

A white ribbon graphic that starts as a vertical bar on the left, loops around to the right, and then extends horizontally to the right.

# Continuing Professional Development (CPD) Portfolio

Reflects the updated Registration Standard: Continuing Professional Development, which was effective from 01/06/2016.

# Introduction

The Continuing Professional Development (CPD) Portfolio has been written to assist you in recording your CPD activities. You can complete it by either saving this document and then filling out the text fields, or printing it out and writing on it.

You must keep records of your CPD activities for at least five (5) years from the date you completed the CPD. All CPD records must be available for audit, or if needed by the Nursing and Midwifery Board of Australia (NMBA) as part of an investigation arising from a notification (complaint).

When recording your CPD Activities you must record that you have:

- identified and prioritised your learning needs, based on self-reflection and evaluation of practice (page 5)
- developed a learning plan based on identified learning needs (page 6)
- participated in effective learning activities appropriate to your learning needs, and (page 6)
- reflected on the value of the learning activities or the effect that participation will have on your practice (page 6)

Please click on [Fact Sheet: Continuing Professional Development for Nurses and Midwives](#) for full information on CPD requirements.

## Personal Information

<b>Name:</b>			
<b>Title:</b>			
<b>Workplace:</b>			
<b>Home address:</b>			
<b>Telephone:</b>	(home)	(mobile)	(work)
<b>Email:</b>	(home)	(work)	
<b>State/Territory of current registration:</b>			
<b>Current Registration number/s:</b>			
<b>Additional Information:</b>			

## Qualifications

Examples include Certificates, Degrees in Nursing/Health Science

Initial Nurse/Midwife Qualification(s)	Name of Training Institution	Dates of Training Program(s)
Other Qualifications	Name of Institution	Dates of Training Program(s)

## Development of a Learning Plan

The [Nursing and Midwifery Board of Australia Guidelines for Continuing Professional Development](#) state that CPD is more effective if it is planned and then reflected upon.

Use the table below, which has been developed from the [Guidelines](#), to develop your learning plan:

Area of Review	Identified areas that I would like to improve	Plan for Improvement	CPD Activities undertaken to meet identified areas for improvement
Best-practice standards and evidence-based practice.			
What are my current limitations or deficits that impact on my practice and in meeting current standards?			
Development of competency or strengths in areas of particular interest or aptitude.			

## Documenting your CPD hours

You may participate in and record a range of [CPD activities](#) that are relevant to your area of practice.

The type of learning activities selected can be broad and varied. Registrants are encouraged to consider the combined use of multimedia and multiple instruction techniques, e.g. face-to-face, simulation, interactive e-learning, self-directed learning.

Possible examples of activities include:

- postgraduate studies
- participating in journal clubs
- in-service education
- attending conferences, workshops and seminars
- annual competency assessment, for example, cardiopulmonary resuscitation (CPR)
- authoring a book chapter, or
- having an article published in a peer-reviewed journal
- self-directed learning activities
- e-learning

The format of this evidence is not defined by the Nursing and Midwifery Board of Australia and can take many forms. You should keep evidence of CPD activities completed, such as:

- certificates of attainment and/or attendance, and
- notes from any self-directed CPD activity such as undertaking a literature review, reviewing case studies or reading journal articles. Any notes submitted should provide a comprehensive summary of the key points of the review and reflect the learning from the activity.

# Documentation of CPD

## CPD Frequently Asked Questions

Date	Source or Provider Details	Identified Learning Needs	Action Plan	Type of Activity	Description of the topic/s covered during activity and outcome	Reflection on activity and specification to practice	No./Title/Description of evidence provided	CPD Hours

## Documentation of CPD (cont)

Date	Source or Provider Details	Identified Learning Needs	Action Plan	Type of Activity	Description of the topic/s covered during activity and outcome	Reflection on activity and specification to practice	No./Title/Description of evidence provided	CPD Hours



## Example of recording self-directed CPD

Date	Identified Learning Need	Learning Plan	Activity Undertaken	Reflection On Activity	CPD Hours
19/10/18	Improve my knowledge of caring for people with dysphagia	Watch Altura Learning Course Dysphagia: Awareness and Support of Swallowing Difficulties and complete assessment activities.	Watched Dysphagia: Awareness and Support of Swallowing Difficulties and completed online assessment and all extension exercises	This activity has enabled me to achieve my learning need as per my learning plan. As an EN in a Residential Care Facility I care for people who have swallowing difficulties and this course and the assessment activities has improved my knowledge and allows me to provide support to care workers who are assisting residents with feeding.	8.0
15/11/18	Improve my knowledge of wound ulcer assessment	Watch Altura Learning Course Wound Management: Venous Leg Ulcers and complete assessment activities.	Watched Wound Management: Venous Leg Ulcers and completed online assessment.	This activity has enabled me to achieve my learning need as per my learning plan. I assess wounds in conjunction with the RN at our Residential Care Facility. This course and the assessment activities has improved my knowledge and allows me to provide assess and treat the wounds appropriately.	1.0