



HAND THERAPY NEW ZEALAND

Ringaromi Aotearoa

Log Book for Continuing Education Points

Your 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

Note: Points Structure

If an Associate joins between January and September then the 2 years to accrue points are the calendar year they join and the following calendar year. If an Associate joins between October and December, then the 2 years to accrue points will be the following 2 calendar years.

Schedule for HTNZ Continuing Education

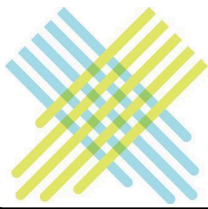
Your continuing education as a HTNZ Registered or Associate Hand Therapist should demonstrate ongoing development of Hand Therapy-specific professional, ethical, and clinical competency that is responsive to the bicultural and culturally diverse context of Aotearoa New Zealand. The expectation with this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

Activities completed to fulfill 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.

Log Book for Continuing Education Points

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 (max 20 points)
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 handtherapy 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)
C7 Clinical notes audit (3 sets of notes per audit)	1 points (max 6 pts)



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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 6 points)
F2 Journal article quiz	1 point (max 6 points)
F3 Viewing HT recorded presentation/Webinar	1 point (max 6 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

Instructions:

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

- 5% 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.

