

Continuing Professional Development

*Appendix 1:
Blank pro formas for your portfolio*



Portfolio Contents

Section 1	(insert heading)
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Section 8	

Retain a copy of this in your portfolio. You should submit a copy if you are selected for audit along with the relevant evidence of your CPD activity.
You may photocopy this form.

This record sheet is for your guidance only – you can maintain your CPD activity record in any format that suits you.

Portfolio CPD LOG (KEEP FOR YOUR OWN RECORD)

Date	Section number	Page number	Description of activity	Comments/notes

Retain a copy of this in your portfolio. You should submit a copy if you are selected for audit along with the relevant evidence of your CPD activity.
You may photocopy this form.

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CPD activity reflective notes (Keep for your own records)

Whenever you undertake an educational activity you should spend time reflecting on your learning. Use this sheet to help reflection on each CPD activity. Complete one record sheet for each CPD activity you do and place a copy in your portfolio. If you number each page and cross-reference it on your CPD log, it will make it easier to complete your annual summary or an audit profile. This record sheet is for your guidance only – you can maintain your CPD activity record in any format that suits you.

Title of activity
Date
What did I do? Briefly describe the activity
What was useful for me? (Key learning points?) What were the most important things I learnt?
How will my learning influence/change my practice?
What will I do next in relation to this activity or as a result of this activity?

Retain a copy of this in your portfolio. You can use this evidence of your CPD activity to complete your annual summary and/or to compile your profile if you are selected for audit.
You may photocopy this form.

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Using online research for your CPD

(Keep for your own CPD records)

Whenever you use internet venues such as MEDLINE or online journals, you may find it helpful to think about what you have learnt, what was most valuable for you and how you can use that to benefit your patients. To assist you with this process and to reinforce and extend your learning beyond an individual search, we have created this template to help you. This will also act as a personal archive of your research. It will help you to compile your CPD portfolio. Continue on a separate sheet or overleaf if you need more space to write.

Reason for search
Date
Articles titles and urls – keep these for future reference in case you want to read or refer to them again
What were the articles about? Briefly describe the articles and indicate why you attended it.
What did I learn? What was useful for me? What were the most valuable things I learnt? What do I know now that I did not know before? What do I understand now that I did not understand before? What can I do now that I couldn't do before?
What is the significance of what I have learnt for my practice/patients/students? How do I intend to apply this learning?"

Retain a copy of this in your portfolio. You can use this evidence of your CPD activity to complete your annual summary and/or to compile your profile if you are selected for audit.

You may photocopy this form.

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Unified Register of Herbal Practitioners

CPD portfolio records

Record your CPD in your own format

This record sheet is for your guidance only – you can maintain your CPD activity record in any format that suits you.

PERSONAL DEVELOPMENT PLAN (PDP) Portfolio Section.....

(KEEP FOR YOUR OWN RECORDS)

This section should be used to plan your personal development. It should be updated whenever there has been a change – either when a goal is achieved or modified or where a new need is identified. Complete the form after you have considered the questions where are you now and where do you want to be. There is no obligation to use this form or to produce a personal development plan.

What are my current development needs?	How will I address them?	Outcome and additional comments	Date completed
Explain the need	Explain what action you will take and what resources you are likely to need	How do you expect/hope your practice to change as a result of the development?	Complete this box when you feel you have met your goal
1.			
2.			
3.			
4.			

Retain a copy of this in your portfolio. You might chose to submit a copy of your completed PDP if you are selected for annual audit and feel this form will be useful as evidence of your CPD activity. You may photocopy this form.

This record sheet is for your guidance only – you can maintain your CPD activity record in any format that suits you.

NIMH Postgraduate Training Board

CPD seminar: reviewing your learning *(Keep for your own CPD records)*

After a seminar it is helpful to think about what you have learnt and what was most valuable for you today and how you can use that to benefit your patients. To assist you with this process and to reinforce and extend your learning beyond the seminar, we have created this form to help you. It will help you to compile your CPD portfolio. Continue on a separate sheet or overleaf if you need more space to write.

Title of seminar
Date
Name of presenter(s)
What was the seminar about? Briefly describe the seminar and indicate why you attended it.
What did I learn? What was useful for me? What were the most valuable things I learnt? What do I know now that I did not know before? What do I understand now that I did not understand before? What can I do now that I couldn't do before?
What is the significance of what I have learnt for my practice/patients/students? How do I intend to apply this learning?"

This record sheet is for your guidance only – you can maintain your CPD activity record in any format that suits you.

Continuing Professional Development Annual Summary Record

Please complete this form and return a copy to the URHP Registrar by 31st March each year.

Name	
Membership number	
CPD Year	

Please complete the table below with a synopsis of your CPD activity giving 3-4 examples of your CPD activity for the year, which demonstrate a mixture of learning activities.

Key dates	What did you do?	What did you learn from this?	What impact has this had on your practice?

Please tick this box to certify your record

I certify that this is an accurate record of my CPD activity for the year.....
Please note, failure to complete and return this form may delay or prevent your renewal of registration with the URHP.

Application for deferral/waiver of CPD requirements

N.B. All requests will be treated in strictest confidence

Please use this form if you wish to request waiver/reduction of mandatory CPD due to special circumstances:

Name

Address

.....

Email address

NIMH Membership number

Telephone

I am requesting reduction/waiver of CPD due to:
(please tick one of the boxes below)

- serious ill health
- maternity or parental leave
- providing care to a family member with a critical, terminal or chronic medical condition
- bereavement
- other (please specify in space below)

Give the date when you began to experience difficulty

Circumstances will be considered on an individual basis.
Please provide any additional information to support your request in the space below or overleaf if necessary.

Please send the completed form to:

URHP Registrar, The Hamlet House, Coggelshall Hamlet, Essex CO6 1RQ

You will be informed if your request has been agreed and the duration of your waiver/reduction. Reduction/waiver will be for a specified period of time, based on the special circumstances stated in your application up to a maximum of 12 months in any given CPD year. After 12 months an application for extension of exemption will be considered. In the case of a member's ill-health or caring for an ill family member, the exemption, once granted, will remain in force for up to two years.

Office use only



Continuing Professional Development