

# AVPRC RCPD Framework 2024 onwards

## RCPD Information for Allied Veterinary Professionals

### Introduction

Reflective Continuing Professional Development (RCPD) is an important aspect of veterinary nursing - it maintains and enhances the skill and knowledge that you already have. All allied veterinary professionals registered with AVPRC must undertake CPD. This document outlines the CPD Framework. This CPD Framework is designed to be responsive to the varied roles of allied veterinary professionals in New Zealand.

Previous to 2024, CPD was based on achieving a minimum number of CPD points each year from a range of allowable activities. This new framework focuses more on the development of the individual, with a wider range of activities to support your development and interests using reflective practice.

Reflective practice uses evaluation and self-assessment to determine what you have learned in your continuing education and how it benefits your current role and/or career advancement.

Allied veterinary professionals (for the purposes of this document) are those who are currently working in the veterinary profession. This includes those working in clinical practice, education, research, industry and management roles. If you are in a role where you are not utilising your allied veterinary professional skills, you do not need to be registered or meet these requirements, however you can continue to maintain your professional registration if you wish to.

### 1. Your RCPD Plan

By planning your RCPD each year, you can ensure that you are meeting your individual development needs. This should be a living document that can be amended and changed throughout the year as plans change or new opportunities become available. It is important that your RCPD plan addresses not just your clinical or technical competencies, but also addresses your wellbeing and professional identity.

Below are some examples for each area; this is not an exhaustive list. Your RCPD plan should aim to include Professional Development (PD) for each area, as relevant to your role, however this may not be achievable for each person, each year.

- Technical skills: What you do
  - Practical skills workshops
  - Wet labs
  - Clinical teaching and supervision
  - Advanced Qualifications
- Clinical knowledge: What you know
  - Webinars
  - Conferences
  - Courses - in-person or distance-learning
  - Journal articles
    - Case Study
    - Technical Article
    - CPD and Book Reviews
- Critical reasoning: How you think
  - Research
  - Self-reflection and group discussion on cases
  - Audits and significant event analysis
  - Critical reading of journals, textbooks and veterinary journals

- Professional identity: Who you are
  - Professional qualifications
  - Postgraduate studies
  - Mentoring students and new graduates
  - Clinical coaching
  - Professional Skills CPD
  - Career Development
  - Contributing to professional organizations
  - Professional Specialization
  - Professional Standards
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- Personal wellbeing: How you feel
  - Counselling or Vitae sessions
  - Mental Health
  - First Aid course
  - Workload management
  - Physical wellbeing
  - Annual Leave

### **Key Steps for Making an RCPD Plan**

- Your RCPD plan should consist of at least 50% of clinical and technical skills.
- Through reflective practice, determine which skills and areas you would like to concentrate your professional development
- Set realistic goals for yourself
- Develop structured strategies to achieve your goal but remember that these should be flexible
- Build in communication systems with your manager and team
- Plan ways to motivate and reward yourself

Your plan can (and should) be discussed with your manager to ensure it is achievable and that your employer will appropriately support you. A realistic RCPD plan that is achieved is better than a plan that will never get completed.

You can also share your RCPD plan with your colleagues so that they can share relevant resources with you.

We provide a template for you to use, however some workplaces will already have a formal CPD process in place for staff. You can use this for registration purposes as long as it meets the requirements (shows your CPD plan, what you did, and your review of it). Our template is there to help you if you don't have a workplace option.

## **2. Completing RCPD**

What defines RCPD is broad and can cover a range of activities as long as they are relevant to your current role and help you to develop/progress. This will include formal Professional Development (PD) offerings such as conferences, webinars and workshops. It can also include collegial activities including mentoring and journal clubs. This provides flexibility to do the RCPD that works for you.

There is still the requirement for you to complete a minimum of 20 hours RCPD per year, however this is a minimum and not a target.

We encourage the completion of as much RCPD as is relevant to your role and development, however the emphasis is on quality, and not quantity.

### **3. Recording your RCPD**

We recommend the use of the provided template or similar. You must record your RCPD on an annual basis and keep this record for at least three years. For each PD activity, you need to record the activity and duration plus at least one learning outcome from the PD activity and how you plan to implement it in your workplace or role.

When evidence of attendance exists (certificate or attendance confirmation), you should record this and keep it somewhere safe. This is where using the My CPD Record on the NZVNA website (member benefit) is helpful.

Where a less formal CPD activity is undertaken on a small but frequent basis (e.g., regular collegial discussions/journal club etc), you can combine these into a single entry in your CPD record.

For self-directed learning (e.g., journal reading, online research and reading, etc), you must record the nature of the activity and the content that was reviewed (e.g., article or web page title and year published).

All accredited CPD must be accompanied by proof of attendance/completion stating the organisation delivering the CPD, the CPD activity, duration of CPD activity, date of CPD activity, and attendee's name.

### **4. Reviewing your RCPD**

To get the most from your PD, you need to review each activity as it occurs and include in your Record your learnings from the activity (as mentioned in point 3 above). You will also need to provide a summary review of your overall CPD plan, addressing any planned CPD that wasn't undertaken and whether this will move to your CPD plan for the following year.

It is expected that at the end of the year, you review your CPD plan, note any gaps that need to be addressed, and ensure these go on the CPD plan for the following year.

By reviewing and reflecting on your past learning objectives, you will better understand what you currently know and where you would like to concentrate your future professional learning effectively.

Be kind to yourself when you are reviewing your RCPD plan. You may not always complete everything on your yearly plan. Or your yearly plan may change significantly with career progression or a change in job.

**New graduates:** We encourage all new graduates to have a workplace mentor and/or clinical coach to support them through their first year of practice. Your mentor/coach should help you identify what PD might benefit you and how this PD can be achieved.

We encourage you to check in with your mentor/coach regularly to review your progress against your RCPD plan and to check on your well-being.

**Hours:**

We recommend a minimum of 40 hours in your relevant field of work as part of maintaining currency.