

TEMPLATE - Curriculum Vitae

The following information is provided as a guide to what you should include in the curriculum vitae that you provide to Ahpra as part of evidence of compliance with the Recency of Practice Standard, for the purposes of Audit.

1. Full name
2. Registration number
3. Contact details
4. **Summarising for the period – Work / Practice History**

	Audit period 1 Dec [insert year] – 30 Nov [insert year]	
A	Practice location Name, address, contact details	
B	Dates of employment	
C	Position title	
D	Description of responsibilities	
E	Number of weeks employed (excluding leave) * explanation of gaps in practice required see below	
F		Per week
	Average Hours worked	Totals Per Audit period
	Average clinical hours	
	Average Non clinical hours	
	Approximate patient consultations	

5. Gaps in Work / Practice History

- Please provide an explanation of any period since obtaining your professional qualifications where you have not practised and reasons (e.g. undertaking study, travel, family commitment)

Other important information

1. You must declare on your CV that the 'The Curriculum Vitae is true and correct as at (insert date)'. This declaration must be signed and dated by you.
2. The Boards will only accept the original signed Curriculum Vitae, which you send as part of your Audit submission. Refer to your Audit Checklist for submission instructions.