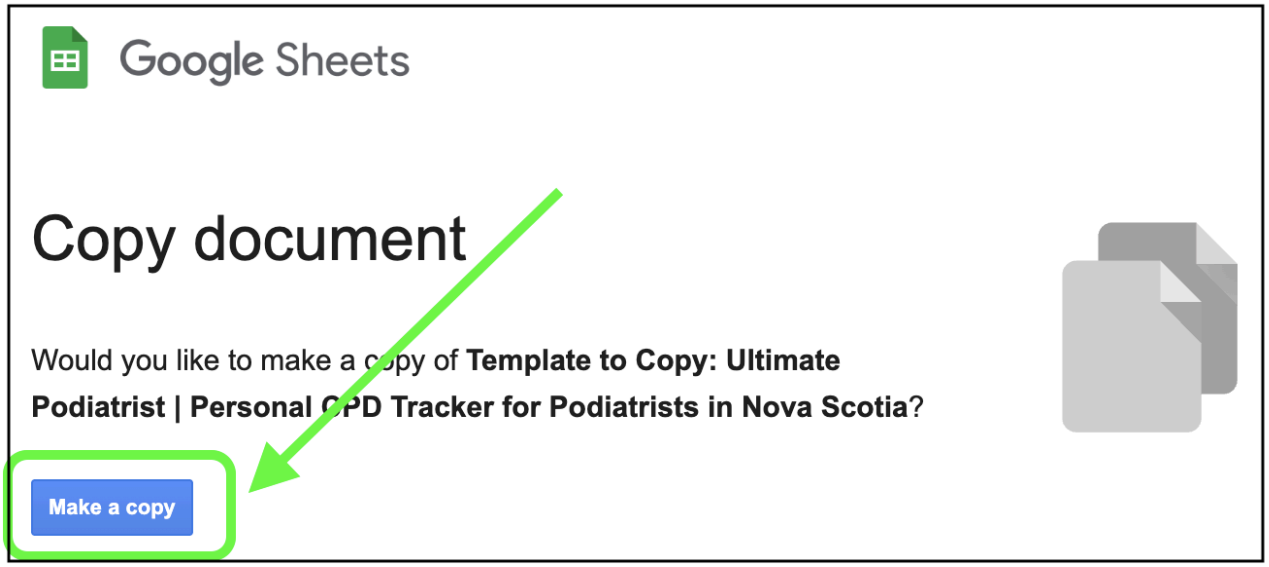
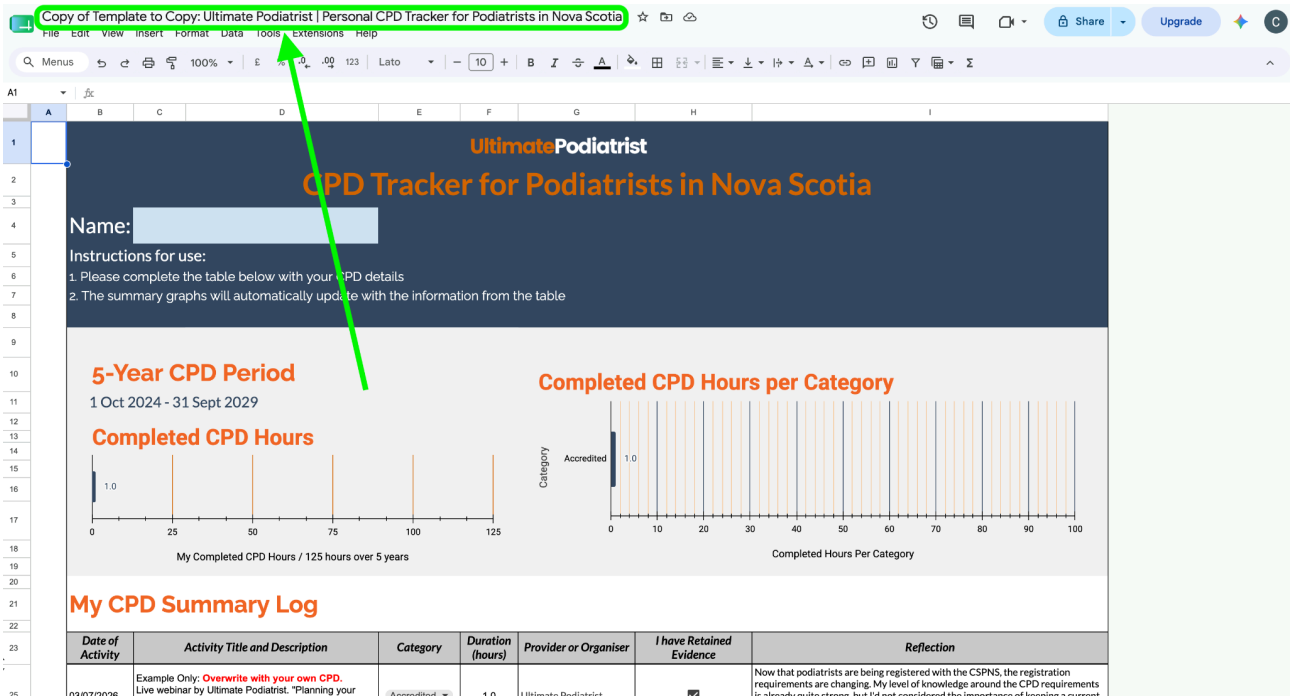
Logging and Submitting Your CPD Records

