

## **Continuing Professional Development (CPD) Guidance for Chinese Medicine Practitioners**

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## Introduction

Continuing professional development (CPD) helps Chinese medicine (CM) practitioners keep their knowledge, skills, and professional qualities up to date. It supports ongoing growth and improvement throughout a practitioner's career.

Each CM practitioner is responsible for staying current in their knowledge and skills. Lifelong learning is a core part of being a health professional and helps ensure safe, high-quality care for the public. CPD also provides the Council with evidence that practitioners are maintaining their competence to practise CM, which is a legal requirement for recertification and for receiving an annual practising certificate (APC).

CPD encourages practitioners to reflect on their professional needs, their scope of practice, their work setting, the tangata whai ora (people seeking healthcare), and the Council's standards, policies, and competencies.

Below is the framework for the CPD cycle for recertification purposes. This is different from choosing CPD purely for personal interest, although it is hoped that your CPD will also be interesting and engaging. Recertification with a regulatory body, and the CPD required as part of this, is the Council's way of connecting with registered practitioners to ensure they are engaged, aware of their responsibilities, and committed to continual improvement.

## The CPD cycle

<b>STEP 1: PLAN</b>	At the <b>beginning</b> of each CPD cycle (practising year), CM practitioners should complete a self-assessment against the Council's competencies, standards, and policies. Reflecting on current competency, what CPD has been completed previously and how this may have influenced practice.  Practitioners should identify areas where they want, or need, to enhance or deepen skills and knowledge and look for CPD opportunities that will support development in these areas.
<b>STEP 2: DO</b>	Complete the minimum mandatory 22 hours of CPD, which must include at least 2 hours of cultural safety/cultural competency.
<b>STEP 3: REFLECT</b>	Reflect on what has helped practice or what further gaps have been identified.
<b>STEP 4: RECORD</b>	Upload your CPD activities as you go into the CPD portal in your MYCMCNZ login. These must be entered during the practising year they are completed in. <b><i>It is always recommended to complete your entries as you go.</i></b>
<b>STEP 5: DECLARE</b>	A declaration of completion of CPD requirements will form part of the recertification/annual APC application process.
<b>STEP 6: AUDITS</b>	20% of practitioners will be selected for an audit of their CPD records annually.

Let's break down these steps a little further:

## STEP 1: PLAN

Planning CPD helps practitioners think about their learning needs, professional goals, and the value of different development opportunities. Reflecting before and after CPD activities ensures they are relevant and beneficial, helping practitioners maintain and grow their practice in both current and future areas of work.

At the start of each CPD cycle (practising year), practitioners should complete a self-assessment or learning needs analysis. This means reviewing your current skills and knowledge, identifying areas for improvement, and matching those with appropriate CPD activities. To do this well, you should read the Council's documents—including competencies, standards, policies, and frameworks—and reflect on how they relate to your practice.

Feeling overwhelmed is normal. Many practitioners have told us they feel challenged by the number of practice standards and documents to review. You do not need to read or address everything at once. Part of effective planning is deciding which standards to focus on first. Start with one document that feels most relevant to your current practice, and work through it before moving on to others. You are already competent and in practice—there is no rush. CPD is about steady, meaningful growth over your career. Aim to make your CPD structured, manageable, and approachable.

### Why link CPD to Council documents?

Connecting your CPD activities to the Council's published competencies and standards ensures your learning is relevant and supports your role as a regulated health professional. It also:

- ✓ Maintains high-quality care
- ✓ Supports recertification
- ✓ Builds public trust
- ✓ Shows your commitment to safe, ethical, and culturally competent practice

These standards help the New Zealand public understand what competent care looks like. If your CPD doesn't relate to these standards—or you haven't read them—that's a serious issue. The CPD cycle is your opportunity to engage with these expectations, reflect on your practice, and grow in ways that matter.

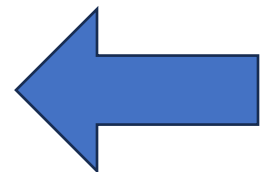
As part of your APC renewal process, you make a declaration that you are committed to upholding these standards. This is more than just ticking a box—it is your honest commitment to professional practice.

\* I have read and will comply with the Council's Standards of Clinical Competence, Standards of Cultural Safety and Cultural Competency, and Standards of Ethical Conduct in my practice of Chinese medicine.

(None) ▾

\* I am as at the date of this application participating in continuing professional development to maintain the currency of my competence to practise Chinese medicine.

(None) ▾



The Council’s Practice Standards include:

- ✓ [Standards of Clinical Competence for Chinese Medicine Practitioners](#)
- ✓ [Standards of Cultural Safety and Cultural Competency of Chinese medicine practitioners](#)
- ✓ [Standards of Ethical \(Professional\) Conduct for Chinese Medicine Practitioners](#)
- ✓ [Clinical Record Standard](#)
- ✓ [Informed Consent Standard](#)
- ✓ [Advertising Standard](#)
- ✓ [Professional Boundaries Standard](#)
- ✓ [Safe Practice Standard](#)
- ✓ [Safe Practice Guidance](#)
- ✓ [Statement on Cervical Neck Manipulations](#)
- ✓ [Guidelines for Safe Prescribing of Chinese Herbal Medicine](#)
- ✓ [Statement on the use of titles](#)

**The purpose of self-assessment** is to show that you have read the Council’s documents and identified areas where your practice, knowledge, or competence could be strengthened—ideally before selecting CPD activities, so your learning is purposeful and aligned with your professional responsibilities.

