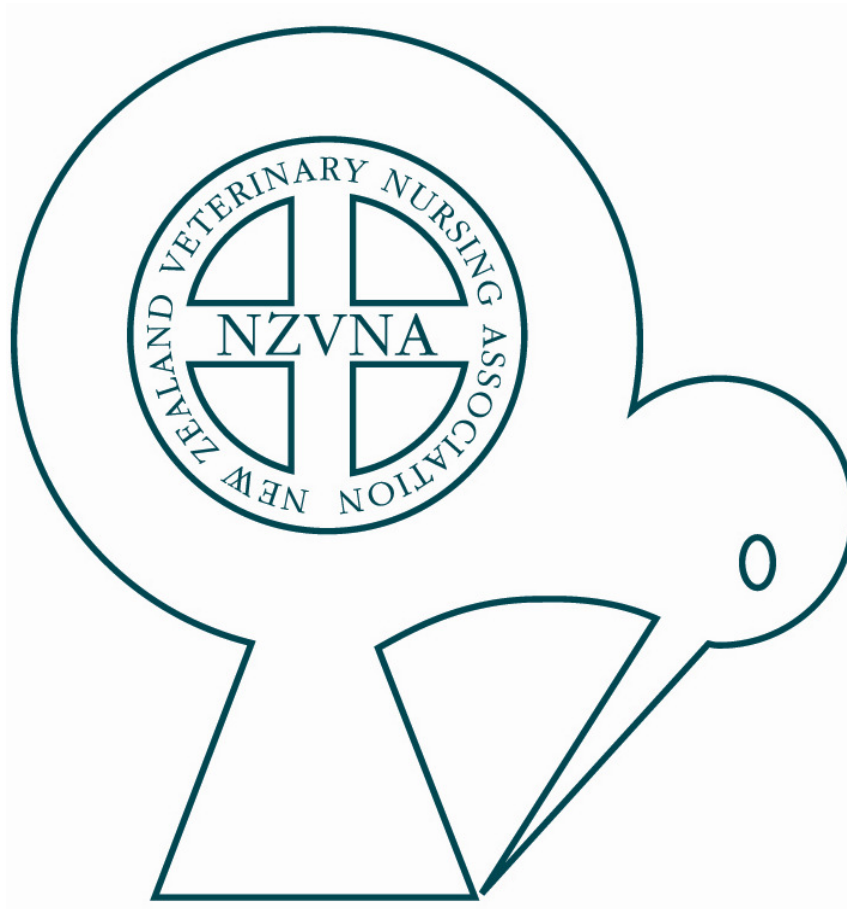


New Zealand Veterinary Nursing Association  
Continuing Professional Development  
Providers Portfolio Manual



**NZVNA**  
**PO Box 35831 Browns Bay, Auckland**  
**0800 868 773**  
**[www.nzvna.org.nz](http://www.nzvna.org.nz)**

### **NZVNA Continuing Professional Development (CPD)**

The New Zealand Veterinary Nursing Association aims to:

- Foster and promote the highest standards of veterinary nursing.
- Foster and promote the interests and status of qualified veterinary nursing staff, trainee veterinary nursing staff, and lay staff in the employment of members of the veterinary profession.
- Provide advice and assistance where feasible to those persons.

Once formally qualified, all veterinary nurses should be encouraged to maintain currency and increase their knowledge-base through continuing professional development.

The NZVNA has developed the voluntary list/register in order to put in place a sustainable plan for voluntary continuing professional development.

The CPD will present opportunities for veterinary nurses to build and enhance their knowledge and skills and will recognise those who are achieving this through badges recognising their individual qualifications, which are available at the successful completion of each year.

**The aims of NZVNA CPD are to:**

- Encourage veterinary nurses to maintain their competency through continuing professional development.
- Enable veterinary nurses to expand the scope of their role within a practice.
- Reward veterinary nurses who wish to advance their learning and skills.
- Pave the way for legal registration.

Veterinary nursing is a profession in its own right. A professional must take ownership of the expectation that they will maintain their professional currency through continuing professional development. This programme enables that motivation to be recognised by colleagues, clients and employers alike.