The following instructions explain how to set up and utilise your podiatry CPD tracker in order to meet the requirements of the College of Physicians and Surgeons Nova Scotia.

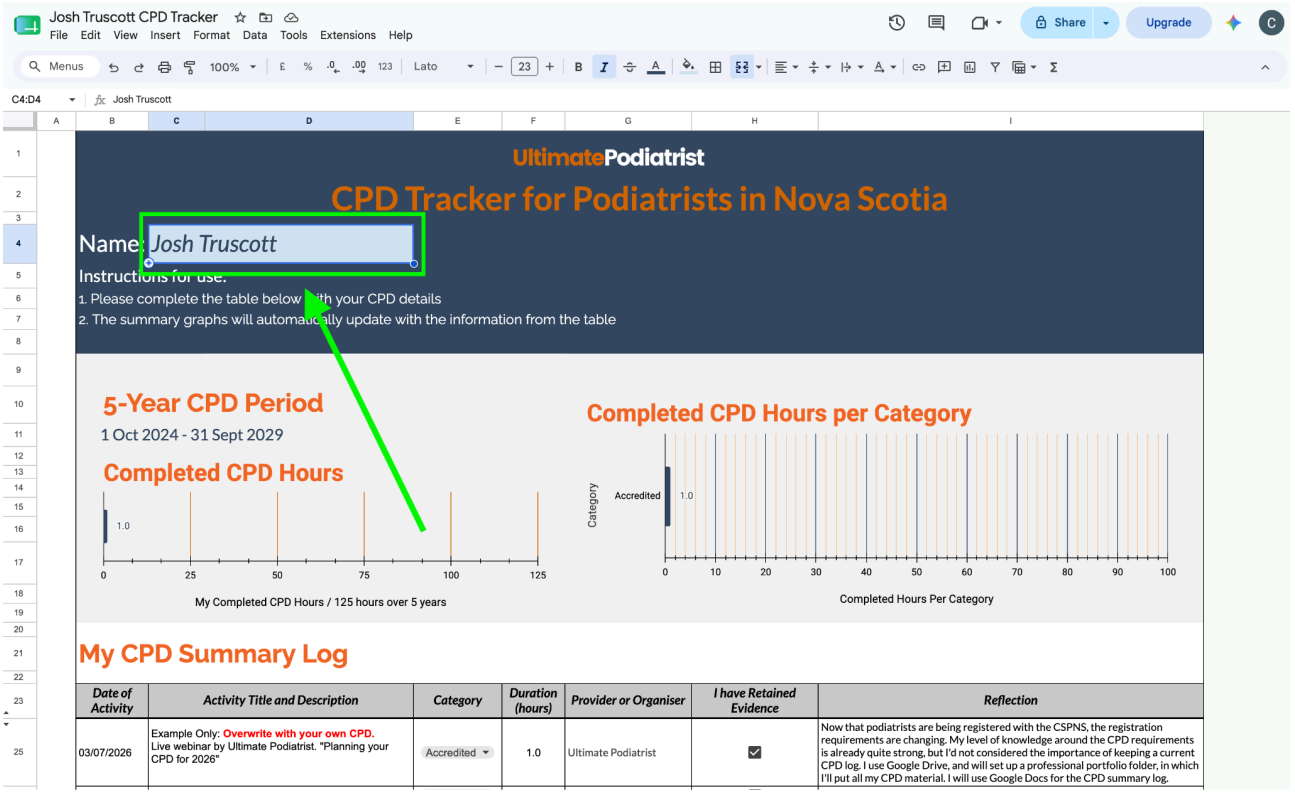
Step One:
Make a copy of the customisable CPD tracker from Ultimate Podiatrist via this link: https://www.podiatrycpd.online/products/welcome-nova-scotia/categories/2154941545/posts/2185437230 *note that you will need a Google account.



