**Genetic Nurse and Counsellor Professional Branch Board**

**CHECKLIST FOR REGISTRATION PORTFOLIOS AND RENEWALS**

Use this checklist to guide the development of your portfolio/renewal application.

Ensure *all entries* are ticked off for first-time registrations in order to submit. Only those marked (\*) are needed for renewals.

**MANDATORY POINTS**:

* Submit this document as the first document in your portfolio, before references
* Please carefully read and follow the instructions on each form and on the website
* Download the forms from the website at the current period of submission, do not use previous versions as these may be updated
* Do not modify the forms
* Number the pages and write your name on each page of your portfolio
* Submit your portfolio as one single PDF document

**References\***

* Requested number of references**\***
* One letter describes how referees have observed at least 2 sessions
* Referees have addressed points requested on the form, including counselling supervision and adherence to the genetic counselling code of ethics**\***
* Counselling Supervision access confirmation form

**Case Log**

* Each competence has been used at least 10 times
* Log contains a wide variety of cases or at least 10 outside specialty area
* Anonymised identifiers, dates (within 3 years) and case details complete and legible
* Legend of abbreviations included
* Case log signed by manager/supervisor

**Continuing Professional Development Log\***

* Activities are listed sequentially in date order\*
* An entry has been made for each seminar/journal club in recurrent series\*
* Entries are reflective and explain how the learning from the activity will be incorporated into the candidate’s practice\*
* Activities that are > 5 hours contain reflection on multiple learning outcomes\*
* CPD log is signed by manager/supervisor\*

**Psychosocial Case Study**

* Case study is within word count (max 2500 words)
* If the candidate was not the only team member involved with the case, the candidate’s role in the case is clearly described.
* Work contains appropriate academic referencing
* Study identifies one central psychosocial issue for the patient or for the genetic counsellor
* The issue identified is discussed referencing relevant psychosocial and genetic counselling literature
* Case study reflects on how the learning from the literature did improve, or could have improved, the outcome for the patient.

**Ethical Case Study**

* Case study is within word count (max 2500 words)
* If the candidate was not the only team member involved with the case, the candidate’s role in the case is clearly described.
* Work contains appropriate academic referencing
* Study identifies one central ethical issue for the patient or for the genetic counsellor
* The issue identified is discussed referencing ethical principles and genetic counselling literature
* Case study reflects on how the learning from the literature did improve, or could have improved, the outcome for the patient.

**Patient Letter (for Route C applicants only)**

* Patient letter is within word count (max 750 words)
* The condition is accurately described
* The genetic basis/ inheritance pattern is described accurately
* Care mangement plan (if applicable) is set
* Relevant psychosocial issues have been addressed
* Language is clearly understandable by a patient

**Scientific Essay (for Route C applicants only)**

* Scientific Essay is within word count (max 1000 words)
* The condition/subject is accurately described and addressed
* I have referenced statements/facts appropriately