated under the Health Practitioners Competence Assurance Act 2003 (section 41). The Board has an audit programme to monitor practitioners’ compliance with meeting those requirements.

When applying to renew your annual practising certificate you must make a statutory declaration that you have met the Board’s CPD standards for that previous period of practice.
The Board aims to audit to up to 20% of its registrants each year. This means that over a five-year period you can expect to be called for an audit of your CPD.

It is imperative that you maintain your CPD records in a timely manner, ensuring their completion and accuracy in meeting the required standards.
CPD Activities
As a registered medical imaging/radiation therapy practitioner it is your responsibility to assess potential activities for suitability and relevance and to determine whether your learning needs will be addressed by undertaking those activities.

While CPD requirements are determined by each individual practitioner the Board strongly recommends that you do that within the context of a personal/professional development plan.

Substantive CPD Activities
Substantive CPD activities are those activities that have significant intellectual or practical content primarily directed to your scope of practice (or expansion of practice). An activity can be meaningful or significantly connected to medical imaging/radiation therapy practice irrespective of the method or medium used.

These activities must comprise at least 35 hours of your CPD activities over the relevant triennium.

General CPD Activities
General CPD activities are those activities that relate to learning in the healthcare environment. It is important to ensure that activities in this category are relevant to healthcare.

You may contribute up to 25 hours of general CPD activities over the relevant triennium.
### Examples of CPD Activities

Examples of substantive and general CPD activities include, but are not limited to:

<table>
<thead>
<tr>
<th>Substantive CPD Activities</th>
<th>General CPD Activities</th>
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<tbody>
<tr>
<td>Participating in postgraduate studies relevant to practice needs or scope of practice</td>
<td>Private study – reading and reflecting on books and journals related to healthcare</td>
</tr>
<tr>
<td>Accredited training or vocational courses with recognised skills or knowledge – e.g. Basic Life Support; IV cannulation, etc.</td>
<td>Attendance at compulsory employer training sessions that address safety or culture</td>
</tr>
<tr>
<td>Work-based learning contracts or other assessed activities</td>
<td>Attendance at in-services, case presentations or reviews that are not specific to medical imaging/radiation therapy practice</td>
</tr>
<tr>
<td>Conferences, forums, workshops and seminars</td>
<td>Attending meetings and participating in the work of a committee or similar, related to the work of a medical imaging/radiation therapy practitioner</td>
</tr>
<tr>
<td>Undertaking research and presentation of work or case studies. This needs to be substantive, referenced, and evidence-based</td>
<td>Membership of, and attending meetings of, a committee or similar, within an organisation with an identifiable healthcare function</td>
</tr>
<tr>
<td>Researching, preparing or editing an article published in a relevant professional publication or an article in a related healthcare publication</td>
<td>Examining and reflecting on evidence-based resources (systematic review, evidence-based guidelines, etc.) and implementing changes in practice. This activity must also include written documentation of the findings and reflection</td>
</tr>
<tr>
<td>Authoring a book chapter</td>
<td>Online learning about an identifiable healthcare function involving discussion, chat rooms, etc.</td>
</tr>
<tr>
<td>Making health related presentations of new or substantially reviewed material – e.g. poster presentations, lectures, seminars, workshops</td>
<td>Providing general supervision or mentoring to supervised practitioners. This is supervision of staff where the supervision is a usual responsibility of the work role. To count as CPD the details of this activity must be documented</td>
</tr>
<tr>
<td>Presenting in-service or training to health professionals or carers</td>
<td>Internet research (without further application)</td>
</tr>
<tr>
<td>Attendance at in-services, case presentations or reviews specific to medical imaging/radiation therapy practice</td>
<td>Managing or administering a CPD programme for 10 or more people</td>
</tr>
<tr>
<td>Participation in journal clubs</td>
<td>Time spent reflecting upon and recording learning from CPD activities</td>
</tr>
<tr>
<td>Developing evidence-based practice resources – e.g. completing systematic reviews, developing evidence-based guidelines</td>
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<tr>
<td>Distance education or online learning that includes an examination, assessment or certificate evidencing learning outcomes</td>
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<tr>
<td>Programme accreditation activities – e.g. accreditation teams, evaluation of accreditation reports</td>
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<tr>
<td>Activities to improve quality or reduce risk in practice, involving evaluation and reporting</td>
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<tr>
<td>Participating in a clinical audit or similar review activity</td>
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<tr>
<td>Formal supervision of students or practitioners under supervision</td>
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<tr>
<td>Private study – e.g. reading books and journals with a clear relationship to developmental goals and scope of practice</td>
<td></td>
</tr>
<tr>
<td>Reflection on practice – conscious analysis of a professional issue or experience either individually or with colleagues. Evidence must include details of the identified issue, analysis of the issue from different perspectives, describing how changes to practice could improve patient experiences or outcomes</td>
<td></td>
</tr>
<tr>
<td>Attending applications training specific to medical imaging/radiation therapy practice</td>
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</table>
CPD Records

