**Genetic Nurse and Counsellor Professional Branch Board**

**CHECKLIST FOR REGISTRATION PORTFOLIOS**

Use this checklist to guide the development of your portfolio. Submit this document as the first document in your portfolio, before references.

**General points**:

* Please carefully read and follow the instructions on the website and on each form
* Download the forms from the website at the current period of submission, do not use previous versions and these may be updated
* Do not modify the forms
* Number the pages and write your name on each page

**References**

* Requested number of references
* One letter describes how referees have observed at least 2 sessions
* Referees have addressed points requested on the form, including counselling supervision and adherence to the genetic counselling code of ethics

**Case Log**

* Each competence has been used at least 10 times
* Log contains a wide variety of cases or at least 10 outside specialty area
* Anonymised identifiers, dates (within 3 years) and case details complete and legible
* Legend of abbreviations included
* Case log signed by manager/supervisor

**Continuing Professional Development Log**

* Activities are listed sequentially in date order
* An entry has been made for each lecture in a lecture series
* Entries are reflective and explain how the learning from the activity will be incorporated into the candidate’s practice
* Activities that are > 5 hours contain reflection on multiple learning outcomes
* CPD log is signed by manager/supervisor

**Psychosocial Case Study**

* Case study is within word count
* If the candidate was not the only team member involved with the case, the candidate’s role in the case is clearly described.
* Work contains appropriate academic referencing
* Study identifies one central psychosocial issue for the patient or for the genetic counsellor
* The issue identified is discussed referencing relevant psychosocial and genetic counselling literature
* Case study reflects on how the learning from the literature did improve, or could have improved, the outcome for the patient.

**Ethical Case Study**

* Case study is within word count
* If the candidate was not the only team member involved with the case, the candidate’s role in the case is clearly described.
* Work contains appropriate academic referencing
* Study identifies one central ethical issue for the patient or for the genetic counsellor
* The issue identified is discussed referencing ethical principles and genetic counselling literature
* Case study reflects on how the learning from the literature did improve, or could have improved, the outcome for the patient.