



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)
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



HAND THERAPY NEW ZEALAND

Ringaromi Aotearoa

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

Activity	Category	Points	Date & Hours
TOTAL POINTS			

OFFICE USE ONLY		
<input type="checkbox"/> Number of Points	<input type="checkbox"/> Entered in Database	
<input type="checkbox"/> Evidence given if applicable	<input type="checkbox"/> Exec approval if applicable	