



## Guidance for Providers of Continuing Professional Development Activities for Veterinarians

### Introduction

- 1 This guidance should be read in association with VCNZ's document [Continuing Professional Development – Information for Veterinarians](#)
- 2 The primary purpose of the Veterinary Council of New Zealand (VCNZ) is to protect the public interest by ensuring that veterinarians are competent to practise.
- 3 VCNZ considers that commitment to life-long learning, reflective practice and quality assurance activities are central to maintaining and enhancing veterinary performance and, by extension, to ensuring the public can expect high professional standards.
- 4 VCNZ requires all practising veterinarians to undertake relevant CPD activities and be able to demonstrate this participation if required.

### Definition

- 5 Continuing professional development (CPD) is a continuous process by which veterinarians acquire, maintain and enhance the skills and knowledge needed to ensure competent performance in their chosen area of practice. The aim is to maintain and develop an individual veterinarian's ability to practise to a high standard through a process of life-long learning.

### The CPD Framework

- 6 The main features of VCNZ's CPD framework are:
  - a) classification of CPD activities into the following three categories:
    - continuing veterinary education e.g. conferences, workshops, assessed online learning, in-house seminars, studying towards a qualification, giving presentation, peer reviewed publications and refereeing
    - collegial activity e.g. in-house training, peer discussion and review activities, supervision and mentoring, journal and study groups, case presentations, QA activities, on-line discussion forums, those parts of CVE and self directed activities that involve interactive peer- to-peer learning
    - self-directed learning e.g. reading and research, on line learning, case/procedure research and review, publications, CPD planning, learning diaries
  - b) a requirement for veterinarians to accumulate at least 60 relevant and verifiable CPD points over three years, a minimum of 15 points being in each of the Collegial and Continuing Veterinary Education areas
  - c) a broad interpretation of what counts as CPD – provided it has relevance to, and benefits the veterinarian's work
  - d) veterinarians being responsible for:
    - ensuring their CPD is relevant to their area of practice

- deciding whether useful and relevant learning has occurred and, if yes, applying CPD points to the activities undertaken
- maintaining a record of their CPD and the required evidence (and being able to produce this in the event they are selected for a VCNZ compliance audit of their CPD activities)

### **Guidance on acceptable CPD Activities**

- 7 VCNZ does not currently accredit or approve CPD providers or courses. The onus is on veterinarians to decide whether learning has occurred and if so apply CPD points to the activities.
- 8 Veterinarians are advised that they can be assured that their choice of continuing veterinary education opportunities will qualify as acceptable CPD if:
  - a) the activity has defined educational aims, objectives or learning outcomes that relate to their area of work and professional development needs
  - b) the content reflects accepted practice and has a scientific/evidence base
  - c) the provider has sufficient expertise to develop and run the course
  - d) any bias or conflict of interest on the part of the provider is declared
  - e) (ideally) there is some form of post activity evaluation or reflection
  - f) they consider relevant and useful learning occurred

### **Guidance on certificates of CPD participation**

- 9 CPD providers can help veterinarians verify their participation in the CPD activities they provide by providing participants with a certificate which includes:
  - a) the veterinarian's name
  - b) name of CPD provider
  - c) title of course with brief description of topics covered
  - d) date and location
  - e) The number of contact hours.
- 10 It is also useful for participants to be provided with a document they can retain in their CPD records which summarises the CPD activity and provides further detail on:
  - a) the presenters/designers of the activity
  - b) educational aims/learning outcomes of the activity
  - c) classification of the CPD activity into the categories in the VCNZ framework – i.e. collegial learning, continuing veterinary education or self directed learning
  - d) where relevant, detail on the teaching methods used e.g. online learning, lecture, in-house seminar, hands-on workshop, group discussion etc
  - e) where relevant, a statement to demonstrate that the CPD reflects accepted practice based on critical appraisal of scientific literature and is not distorted by commercial considerations
  - f) where relevant, details on the assessment methods
  - g) where relevant, details of any intended post-course evaluation
  - h) advice to retain this documentation to verify their participation in CPD activities in the event they are selected for a VCNZ compliance audit of their CPD activities