**Reflective learning template**

**Personal reflection on CPD activities**

It is the professional responsibility of all practicing nurses to maintain competence to practice. The Nursing Council of New Zealand (NCNZ) requires each nurse to complete a minimum of 60 hours of professional development every 3 years. This is to ensure nurses continue to learn and maintain their competence.

Examples of professional development include formal education courses, conferences, seminars, in-service education, online learning, professional supervision, meetings with an educational focus, journal club attendance, educational presentations to colleagues etc. Professional development is required to be in the context of your area of practice.

Use this template to reflect on your professional development and learning. Keep this with your certificates and portfolio.

**Details of activity**

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| ***Details of the event attended/accessed***  ***What prompted you to access this education?***  ***What were the intended learning outcomes of this education?*** |

**What was the learning need or objective that this learning addressed?**

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| ***Reflect and describe how the activity/education affirmed or influenced your knowledge, skills or practice.*** |

**Reflect on the outcome of this activity/learning?**

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| ***What did you learn?***  ***How do you think this will benefit/ influence your practice?***  ***Did this activity/education meet its’ intended learning objectives?*** |

**Further learning needs**

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| ***Have you identified any learning needs that still need to be addressed on this topic?***  ***How might you address these?***  ***How will you share your new learning with your colleagues?*** |