Step Two:
Re-name the spreadsheet by editing the name in the top left corner

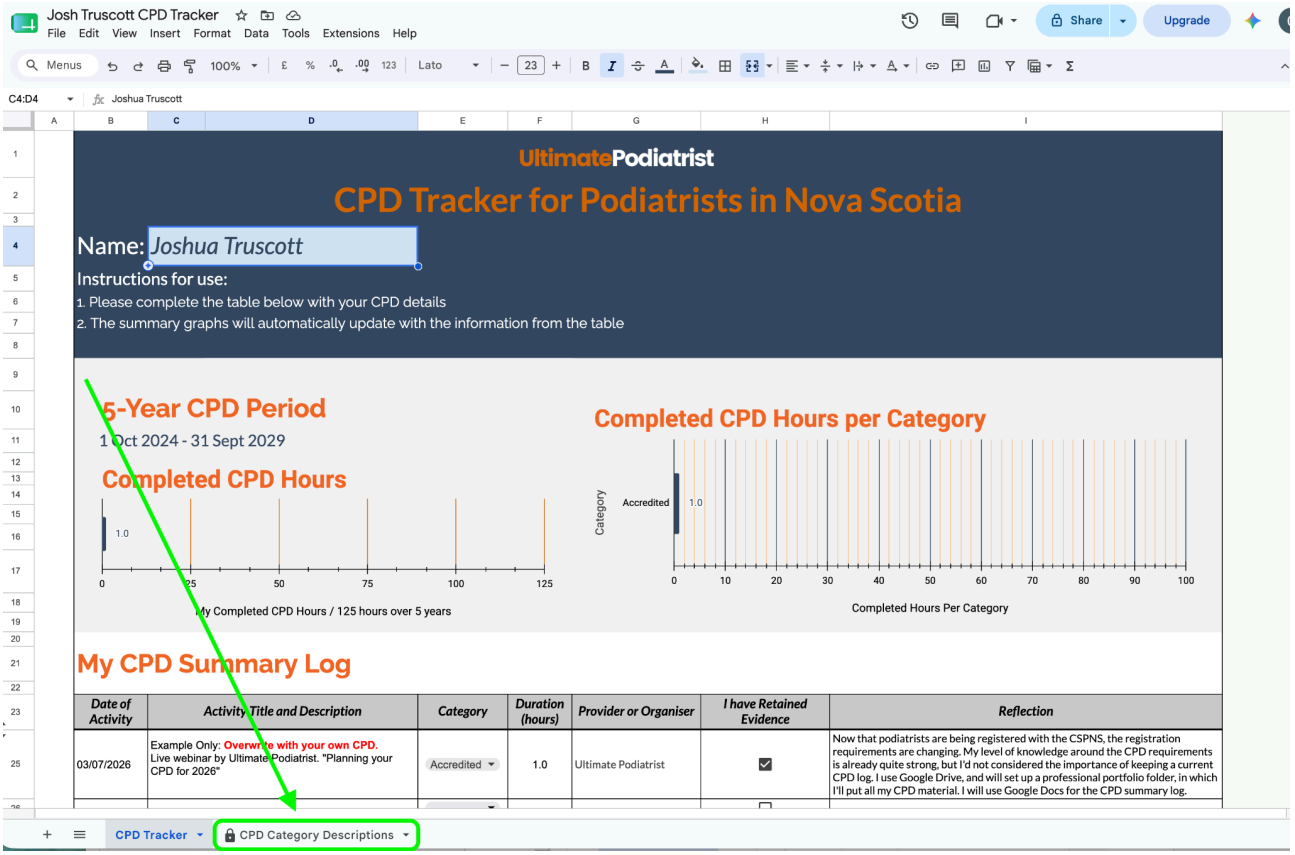


Step Three:
Add your name in row 4

