

Continuing Professional Development Handbook

**REFLEXOLOGY NEW ZEALAND
2010**

Mind
Body
Spirit
Connectedness



Hinengaro
Tinana
Wairua
Whanaungatanga



ASSOCIATION of
REFLEXOLOGISTS

Template kindly provided by *The Association of Reflexologists*
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RNZ CPD SCHEME

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RNZ CPD SCHEME

Section 1 – Introduction and Key Questions

Introduction

RNZ are launching this new scheme based on both the current scheme and one developed by the AoR in the UK, which came into effect there on 1st January 2007. The AoR consulted a range of other organisations and many members during the development of the pilot scheme during 2005. This was followed by an extensive consultation of a draft scheme with members during the spring of 2006. This consultation was aimed at obtaining members views to enable them to be fully aware of the views of reflexology practitioners. RNZ believes members have much in common with AoR's membership, and that their research will therefore be relevant to this CPD redevelopment.

The scheme is very user-friendly and RNZ will help members throughout the process by providing guidance and support.

Features of the scheme include:

- Easy to understand.
- Simple to do.
- Flexible to meet your individual needs as a practitioner.
- Provides recognition for many activities that most members already do.
- Can be achieved wherever you live and whatever your resources allow.

It is expected that 20% of professional membership will be audited each year. CPD logs will still need to be viewed randomly. RNZ will create and implement a mentor network to provide members with experienced and helpful colleagues to ensure that those needing assistance receive the encouragement and support they need.

What is CPD?

Continuing Professional Development (CPD) is the process whereby we as reflexologists take responsibility for our own learning and development and apply it to improve our practice in the interests of clients and the development of the profession. The term CPD is, for the purposes of this document, all relevant activity undertaken by reflexologists to maintain, enhance or develop existing knowledge and skills, following the completion of their professional practitioners' qualification. CPD is **not just** about participating in courses and further guidance can be found later in this handbook.

Why are we doing CPD?

- We all have a part to play in raising standards and the profile of RNZ and the therapy. The best practitioners are usually those who reflect on their practice and strive to continuously improve on their knowledge, skills and the service they provide to clients.
- RNZ is a self-regulating organisation. An effective CPD scheme ensures standards are maintained. All self-regulated professions need to have an effective CPD scheme in place.
- To develop and maintain reflexology as a major therapy in a widening field of complementary therapies.
- Reflexology is still young as a health profession, the practice of continuing professional development generates the respect of the public and health care professionals alike.

Who is required to participate in CPD?

- Professional members are required to undertake CPD as a condition of membership.
- Affiliate members do not need to undergo CPD because this category of membership is aimed at people with an interest in reflexology rather than reflexology practitioners.
- Student members are not required to do CPD because they are undertaking CPD by taking a course of study. If students undertake other CPD events in addition to their practitioner training, the points can be carried forward to their first year of full membership.

Why should I do CPD?

Many reflexologists without consciously realising it, are already actively involved in CPD. The benefits are:

- Gaining a deeper or broader knowledge and understanding of your profession.
- Experiencing and developing new approaches.
- Improving professional relationships with reflexologists and other professionals.
- Gaining further professional satisfaction, enthusiasm and confidence.
- By engaging in CPD reflexologists can assess their own practice, and through personal reflection, focus their energy effectively on areas for development.
- Greater esteem for the profession in the eyes of the public with a likely increase in client numbers.
- Greater esteem for the profession in the eyes of other healthcare professionals, leading to increased referrals.
- Improving awareness of developments in the field of reflexology.
- Experienced members can gain much from mentoring other members.

How and when should CPD be undertaken?

Professional members regularly reflect on how their practice is going and on the quality of service they provide to clients, which means that much informal CPD is done without even realising it. RNZ is flexible about when and how CPD can take place.

Where can CPD be undertaken?

This is flexible depending upon the location of the member's practice and the type of CPD activity being carried out.

