(For CDHB professional development requirements)

Name:

**N.B. Use extra rows for additional compulsory education updates e.g. PDRP, IV link, CVAD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Yearly Compulsory*** | ***Record the date you attended*** | 20\_ \_ | 20\_ \_ | 20\_ \_ |
| **Emergency Skills Day**  (maternal and newborn resus plus maternity emergencies)\* | / / | / / | / / |
| **Maternity Practice Skills (or Core Competency Day) i**ncludes compulsory:   * Breastfeeding (BFHI:21 hrs over 5 yrs) * Infection Prevention * Family violence * Fire & Emergency Procedures   (Plus other topics, changes each year) | / / | / / | / / |
| No of BFHI hrs: | No of BFHI hrs: | No of BFHI hrs: |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once Only Compulsory*** | **Course** | **Last Completed** |  | | |
| Year due | Date Booked | Completed**✓** |
| Child Protection and Partner Abuse Intervention |  |  |  |  |
| Medication and Fluid Management |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| ***Continuing Education*** | **Course/Workshop** | **Date Completed** | **Hours** | | |
| 20\_ \_ | 20\_ \_ | 20\_ \_ |
|  | / / |  |  |  |
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|  | / / |  |  |  |
|  | / / |  |  |  |
| Total hours | |  |  |  |

**Professional Development Leave allocation**

CDHB supports staff in line with the Multi-Employer Collective Agreement (MECA) for additional professional development leave over and above organisational requirements:

|  |  |
| --- | --- |
| FTE | Hours for professional development leave |
| 1 | 32 |
| 0.8 | 25.6 |
| 0.7 | 22.4 |
| 0.6 | 19.2 |
| 0.5 | 16 |
| 0.4 | 12.8 |
| 0.3 | 9.6 |
| 0.2 & 0.1 | 8 |