



the **skilled nurse**  
INTERNATIONAL

## Continuing Professional Development

Maintaining your CPD is as easy as 1, 2, 3:

1. **Plan** your learning needs
2. **Record** the learning you do
3. **Reflect** on how your learning helped you

# Introduction

This Continuing Professional Development (CPD) record is designed to help you record your Continuing Professional Development activities. The CPD Record template includes sections to record your learning plans and your CPD activities. Please remember to keep all of your support documentation such as certificates etc.

## What type of CPD do I need to do?

CPD activities can include a range of formal and informal learning activities that nurses and midwives undertake on a regular basis. The activities need to be related to your role as a nurse.

CPD activities can include:

- Education Activities – Formal post graduate courses, short courses, study days, in-services, self-paced education, online education, self-directed learning such as reading journal articles or textbooks.
- Teaching Activities – Teaching presentations to students or colleagues, conference presentations, acting as a preceptor/mentor to students, graduates, junior/new staff, orientating a new staff member to your work area, presenting an in-service.
- Participation in committees, portfolios or higher duties – Your involvement in hospital or professional committees can be included as a CPD activity. Many nurses and midwives represent their unit on a committee and/or hold a Continuous Improvement, OH&S, education or clinical specialty portfolio in their work area. All of these activities can be included as a CPD activity. If you undertake higher duties, or undertake a different role for a period of time you can also include this in your CPD activities.
- Other Activities – We have included this section to record any activities that are not covered in the above three sections

# Example

## 1. PLAN your learning needs

Date	What CPD activities to you need or want to undertake this year?	What prompted you to identify this need and how will it help your nursing/midwife practice?
03/04/2016	Communication and being assertive	I need to get better at talking with the doctor so I can advocate for my patients better

## 2. RECORD the learning you do

Date	Description of CPD Activity (eg. education session, journal article, online or self-directed learning activity)	Hours (involved in activity)	Reflection (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)
15/06/2016	Assertive Communication Program	8hrs	

## 3. REFLECT on how your learning helped you

Date	Description of CPD Activity (eg. education session, journal article, online or self-directed learning activity)	Hours (involved in activity)	Reflection (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)
15/06/2016	Assertive Communication Program	8hrs	This program helped me to develop skills to be more assertive and to understand where others are coming from. I have already started to use some of the skills I learnt in the day and it has helped with how I communication when I am trying to get things happening for the patients

# Planning Your CPD Learning Needs

Date	What CPD activities to you need or want to undertake this year?	What prompted you to identify this need and how will it help your nursing/midwife practice?

# Record & Reflect Education Activity

<b>Date</b>	<b>Description of CPD Activity</b> (eg. education session, journal article, online or self-directed learning activity)	<b>Hours</b> (involved in activity)	<b>Reflection</b> (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)

# Record & Reflect Education Activity

<b>Date</b>	<b>Description of CPD Activity</b> (eg. education session, journal article, online or self-directed learning activity)	<b>Hours</b> (involved in activity)	<b>Reflection</b> (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)

# Record & Reflect Teaching/Mentor Activities

<b>Date</b>	<b>Description of Activity</b>	<b>Hours (involved in activity)</b>	<b>Reflection (in what way has this activity maintained/enhanced your nursing/midwifery practice – knowledge, skills and attributes)</b>

# Record & Reflect

## Committee Participation, Portfolio, Higher Duties

Date	Description of Activity	Hours (involved in activity)	Reflection (in what way has this activity maintained/enhanced your nursing/midwifery practice – knowledge, skills and attributes)



# Record & Reflect Other Activities

<b>Date</b>	<b>Description of Activity</b>	<b>Hours (involved in activity)</b>	<b>Reflection</b> (in what way has this activity maintained/enhanced your nursing/midwifery practice – knowledge, skills and attributes)