- In the place of practice.
- On the telephone, in emails or faxes, in communication with one or more colleagues.
- By post.
- In group settings, small informal meetings, area group meetings or large formal events.

- On the internet.
- At home.
- In educational establishments.

What is meant by ‘Professional Practice’?

Your professional practice includes all of these:

- Your service to clients.
- The application of your knowledge and skills in treating clients.
- The customer care that you provide to clients.
- The type of approach that you have to reflexology.
- The specialist skills in reflexology that you have.
- Your practice as a business, or as an employee.
- Your reputation.
- Your accessibility to potential clients.
- Your marketing and promotion.

Who decides what counts as relevant learning or development?

The only person who knows exactly what activity is relevant to your practice is **you**. This is why individual members must hold some responsibility for deciding what is relevant. For example, if a counselling course you plan to participate in is relevant to how you work with your clients, then it should count. You need to be able to demonstrate to yourself and to RNZ, the way(s) the activity benefits your practice as a reflexologist.

The activity may or may not be in mainstream reflexology, a specialist area of reflexology, or advanced training in reflexology.

Activities outside the obvious reflexology range include but are not limited to:

Other therapies – Learning or development in any other therapy where you can demonstrate learning relevant to your reflexology practice. You must however be able to demonstrate how the activity benefited **your** reflexology practice.

Counselling – any aspect of learning which helps you to develop the therapeutic relationship side of your practice, including courses covering elements such as listening skills, counselling, mentoring, life coaching, psychology and other similar areas.

Business skills – any learning which will enable you to develop the business side of your practice, including marketing, bookkeeping, promotion, business planning and other similar areas.

Anatomy & physiology (A&P) and condition management – any learning which will enhance your understanding of A&P in relation to your practice including refresher/advanced learning activities and/or research into conditions, systems, and other areas directly relevant to your practice.

Other relevant medical approaches – any learning related to medical practice or healthcare which you can demonstrate is relevant to your development as a reflexology practitioner.

I am a multi-therapist - will development in my other therapies count?

Many of our members are multi-therapists. If the member is able to demonstrate that they have undertaken an activity for another therapy which is also relevant to their reflexology practice, then they can also count it towards their RNZ points. RNZ recognises that a variety of skills and knowledge acquired are transferable between therapies or other health care professions.

Healthcare professions and most complementary therapy organisations have CPD schemes. RNZ members who also belong to other organisations will carry out development activities to meet their CPD obligations for those organisations. The flexible approach of RNZ means that development activity in non-reflexology activities may well count as CPD for the RNZ. RNZ certainly does not wish for members to undertake extra activities for the RNZ scheme if they don't need to.

I am also a nurse – will my nursing CPD count?

There is a great deal of professional development required of nurses and other healthcare professionals, which would be relevant to reflexology practice. If this applies to you, you just need to decide what part of that development is also of benefit to your reflexology practice and record it on your log sheets. CPD activities for other professions could apply to several categories of the RNZ's CPD scheme.

I am a part-time Reflexologist – do I need to do CPD?

Yes, most of our Professional members practise reflexology on a part-time basis. For this reason RNZ has ensured that many of the possible CPD activities can be done quickly and easily. Many activities have little or no cost and can be done locally or even at home. People often think of CPD as solely attending courses and workshops. It's not just attendance at courses and workshops – it's much more than that. It is doing any activity you have decided will genuinely help maintain or improve your practice. In other parts of this document there is plenty of advice and examples on low cost and relevant activities you can do.

How do the categories and values of other CPD schemes relate to that of the RNZ?

The new RNZ scheme requires members to accrue an average of 20 points per year over 3 years (A minimum of 60 points every 3 years). Other organisations may have different CPD categories and different point values for their activities. To meet RNZ's CPD requirements, members will need to ensure that they refer to the guidelines for the RNZ's CPD scheme and not those of another organisation.

If you carry out CPD activities for your membership of other organisations (e.g. for another therapy) that activity may also count towards your RNZ CPD activities, providing it contributes towards the development of your reflexology practice. Likewise, RNZ development activities you undertake may well meet the CPD needs of other organisations.