Requirements
You must maintain a continuous, up-to-date and ongoing record of your CPD activities. Your CPD records need to show that you can demonstrate reflection, improvement and positive impact on your practice as registered medical imaging or radiation therapy practitioner.

CPD Logbook
As long as your CPD record meets the Board’s CPD requirements, it is your decision as to the format of your CPD record. A CPD logbook template that meets the Board’s requirements has been provided in the appendix of the guidelines for your information and/or use. The CPD logbook template can also be downloaded from the Board’s website at www.mrtboard.org.nz

Professional Development Planning
The Board recommends you utilise a systematic professional development process to manage your CPD.

The following model\(^3\) offers a framework for the planning, implementation, and recording of your CPD activities:

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\(^3\) Reference Source: Guidelines for your continuing professional development (CPD). Institute for Learning at www.ifl.ac.uk
A word of caution – your learning and development will not always follow these steps neatly and in sequence. It is quite appropriate that you address a particular stage of this process when you see it as relevant and timely to your own developmental journey. But at the outset, particularly if you are not experienced at planning CPD, a systematic approach helps.

**Contextual Analysis**
You will need to begin reflecting on the relationship between the competencies for your particular scope of practice and the development of your professional practice. Think about the context in which you work, what the key priorities are for keeping up-to-date in your practice, and in approaches to working as a member of healthcare team.

**Needs and Goals Analysis**
Analyse your priority areas using appropriate forms of evidence such as feedback from colleagues, patients, supervisors, etc.; impact evaluation; and employment performance appraisals. Also undertake a critical self-assessment of your needs and goals for the coming year to address identified areas for development.

**Professional Development Plan**
Using your needs and goals analysis, identify professional development activities that you think will address your needs. Think carefully about the type of activity as well as the focus or topics that are most likely to be effective for you.

Create a professional development plan that articulates:

- Why you want to engage in each activity
- When you expect to achieve each activity
- What you expect to gain from the activity
- How you will measure if the activity has been successful for you

**CPD Log and Supporting Evidence**
Carry out the activities identified in your plan, keep an account of the activities you complete with dates and the time spent, as well as your reflections on progress and the difference the activities are making for you, your colleagues and/or patients.

**Reflection on Practice and Impact Analysis**
Reflecting on the impact each of your CPD activities has had on your professional practice and on your colleagues and patients is a critical aspect of your CPD. Critical reflection will help you when reviewing and setting your ongoing CPD goals.

Reflection requires you to question the ‘givens’, assumptions and sometimes uncertainties of an action. Critical thinking requires you to problem solve and work towards a solution.

When planning or evaluating your CPD, you should think about the possible or actual outcomes from different perspectives including your own, your colleagues, your patients, and from theoretical viewpoint. For added rigour, reflect on the outcomes of a CPD activity with a colleague or group of colleagues and ask them to provide constructive critical feedback.

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4 Refer to the Board’s Competencies for Medical Imaging and Radiation Therapy Practitioners
CPD Impact Evaluation Model
You can use the following model to critically reflect on the impact of what you have done. This involves deciding what you want to achieve at the outset of your professional development activity and then measuring how far you have done that.

Reflective Cycle

**Needs and Goals**
- What changes would you like to make to your practice?
- How will you know those changes have made a difference?

**Plan and Do**
- What has gone to plan and what hasn’t?
- Any surprises, setbacks and/or challenges?

**Review and Analysis**
- What worked/didn’t work?
- What would you do differently if you were going to do this again?
- Is it too late to change anything?

