



**Emergency Medical Technician  
Continuous Professional Competence  
Portfolio**

Name: \_\_\_\_\_

Practitioner PIN number: \_\_\_\_\_

CPC Cycle: 2019 / 2020

**Declaration by Practitioner of their Commitment to Continuing Professional Development**

*I hereby declare that I am committed to maintaining my professional competence by continually updating and developing my professional knowledge, skills and attitudes. I intend to achieve this by actively participating in a Continuing Professional Competence Scheme, as outlined by the Pre-Hospital Emergency Care Council of Ireland.*

Signed:

Pre-Hospital  
Emergency Care  
Council

Dated:

PIN Number:

## Section 1 – Practice Status

**1.1 Practice Statement** – This clarifies the environment in which you practice. It lists;

- The main service provider with whom you practice
- The location where you practice
- The capacity with which you practice (paid or voluntary)

NOTE: If you practice with a second or subsequent CPG organisation then you should also list them in this section.

**1.2 A statement of context** - This is an introductory statement explaining the context in which you collect evidence and record experience as a practicing EMT. You must include this statement of context as the first part of your learning portfolio.

## 1.1 - Practice Statement

<b>Main CPG Organisation you are practicing with</b>	
<b>Service Provider</b>	
<b>Location of Practice</b>	
<b>Capacity (Paid or voluntary)</b>	

<b>Second CPG Organisation you are practicing with, if applicable</b>	
<b>Service Provider</b>	
<b>Location of Practice</b>	
<b>Capacity (Paid or voluntary)</b>	

<b>Third CPG Organisation you are practicing with, if applicable</b>	
<b>Service Provider</b>	
<b>Location of Practice</b>	
<b>Capacity (Paid or voluntary)</b>	

## 1.2 - Statement of context



## **Section 2 – Compulsory Requirements**

- 2.1 Evidence of at least 12 patient contacts per year** – A patient contact shall be accepted where an EMT has completed a meaningful intervention during that patients care. Patient contacts should be recorded utilising ACR/PCR/Incident numbers and a brief description of the patient’s condition along with the treatment provided should be included for each contact. (PHECC are working towards and alternative where 12 patient contacts cannot be met in a 12 month period)
- 2.2 Evidence of your current CPG status** – Evidence of CPG status will be provided by including a CPG upskilling certificate issued by an RI. Where an EMT has attained their NQEMT on the newest CPGs, a copy of the NQEMT will suffice.
- 2.3 Evidence of your Cardiac First Response status** - Cardiac First Response Advanced certification is required to be current and in date for an EMT to practice. As such all EMTs are required to be certified every two years. This certification should be included in your CPC portfolio.

## 2.1 - Patient Contacts

Quick reference (tick when complete)