Section 2 – CPD categories and activities list

1.	Attending RNZ regional group meeting	1 per meeting	5
2.	Practitioner exchange session	1 per hour	10
3.	Informal learning activity	1 per 2 hours	6
4.	Promotion of reflexology in the community	1 per 2 hours	10
5.	Giving or receiving mentoring, buddying or supervision	1 per hour	10
6.	Volunteer reflexology work	1 per hour	10
7.	National or international reflexology conference	4 per day	16
7a	Attendance at RNZ AGM	2 for attendance	2
8.	Reflective practice	1 per 2 hours	10
9.	Personal development	1 per 2 hours	6
10.	Reflexology research project	1 per 2 hours	20
11.	Participation on committees or working parties of regional groups	1 per meeting	6
11a.	Participation on RNZ National Council	Per year	16
12.	Recognised First Aid course compulsory	Complete course	1
13.	Attendance at training event	1 per half day	10
14.	Delivery of a reflexology related workshop, course or seminar	2 per half day	10
15.	Delivery of Reflexology Practitioner training	1 point per hour	10
16.	Publication of case study, article or review	2 per publication	6
17.	E-Learning seminars	1 per 2 hours	4

Of the annual 20 points a minimum of 5 points must be gained from categories 2, 4, 6 and 13. This is to ensure “hands on practice” is part of professional development.

In the following section there is more detailed guidance to help clarify the categories of valid CPD activities. Please refer to this guide in conjunction with the above list when planning your own CPD and before undertaking any activity.

Section 3 - Meeting the criteria for CPD activities and category guidance

This section provides an explanation of each of the CPD categories in the list. The evidence sections for each category indicate the type of evidence members should keep relating to each CPD activity. This evidence will form the majority of the CPD portfolio. ***Some activities do not naturally generate documented evidence. In these circumstances RNZ asks that you provide a brief, written account of the activity, ensuring that you summarise how it will help with your professional practice.***

1. RNZ Regional Group Meeting

1 point per meeting, maximum 5 points per year

The RNZ's regional group network is an excellent way to meet up with other local practitioners (and students) to share good practice and to support each other. Many regional groups provide speakers and workshops. Attendance at these meetings and events count as CPD. Meetings for other therapies can also count. If you contribute to the organising of a regional group or give a presentation to a regional group, these are also valid activities. RNZ's regional groups are growing in number and size and provide excellent opportunities for local low cost CPD. See the RNZ website for details of regional groups.

Evidence

This can be a certificate or record of attendance provided by a regional group. A certificate or statement indicating the contribution made (such as giving a talk or demonstration), provided by an area group committee member.

2. Practitioner Exchange Session

1 point per hour, maximum 10 per year

Practitioner exchange sessions can take different forms. At the simplest level they involve one reflexologist treating another reflexologist. Following the treatment they can review differences in their approaches to clients, approaches to conditions or different sequences. Further professional development needs may also be identified. It is recommended that the partner reflexologist

undertakes an agreed series of treatments. Practitioner exchange can usually be carried out locally, at the convenience of the practitioners. The partner for this activity does not have to be an RNZ member, although they should be a qualified reflexologist. Practitioner exchange can also include where a practitioner joins another practice, or works at another clinic for a limited period of time to experience new approaches to practice. This may be a reciprocal arrangement. It includes work-shadowing, job rotation and secondments. It also includes instances where a practitioner acts as a 'locum' at another practice to cover reflexology treatments for another practitioner.

Evidence

Supply a letter from the reciprocating practitioner or clinic confirming the exchanges or locum sessions. Include a written reflection in the member's log, evaluating the benefits of the activity to their practice.

