

INSTRUCTION ON HOW TO USE THIS BOOK

The holder of this record book should ensure that all the continuing education hours are recorded and signed immediately after each session

1. This record book should be used for continuing education topics relevant to the field of nutrition and health only
2. The record book will be presented to ZimNA CPD committee before recommendation for renewal of the practicing certificate
3. Every nutritionist is required to accrue a minimum of 12 points from continuous education activities per year
4. It is an offense to present false information in this record book

OVERVIEW

Continuing Professional Development (CPD) is an ongoing, structured combination of learning activities through which Registered Nutritionists maintain and extend their knowledge and skills for lifelong professional competence. CPD can take many forms, from short courses to conferences, seminars and lectures.

Engaging in Continuing Professional Development ensures that both academic and practical qualifications do not become out-dated or obsolete; allowing individuals to continually ‘up skill’ or ‘re-skill’ themselves, regardless of occupation, age or educational level.

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 nutritionists who are registered with the Allied Health Professions Council of Zimbabwe to record CPD activities they undertake each year.

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

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

CPD LEVELS

Level 1 Activities	
Formal meetings and or updates	1 point/meeting
Case study discussions or journal club	1 point /meeting
Mentoring/supervision and activities that are specific to the field of nutrition	1 point /meeting
Conferences, symposia, refresher courses, short courses	1 point /day
Level 2 Activities	
Principal Author of a peer reviewed publication or book chapter	10 points
Co-author/editor of a peer reviewed publication or book chapter	6 points
Oral presentation at conference, symposium, congress	5 points
Poster presentation at conference, symposium, congress	3 points
Co presenter –oral at conference, symposium, congress	3 points
Interactive skills workshop with an evaluation outcome	3 points
Guest lecturer at an institution	3 points
Student supervision	3 points
External examiner for Master/Doctoral thesis	5 points
Review of a paper	10 points
Level 3 Activities	

Postgraduate degrees, certificates and diplomas recognized as additional qualifications by the relevant Professional Board Short courses with formal assessment	<table> <tr> <td>Certificate</td> <td>2 points</td> </tr> <tr> <td>Diploma</td> <td>3 points</td> </tr> <tr> <td>Undergrad Degree</td> <td>4 points</td> </tr> <tr> <td>Post grad Degree</td> <td>5 points</td> </tr> <tr> <td>Short course</td> <td>2 points</td> </tr> </table>	Certificate	2 points	Diploma	3 points	Undergrad Degree	4 points	Post grad Degree	5 points	Short course	2 points
Certificate	2 points										
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Short course	2 points										
Activities Not Qualifying for CPD points											
<i>Time spent in planning, organizing or facilitating any activity, published conference proceedings, non-refereed letters to editor of journals, written assignments, compilation of student training manuals/course readers for internal use, staff and or administrative meetings, tours and or viewing of exhibits and technological demonstrations</i> <i>membership of professional bodies, professions boards or Associations</i>											

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

