AWHNA INC.

Women's Health Nurse Professional Portfolio

Insert your name

Insert the date or year ending

Instructions for personal use

To change details in the header: double click on the Name, this opens the header and you can type in your name and rego number. The year you wish to document can also be added.

To change the date or year ending on the cover just click on the date and a calendar will pop up. Alternatively, just type the year.

The final page has a summary for auditing if required. Again just click on the "insert date here" and type in details.

If you save it as a word document you can type straight on to the document. If you save it as a pdf you can't type directly to the document. So save as a PDF only when you have completed the document.

This Document has been guided by the following documents and frameworks:

- Competency Frameworks
https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx

https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/FAQ/Fact-sheet-Code-of-conduct-for-nurses-and-Code-of-conduct-for-midwives.aspx

- *Continued Professional Development*
https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines/Guidelines-cpd.aspx

For further information and frequently asked questions on CPD and National Registration follow the link to: http://www.nursingmidwiferyboard.gov.au/en.aspx

AWHNA INC Professional Portfolio

Professional History

One of your professional goals should be to develop your professional history, and to keep your professional history records updated. These can be stored separately as they are not required for audit

A professional history includes
- ❖ Curriculum vitae (CV)
- ❖ Practice context descriptions (Position Descriptions)
- ❖ Registration Certificates
- ❖ Educational Transcripts and awards
- ❖ Employment records

The following records should represent:
- ❖ Individual learning plan
- ❖ Record of formalised professional development activities
- ❖ Record of self-directed/Informal learning
- ❖ Certificates and Mandatory Competency attainment
- ❖ Evidence of Reflective Practice

Professional Details

Name:

Registration Number/s:

Academic Qualifications:

Other Professional Qualifications:

Professional memberships/journals subscriptions/special interest groups:

Current role/position:

Signature: ………………………………………….. Date: …………………………………..

Description of CPD Requirements

1. Nurses on the nurses' register will participate in at least 20 hours of continuing nursing professional development per year.

2. Midwives on the midwives' register will participate in at least 20 hours of continuing midwifery professional development per year.

3. Registered nurses and midwives who hold scheduled medicines endorsements or endorsements as nurse or midwife practitioners under the National Law must complete at least an additional 10 hours per year in education related to their endorsement.

4. One hour of active learning will equal one hour of CPD. It is the nurse or midwife's responsibility to calculate how many hours of active learning have taken place. If CPD activities are relevant to both nursing and midwifery professions, those activities may be counted in each portfolio of professional development.

5. The CPD must be relevant to the nurse or midwife's context of practice.

6. Nurses and midwives must keep written documentation of CPD that demonstrates evidence of completion of a minimum of 20 hours of CPD per year (the 12 months is from date of registration)

7. Documentation of self-directed CPD must include dates, a brief description of the outcomes, and the number of hours spent in each activity. All evidence should be verified. It must demonstrate that the nurse or midwife has:

   a) identified and prioritised their learning needs, based on an evaluation of their practice against the relevant competency or professional practice standards

   b) developed a learning plan based on identified learning needs

   c) participated in effective learning activities relevant to their learning needs

   d) reflected on the value of the learning activities or the effect that participation will have on their practice.

8. Evidence must be kept by each practitioner for three years in case you are selected for audit. You **do not need to submit** this evidence each year just sign a declaration that you have completed the required number of hours of CPD.

9. Participation in mandatory skills acquisition may be counted as CPD as long as it is directly relevant to your area of practice and is likely to lead to a change in practice.
   (AHPRA NRB CPD factsheet 2020)

Definitions

Context of practice refers to the conditions that define an individual's nursing or midwifery practice. These include the type of practice setting (e.g. healthcare agency, educational organisation, private practice); the location of the practice setting (e.g. urban, rural, remote); the characteristics of patients or clients (e.g. health status, age, learning needs); the focus of nursing and midwifery activities (e.g. health promotion, research, management); the complexity of practice; the degree to which practice is autonomous; and the resources that are available, including access to other healthcare professionals (See AHPRA NRB documents relevant to RN, NP , midwife). https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/professional-standards.aspx

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. The CPD cycle involves reviewing

practice, identifying learning needs, planning and participating in relevant learning activities, and reflecting on the value of those activities (AHPRA NRB CPD factsheet 2020)

Guidelines for allocation of CPD Hours

Activity	Examples of evidence.
Post Graduate Study such as working toward Graduate Diploma, Master's Degree or PhD	Evidence of enrolment, progress towards completion, transcript per semester, year
Subscription to a refereed nursing journal	Evidence of subscription and evidence of having read the journal. e.g. reflection notes
Presentations to work colleagues or other nurse/health professionals at formal meetings or educational events Either in-house or external	Lesson Plan, notes, handouts, attendance record or evaluation tools.
Presentation of research paper or other work in progress at nursing or health conferences	Evidence of presentation e.g. Program, Notes, Handouts, Letter of thanks from organiser.
Conference, workshop, seminar, lecture, tutorial or in-service	Evidence of attendance e.g. name on a copy of sign-in sheet.
Endorsed learning Events	Certificate of attendance identifying the allocated points.
Reading	Copy of, or summary of the major points of the article
Internet Research	Evidence of reflection and or incorporation into clinical practice.
Committee Membership	Evidence of name on attendance list of minutes.
Review, writing, implementation of hospital clinical guideline or ward/department project.	Evidence of name on development of guideline Implementation plan, or evidence of delivery of education sessions as above.
Publication of articles in journals.	Evidence of publication. (Copy of Journal or Citation List)
Preceptoring/mentoring of students, new staff	Evidence of shifts rostered as preceptor. Names of students or learners mentored or preceptored.

INDIVIDUAL LEARNING PLAN

From your self-assessment, list the skills/areas you would like to develop further. This information can help you formulate a plan for personal / professional development. You may have a learning plan attached to your appraisal, if so you may not need to use this one but you must have evidence of a learning plan for the purposes of Registration.

Keys areas of my position description which will require special attention OR additional skills or areas for further development	What action/learning is required? How are you going to achieve this? What would help me address this issue?	Proposed date of achievement

Record of formalised Professional Development Activities

(May include conferences, short courses, study days, workshops, seminars, lectures, tutorials, in-services)

Date	Educational event/activity/topic/course/session. (Include outcomes)	Education provider	Presenters name	CPD Hours

Record of Self Directed/Informal Learning

(May include setting goals, reading journals, internet research, ward /department based quality or clinical guideline based projects, reflective practice, coaching or mentoring others)

Date	Brief description of activity & knowledge gained i.e. relevance to practice or change in practice	CPD Hours

Reflective Journal

Record your thoughts, feelings and actions down in point form. You can reflect upon a situation [your experience] and how you responded to the situation. Include how, following reflection, this will impact on your practice. Could be from supervision, clinical practice, reading a journal article.

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Name:
Registration

Academic Qualifications:

Other Professional Qualifications:

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Professional memberships/journals subscriptions/special interest groups:

Current role/position:

Signature: ………………………………………….. Date: …………………………………….

I declare that this is a true and accurate reflection of my professional development activities for the 12 months commencing on ____ Insert date here __

_____   _____   _____
Print Name: Signed: Date:

SUMMARY OF PROFESSIONAL DEVELOPMENT FOR YEAR ENDING [Insert date]

		RN Hours	RM Hours	NP hours
Learning plan				
CPD				
Self-directed learning				
Reflective journal				
	TOTAL HOURS			