

CPD portfolio

From 1 December 2020

About this portfolio

This portfolio can be used to help you record your continuing professional development (CPD). It has two parts, Part A includes completed examples of CPD activities and Part B (Page 9) is a blank template portfolio that you can use to record your learning goals, CPD activities and reflections. You can adjust the template to have as many rows as you need. For example, many identified learning needs may be met by a postgraduate qualification; while alternatively a single learning need may be met by multiple CPD activities. You may also choose to use an alternate format that records all the required information.

Your CPD portfolio should include information about:

1. Your CPD plan - the learning goals that you have identified and how you plan to meet them.
2. CPD activities – each activity that you complete.
3. Your reflection on each completed CPD activity and how it affected your practice.
4. Evidence that you have completed each activity.

Information about the Board's CPD requirements can be found on the Board's website.

A - CPD portfolio with examples

The following CPD portfolio includes examples of ways in which you can record your learning goals, planned and completed CPD activities and reflections. They are provided as examples only and you may choose to provide information in your portfolio in other ways. Bolded/italicised information helps to explain why the example is good, acceptable or not acceptable.

Example 1 – good example of recording reading journal articles.

Example 2 – good example of recording a social media activity.

Example 3 – acceptable example of recording a social media activity.

Example 4 – poor example that does not meet the Board's standard for recording a social media activity.

Example 5 – good example of a seminar not meeting a learning goal.

Example 6 – good example of recording CPD in an interactive setting.

Example 7 – good example of CPD relating to scheduled medicines endorsement.

Example 8 – acceptable example of CPD relating to scheduled medicines endorsement.

Example 9 – poor example of CPD relating to scheduled medicines endorsement.

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
Identify and plan your own learning goals [you may add or change your goals throughout the year]	Identify activities that may help to meet your learning goals [you may change these as alternative activities become available]	List: a. the activity completed b. the provider/source c. date completed d. the evidence of completion that you have retained		Category e.g. interactive Endorsed medicines ¹	Record: a. the learning goal that the activity was intended to meet b. your reflection on the activity and what you learned c. whether your learning goal was met (note: your goal may not have been met or only partly met) d. how what you learned has/hasn't changed your practice
Example 1 - Good example of reading journal articles relevant to practise					
Example 1 - Good 1. To further my understanding of current management protocols regarding condition X (e.g. To learn about the current protocols for assessment and treatment of convergence insufficiency OR To learn about the role of steroids in the	Example 1 Find recent, evidence-based information from a reliable source about the signs/symptoms, diagnosis and treatment of condition X online	Example 1 Online articles about the presenting signs and symptoms of condition X, the examination and tests to confirm a diagnosis and current best practice treatment options List articles referenced* articles a. Journal article A reference b. Journal article B reference c. Journal article C reference d. Cochrane review	Xx/xx 2020	1.5 hr/s	Example 1 <ul style="list-style-type: none"> I undertook this activity to ensure that I have improved my understanding of management protocols for condition X. The four articles that I reviewed and summarised were all published in peer reviewed journals in the previous 3 years. The Cochrane review was published 10 years ago. The more recent journal articles don't contradict the

¹ Relevant to Optometrists with scheduled medicines endorsement

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
<p>treatment of microbial keratitis)</p> <p>2. <i>(Explains that the learning goal centres on updating management tools for specific conditions)</i></p>		<p>Summaries attached</p> <p>* you must keep or be able to produce copies of these articles and your summaries</p> <p><i>(Information about the literature search AND the source documents AND the practitioner's summary are attached as evidence)</i></p>			<p>information in the Cochrane review. I have refreshed my understanding of the how to diagnose and treat condition X. The examination and tests to diagnose condition X do not differ from my current approach. Current best practice for the management of condition X includes earlier referral at eight weeks for specialist intervention if there is no significant improvement.</p> <ul style="list-style-type: none"> • My learning goal was met as it appears my approach to diagnosis and management is up to date. <p>When managing condition X in the future I will refer for specialist opinion when there is an unsatisfactory response to treatment at eight weeks instead of 12 weeks as am currently doing.</p> <ul style="list-style-type: none"> • <i>(Describes how learning need was met AND describes the quality of the source material AND how patient management will change)</i>