Patient 1

Patient 7

Patient 2

Patient 8

Patient 3

Patient 9

Patient 4

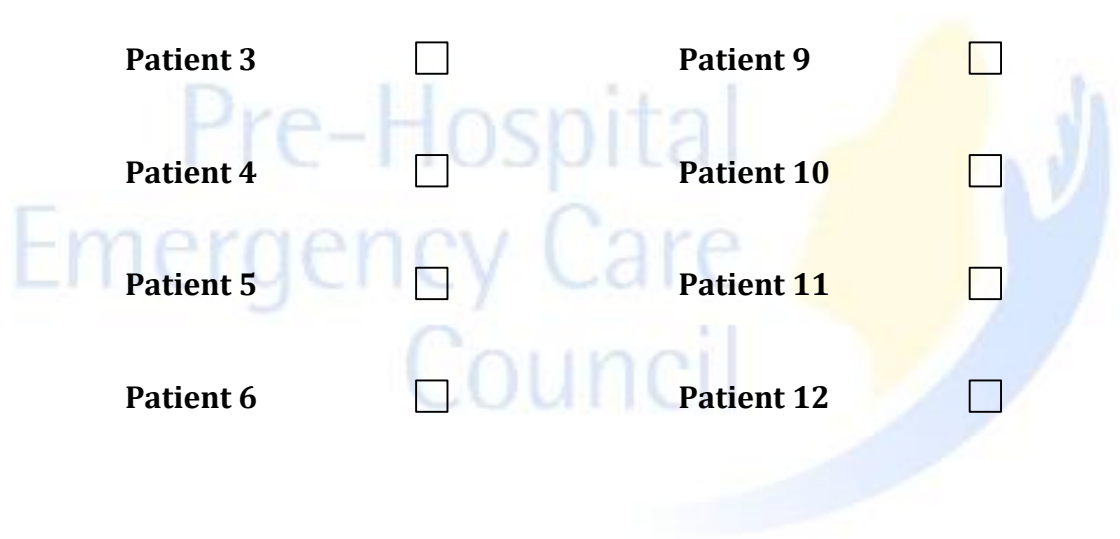
Patient 10

Patient 5

Patient 11

Patient 6

Patient 12



**Patient 1**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

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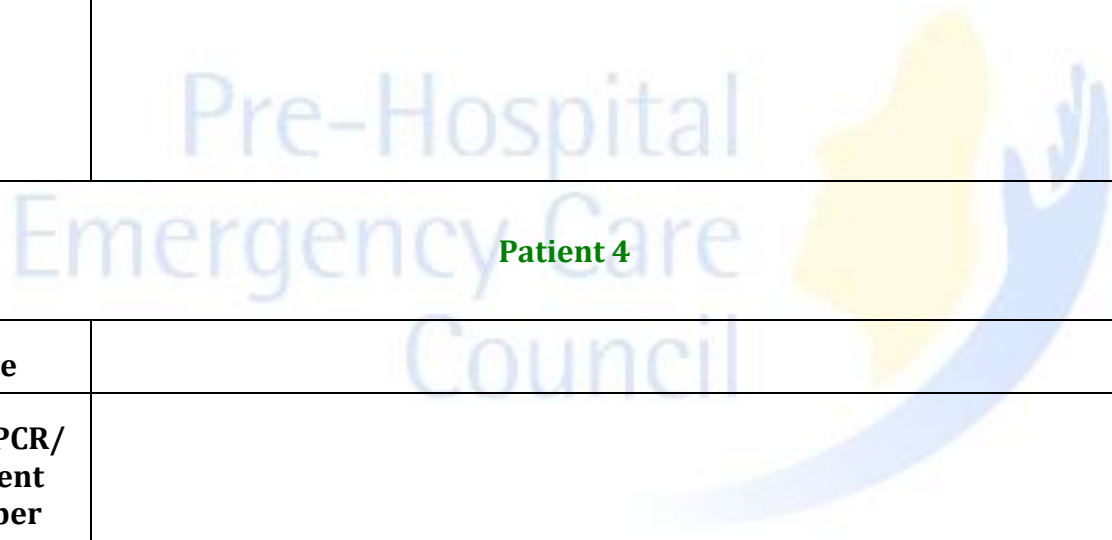
**Patient 2**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	



