

NZOHS continuing professional development points scheme (for full members) – updated January 2016

Notes for participants

- a. All full NZOHS members are required to participate in the NZOHS CPD system and achieve a minimum of **10 points every 2 years***. Other members can voluntarily use the CPD system.
- b. Note that the points requirement or CPD system may be adjusted at a later date as determined by the committee. The committee foresees that adjustment might be required in the future, as the NZOHS matures as a society, and as occupational hygiene matures as a profession in New Zealand. Members will be consulted if any changes are considered.
- c. *A 2 year CPD cycle can only start on the 1st January, or 1st July each year. If you start your CPDs on 1st January 2016, your first 2 year cycle ends on 31st December 2017. If you start your 2 year cycle on 1st July 2016, your first cycle ends on 30th June 2018.
- d. You can only claim points from the date you were confirmed as a full member, and only for activities occurring within the cycle period.
- e. When confirmed as a full member, you must start your CPD cycle on the next upcoming cycle. You can however 'join' a cycle that is already underway. For example, if you receive full membership in April 2016, you can choose to 'join' the cycle that started 1st January 2016. However in this case, you will have less than two years to achieve your 10 points. The points requirement (10 total) will not be reduced if the member voluntarily chooses a shorter cycle. Alternatively, if you receive full membership in April 2016, and do not choose to join the January cycle, you must join the next upcoming cycle (1st July 2016 in this case), and as such, you will have two full years to gain 10 points.
- f. The member will be responsible for submitting a completed spreadsheet by the 1st February (for a 1st Jan cycle), or 1st August (for a 1st July cycle), 2 years after their cycle started.
- g. The following guide details the **only** methods for achieving CPD points. Where an applicant is uncertain about whether an activity will achieve points they should put their query in writing to the NZOHS council.
- h. Points are to be recorded on the 'NZOHS CPD spreadsheet'. The member will be responsible for allocating the amount of CPD points for the activity.
- i. If a CPD spreadsheet is not submitted, or the minimum points are not achieved, the NZOHS council will review the person's membership according to the review process.
- j. At least 10% of CPD reports will be randomly audited after the 2 year cycle ends. A member cannot audit their own. Proof of attendance at activities, or point claims such as conference receipts, will be required in an audit.

- k. Occupational hygienists certified under one of the IOHA NAR schemes (e.g. COH, CIH) can submit their overseas certification CPD spreadsheet, rather than completing the NZOHS one. This is because certification CPD requirements are stricter than the NZOHS full member CPD requirements. Where their overseas CPD cycle is out of sync with the NZOHS cycle, they can submit multiple cycles from the other scheme to cover the 2 year period. Overseas CPD spreadsheets will not be audited by NZOHS as they are potentially audited under those schemes.

1. Active Occupational Hygiene Practice

- ≥ 50% active practice = 3 points per 12 months (50% = about 900 work hours per year)
- ≥ 20% to 50% active practice = 2 points per 12 months (20% = about 360 work hours per year)
- < 20% = 0 points

2. Technical or professional committee service

Committee service covered by this section must be separate to your regular job or work claimed under category 1 above
Service must be in the field of occupational hygiene (not safety or other H&S topic)

- NZOHS president or vice president = 1 point per year, 0.5 point per half year
- NZOHS council member, secretary or treasurer = 0.5 point per year, 0.25 point per half year
- IOHA board member = 0.5 point per year
- Technical committee member (e.g. WES committee) = 1 point per year, 0.5 point per half year

3. Publication of Papers

- 2 points for the primary author of an original paper published in a peer-reviewed professional journal and 1 point for joint authors. A copy of the first page of the peer-reviewed article must be provided.
- Occupational hygiene related chapters in books or similar publications will be treated, in most cases, as peer reviewed articles. A copy of the first page of the book chapter must be provided.
- 1 point will be awarded for revision / update of a book chapter. A copy of the first page of the book chapter must be provided.
- ½ point will be awarded for peer review of a published paper, book chapter or similar. A copy of the first page of the book chapter must be provided.
- Non-peer-reviewed articles (e.g. technical article in magazine, paper at a conference) will be evaluated on a case-by-case basis. An acceptable article must be >500 words in length, technical in nature, pertain to occupational hygiene subject matter, and contain references. If credit is awarded, the primary author receives 0.5 CM point for a non-peer reviewed article. A copy of the non-peer reviewed article must be provided.