**Tip: When choosing CPD, ask yourself:**

- **Which part of the Council’s standards does this activity help me improve?**
- **How will this support my scope of practice and professional growth?**

### Feeling overwhelmed or don’t know where to start?

If you’re not sure where to begin, try breaking down one of the core Practice Standards: the [Standards of Clinical Competence for Chinese Medicine Practitioners](#)

These standards are grouped into four domains, each with specific competencies you should meet:

Domain	Focus	Example CPD Areas
1. Safe, Professional, and Ethical Practice	Legal, ethical, cultural safety, scope of practice	Te Tiriti o Waitangi, ethics, risk management
2. Communication and Collaboration	Effective, empathetic, culturally safe communication	Informed consent, clinical notes, working with whānau
3. Evidence-Informed, Reflective Practice, and Lifelong Learning	Using research, reflecting on practice, planning CPD	Research literacy, reflective writing, mentoring
4. Chinese Medicine Clinical Practice	CM-specific knowledge and skills	Diagnosis, biomedical integration, treatment planning

It can help to read through a document with a **highlighter**. Mark any statements you don't understand, want to know more about, or find especially relevant. This will help you identify your strengths and gaps. Then, choose CPD that supports your development in those areas. Doing this with a colleague can be helpful, and it can form the basis of your CPD plan for the year. There is a sample CPD plan template at the back of this document for your reference.

When reading through the Standard, ask yourself:

- Which areas do I feel confident in?
- Where do I feel unsure or underprepared?
- Have I reflected on my practice against these standards recently?

Use your self-assessment to identify areas for development. When completing a self-assessment against the CMC standards, try to include the specific part of the standard that the CPD is addressing, rather than just the standard overall.

**Examples:**

- In Domain 1, “Demonstrate and give practical effect to all five principles of Te Tiriti” (Tino rangatiratanga, Equity, Active protection, Options, and Partnership) may be unfamiliar. To address this, you could enrol in the Ngā Paerewa Te Tiriti eLearning course or the Mauri Ora: Foundations course.
- A first aid certificate relates to Domain 1: Safe, professional, and ethical practice—specifically, “Maintain currency in first aid certification relevant to safety in clinical practice.”
- A peer audit of your clinical records relates to the Clinical Records Standard: “Clinical records provide an accurate record of therapeutic events and ensure the safety of tangata whai ora.”

***This self-assessment should be done before selecting your CPD, so your choices are based on your actual learning needs, not just matched after the fact.***

## How to write this in the CPD portal:

*“In reviewing the Standards of Clinical Competence for Chinese Medicine Practitioners, I identified a gap in my understanding of how to give practical effect to the five principles of Te Tiriti o Waitangi. To address this, I enrolled in the Ngā Paerewa Te Tiriti eLearning course. This CPD activity supports my development in Domain 1: Safe, Professional, and Ethical Practice, and helps me meet the cultural safety expectations outlined by the Council.”*

Please perform a self-assessment against the Council's [Clinical and Cultural competencies and Ethical Standards](#) and specify which of the Council's Standards/competencies this activity relates to and why

• Select the competency or standard most applicable to the CPD you have undertaken

Details of the Council's standards/competencies can be accessed via the links below:

- [Standards of Clinical Competence for Chinese Medicine Practitioners](#)
- [Standards of Cultural Safety and Cultural Competency of Chinese medicine practitioners](#)
- [Standards of Ethical \(Professional\) Conduct for Chinese Medicine Practitioners](#)
- [Clinical Record Standard](#)
- [Informed Consent Standard](#)
- [Advertising Standard](#)
- [Professional Boundaries Standard](#)
- [Safe Practice Standard](#)
- [Statement on Cervical Neck Manipulations](#)
- [Guidelines for Safe Prescribing of Chinese Herbal Medicine](#)
- [Statement on the use of titles](#)

• Explain why you chose this CPD activity to improve your skills. Be sure to mention exactly which part of the selected standard you aimed to improve by doing this CPD activity (Max 3000 characters)

Required Field



One way the Council ensures your declaration is truthful is by checking that your CPD activities are linked to the CMC competencies and standards.

Choosing CPD that directly relates to your self-assessment shows you are building skills and competence to match the published Standards and Competencies. Remember, CPD is not about ticking a box—it is about showing your commitment to improving practice and patient care.

## STEP 2: DO

CPD includes a variety of activities that help you maintain and build your clinical skills, judgement, and knowledge. These activities also give you experience and keep your practice up to date.

For each CPD activity you complete, you must keep a record of:

- ✓ The name of the activity and provider
- ✓ The date and location
- ✓ The length of time spent

If you organise your own activity (for example, reviewing clinical feedback), make sure to record the details and keep a copy of your notes. There are descriptions of suitable CPD activities and the types of evidence you should keep later in this guidance document.

**The Council only accepts CPD records that are uploaded into the online portal via MYCMCNZ. This portal is a secure and central place for all your CPD records.**

When you log into MYCMCNZ, you can see how many days are left in your CPD cycle and how many hours you still need to complete.