**Patient 3**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

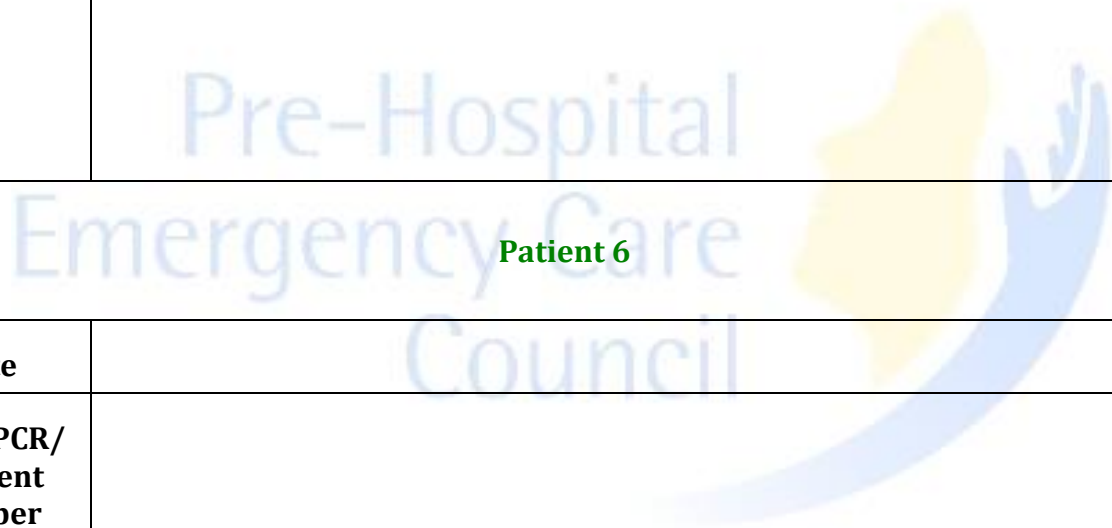


**Patient 4**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

**Patient 5**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

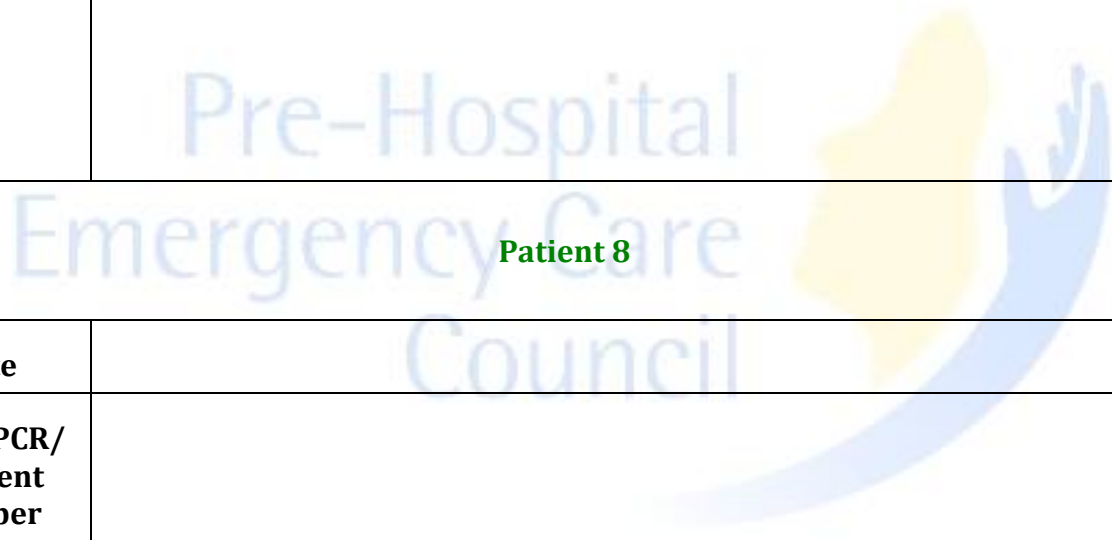


**Patient 6**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

**Patient 7**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	



**Patient 8**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

**Patient 9**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

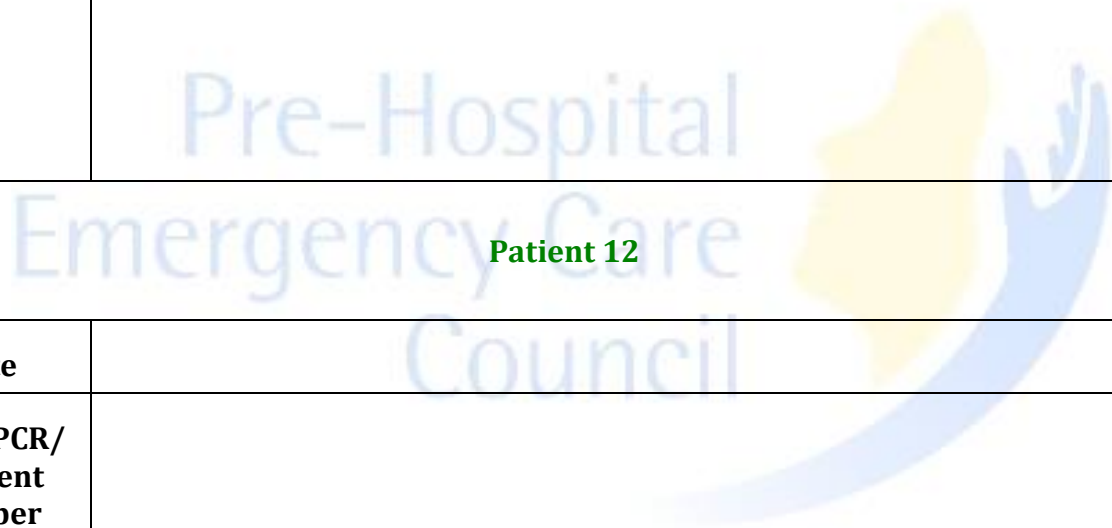
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**Patient 10**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

