**Genetic Nurse and Counsellor Professional Branch Board**

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

**Guideline and form for Renewals**

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), internal seminars, journal club.

You need to have undertaken **a minimum of 30 hours of learning activity** **relevant to the area of practice per 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. Research is not considered continuing education, although literature reviews to support your research could be counted as study of journal articles.

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).

The learning outcomes and the implications for the applicant’s practice are as important as the attendance, and this aspect must be reflected in the comments on individual entries. If the reflective comments are not adequate the applicant will be asked to amend their CPD before the CPD log can be approved.

CPD is to be documented each calendar year. Please copy the following table onto new pages if needed.

**Statutory Leave (e.g. Maternity/Long Term Sickness/Sabbatical/Career Break):** If a registrant has 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.  The total number of CPD hours (**150 hours over 5 years**) is still required to ensure the registrant is maintaining their current knowledge. In this case the registrant should contact the EBMG to discuss whether the proportion of CPD hours needed per year can be adjusted over the 5-year period in their specific situation.

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| **Date of activity** | **Type of activity (e.g. conference, seminar, private study)** | **Number of hours** | | **Title of the activity** | **Reflective notes on learning experience.**  **What did you learn?**  **How have you applied this to your own practice?** |
| Internal | External |
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