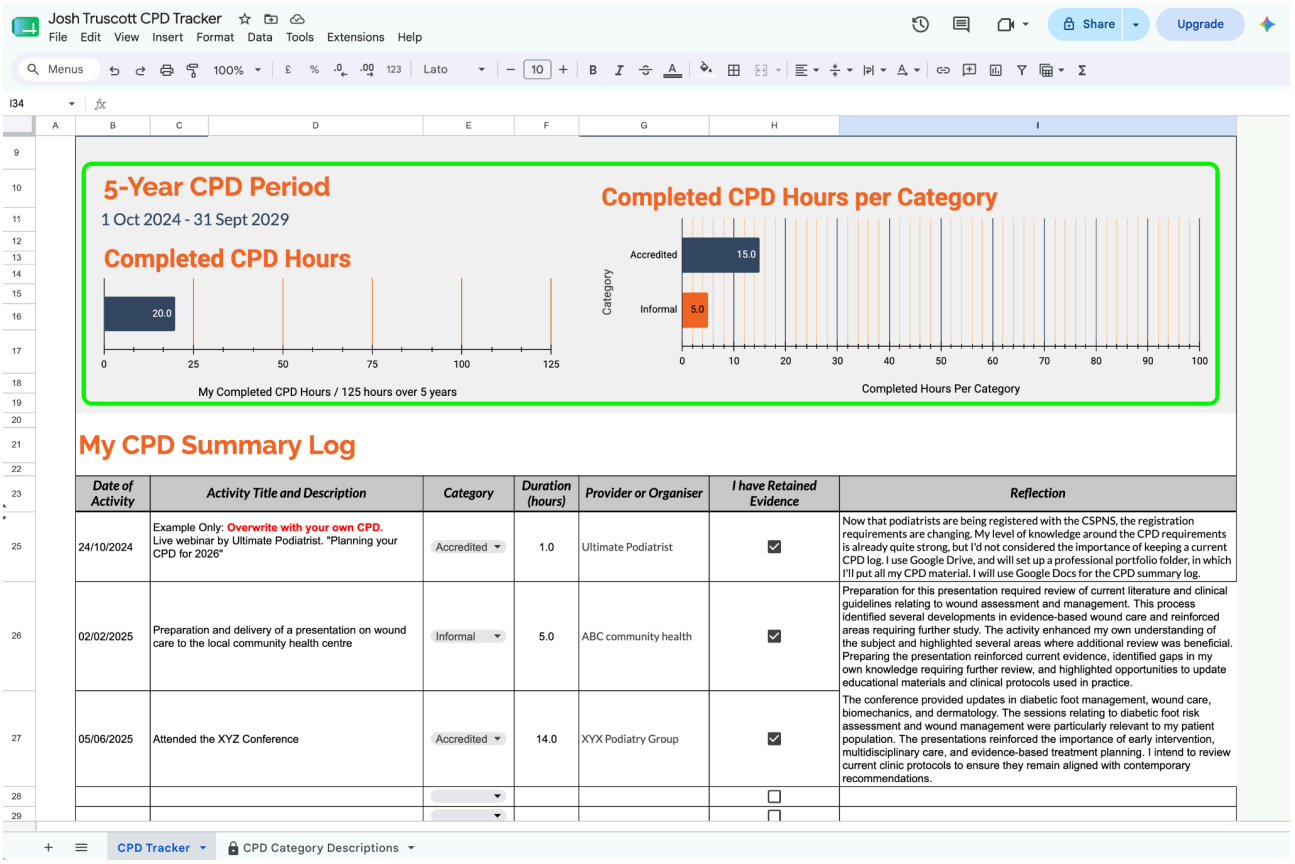


Step Four:

Record the details of your CPD activities. Use the tab at the very bottom of the spreadsheet to view the category descriptors.