**Patient 11**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	



**Patient 12**

<b>Date</b>	
<b>ACR / PCR/ Incident number</b>	
<b>CPG organisation</b>	
<b>Injury presented</b>	
<b>Treatment</b>	

## **2.2 - Current CPG status**

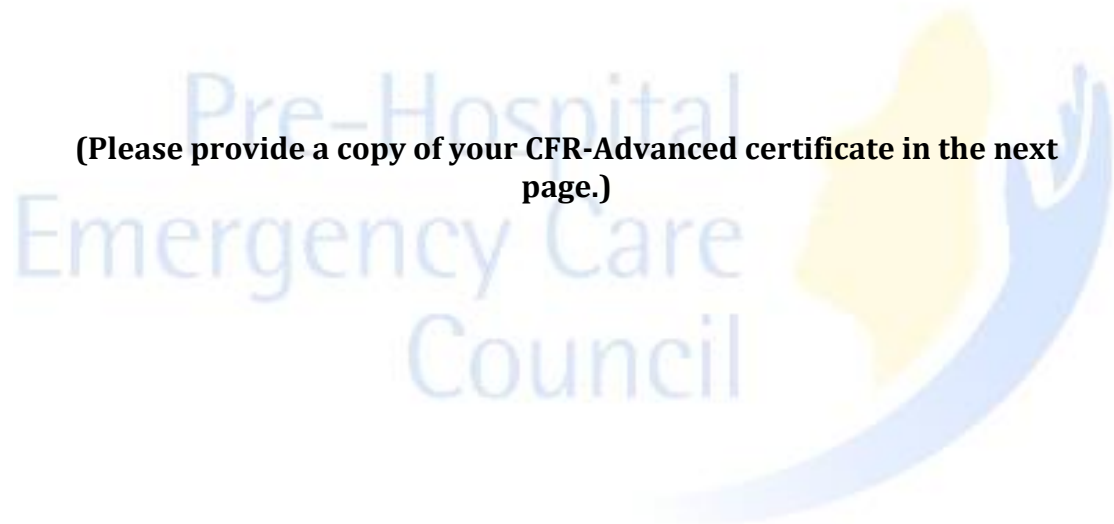
**(Please provide CPG upskilling certificate in the next page or as an attachment.**

**If newly qualified in present CPGs please provide copy of NQEMT)**

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## **2.3 - Cardiac First Response Advanced**

**(Please provide a copy of your CFR-Advanced certificate in the next page.)**



## Section 3 – Additional requirements

Requirements	CPC points	Extra information
Reflective practice and/or Case studies	4	A document containing key learning points (2 CPC points per documented evidence) and/or a Case study on an incident, condition or injury you have encountered (2 CPC points per case study)
Self-selected options from: Courses – seminars - related activities <i>(See Page 10 for examples)</i>	14	Must demonstrate a direct relevance to the EMT standards and/or practice
<b>Total Minimum CPC points</b>	<b>18</b>	CPC points required per year



**Reflective practice**

**and / or**

**Case studies**

**(Minimum of 4 CPC points are required within this requirement and can be attained in any combination you wish. Each reflective practice document and each case study is awarded 2 CPC points.**

**You may complete or delete as appropriate from the following pages)**

**NOTE - There are several models of reflective practice and all will be accepted for the purposes of CPC. In this case, we have illustrated the Gibbs cycle, which has kindly been provided by [www.prehospitalresearch.eu](http://www.prehospitalresearch.eu)**

## Reflective Practice 1

**Description -**

**Feelings at the time -**

**Evaluation -**

**Analysis -**

**Conclusion -**

**Action Plan -**

**EMTs should not be limited to one page here. Please use as much as necessary to complete the reflection.**

## Reflective Practice 2

**Description -**

**Feelings at the time -**

**Evaluation -**

**Analysis -**

**Conclusion -**

**Action Plan -**

**EMTs should not be limited to one page here. Please use as much as necessary to complete the reflection.**

## Case study 1

**Introduction -**

**Case details -**

**Working diagnosis -**

**Pre - Hospital Management -**

**(continued overleaf)**

**Key learning outcomes -**

**References -**

**As with reflection, EMTs should not be limited to one page here. Please use as much as necessary to complete the reflection.**

## Case study 2

**Introduction -**

**Case details -**

**Working diagnosis -**

**Pre - Hospital Management -**

**(continued overleaf)**

**Key learning outcomes -**

**References -**

**As with reflection, EMTs should not be limited to one page here. Please use as much as necessary to complete the reflection.**

