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| Continuing professional development log |
| For allied health assistants |
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# Introduction

Allied health assistants can use this continuing professional development (CPD) log to record their professional development activities over a 12-month period.

The CPD log can help promote a culture of ongoing learning in the allied health workforce.

CPD activities are those considered relevant to your role that help you maintain, improve and broaden knowledge, expertise and competence.

Professional development can help build professional networks and support career progression.

When unsure or unclear on learning goals, the learning needs assessment may help generate ideas.

## Recording CPD activities

Recording CPD activities and reflections helps allied health assistants and their supervisors keep track of professional development activities.

Records can be completed in hardcopy, electronically, a combination of both or using online platforms like Ausmed.

Allied health assistant do not have mandatory minimum hours of CPD. It is recommended that full-time allied health assistants complete at least 15 hours of CPD activities every calendar year.

Save this log in a secure location.

This log can be shared with a supervisor or manager at supervision and performance appraisal sessions.

This log can also be used as part of workplace audits or as evidence of learning when changing roles.

## Examples of CPD activities

CPD activities include both formal learning activities and informal clinical practice and supervision opportunities.

**Note**: This is not an exhaustive list of CPD activities. Talk to your supervisor or manager to confirm which activities are appropriate to record as CPD.

* Workplace mandatory training
* Specific VET sector units
* Higher education or accredited courses
* Undertake research and presenting work
* Discuss or reflect on a case or care plan with your supervisor or person you supervise
* Discuss or reflect on online learning and internet research with your supervisor or person you supervise
* Work shadowing
* Reading journal articles, text books or clinical education presentations
* Supervision and delegation training
* Quality assurance activities, such as accreditation, clinical audit or review of records
* Complete competency-based training package
* Workplace presentation of less than 30 minutes (for example, a case study)
* Workplace presentation over 30 minutes
* Complete professional development (internal or external)
* Attend conferences, seminars or webinars
* Take part in a professional association or community of practice

**Note**: Your day-to-day routine work duties do not count as CPD.

# Instructions

Record each CPD activity you complete, including:

* the activity
* title and description
* date and duration
* reflection or lesson learned.

To add a new row, go to the last table cell and select the **Tab** key.

An example CPD log is in **Table 1**.

To aid with reflection, ask yourself:

* How did it make me think or feel?
* What will I do differently next time?
* How will this change my practice?
* Has it made me consider any other learning?

Table : Example CPD log

| CPD activity | Title | Description | Date of activity | Duration | Reflection |
| --- | --- | --- | --- | --- | --- |
| Case study | Mr X Speech Pathology AHA presentation | A case study presented at AHA site meeting | 11 January 2022 | 15 minutes | I will try the suggested communication strategy the next time I meet someone with the same condition |
| Conference poster presentation | AHA Leadership Group innovations | A poster presentation at a conference | 10/11/2021 | 6 hours | I will look out for things in my work area that could be improvement projects |

# CPD log

## My details

| Detail | Answer |
| --- | --- |
| Name |  |
| Role |  |

## Log

| CPD activity | Title | Description | Date of activity | Duration | Reflection |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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Available at [Victorian Allied Health Assistant Workforce Recommendation and Resources](https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources) <https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources>