

RECORD OF PROFESSIONAL ACTIVITIES

The Record of Professional Activities provides a tool that you can use to document and record all continuing education and learning activities you have undertaken in the past year. The Record will help you in reporting to CLPNA during the Validation process and with your completion and success of the Learning Plan. It is suggested that you maintain the Record on an ongoing basis keeping certificates, summaries, and other documents in either the CCP binder or a another organized format for safekeeping and future reference.

Your CCP binder becomes your Professional Portfolio which is very useful in tracking and maintaining your continued learning throughout your career. The Portfolio can be taken to job interviews to share your competencies with perspective employers and discuss what additional education you have accessed throughout your career. If you are randomly selected for annual Validation, this information will be required to verify that you have actively participated in the CCP of the CLPNA.

The following pages include information and an example of a completed Record of Professional Activities. Blank Records can be accessed at www.clpna.com.

DIRECTIONS FOR USING RECORD

Complete all three columns to record the continuing education and learning activities that you have undertaken in the past year.

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Date	Professional Activity (include course, seminar, research, hours, details)	Summary of Learning
Provide date of the activity.	List all activities you have undertaken to maintain competence and to enhance your learning and performance in the past year. Specifically note the activities that have addressed the learning objectives you selected on your last learning plan. Provide number of hours spent in activity.	Most importantly, summarize what you have learned, and how this learning has changed your practice.

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Example: Record of Professional Activities

Date	Professional Activity (include course, seminar, research, hours, details)	Summary of Learning
Feb. 16, 2008	A-6 Research on Internet re: Nutrition and Diabetes 2 hours	Reviewed principles of nutrition and diabetics so that I am more aware of these with my residents.
Sept. 12, 2008	G-5-3 Workshop: Wound Management 8 hours	I can demonstrate removal of Penrose drains and I have improved my aseptic technique for surgical wounds
Sept. 20, Oct. 2 & Oct. 16, 2008	Buddied with Team Leader to review Wound Management techniques 1 hour X 3	I understand and can apply specific techniques for wounds used in our own facility.

Name: _____	CLPNA Registration #: _____
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