

PMAANZ CPD POINTS PATHWAY



All members must keep a record of their own CPD points. You can do this by logging onto PMAANZ website as a member, and from here you can upload all documents, certificates or other documentation that you feel relevant. You can also keep a hard copy of your Personal Education Record.

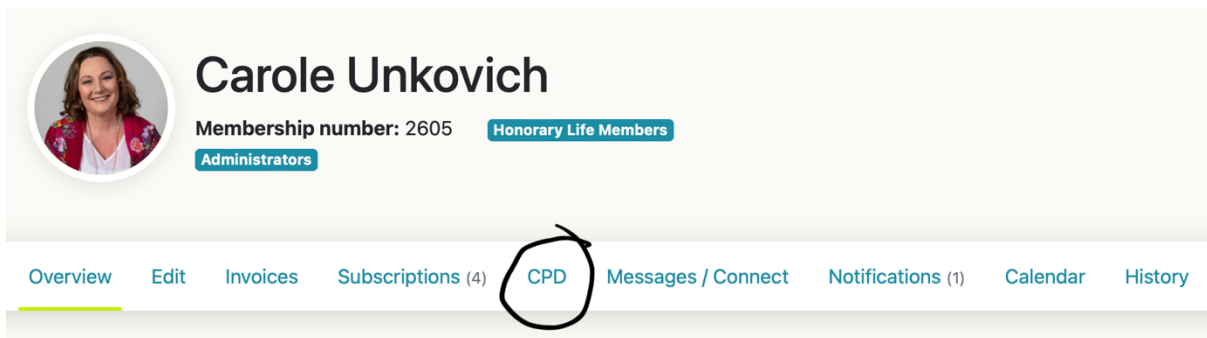
All entries will be moderated by PMAANZ Executive “Communications” portfolio holder.

Add a new entry by selecting the blue box and complete the details. Upload your certificate/file and submit.

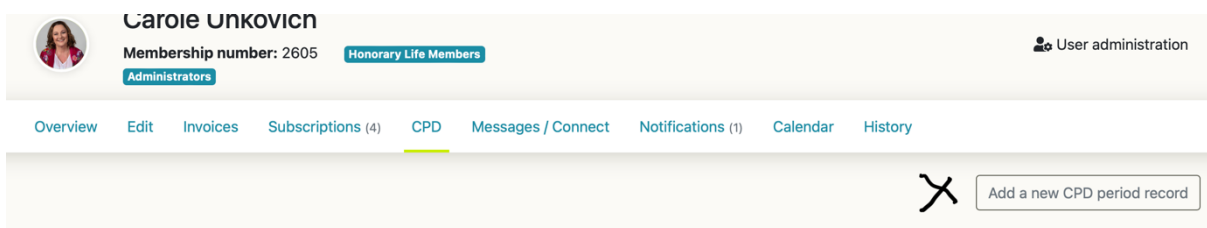
The system will automatically calculate your CPD hours using the data you provide.

Once logged in, head to the drop-down box where your name is shown and select My Profile. From here select the CPD tab on the right-hand side.

Once you are in your profile. Click on the CPD tab as circled in the screen shot below.



Click on “Add a new CPD period record”. You will only need to do this annually.



Create a CPD period – as mentioned above, this will only need to be done at the beginning of each year.

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Add new ✕

CPD for period ending:

31/12/2023

Please enter date in DD/MM/YYYY format

Close
Create CPD

Once you have created the period. Next step is to click on “Add a new entry to this CPD” and upload your documents or evidence of CPD.

Overview
Edit
Invoices
Subscriptions (4)
CPD
Messages / Connect
Notifications (1)
Calendar
History

📅 **CPD for period ending Dec 31, 2023**

Points accrued this period: 0

Download as CSV
Delete CPD period ✕

Carole Unkovich's CPD for the period ending Dec 31, 2023

Add a new entry to this CPD

There are no entries for this CPD period yet.

