Guide to Continuing Professional Development

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Welcome to the Nutrition Society of Australia (NSA) Continuing Professional Development Scheme. The NSA's definition of CPD states:

Continuing Professional Development (CPD):

- Is a mandatory part of professional recognition in any field
- Is ongoing and continuous
- Is structured and transparent

Is a means through which an individual maintains and extends their knowledge and skills for life-long professional competence.

The object of the NSA is to:

Advance the scientific study of nutrition and its application to the maintenance of human and animal health.

One way that the NSA does this is by using its powers to **promote the highest standards of professional competency and practice.**

The NSA voluntary Register of Nutritionists seeks to protect the public, by setting and supporting high standards of professional education and practice in nutrition. Registrants are expected to abide by a *Code of Ethics* and *Statement of Professional Conduct*. With this

duty comes an expectation that individual professional nutritionists will remain competent in their practice. The NSA's CPD Scheme is designed to support individuals to develop and maintain competence. It is structured system that provides a framework for assessing the practice of nutritionists using evidence of continuing professional development.

The outcome for you will be a portfolio will enable you to submit details of your CPD to the NSA Registration Committee when applying for re-registration at three yearly intervals. If you are an Associate Registered Nutritionist (ANutr), you will have the evidence you need to be able to apply to transfer to full registration. The details would also assist with an application to transfer to another category, e.g. from Registered Nutritionist (RNutr) to Registered Public Health Nutritionist (RPHNutr).

What is required of registered nutritionists?

Registered nutritionists are required to provide evidence of a total of 300 points of CPD over three years (100 per year). Categories of professional practice and examples of type of evidence that you might provide to show competence are provided in Table 1.

Study or advanced training could occur at any time within the three-year period i.e. not all undertaken in one year, but would be averaged over the three year period.

Table 1. Sample outline of CPD activities and their definitions (UK Nutrition Society 2007)

Categories of Practice	Explanation	Examples
A. Promoting nutrition as a profession	Active membership of relevant professional and / or learned societies that have the same ethics and values as expressed in 'The Policy on Professions Statement'. *Shows how registrant supports the profession*	• Making presentations e.g. Speaking at local branch meetings • Representing nutritionists to other professions • Being involved with the committee of a group • Presentations e.g. at meetings and conferences. • Membership of a special interest group
B. Communicating nutrition knowledge andinformation	Contribution to knowledge or evidence base or disseminating goodpractice. *Shows how registrant advances the profession*	• Developing resources e.g. research summaries for lay audience, food survey information sheet • Evidence based work that is added to the website • Development of resources for use with public and professionals • Working to develop policy e.g. local, national, international • Nutrition project work or project management, Journal clubs
C. Formal advanced professional education and training	Formal programs for professional development that extend breadth or depth of expertise / competence *Shows planned growth and professional development*	• Courses • Further education • Attending conferences • Going to seminars • Distance learning • Attending courses accredited by the professional body
D. Teaching and training in nutrition	Developing nutrition knowledge and skills in others *Shows how registrant advances the profession*	• Lecturing, teaching or training • Being an examiner • Being a tutor • Hosting shadowing
E. Applied research	Includes research, audit and evaluation *Shows how registrant advances the profession*	Research e.g. planning research, commissioning research, undertaking research, writing research papers, reporting on research, peer review
F. Reflection on professionalism	Evidence of professional conduct *Shows planned growth and professional development*	• Reflection on professional development plan • Mentoring or being a mentor Peerreview • Discussions with colleagues Coaching • Analysing significantevents
G. Other – To be defined by registrant	Evidence of development of knowledge or skills related to nutrition	Any type of development activity will be considered in this category. Examples might include: Self-directed learning e.g. Reading journals, Case studies etc.

Table 2. CPD points value of specific activities involving ongoing professional development as a nutritionist

Registered nutritionists of all categories must show a minimum of 100 points of CPD each year to be eligible to re-register or change category of registration. The **evidence** must be compiled every three years in a comprehensively documented portfolio and may be requested by the Registration Committee in the event of a random audit of applications.

To simplify the process and give members an easy way to follow their level of CPD progress, the NSA has devised a table of points for various activities (Table 2). The total points per year must be greater than 100, remembering of course that study in advanced nutrition fields can be averaged over a three year period.

The table is meant as a guide and is in no way a complete list of possible CPD activities.

Each activity however must be documented in the portfolio and evidence kept of that activity, e.g.

- **Attendance at conference or workshop:** registration documents along with conference details.
- **Presentation at conference or workshop:** copy of abstract if presenting a paper along with conference details etc, or copy of seminar program with list of presenters.
- **Published journal articles:** a hard copy of the publication with a brief description of your input.
- **Other lengthy published work such as book chapters or books only:** the title section or first page, the publication details and description of your input.

CPD points can be recorded as you obtain them using the online CPD form.

Any questions regarding relevant CPD activities or how to record them can be referred to the Registration Committee.

ACTIVITY	POINTS VALUE	
	NSA Events	Other nutrition related events
Conferences, Seminars and Workshops		
Attendance at half day event	20	10
Participation in webinar	20	10
Attendance at 1 – 2 day event	30	15
Attendance at 3 – 4 day event	50	25
Presentation at conference/NSA webinar	50	50
Presentation at local meeting	30	30
Publications (using DEST)		
Book – Nutrition/health	100	
Book chapter	50	
Peer reviewed journal article	50	
Website	30	
Peer reviewed letter to the Editor	20	
Media commentary (based on level and size of input)	10	
Study / Training / Further Professional Development	10-80	
Service to Nutrition Society of Australia	20	
e.g. Elected office bearer, member of Council or Regional Group Committee, member of ASM Local Organising Committee, volunteer at ASM, etc.		

Note: This table is a guide only and does not include all possible activities that can contribute to CPD. Where a range of points is given, the Registration Committee will need to evaluate the detailed information provided concerning that activity to give a specific rating. Study/training courses will be averaged over three years whereapplicable.

What will you need to do?

Step One

Start a portfolio of your ongoing professional development activities (note this may also be very valuable to you for internal promotion within your workplace). The following is a guide to the sections that your portfolio should contain:

Section 1:	Personal details
Section 2:	Curriculum Vitae
Section 3:	Any professional certificates
Section 4:	Higher education certificates
Section 5:	Job description and person specification
Section 6:	Personal development objectives (goals)
Section 7:	Personal development plan (i.e. what you plan to do that year)
Section 8:	Evidence of continuing development
Section 9:	CPD log including reflection on how this matched your objectives

Note: for NSA Registration purposes, you do not need to include details of any primary or secondary school education

Step Two

Add to your portfolio any documents that you already have e.g. CV.

Step Three

Gather together or make a list of evidence that you know you can find that demonstrates your personal development.

Step Four

For each piece of evidence (Section 8) above write a short reflection on how this activity added to your personal development

Step Five

File the evidence (Section 8) and the reflections (Section 9) in the portfolio.

Step Six

Use the details in the portfolio every three years when completing the online form for re-registration and also when applying to transfer between categories of registration. You may need to submit the complete portfolio if your application is selected for random audit.

Presentation

The process described above assumes that registrants will create their own portfolio. However it may be the case that your employer provides a more suitable portfolio document for day-to-day use or that you prefer a different format for collecting evidence. Either of these systems is correct. What is important is that you have a collection of evidence that supports your continuing professional development and that you put that evidence together in the format needed by the NSA prior to sending it for audit.