

## CPD checklist

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January 2020

### 1. CPD registration standard requirements

The Board's CPD registration standard requires you to complete 20 hours of CPD in every registration period<sup>1</sup>. Your CPD will be more effective when you identify your learning needs, plan your CPD activities and reflect on what you have learnt and how it will impact on your practice, as the standard requires.

This checklist has been developed to help you identify the steps that you must complete to meet the Board's registration standard.

You should read the Board's CPD guidelines for more information about the CPD registration standard. The Board has developed other CPD guidance documents to help you understand and comply with the CPD registration standard. These documents are referenced in the checklist.

### 2. Checklist

- 1. Identify and record your learning goals in your CPD portfolio (see Identify your CPD learning goals)
- 2. Plan and record your CPD activities in your CPD portfolio (see Tips for planning your CPD)
- 3. Make sure your planned activities meet the requirements of the CPD standard: (see CPD activities that meet the standard)
  - a. improves patient outcomes
  - b. draws on best available evidence including well-established and accepted knowledge supported by research where possible, to inform good practice and decision-making
  - c. improves your competence<sup>2</sup> (performance and behaviour) and keeps you up-to-date in your chosen scope<sup>3</sup> & setting of practice
  - d. builds on your existing knowledge
- 4. Keep evidence of the CPD activities which you complete
- 5. After you have completed each CPD activity record your reflections<sup>4</sup> on how it improved your practice in your CPD portfolio (see CPD reflection & CPD portfolio template)
- 6. Keep a copy of your CPD portfolio and evidence for 5 years in case you are audited

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<sup>1</sup> From 1 December to 30 November

<sup>2</sup> Competence means having the qualifications and ability to perform a specific role. It involves a complex interaction and integration of knowledge, skills, professional behaviours and judgement

<sup>3</sup> Scope of practice means the professional role and services that an individual health practitioner is educated and competent to perform

<sup>4</sup> Reflection means thinking about what you do in order to improve your learning and practice