**Genetic Nurse and Counsellor Professional Branch Board**

### Form F. Record of continuing education and professional development (CPD).

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 per year for the two years before your registration application date , e.g. if you apply for registration on 15 January 2015, you need 30 hours between 15 January 2013 and 15 January 2014, and another 30 hours between 15 January 2014 and 15 January 2015. Of these hours, at least 15h 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, *i.e* 10h in two years), 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.

Please copy the following table onto new pages if needed.

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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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