4. Attendance at Meetings & Educational Programs

To clarify what subject matter counts as relevant for points, the following guidance separates 'core' occupational hygiene subjects from 'related' subjects. If a

conference/course mainly consists of 'related' content but has an easily identifiable segment (e.g. one day/one session) that is 'core' occupational hygiene, that session may be selected out and granted points. If a conference/meeting has some 'core' content but is otherwise unrelated, the cumulative hours of 'core' content may be granted points. Only a maximum of 25% of the total points you claim under Section 4 can be from 'related' subjects.

Core subjects include: Air Sampling & Instrumentation; Analytical Chemistry; Basic Science; Gases and Vapours; Noise and Vibration; Dust, fumes and mists; Biohazards; Biostatistics & Epidemiology; Community Exposure; Engineering Controls; Ethics; Hazardous Substances; Health Risk Analysis and Communication; Ionizing Radiation; Occupational Health Management; Non-Engineering Controls including PPE; Non-Ionizing Radiation; Thermal Stressors and heat stress; Toxicology; Epidemiology; Work Environments & Industrial Processes; Managing/auditing occupation hygiene programmes; Indoor air quality; Microorganisms; exposure statistics.

Related' subjects include: Fitness for work; ergonomics; safety; human factors; environmental assessment and management; occupational medicine; risk assessment.

Calculating points:

- 0.25 points for minimum 1 hour and up to 3 hours; 0.5 points for 3 hours to 6 hours; 1.0 point per full day (minimum of 6 hours technical content).
- The above hours do not include tea, lunch or dinner breaks unless those breaks are used to view occ hygiene related trade exhibitions.
- Courses that are run over a longer period such as over a semester will be awarded points based on the estimated number of hours required each week. For example, if a course or subject requires 10 hours of work per week, it will be awarded 1 point per week of the course.
- These points will be capped at 10 points per course or subject.
- Points can only be claimed for courses if they are successfully passed or completed.
- Proof of successful completion of assessment for a course must be provided in the form of a Statement of Attainment, academic record or similar documentation.
- The NZOHS council will consider any queries re points.
- Attendance at a conference or course must be supported with a receipt for registration and one or more of the following: hotel receipt, approved expense report.
- Attendance at courses and conferences must be supported with an attendance letter or certificate signed by the course/conference organiser.
- An NZOHS seminar or guest speaker presentation that is part of an NZOHS meeting, can receive points as per the calculation above. Members can attend in person or via Skype. They must be listed as having attended on the minutes of the meeting.
- Attendance at a local activity must be supported by a name on a roster of attendees or minutes issued by the group organising the event. If no roster is issued, the full member must provide some means of verification that he/she did attend.
- The AIOH, IOHA, BOHS and AIHce conferences will be automatically awarded 0.5 points per half day of attendance.
- The PDCs and CESs run in association with the AIOH, AIHce, BOHS or IOHA conferences will be awarded points as per the rules above.
- Attendance as a student at OhLearning courses that are provided by an approved training provider such as the *Basic Principles of Occupational Hygiene* or *Noise Assessment W503*, can earn the member a maximum of 5.0 points per course and 5.0 points per 2 year cycle e.g. if doing the noise course twice in 2 years, only a maximum of 5 points can be claimed for that 2 year cycle.

5. Other professional learning – no contact

e.g. project related research, professional/work based learning/education, post graduate study, distance learning, online learning.

- Detailed notes must be kept of the learning (source of information, and relevant sections or topics studied), and/or certificates of completion
- **Calculating points:**
- 0.25 points for minimum 1 hour and up to 3 hours
- 0.5 points for 3 hours to 6 hours

6. Teaching and mentoring

Maximum of 4 points per 2 year cycle. Occupational hygiene must be at least 60% of course content.

- Teaching in occupational hygiene conducted outside one's normal job and organization = 1.0 point per 4 or more hours (per day); 0.5 points for 1 to 4 hours;

0.25 points for > 15 minutes but < 60 minutes.

- Points for teaching a course may only be claimed once in a 2 year cycle no matter how many times the course is delivered.
For mentoring students 1 point per student mentored per semester.
- Teaching activity verification may be copies of programs and an acknowledgement from the group organising the event that show the length and topic of the presentation.

7. Other Activities/Professional Committee Service

Could include the following:

- Service on COH full member or OH interview panels (0.5 point per interview)
- Preparation of certification exam questions (for NAR scheme) - points to be determined by the NZOHS council
- There may be other professional activities not covered under Categories 1-6 which you believe should be considered for points.
- Maximum number of 10 CM points per cycle.
- For any queries on points, please provide sufficient detail to describe the activity and submit to the NZOHS council for consideration.