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
Example 2 - Good example of social media activity					
<p>Example 2 - Good</p> <p>How to examine a patient with presentation Y</p> <p><i>(Explains that the learning goal centres around examination techniques)</i></p>	<p>Example 2</p> <p>Improve my knowledge and skills about examining presentation Y</p>	<p>Example 2</p> <p>Found a half hour video from University ABC on YouTube on how to examine presentation Y</p> <p>URL: https://www.youtube.com/?gl=AU</p> <p>Summary attached</p> <p><i>(Information about the qualifications and credentials of the video source AND the practitioner's summary is attached as evidence)</i></p>	<p>Xx/xx 2020</p>	<p>0.5 hr/s</p>	<p>Example 2</p> <p>The video reminded me about the best way to examine a patient with condition Y. Diagrams showed how to do the examinations correctly.</p> <p>The diagrams helped me to review my examination technique to ensure that I am applying them correctly.</p> <p>The video also presented a new examination technique that helps to rule out a differential diagnosis in 10 per cent of cases and the presenter discussed the research about the new examination.</p> <p>The video discussed the evidence for the technique which included two peer-reviewed articles.</p> <p>I will use the new technique from now on as it will help me to make a more accurate diagnosis of these patients.</p> <p><i>(Describes how learning need was met AND describes the quality of the source material AND how patient management will change)</i></p>

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
Example 3 - Acceptable example of social media activity					
Example 3 - Acceptable How to examine a patient with presentation Y	Example 3 Improve my knowledge and skills about examining presentation Y	Example 3 Found a half hour video from University ABC on YouTube on how to examine presentation Y URL: https://www.youtube.com/?gl=AU Summary attached <i>(No information about the qualifications and credentials of the video source BUT the practitioner's summary is attached as evidence)</i>	Xx/xx 2020	0.5 hr/s	Example 3 The video reminded me about the best way to examine a patient with condition Y. The diagrams showed how to do the examinations correctly. It presented a new examination technique that helps to rule out a differential diagnosis in 10 per cent of cases and the presenter discussed the research about the new examination. <i>(Describes how learning need was met and that practice will change BUT doesn't describe the quality of the source material OR how patient management will change)</i>
Example 4 – example that does not meet the Board's standard -Social media					
Example 4 - Doesn't meet standard Presentation Y <i>(Doesn't explain the learning goal associated with presentation Y)</i>	Example 4 Improve my examination of presentation Y	Example 4 Found a half hour video on YouTube of a how to examine presentation Y <i>(No information about the qualifications and credentials of the video source OR link to the video OR practitioner summary of video)</i>	Xx/xx 2020	0.5 hr/s	Example 4 I learned a lot from the video about the best way to examine a patient with condition Y. <i>(Doesn't describe how the learning need was met OR the quality of the source material OR how patient management will change)</i>

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
Example 5 – Good example of CPD activity did not meet learning goal – Seminar					
<p>Example 5</p> <p>To update my knowledge and understanding of the diagnosis and management of condition Z</p>	<p>Example 5</p> <p>Update my knowledge and skills on the management of condition Z to ensure that I understand the latest approach described in a recent journal article</p>	<p>Example 5</p> <p>Attended a half hour seminar on the management of condition Z.</p> <p>Attached attendance certificate and seminar notes</p> <p><i>(The practitioner's summary is attached as evidence)</i></p>	Xx/xx 2020	0.5 hr/s	<p>Example 5</p> <p>The seminar about the management of condition Z only mentioned the new approach briefly, although did include references, but mostly focussed on the approaches that I am already using.</p> <p>I learned that I am applying current approaches correctly but will need to find another seminar to meet this learning need.</p> <p><i>(Describes why the learning need wasn't met AND the quality of the source material AND how the practitioner will try to meet the learning need in the future)</i></p>
Example 6 – Good example of interactive learning activity – Case management					
<p>Example 6</p> <p>To identify alternative treatment strategies for a patient² with condition Z who is not responding well to my current treatments</p>	<p>Example 6</p> <p>Case management discussion with a colleague</p>	<p>Example 6</p> <p>Teleconference (interactive discussion) with a colleague. Described patient presentation, examination findings, treatment and response.</p>	Xx/xx 2020	0.5 hr/s	<p>Example 6</p> <p>Discussed differential diagnoses. Colleague and I agreed that the diagnosis I had made was reasonable given the patient's presentation and examination</p>

² Ensure that patient privacy/confidentiality is maintained

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
		<p>Discussed possible alternative diagnoses based on patient presentation and examination.</p> <p>Discussed two possible treatment approaches:</p> <ol style="list-style-type: none"> 1. brief description of alternative treatment 2. refer to another profession for a different treatment method/approach <p>Summary of discussion attached <i>(A description of what was discussed AND the practitioner's summary is attached as evidence)</i></p>			<p>findings for the following reasons: X, Y, Z.</p> <p>Discussed evidence-based management options including possible referral to a colleague or other health professional</p> <p>We agreed that a trial of the following alternative approach could be useful to improve patient outcomes (add details including a discussion about the approach drawing on best available evidence)</p> <p><i>(Describes how learning need was met, AND the quality of the source material AND provides details about how patient management will change as a result)</i></p>
Example 7 – Good example of CPD relating to a scheduled medicines endorsement					
<p>Example 7</p> <p>To evaluate a new topical medication (X) that has come onto the list of scheduled medicines</p>	<p>Example 7</p> <p>To evaluate the literature (read journal articles) around this novel treatment to determine its safety, efficacy and application to my practice</p>	<p>Example 7</p> <p>Conducted a literature search of peer-reviewed articles, read the 3 articles that were targeting patient outcomes with drug X and appraised the conclusions to decide if and when I would prescribe the new topical medication X.</p> <p>Summary and articles read attached</p>	<p>Xx/xx 2020</p>	<p>2.0 hr/s</p>	<p>Example 7</p> <p>The literature showed there has been 5 peer-reviewed journal articles on drug X, but only 1 article showed patient outcomes from a randomised controlled trial. This article showed that drug X has a specific use in condition Y, but that it is contra-indicated in people currently taking beta-</p>

