

CONTINUING PROFESSIONAL DEVELOPMENT RECORD

For your records

Put this sheet in a convenient place so that you can track you CPD involvements over the year.

INFORMAL STUDY		
DATE	DESCRIPTION	Credits (1 per hour)

CONTRIBUTIONS TO KNOWLEDGE		
DATE	DESCRIPTION	Credits (10 per activity)

FORMAL STUDY		
DATE	DESCRIPTION	Credits (10 per class)

PROFESSIONAL & COMMUNITY INVOLVEMENT		
DATE	DESCRIPTION	Credits (1 per hour)

PRESENTATIONS TO OTHERS		
DATE	DESCRIPTION	Credits (1 per hour)

2014 Continuing Professional Development Credits Total: _____

THIS FORM IS YOUR RECORD - DO NOT RETURN TO RPNAS

CONTINUING PROFESSIONAL DEVELOPMENT RECORD

Continuing Professional Development (CPD) is a planned, organized learning experience which enhances one's present level of professional competence.

Activities performed to earn CPD credits must improve upon the individual's knowledge or skills within the field of psychiatric nursing. Continuing Professional Development (CPD) took effect January 1, 2000. This means that in order to license in the year 2015 you must have accumulated 10 credits during the year 2014. Credits earned in November or December of 2013 may be carried forwarded if they were not already claimed the previous year.

Continuing Professional Development credits required to maintain eligibility for licensure:

- A minimum of **ten (10)** credits per annum are required (the RPNAS has the right to question credits recorded by an individual for any activity).
- CPD record **on back of your 2015 Professional Fees form** must be **filled in completely** for credits to be awarded.

It is each member's responsibility to determine individual needs/goals and to seek appropriate CPD activities by identifying:

- your present level of competence
- your future professional goals, job prospects, etc.
- your professional awareness of current issues and trends
- unanswered questions or areas of curiosity during routine professional practice
- activities you enjoy
- activities you tend to avoid

GUIDELINES FOR CPD ACTIVITIES:

- Any sessions that are *annual mandatory work requirements* are ineligible for CPD credits (eg: CPR, PART, WHMIS, Fire Safety, etc). The initial **first** course taken is eligible, but not succeeding annual recertifications.
- Credits are eligible only **once** for giving a first **initial** presentation, but ineligible for repeated presentations of the same material (eg: instructors of CPR, PART, HC/SCA program, etc).
- Also ineligible are team meetings, quality assurance meetings, health/safety meetings, etc. that are **mandatory work requirements**.
- Credit eligibility for some activities may be vague. Points to consider are: Is it job related? Is it mandatory? Does it enhance my professional competence, improve my knowledge or skills? (If so, how?) (eg: volunteer work, computer training, art/music therapy workshops, etc)
- In the activity description section, **please indicate the meaning of abbreviations** (ANAD Conference - What is it?). **Failure to do this may result in your renewal form being returned to you.**

USE THE BACK OF THIS SHEET TO KEEP TRACK OF YOUR CONTINUING PROFESSIONAL DEVELOPMENT INVOLVEMENTS OVER THE YEAR AS THEY OCCUR. YOU WILL THEN HAVE A RECORD OF YOUR 2014 CPD ACTIVITIES READILY AVAILABLE TO RECORD ON THE BACK OF YOUR 2015 PROFESSIONAL FEES FORM.

Reference: Registered Psychiatric Nurses Association of Saskatchewan Position Statement on Continuing Professional Development for Registered Psychiatric Nurses, Approved by Council, March 1995.

INFORMAL STUDY		
DATE	DESCRIPTION	Credits (1 per hour)
Jan 4/14	Critical Incident Stress Debriefing Workshop at RGH (3hrs)	3
Sept 23/14	Attended RPNAS AGM & Education Day (6 hrs)	6

PROFESSIONAL & COMMUNITY INVOLVEMENT		
DATE	DESCRIPTION	Credits (1 per hour)
Jan-Dec/14	RPNAS Education Committee Member (4 meetings x 4 hrs)	16

PRESENTATIONS TO OTHERS		
DATE	DESCRIPTION	Credits (1 per hour)
July 6/14	Presentation to Gambling Conference "Signs & Symptoms" in Regina (2 hrs)	2

2014 Continuing Professional Development Credits Total: 27