### Current Year CPD Summary

- o **194** days left to **complete** annual CPD requirements (31 March 2026 deadline)
- o **22 Total Credits Required**
- o **19.50 Total Credits Completed**
- o **2.50** further credits required for Continuing Education
- o **0.00** further credits required for Cultural Development

CPD INTERACTIONS MY DETAILS

Add CPD

Download submitted CPD records

## Non-practising registrants, exemptions, and pro-rata requirements

If you are a CM practitioner holding a non-practising status on the public register, you are not required to participate in CPD and are not eligible for the Recertification Audit. However, if you plan to return to practice, it is recommended that you maintain some level of CPD activity during your non-practising period. While participation in the Council's recertification/CPD programme is not required for those with a non-practising status, the Council encourages all practitioners to keep their skills up to date by completing CPD.

If you intend to change your status to non-practising, inform the Council immediately. The date you change your status will be used to calculate your CPD requirements. If you do not change your status, you will be required to complete 22 hours of CPD that year.

If you return to practice after three or more years away from the profession, any CPD activities you completed during your absence will be assessed as part of your APC application.

In exceptional circumstances that limit your ability to meet CPD requirements (such as planned or parental leave), you may request an exemption from some or all CPD requirements. Make any exemption request as soon as you know you may have difficulty meeting the requirements.

For new registrants who join during an APC cycle, the 22-hour CPD requirement will be calculated on a pro-rata basis.

## STEP 3: REFLECT

Reflection helps you think about what you've learned from each CPD activity and how it has influenced your clinical practice. For every activity you complete, you should write a reflective statement that goes beyond just summarising what you did. Explain why you chose the activity, what you learned, how it relates to your scope or the CMCNZ competencies, and how it will impact your work.

Critical reflection is useful for reviewing the value of your CPD and setting ongoing goals. Reflecting on your own practice and learning helps you build awareness and insight, so you can improve patient experiences and outcomes. It also allows you to evaluate your clinical experiences and new knowledge and use what you've learned to adapt and grow professionally.

There are many ways to write a reflective statement. The important thing is to show how the learning activity has impacted your professional practice. This helps you identify areas for improvement and apply new knowledge effectively. It's not just about meeting regulatory standards—it's about showing your commitment to continuous improvement and high-quality care.

Reflection isn't just a summary of the activity. Instead, focus on whether it met your needs as a CM practitioner and what you specifically gained in relation to the selected CMC competency or standard. Ask yourself questions like:

- ✓ Did this activity meet my learning needs in relation to the CMC competency or standard?
- ✓ Was this activity beneficial to my professional development? Why?
- ✓ How will this impact my professional practice?
- ✓ What were the positive and negative aspects of this activity?

When you attend a CPD event like a conference, include details of what was covered and the time spent in each session or workshop. Break down which sessions you attended and how each relates to your self-assessment against the CMC competencies and standards. Just listing that you went to a conference for three days doesn't show what you gained from the experience.

There are many ways you can approach the writing of reflective statements. [Here is a resource that practitioners may find useful.](#)

Example of a reflective statement:

*As someone who works in mental health, I know it's important to keep developing my skills to support all groups, including men and boys. I noticed I treat far fewer males than females, so I wanted to understand how I could better reach and support this group. I attended the Goodfellow webinar "Men and boys mental health: Why it matters," which gave me valuable insights into the unique challenges faced by men and boys. The webinar helped me think about new ways to tailor my therapeutic approaches and integrate fresh strategies into my practice. I hope this will help increase access to services and improve outcomes for my male patients. By doing this CPD activity, I'm making sure my practice stays within my professional expertise and competence, and I'm meeting the standard of demonstrating the required level of knowledge and competence in my registered field. (870 Characters)*

This is where you put this in your CPD portal. There is a maximum 3000-character limit which is about three to four paragraphs, so you need to check your word and character count for it to be accepted. Keep your writing to the point and relevant;

• Complete a short reflective statement about what you learned from this activity and how you will use it in your work. (Max 3000 characters)



Required Field

## STEP 4: RECORD

After completing each CPD activity, upload your activity record into your CPD portal on MYCMCNZ. If a certificate is not issued, it is acceptable for the presenter or facilitator to provide written confirmation (such as an email) of your attendance as evidence.

A reflection can also act as evidence that you have completed the activity, but only if no other form of evidence is possible—this is often the case with some self-directed learning. However, at the end of this document there is a list of accepted evidence to help guide you.

For guidance on how to load your activities see the ['How to' Guide](#) for the CPD Portal through MyCMCNZ on the Council's website.

It is important that all required information is included in your CPD entry. More is needed than just submitting a certificate. For recertification, only 22 hours of CPD are required, but you may undertake additional CPD to further enhance your skills and knowledge.

**To ensure your CPD entries count, make sure all sections have been completed.**

## Add CPD

*The CPD period for 2024-25 (1 April 2024 to 31 March 2025) has now ended, therefore you can't submit records for that time anymore. From now on, any CPD activities you enter should be for the period 1 April 2025 to 31 March 2026.*

\*Date Completed

Required Field

\*Activity (Title of session, course, conference etc)

400 characters left

Required Field

Please perform a self-assessment against the Council's [Clinical and Cultural competencies and Ethical Standards](#) and specify which of the Council's Standards/competencies this activity relates to and why

\*Select the competency or standard most applicable to the CPD you have undertaken

(None)

Details of the Council's standards/competencies can be accessed via the links below:

- [Standards of Clinical Competence for Chinese Medicine Practitioners](#)
- [Standards of Cultural Safety and Cultural Competency of Chinese medicine practitioners](#)
- [Standards of Ethical \(Professional\) Conduct for Chinese Medicine Practitioners](#)
- [Clinical Record Standard](#)
- [Informed Consent Standard](#)
- [Advertising Standard](#)
- [Professional Boundaries Standard](#)
- [Safe Practice Standard](#)
- [Statement on Cervical Neck Manipulations](#)
- [Guidelines for Safe Prescribing of Chinese Herbal Medicine](#)
- [Statement on the use of titles](#)

\* Explain why you chose this CPD activity to improve your skills. Be sure to mention exactly which part of the selected standard you aimed to improve by doing this CPD activity (Max 3000 characters)

Required Field

\* Complete a short reflective statement about what you learned from this activity and how you will use it in your work. (Max 3000 characters)

Required Field

Which Category and/or Scope does this activity relate to?