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
		<i>(Information about the literature search AND the source documents AND the practitioner's summary are attached as evidence)</i>			blockers. I have concluded that I will prescribe drug X for my patients with condition Y in the future only when they are not concurrently taking beta-blockers. It has been shown from the randomised controlled trial to be a more effective therapy than the current standard treatment. <i>(Describes how learning need was met AND the quality of the evidence presented AND provides details about how practice management will change as a result)</i>
Example 8 - Acceptable example of CPD relating to a scheduled medicines endorsement					
Example 8 To evaluate a new topical medication (X) that has come onto the list of scheduled medicines	Example 8 Attend a seminar by a recognised expert in the area which may or may not be sponsored by the manufacturer	Example 8 Attendance at seminar regarding new topical medication X Attached attendance certificate and seminar notes <i>(No information about the qualifications and credentials of the presenter BUT the practitioner's summary is attached as evidence)</i>	Xx/xx 2020	2.0 hr/s	Example 8 The expert recommended using topical medication X for condition Y, except in circumstances where the patient is taking beta-blockers. I will prescribe it for my patients who meet these criteria in the future. <i>(Describes how learning need was met AND provides details about how practice management will change as a result BUT doesn't describe the quality of the evidence presented)</i>

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and effect on practice
Example 9 - example that does not meet the Board's standard of CPD relating to a scheduled medicines endorsement					
Example 9 To evaluate a new topical medication (X) that has come onto the list of scheduled medicines	Example 9 Attend a seminar by a recognised expert in the area which may or may not be sponsored by the manufacturer	Example 9 Attendance at seminar regarding new topical medication X (No information about the qualifications and credentials of the presenter OR practitioner summary)	Xx/xx	2.0 hr/s	Example 9 The expert recommended using topical medication X for condition Y. (Doesn't describe how the learning need was met OR the quality of the source material OR how patient management will change)

B - CPD portfolio

Your CPD portfolio should include information about:

1. Your CPD plan - the learning goals that you have identified and how you plan to meet them
2. CPD activities – each activity that you complete
3. Your reflection on each completed CPD activity and how it affected your practice
4. Evidence that you have completed each activity

Information about the Board's CPD requirements can be found on the [Board's website](#).

My contact details:

First name:	Last name:
Profession:	Registration number:
Contact phone:	
Address (line 1): Address (line 2): City/Suburb/Town: State/Territory: Postcode/Zip: Country (if other than Australia):	Email:

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and impact on practice
Identify and plan your own learning goals [you may add or change your goals throughout the year]	Identify activities that may help to meet your learning goals [you may change these as alternative activities become available]	List: e. the activity completed f. the provider/source g. date completed h. the evidence of completion that you have retained		Category e.g. interactive Endorsed medicines ³	Record: e. the learning goal that the activity was intended to meet f. your reflection on the activity and what you learned g. whether your learning goal was met (note: your goal may not have been met or only partly met) h. how what you learned has/hasn't changed your practice
Activity 1	Activity 1	Activity 1			Activity 1
Activity 2	Activity 2	Activity 2			Activity 2
Activity 3	Activity 3	Activity 3			Activity 3
Activity 4	Activity 4	Activity 4			Activity 4

³ Relevant to Optometrists with scheduled medicines endorsement

Learning goals	Planned CPD activities	Completed CPD activities (description, hours, date)	Date	Number and category of hours	Reflection on learning and impact on practice
Activity 5	Activity 5	Activity 5			Activity 5
Activity 6	Activity 6	Activity 6			Activity 6
Activity 7	Activity 7	Activity 7			Activity 7
Activity 8	Activity 8	Activity 8			Activity 8

[include additional information on a separate sheet if required]

Checklist*

1. *Have you completed the number of CPD hours required for the registration period?*
2. *Have you recorded your learning goals?*
3. *Have you attached evidence that you have completed each of your CPD activities?*
4. *Have you recorded your reflection on how each CPD activity has changed your practice?*

*A more detailed checklist can be found on the Board's website.