(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  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Continuing Education*** | **Course/Workshop** | **Date Completed** | **Hours** |
| 20\_ \_ | 20\_ \_ | 20\_ \_ |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
| 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 |