### **Aims of CPD Accreditation**

NZVNA CPD Accreditation exists to assure the quality and level of CPD we are offering our nurse's is relevant to the field of veterinary nursing.

### **NZVNA CPD Point Structure**

NZVNA CPD registrants are required to complete CPD over the course of a 12 month period from 1<sup>th</sup> January to 31<sup>st</sup> December in order to accrue a minimum (20) number of points to satisfy the requirements of the CPD. In order to be eligible for points, CPD must be accredited either by the NZVNA (usually by the CPD Providers Portfolio manager) or an equivalent organisation.

For a provider to have a course or event accredited as a CPD activity they must apply to the NZVNA (see Appendix I for application form).

The provider must supply sufficient information and evidence for the CPD Providers Portfolio manager to make an assessment regarding the level and quality of the material. NB In order to be eligible for CPD points, it must be at a level 5-10% higher than the national training standard.

Applications for CPD accreditation should be considered within a maximum of 15 working days.

Once a course or event has been deemed to satisfy the requirements for CPD accreditation it is eligible for 1 CPD point per hour. The activity may then be listed on the NZVNA website and the provider may use the NZVNA logo and number of CPD points on promotional and marketing material.

Providers whose CPD is accredited for points are required provide a course schedule to the NZVNA prior to the course or event and to forward a delegate list, including NZVNA member numbers, within two weeks of the course or event taking place.

### **CPD Fee Structure**

If a course or event has been deemed to satisfy the requirements for CPD, accreditation fees are:

1 - 4 hour event = \$50

4 - 8 hour event = \$100

8 + hour event = \$150

In the event that a course or event does not satisfy the requirements for CPD accreditation, no fees are charged.

CPD fees are a one off charge, providers do not need to reapply for accreditation unless the course structure or content changes.

### **CPD Equivalent Organisations**

CPD that has been accredited by an organisation equivalent to the NZVNA need not apply for accreditation. CPD points accredited by an equivalent organisation may be directly cross credited for points. Examples:

All VetEducation courses are accredited by the VNCA

ISFM Diploma in Feline Nursing is accredited by the BVNA

**CPD Accredited Activities**

Attending the NZVNA annual conference	1 point / lecture hour
Attending a regional NZVNA CPD seminar or workshop (+/- successfully completing an assessment)	1 point / lecture hour
Attending a commercial CPD event (+/- successfully completing an assessment) endorsed by the NZVNA.	1 point / lecture hour
Completing one part / level of a commercial paper endorsed by the NZVNA	5 points
Presenting a paper at the NZVNA annual conference	20 points
Writing a case report or technical article suitable and accepted for publishing in the NZNA Journal or equivalent	10 points
Writing a book review or non-technical article suitable and accepted for publishing in the NZVNA Journal or equivalent	5 points
Completing an NZVNA on-line quiz. NB a maximum of 16 points from quizzes are permitted in any one CPD year (i.e. 8 quizzes).	2 points
Participating in an on-line Vet-Scholar veterinary nursing course and completing an assessment	1 point / hour

Any other CPD opportunities as endorsed by the NZVNA. Please note: With the exception of the cases outlined below all CPD must be endorsed by the NZVNA in order to be eligible for CPD points.
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### **Communication with NZVNA Executive Committee Regarding CPD Providers**

The CPD Providers portfolio manager must complete portfolio reports prior to each Council meeting and must complete an annual report prior to the NZVNA AGM.

### **Appendix I: Application for Allocation of CPD Points**

Thank you for your interest in becoming a registered provider of continuing professional development for the New Zealand Veterinary Nursing Association. It is our goal to provide a variety of CPD offerings, a challenging and interesting learning environment, and recognition for veterinary nurses who demonstrate a commitment to maintaining their professional currency and competency and furthering their professional knowledge.

Continuing education providers can apply to have their continuing education events assessed by the NZVNA and, if successful, their activities will be recognised for CPD points.

There are processing fees associated with assessment of CPD events / activities for allocation of CPD points which cover administrative costs as well as the inclusion of the activity on the NZVNA website calendar of events and the use of the NZVNA logo.