- Cultural Safety/Competence (minimum 2 hours required) OR
- Other Scope Specific (remaining hours to total 22)

Choose only the most appropriate.

**Reflection on Cultural Safety/Competence:**

Consider what would be included in the cultural safety/competency category. Generally, CPD in this category should relate to the Standards of Cultural Safety and Cultural Competency for Chinese medicine practitioners.

**For Registrants with Multiple Scopes of Practice:**

If you have more than one scope of practice, your CPD must include content relevant to each scope, including any specialist scope. Remember, you need a total of 22 hours, with at least 2 hours in cultural safety/competence, but you can include more hours in this category.

\* Select the Category and/or Scope your CPD activity relates to

Required Field

\* Hours/Points \*only whole and 0.5 values accepted

Required Field

**Evidence of CPD activity**

Select

- Allowed file formats are: doc;docx;jpg;jpeg;pdf
- The maximum file size allowed is 4 MB

Comments for Auditor (if any)

400 characters left

Year

**Note:**

If you're not ready to submit the form, please select **"Save as Draft"** from the **Status** dropdown below. This will save your progress so you can return later to complete or edit the form.

If the form is complete and ready for submission, select **"Submit"** and click the **Submit** button to finalise it.

\* Status

## Using AI Effectively in CPD Entries

Many of you are exploring ways to use AI tools to support your CPD documentation. This checklist is designed to help you use AI appropriately, especially if English is your second language. AI can be a helpful assistant — it can tidy up grammar, help with structure, or translate ideas into clearer language. But your reflections must still come from your own experience and learning.

CPD is not just about writing something that sounds good. AI can support that process, but it can't replace it. Your voice, your insight, and your understanding of the standards are what we are looking for.

### AI Can Be Helpful For:

- Translating your own writing: You can write your reflection in your first language and use AI to help translate it into English.
- Formatting your ideas: If you've written bullet points or rough notes, AI can help turn them into full sentences or tidy up the structure.
- Summarising study notes: If you've taken detailed notes from a course or workshop, AI can help you summarise them — but only if the notes are your own.
- Checking grammar and spelling: AI can help tidy up your writing so it's easier to read and understand.

### AI Should Not Be Used For:

- Writing your entire reflection from scratch: Your CPD reflection must come from your own experience. AI should not generate content without your input.
- Creating generic or vague statements: Reflections should be specific to your learning, your practice, and the CMCNZ competencies you're working on.
- Avoiding personal engagement: CPD is about your growth as a practitioner. AI can support your writing, but it cannot replace your thinking.

Remember that your reflection should include:

- Why you chose the activity
- What you learned
- How it relates to your scope or the CMCNZ competencies
- How it will impact your practice
- What you might do differently next time

Using AI tools can be helpful — especially if English isn't your first language. But your CPD entries must still reflect your own learning and understanding. If you're unsure whether your reflection meets the standard, ask yourself:

**“Did I write this based on my own experience and learning?”**

If the answer is yes, and AI helped you express it more clearly — that's okay.

## Good AI supported CPD Reflection Example

*I attended a workshop on K-Taping techniques to support musculoskeletal recovery. I chose this activity because I've been seeing more patients with shoulder instability and wanted to explore non-invasive support options. The session helped me understand the clinical reasoning behind tape placement and how it can complement manual therapy. I've already trialled it with two patients and noticed improved proprioception and reduced pain during movement. This aligns with Domain 4 – Chinese Medicine Clinical Practice, and I plan to continue refining my technique and discussing cases with my physiotherapy colleagues.*

### **Why it's good:**

- ✓ Clearly explains why the activity was chosen.
- ✓ Describes what was learned and how it was applied.
- ✓ Links to a specific domain.
- ✓ Reflects on impact to practice.

## Bad AI generated CPD Reflection Example

*Mastering K-Taping techniques and understanding their benefits and drawbacks presents a fantastic opportunity for interprofessional synergy. The ability to apply K-Tape effectively could enhance communication and collaboration with my physiotherapist colleagues, leading to more comprehensive and integrated patient care.*

### **Why it's poor:**

- ✗ Uses generic language with no personal context.
- ✗ Doesn't explain why the activity was chosen or what was learned.
- ✗ No mention of application in practice.
- ✗ Could easily be AI-generated without practitioner input.

## STEP 5: DECLARE

Every time you apply for an annual practising certificate, you must complete a declaration stating whether you have met the recertification/CPD requirements. This declaration provides the Council and the public with assurance that Chinese medicine practitioners are meeting their recertification/CPD obligations.

As a registered CM practitioner, you are professionally responsible for meeting these requirements. It is important to complete your declaration correctly and honestly. If false or misleading information is supplied, the Council can decline to issue an annual practising certificate. Under section 172 of the Health Practitioners Competence Assurance Act 2003, it is an offence for any practitioner to make a false declaration.

