



Australian
College of
Nursing

Managing your CPD Portfolio

Presentation summary

- ✓ Identify goals for establishing and documenting **continuing professional development (CPD)**
- ✓ Describe the purpose and components of a **professional portfolio**
- ✓ Develop a **framework** for portfolio development introducing ACNs life-long learning program (3LP)
- ✓ Provide an overview of **CPD** provided by the Australian College of Nursing

Setting goals: meeting the NMBA - Standards for practice* 2016

In relation to these Standards of practice, RNs:

1. Think critically and analyses nursing practice.
2. Engages in therapeutic and professional relationships.
3. Maintains the capability for practice.
4. Comprehensively conducts assessments.
5. Develops a plan for nursing practice.
6. Provides safe, appropriate and responsive quality nursing practice.
7. Evaluates outcomes to inform nursing practice.

***new Standards of practice take effect from 1st June 2016**

(NMBA 2016)

Continuing professional development

Why CPD?

Mandatory registration standards

Nurses and midwives must maintain and be able to demonstrate:

- Continuing professional development
- *Recency of practice*
- *Criminal history*
- *English language skills*
- *Professional indemnity insurance arrangements*

(NMBA 2016)

What is CPD?

- *CPD aims to enable nurses and midwives to maintain, improve, and broaden their professional knowledge, expertise and competence to meet their obligation to provide ethical, effective, safe and competent practice.*
- *Results in positive learning outcomes and evidence based changes to practice.*

(NMBA 2016)



Figure 1 – CPD cycle (Adapted from NMBA 2016)

Examples of self-directed CPD

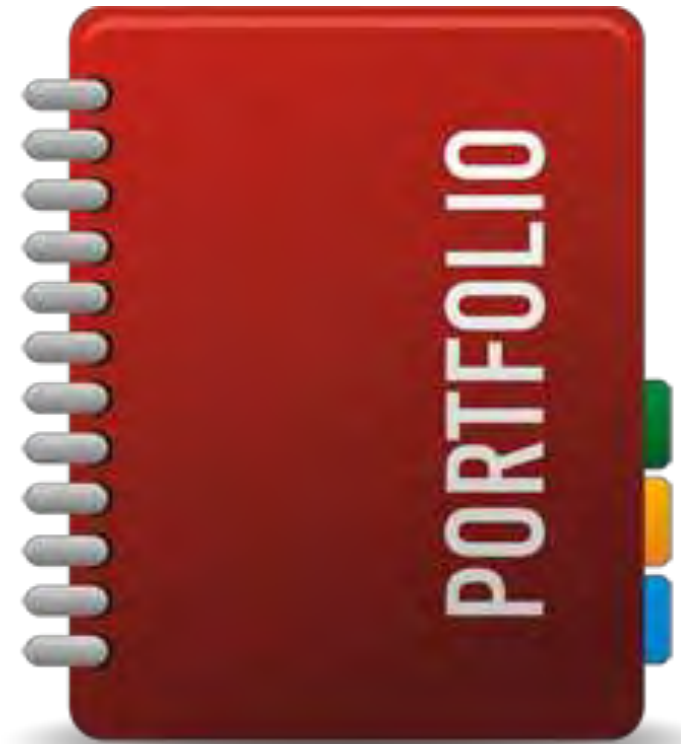
Must be active learning evidenced in:

- ☑ Attending or presenting in-services/ workshops/ lectures/ conferences
- ☑ Undertaking online CPD education
- ☑ Reading specialty journals
- ☑ Keeping a reflective journal
- ☑ Being a mentor/preceptor
- ☑ Developing policies/protocols/guidelines
- ☑ Active membership of professional groups and committees
- ☑ Conducting or contributing to research

Records required?

- ☑ CPD records must reflect active participation in relevant activities
- ☑ Identified learning needs are best aligned to NMBA standards
- ☑ covers the **previous year** (1st June – 31 May).
- ☑ NMBA recommends records of CPD are kept for a period of **three-five** years.
- ☑ If randomly selected for audit you will be given an audit checklist (and one month) to complete.

(NMBA 2016)



WHAT IS A PORTFOLIO?

Definition

- ‘A professional portfolio is a structured collection of different types of information and evidence that show an individual’s continuing professional development activities and experiences, competencies, and professional achievements and goals.’

(Andre & Heartfield 2011, p. 4)

Why do I need a portfolio?

- Self-reflection and self-development
- Evidence when seeking a promotion and/or applying for a job
- Evidence for ongoing registration
- Evidence should you be audited by AHPRA

Self-reflection

- What do successful people do?
 - ☑ Read every day
 - ☑ Talk about ideas
 - ☑ Continuously learn
 - ☑ Accept responsibility for their own failures
 - ☑ Set goals and develop life plans
 - ☑ Embrace change
- What can you do to demonstrate your successes?

Build your portfolio!

- Design the framework
- Collect and organise evidence
- Identify any gaps and generate new evidence
- Review and justify the evidence

A well planned portfolio...

- shows that you recognise your learning needs and have identified any gaps that exist in your knowledge and skills
- contains a record of learning activities that are relevant to your practice and meet your learning needs
- shows evidence of reflective practice

(Wells n.d., cited Andre & Heartfield 2011)

Suggested structure

- *Table of contents*
- *Summary statement*
 - details the purpose and use of the portfolio
- *Curriculum Vitae*
 - Personal details
 - Professional & educational history
- *Professional & CPD activities*
- *Work/Placement experience*
- *Professional appraisal*
 - Self-reflection
 - Competency statements
 - Professional development plan
- *Testimonials (references)*

ACN's Life Long Learning Program!



The screenshot shows the ACN Life Long Learning Program website. At the top is a navigation bar with links: Home, Groups, CPD Resources, My Resumes, Learning Plan, Literature Search, and ACN Publications. The main heading reads "Support your nursing registration through ACN's Life Long Learning Program!". Below this is a paragraph explaining that the program is an online tool for creating a learning plan and recording professional development, integrating e-learning, research, and publications. A second paragraph states that the program simplifies planning, implementing, documenting, and validating CPD hours to meet annual requirements, with quality assurance through ACN's endorsement processes. Three circular icons represent key features: "Record Your CPD" (with a CPD Activities button), "Share What's New" (with a Share button), and "Life Long Learning" (with a Resources button). At the bottom, a call to action says "Join → Share → Connect!" with a "Join Us!" button.

<http://3lp.acn.edu.au/>

CPD offers flexibility in learning

- ✓ Formal and informal learning
- ✓ Face-to-face seminars and workshops
- ✓ Webinars
- ✓ Distance education
- ✓ MOOCs



Formal learning – distance learning



Where to find information on 3LP, formal courses and units of study:

<http://3lp.acn.edu.au/>

<http://www.acn.edu.au/education>

Questions

References

- Andre, K & Heartfield, M 2011, *Nursing and Midwifery Portfolios: Evidence of continuing competence*, Elsevier, Amsterdam, p. 4.
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