**AICE CPD and Mentoring/Presenting portfolio**

This template is based on the Ahpra-CBA guidelines to record CPD and other learning activities. Use this template to record your CPD hours and other Mentoring/Teaching/Presenting activities. A completed document can then be used as a supporting document for your titling application within the relevant AICE Clinical Practice Group.

**Contact details:**

|  |  |
| --- | --- |
| First name: | Last name: |
| Contact phone: | Email: |

**CPD portfolio**

*The text below is used as an example only. Please delete the example text and make notes using blank rows.*

| **Learning goals** | **Planned CPD activities** | **Description of completed CPD activities** | **Date** | **Number of hours** | **Reflection on learning and impact on practice** |
| --- | --- | --- | --- | --- | --- |
| **Example 1**  Update my knowledge and understanding of the diagnosis and management of condition X | **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   1. Journal article A: reference 2. Journal article B reference 3. Journal article C reference 4. Cochrane review   Summaries attached  \* you must keep or be able to produce copies of these articles and your summaries | xx/xx 2020 | 1.5 hr/s | **Example 1**   * I undertook this activity to ensure that I have improved my understanding of 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 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 8 weeks for specialist intervention if there is no significant improvement. * My learning goal was met as it appears my approach to diagnosis and management is up to date. * When managing condition X in the future I will refer for specialist opinion when there is an unsatisfactory response to treatment at 8 weeks instead of 12 weeks as am currently doing. ***(describes how learning need was met AND how practice will change as a result)*** |
| **Example 2**  How to examine a patient with presentation Y ***(Explains that the learning goal centres around examination techniques)*** | **Example 2**  Improve my knowledge and skills about examining presentation Y | **Example 2**  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  ***(Includes information about the video source and the practitioner’s summary is attached as evidence)*** | xx/xx 2020 | 0.5 hr/s | **Example 2**  The video reminded me about the best way to examine a patient with condition Y. The diagrams showed how to do the examinations correctly.  The diagrams helped me to review my examination technique to ensure that I am applying them correctly. ***(describes how learning need was met AND how practice will change as a result)***  The video presented a new examination technique that helps to rule out a differential diagnosis in 10% of cases and the presenter discussed the research about the new examination.  I have added the new technique to my examination form and will use it from now on as it will help me to make a more accurate diagnosis of these patients. ***(describes how learning need was met AND provides details about how practice will change as a result)*** |
| **Example 3**  Discuss better ways to manage a patient[[1]](#footnote-1) with condition Z who is not responding well to my current treatments | **Example 3**  Case management discussion with a colleague | **Example 3**  Skyped\* with a colleague. Described patient presentation, examination findings, treatment and response.  Discussed possible alternative diagnoses based on patient presentation and examination.  Discussed two possible treatment approaches:   1. brief description of alternative treatment 2. refer to another profession for a different treatment method/approach   Summary of discussion attached  \*Or teleconference | xx/xx 2020 | 0.5 hr/s | **Example 3**  Colleague and I agreed that the diagnosis I had made was reasonable given the patient’s presentation and examination. (add detail)  Discussed alternative diagnoses some of which could be referred to another profession. (add detail about why)  We agreed that a trial of the following alternative approach could be useful (add details) ***(Describes how learning need was met AND provides details about how practice will change as a result)*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Mentoring/Presenting portfolio**

| **Details of Mentoring/Teaching/Presenting Activities** | **Scope** | **Dates** | **Number and category of hours** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Ensure that patient privacy/confidentiality is maintained [↑](#footnote-ref-1)