At the end of the APC cycle, check that you have successfully uploaded your 22 hours of CPD directly into the online portal. Your engagement with CPD forms part of the declarations required for APC renewal and recertification.

CPD provides assurance to the public that Chinese medicine practitioners in New Zealand remain competent and safe. It is a legal requirement for recertification, ensuring practitioners stay updated and maintain high standards of care. Remember your declaration!!!

### Fitness to Practice

I, Annalee Frances Anderson, am applying to the Chinese Medicine Council of New Zealand for the renewal of my practising certificate in accordance with section 26(1) of the Health Practitioners Competence Assurance Act 2003.

\* I am as at the date of this application practising Chinese medicine

\* I have been convicted of any offence punishable by imprisonment for a term of 3 months or longer since my date of registration.

\* I have read and am currently complying with the Council's Standards of Clinical Competence, Standards of Cultural Safety and Cultural Competency, and Standards of Ethical Conduct in my practice of Chinese medicine.

\* I am as at the date of this application participating in continuing professional development to maintain the currency of my competence to practise Chinese medicine.

\* I have a current First Aid certificate at the date of this application

A current First Aid Certificate is required for the safe practise of Chinese medicine. Please upload a copy of your current certificate. If you do not have a current certificate, you will either need to attend a course and obtain a certificate or provide proof of your enrolment in an upcoming course.

\* Please upload your current certificate here:

- Allowed file formats are: doc;docx;jpg;jpeg;pdf
- The maximum file size allowed is 4 MB

## STEP 6: AUDITS

Each year, 20% of all practitioners are selected for an audit of their CPD records. Once the audit starts, the CPD portal is closed for historical entries. If you are selected for audit, you will receive an email from the Council and have 4 weeks from that date to finalise any entries before the portal locks. After this, you will not be able to enter CPD activities completed in the past.

Remember, you are required to keep records for three years. It is important that all practitioners complete their entries—not just those selected for audit—as you may be asked to provide your last three years of entries if selected in future years.

When you are selected for audit, the auditor will check:

- ✓ Each section of the online CPD entry is completed in full
- ✓ The correct category and scope have been selected
- ✓ The activity is relevant to your scopes of registration and/or safe practice of Chinese medicine
- ✓ CPD has been completed for all scopes of registration
- ✓ Sufficient hours have been completed for both scope-specific CPD (minimum 20 hours) and cultural CPD (minimum 2 hours)
- ✓ CPD is linked appropriately and specifically to the CMC competencies and standards. This demonstrates that you have read the document in full and identified areas where your practice, knowledge, or competence could be strengthened
- ✓ There is sufficient reflection on the usefulness of the CPD activity. Reflective statements should not just summarise the activity but explain if it met your needs and what you specifically gained in relation to the selected CMC competency or standard. Practitioners should complete a short reflective statement (200–500 words) considering what they learned from each activity and how they will use it in their work
- ✓ Any evidence uploaded matches the activity being claimed for, is authentic, and the claimed hours match the evidence. Some CPD providers will provide attendee lists for large events (these can also be requested if needed). Spot checks of attendance may be conducted against these lists.

## If you can't or don't meet the CPD requirements

You must provide an explanation to the Registrar, including:

- Why the requirement wasn't met
- How and when you plan to meet it

Failure to meet the CPD requirements may result in:

- Changes to your scope of practice
- Conditions being added to your scope
- In serious cases, suspension of registration

## Audit outcomes and criteria

Outcome	Definition	Required Criteria	Follow-up & Actions
<input checked="" type="checkbox"/> <b>Pass</b>	Practitioner has met all audit requirements with no concerns.	<ul style="list-style-type: none"> <li>- All CPD entries are complete and relevant to scope.</li> <li>- Evidence is clear, correctly dated, and matches logged activities.</li> <li>- No duplication or carry-forward of hours.</li> <li>- Self-assessment is complete, reflective, and demonstrates understanding.</li> <li>- No use of AI or automation unless verified.</li> <li>- No follow-up actions required.</li> </ul>	No further action required.
<input type="checkbox"/> <b>Pass with Comments</b>	Practitioner meets audit requirements, but minor issues are present that can be resolved through education or clarification.	<ul style="list-style-type: none"> <li>- Evidence may be confusing, partially duplicated, or missing minor details.</li> <li>- Self-assessment may be shallow or incomplete but shows effort.</li> <li>- AI use suspected but clarified via phone/email.</li> <li>- Additional hours may be added to current cycle.</li> <li>- Clarification received after follow-up.</li> </ul>	Those who pass with comments receive feedback for future improvement, and some may be reaudited, some may require a follow up phone interview
<input type="checkbox"/> <b>Fail</b>	Practitioner has not met audit requirements due to major or repeated issues across multiple fields/audit rounds.	<ul style="list-style-type: none"> <li>- Evidence is missing, duplicated, or irrelevant.</li> <li>- Self-assessment is absent or not reflective of practice.</li> <li>- No response to follow-up requests.</li> <li>- Repeated issues across multiple entries.</li> <li>- AI use not clarified or confirmed.</li> <li>- Practitioner did not engage with audit process.</li> </ul>	<p>Practitioners who fail an audit may be required to submit a CPD plan and could be referred to the Registrar for a competence review</p> <p>For repeat fails or serious concerns, referral to Registrar for consideration of competence review. All will be reaudited.</p>

## Types and Categories of CPD Activities

CPD for recertification falls into two categories: cultural and scope-specific. Every APC cycle, you are required to complete a minimum of 22 hours, which must include at least 2 hours of CPD on cultural competency and cultural safety. Generally, CPD in this category should directly relate to statements in the [Standards of Cultural Safety and Cultural Competency of Chinese medicine practitioners](#).

