

Recording

Record keeping format

The preferred method for record keeping is online at www.nicpld.org. If you are not already registered with the site, you will require your PSNI number.

Alternatively, pharmacists can choose to make paper-based records.

Downloadable forms are available at

<http://www.psni.org.uk/documents/533/Microsoft+Word+-+CPD+Record+form+for+a+Scheduled+CPD+Cycle.pdf>

<http://www.psni.org.uk/documents/534/Microsoft+Word+-+CPD+Record+form+for+an+Unscheduled+CPD+Cycle.pdf>

What do I need to record?

For a scheduled CPD cycle, you will record the four stages of your cycle starting at reflection.

In the case of unscheduled learning you will need to start recording your CPD at the action stage.

In addition to the information recorded for each stage of the cycle, the following details should be included.

Name of entry

Each cycle should be given a general title or name which gives an indication of the content in order to help you identify the cycle. For example 'Diabetes' or 'COPD'.

PSNI Number

Each cycle should have a unique identifier so that portfolios can be assessed anonymously. Your PSNI number will act as this unique identifier.

Cycle Number

Each cycle should also be given a sequential number.

Activity Table

This table should be completed when you reach the action stage of your cycle. You need to record the activity, the date on which you completed the activity and the time taken to complete each activity. Please note that in some instances a single learning activity may be sufficient to meet your learning need.

You should also record the type of evidence that you plan to include in your portfolio. For example, a certificate or a synopsis of an article or book could be used as evidence.

You should retain evidence of your CPD in addition to maintaining CPD cycles.

Time Taken

This is the time taken to complete all of your learning activities in this particular cycle. It should not include time allocated to implementation of the learning in practice.

Relationship of Cycle to Public/Patient Safety

When documenting CPD, pharmacists choose a variety of subjects and this further varies according to the role they perform in their professional careers.

The Pharmaceutical Society of Northern Ireland has incorporated this section in order to capture data about the type of “CPD” undertaken and whether the pharmacist deems this to relate to patient/public safety.

There are seven categories and you are requested to choose the one which best fits the cycle you have documented. If the “other” category is chosen, you will be prompted to explain in a few words how you would categorize the cycle. If you believe there is “no relationship” to patient/public safety, you should choose this option.

Reviewing the cycle following completion

The evaluation criteria used to assess each cycle can be found at <http://www.psnri.org.uk/professionals/continuing-professional-development/cpd-evaluation.php>

It may be useful to review your cycles using these criteria to check that all necessary information has been recorded.