3. Informal Learning Activity

1 point per 2 hours activity, maximum 6 points per year

This is a broad category which provides credit for researching any information source to provide updating of existing knowledge, new areas of knowledge or developing new approaches. Types of activity include reading relevant journals, books, reports or articles. These may have been accessed via a subscription to a paper/electronic/online journal. However, we recognise that much informal learning takes place through reading books or journals for which a subscription is not applicable. Such publications may have been purchased or borrowed from the library or a colleague. Such sources of information are equally valid. Some regional groups operate a book sharing system. This includes relevant research papers and online research sites. Also included are watching relevant TV programmes, downloading and using information from relevant websites, carrying out online learning or using CD ROMs to obtain relevant information. Some of the above activities are very flexible and can for example, be carried out from the home or whilst travelling.

Evidence

Keep a record of the details of the publication, the source of the information, or the address of the website/s. Include any printouts

where relevant and the date/s the information was obtained. In your CPD log, you need to give a written reflection on how this activity has, or will, benefit your practice.

4. Promotion of Reflexology in the Community

1 point per hour, maximum 10 points per year

As members of RNZ we all represent both our professional body and reflexology itself.

At some point most members provide demonstrations or tasters in public places, community and employer groups. Some members help to staff stands run by regional groups or RNZ council. Some members write articles for their local newspaper or community magazine to promote reflexology or their own practice. All of the above activities are valid as CPD. These are just examples and are not an exhaustive list. Other activities which you can demonstrate fit with this category are also valid. Points can also be obtained from promoting RNZ at the request of RNZ e.g. radio and media interviews.

We can use Reflexology Week for example, to raise the local profile of Regional Groups and our individual practice. Contributing case studies and supporting information to share with the public and participating in planned events are effective ways to promote reflexology. A notice board with valid, relevant information on past, current and on-going research is an excellent promotion of reflexology.

Evidence

This can be in the form of photographs, letters, copies of articles or booking documents as appropriate or a statement from a colleague involved in the promotion.

5. Giving or receiving mentoring (buddying) or supervision

1 point per hour, maximum of 10 points per year

Mentoring is the provision of guidance or support, usually on a one-to-one basis. Both the provision of mentoring and the receiving of mentoring are included. In this context, mentoring is usually provided by a peer or other relevant professional. This is sometimes known as buddying. For those practitioners who are employed,

there may be mentoring, peer review or supervision in place and for which there may be a procedure. The activity may be carried out in a formal or informal way. The support provided may be related to personal or professional development where it has a direct impact upon the work of the practitioner. In this context, counselling, coaching or NLP could also be applicable.

Evidence

Maintain a log of mentoring activities provided or received. Confidential information does not need to be held. You must be able to demonstrate how the activities in this category have relevance to your development as a reflexology practitioner.

6. Volunteer Reflexology Work

1 point per hour, maximum of 10 points per year

This includes unpaid reflexology practice at hospitals, hospices, in the work place, or for community groups.

Evidence

Provide a letter from the organisation to confirm your contribution. If formal evidence is not available please make a written statement about the activity.

7. New Zealand or International Reflexology Conference

4 points for each full day's attendance, maximum 16 points per year

The RNZ currently runs a conference every year. Attending conference provides a wealth of experiences through top name speakers, workshops, trade stands, plus networking with members. Conferences hosted by other reflexology organisations worldwide are also valid. A conference relating to a different therapy or several therapies may be valid, but only time spent on activities relevant to your reflexology practice should be counted.

Evidence

A certificate of attendance for that conference is required. An international conference programme of the event is welcomed by the CPD team for our records.

7a. RNZ AGM attendance

2 points for RNZ AGM attendance, maximum 2 points per year

Evidence

Records will be held of AGM attendance in the minutes of that meeting.

8. Reflective practice activities

1 point per 2 hours, maximum of 10 points per year

This acknowledges the important role of reflective practice in personal and professional development. It can include for example, reflecting upon:

- application of your knowledge and skills in treating clients.
- customer care you provide to clients.
- the type of approach you have to reflexology, specialist areas in reflexology.
- your success in your practice as a business, or as an employee, your reputation.
- your accessibility to potential clients.
- your needs may also involve consulting with other specialists, professional services or peers.
- planning the way forward, e.g. developing a business plan or research into getting involved in a new specialist area.
- determining your development and learning needs or implementing your development plans.

