

Physio Academy

Annual Professional Development Plan (PDP)

A Professional Development Plan forms part of the Recertification Audit requirements for Physiotherapists in New Zealand. Physiotherapists in New Zealand are required to complete this document each year for recertification audit purposes.

You should continually review and update this document throughout the year. At the beginning of each year, you will need to discuss this with your peer and ask them to sign the document. You may choose to begin your plan at the beginning of the calendar year (1 January) or the beginning of the practicing year (1 April) each year.

You will need to complete 100 hours of CPD over a three-year period. It is possible that not all of your CPD hours will be recorded in this PDP, as you might complete CPD that is not directly related to a learning need that you have identified below. You should, however, record all your CPD activities and hours as you go along using, for example, an online logging tool.

Other recertification audit requirements include three reflective statements and a peer review. Find out more about the New Zealand Physiotherapy Board Recertification Audit requirements here.

Peer Contact Information

At the beginning of each year, you will need to discuss this plan with a peer and ask them to sign the document. The peer must be a health professional, and can be your professional supervisor, mentor, learning facilitator or colleague.

Name _____

Phone Number _____

Email _____

Date [initial planning discussion] _____

Learning Plans

This section should be completed in the planning stages.

WHAT are your learning needs and why?	HOW do you plan to do the learning (e.g., courses, meetings, workshops, readings, conference)	Proposed timeframe for learning activity	Date of peer discussion
EXAMPLE			
I need to upskill/update myself in knee assessments, in particular ACL injuries as I am starting to work with a netball team this year and I know ACLs are a relatively common injury.	Formal course - 'all you ever need to know about knee injuries'; Shadowing colleague who works in netball; Prepping and presenting an in-service for the clinic; Listening to podcasts about knee injuries in netball.	6 months	13/01/2021

Learning Outcomes

This section should be completed while you are completing your learning needs.

What do you LEARN from this exposure? (mode of learning), - hands on in-services? I.e. I learnt therefore I applied	How have you used or how will you USE this in your practice as a physiotherapist?	Hours completed (100 hours required in the 3-year period)
EXAMPLE		
I learned a lot on the course which I was able to immediately use in the clinic especially in assessment of potential ACL injuries. In particular listening more closely to the mechanism of injury and other subjective findings as well as my findings during the objective examination. Following the course and shadowing my colleague I then got her to assess my hand placement when assessing the knee. She showed me some techniques which improved my ability to feel what was happening.	I have already started using these new assessment skills in clinic and am now more confident in diagnosing or ruling out ACL injuries in athletes. I am now starting to use these tests more frequently. As part of my next PDP, I will look to set goals around learning more about the prevention and management of ACL injuries.	19

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Total hours:						

Note: You should keep your logbook and evidence, as evidence of hours and learnings may be requested. Please see the Recertification Guidelines for examples of appropriate evidence.