



**GENERAL PRACTICE**  
*north west*

# Practice 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 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: \_\_\_\_\_

Nurses Board of Tasmania Registration No.: \_\_\_\_\_

ANF Membership No.: \_\_\_\_\_

Principal place of employment: \_\_\_\_\_

\_\_\_\_\_

Workplace address: \_\_\_\_\_

\_\_\_\_\_

Workplace phone number: \_\_\_\_\_

# Nursing Education

University/Hospital/TAFE: \_\_\_\_\_

\_\_\_\_\_

Year commenced: \_\_\_\_\_ Year completed: \_\_\_\_\_

Subjects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards/activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Further Education

## Post Registration Education

1) University/College/Other: \_\_\_\_\_

\_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

Result: \_\_\_\_\_

2)University/College/Other: \_\_\_\_\_

\_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

## Other courses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_















# Employment History

Workplace: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date finished: \_\_\_\_\_

No. of hours worked per week (average): \_\_\_\_\_

Workplace: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date finished: \_\_\_\_\_

No. of hours worked per week (average): \_\_\_\_\_

Workplace: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date finished: \_\_\_\_\_

No. of hours worked per week (average): \_\_\_\_\_

# Employment History

Workplace: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date finished: \_\_\_\_\_

No. of hours worked per week (average): \_\_\_\_\_

Workplace: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date finished: \_\_\_\_\_

No. of hours worked per week (average): \_\_\_\_\_

Workplace: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date finished: \_\_\_\_\_

No. of hours worked per week (average): \_\_\_\_\_



# Organisations

NBT: Nurses Board Tasmania  
151 Davey St, Hobart, Tas, 7000  
Phone: (03) 62 243991  
Fax: (03) 62 243995  
[www.nursingboardtas.org.au](http://www.nursingboardtas.org.au)



APNA: Australian Practice Nurse Association  
Level 1, 595 Little Collins Street, Melbourne  
Freecall: 1300 303 184  
Phone: (03) 9614 7777  
Fax: (03) 9614 7776  
[www.apna.asn.au](http://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](http://www.rcna.org.au)

ANF: Australian Nursing Federation  
182 MacQuarie St, Hobart Tas 7000  
Phone: (03) 62236777  
Freecall: 1800 001 241  
Fax: (03) 240229  
[www.anf@netspace.net.au](http://www.anf@netspace.net.au)

Division General Practice North West  
Support: Level 1, 11 Alexandra Road,  
Ulverstone 7315  
Phone: (03) 6425 0800  
Fax: (03) 6425 0888  
NiGP Program Officer  
Bronwyn McLaren  
Direct Line: (03) 6425 0809  
Email: [bmclaren@gpnw.com.au](mailto:bmclaren@gpnw.com.au)  
[www.gpnw.com.au](http://www.gpnw.com.au)