Evidence

There may not be naturally occurring evidence for some aspects of CPD category 8. Brief statements from colleagues, peers or specialists who have helped you would be valuable. If the reflective practice has been largely in isolation, then you will need to submit a statement about your activities, explaining in detail how your practice has, or will, benefit from this.

9. Personal Development

1 point per 2 hours, maximum of 6 points per year

There is a strong synergy and overlap between personal development and professional development. Any activity leading to your personal development in a way that has direct bearing upon your reflexology and business practice may be relevant for inclusion.

Examples include things like attending an assertiveness course, participating in co-counselling, developing active listening skills, stress management or other relevant personal development activity.

Evidence

A personal statement about the development activity, explaining how it led to changes in your reflexology practice, statements from peers, mentors or people involved, any other relevant documentation.

10. Reflexology Research Project

1 point per 2 hours, maximum of 20 points per year

Documented research is considered very important by RNZ. Thus it can constitute a year's CPD points. RNZ wants to actively support any members who embark on research. It is recommended that you discuss your research activities with the RNZ's Research Co-ordinator who can provide support and information. A research pack is available from RNZ to help with planning research. The work may be formal research or informal research where the gathering of information such as a case series relating to treatments on a number of clients with a condition or other factor in common.

Evidence

Documents may include a copy of the research paper or proposal, relevant correspondence with agencies/collaborators/sponsors, a letter from a relevant educational establishment, or a confirmation letter from the RNZ's Research Co-ordinator.

11. Participation on regional group committees or working parties

1 point per meeting, maximum of 6 points per year

This can apply to regional group activities, regional group committees, regional group leaders' meetings or other regional group working parties and project teams.

Evidence

A copy of an invite letter, minutes, certificate of attendance or other documentation to confirm role and attendance is needed.

11a. Participation on RNZ Council

16 points per year

This can apply to attending meetings and working on portfolio projects.

Evidence

Minuted attendance.

12. First Aid course.

This is compulsory. RNZ does however allocate 1 point each year for having a current certificate.

It is a membership requirement to hold a current first aid certificate. Any First Aid course that is a recognised course is valid.

Evidence

Provide a copy of a relevant First Aid certificate. This is checked annually through the subscription process.

13. Attendance at training events

1 point per half day, maximum of 10 points per year

The term “event” includes any kind of talk, workshop, course, seminar or organised training activity about reflexology, or of relevance to reflexology practice. It can include for example: a workshop delivered to qualified reflexologists, an RNZ seminar, a workshop provided to a regional group, a reflexology refresher course, an A&P update, or training for another therapy where it is relevant to reflexology practice. Approved forthcoming CPD events will be listed on the RNZ website. Where the event is related to a different therapy, the member should be able to demonstrate how that training has benefited their reflexology practice.

Evidence

A certificate of attendance or achievement for the event is required.

14. Delivery of a reflexology related workshop, course or seminar

2 points per half day teaching, maximum of 10 per year

This category is aimed at trainers and those who want to regularly deliver courses or talks. This includes delivery of any kind of talk, workshop, course or seminar about reflexology, or a topic of relevance to reflexology practice. It can include for example:

- a workshop delivered to qualified reflexologists as CPD.
- a workshop provided to a regional group.
- an introductory or taster course for the public or a community group.
- a reflexology refresher course.
- an A&P update.
- training for another therapy where it is relevant to reflexology practice.
- teaching relevant medical approaches or techniques.

To determine the number of hours involved in an activity, please include the actual delivery time, together with any time spent on research or on drawing together the information for the presentation, or related learning materials. It does not include general administration time, such as photocopying or dealing with bookings or queries.

Evidence

Examples include; a copy of the brochure, course content or advertising material, relevant correspondence, photographs.

