

SAMPLE Portfolio template:

Continuing professional development (CPD) learning plan/portfolio

This template has been developed to assist practitioners to record their planning and reflections on CPD. You may wish to use another format to record your learning plan.

Information about the Board's requirements for CPD can be found in the following documents:

- *Registration standard: Continuing professional development*, which are published on the Board's website, and
- *Guidelines: Continuing professional development*, which are published on the Board's website

Each year you should reflect on (review) your practice; identify gaps in your knowledge and skills; and identify learning needs for the coming year and activities to address these learning needs. A learning plan is the document where you record this information.

This process is an opportunity to:

1. review best practice standards or evidence-based practice to enable you to evaluate and improve your level of competency, treatment plan or service delivery
2. work on areas where you could improve your practice to meet current standards using evidence-based practice or best practice standards, and
3. further your knowledge and/or develop competency or strengths in areas of particular interest or aptitude.

Your planning will usually be enhanced by discussion with peers, mentors and/or supervisors as it may be difficult to identify your own areas of limitation.

The evidence suggests that consciously reflecting on your CPD activities as they relate to your practice helps to improve your competency. When reflecting on your practice you may choose to review a case where the outcomes from your care did not meet your expectation and consider what you could have done better and current evidence and/or 'best' practice in the literature.

Reflection on what you have learnt and your practice can contribute to your learning goals for the coming year as part of the ongoing CPD cycle and help you target the best CPD for your knowledge gaps. This can help improve your knowledge and skills so that you can provide the best treatment plan and outcomes for your patients.

Learning plan

Before undertaking CPD activities, you should identify and plan your own learning needs and the type of CPD activities to complete to meet these needs. Examples are provided below.

The table is an example only. You can adjust the template to have the number of rows you need. For example, many identified learning needs may be met by a postgraduate qualification; while alternatively a single learning need may be met by multiple CPD activities.

Continuing professional development record

Name: Registration number:..... Registration period:

	Goals/Learning objectives	Actual outcomes
1		
2 etc.		

Identified goal	Description of activity	Evidence	Date	CPD hours allocated	Reflections and improvements to practice

Total CPD for the year (12-month period)

CPD category - Special requirements	Minimum hours met?
Activities in an interactive setting with other practitioners (minimum 5 hours)	Y / N
Details:	
Activities relating to professional issues (minimum 4 hours)	Y // No
Details:	

Signature:

Date: