

The importance of CPD: To keep our profession upheld to the highest standard. This is of paramount importance as we work towards growing more public awareness and a wider recognition of the profession.

## **HOW MANY CPD POINTS DO YOU NEED AND HOW DO YOU COLLECT THESE?**

### **FULL PRACTICING MEMBERS:**

Current guidelines require practitioners to **collect 30 CPD points annually**. 20 Registered points + 10 Personal Points

If a member accumulates more than the 30 points required for membership renewal, these extra points can be carried forward in to the following CPD year.

You are allowed to carry over 10 registered points and/or 5 personal points into 2019. You can only carry over 15 points in total. (This may be reviewed in 2020.)

### **20 Registered Points must be gained from either / or all of the follow**

- Attending the full AGM weekend 12 points.
- Membership of an NTOI committee 10 points.
- Seminar/workshops/talk/webinars as accredited by NTOI
- Masters Degree in Nutrition 20 points
- Any **in person** event accredited by BANT point on point system (Please note that BANT **Webinars** which have not also been accredited by NTOI will only count towards personal points)

– If you attend any course / certification or conference which is not accredited by NTOI (such as IFM events or similar) NTOI will allow for registered points on a case by case basis.

**\*\*Please submit proof of attendance incl. a brief summary of event & speakers for CPD recognition afterwards.\*\***

**10 Personal Points can be collected from more informal study and work undertaken:**

- Reading a published scientific journal article
- Formal clinical discussions with peers and/ or mentor / supervisor
- Attending local peer group meetings
- Watching/listening to a recording of a conference / Online Summits that has not been accredited by NTOI
- Writing articles/books, contributing to NTOI newsletter
- Research undertaken whilst putting together a talk or lecture
- Listening to Non NTOI Registered Webinars and Podcasts

**N.B We would highly recommend that you collect your personal points through a variety of what's mentioned above.**

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## **NON PRACTICING MEMEBERS:**

Current guidelines require practitioners to **collect 20 CPD points annually**. 10 Registered points + 5 Personal Points

If a member accumulates more than the 20 points required for membership renewal, these extra points can be carried forward in to the following CPD year.

You are allowed to carry over 7 registered points and/or 5 personal points into 2019. You can only carry over 10 points in total. (This may be reviewed in 2020.)

### **10 Registered Points must be gained from either / or all of the follow**

- Attending the full AGM weekend 12 points.
- Membership of an NTOI committee 10 points.
- Seminar/workshops/talk/webinars as accredited by NTOI
- Masters Degree in Nutrition 20 points
- Any **in person** event accredited by BANT point on point system (Please note that BANT **Webinars** which have not also been accredited by NTOI will only count towards personal points)
- If you attend any course / certification or conference which is not accredited by NTOI (such as IFM events etc.) NTOI will allow for registered points on a case by case basis.

**\*\*Please submit proof of attendance incl. a brief summary of event & speakers for CPD recognition afterwards.\*\***

**5 Personal Points can be collected from more informal study and work undertaken:**

- Reading a published scientific journal article
- Formal clinical discussions with peers and/ or mentor / supervisor
- Attending local peer group meetings
- Watching/listening to a recording of a conference / Online Summits that has not been accredited by NTOI
- Writing articles/books, contributing to NTOI newsletter
- Research undertaken whilst putting together a talk or lecture
- Listening to Non NTOI Registered Webinars and Podcasts

**N.B We would highly recommend that you collect your personal points through a variety of what's mentioned above.**

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## STUDENT MEMBERS:

Student members are currently required to collect 15 registered CPD Points *over the course of their three years* of NT study.

### **15 Registered Points must be gained from either / or all of the follow**

- Attending the full AGM weekend 12 points.
  
- Membership on an NTOI committee 10 points.
  
- Seminar/workshops/talk/webinars as accredited by NTOI
  
- Any **in person** event accredited by BANT point on point system (Please note that BANT **Webinars** which have not also been accredited by NTOI will only count towards personal points)
  
- If you attend any course / certification or conference which is not accredited by NTOI (such as IFM trainings or similar) NTOI will allow for registered points on a case by case basis.

**\*\*Please submit proof of attendance incl. a brief summary of event & speakers for CPD recognition afterwards.\*\***

To keep the professional standards high and encourage transparency, spot checks will be carried out by the CPD committee on CPD logging with renewal of membership. Not adhering to the guidelines will affect your renewal status.

**\*\*If you fall short within the membership period you will have the following six months in the to make these up, i.e June 30<sup>th</sup> On top the year's full requirement\*\***

(This may be reviewed at end of 2019)



## **SPECIAL CONSIDERATIONS**

If you cannot make the CPD criteria some unforeseen circumstance, please contact [info@ntoi.ie](mailto:info@ntoi.ie), and the committee will consider your case.

If you are on maternity leave during the year, please let NTOI know.

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## **HOW DO NTOI CHECK MY CPD POINTS BALANCE?**

CPD events must be logged on the website under 'members section' - <http://membership.ntoi.ie/cpd-manager/> where there is a facility to upload your CPD certificates.

**##** You must also keep these records in the event of spot checks where you may be required to produce same for audit.

**NB** - CPD certificates must be held on file by the practitioner for 6 years.

If a member cannot complete the required CPD points due to illness or other personal reasons, please contact [info@ntoi.ie](mailto:info@ntoi.ie) and your case will be reviewed.

## **REVIEWING CPD ACTIVITIES**

Looking back at CPD activities undertaken, it would be useful to evaluate whether the activities are working for you.

- What was the trigger that made you do an activity?
- What did you gain from an activity? Did you get what you wanted out of it? Were you disappointed with the outcome? Were you given more than you expected?

- Were you able to use the information learned to further your practice? If not, what could you do to implement new information into your practice?
- Did the activity raise any problems for you? (Money, time, etc) which would keep you away from similar activities, if so, how will you overcome this?
- Which type of activity suited you best in terms of retaining the information learned? (Journal, seminar, event, conference, discussion etc.)
- What areas of your practice need improving? Are there gaps in your knowledge, or more skills you could learn to further your practice? If so, what CPD should you undertake to fill these gaps?