15. Delivery of Reflexology Practitioner training

1 point per hour, maximum of 10 points per year

This category applies to trainers who deliver reflexology practitioner training

Category 15 does not apply to all the training you provide but to activity that enhances your own knowledge and skills. In this instance, the time spent on the delivery of the entire course does not count. What can be counted are the aspects of research, development and delivery, which have demonstrably improved your knowledge and skills as a reflexology practitioner. This may include creating, planning or substantially updating lectures, learning materials or other learning activities. It also includes internal and external moderation or verification.

Evidence

A log of development work carried out, signed by a supervisor if applicable. Copies or extracts of new learning materials, lesson plans or relevant documentation is also acceptable.

16. Publication of case studies, articles or reviews

2 per publication, maximum of 10 points per year

These include articles with a minimum word count of 500 published in the written RNZ newsletter, health professional journals or other magazines. The journal may represent another therapy but the content of the article should have some direct relevance to reflexology. The review may be carried out for RNZ or another organisation. The presentation of a reflexology paper or similar at a conference or seminar is also included.

Evidence

Keep a copy of published pages and date of publication.. Case studies completed as part of the practitioners' qualification are not acceptable because CPD starts after the reflexologist has qualified as a practitioner and has upgraded to become a full member.

17. E-Learning seminars

1 point per 2 hours of participation, maximum of 4 points per year

This category relates to completion of e-learning courses

Evidence

You will need a copy of the course certificate and a reflection of how this has contributed to your practice.

Section 4 – Details of how the CPD scheme works

Accruing CPD Points

This scheme has been designed to be as clear and simple as possible to ensure that all Professional members understand what they need to do and are able to implement it very easily. It is also very flexible to meet your individual changing needs.

- All valid activities will earn points according to the table in Section 2 entitled '*CPD categories and activities list*'. From this list you can work out how many points you can earn from any particular activity.
- An explanation of the types of relevant activity in each category and the evidence requirements, are included in Section 3 entitled '*Guidance on meeting criteria for CPD activities*'.
- Members are required to carry out CPD to **accrue a minimum 20 CPD points per year**.
- We advise members to aim for more than 20 annual points and record all activity as they go along to keep the process manageable. This will minimise the pressure to meet requirements in subsequent years.
- **Of the annual 20 points a minimum of 5 points must be gained from categories 2, 4, 6 and 13. This is to ensure “hands on practice” is part of professional development.**

What records do I need to keep?

- The CPD scheme is largely a self-administering system for members.
- RNZ requires members to maintain a simple CPD portfolio at home. The portfolio is a file comprised of up to date CPD log sheets with supporting written or photographic evidence.
- When you renew your membership you need to declare to us that you have met CPD annual requirements. There is an onus of trust by RNZ upon members (*although there will be sample auditing each year*). If you experience difficulty with

any part of the CPD process please contact your regional group or the Council CPD team for assistance.

- There will continue to be checks in place which still involve RNZ carrying out sample auditing. The process is explained below.

NB: You do not need to send us your portfolio unless we specifically ask for it as part of an audit.

How to maintain your CPD Log sheets

- Record the date(s) of your activity.
- Record the title and brief details of activity.
- State the duration of the activity in hours or days, as appropriate.
- Record which CPD category the activity falls into.
- Work out the points accrued from the activity.

Providing supportive evidence for your portfolio

For each activity you will need to gather together evidence to corroborate what you have done.

- Evidence can include certificates, print-outs, attendance records, letters, photographs or signed statements. Statements can be signed by a colleague, tutor, supervisor, or anyone who has witnessed your participation in a development activity.
- The typical types of evidence for each category of CPD activity are explained in section 3.
- It is recognised that some activities may not naturally generate evidence. However, this should not deter someone from counting the activity as valid CPD. In these cases, the activity should be described in writing by the member, giving clear identification of what was learnt and the reasons for absence of other evidence.

