**Log Book for Continuing Education Points**

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| Name:  | Membership Number:  |
| Associate Member / Registered Hand Therapist *(please circle)* |
| Start Date:  | Expiry Date:  |

This log book is due by the 31st December of the year that the log book expires. This log book should be filled out and uploaded onto the website with your annual membership renewal. If you have any issues with this process please email the Hand Therapy New Zealand (HTNZ) administrator at [admin@handtherapy.org.nz](file:///C%3A%5CUsers%5CMiranda%5CDownloads%5Cadmin%40handtherapy.org.nz)

**Schedule for HTNZ Continuing Education**

Your continuing education as a HTNZ Registered or Associate Hand Therapist should demonstrate ongoing development of **Hand Therapy-specific** professional, ethical, and clinical competency that is responsive to the bicultural and culturally diverse context of Aotearoa New Zealand. The expectation with this schedule of points is that therapists demonstrate professional development activities from a minimum of three sections.

Activities completed to fulfil goals set as part of Occupational Therapy or Physiotherapy board recertification relevant to hand therapy can be claimed under the relevant sections below. For activities not covered by the categories below, approval of hours will be decided on a case-by-case basis. Submit an outline of the content and a reflective statement showing evidence supporting the relevance to hand therapy practice to the HTNZ Administrator for consideration by the Education Committee.

If the course you are claiming points for is not specific to Hand Therapy but is applicable to Hand Therapy practice, you may claim 30% of the stated points in that category. Submit an outline of the content and a reflective statement showing evidence supporting the relevance to hand therapy practice to the HTNZ Administrator for consideration by the Education Committee. A maximum of 30% of the total points collected over a 2-year period may be claimed on this basis.

