

# continuing professional development

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The purpose of Continuing Professional Development (CPD) is to maintain and grow your competency appropriate to your role (support worker, associate practitioner or registered practitioner). CPD activities need to be relevant to the dapaanz Addiction Intervention Competency Framework (2011), or best practice based on emerging evidence.

Provisional and fully registered Addiction Practitioners are required to undertake CPD activities worth 100 points annually. Associate Practitioners and Addiction Support Workers are required to complete CPD worth 75 points annually.

The table below describes the four different categories of CPD activities: 1) Work-based professional development; 2) Formal training and education; 3) Self-directed learning; and 4) Professional activity for the sector(s).

Each CPD activity is allocated points, and CPD points need to be earned from more than one category (unless you are undertaking activities from category 2), Formal Training and Education which can supply the total annual points required.

You will need to keep evidence of the CPD that you have undertaken during each year, in case this is requested in a random audit. Please be aware we may require you to provide this evidence (this is only needed if we ask for it).

## how you can earn points

Activity category	Points earned	Evidence requirements
<b>1. Work-based Professional Development</b>		
<b>Create a Professional Development Plan</b> This plans out your training and development for the year and is developed with your manager. This is not a performance review, although sometimes it is done after this.	20 points per annual plan	The plan, signed off by Manager

Activity category	Points earned	Evidence requirements
<p><b>Attend education sessions within your service</b> Topics need to be relevant to addiction intervention competencies.</p>	<p>5 points per 1-2 hour session (max 30 points)</p>	<p>Date, topic, time and presenter noted in CPD log</p>
<p><b>Arrange a practice review</b> With your client's permission, ask a colleague or supervisor to observe your work with a client (either in person or by video) and provide you with feedback.</p>	<p>5 points per session reviewed (max 30 points)</p>	<p>Dates noted in CPD log and signed off by Observer</p>
<p><b>Request a case review</b> Present a client's situation in a structured case presentation to your colleagues and ask for their feedback.</p>	<p>10 points per case presentation (max 30 points)</p>	<p>Noted in CPD log</p>
<p><b>Provide an educational presentation or workshop</b> Share your addiction expertise with colleagues, other professionals or community groups.</p>	<p>10 points per session (max 30 points)</p>	<p>Noted in CPD log</p>
<p><b>Provide clinical supervision</b> For when providing formal professional supervision to supervisees.</p>	<p>1 point per supervision session (max 30 points)</p>	<p>Dates noted in CPD log</p>

Activity category	Points earned	Evidence requirements
<b>2. Formal Training and Education</b>		
<p><b>Complete formal study</b>            Enrol in a paper or whole qualification from a university or polytechnic which is NZQA approved (includes Te Taketake). The study needs to be relevant to addiction intervention competencies. For example, on addiction and/ or mental health, counselling or therapy techniques, cultural understanding and competency or clinical supervision.</p>	<p>50 points per one semester (half-year) of completing a paper/ study</p>	<p>Copy of academic transcript</p>
<p><b>Attend dapaanz workshops and conferences</b>            These could be completed either in person or online.</p>	<p>15 points per half day (3-4 hrs)            (max 50)</p>	<p>Attendance record</p>
<p><b>Attend non-dapaanz workshops, seminars, conferences and webinars</b>            These could be completed either in person or online. They need to be relevant to addiction intervention competencies. For example, about addiction, mental health, counselling, working with families, cultural competency, trauma-informed approaches.</p>	<p>5 points (1-2 hrs)            10 points per half day (3-4 hrs)            (max 40)</p>	<p>Attendance record</p>
<p><b>Complete Train-the-Trainer training</b>            Training that prepares you to train others in a particular approach or intervention.</p>	<p>10 points per half day (3-4 hrs)            (max 30 points)</p>	<p>Attendance/ completion record</p>

Activity category	Points earned	Evidence requirements
<b>3. Self-directed Learning</b>		
<p><b>Write a reflective practice journal</b> Write journal entries that reflect on 2-3 of your cases (either clients, supervisees or staff depending on your role) <a href="#"><u>click here for more information</u></a>). Ask your supervisor to add a note to your supervisor form for renewal, to say they have read and discussed your journal reflections with you as part of your supervision.</p>	50 points	Supervisor note on supervisor renewal form confirming they have seen and discussed your 2-3 reflections in supervision
<p><b>Participate in personal therapy/ development</b> Undertake personal counselling or therapy for wellbeing and development.</p>	5 points per counselling session (max 15 points)	Session dates noted in CPD log
<p><b>Participate in Journal Club</b> Involvement in a Journal Club, which is a group set up to discuss practice relevant journal articles or books.</p>	5 points per session (max 30 points)	Journal articles noted in CPD log
<p><b>Annotate a journal article</b> Write an annotation of a journal article relevant to practice. Annotations summarise a book or article to assist the reader to decide whether to read it or not.</p>	5 points per article (max 30 points)	Journal articles noted in CPD log
<b>4. Professional Activity for the Sector(s)</b>		
<p><b>Present at local/ regional conferences</b></p>	20 points per presentation	Conference programme

Activity category	Points earned	Evidence requirements
Present either in person or by poster about addiction relevant issues.		
<b>Present at national or international conferences</b> Present either in person or by poster about addiction relevant issues.	50 points per presentation	Conference programme
<b>Guest speaker on formal qualifications</b> When invited to speak to a class of students about your service or addiction-related expertise.	10 points per lecture (max 30 points)	Lecture outline
<b>Manage and teach on formal qualifications</b> For Practitioners who are employed in clinical services, who may also run and teach an addiction related paper as part of a formal qualification.	50 points per semester (max 60 points)	Course outline
<b>Teaching Addictions/CEP/other Practitioners</b> 1-2 day training for mental health and or addiction staff / workers	30 points per training session (max 60 points)	Course outline
<b>Conduct or participate in research</b> The research needs to be a formal research project that is relevant to addiction and its treatment.	Research proposal (15 points)  Data collection (15 points)  Analysis of data and results report (20 points)	Proposal outline  Data cited and signed off by supervisor  Research report

Activity category	Points earned	Evidence requirements
<p><b>Participate in an advisory/ reference group</b> For when people are invited to join a group to contribute expertise in addiction practice.</p>	<p>10 points per half day of group meeting</p>	<p>Meeting notes</p>
<p><b>5. Covid-19 Wellbeing Plan</b></p>		
<p><b>Covid-19 - Participate in self-care activity</b> Undertake self-care activity to support professional wellbeing. This category is available from 1 November 2021 through to 31 Dec 2022 to acknowledge the extra strain placed on us as we work through a global pandemic.</p> <p>Activity can be self-determined and used to help self-management, self-care or to increase wellbeing overall or in the workplace.</p> <p>Activity should be advised and described by the member at time of renewal in their CPD log.</p>	<p>5 points per activity (1 hour duration minimum)  (max 20 points per year)</p>	<p>Date/activity noted in CPD log</p>