Continuing Professional Development
Points Allocation

As a professional, there is an ongoing commitment to maintain and enhance professional skills and knowledge.

CPD is expected of registered veterinarians in all States and Territories in Australia. All jurisdictions have agreed, through the Australasian Veterinary Boards Council (AVBC) and the Australian Veterinary Association (AVA), that the **minimum** is 60 points over a rolling three year cycle.

The *Veterinary Practice Act 2003* requires NSW registered veterinarians submit an Annual Return. In the Annual Return **points** regarding CPD must be supplied to the Board.

The following pages provide a guide to the National Points System.
The CPD requirement is based on a minimum of **60 points over three consecutive years**, of which, **at least 15 points must be structured** points. The remaining 45 points may be unstructured points or more structured points.

This diary can be used to assist in recording your activity and corresponding points scoring.

The points system is the same as the AVA and you may prefer to use their recording system. **The AVA does NOT forward points onto the Board on your behalf**.

Only the **points gained during the 12 month return period (1 April to 31 March)** are to be recorded in the **Annual Return**. Activity validation needs to be kept by the practitioner for possible future reference. Do **not** return the CPD Diary or validation documentation.

For further information regarding the annual return, please refer to the Board's website.

Structure points allocation table

ACTIVITY	POINTS: HOUR	VALIDATION
University CVE Courses	1:1	Certificate
Postgraduate Courses *	1:1	Certificate
Conferences/Seminars	1:1	Certificate
Formal Presentation to peers	4:1	Copy of paper (first presentation only)
Correspondence Courses	1:1	Certificate/Letter of results
Written assessment tests	1:1	Certificate/Letter of results
Quizzes based on presentations or journal papers	1 point per quiz per presentation or paper	Completed quiz
Talks to community/schools (First presentation)	2:1	Signature of organiser or copy of paper
Journal Publication (Peer reviewed)	1 point per hour of preparation time with a cap of 20 points per paper	Copy of paper
Journal Publication (Not peer reviewed)	1 point per hour of preparation time with a cap of 4 points per paper	Copy of paper
Refereeing peer reviewed journal	1 point per hour with a cap of 4 points per paper	Copy of letter from editor
Assessed audio visual or computer-based courses	1:1	Certificate/Letter of results
APAV Courses	1 unit/chapter	Certificate/Letter of results
Accreditation scheme by examination	4:1	Evidence of accreditation/accreditation certificate
Workshops / Wetlabs	2:1	Certificate
Un-assessed AV/audio/computer based including courses	1:1	Evidence of activity

*Postgraduate courses in veterinary science related to the chosen field of work

A veterinarian who is completing formal post-graduate training with a view to the acquisition of a higher qualification in their chosen field of work or a related area of veterinary science, is considered to be fulfilling all the requirements for continuing education. In this situation you may simply choose to report 15 structured points and 45 unstructured points for the year in which you gain this qualification.

Unstructured points allocation table

ACTIVITY	POINTS: HOUR	VALIDATION
Private reading (journals, textbooks)	1:2	Name/journal/author/pages
Mentoring undergraduate students	1 per day	Signature of student
Mentoring (Postgraduate/specialist/college candidates)	1:1	Signature of recipient
Being mentored (postgraduate/specialist mentor/college candidates)	1:1	Signature of recipient
Representative in professional organisation	1:2 with a cap of 8 points per triennium	Evidence of attendance
Participation in moderated e-list	1:1	Submission of transcript
Small Group Learning	1:2	Signature of participants
Clinical Review Project	4 Points	Submission of review
Learning Plan (not more than once per annum)	3 Points	Submission of plan
Clinical rounds	1:2	Signature of group leader