

Continuing Professional Development

A Guide for Practice Nurses



Central West Gippsland Division of General Practice Inc.

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Continuing Professional Development

Continuing professional development is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives. (ANMC 2009).

Continuing Professional Development (CPD) is compulsory under national registration. The Nursing and Midwifery Board of Australia (NMBA) requires nurses and midwives to keep evidence of any CPD activities completed and to maintain a CPD portfolio.

An essential part of maintaining competence is ensuring that your knowledge is current and relevant to your scope of practice.

Aim

The aim of continuing professional development is to ensure knowledge and competence acquired during undergraduate and post graduate education remains current and new information is acquired and translated into practice. It is a professional responsibility for all practicing nurses to maintain their competence to practice.

Continuing Education is the responsibility of both the individual and the employer. All employees have a professional responsibility to maintain competence, knowledge and skills in order to provide best practice nursing care.

Principles for CPD for Nurses and Midwives

- ◆ CPD is a process of lifelong learning for all registered nurses and midwives and enhances professional effectiveness
- ◆ CPD assists registered nurses and midwives to maintain and enhance theoretical knowledge, clinical skills, leadership and managerial skills
- ◆ CPD should be largely self-directed, incorporate reflection on practice and be relevant to the individual nurses professional practice

CPD Portfolio

CPD portfolio should contain a:

- ◆ Planning section - key learning objectives; it is a record of your individual learning needs
- ◆ Identified learning needs - ways in which the identified learning needs have been fulfilled; this is your record of attendance/CPD activity you have completed
- ◆ Evaluation - this section is to identify what you have gained or achieved. Provide a brief evaluation of your CPD activity

What should I do first?

The first thing you need to do is to identify your professional development goals.

You should then identify what you would like to achieve over the coming 12 months to assist you in meeting these goals.

You may not necessarily be able to meet all of your goals in the first year— you may need to revise these goals two or three times over the twelve months.

What evidence of continuing education do I need?

Continuing education points can be an important tool as they provide a guide to the amount of professional development you should aim to achieve over a twelve month period.

National Registration now states that:- Registered Nurses, Enrolled Nurses and Midwives will be required to undertake a minimum of 20 hours of continuing professional development every year. ([On the Record ANF June 2010](#))

Continuing Professional Development can be achieved in a number of ways:

- ◆ Attendance at conferences, seminars or workshops that are either directly related to an area of practice or that focus on professional nursing issues
- ◆ Representation on committees or presentations to work colleagues
- ◆ Orientation courses or in-service education
- ◆ Informal education, which may include reading journal articles, researching information on the internet
- ◆ Self directed learning such as:- e-learning training packages which support nurses in general practice
- ◆ Completing competencies such as basic life support, wound management or immunisation up dates

Division Activities

Central West Gippsland Division of General Practice provides participants with an electronic copy of their certificate of attendance following an education session.

Participants may choose to print these certificates for their CPD portfolio.

Professional History Details

Full name as it appears on National Register:			
Address:			
Suburb:			
State:		Postcode:	
Business hours telephone:		Mobile:	
Date of Birth:			

Registration ID number:	
Employment Experience in last 12 months:	
Previous Position Held:	
Hours worked:	
Grade and Classification:	
Employing organisation:	
Area of employment:	
Major position responsibilities:	1.
	2.
	3.

Qualifications

Undergraduate qualification (initial nursing/midwifery education):	
Qualification:	
Date Registered:	
Institution:	
Postgraduate qualifications (education after registration):	
Qualification:	
Date Registered:	
Institution:	
Qualification:	
Date Registered:	
Institution:	

Immunisation provider:	
Initial date registered:	
Institution:	
IMER course:	
Date attended:	

Attendance at Continuing Education Activities

Date	Name of Seminar/Conference/ Workshop/ Meeting	Education Provider	CNE points (if allocated) Or total hours	Summary of learning

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DATE	OBJECTIVE/LEARNING NEEDS	CPD ACTIVITY	EVALUATION
1)	Clinical Skills	<p>e-learning to support 10997.</p> <p>Www.3lp.rcna.org.au/10997</p> <p>Completed Foundation Module of e-learning</p>	<p>Gained knowledge of the impact that Chronic Disease has on the Australian Population.</p> <p>More aware of when to apply the Medicare item number 10997</p>
2)	Clinical Skills	<p>Attended APNA course on ear syringing</p>	<p>Greater understanding of technique, Complications and indication for ear syringing</p>
3)	Professional Development	<p>Attended in -service education by "Medical Director" IT system for GP practice IT program</p> <p>Attended course Introduction to Microsoft Office</p>	<p>Increased IT knowledge of program</p> <p>Have improved skills in use of IT.</p>
	<p>Improve IT/IM skills to assist in completion of practice health Assessments</p>		

DATE	OBJECTIVE/LEARNING NEEDS	CPD ACTIVITY	EVALUATION
1)			
2)			
3)			

DATE	OBJECTIVE/LEARNING NEEDS	CPD ACTIVITY	EVALUATION
	4)		
	5)		
	6)		



DATE	OBJECTIVE/LEARNING NEEDS	CPD ACTIVITY	EVALUATION
	7)		
	8)		
	9)		

Organisations

AHPRA: Australian Health Practitioner Registration Agency
(Victoria Office) GPO Box 9958, Melbourne 3001
Phone: 1300 419 495
www.ahpra.gov.au

NMBA: Nursing and Midwifery Board of Australia
(Contact through AHPRA)
www.nursingmidwiferyboard.gov.au/nbv.org.au

APNA: Australian Practice Nurse Association
Level 1, 595 Little Collins Street, Melbourne 3001
Phone: 1300 303 184
www.apna.asn.au

ANF: Australian Nursing Federation
540 Elizabeth Street, Melbourne 3001
Phone: (03) 9275 9333
www.anfvic.asn.au
ANF Education Centre
Phone: (03) 9275 9363

RCNA: Royal College Nursing Australia
1 Napier Close, Deakin West, ACT 2600
Phone (02) 6283 3400
www.rcna.org.au

CWGDOG: Central West Gippsland Division General Practice
P.O. Box 253, Moe 3825
Phone: (03) 51262899
www.cwgdogp.com.au