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| **Category** | **Points Allocated** |
| **A Courses and Conferences** |  |
| **A1** Certified Hand Therapist (CHT) exam pass  | 60 points |
| **A2** AUT University Hand and Upper Limb Therapy (RHAB806)  | 45 points |
| **A3** Postgraduate paper related to Hand Therapy | 15 points |
| **A4** Completion of Master's thesis or dissertation related to Hand Therapy | 60 points |
| **A5** Completion of Doctoral thesis related to Hand Therapy | 60 points |
| **A6** Annual HTNZ Conference - attending | 10 pts per day OR 5 points per half day |
| **A7** Overseas HT Conference - attending | 10 pts per day OR 5 points per half day |
| **A8** Courses/workshops recognized by HTNZ, e.g. splinting course, HTNZ workshop - attending | 10 pts per day OR 5 points per half day |
| **A9** Online courses with an assessed component  | 5 points per 4-hour module |
| **B Publication, writing, research** |  |
| **B1** International journal (principal author) | 30 points |
| **B2** International journal (subsequent author) | 15 points |
| **B3** NZ journal (principal author) | 20 points |
| **B4** NZ journal (subsequent author) | 10 points |
| **B5** Fingerprints (article review/discussions/case presentations) | 5 points |
| **B6** Submission to government or other agency on Hand Therapy topic | 10 points |
| **B7** Undertake a research project, clinical audit, focused enquiry or quality initiative | 15 points |
| **B8** Written case study submitted to HTNZ | 15 points |
| **B9** Hand Therapy journal editorial board member | 10 points per year |
| **B10** Hand Therapy-specific manuscript review completed (for journal submission) | 5 points (max 20 pts) |
| **B11** Supervision of undergraduate hand therapy-specific research project | 5 points (max 20 pts) |
| **B12** Supervision of postgraduate hand therapy-specific dissertation or thesis (annual) | 10 points (max 20 pts) |
| **B13** Marking of postgraduate hand therapy-specific dissertation or thesis | 10 points (max 20 pts) |
| **C Work Based** |  |
| **C1** Attending staff in-service  | 1 point (max 20 pts) |
| **C2** Peer review/reviewer (including observed practice)  | 5 points (max 20 pts) |
| **C3** Supervision of undergraduate student (per 5 full-time days)  | 2 points (max 24 pts) |
| **C4** Project evaluating or optimising Hand Therapy provision for Māori  | 10 points (max 30 pts) |
| **C5** Evidence-based review of treatment protocol or guideline | 10 points (max 30 pts) |
| **C6** Development of a patient information resource  | 5 points (max 20 pts) |
| **D Teaching and presenting** |  |
| **D1** Branch/SIG Meeting presentation | 10 points |
| **D2** Undergraduate teaching (per hour)  | 5 points (max 20 points) |
| **D3** Post graduate course e.g. HAULT (per hour)  | 10 points (max 30 points) |
| **D4** Conference HTNZ/PNZ/OTNZ invited speaker (per hour)  | 40 points |
| **D5** Hand Therapy clinical workshop (per hour)  | 10 points (max 40 points) |
| **D6** Overseas conference (per hour)  | 40 points |
| **D7** Other relevant conference (per hour)  | 20 points |
| **D8** Staff in-service presentation (per hour) | 5 points |
| **D9** Teaching or presenting for other health professional groups, e.g. GP, nurses (per hour)  | 5 points |
| **D10** Poster presentation at conference  | 10 points |
| **D11** Free paper presentation at conference  | 10 points |
| **D12** Presentation e.g. @ ‘Clinical Pearls’ pre-conference  | 5 points |
| **D13** Lead or present a cultural learning / development activity specific to hand therapy | 5 points |
| **E Professional Activity** |  |
| **E1** Supervision of associate for ACC Hand Contract (per person per year)  | 10 points (max 20 points) |
| **E2** Professional hand therapy supervision session as supervisee  | 1 point (max 10 points) |
| **E3** Professional hand therapy supervision session as supervisor  | 1 point (max 10 points) |
| **E4** Organize courses/conferences/workshops  | 5 points |
| **E5** HTNZ Executive  | 10 points per year |
| **E6** HTNZ Sub-committee  | 5 points per year |
| **E7** HTNZ Representative e.g. Regional/OT/PNZ, Librarian, Fingerprints Editor, Web master  | 3 points per year |
| **E8** Hand Therapy Case study marker  | 10 points per case |
| **E9** Guest assessor for AUT HAULT paper (per hour)  | 2 points |
| **E10** Representing HTNZ e.g. GP conference, assistant at Hand Therapy workshop e.g. splinting (per half day)  | 3 points |
| **E11** Attending HTNZ SIG meeting/Journal Club  | 1 point per hour (max 10 points) |
| **E12** Cultural supervision session as supervisee | 1 point (max 10 points) |
| **E13** Cultural supervision session as supervisor | 1 point (max 10 points) |
| **F Self-directed learning** |  |
| **F1** Critical reading (per article)  | 1 point (max 10 points) |
| **F2** Journal article quiz  | 1 point (max 6 points) |
| **F3** Viewing HT recorded presentation/Webinar  | 1 point (max 12 points) |
| **F4** Reflective statement (cultural / professional / clinical) | 2 points (max 10 points) |
| **G Other activities relevant to Hand Therapy** |  |
| **G1** E.g. activities undertaken for OT board competencies, PNZ board recertification, or work PDP requirements.  | Describe below and submit as above |

When filling out this logbook use the columns as follows:

**Activity**

Describe the continuing education undertaken. Provide sufficient information so an auditor can confirm that the activity matches the category.

**Categories**

Note which category the activity fits into.

For category G1, other activities relevant to hand therapy; please submit an outline of the activity and a reflective statement showing the relevance to hand therapy practice to the HTNZ administrator for consideration by the Education Committee. Submit to admin@handtherapy.org.nz

**Points**

Use the schedule to allocate yourself the appropriate number of points. These need to amount to 45 points for Associate members, 80 points for Registered members.

If you are having difficulty achieving your necessary points, please contact HTNZ Admin and the Education Committee will be in touch to discuss further opportunities and options for you to accumulate points.

**Date & Hours**

Record exact date & hours as this may affect the points.

**Evidence**

You do not need to attach your evidence to your log book.

**Auditing**

10% of log books will be audited annually. Those randomly selected for audit will be contacted in January by our administrator. You will then need to supply evidence of the professional development activities in your log book. Evidence may include a copy of a certificate, a brief reflective statement, or your physiolog app report.

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| **Activity** | **Category** | **Points** | **Date & Hours** |
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| **TOTAL POINTS** |  |  |  |