



Dietitians Board

Te Mana Mātanga Mātai Kai

Continuing Professional Development (CPD)

Reflection & Credit Requirements *from 1 April 2020*

Under the Health Practitioners Competence Assurance Act 2003 (HPCA Act), the Medicines Act and other legislation, Registered Dietitians are obligated to maintain and enhance their competence as Registered Health Professionals.

The Dietitians Board provides a Continuing Professional Development Programme (called MyCCP) for dietitians. This is funded from Annual Practising Certificate (APC) revenue and outlines the minimum CPD activities to meet annual recertification requirements. An online portal is provided for dietitians to log and reflect on their annual participation in professional development activities.

Dietitians are required to maintain and enhance their competence to practise dietetics by:

- Engaging in a range of continuing education activities directed at enhancing practice standards, so their dietetic practice and client care is of the highest quality;
- Demonstrating that they are committed to quality improvement in their work;
- Developing an approach that supports improvement of their professional performance by encouraging review, reflection and evaluation of practice; and
- Committing to lifelong learning.

REFLECTIVE PRACTICE

Registered Health Practitioners are required to undertake professional development throughout each practising year, and to reflect regularly on standards of practice and developmental needs in all aspects of professional work.

Reflective practice is useful for identifying a dietitian's learning needs and analysing how new learning was applied in practice. Reflection should occur as soon as possible following a professional development activity, so it is meaningful and the practitioner is mindful of ongoing learning opportunities. Impact on dietetic practice outcomes may occur a significant time after undertaking a professional development activity.

A **reflection*** should outline: 1) the learning activity, 2) what you learnt, 3) how you applied this new learning (or could/will apply it), and wherever possible, 4) what impact this change had (or could have) on your dietetic practice outcomes. (*NOTE: For further guidance on 'dietetic practice' and 'outcomes', review the broad Scope of Practice: Dietitian and the Professional Standards & Competencies for Dietitians.*)

(*MyCCP Reflections are usually no more than 250-300 words, with additional supporting evidence provided for 4 or 5 credits.)

The following questions may help you reflect on your professional development activities:

- How has the professional development activity contributed to the development of my knowledge, skills or attitudes?
 - How useful was it to me personally and/or my practice?
 - What particular new skills and knowledge have I acquired?
 - How does it fit in with my current practice, understanding or attitudes?
- How will, or can, I incorporate my new understanding/skill/attitude into my dietetic practice?
 - As a result of what I have learnt, what will I change in the way I work?
 - How could I prove/demonstrate that I made a change to my work/practice?
- How has my learning and development impacted others (my patients/clients/colleagues/service outcomes)?
- What additional learning do I need to undertake to further develop my skills and knowledge?
 - What other professional development activities could help me meet my learning goals?

CREDIT VALUES

The Dietitians Board allows practitioners to determine the value of their professional development by reflecting on their learning and its application to their practice/work.

If you are claiming **1 or 2 credits**, you do not need to provide a reflection, but please comment on the professional development activity to justify the assigned credit(s).

If you are claiming **3, 4 or 5 credits**, a succinct **reflection** is required (usually no more than 250-300 words). The reflection should outline: 1) the learning activity, 2) what you learnt, 3) how you applied this new learning (or could/will apply it), and wherever possible, 4) what impact this change had (or could have) on your dietetic practice outcomes.

If you are claiming **4 or 5 credits**, additional **evidence** of sharing applied learning with others and/or impact on dietetic practice outcome(s) is required.

Professional development should enhance the quality of your dietetic practice. Remember, it's not how long it took to do something, but more importantly, what the outcome and value has been to your clients/practice/work/organisation.

To assist in determining the credit value, refer to the following table.

2020/2021 CREDIT KEY

In response to practitioner feedback, the Dietitians Board has clarified the criteria for CPD credits and broadened options for all dietetic practice contexts (for implementation 1 April 2020):

1	<ul style="list-style-type: none"> • Basic refresher or update / limited new learning¹ • No application of new learning to dietetic practice² • No evidence of sharing applied learning with others³ • No evidence of impact on dietetic practice outcome(s)⁴
2	<ul style="list-style-type: none"> • Some new learning¹ • No/limited application of new learning to dietetic practice² • No evidence of sharing applied learning with others³ • No evidence of impact on dietetic practice outcome(s)⁴
3	<ul style="list-style-type: none"> • Moderate new learning¹ • Application of new learning to dietetic practice² • No evidence of sharing applied learning with others³ • No evidence of impact on dietetic practice outcome(s)⁴ <p>Required evidence: Reflection⁵</p>
4	<ul style="list-style-type: none"> • Significant new learning¹ • Application of new learning to dietetic practice² • Evidence of sharing applied learning with others³ • No evidence of impact on dietetic practice outcome(s)⁴ <p>Required evidence: 1) Reflection⁵, AND 2) Evidence of sharing applied learning with others</p>
5	<ul style="list-style-type: none"> • Significant new learning¹ • Application of new learning to dietetic practice² • Evidence of sharing applied learning with others³ • Evidence of impact on dietetic practice outcome(s)⁴ <p>Required evidence: 1) Reflection⁵, AND 2) Evidence of sharing applied learning with others, AND 3) Evidence of impact on dietetic practice outcome(s)</p>

DEFINITIONS/EXPLANATIONS

¹ **New learning:** a recent change in your *awareness, knowledge, skills and/or attitudes*.

² **Application of new learning to dietetic practice:** a change in your *behaviour*, what you do in your dietetic practice.

³ **Sharing** (transferring) **applied learning with others:** This evidence can be:

- **informal** (e.g. email from a peer/mentor/supervisor/colleague commenting on: your learning reflection or your peer/practice review or your revised practice standards/guidelines/process/resource), **or**
- **formal** (e.g. professional meeting notice/programme stating the practitioner's name, presentation/poster title, and ideally, a brief summary/abstract of content or a publication).

⁴ **Impact on dietetic practice outcome(s):** a formal evaluation of the effectiveness of your applied learning on outcomes. Evidence usually includes documented change(s) in patient/client/team/programme/service audit results-with before and after figures, or completion of a continuous quality improvement (CQI) cycle.

NOTE: Client information needs to be anonymised/redacted to protect privacy.

⁵ A **reflection** (usually no more than 250-300 words in the box provided) should outline: 1) the learning activity, 2) what you learnt, 3) how you applied this new learning (or could/will apply it), and wherever possible, 4) what impact this change had (or could have) on your dietetic practice outcomes.

NOTE: For guidance on 'dietetic practice' and 'outcomes', review the broad [Scope of Practice: Dietitian](#) and the [Professional Standards & Competencies for Dietitians](#).