Add a new CPD period record

Table 1: FORMAL QUALIFICATIONS

Note: Points for qualifications are awarded only once a year of completion

| FORMAL QUALIFICATION: | Points: PMAANZ | Examples |
|-----------------------|------------------------|---------------------------------|
| Bachelor | 500 | Discuss with moderator |
| Diploma | 300 | Health, law, management etc. |
| Postgraduate | 200 | Any |
| Masters | 600 | Any |
| NZQA –> Level 5 | 200 | Health, HR, law, financial etc. |
| Other | Discuss with moderator | Discuss with moderator |

EDUCATION:

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| | | |
|----------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------|
| e-Learning webinars/modules | 5 points – PER HOUR | |
| Branch Meetings - PMAANZ | 5 points – PER HOUR | |
| PHO – Education sessions | 5 points – PER HOUR | |
| Health & Management Papers (external from PMAANZ/PHO) | 5 Points – PER HOUR | |
| Courses – CPR/HSAW/Te Tiriti, Cultural Competency, Bias. | 5 Points – PER HOUR | |
| Conference – PMAANZ | 30 points per day 100 for full conference. | |
| UNE Papers | Dip 300 per paper cert 150 per paper | |
| KASF Silver | 70 | |
| KASF Bronze | 30 | |
| OTHER: | On application | |
| ACTIVITIES: | | |
| Delivery of Education as Presenter | 7 points per hour (35 per day) | |
| Publication of an Article | On advice (max 50 points) | Attach article |
| Professional Paper | 150 Points | |
| Subscription to professional journal | 10 Points per year | Review an article and make a reflection and attach document |
| Review article | 5 points per article | Write reflection in notes on CPD website portal |
| PMAANZ REPRESENTATION: | | |
| Executive Committee | 50 points per year | |
| Chair - Executive | 50 Points per year | |
| Chair - Branch | 30 Points per year | |

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|------------------------------------|---------------------------------------|--|
| Branch Committee member > 6 months | 15 points per year | |
| Article for PMAANZ Newsletter | On advice (no greater than 20 points) | |
| Volunteer activity | 5 points | |
| Member 3 years or more | 10 points annually | |

| | | | |
|---------------------------|------------|-----|---------------------------------------------------------------------------|
| Cornerstone Accreditation | Foundation | 120 | If you have been the main lead and co-ordinator and uploaded smart sheet. |
| | Equity | 50 | |
| | CQI | 50 | |

TABLE TWO: MEMBERSHIP CPD REQUIREMENTS

| MEMBER: | |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PMAANZ full member Practice Manager/assistant/medical receptionist/Allied Health | 100 CPD points per triennium: (25 points must be from PMAANZ Education) There is no mandatory requirement for Members, but we recommend all members attain a minimum of 100 CPD points each triennium to remain current with professional practice. |

The following CPD points must be attained each triennium to maintain your status at these levels with entitlement to use post-nominal's.

