

Mapping Foundation Standard activities to the College's Te Whanake CPD Framework*

This resource is designed to make it easier to integrate the work Fellows undertake as part of meeting Foundation Standard requirements into their Te Whanake CPD learning requirements.

The resource categorises the Foundation Standard requirements into four sections and outlines how the work undertaken can be mapped back to the different components of the College's Te Whanake CPD Framework.

- **SECTION 1** outlines the audit and review requirements of the Foundation Standard.
- **SECTION 2** outlines the policies, procedures and system process requirements of the Foundation Standard.
- **SECTION 3** outlines the Foundation Standard requirements of developing, monitoring and reviewing plans.
- **SECTION 4** outlines the Foundation Standard training requirements for practice staff and specific roles.

Credit allocation

You can claim one CPD credit per hour of learning from any of the Foundation Standard–related activities in this resource. You can claim up to 12 CPD credits per Triennium for the Foundation Standard–related activities in this resource.

* This resource is based on the guidance from the [MCNZ](#) and the College's Te Whanake CPD programme requirements.

SECTION 1

Foundation Standard audits and reviews

If you are undertaking any of the following audits or reviews required by the Foundation Standard, you may be able to record and claim credits in Te Whanake:

- Audit results which differentiate screening rates by ethnicity and Māori data included in the Māori health plan
- Annual audit of repeat prescribing policy and procedure
- Audit of medicine reconciliation policy and procedure
- Reviewing adverse events or near misses
- Reviewing of health and safety incidents and near misses (if GP is the H&S representative/lead)
- Reviewing patient complaints
- Additional approaches to ensure equitable screening rates for under-screened populations (Māori, Pacific, Asian, Indian, Rural, Refugee, Disabled)
- Reviewing practice population experience/feedback/surveys
- Annual review of the training for staff working under standing orders
- Reviewing the hazard and risks register.



If you are learning from one of these Foundation Standard activities, you may include it as a learning activity in the **patient outcomes** learning category.



If the activity is embedding cultural safety and a focus on health equity, it can be logged in the **cultural safety and equity** learning category.



You can earn additional credits by adding a **reflection** to a Foundation Standard activity logged in any learning category.



If appropriate, you may include it as part of your **annual conversation**.



If the activity has identified areas of new learning, you may log it as a **professional development plan/goal for the next annual period**.

Questions or feedback?

For Te Whanake CPD enquiries, email cpd@rnzcgp.org.nz

For Foundation Standard enquiries, email quality@rnzcgp.org.nz

Foundation Standard policies, procedures and system processes

If you are taking a lead or actively participating in updating and reviewing any of the following policies, procedures and system processes required for Foundation Standard, you may be able to record and claim credits in Te Whanake:

Tūrora | Patients – Foundation Standard indicators 1–4

- Open disclosure policy and procedure
- Complaints policy and procedure
- Records transfer policy and procedure for patient records in and out of the practice (including timeframes).

Manaaki haumanu | Clinical care – Foundation Standard indicators 5–8

- Clinical correspondence and investigations policy and procedure – covering how to manage and track lab results, imaging reports, significant investigations, clinical correspondence and urgent referrals.
- Transfer of patient clinical responsibility procedure
- Analysis and debrief on annual clinical emergency drill scenarios
- Recall procedure for national screening programmes and immunisations
- Clinical governance policy and procedure
- Repeat prescribing policy and procedure
- Standing order policy and procedure
- Annual review of standing orders by the issuer.

Whakahau rongōā | Medicine management – Foundation Standard indicators 9–10

- Medicine reconciliation policy and procedure
- Storage and management of controlled drugs policy and procedure.

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If you are learning from one of these Foundation Standard activities, you may include it as a learning activity in the **reviewing practices** learning category.



If the activity is embedding cultural safety and a focus on health equity, it can be logged in the **cultural safety and equity** learning category.



You can earn additional credits by adding a **reflection** to a Foundation Standard activity logged in any learning category.



If appropriate, you may include it as part of your **annual conversation**.



If the activity has identified areas of new learning, you may log it as a **professional development plan/goal for the next annual period**.

Foundation Standard policies, procedures and system processes cont.

Taputapu | Medical equipment and resources – Foundation Standard indicator 11

- Medical equipment management policy and procedure (includes servicing, calibration)
- Management of medicines on-site policy and procedure (includes stock levels, expiry checks, security of medicines)
- Emergency medicine and equipment policy (includes location and accessibility)
- RCD (residual current devices) policy.

Whare haumanu | The practice – Foundation Standard indicators 12–15

- Infection control standard policy and procedure
- Policy and procedure for standards and local bylaws for management of health care waste
- Health and safety policy and procedure
- Incident/adverse event risk management policy and procedure
- Child protection policy and safety checking procedure
- System for monitoring clinicians practising with conditions on their APC
- System for ensuring clinicians (all) are working within their scopes of practice.

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SECTION 3

Foundation Standard plans

The Foundation Standard requires practice teams to develop a range of plans. Some of these are activated when the need arises and others need to be implemented as part of business as usual. In all cases the plans must be reviewed regularly and kept up to date. If you are taking a lead or actively participating in the development, implementation, review and monitoring of these plans and you are learning from it, you may be able to record and claim credits in Te Whanake. Examples of plans required for the Foundation Standard include:

- > Māori health plan
- > Business continuity plan
- > Emergency response plan accessible off-site
- > End-of-life care access plan
- > Pandemic plan
- > Health and safety at work induction plan and process – includes GP registrars as well
- > Approved emergency evacuation scheme.



If the activity is embedding cultural safety and a focus on health equity, it can be logged in the **cultural safety and equity** learning category.



You can earn additional credits by adding a **reflection** to a Foundation Standard activity logged in any learning category.



If appropriate, you may include it as part of your **annual conversation**.



If the activity has identified areas of new learning, you may log it as a **professional development plan/goal for the next annual period**.

Questions or feedback?

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SECTION 4

Foundation Standard training requirements

The Foundation Standard requires practice teams to undertake a range of training to support their individual knowledge, skills and competencies. You may be undertaking the training or you may be providing the training to the practice team members. Either way, you may be able to record and claim credits in Te Whanake. Examples of training required for the Foundation Standard include:

- Code of Rights/Privacy – regulated health professionals will have already done this to meet APC requirements
- Te Tiriti o Waitangi training – regulated health professionals will have already done this to meet APC requirements
- ALS training – regulated health professionals will have completed this to meet recertification requirements*
- Infection prevention and control training
- Sterilisation training
- Health care waste management training
- Health and Safety at work certification – this one is usually done by the H&S representative who in some practices could be the GP
- Hazardous substances certified handling and management training – this one is usually done by other roles but in some practices may be done by the GP
- Children's Act training.

* Renewing an ALS certificate is eligible for CPD credits beyond the 12 CPD credit triennial limit for Foundation Standard-related activities.

Questions or feedback?

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Where appropriate you can include training undertaken in the **continuing medical education** (CME) learning category.



If the activity is embedding cultural safety and a focus on health equity, it can be logged in the **cultural safety and equity** learning category.



You can earn additional credits by adding a **reflection** to a Foundation Standard activity logged in any learning category.



If appropriate, you may include it as part of your **annual conversation**.



If the activity has identified areas of new learning, you may log it as a **professional development plan/goal for the next annual period**.