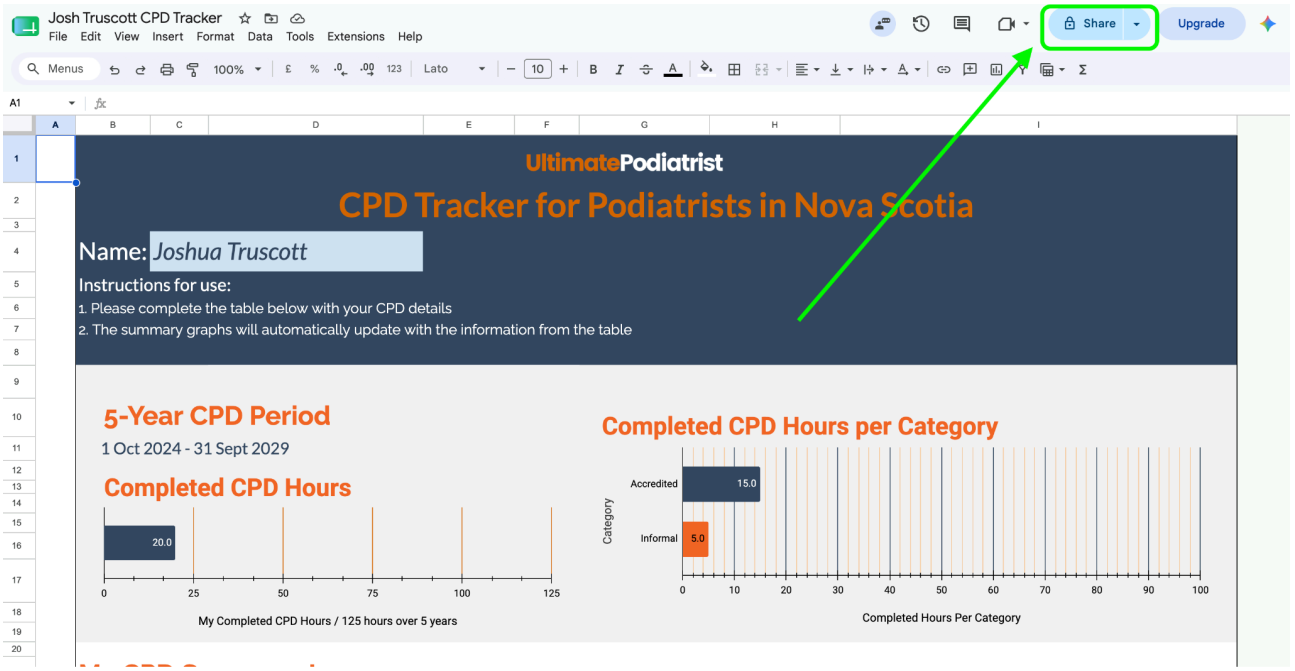
Step Five:
Keep track of your hours. The two charts will automatically populate as you enter your data

