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# Web-based European Professional Dossier on CPD

(electronic draft version)

## Portfolio for Biomedical Laboratory Scientists

*“A Road to a European credit system for Continuing Professional  
Development of Biomedical Laboratory Scientists in Europe”*

EU Project number: 2010-1-BE3-LEO04-02269 1

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## Instructions for completion

CPD activities are broken down into the following sections, please read below for details on the sections and the points allocated for activities.

Complete your Portfolio under these sections.

This portfolio will be submitted to the European Association in Professions in Biomedical Science, will be secure recorded and the information in it is confidential, unless the owner doesn't want to.

### Professional activities/Work experience:

Relevant activities under this section:

*Full time work - 1 point /month*

*Part time work - Points according to work load (%)*

### Educational Activities

*Attending 1h theory - 1 point*

*Attending 1h practical training - 1 point*

*Attending a conference - 5 points/full day*

*Taking a national or international test or exam - 5 to 15 points depending on the work load*

*Tutor practice (person who is tutored) - 1 point/day*

*Reflective learning statement - 0,5 point*

### Dissemination of competences

*Lecturing locally in the lab (in house training) – 5 points/lecture*

*Lecturing nationally/regionally – 10 points/lecture*

*Lecturing internationally – 20 points/lecture*

*Teaching – 2 points/lecture*

*Tutoring – 2 points/day*

*Poster presentation nationally, written or oral – 5 points*

*Poster presentation internationally, written or oral – 10 points*

*Examiner local/extern – 15 points/exam*

*Arranging professional activities*

- *Locally – 3 points/arrangement*
- *Nationally/regionally – 6 points/arrangement*
- *Internationally – 12 points/arrangement*

*Chairperson at a conference – 2 points/day*

*Written professional communication – 1-5 points*

*Introducing new technologies and techniques – 2 points*

## **Publishing**

### *Scientific publications in peer reviewed journals*

- *First author in a national journal – 20 points*
- *First author in an international journal – 30 points*
- *Co-author nationally – 7 points*
- *Co-author internationally – 10 points*
- *Technical assistant nationally – 3 points*
- *Technical assistant internationally – 5 points*

*Peer reviewer for a scientific publication – 5 points/article*

### *Professional publications*

- *Article in journal, not peer reviewed – 10 points*
- *Letter to editor, summary etc – 3 points*

### *Other publications or media related work*

- *Chapter in a book – 20 points/chapter*
- *Book – 50-100 points*
- *DVD instruction material – 10 points*
- *Editor – 20 point/year*
- *Member of editorial board – 10 points/year*

## **Others**

*Member of a national board – 15 points/year*

*Member of an international board – 20 points/year*

*Member of a professional working group – 5 points/year*

*Member of a professional organisation – 3 points/year*

## **Self study**

*Journal based learning with assessment – 5 points/article/assessment*

## **Additional information**

Include activities you would like considered for CPD which do not fit in any of the sections.

This area will be audited and points allocated if approved.

## Professional Portfolio - Continuing Professional Development

### Personal Details

First name(s):	Last name:
Nationality Card/ Passport ID Number:	Nationality:
Date of Birth (YYYY-MM-DD)	Gender
Professional Title:	Registration/ License number:
Membership Association:	
Membership number:	

### Contact details

Address Home:	
City:	Postal number:
Country:	
Telephone(s) :	Mobile:
FAX:	
E-mail:	

Address Work:	
City:	Postal number:
Country:	
Telephone(s) :	Mobile:
FAX:	
E-mail:	

**All activities in the portfolio must be documented, and ready for inspection in case of audit.**



















