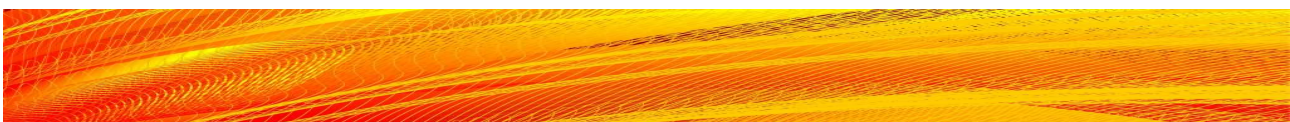


Registered Nurse Continuing Professional Development Portfolio

Name: _____



In relation to Continuing Professional Development (CPD) the new Health Professions Registration Act 2005 specifically notes:

Section 18(3) “The responsible board (in this case Nurses Board of Victoria NBV) may require an applicant to provide information about any continuing professional development undertaken during the existing registration period.”

Continuing education is both an individual responsibility and the responsibility of the employer. All employees have a professional responsibility to maintain competence and to have contemporary knowledge and skill base in order to provide best practice nursing care.

As you will be provided with continuing education opportunities and professional education on a broad range of topics it is important to keep your records up to date.

A CPD portfolio should contain a:

- Planning section—to state the individual learning needs
- Ways in which the identified learning needs have been fulfilled (record of attendance)
- Evaluation of meeting self identified learning needs or professional development obtained

This booklet has been produced to help keep all your educational records together. It is recommended that you take this booklet with you when attending in-service and/or education so that it can be signed by the educators. It is also recommended that you keep your certificates and registrations together with this booklet.

Personal and Registration Details

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Date of Birth: _____

Nurses Board of Victoria Registration No.: _____

ANF Membership No.: _____

Principal place of employment: _____

Address: _____

Telephone number: _____



Designed by Dandenong Casey General Practice Association July 2007

RN Education

University/Hospital/TAFE:

Year commenced: _____ Year completed: _____

Subjects:

Awards/activities:

Further Education

Post Registration Modules/Education:

University/College/Other:

Module/date/result:

Course in Medication Administration for Division 2 Nurses in Victoria:

University/College/Other:

Module/date/result:

Other courses:

In-service Education

Date	Subject/title	Hours	Venue	Educator/signature

In-service Education

Date	Subject/title	Hours	Venue	Educator/signature

In-service Education

Date	Subject/title	Hours	Venue	Educator/signature

In-service Education

Date	Subject/title	Hours	Venue	Educator/signature

Employment History

Workplace: _____

Grade/Classification: _____

Position: _____

Date Commenced: _____ Date finished: _____

No. of hours worked per week (average): _____

.....

Workplace: _____

Grade/Classification: _____

Position: _____

Date Commenced: _____ Date finished: _____

No. of hours worked per week (average): _____

.....

Workplace: _____

Grade/Classification: _____

Position: _____

Date Commenced: _____ Date finished: _____

No. of hours worked per week (average): _____

Employment History

Workplace: _____

Grade/Classification: _____

Position: _____

Date Commenced: _____ Date finished: _____

No. of hours worked per week (average): _____

.....
Workplace: _____

Grade/Classification: _____

Position: _____

Date Commenced: _____ Date finished: _____

No. of hours worked per week (average): _____

.....
Workplace: _____

Grade/Classification: _____

Position: _____

Date Commenced: _____ Date finished: _____

No. of hours worked per week (average): _____

Organisations



NBV: Nurses Board Victoria
595 Little Collins St, Melbourne
Phone: (03) 8635 1200
Fax: (03) 8635 1248
Registration Enquiries: (03) 8635 1222
www.nbv.org.au

APNA: Australian Practice Nurses Association
149 Drummond St
Carlton South VIC 3053
Freecall: 1300 303 184
Phone: 03 9699 7400
Fax: 03 9699 7499
www.apna.asn.au

RCNA: Royal College of Nursing Australia
1 Napier Close, Deakin West, ACT 2600
Freecall: 1800 061 660
Phone: (02) 6283 3400
Fax: (02) 6282 3565
www.rcna.org.au

ANF: Australian Nursing Federation
540 Elizabeth St, Melbourne. 3000
Phone: (03) 9275 9333
www.anfvic.asn.au

DCGPA: Dandenong Casey General Practica Association
314B Thomas St, Dandenong
Phone: (03) 9706 7311
Fax: (03) 9793 4050
www.dddgp.com.au
Email: dandiv@dddgp.com.au