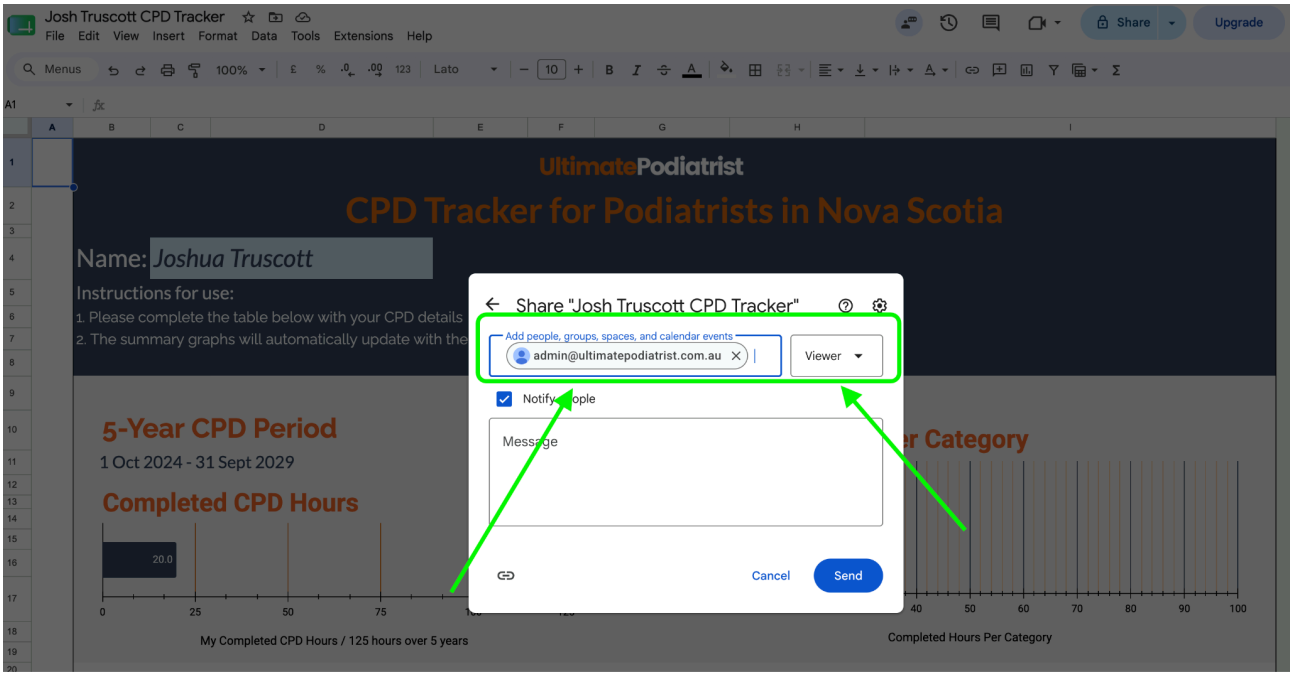


Date of Activity	Activity Title and Description	Category	Duration (hours)	Provider or Organiser	I have Retained Evidence	Reflection
24/10/2024	Example Only: **Overwrite with your own CPD.** Live webinar by Ultimate Podiatrist. "Planning your CPD for 2026"	Accredited	1.0	Ultimate Podiatrist	☑	Now that podiatrists are being registered with the CSPNS, the registration requirements are changing. My level of knowledge around the CPD requirements is already quite strong, but I'd not considered the importance of keeping a current CPD log. I use Google Drive, and will set up a professional portfolio folder, in which I'll put all my CPD material. I will use Google Docs for the CPD summary log.
02/02/2025	Preparation and delivery of a presentation on wound care to the local community health centre	Informal	5.0	ABC community health	☑	Preparation for this presentation required review of current literature and clinical guidelines relating to wound assessment and management. This process identified several developments in evidence-based wound care and reinforced areas requiring further study. The activity enhanced my own understanding of the subject and highlighted several areas where additional review was beneficial. Preparing the presentation reinforced current evidence, identified gaps in my own knowledge requiring further review, and highlighted opportunities to update educational materials and clinical protocols used in practice.
05/06/2025	Attended the XYZ Conference	Accredited	14.0	XYX Podiatry Group	☑	The conference provided updates in diabetic foot management, wound care, biomechanics, and dermatology. The sessions relating to diabetic foot risk assessment and wound management were particularly relevant to my patient population. The presentations reinforced the importance of early intervention, multidisciplinary care, and evidence-based treatment planning. I intend to review current clinic protocols to ensure they remain aligned with contemporary recommendations.
					☐	
					☐	

Submitting your CPD summary log

Step One:
Click ‘share’



Step Two:

- Add admin@ultimatepodiatrist.com.au
- Choose the permission as ‘viewer’.
- Ensure the ‘notify people’ box is checked.
- Press ‘send’