**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:**

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| --- | --- |
| 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 optionsList articles referenced\* articles1. 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)***
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| **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)*** |
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**Mentoring/Presenting portfolio**

| **Details of Mentoring/Teaching/Presenting Activities** | **Scope** | **Dates**  | **Number and category of hours** |
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1. Ensure that patient privacy/confidentiality is maintained [↑](#footnote-ref-1)