## **Self – Selected Items**

**(14 CPC points must be attained by the EMT in this section and can be a mixture of the activities listed in the guidance document. If you have attended a certificated programme, seminar, conference or eLearning activity, ideally the EMT should complete the following document.**

**Delete options as appropriate )**



## Self - selected options

Please indicate how you attained your points

Activity	CPC points	Number attained by EMT
CPC related training programme provided by training organisations or programmes accredited by other professional organisations (for example, NMBI, ICGP)	1 point for each hour	
Additional case study	2 points <b>maximum</b>	
Additional reflection	2 points <b>maximum</b>	
Seminars and conferences	1 point for each hour	
Programmes such as ACLS, PALS, PHTLS, PEPP, ATC, MIMMs, ITLS, Wilderness-EMT, ATLS, AMLS and other PHECC approved courses (This is a non-exhaustive list)	1 point for each hour	
Journal article review	2 points <b>maximum</b>	
Electronic learning/on-line learning – related to practice	1 point for each hour 6 points <b>maximum</b>	
Mentoring a student or being mentored (as per listed criteria in the 2017 guidance booklet)	1 point for each hour 6 points <b>maximum</b>	
Lecturer/Tutor/Instructor	1 point for each hour 6 points <b>maximum</b>	
Publishing related to pre-hospital care	6 points maximum	
	<b>Total Self – selected points for this cycle</b>	

## Self-selected option - 1

Details of the programme attended or completed -

What topics were covered?

What were YOUR key learning outcomes?

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Will this programme change you practice in the future?(If Yes, how will it change)

**Please include any certificates relevant for this option**

## Self-selected option - 2

Details of the programme attended or completed -

What topics were covered?

What were YOUR key learning outcomes?

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Council



Will this programme change your practice in the future?(If Yes, how will it change)

**Please include any certificates relevant for this option**

### Self-selected option - 3

Details of the programme attended or completed -

What topics were covered?

What were YOUR key learning outcomes?

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Emergency Care  
Council



Will this programme change you practice in the future?(If Yes, how will it change)

**Please include any certificates relevant for this option**

## Self-selected option - 4

Details of the programme attended or completed -

What topics were covered?

What were YOUR key learning outcomes?

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Will this programme change you practice in the future?(If Yes, how will it change)

**Please include any certificates relevant for this option**

**Mentor / Mentee**

**and / or**

**Lecturer - Tutor - Instructor**

**If you have used either of the above in your self-selected items, please complete the following pages. You may use as many pages as necessary.**

# Mentoring

**Who did you mentor?** (Name and PIN where applicable)

**Where, what date and for how long did you provide mentoring?**

**How did you mentor this person?** (Describe activities)

**What did you learn from the student?**

**What changes has mentoring made to you?** (In the areas of skill, knowledge and experience)

**From this experience, will you change your mentoring process in anyway?**

**Signed by mentee** \_\_\_\_\_

**Block caps** ( )

## Mentee

**Who acted as a Mentor to you?** (Name and PIN where applicable)

**Where and what date were you mentored?**

**How long did this mentoring session last?**

**On reflecting on your experience, what did you learn from your mentor?**

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**What modifications will you make to your practice arising from this experience?**

Signed by mentor \_\_\_\_\_ PIN - \_\_\_\_\_

Block caps ( )

NOTE - Must be a higher clinical level or an Assistant Tutor, Tutor or Facilitator)



## Lecturer – Tutor – Instructor

Who did you Lecture – Tutor – Instruct?

Where and what date did you provide this?

How long did your session(s) last?

What Topic did you deliver?

List some teaching goals of this session -

Are there any learning outcomes arising from this?

**Please attach Instructor certificate where applicable and any further documentation to support your instruction.**

## **Additional information**

**(Please include any relevant additional certificates etc. after this page)**



**This section is to be completed only where an EMT has not met the requirements in this CPC cycle**

**Please provide a statement of why you have unable to meet your CPC requirements -**

**What measures will you undertake to meet the requirements before re-registration?**

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**Do you understand that you must meet the CPC requirements before you re-register your licence? (closing date 3<sup>rd</sup> of March each year)**

**NOTE – Doctors certificates etc should not be included here. If an EMT is in such a position, they should contact the PHECC registration officer or the EMT CPC coordinator.**