



Continuing Professional Development (CPD) Portfolio

Reflects the requirements of the Nursing & Midwifery Council's Revalidation CPD requirements – April 2019

ALTURA
learning

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 undertake 35 hours of CPD hours relevant to your scope of practice as a nurse, midwife, nursing associate or combination in the three year period since you joined the register or since your registration was last reviewed. 20 of these hours are required to be participatory learning which means the activity must be undertaken with one or more professionals. The remaining 15 hours can be completed with self-directed activities such as those supplied by Altura Learning.

This portfolio has been drafted to allow you to collect the appropriate information to meet the [requirements](#) for record keeping.

Further information on revalidation can be found [here](#). The Nursing and Midwifery Council have provided examples of [completed forms](#) to assist you if required.

Personal Information

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

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)

Documenting your CPD hours

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

Possible examples of activities include:

- Structured learning
- Workshops or conferences
- Reading and reviewing publications
- In-service education
- Mandatory training specifically relevant to role/scope of practice
- Enquiry based research
- Peer review activities
- Coaching and mentoring (delivery or recipient)
- Clinical supervision
- Participation in clinical audits

Documentation of CPD

Date	The CPD method	Topic description	How it relates to practice	CPD hours completed [also note if any of these hours are participatory]	Identification of the part of the code most relevant to the activity	Evidence that you undertook the CPD activity

The Nursing and Midwifery Council have provided examples of [completed forms](#) to assist you if required.

Documentation of CPD (cont)

Date	The CPD method	Topic description	How it relates to practice	CPD hours completed (also note if any of these hours are participatory)	Identification of the part of the <u>code</u> most relevant to the activity	Evidence that you undertook the CPD activity