**Genetic Nurse and Counsellor Professional Branch Board**

**Record of continuing education and professional development (CPD) activities**

**Guideline and form for Renewals**

**Instructions**

Continuing professional development (CPD) is essential in order to maintain and develop professional knowledge and competence. You should record all activities related to your own continuing professional development.

These can include:

1. External activities (held outside your department): attendance at courses, study days, conferences, external seminars. At least 50% of your activities should be external.

2. Internal activities (undertaken inside your department): private study (no more than 5 hours per year), preparation for teaching (no more than 5 hours per year) internal seminars, journal club.

**A minimum of 30 hours of learning activity** **relevant to the area of practice is necessary per calendar year.** Of these hours, at least 15 hours must be taken via sources external to the department where the applicant works on a daily basis (such as conferences or educational courses).

The remaining hours may include: private study of journal articles (up to 5 hours per year), journal clubs, departmental seminars and preparation for teaching (up to 5 hours per year). Research is not considered continuing education, although literature reviews to support your research could be counted as private study.

* CPD activities should cover a wide variety of topics related to genetic counselling (including within your area of practice) and be of both scientific and/or psychosocial content.
* CPD should be documented as hours (not days) and indicate whether each activity is internal or external. The minimum requirements of CPD are irrespective of hours worked. (e.g. part time or full time).
* For a series of lectures, seminars, or journal clubs please list the all individual dates and topics, please do not group them up into one.  For example, "Journal club sessions" or "department seminars" that occur with a set recurrence (weekly/monthly etc) should be logged individually. However if you have done a specific course of, for example, 10 lectures, only the total amount of hours should be logged with a common reflection for the whole course highlighting specific learning points. Likewise, it is not expected to list every talk attended at a conference.
* When a conference or course has issued formal Continuing Medical Education Hours (CME or CPD), these hours should be used. Hours for CPD are the hours engaged in learning activities, and does not include meal breaks attendance at conference social activities. If there are no formal CME or CPD hours associated with the conference or course, the maximum hours that you can claim is 7.5 hours per day for a full day or 4 hours for a half day.
* **Please do not provide a log for all your CPD undertaken if it greatly exceeds requirements, declare only for the required amount of hours, please be selective.**

The learning outcomes and the **demonstration of their integration into your practice is an essential part of the CPD** and this aspect MUST be clearly addressed in your reflective notes. For each CPD activity, please comment on how you will apply your learning and specifically what you will do differently in your future genetic counselling practice to achieve better outcomes for your patients based upon what you learned from your CPD. If the reflective comments are not adequate you will be asked to amend the CPD before the CPD log can be approved.

CPD is to be documented for each of the **five full calendar years** that you have been previously registered for. For example, if your submission for renewal is due in May 2023 then your CPD should cover the hours corresponding to the full calendar years January 2018 to December 2022.

**Statutory Leave (e.g. Maternity/Long Term Sickness/Sabbatical/Career Break):** If you have been away from the workplace for a statutory reason (e.g. maternity/long term sickness/sabbatical/career break) the EBMG appreciates that it might not be possible to acquire 30 hours of CPD in each year.  However, the **total** number of CPD hours (**150 hours over 5 years**) is still required to ensure that you are maintaining your knowledge current.

**IMPORTANT: For the years 2020 and 2021, due to Covid-19, the amount of required CPD hours per year is reduced by 50%**

CPD Log Page 1

Please complete the summary table of the detailed log provided:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CPD hours | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Internal |  |  |  |  |  |
| External |  |  |  |  |  |
| **Total** |  |  |  |  |  |

Total number of CPD logbook pages:

List time periods and reasons for any statutory leave during the 5 years that would cause CPD hours to be adjusted over the 5 year period:

Please fill in all the columns as indicated. Copy the following table onto as many pages as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exact date of activity (d/m/y)** | **Number of hours** | | **Type of activity (e.g. conference, private study) AND location (centre, city and country)** | **Title of the activity** |
| **Internal** | **External** |
|  |  |  |  |  |
| **Reflective notes on learning experience.**  **What did you learn?**  **How will you apply this learning to your own genetic counselling practice and what will you do differently in the future to achieve better outcomes for your patients?** | | | | |
|  | | | | |

**Full name\* and signature of line manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*full name only required on the first page of CPD, the rest of the pages can be only signed.