

QUICK GUIDE: What to include in each section of your CPD cycle

REFLECTION

1. What do I want to learn? (List specific learning needs)

Think about it more than simply updating your knowledge or feeling rusty. What are the particular aspects of a topic that you want to know about? Instead of 'smoking cessation' do you want to know about new NRT products, how to counsel a patient, how to provide the smoking cessation service?

2. Why do I want to learn about this?

Say why you want to learn about this topic/area

PLANNING

3. What activity/activities could I undertake to meet this learning need?

Do you plan to go on a course/attend a lecture/use a Distance Learning Pack/Consult another healthcare professional/private reading or all of the above?

4. When do you plan to complete the activity/activities by?

Put a date in here of when you plan to complete these activities by.

ACTION

5. What did I learn in relation to my learning needs? (Provide a short summary)

You need to provide a brief summary of your main learning points – provide some facts here, it is not enough to simply copy or repeat your learning needs and say that you have learnt about them.

6. Have I completed the activity sheet?

This is used to describe the activity that you undertook, record details of dates and how long the learning activity took. Indicate what evidence you have to prove you undertook the activity.

Length of time documented should relate to hours of educational effort i.e. time spent must relate to learning. You should not include hours applying and translating into practice.

EVALUATION

7. Did I meet my learning need(s)? If not, why not?

You may have fully or partly met your learning needs. Sometimes the course that you select will not always meet your learning needs. Explain why you have not fully met your learning needs if this was the case.

8. How have I used/applied my learning? (Put an example here of how you have used your learning)

In your evaluation section you should indicate what you have done as a result of the learning. It is important that an assessor can see how you applied the learning in practice. If you are waiting to set up a service or funding has not come through yet and you will use your learning in the future, it may be appropriate to wait to close the cycle once you have had the opportunity to apply the learning.

Try to avoid phrases such as "I feel more confident", "I can" and concentrate on stating what you have done.

9. Have I identified any further/additional learning needs?

Go back and look at the original areas that you wanted to learn about – have you met these? An assessor will check the record to ensure it is clear from what you have documented that you have in fact met all of the learning needs (unless you have explained why this has not been possible in some instances).

If 2-3 learning needs were identified, you must not leave loose ends. You must ensure your documentation covers each area identified.

If you have identified further learning needs, this may be the beginning of a new CPD cycle starting at reflection.