

**ALLIED HEALTH PRACTITIONERS COUNCIL OF ZIMBABWE  
(AHP CZ)**



**CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

**TRACKING BOOKLET**

**HEALTH PROMOTION OFFICERS**

**REQUIRED POINTS**

**Yearly: 12**

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EMPLOYER Ministry of Health & Child Care, GoZ

EMPLOYER ADDRESS MoHCC, Kalguvi Building, Harare

SIGNATURE: 

DATE 02/06/2022



## INSTRUCTIONS ON HOW TO USE THIS BOOK

The holder of this record book should ensure that all the continuing education hours are recorded and signed immediately after each session

- This record book should be used for continuing education topics relevant to the field of health promotion only
- Every CPD activity needs signature and stamp of organiser to be considered authentic
- Every Health Promotion Practitioner is required to accrue a minimum of 12 points from continuous education activities per year
- It is an offense to present false information in this record book

## OVERVIEW

Continuing Professional Development (CPD) is an ongoing, structured combination of learning activities through which Registered Health Promotion Practitioners maintain and extend their knowledge and skills for lifelong professional competence. CPD can take many forms, from short courses to conferences, seminars and lectures.

Engaging in Continuing Professional Development ensures that both academic and practical qualifications do not become out-dated or obsolete; allowing individuals to continually 'up skill' or 're-skill' themselves, regardless of occupation, age or educational level.

In this spirit of dedication to best practice and a desire to act and serve wisely and well, this booklet is designed, issued to and used by all nutritionists who are registered with the Allied Health Professions Council of Zimbabwe to record CPD activities they undertake each year.

Should this professional continue to fail to take part in CPD activities for two consecutive years, they will be removed from the AHPCCZ's register.

## CPD LEVELS

<b>Level 1 Activities</b>	
Formal meetings and or updates	1 point/meeting
Case study discussions or journal club	1 point /meeting
Mentoring/supervision and activities that are specific to the field of HP	1 point /meeting
Conferences, symposia, refresher courses, short courses	1 point /day
<b>Level 2 Activities</b>	
Principal Author of a peer reviewed publication or book chapter	10 points
Co-author/editor of a peer reviewed publication or book chapter	6 points
Oral presentation at conference, symposium, congress	5 points
Poster presentation at conference, symposium, congress	3 points
Co presenter –oral at conference, symposium, congress	3 points
Interactive skills workshop with an evaluation outcome	3 points
Guest lecturer at an institution	3 points
Student supervision	3 points
External examiner for Master/Doctoral thesis	5 points
Review of a paper	10 points
<b>Level 3 Activities</b>	
Postgraduate degrees, certificates and diplomas recognized as additional qualifications by the relevant Professional Board	Certificate Diploma Undergrad Degree Post grad Degree Short course
Short courses with formal assessment	2 points 3 points 4 points 5 points 2 points
<b>Activities Not Qualifying for CPD points</b>	
<i>Time spent in planning, organizing or facilitating any activity, published conference proceedings, non-refereed letters to editor of journals, written assignments, compilation of student training manuals/course readers for internal use, staff and/or administrative meetings, tours and or viewing of exhibits and technological demonstrations membership of professional bodies, professions boards or Associations</i>	



DATE	DESCRIPTION OF CPD ACTIVITY: ORGANISER/INSTITUTION:	CPD LEVEL	DURATION	POINTS	SIGNATURE AND STAMP
20/01/22	Covid-19, Mental Health Training for Health Workers - Muzwi Hospital	2	8 Hrs	3	MIN. OF HEALTH & CHILD CARE PROVINCIAL MEDICAL DIRECTOR MASHONALAND CENTRAL 20 JAN 2022
23/03/22	Covid-19 Vaccination programme Support & Supervision - Mbire	1	4 Hrs	1	Provincial Maternal & Child Health Office P.O. Box 98, Bindura, Zimbabwe
24/03/22	Covid-19 Vaccination programme Support & Supervision - Gutu	1	4 Hrs	1	MINISTRY OF HEALTH AND CHILD CARE PROVINCIAL MEDICAL OFFICER MASHO 28 MAR 2022
28/03/22	Covid-19 Vaccination programme Support & Supervision - Shumba	1	5 Hrs	1	PROVINCIAL HEALTH P.O. BOX 98
08/05/22	Covid-19 Vaccination programme Support & Supervision - Rushinga	1	2 Hrs	1	MIN. OF HEALTH & CHILD CARE PROVINCIAL MEDICAL DIRECTOR MASHONALAND CENTRAL
09/05/22	Covid-19 Vaccination programme Support & Supervision - Centenary	1	3 Hrs	1	06 MAY 2022 Provincial Maternal & Child Health Office P.O. Box 98, Bindura, Zimbabwe
22-24/06/22	Cross Border Malawi IEC material development Workshop - OCHI	2	18 Hrs	3	MINISTRY OF HEALTH AND CHILD CARE PROVINCIAL MEDICAL OFFICER MASHONALAND CENTRAL
16-19/07/22	PREP Training for Health Workers - Mazowe	2	32 Hrs	3	20 JUL 2022 PROVINCIAL HEALTH PROMOTION OFFICER P.O. BOX 98, BINDURA
27/11-02/12/22	Sign Language Training for Health Workers	2	40 Hrs	3	MIN. OF HEALTH & CHILD CARE PROVINCIAL MEDICAL DIRECTOR MASHONALAND CENTRAL 05 DEC 2022
					Provincial Maternal & Child Health Office P.O. Box 98, Bindura, Zimbabwe