

CPD checklist

From 1 December 2020

1. CPD registration standard requirements

Practitioners who hold a scheduled medicines endorsement must complete a total of 30 hours of continuing professional development (CPD) in every registration period that includes 10 hours of CPD relating to the endorsement. Generally registered practitioners must complete 20 hours of CPD that meet the Board's CPD registration standard.

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 and can be found on the CPD page under Registration standards on the Board's website.

2. Checklist

- Identify and record your learning goals in your CPD portfolio (see Identify your CPD learning goals and CPD portfolio template)
- Plan and record your CPD activities in your CPD portfolio (see Tips for planning your CPD and CPD portfolio template)
- Make sure your planned activities meet the requirements of the CPD standard: (see CPD activities that meet the standard)
 - improves patient outcomes
 - draws on best available evidence including well-established and accepted knowledge supported by research where possible, to inform good practice and decision-making
 - improves your competence¹ (performance and behaviour) and keeps you up to date in your chosen scope² and setting of practice
 - builds on your existing knowledge
- Complete a minimum of 20 hours of CPD
- Complete 10 hours of CPD relating to scheduled medicines if you are endorsed
- include a minimum of five hours in an interactive³ setting with other practitioners (see CPD in an interactive setting)
- include no more than five hours of non-scientific/non-clinical CPD activities
- Keep evidence of the CPD activities which you complete (see CPD FAQ)
- After you have completed each CPD activity record your reflections⁴ on how it improved your practice in your CPD portfolio (see Guidance: CPD reflection and Template: CPD portfolio)
- Keep a copy of your CPD portfolio and evidence for five years, in case you are audited

¹ 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

² Scope of practice means the professional role and services that an individual health practitioner is educated and competent to perform

³ Interactive means learning that involves two-way flow of information and occurs with other practitioners, such as face-to-face or interactive online education

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