



Guide to Continuing Professional Development (CPD) (Adapted from UK Nutrition Society, 2007)

Welcome to the Nutrition Society of Australia Continuing Professional Development Scheme. The Society 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 & 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 Nutrition Society does this by using its powers to:

'promote the highest standards of professional competency and practice'.

The NSA voluntary register 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 a 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 that you will be able to submit to the NSA Voluntary Register of Nutritionists in order to apply for re-registration at three yearly intervals. Or if you are an Associate Nutritionist, you will have the evidence you need to be able to apply to transfer to full registration or to transfer to another category, eg from Registered Nutritionist to Registered Public Health Nutritionist.

What is required of registrants?

To be eligible for re-registration, or transfer between categories, registrants will be required to provide evidence of 100 points of CPD over each year. Categories of professional practice and examples of type of evidence that you might provide to show competence are provided in table 1.



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

Categories of Practice	Explanation	Examples of evidence
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'. <u>Shows how registrant supports profession</u>	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 and information	Contribution to knowledge or evidence base or disseminating good practice. <u>Shows how registrant advances the profession</u>	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 programmes for professional development that extend breadth or depth of expertise / competence <u>Shows planned growth and professional development</u>	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 <u>Shows how advances the profession</u>	Lecturing, teaching or training Being an examiner Being a tutor Hosting shadowing
E. Applied research	Includes research, audit and evaluation <u>Shows how advances the profession</u>	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 <u>Shows planned growth and professional development</u>	Reflection on professional development plan Mentoring or being a mentor Peer review Discussions with colleagues Coaching Analysing significant events
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.



Note: 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.

To simplify the process and give members an easy way to follow their level of CPD progress, the NSA has devised a summarised and approximate table of points for various activities (See 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 attached of that activity, eg Registration documents from a conference plus a brief outline of main talks attended, or copy of abstract if presenting a paper along with conference details etc. Where published journal articles are concerned a hard copy of the publication must be included with a brief description of your input. Other lengthy published work such as book chapters or books only require the title section or first page, the publication details and description of your input. Any questions regarding relevant CPD activities or how to record them can be referred to the Registration Committee by emailing: nsa@fconventions.com.au.



Table 2. Approximate 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 presented every three years in a comprehensively documented portfolio.

Activity	Points Value
NSA based	
Attendance at NSA conference (full conference)	40
Presentation at NSA (or other FANO) conference	60
Attendance at local NSA meetings	10
Presentation at local NSA meetings	20
Publications	
Book – Nutrition/health	70
Book chapter	40
Peer reviewed journal article	40
Abstract at local conference (other than FANO based)	30
Abstract at International conference (based on level of conference)	30-60
Media commentary (based on level and size of input)	10-30
Attendance at other related conferences or workshops	
Conference	20-40
Workshops	10-30
Study/ Training / Further Professional development	10-80

Note: This table is a guide only and does not include all possible activities that can contribute to CPD. The points given are also a guide only and where a range is given the Registration Committee will need to evaluate the evidence provided in your portfolio concerning that activity to give a specific rating. Study/training courses will be averaged over three years where applicable.



What will you need to do?

Step One

You will need to 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 (ie 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

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

Submit your portfolio for audit every three years to be re-registered and also when applying to transfer between categories of registration.

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.