**So What?**
- What’s changed?
- What differences have you made?
- Have you asked the right questions?
- Where to now?

**Evidence Needed**

**Initial Benchmarking**
Who’s involved? Expected completion date? What changes do you want to see? Who will be affected by these changes - e.g. you, colleagues, patients?

**Professional Development Plan**
Reflections on your planned CPD activities.
Evidence gathered as you went along?

**Peer Discussions?**
Revised plan?
Next steps?

**Evidence of Changes**
- Feedback from patients and colleagues, data, documentation?
- What have you learnt or gained from using this evaluation model?
**CPD Audits**

Medical imaging and radiation therapy practitioners would be subject to ongoing audits of their CPD records. A separate consultation document will be developed and published in 2017. This will allow the Board to consider the impact of relevant feedback from this current consultation that would need to be included into its CPD audit standards and guidelines.
Frequently Asked Questions

I work as a casual and on average only work about 1 or 2 days in a month. Do I have to do CPD?

Is the amount of CPD I’m required to do reduced in line with my reduced work hours?

Yes. CPD is a mandatory requirement for all medical imaging and radiation therapy practitioners working in New Zealand, irrespective of your hours of work.

No. The minimum amount of CPD hours in any one triennium is the same for all practitioners. That is, there is no reduction in the amount of CPD hours required of you if you are working in a part-time and/or casual capacity.

I am practising in two scopes of practice. Is there a minimum percentage of the total 35 hours of substantive CPD for each of these scopes?

No. It is your responsibility as a health practitioner registered under the Health Practitioners Competence Assurance Act 2003 to ensure you manage your CPD so as to benefit your ongoing practice in any and all scopes of practice in which you are practising.

An audit of your CPD records would consider if you have provided evidence of how your CPD activities have impacted on your practice for each of the relevant scopes.

I am enrolled in a CPD programme that counts CPD activities in terms of credits or points. Can I just use those same points or credits when recording my CPD in my logbook records?

You can choose to continue to record your CPD activities in terms of credits/points as used by your CPD provider. However you must also translate the credits/points for each CPD activity into hours. This is very important, as when you are called for a Board audit of your CPD records you will need to be able to demonstrate that you met the required number of minimum of hours for the relevant triennium (as set out earlier in this document).
I want to stay with my current CPD provider, but do the changes being proposed by the Board mean I will have to leave that CPD programme?

No. It is your decision as to how best manage your CPD. For some practitioners this may be achieved by continuing to be enrolled in a formal CPD programme whereas for others that may be achieved through the individual practitioner managing their own CPD portfolio. Another option could be for practitioners to achieve their CPD goals through a combination of enrolment in a formal CPD programme and an individually-managed CPD portfolio option. As long as you are meeting the Board’s CPD standards, it is your decision as to how you will achieve that.

Will the proposed changes incur any additional costs to me from the Board?

No. The Board will continue to undertake an annual audit of selected practitioners’ CPD records, and as is the case now, this is done at no additional cost to practitioners.
Appendix

**A Sample CPD Logbook Template**
The logbook template can be used to record your CPD activities to meet the Board’s requirements. All your CPD, including that not directly related to your goals, should be recorded. A minimum of 10 hours of CPD is required each year.

<table>
<thead>
<tr>
<th>Details of CPD Activity</th>
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</thead>
<tbody>
<tr>
<td>Date and Time of CPD Activity</td>
</tr>
<tr>
<td>Location of Activity (if applicable)</td>
</tr>
<tr>
<td>Type of CPD Activity □ Substantive CPD □ General CPD</td>
</tr>
<tr>
<td>Time (hours) Taken for Activity</td>
</tr>
<tr>
<td>Source or Reference and/or Provider Details; or</td>
</tr>
<tr>
<td>Name of Facilitator/Speaker (if applicable)</td>
</tr>
<tr>
<td>Attachments (e.g. attendance certificate, copy of enrolment, sign-in sheet)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reflection on CPD Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Learning: What have you learnt? How has the CPD contributed to your body of knowledge and skills?</td>
</tr>
<tr>
<td>Outcomes: How can/have you applied this learning to your work and integrate the knowledge and findings into your practice?</td>
</tr>
<tr>
<td>Further Learning: What further learning could you undertake?</td>
</tr>
</tbody>
</table>