

Annual CPD Portfolio Template

Instructions to complete your annual CPD Portfolio

1. Use this template to record your CPD activities as per the *CPD Portfolio Points Guide*. For **Initial Credentialling** and if you are being **Audited** for re-credentialling, verification/proof needs to be submitted with your CPD activity claims.
2. Each CPD activity must be recorded in one category only (do not repeat the same CPD activity in a different CPD category).
3. The minimum total number of CPD points is 20. The points must relate to your practice in diabetes education and management. ADEA recognises that additional CPD portfolios are submitted to maintain primary health discipline registration/accreditation, therefore ADEA requires the 20 points submitted for credentialling as a Diabetes Educator be specifically related to the practice of diabetes education.
4. CPD Categories 1, 2 and 3 are compulsory. However, the minimum number of CPD points required in categories 1, 2 and 3 will depend on your role and scope of practice (see examples in table below):

	Mostly Clinical Work			Mostly Management Work			Mostly Research Work		
	Category 1	Category2	Category3	Category1	Category2	Category3	Category1	Category2	Category3
Minimum CPD Points required:	15	1	1	1	15	1	1	1	15

5. Add up the CPD points accrued in each CPD category, and complete the CPD Points Summary.
6. Complete the reflection by describing how you applied the learning from CPD activities to your practice.
7. Set between 3 and 5 learning goals for next year, and describe how each goal relates to your role and scope of practice.

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CPD Portfolio Period From:

Until:

Name: _____

Please indicate (circle) your current Role and Scope of Practice

Mostly Clinical Work	Mostly Management Work	Mostly Research Work
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CPD PLAN FOR THE PREVIOUS 12 MONTHS

Please describe 3-5 learning goals that you had for this year (the 12 months prior to this application) and describe how these goals relate to your role and scope of practice.

	Learning Goal	Relationship to your role and scope of practice
1.		
2.		
3.		
4.		
5.		

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CPD COMPULSORY CATEGORY ONE – CLINICAL PRACTICE / DIABETES EDUCATION / COUNSELLING			
CPD Activity Date	Details of CPD Activity	CPD Hours	CPD Points
TOTAL POINTS – CATEGORY ONE – CLINICAL PRACTICE / DIABETES EDUCATION / COUNSELLING			

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CPD COMPULSORY CATEGORY TWO – MANAGEMENT / ADMINISTRATION / LEADERSHIP			
CPD Activity Date	Details of CPD Activity	CPD Hours	CPD Points
TOTAL POINTS – CATEGORY TWO – MANAGEMENT / ADMINISTRATION / LEADERSHIP			

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CPD COMPULSORY CATEGORY THREE – RESEARCH			
CPD Activity Date	Details of CPD Activity	CPD Hours	CPD Points
TOTAL POINTS – CATEGORY THREE – RESEARCH			

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CPD CATEGORY – PROFESSIONAL CONTRIBUTION			
CPD Activity Date	Details of CPD Activity	CPD Hours	CPD Points
TOTAL POINTS – CPD CATEGORY – PROFESSIONAL CONTRIBUTION			

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CPD PORTFOLIO POINTS SUMMARY				
CPD Category	CPD Points Accrued	Suggested proportion of total CPD Points for		
		Clinician	Manager	Researcher
1 – Clinical Practice / Diabetes Education / Counselling		75-80%	5-10%	5-10%
2 – Management / Administration / Leadership		5-10%	75-80%	5-10%
3 – Research		5-10%	5-10%	75-80%
4 - Professional Contribution		5%	5%	5%
TOTAL POINTS ACCRUED				

Notes:

1. The minimum total number of CPD points is 20.
2. A minimum number of points are set for categories 1, 2, and 3, and this will depend on your primary area of work. The remainder of the required CPD points can be accrued over any of the 4 categories to achieve 20 CPD points in total.
3. The suggested proportion of total CPD points is provided as a guide only. ADEA acknowledges that some job descriptions do not neatly fit into the category of clinician, manager or researcher.

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DECLARATION

By sending this CPD Portfolio to ADEA, you:

1. Confirm the information provided is a true and accurate record of your CPD activities for the year.
2. Agree to keep evidence to substantiate CPD points you have claimed. This evidence must be produced if your CPD Portfolio is audited.

Signed: _____

Date: _____

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REFLECTION ON CPD COMPULSORY CATEGORY ONE – CLINICAL PRACTICE / DIABETES EDUCATION / COUNSELLING

Describe how your learning from CPD activities in category one:

1. Was applied to or changed your practice.

2. Improved your knowledge and competence.

REFLECTION ON CPD COMPULSORY CATEGORY TWO – MANAGEMENT / ADMINISTRATION / LEADERSHIP

Describe how your learning from CPD activities in category two:

1. Was applied to or changed your practice.

2. Improved your knowledge and competence.

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REFLECTION ON CPD COMPULSORY CATEGORY THREE – RESEARCH

Describe how your learning from CPD activities in category three:

1. Was applied to or changed your practice.

2. Improved your knowledge and competence.

CPD PLAN FOR NEXT YEAR

Set 3 to 5 learning goals for next year and describe how these goals relate to your role and scope of practice.

	Learning Goal	Relationship to your role and scope of practice
1.		
2.		
3.		
4.		
5.		