Complying with the requirements of the scheme

RNZ will carry out annual audits of 20% of its members until 2011/2012 and then the percentage will be reviewed. The purpose of these audits will be:

- To ensure that members are actively undertaking CPD.
- To ensure that the guidance provided by RNZ is understood by members.
- To ensure that the requirements of the scheme are being met by members.
- To provide information to RNZ about CPD activities and which CPD categories are being most used.
- To provide information for periodic reviews of the scheme.
- To ensure that the spirit and trust element of the scheme is not being abused by members.

20% of our members will be randomly selected for audit. RNZ will initially ask for copies of the selected members' log sheets with evidence that has been ratified by a regional group office holder. Upon receipt of the log sheet the CPD Coordinator will proceed with the audit and either confirm that RNZ is satisfied with the information provided, or seek further evidence or information relating to activities shown on the log sheet. RNZ will provide audited members with a certificate.

The information presented will provide a summary of the trends and any modifications that RNZ plans to make. This will make clear to members any changes they need to make to their CPD activity or the ways that they record that activity. This information will not in any way identify the individuals audited.

What happens if I do not or am unable to comply with the requirements?

This scheme is simple, flexible and relevant to your individual professional work. We believe that all members will be able to meet requirements.

If you have significant extenuating circumstances, these can be taken into account. Please keep RNZ informed.

It is the responsibility of each member to ensure that any CPD carried out is relevant to their reflexology practice. However, the choice of activities will rest upon their professional judgment. It is also important to accrue the minimum required number of points (20 per year).

The scheme has been designed to enable reflexologists to exercise their own judgment and make choices about their own learning needs and interests.

From 2011 if a member does not meet the requirements of the scheme RNZ will work with the individual to provide further support and guidance to help them to meet the requirements. This will comprise a mentoring scheme which has proven to be successful in other organisations. If a member continues to make no further progress, this may result in RNZ taking disciplinary action resulting in the removal of their status as MRNZ. RNZ is confident however that with support and guidance members will confidently undertake and achieve CPD requirements.

Failure by a member to return their **completed and signed CPD declaration** with their membership renewal form/payment will result in an audit for that member. False or fraudulent claims may result in an enquiry. These members will be required to provide a copy of their log sheet and supporting evidence which will be checked for authenticity and sufficiency.

To ensure this CPD scheme is successful and fulfils its purpose, RNZ may need to develop a process that monitors members' progress with the requirements of the CPD scheme, such as a feedback form for members to fill out to let RNZ know how you are finding the new scheme. Your questions and feedback are valued. *The only silly question is the one that is not asked!*

Extenuating circumstances

The RNZ national body can, at its discretion and under special circumstances, defer or waive the CPD requirements for a member. If your situation precludes you from completing your CPD requirements you must first contact the CPD Co-ordinator at the earliest opportunity to inform them of this. The RNZ Council will consider each situation on an individual basis and a time bound agreement will be made. Flexibility has been built into the scheme to enable members to take into account some constraints or extenuating circumstances.

Appeals

A member has the right to appeal to RNZ against a decision made about their CPD activities according to appeals process in the RNZ constitution section 7e. To appeal, the member should write to the RNZ Council. The appeal decision will be made by a small panel of RNZ council member.

Reflexology New Zealand CPD Log Sheet

Sheet No:

CPD Year:

Name:

Membership No:

These sheets can be downloaded from the RNZ website www.reflexology.org.nz

Date/s of Activity	Title of Activity	How this benefited my practice	CPD Category	Duration etc (e.g. hours)	Points Accrued
Total CPD points accrued for the year */ sub total for the sheet* (*delete as applicable)					
<p>You need to complete a line of this form each time you undertake CPD activity. Refer to the CPD Handbook for details about valid activities. We recommend that you photocopy spares of this form to allow for additional entries, or for recording activities in future years. This form is available to download from the RNZ web site as a word document. www.reflexology.org.nz Keep the forms safely in a folder. Keep copies of any relevant evidence, or additional information in the folder as well. Please do not send this form or any information about your CPD activity to RNZ unless requested. Keep your CPD folder at home.</p>					