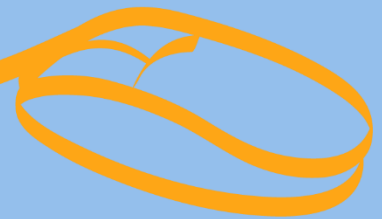


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&  
Record

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Understand NMBA's registration requirements for annual CPD...

...then plan, record and reflect using our easy template.

*cpd*  
nurse online

# Continuing Professional Development

Maintaining your CPD is as easy as 1, 2, 3:

1. **Plan** your learning needs
2. **Record** the learning you do
3. **Reflect** on how your learning helped you

## Personal Details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Year: \_\_\_\_\_

# What is CPD?

The Nursing and Midwifery Board of Australia (NMBA) requires that nurses and midwives registered with them complete a minimum number of Continuing Professional Development (CPD) hours that are directly relevant to the nurse or midwife's context of practice.

CPD activities can include a range of formal and informal learning activities, as long as they are related to the nurse or midwife's context practice.

## Minimum hours of CPD

Type of Registration	Minimum Hours	Total Hours
RN or EN	20 hours	20 hours
Midwife	20 hours	20 hours
RN & Midwife	RN: 20 hours & Midwife: 20 hours	40 hours
EN & Midwife	EN: 20 hours & Midwife: 20 hours	40 hours
Nurse Practitioner	RN: 20 hours & Nurse Practitioner: 10 hours	30 hours
Midwife Practitioner	Midwife: 20 hours & Endorsement: 10 hours	30 hours
RN with scheduled medicines endorsement	RN: 20 hours Scheduled & Medicines: 10 hours	30 hours
Eligible midwife with notation	Midwife: 20 hours & Notation: 20 hours	40 hours
Endorsed eligible midwife	Midwife: 20 hours & Endorsement: 20 hours	40 hours

*\*Table is a limited version of the full table on the March 2015 NMBA Fact Sheet - Continuing professional development for nurses and midwives. Please see that full table for more details on the particular requirements for your registration.*

<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/FAQ.aspx>

# What type of CPD do I need to do?

CPD activities can include a range of formal and informal learning activities that nurses and midwives undertake on a regular basis. The activities need to be related to your role as a nurse.

CPD activities can include:

- Education Activities – Formal post-graduate courses, short courses, study days, in-services, self-paced education, online education, self-directed learning such as reading journal articles or textbooks.
- Teaching Activities – Teaching presentations to students or colleagues, conference presentations, acting as a preceptor/mentor to students, graduates, junior/new staff, orientating a new staff member to your work area, presenting an in-service.
- Participation in committees, portfolios or higher duties – Your involvement in hospital or professional committees can be included as a CPD activity. Many nurses and midwives represent their unit on a committee and/or hold a Continuous Improvement, OH&S, education or clinical specialty portfolio in their work area. All of these activities can be included as a CPD activity. If you undertake higher duties, or undertake a different role for a period of time you can also include this in your CPD activities.
- Other Activities – We have included this section to record any activities that are not covered in the above three sections



“Unless we are making progress in our nursing every year, every month, every week; take my word for it, we are going back.”

Florence Nightingale 1914

# Example

## 1. PLAN your learning needs

Date	What CPD activities to you need or want to undertake this year?	What prompted you to identify this need and how will it help your nursing/midwife practice?
03/04/2016	Communication and being assertive	I need to get better at talking with the doctor so I can advocate for my patients better

## 2. RECORD the learning you do

Date	Description of CPD Activity (eg. education session, journal article, online or self-directed learning activity)	Hours (involved in activity)	Reflection (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)
15/06/2016	Assertive Communication Program	8hrs	

## 3. REFLECT on how your learning helped you

Date	Description of CPD Activity (eg. education session, journal article, online or self-directed learning activity)	Hours (involved in activity)	Reflection (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)
15/06/2016	Assertive Communication Program	8hrs	This program helped me to develop skills to be more assertive and to understand where others are coming from. I have already started to use some of the skills I learnt in the day and it has helped with how I communicate when I am trying to get things happening for the patients

# Planning Your CPD Learning Needs

Date	What CPD activities to you need or want to undertake this year?	What prompted you to identify this need and how will it help your nursing/midwife practice?

# Record & Reflect Education Activity

<b>Date</b>	<b>Description of CPD Activity</b> (eg. education session, journal article, online or self-directed learning activity)	<b>Hours</b> (involved in activity)	<b>Reflection</b> (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)

# Record & Reflect Education Activity

<b>Date</b>	<b>Description of CPD Activity</b> (eg. education session, journal article, online or self-directed learning activity)	<b>Hours</b> (involved in activity)	<b>Reflection</b> (in what way has this activity maintain/enhanced your nursing/midwifery practice – knowledge, skills and attributes)



# Record & Reflect Teaching/Mentor Activities

<b>Date</b>	<b>Description of Activity</b>	<b>Hours (involved in activity)</b>	<b>Reflection (in what way has this activity maintained/enhanced your nursing/midwifery practice – knowledge, skills and attributes)</b>

# Record & Reflect

## Committee Participation, Portfolio, Higher Duties

<b>Date</b>	<b>Description of Activity</b>	<b>Hours (involved in activity)</b>	<b>Reflection (in what way has this activity maintained/enhanced your nursing/midwifery practice – knowledge, skills and attributes)</b>

# Record & Reflect Other Activities

<b>Date</b>	<b>Description of Activity</b>	<b>Hours (involved in activity)</b>	<b>Reflection</b> (in what way has this activity maintained/enhanced your nursing/midwifery practice – knowledge, skills and attributes)