**Examples of CPD activities and format for recording information**

All CPD activities should be reflected upon and your learning outcome documented via a CPD documentation form. Each activity should be accompanied by EITHER evidence as listed below, OR supervisory signature from your clinical supervisor or education officer.

**CPD Activity Evidence to be kept in portfolio**

**Group A: Learning from experience in the workplace**

|  |  |
| --- | --- |
| Discussion with colleagues | Summary of discussion via CPD form |
| Staff educational meetings | Attendance record and CPD form |
| Review and analysis of incidents/events | CPD form |
| In service training | CPD form |
| Clinical Audit activities | CPD form |
| Peer review (you perform the review) | CPD form |
| Project work | CPD form |
| Work shadowing/job rotation | CPD form |

**Group B: Learning from structured courses**

|  |  |
| --- | --- |
| External Seminars/Workshops/Lectures | Attendance certificate plus CPD form |
| Specialist or multidisciplinary conferences | Attendance certificate plus CPD form |
| External Courses | Attendance form plus CPD form |
| Qualifications gained  Review of select individual lectures | Qualification certificate or exam results letter  1 CPD form per lecture |
| Learning from structured online courses | Documentation of website and CPD form |
| Developing training courses | Details of course and your input via CPD form |

**Group C: Learning from self-directed personal work**

|  |  |
| --- | --- |
| Journal article review-Self directed | CPD form and copy of article |
| Case study | \*Copy of case report (patient identifiers removed)  Summarize your learning via CPD form |
| Peer review of a paper submission | Copy of article/paper and CPD form |
| Presenting and Teaching | \*Summary of teaching sessions and what you learnt preparing or updating it via CPD form |
| Mentoring/student supervision | Anonymised summary of staff/student, your role and what you learnt via CPD form |
| Presentation at meeting/conference/course/seminar | \*Copy of presentation and invite for presentation or program for event. Summarize your learning via CPD form |

*\*For power-point presentations, print/save to PDF with 6 slides per page.*

1. A minimum of 18 activities over 3 years is required.
2. A minimum of 1 activity per category per year
3. CPD to be appropriate to level of role

Other types of CPD activity can be used as long as they meet the CPD principle of ongoing learning and self-reflection.