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)
The CPD cycle

Start a new CPD cycle here

Identify your registration status and CPD requirements

Renew your registration

Develop your learning plan

Maintain your CPD journal and portfolio

Undertake CPD activities

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?
‘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!

Support your nursing registration through ACN’s Life Long Learning Program!

Australian College of Nursing (ACN)’s Life Long Learning Plan (3LP) is an online program which allows you to create a learning plan and record your professional development. This member only benefit integrates e-learning activities, quality nursing research materials and publications to support your professional development.

With 3LP, it’s simple to plan, implement, document and validate your continuing professional development (CPD) hours to meet annual registration requirements. 3LP activities have been quality assured through ACN’s endorsement processes.

Record Your CPD
Share What's New
Life Long Learning

Join → Share → Connect!

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

Graduate Certificates

Units of study 150hrs

Units of study 150hrs

Units of study 150hrs

Units of study 150hrs
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


