**CPD LOG EXAMPLE**

**You can use this form as a guide to help you create your CPD log. It does not replace the need to complete CPD logs on APD online**

**Example Goals**

1. To maintain and enhance current knowledge in general nutrition issues
2. To extend my knowledge in the nutrition management in aged care

***Modules from DAA website “Continuing Professional Development”:***

Professional Education –non assessed (20 hrs a year cap)

Professional Education –assessed

Self-study activity (20 hours per year cap)

Evidence based activity

Mentee/mentor activity

Quality improvement activity

DAA strategic activity

**Example CPD log**

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| --- | --- | --- | --- | --- |
| **Date** | **Description of activity** | **Time in hours** | **Module** | **Goal** |
| 13/2/15 | Management of hyperglycaemia in type 2 diabetes webinar. Watched Education in Nutrition webinar 1hr. Further reading and answered self-assessment questions 1hr | 2 | Professional Education- assessed | 1 |
| 20/4/15 | Read *Nutrition standards for adult inpatients in WA hospitals*. Government of WA, Dept. of health 2012.  <http://www.health.wa.gov.au/circularsnew/circular.cfm?Circ_ID=13270> | 1.5 | Self study activity | 2 |
| 8/6/15 | Diet and nutrition during pregnancy webinar. Watched Education in Nutrition webinar 1hr. Further reading and answered self-assessment questions 1hr | 2 | Professional Education-assessed | 1 |
| 20/7/15 | Met with manager regarding strategies for increasing protein in aged care facility menu | 1 | Mentor/mentee | 2 |
| 5/8/15 | Assessed the need for a plain language handout for clients on eating with a poor appetite. Conducted literature search, wrote draft handout. Reviewed by three dietitian colleagues, changes made. Trialled handout with five clients. Further changes made. Handout finalised. For review in 2017. | 6 | Quality improvement activity | 2 |
| 11/12/15 | DAA Rehabilitation and Aged Care Interest Group – meeting. Presenters: Ms Stephanie Busch, Marketing Manager, Maggie Beer Foundation Presentation: *Update on the Maggie Beer Foundation*, Dr Sandra Iuliano-Burns, University of Melbourne - Dairy & Fracture Study Presentation: *Malnutrition in aged care* | 3 | Professional Education non-assessed | 2 |

**Explanation of DAA Modules from DAA website “Continuing Professional Development”**

**Professional Education –non assessed (20 hours per year cap)**

This module covers attendance or completion of a range of professional educational activities where there is an exchange and sharing of information. Examples of CPD activities for this module include attendance at the DAA National Conference, attendance at other national or state conferences organised by relevant government or nongovernment bodies, attendance at DAA workshops or seminars, attendance at workplace provided education workshops or seminars or viewing of CPD online presentations of conferences/seminars and webinars. Log must include topic, who presented and who were the organisers.

**Professional Education –assessed**

Professional education that is assessed covers a range of more formalised CPD activities where APDs participate in learning activities conducted by educational institutions, professional associations (e.g. DAA) or commercial providers. These activities will have educational objectives and clear learning outcomes and will involve some form of assessment task after completion of the activity. Examples include:

* a unit at university or other education provider
* attending a workshop which includes a competency or knowledge/skills assessment upon completion
* completion of an online education package (e.g. Dietitians of Canada NRV learning package) which includes assessment quizzes.

Log must include topic, who presented, who were the organisers and what was the assessment process.

**Self-study activity (20 hours per year cap)**

The focus of self-study activities is to update knowledge and enhance practice and this supports other types of CPD. There are a range of possible sources of self-study including peer reviewed journals, professional newsletters and textbooks. APDs should ensure that self-study materials are of a peer review or professional standard and correctly referenced in the CPD log. Publications orientated to consumers or product information does not fulfil criteria as suitable for contributing to CPD for the APD program purposes.

Log must include title, journal name and year of publication.

**Evidence based activity**

These are activities that contribute to nutrition/dietetic research and the development of the evidence base in dietetics. Activities might include preparation for the submission of a paper, oral presentation or poster to a DAA or other relevant national or international conference, submitting an article to a peer reviewed journal such as Nutrition & Dietetics, writing a research project methodology or grant application that passes through a peer review process or active participation in the development of evidence based practice guidelines or clinical trials.

It may also include writing for PEN.

Log must include how this contributes to evidence base.

**Mentee/mentor activity**

Mentoring is an effective CPD activity for mentors and mentees. APDs should include mentoring as a CPD activity where they are participating in a mentoring arrangement. The most common formal arrangement will be as mentor/mentee for the provisional APD program however formalised mentor/mentee partnerships in the workplace or other professional relationships that develop to meet specific learning goals can be recorded. Peer review sessions with colleagues or mentoring with non APDs where appropriate for those not in the provisional APD process is also acceptable.

Logs should include a brief description of topic of discussion with the mentor/mentee for each log entry.

**Quality improvement activity**

APDs can include quality improvement activities as part of their CPD program. Undertaking quality improvement or total quality management activities at all levels within an organisation can be included. Participation in these activities should be active, and would generally involve participation in the design, implementation and evaluation of the activity (quality cycle). Involvement in the activity must also directly link to an identified learning goal.

Log must include what part of the quality cycle the activity reflects.

**DAA strategic activity**

Many APDs actively participate in DAA strategic activities and these activities can contribute significantly to their professional development. APDs who are chairs or members of DAA committees, chairs of DAA reference groups, convenors of interest groups, convenors of interest group chapters, DAA Board members, branch executive members or DAA appointed representative can record time taken in these activities if they are related to their learning goals. Significant contribution to a DAA submission may be recorded if related to a learning goal.

Log must include specifics of the DAA role