



CONTINUING PROFESSIONAL DEVELOPMENT BOARD

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Continuing Professional Development of Health Professionals in  
Kosovo

# Personal Portfolio

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© CPD Board  
Ministry of Health

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## Personal Details

Name and Surname:	Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	
Center of Work and Place:		
Profession:		
Years of Working Experience as a Professional:		
License Number:		

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## Diary of professional activities and reflection

*Below are three main areas of activities to be considered when filling the tables.  
Please tick “” or cross “” the best corresponding letter in the activity field on  
the Table.*

- A. Professional area – activities that are linked to your daily work (attending clinical rounds, collaborating in developing guidelines or new protocols, attending training activities, undertaking clinical audits).
- B. Research area – activities that bring new information to the scientific community (taking part in a research project, publishing of any scientist article etc.)
- C. Academic area – activities that you’re undertaken linked to promote other’s learning (lecturing, facilitating, mentoring, editor of book, writing a chapter of book, PhD or Master of Science).

ACTIVITY AREA:

 A B C

(TICK ONE)  OR

Description of the activities: *(attendance at a workshop, participation in a commission to develop new protocol, visit to any hospital):*

Description of the motivation: *(answer why did you participate in this activity):*

Dates and venues:

Learning outcomes *(What have you learned?):*



Description of the changes already introduced in your practice: *(as a result of this activity):*

Description of the changes planned in your practice: *(note the major changes that you have planned to make in your work, but you have not yet performed. You expect to do them in a short term period):*

Assessment *(filled by an official person):*



ACTIVITY AREA:  A  B  C (TICK ONE)  OR

Description of the activities: *(attendance at a workshop, participation in a commission to develop new protocol, visit to any hospital):*

Description of the motivation: *(answer why did you participate in this activity):*

Dates and venues:

Learning outcomes *(What have you learned?):*





Description of the changes already introduced in your practice: *(as a result of this activity):*

Description of the changes planned in your practice: *(note the major changes that you have planned to make in your work, but you have not yet performed. You expect to do them in a short term period):*

Assessment *(filled by an official person):*



ACTIVITY AREA:

A

B

C

(TICK ONE)  OR

Description of the activities: *(attendance at a workshop, participation in a commission to develop new protocol, visit to any hospital):*

Description of the motivation: *(answer why did you participate in this activity):*

Dates and venues:

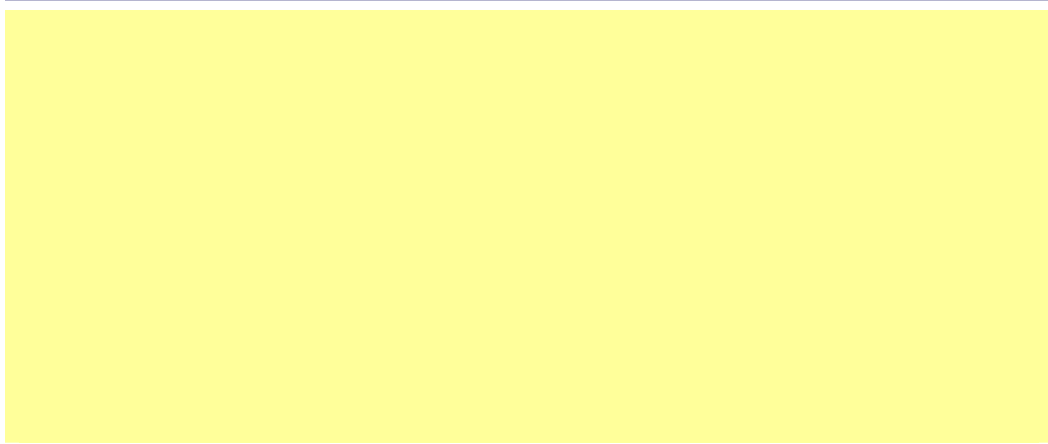
Learning outcomes *(What have you learned?):*



Description of the changes already introduced in your practice: *(as a result of this activity):*

Description of the changes planned in your practice: *(note the major changes that you have planned to make in your work, but you have not yet performed. You expect to do them in a short term period):*

Assessment *(filled by an official person):*

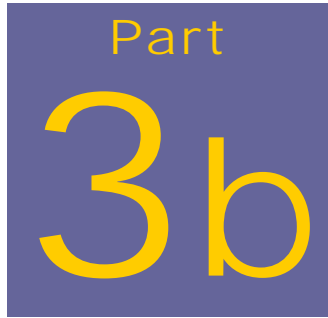


**ASSESS YOUR OWN DEVELOPMENT NEEDS**

**What have I achieved?**

**Where am I going?**

**Priorities *(select the most important areas to focus on):***



Write your development Objectives for the next year(s):

Blank space for writing development objectives.

Select the Activities to be used to meet the development needs:

Blank space for selecting activities to meet development needs.

EVALUATION FROM THE ASSESSOR(S)
Evaluation and Recommendation from the Assessor(s):
Number of Credit Points ( <i>attached indicative Credit Points for learning activities</i> ):*
Final Recommendation from the CPD Board

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\* See Part 5 of the Portfolio



ACTIVITY	POINTS
<b>Participation in Congresses, etc.</b>	
Presentation and/or publication of abstract at national conference	Up to 15
Presentation and/or publication of abstract at inter-national conference	Up to 20
Attendance only at national or international conference	Up to 10
<b>Lecturing and Attendance at National Courses</b>	
Lecturing on formal written course with examination	Up to 20
Lecturing on course without examination	Up to 15
Attendance on formal written course with examination	Up to 15
Attendance on course without examination	Up to 8
<b>Lecturing and Attendance at International Courses</b>	
Lecturing on formal written course with examination	Up to 30
Lecturing on course without examination	Up to 20
Attendance on formal written course with examination	Up to 20
Attendance on course without examination	Up to 15
<b>Professional Visits</b>	
Visit Abroad [at least one week]	Up to 15
Professional training in Kosovo with Mentor	Up to 10 per week
<b>Professional meetings in regional hospitals, health houses and other institutions</b>	
Lecturer at professional meeting	3
Participant at formal professional meeting	2
As above lecturer with international participation	10
As above participant with international participation	5
Lecturer at symposium in Kosovo	Up to 10
Participant at symposium in Kosovo	Up to 5
Lecturer at symposium in Kosovo with international participation	Up to 12
Participant at symposium in Kosovo with international participation	Up to 8
Lecturer at symposium abroad	Up to 15
Participant at symposium abroad	Up to 10
Health related lecture for lay public	5
<b>Writing a Publication</b>	
In a periodical cited in Current Content or Science citation index	15
In a periodical cited Index Medicus or Excerpta Medica	10
Main author in non indexed publication	10
Shared author in non indexed publication	8
Co-author of abstract, poster on non attended meeting	6
Book	Up to 40
Editor of Book	Up to 30
Chapter of book	10

Journal Editor	10 per year
Health related published paper for public	5
<b>Achieving Academic Degrees</b>	
Master of Science	30
Ph.D.	60
<b>Mentoring and Adjudicating for Specialisation</b>	
Mentoring of residents [maximum of 3 residents]	5 per year per student
Specialist exam	30
<b>Examination/Other</b>	
Exam set by CPE Board if individual not collected sufficient number of credit points	40
Clinical audit carried out personally	Up to 10 per year
Clinical audit carried out in teams	Up to 10 per year
Peer review process of own professional work	Up to 10 per year
Active participation in exchange clinical activities	Up to 5 per year
Active participation in projects addressing professional quality	Up to 10 per year
Organization of educational activities	Up to 5 per year
Personal study	Up to 5 per year



