



Verification Guidelines

Evidence for participation in CPD activities should include the date and name of the activity, identify you by name and specify you participated or attended. An individual piece of evidence may be used for more than one activity, e.g. confirmation of attendance at Department meetings during the year provided by HOD. Signed attendance lists should clearly identify the purpose of the meeting.

Verifiable evidence must not include identifiable patient information, and does not receipts, photos of meeting attendees or PowerPoint presentations, invitations, confirmation of upcoming presentations or intention to attend an activity, QR and Zoom codes with no identifying information.

Contact cpd@nzoa.org.nz if you need any guidance.

Mandatory Activities	Acceptable Evidence
Audit	Evidence of attendance e.g. attendance list, first page of minutes showing attendees names only or letter from HOD or peer
Registries	NZJR - minutes of meeting ACL Registry - minutes of meeting
Credentialed	Confirmation from hospital
Practice Visit Programme	PVP Reports held in NZOA records - no further evidence required
Section 1	
Clinical Care and Governance	
X ray meetings	Evidence of attendance e.g. attendance list, first page of minutes showing attendees names only or letter from HOD or peer
Grand rounds	Letter from HOD or peer, attendance list
M&M meetings	Evidence of attendance e.g. attendance list, first page of minutes showing attendees names only or letter from HOD or peer
Infection Control	Evidence of attendance e.g. first page of minutes showing attendees names only or letter from HOD or peer
Orthopaedic Dept meetings	Evidence of attendance e.g. attendance list, first page of minutes showing attendees names only or letter from HOD or peer

Key
Members must upload evidence
Members may choose to upload evidence
Evidence held in NZOA or RACS records. No further action required by members.

Clinical Governance	Evidence of attendance e.g. attendance list, first page of minutes showing attendees names only or letter from HOD or peer
Ethics Review	Evidence of attendance e.g. first page of minutes showing attendees names only or letter from HOD or peer
Competence Review	Evidence of attendance e.g. first page of minutes showing attendees names only or letter from HOD or peer
Management meetings	Evidence of attendance e.g. first page of minutes showing attendees names only or letter from HOD or peer
Other Clinical or Governance meeting	Evidence of attendance e.g. attendance list, first page of minutes showing attendees names only or letter from HOD or peer
Section 2	
Professional Development Plan	
Preparing a Professional Development Plan	Upload all pages of a signed PDP to CPD records - use updated NZOA template only
Maintenance of Knowledge and Skills	
NZOA ASM	Certificate of attendance, photo of name badge
NZOA COE	Certificate of attendance, photo of name badge
Sub specialty meetings	Certificate of attendance, photo of name badge
Other scientific meetings/courses	Certificate of attendance, photo of name badge, letter confirming attendance from meeting organisers
Personal reading and elearning	Brief report on reading/learning
Journal club	Confirmation from peer Email confirmation from peer with date(s) of meeting
Patient survey and/or multisource feedback	Summary incorporated into PDP
Visiting with another surgeon	Form signed by both surgeons Letter from hospital administration confirming visit took place Email from either surgeon following visit clearly showing names of both surgeons and visit date
Other relevant meetings for non-operative practice/post fellowship	Confirmation from peer/manager/fellowship supervisor
Peer review - non operative	Members not on ACC CAP provide peer review report to CPD Coordinator for CPD Committee's review.
	ACC CAP membership, peer review process approved. No further evidence required.

RACS/MCNZ courses	Certificate of attendance/completion
RACS/MCNZ online modules	Certificate of completion
Other courses	Certificate of attendance/completion
Online modules	Certificate of completion
Cultural competency activities	Certificate of attendance/completion
Convening a Scientific meeting	Meeting programme identifying convenor
Teaching and Examining	
Supervision of Surgical Trainees by accredited Surgical Supervisors	Confirmation from NZOA - no further evidence required
Examiner for RACS Fellowship	Confirmation from RACS - no further evidence required
General teaching of undergrads, health professionals and trainees including supervision by members who are not Surgical Supervisors and examiners for Mock Exams	Letter from HOD/meeting organiser Attendance list Letter/email from HOD confirming members involvement during year with specific dates Members in private: confirmation from HOD or peer
Research and Publications	
Presentation of paper at an approved scientific meeting	Certificate confirming presentation
Publication of an article in an approved peer reviewed journal	Abstract or evidence of publication/acceptance for publication
Acceptance of a poster at an approved scientific meeting	Abstract or evidence of acceptance of poster including meeting name and date
Publication of a textbook or chapter in a textbook	Evidence of publication/acceptance for publication
Other	Evidence to support claim

Other Orthopaedic Professional Development	
Voluntary Orthopaedic service	Letter on organisation's letterhead describing activity and timeframes
NZOA Council office holder	In member's NZOA CRM record
NZOA Committee member	In member's NZOA CRM record
Other	Letter on organisation's letterhead describing activity and timeframes