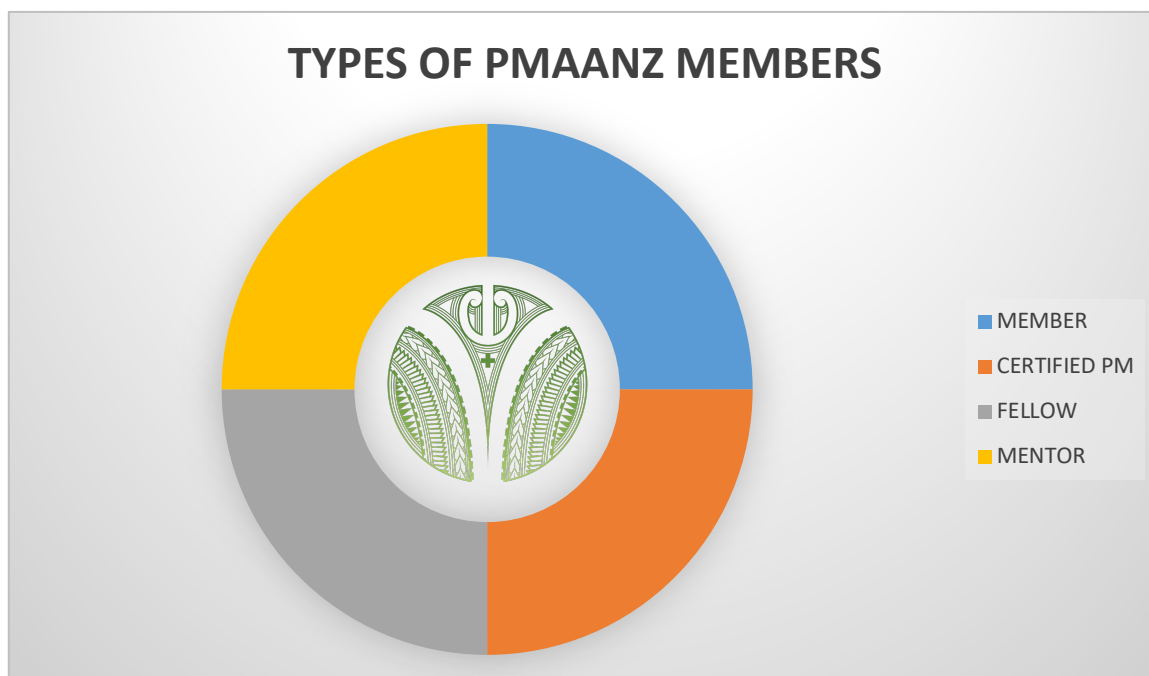
NOTE: Points will be appointed pro-rata during each triennium period.

| | |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------|
| Certified Practice Manager | 200 CPD points per triennium: A Certified Practice Manager must maintain 200 CPD points every 3 years. |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------|

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| | |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Certified Practice Managers who fail to maintain the prescribed level of CPD will no longer be eligible to hold CPM status.</p> |
| <p>Fellow</p> | <p>300 CPD points per triennium:</p> <p>A Fellow must maintain 300 CPD points every 3 years.</p> <p>Fellows who fail to maintain the prescribed level of CPD will no longer be eligible to hold Fellowship status.</p> |
| <p>Mentor:</p> | <p>200 CPD points per triennium.</p> <p>A mentor must maintain 200 points every three years.</p> <p>Evidence can include RNZCGP assessor, mentor and mentee through PMAANZ, informal arrangements written evidence.</p> |



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PMAANZ MODERATION PROCESS – CPD POINTS

The moderator for PMAANZ sits under the Communications Portfolio and Education Portfolio.

Moderation: is a process for checking and reviewing the quality and context of the educational material and evidence uploaded to the website, CPD points program for PMAANZ.

PMAANZ Moderators will have appropriate knowledge, carry out moderation regularly, and be professional.

PMAANZ Moderators will seek the advice of the Executive if required.

PMAANZ Moderators will use the CPD Points system to assess accordingly and approve the points via the website portal.

PMAANZ Moderators will communicate to the members if more evidence is required or any other feedback, that is appropriate.

Process:

Full members of PMAANZ will have access to upload evidence of CME education, participation and allocate to the correct category for moderation by the PMAANZ moderator.

Access this by clicking on your profile on the website (photo top right corner) click view profile.

Select CPD in the ribbon, ADD a new CPD period record, END of calendar year, click create CPD, then click onto the CPD for period ending YEAR box, click add a new entry, and load title, select category, date completed, provider and points earned, write any comments for the moderator, click add entry.

Once you have completed adding the CPD information and evidence, an email will be sent to the PMAANZ moderator who will authorise the entry or communicate with the member if any more evidence required.

CPD Points allocation table is available on the website under ([Education](#)).

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