

Continuing professional development

March 2013

CPD portfolio template

Overview

Continuing professional development is an important component in practitioners maintaining and expanding their competence to practice. You are encouraged to reflect on your current practice to help you identify where you believe you may need to refresh your understanding, further knowledge or skills. Through this reflection you will be able to identify your learning needs.

This CPD portfolio template has been developed to help you with this and to meet the record keeping requirement listed in the Board's *Continuing professional development registration standard*.

Your CPD portfolio should be developed and maintained on an ongoing basis throughout your professional life. The Board advises against you completing this portfolio after you have completed the CPD activity.

When you renew your registration each year in November you will be asked to declare if you have met the Board's CPD requirements. The overall minimum CPD requirement is to achieve 80 points over two registration periods. You should be familiar with all the requirements of the standard published under the *Registration standards* tab of the Board's website.

In the event of an audit by the Board against the declaration you have made at renewal time, or in the course of an investigation arising from a complaint, you may be required to provide a copy of your CPD portfolio. This record should therefore cover at least the previous two registration periods.

There is an ever increasing amount of CPD available to you within Australia and internationally. The Board's CPD guidelines and associated FAQ provide you information on this. This information and this template are published in the *CPD section* under the *Registration standards* tab of the Board's website.

The Structure

The template is in two parts which reflects the requirements of the CPD registration standard:

- part 1: Developing your learning needs and planned activities, and
- part 2: Recording the additional requirements for Non-accredited activities.

All registered optometrists need to complete part 1. You also need to complete part 2 if you complete any non-accredited CPD activities.

Alternative formats

This portfolio template is provided to you as an example. You may choose to use this or develop your own. Whichever you use, you must ensure that it meets the record keeping requirement of the registration standard.

Maintaining evidence of your completed CPD activities¹

Accredited CPD

For accredited CPD activities you are required to maintain a record of completion. Accepted evidence includes, but is not limited to, the annual summary record provided by the Optometrists Association Australia (OAA) or any other approved CPD provider².

All approved CPD providers and providers of individually accredited³ CPD activities have been asked to forward the details of your completed CPD to the National OAA for recording. This is a membership service offered by the OAA and if you are not a member you will need to keep these records yourself.

You should review your OAA summary record from time to time to ensure that the records are accurate. It is your responsibility to ensure that all records reflect the CPD that you have completed.

Non-accredited CPD

For non-accredited CPD activities you are required to keep all the evidence of completion of the activity (e.g. receipts, certificate of attendance) and complete part 2 of this portfolio.

CPR Training

You are required to complete CPR training once in the previous three registration periods. You need to keep evidence (most commonly a certificate of completion⁴) of the most recent training you completed.

¹ Evidence recorded should indicate if the activity is face-to-face, relates to endorsement for scheduled medicines (if your registration is endorsed for scheduled medicines), or is non-clinical so you can ensure you are meeting all the requirements of the registration standard.

² Refer to appendix B of the Boards Guidelines for continuing professional development for endorsed and non-endorsed optometrists for the list of approved providers.

³ These activities are accredited by the National Office of the OAA on behalf of the Optometry Board of Australia.

⁴ Note that the 'Perform CPD' certificate expires after one year but for the purposes of the CPD requirement will be valid for three years.

Continuing Professional Development Portfolio

Name:

AHPRA registration number:

Endorsement for scheduled medicines: Y / N (circle one)

Part 1: Learning needs and planned activities

Prior to undertaking CPD activities, you should identify and plan your own learning needs and the type of CPD activities to complete to meet these needs. Examples are provided below:

The table below has 5 rows as a sample only. You may have fewer or more rows. For example, many identified learning needs may be met by the postgraduate qualification for endorsement scheduled medicines; while alternatively a single learning need may be met by multiple CPD activities.

You should develop a plan based on your own practice and identified needs.

CPD identified This is the CPD you have identified for your own practice as an optometrist, i.e. areas needing improvement or development	Planned CPD Activities to meet the identified need
<i>1. To become competent in the application and use of an OCT.</i>	1. <i>Attend lecture presentation on OCT.</i> 2. <i>Attend congress workshop on OCT.</i> 3. <i>Completion of the training package provided by the equipment supplier.</i> 4. <i>Journal reading on OCT.</i>
<i>2. Increase my understanding about treating dry eyes therapeutically.</i>	1. <i>Attend programmed webinar session.</i>

[attach a separate piece of paper as required]

Continuing Professional Development Portfolio

Name:

AHPRA registration number:

Endorsement for scheduled medicines: Y / N (circle one)

Part 2: Non-accredited activities – additional requirements

As well as the requirements listed in part 1 of this template, for non-accredited CPD activities you are required to list the learning objectives (or session overview if objectives not listed) of the activity, how it relates to your individual learning needs identified in Part 1, and evaluation as to whether your learning need(s) was/were met. You should also indicate the activity type and points.

Accredited CPD activities completed should *not* be recorded here.

Date	Activity	Provider	CPD activity type	Number of points	Learning need	Evaluation
<i>The date the activity was undertaken</i>	<i>The name of the event/activity</i>	<i>List the name of the provider</i>	<i>The activity type as described in the Board's CPD Guidelines⁵</i>	<i>Number of points for the activity</i>	<i>What learning need listed in Part 1 was this activity linked to?</i>	<i>Did the activity help you meet this learning need? Yes/No? If 'no' the learning need should be reviewed and remain on your plan.</i>
<i>dd/mm/yy</i>	<i>(Example) Attended training package by OCT supplier</i>	<i>XYZ Pty Ltd</i>	<i>Non-clinical</i>	<i>4</i>	<i>1.3 use of OCT</i>	<i>Yes – session described how to use OCT as well as interpretation of results</i>
<i>dd/mm/yy</i>	<i>Attended lecture presentation on OCT</i>	<i>ABC Training Provider</i>	<i>Face-to-face – lecture non assessed (1 hour)</i>	<i>2</i>	<i>1.1 use of OCT</i>	<i>Yes – presentation outlined common OCT results and management paradigms via case studies</i>

[attach a separate piece of paper as required]

⁵ Published in the CPD section under the Registration standards tab on the Board's website.