Professional Portfolio

Name:

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# Section 1

Curriculum Vitae

Keep a copy of your current curriculum vitae in this section. Update and upload to your website profile annually.

# Section 2

Professional Declarations

Keep a copy of your signed annual professional declarations in this section.

Declarations must be signed by yourself, and by your Clinical Supervisor. The person who signs your declaration must be qualified and capable of attesting to your competence to practice. They will be required to note their full name and registration number with the board under which they are registered.

A Clinical Supervisor might be one of the following:

* Clinical team leader, charge physiologist or department head
* Clinician responsible for your service
* Clinical Manager or Educator
* Director of Allied health
* Person undertaking your annual performance review

The following list are those ineligible to sign the declaration:

* Workplace peer
* Non-clinical manager or team leader

Supervisors and Sole Practitioners:

If you are a supervisor or sole practitioner, and have none of the above to sign your personal APC declaration please advise CPRB.

(you are not required to submit these for auditing to CPRB, as we have these on record)

# Section 3

Professional Society Memberships

Keep a copy of any documents relating to professional memberships in this section.

This could include:

* Membership certificates
* Acceptance letters
* Payment invoices and receipts

# Section 4

Annual Practicing Certificates

Keep a copy of your annual practicing certificates (APCs) and payment receipts for APC fees in this section.

(you are not required to submit these for auditing to CPRB, as we have these on record)

# Section 5

Continuing Professional Development

Keep a copy of any documents relating to continuing professional development (CPD) in this section.

This could include:

* CPD learning outcome forms (template found in appendix)
* Attendance certificates
* Case studies
* Presentations, and program of meeting announcing your presentation

Minimum requirements set by CPRB for CPD activities (see appendix for group descriptions):

* 1 from activity group A per year
* 1 from activity group B per year
* 1 from activity group C per year
* 18 forms over any 3 year period

CPD Forms without accompanying evidence should be signed by your clinical supervisor, educator, or a senior colleague.

File CPD by calendar year.

Upload CPD documents to your CPRB profile in the CPD Tab at any time in preparation for auditing.

Keep your own copy.

# Section 6

Appendix

Contents:

* CPD documentation Form template
* CPD Activity List
* Portfolio Instructions
* Audit process and instructions

Clinical Physiologists Registration Board

Continuing Professional Development Documentation Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of activity |  | | |
| Date of activity |  | | |
| Type of activity  (only select ONE) | **Group A –**  **workplace learning**  case review, incident reflection, staff education meeting, in-service training, audit, project, rotation/shadowing | **Group B –**  **structured learning**  external conference session, course, seminar, lecture, assignment or lecture for a qualification | **Group C –**  **self-directed learning**  published article review, educational website, research activity, lecture preparation |

|  |
| --- |
| Describe the activity - please write 2-3 sentences outlining what the activity involved and your involvement in it. |
|  |

|  |
| --- |
| What did you learn – please write a paragraph showing what you learned. Review the activity if necessary and be specific. |
|  |

|  |
| --- |
| How will you apply this to your practice – write a short paragraph describing any impact the activity could have on your practice. |
|  |

For any activity EITHER obtain signoff, OR attach evidence.

|  |  |
| --- | --- |
| I verify this activity as being valid for CPD purposes  Verified by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Evidence attached relating to this activity: |

**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.

Portfolio Instructions

Up to date instructions are available on the CPRB website.

Under the ‘I am Registered’ Tab, select the Portfolio Guidelines menu.

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