Scope-specific CPD is any other CPD that targets one of the other CMC competencies or standards and relates to your safe practice as a Chinese medicine practitioner. Each year, you need to undertake CPD that relates to all scopes of registration, including specialist registration.

When you upload your CPD in the MYCMCNZ CPD portal, there are drop-down boxes to select which category and scope each of your activities relates to.

### Cultural Safety and Competence in CPD

The Council is committed to equity of services and outcomes for vulnerable patients, communities, and minority groups in New Zealand. That's why every APC cycle requires at least 2 hours of CPD focused on cultural safety and competence.

Cultural CPD helps practitioners become more culturally aware, reflect on their own biases, and improve the care they provide. It supports respectful interactions with patients, colleagues, and other health professionals from diverse backgrounds, in line with the Council's Standards of Cultural Safety and Cultural Competency.

CM practitioners work in a culturally diverse environment and must be able to engage safely and respectfully with people from different cultures, including Māori as tangata whenua. Te Tiriti o Waitangi and its principles are central to practice in Aotearoa New Zealand.

Cultural safety means recognising and honouring the history and experiences of Māori, as well as respecting the diverse cultures of Tangata Tiriti and the wider community. It's about understanding how your own views and biases can affect decision-making and health outcomes.

Cultural competence is about recognising and respecting cultural identities and communities and meeting their needs to achieve positive health outcomes. Culture includes many factors, such as ethnicity, age, gender identity, sexual orientation, occupation, socio-economic status, migrant experience, religion, and disability.

Engaging in cultural CPD is not just about meeting a requirement—it's a continuous journey of self-reflection and learning. By committing to ongoing education in this area, you can provide more inclusive and effective care, and ensure your cultural competence continues to grow over time.

## Cultural safety and cultural competency - First Steps

As part of registration, the Council requires all registrants to provide evidence of successfully passing the four courses listed below within six months of registering. These courses have been selected to align with other RAs (Responsible Authorities) and are specific to healthcare in NZ. To complete these courses, create a login at <https://koawatealearn.co.nz/>, that way your record of learning will be saved, and you will be able to download your completion certificates.

Once you have completed the courses, please email your certificates to the Council's secretariat for recording purposes. These can be emailed to [reception@chinesemedicinecouncil.org.nz](mailto:reception@chinesemedicinecouncil.org.nz)

1. Understanding bias in healthcare (One-hour CPD)
2. Foundations in Cultural Competency (One-hour CPD)
3. Module 1 | Nga Paerewa Te Tiriti o Waitangi (One-hour CPD)
4. Module 2 | Ngā Paerewa Te Tiriti eLearning (One and a half hours CPD)

## Cultural safety and cultural competency - Next Steps

The following links are to activities which provide a large mix of learning opportunities surrounding cultural safety, cultural competency, and health equity. This list is not exhaustive and may be added to and amended. CPD points may be claimed for reading, watching, listening, engaging, and reflecting with/on any of the material in the following tables. These activities should be documented within practitioners' CPD records and reflective statements.

Organisation	Description	Link
Mauriora	Free and paid for courses in Cultural Competency, Treaty of Waitangi, Tikanga Maori, health literacy	<a href="https://mauriora.co.nz/">https://mauriora.co.nz/</a>
RNZCGP	Cultural Safety and Equity Resources	<a href="#">Cultural Safety and Equity   RNZCGP</a>
Ministry of Health	Māori Health publications	<a href="https://www.health.govt.nz/our-work/populations/maori-health/maori-health-publications">https://www.health.govt.nz/our-work/populations/maori-health/maori-health-publications</a>
HQSCNZ	Video on Māori cultural practice	<a href="https://www.youtube.com/watch?v=aat_TEq8O9k">https://www.youtube.com/watch?v=aat_TEq8O9k</a>
TEDx Ruakura	Video – Indigenous knowledge has value	<a href="https://www.youtube.com/watch?v=c-PwEnC-Rj8">https://www.youtube.com/watch?v=c-PwEnC-Rj8</a>
Culture Matters	Information and free courses in cultural competency	<a href="https://culturematters.org.nz/">https://culturematters.org.nz/</a>
Goodfellow Unit	Health and wellbeing for Māori	<a href="#">Health and wellbeing for Māori   Goodfellow Unit</a>
MOH Learn online Courses	Free courses on cultural competency, Māori health governance and understanding bias in healthcare	<a href="https://learnonline.health.nz/">https://learnonline.health.nz/</a>
LeVa	NZs national Pasifika cultural competency training programme – free	<a href="https://www.leva.co.nz/training-education/engaging-pasifika">https://www.leva.co.nz/training-education/engaging-pasifika</a>
International Journal for Equity in Health	Paper – Why cultural safety rather than cultural competency is required to achieve health equity: a literature review and recommended definition	<a href="https://equityhealthj.biomedcentral.com/articles/10.1186/s12939-019-1082-3">https://equityhealthj.biomedcentral.com/articles/10.1186/s12939-019-1082-3</a>
Te Ara	Article on the Treaty of Waitangi	<a href="https://teara.govt.nz/en/treaty-of-waitangi?source=inline">https://teara.govt.nz/en/treaty-of-waitangi?source=inline</a>
International Journal of Health Equity	Paper – Health equity in the NZ healthcare system: a national survey	<a href="https://equityhealthj.biomedcentral.com/articles/10.1186/1475-9276-10-45">https://equityhealthj.biomedcentral.com/articles/10.1186/1475-9276-10-45</a>

