

Name _____ Register number _____

Type of work (please tick)

- Small animal Production animal Equine
 Mixed Govt/Industry Other (please specify) _____

RCVS CPD Record Card for Veterinary Nurses January – December 2013

You should keep a separate record or folder with evidence of the CPD you have undertaken, such as attendance certificates, records of achievement, notes of appraisals, personal development plans etc. or use the online Professional Development Record instead (details overleaf).



Continuing Professional Development Introducing the VN Professional Development Record

Date	Type of activity (Please select from the list at the end of the table)	Subject area (eg practical workshop; seminar; personal research)	Where undertaken (eg BSAVA Congress)	Hours	Type of activity
					<ul style="list-style-type: none"> Ad hoc, undocumented private study Clinical audit activity Discussion group – informal learning set Distance learning – online/formal (assessed and/or moderated by third party) Distance learning – online/informal (not assessed) Distance learning – webinar Lecture by external provider Mentoring or being mentored Practical – clinical skills lab Practical – wet lab Preparing a new lecture/presentation Project – working on a new project/in a new area of work Reading – planned and documented private study/reading Research – clinical Research – scientific Research – veterinary business Secondment to another workplace Seeing practice – work-based observation Seminar/workshop – external Studying for an external qualification Training – in-house Training as examiner/assessor Other (please specify)
				Total hours for 2013	
				Total hours for 2012	
				Total hours for 2011	
				Total hours over three years	

Recommended minimum:

45 hours over three years – an average of 15 hours per year
(It is appreciated that most veterinary nurses will do considerably more)

Undocumented private studies should account for no more than five hours per year of the required minimum. However, if you have undertaken private studies or other informal learning as part of a **documented** process of appraisal and development, you are **not** restricted to the five hours claimable limit.



January – December 2013

Name _____ Register number _____

Introducing the online Professional Development Record for veterinary nurses

The CPD Record Card you are currently holding is, in many ways, similar to all Record Cards that have gone before it. It has a small table (overleaf) in which to try to cram in a year's worth of CPD activities, a lot of rather densely-packed type, and an alarming propensity to disappear into your filing cabinet (or bin), never again to see the light of day. For these reasons and more, we don't really want you to use it.

Instead, we would like to introduce you to the new Professional Development Record (PDR), and strongly encourage you to try that instead.

What is the PDR?

The PDR is a secure online recording system that enables you to log all your CPD activities, plus associated notes, files, plans and diary events, all in one place. We have set out some of its key features, opposite, to provide a taster of some of the improvements on offer.

These include the activity record page, to which you can also add files such as documents, photos, presentations, scanned certificates and reflective notes; your personal development plan, in which you can set your own learning objectives; and, a CPD diary to plan activities for the year ahead.

Confidential

It's important to stress that only the CPD record summary page is viewable by us – the rest is entirely confidential and cannot be accessed by anyone without your permission.

Getting started

To use the PDR for the first time, you will need to register at www.vnpdr.org.uk using your seven-digit RCVS reference number and an email address, and set up a password. Please ensure the subsequent account activation email doesn't end up in your spam folder!

Once registered, use the online tutorials in the help section to learn how best to use the system and to get the most from it.

Any problems?

If you encounter any registration problems, or have any difficulties with the PDR that aren't answered by the comprehensive help section and online tutorials, please email vnpdr@rcvs.org.uk or call us on 020 7202 0788.

Remember – by using the new PDR, you will no longer have to fill in this Record Card, or even remember where you put it!

CPD guidance notes

The RCVS Code of Professional Conduct for Veterinary Nurses states that you must maintain and develop knowledge and skills relevant to your professional practice and competence. CPD is therefore mandatory for all registered veterinary nurses and should be seen as the continuous progression of capability and competence.

The recommended minimum time to be spent on CPD is 45 hours over three years, averaging 15 hours annually, although we appreciate that you may do considerably more than this. Broadly speaking, whatever activities you undertake in order to maintain and further your professional competence as part of a personal development plan can be counted towards your CPD.

Examples of what can count as CPD, along with full guidance notes on planning and recording your CPD, submitting your records and finding out about suitable activities are available at www.rcvs.org.uk/vncpd.

The screenshot shows the RCVS Professional Development Record (PDR) interface. The top navigation bar includes 'My CPD Record', 'My Development Plan', 'My Diary', and 'About CPD'. The main content area is divided into several sections:

- CPD Status:** A bar chart showing CPD hours for 2010 (11 hours), 2011 (30 hours), and 2012 (10 hours), with a total of 51 hours (45 hours required).
- Type of Work:** A form with checkboxes for 'Small Animals', 'Academia Education', 'Production/Farm Animal', and 'Government/Industry', along with an 'Other' field and an 'Update' button.
- My CPD Record Summary:** A table with columns for 'Date started', 'Type of activity', 'Subject area', 'Where undertaken', and 'Hours'. The table shows several entries for 2012, including seminars, reading, distance learning, and lectures.

Callout boxes provide the following information:

- Use 'My CPD Record' to log all your CPD activity and associated documentation** (points to the 'My CPD Record' menu item).
- Create and monitor your own personal development plan** (points to the 'My Development Plan' menu item).
- Use the diary to keep track of your upcoming CPD events and targets** (points to the 'My Diary' menu item).
- Learn about the PDR here, including online tutorials, guidance on CPD and a detailed user manual** (points to the 'Help' link).
- Sort the entries in each column by clicking on the headings** (points to the column headers in the 'My CPD Record Summary' table).
- Attach files, such as documents, photos, presentations, case reports and scanned certificates, to each record** (points to the file upload icon in the table).
- Add new CPD records here, including date, activity, subject and hours** (points to the 'Add CPD Activity' button).
- You can also add notes to each item – just roll over this icon to view them** (points to the note icon in the table).
- Share this page with a third party, such as your employer or colleague, and send them a message** (points to the 'Share this page' button).
- View your running total of CPD hours over the last three years** (points to the 'CPD Status' bar chart).
- You can use the PDR to log CPD activities from well in the past, not just the last three years** (points to the 'Show Year' dropdown menu).