

OVERVIEW

Continuing Education and Professional Development (CEPD) is a process by which health professionals maintain, update, develop and enhance their professional skills, knowledge and attitudes. CEPD is an on-going process of formal and informal education, in-service training, learning and support activities in which health professionals take part ensure provision of quality care to meet individual and their communities' changing health needs.

In this spirit of dedication to best practice and a desire to act and serve wisely and well, this booklet is designed, issued to and used by all dietetic professionals who are registered with the Allied Health Professions Council of Zimbabwe to record CEPD activities they undertake each year.

At the end of each year practicing dietitians are expected to submit evidence of their participation in the CEPD system. If a practicing dietitian fails to submit this booklet for review at the end of the year, it will be assumed they did not take part in any CEPD and as such they will not be able to renew their practicing certificate for the following year with the Allied Health Professions Council.

Should this professional continue to fail to take part in CEPD activities for two consecutive years, they will be removed from the AHPC's register.

Practicing dietitians working in rural or remote areas will be given special consideration if they cannot attend CEPD activities. They are required to submit a statement to the Board outlining their peculiar situation and requesting dispensation

DETAILS OF DIETICIAN:

1. NAME:.....
2. AHPC REG NUMBER:.....
3. ADDRESS.....
4. CONTACT NUMBER:.....
5. EMAIL ADDRESS:.....

ACTIVITIES AND CEU'S

Level 1 Activities	
Formally arranged meetings or updates	1 point/meeting
Case study discussions	1 point/meeting
Formally organised special purpose teaching/learning ward rounds (not including routine service ward rounds)	1 point/meeting
Formally organised special purpose lectures that are not part of a business meeting	1 point/meeting
Mentoring/supervision and activities that are specific to the dietetic profession	1 point
Conferences, symposia, refresher courses, short courses without a measurable outcome, international conferences (must be approved by the DAZ CEPD if not accredited/ recognised for CEU equivalent in the country where it was held).	5 points/conference
Interest groups meeting less than six times per year.	1 point/meeting
Level 2 Activities	
Principal author of a peer reviewed publication or chapter in a book	10 points
Co-author/editor of a peer reviewed publication of chapter in a book	6 points
Review of an article/chapter in a book/journal	4 points
Principal presenter/author of a paper/poster at a congress/symposium/refresher course	5 points
Co-presenter/author of a paper/poster at a congress/symposium/refresher course	3 points
Presenters of accredited short courses	5 points
Co-presenter of accredited short courses	3 points
Interactive skills workshop with an evaluation of the outcome	3 points
Guest lecturer at an institution	3 points
Health personnel who supervisors students in clinical/technical training in collaboration with a training institution on a regular basis during the academic year (if not in the job description)	3 points/yr
External examiner for Master's/Doctoral theses	5 points
Level 3 Activities	
Postgraduate degrees, certificates and diplomas that are recognised as additional qualifications by the relevant Professional Board.	Certificate 2 points
	Diploma 3 points
Short courses with a minimum of 25 hours with additional clinical hands-on training, plus a formal assessment of the outcome.	Degree 4 points
	Post Grad Degree 5 points
	Short Courses 2 points
Activities Not Qualifying for CEU's	
Time spent in planning, organising or facilitating any activity	
Published congress proceedings	
Non-referenced letters to the Editor of journals	
Daily ward rounds	
Written assignments	
Compilation of student training manuals for internal use	
Staff and/or administrative meetings	
Tours and/or viewing of exhibits and technological demonstrations	
Membership of professional bodies, Professional Boards or associations	

DATE	DESCRIPTION OF CPD ACTIVITY: ORGANISER/INSTITUTION:	CPD LEVEL	DURATION	POINTS	SIGNATURE

DATE	DESCRIPTION OF CPD ACTIVITY: ORGANISER/INSTITUTION:	CPD LEVEL	DURATION	POINTS	SIGNATURE