HQSC	Links to various health equity documents and tools	<a href="https://www.hqsc.govt.nz/our-programmes/partners-in-care/health-equity/">https://www.hqsc.govt.nz/our-programmes/partners-in-care/health-equity/</a>
Māori Health Review	A research review publication offering bimonthly updates on matters relating to Māori health.	<a href="https://www.maorihealthreview.co.nz/">https://www.maorihealthreview.co.nz/</a>
RNZCUC	Tikanga Māori Audit	<a href="https://drive.google.com/file/d/1LA5sVvr9a9-wpbb6SUzKljs3RpuhyF9i/view">https://drive.google.com/file/d/1LA5sVvr9a9-wpbb6SUzKljs3RpuhyF9i/view</a>
RNZCUC	Podcast on improving care for people with Autism in UC	<a href="https://rnzcuc.podbean.com/e/cme-interview-professor-tony-attwood-autism-awareness-in-urgent-care/">https://rnzcuc.podbean.com/e/cme-interview-professor-tony-attwood-autism-awareness-in-urgent-care/</a>
Rainbow Tick NZ	Report – Public health needs of LGBTTI communities in Aotearoa New Zealand with Policy recommendations	<a href="http://www.rainbowtick.nz/wp-content/uploads/2019/03/Affinity_Services_Rainbow_Health_Report.pdf">http://www.rainbowtick.nz/wp-content/uploads/2019/03/Affinity_Services_Rainbow_Health_Report.pdf</a>
NZSL week	Let's talk – Medical situations. 25 signs to learn for medical situations	<a href="https://nzslweek.org.nz/lets-talk-medical-situations/?fbclid=IwAR0YrJxg2tN3yRFX1nAKYmQatyE4iAzVf5-4ljwSwNdv4036j9sZ60j1o1o">https://nzslweek.org.nz/lets-talk-medical-situations/?fbclid=IwAR0YrJxg2tN3yRFX1nAKYmQatyE4iAzVf5-4ljwSwNdv4036j9sZ60j1o1o</a>
eCALD (Culturally and Linguistically Diverse)	Provides a comprehensive and quality range of face-to-face and online courses, as well as resources to address CALD cultural competencies within the NZ health context.	<a href="https://www.ecald.com/">https://www.ecald.com/</a> <a href="#">Free eCALD cultural competency courses   Te Tāhū Hauora Health Quality &amp; Safety Commission</a>
HQSC	Learning and education modules on understanding bias in healthcare	<a href="https://www.hqsc.govt.nz/our-programmes/patient-safety-day/publications-and-resources/publication/3866?">https://www.hqsc.govt.nz/our-programmes/patient-safety-day/publications-and-resources/publication/3866?</a>
Te Wānanga o Aotearoa	Māori and indigenous development online programmes	<a href="https://www.twoa.ac.nz/nga-akoranga-our-programmes/maori-and-indigenous-development">https://www.twoa.ac.nz/nga-akoranga-our-programmes/maori-and-indigenous-development</a>

There is also lots of information, including CPD options, on the following websites (please note that this is not an exclusive list and will be added to regularly. If you have resources or courses, you would like to see added please email [reception@chinesemedicinecouncil.org.nz](mailto:reception@chinesemedicinecouncil.org.nz));

- [Cultural competency and cultural safety for healthcare providers | Healthify](#)
- [Te Tiriti Ināiane | Te Tiriti Now | Tātai Aho Rau Core Education](#)
- [Free eCALD cultural competency courses | Te Tāhū Hauora Health Quality & Safety Commission](#)
- [Workforce Data - Rainbow - Te Kawa Mataaho Public Service Commission](#)
- [HOME | The Manalagi Project](#)
- [Ageing well for Rainbow communities and their carers | Health Research Council of New Zealand](#)
- [Rainbow health in Aotearoa New Zealand – finally getting the attention it deserves?](#)
- [Te Pae Tata Interim New Zealand Health Plan 2022 – Health New Zealand | Te Whatu Ora](#)

### Scope Specific CPD and Clinical Competence

CM practitioners must comply with the Council's Standards of Clinical Competence, including relevant New Zealand legislation. These competencies describe the minimum level of professional capability required for both initial and ongoing practice. Practising below this level may pose a risk to the public, so many practitioners aim to maintain or exceed this standard.

#### Examples of appropriate CPD for clinical competence include:

- **The Office of the Privacy Commissioner:**
  - Health ABC: Introduction to protecting health information under the Health Information Privacy Code
- **The Office of the Health and Disability Commissioner:**
  - Module 1: How the Code of Rights improves health and disability services
  - Module 2: What you need to know about informed consent
  - Module 3: Complaints management and early resolution

### First Aid Course Requirements

Maintaining current first aid certification is part of clinical competence. First aid courses and recertification through approved providers count towards your CPD hours. Practitioners should complete courses with both New Zealand Qualifications Authority unit standards:

- 6401/26552 Provide First Aid
- 6402/26551 Provide Resuscitation

First aid certificates are valid for two years, after which a refresher course is required. Approved providers include:

- St John: First Aid Level 1

- New Zealand Red Cross: Comprehensive First Aid
- Meditrain Ltd: Workplace First Aid

## Peer activities

The Council recognises that many CM practitioners tend to practise independently, which can lead to professional isolation—a potential risk for public safety. To help offset this, the Council recommends that practitioners build collaborative relationships and engage in peer activities as part of their recertification programme. These activities can be within the CM profession or with the wider healthcare workforce.