In order for your CPD event / activity to be considered for points please complete all fields of this form as fully as you can and return it and any supporting documentation to:

[CPD@NZVNA.org.nz](mailto:CPD@NZVNA.org.nz)

We will provide verification of receipt of your application. The application process will normally take 2 – 3 weeks. At the completion of the process you will be informed of the decision. The decision of the NZVNA for awarding of CPD points is final and no correspondence will be entered in to.

Continuing Education Provider

Name of continuing education provider \_\_\_\_\_

Type of continuing education provider (please select)

- Government or accredited veterinary nursing tertiary education provider
- Commercial company
- Not for profit organisation of association
- Veterinary practice (in-house event for staff only)

Website of continuing education provider \_\_\_\_\_

Continuing Education Coordinator

Name of continuing education coordinator \_\_\_\_\_

Contact details of continuing education coordinator:

Mailing address \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

Continuing Education Event / Activity

Name of continuing education event / activity \_\_\_\_\_

Type of continuing education event / activity (please select)

- Single event (up to six hours)
- Continuous event of one day (more than six hours) or more
- Ongoing, non-continuous event

Method of delivery (please select)

- Seminar
- Conference
- Hands-on workshop or wet-lab
- Assessed online activity
- Unassessed online activity
- Other, please provide details \_\_\_\_\_

Date(s) of continuing education event / activity \_\_\_\_\_

(Please state additional dates if the event / activity runs for more than one day or has multiple screenings).

Duration of continuing education event / activity \_\_\_\_\_

(Please state the duration of the event / activity in hours not including any breaks. Please note events must be a minimum of 30 minutes to be eligible for accreditation.)

Venue(s) of continuing education event / activity)

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Will there be any commercial promotion of products or services? Yes / No

If yes please state the duration of this promotion in minutes\_\_\_\_\_

Level of the continuing education event / activity (please select)

- Recent graduate
- General practitioner
- Refresher course
- Specialist
- Other, please provide details\_\_\_\_\_

Aims / objectives of the continuing education event / activity:

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Description of content of the continuing education event / activity:

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**Please provide:**

**Course outline / syllabus** (if applicable)

**Copies of assessments**(if applicable)

Continuing Education Speaker / Tutor

Continuing education speaker / tutor name(s): \_\_\_\_\_

Continuing education speaker / tutor qualification(s): \_\_\_\_\_

I confirm (please tick and initial each statement)

- The speaker has experience in the presentation and delivery of educational material and has recognised expertise (appropriate to the level of the course) in the field.
  
- A resume will be made available if requested.

Continuing Education Recording of Delegates

I confirm (please tick and initial each statement)

- Thorough records of delegate attendance will be kept.
  
- NZVNA member numbers will be requested on registration.
  
- A delegate list, including NZVNA member numbers, will be forwarded to the NZVNA within two weeks of the event taking place.
  
- A certificate of attendance will be given to all delegates.

Continuing education event / activity marketing

I confirm (please tick and initial each statement)

- I will include the providers name and contact details on all marketing material.
- I will include course topics and speaker / tutor names on all marketing material.
- I will include the number of CPD points assigned and the NZVNA logo on all final marketing material (details will be provided when you receive confirmation your assessment has been successful).
- I will provide the NZVNA with a course schedule (including scheduled break time).

**Please provide a copy of all marketing material for the continuing education event / activity.**

Payment for Allocation of CPD Points to Continuing Education Event / Activity

Fees for NZVNA CPD are:

- 1 - 4 hour event = \$50
- 4 - 8 hour event = \$100
- 8 + hour event = \$150

I authorize the NZVNA to invoice the company listed under 'Name of Continuing Education Provider' for the following amount \_\_\_\_\_

Name \_\_\_\_\_

Authorised signature \_\_\_\_\_

For NZVNA use only

This continuing education event / activity is approved / declined and is eligible for \_\_\_\_\_ CPD points.

Name \_\_\_\_\_

Authorised signature \_\_\_\_\_

Date \_\_\_\_\_