The Council strongly supports the development of collaborative practice and professional networks to ensure quality care for clients and to minimise practitioner isolation. Sharing clinical experiences and discussing professional issues with colleagues provides valuable learning opportunities and collegial support.

- Peer activities can take many forms, such as:
  - Direct observation of consultations (with informed consent)
  - Teleconferences or videoconferences
  - Topic discussions
  - Peer education groups
  - Conferences
  - Performance reviews

All peer review activities should be recorded with a summary of the activity and a reflection on the learning gained, using Council templates or another suitable format for audit purposes.

[This document outlines some key concepts to be considered when undertaking peer review activities.](#)

## Self-directed learning

Self-directed learning can count towards your CPD if you keep records of:

- ✓ The learning need identified (based on your self-assessment)
- ✓ A learning plan
- ✓ Your participation in the activity
- ✓ The outcome and reflection on its value for your practice
- ✓ References to articles or sources you reviewed

Take a look at the appendices for examples of what is accepted and what evidence is suitable.

## Skill Maintenance and Development

This includes maintaining or developing the skills needed to practise CM safely and professionally. Activities can range from formal courses and workshops to informal work-based learning or self-directed study. All activities must meet Council audit requirements and be properly evidenced.

## Research literacy

Research literacy helps you engage with evidence-informed practice, make better clinical decisions, and communicate effectively with patients and colleagues. Improving research literacy can include

postgraduate study, journal clubs, attending research-informed events, or publishing work. Keep records of your participation, outcomes, and references to sources.

### Business development and enhancement

Business development activities can count towards CPD if they are linked to Council standards and support ethical, successful practice. Activities must be outcome-focused, meet your learning needs, and be suitable for audit.

# Appendix 1 - Examples of Self-Directed Learning and Accepted Evidence

## **Reading and reviewing professional literature**

- ✓ Reading notes or summaries
- ✓ Annotated articles or highlighted sections
- ✓ Reflection on key learnings

## **Completing online courses or webinars**

- ✓ Certificate of completion or attendance
- ✓ Screenshot of course completion
- ✓ Notes taken during the course/webinar

## **Doing self-directed research**

- ✓ Research logs or literature review notes
- ✓ List of resources reviewed
- ✓ Summary of findings

## **Writing reflections on challenging cases or new learning**

- ✓ Reflective writing or journal entries
- ✓ Case review notes
- ✓ Summary of lessons learned

## **Conducting a practice audit or quality improvement project**

- ✓ Audit records or reports
- ✓ Documentation of changes made
- ✓ Summary of outcomes

## **Participating in peer discussion or group study**

- ✓ Peer discussion or group study notes
- ✓ Attendance record (if available)
- ✓ Summary of discussion points

## **Developing educational materials**

- ✓ Copies of handouts, diagrams, or presentations created
- ✓ Drafts or final versions of educational resources
- ✓ Feedback received on materials

### **Completing quizzes or self-tests**

- ✓ Quiz or self-test results
- ✓ Certificates (if provided)
- ✓ Reflection on quiz outcomes

### **Learning through mentoring (as mentor or mentee)**

- ✓ Mentoring session notes
- ✓ Feedback from mentor/mentee
- ✓ Summary of learning from mentoring

### **Reviewing regulatory or Council documents**

- ✓ Summary of Council or regulatory document reviewed
- ✓ Notes on key points or changes
- ✓ Reflection on how the document impacts practice

### **Other activities**

- ✓ Any relevant documentation that demonstrates participation and learning (please specify)

#### **Tip:**

***For each activity, always include a short reflection on what you learned and how it applies to your practice.***

## Appendix 2 - Template for CPD SELF-STUDY FORM

### Practitioner Details

Practitioner Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### Activity Overview

Title of Activity: \_\_\_\_\_

Total Time Claimed: \_\_\_\_\_ hours

Learning Goal / Gap Addressed: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Briefly describe what you wanted to learn or improve.

### Study Activity Log

Date	Activity Description	Duration (hrs)	Resources Used

### Supporting Evidence

Attach or describe relevant documentation:

### Declaration

I confirm this CPD activity was undertaken in alignment with the Chinese Medicine Council of New Zealand's CPD guidance, and the hours claimed reflect genuine learning.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3 - CPD Planning Template for Recertification

Practice Standard Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Domain/Competency Statement			
What are my knowledge gaps?	Brainstorm of CPD ideas	Web search of available options	Comments and plans for completion
Which statements/domains do I need or want to know more about?	Course, peer meeting, practice audit, research, literature reviews, self-study, clinical audits, etc.	What's out there already that might be a good match?	Which one will work and why?
Selected option	Completion date + evidence needed for audit	Reflections (To be added afterwards)	
Narrow it down to one that suits you in terms of content, timing and cost.	Lock it in and make sure you can have a record that would pass audit.	Did this meet my learning needs? How will this impact my practice?  What changes have I made because of this? What did I gain in relation to the competency?  Any next steps or further gaps?	