



A GUIDE TO COMPLETION AND SUBMISSION OF CPD CYCLES

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SCHEDULED & UNSCHEDULED LEARNING

Form & Manner

Pharmacists must keep their CPD portfolio of evidence properly documented in the form and manner required by submitting CPD cycles on the [CPD ROL Portal](#) or submitting in hard copy using the [CPD cycles proforma](#).

Pharmacists must ensure that their portfolio evidence meets the essential criteria required under the [CPD Framework 2021](#).

Each cycle, whether Scheduled or Unscheduled, must be recorded under the four domains of successful learning:

- Reflection
- Planning
- Action
- Evaluation

Evidence

The uploading of evidence at the time of portfolio submission, either on the CPD ROL Portal or in hard copy, is optional. However, the nature of the evidence (course certificate, personal notes, etc.) must be stated.

Documentary evidence provided should be verifiable by a third party, where appropriate.

If selected for assessment, pharmacists must provide their CPD evidence for review, each clearly identified against the appropriate submitted cycle, if requested by a CPD assessor.

Current Scope of Practice

Pharmacists' CPD must be evaluated in relation to the scope of practice and environment in which they work during the CPD year.

It is essential that pharmacists can evidence how each learning cycle has been closed and evaluated in practice. At least 75% of the total number of cycles must be evaluated directly within the pharmacist's current practice and environment.

Some CPD learning can be evaluated only in simulated practice or by evaluating their application to a situation in future practice. A maximum of 25% of the total number of cycles may be evaluate in this manner.

Scheduled & Unscheduled

Under the CPD Framework 2021, both Scheduled and Unscheduled CPD cycles must meet the 6 essential criteria under the four domains of successful learning.

Therefore, all phases – Reflection, Planning, Action & Evaluation must be written into all cycles.

Scheduled Cycles must total at least 50% of your overall portfolio and Unscheduled cycles must not exceed 50%.

Let's turn our attention to completing the CPD cycle proforma.

REFLECTION

1. Did the pharmacist identify a specific learning need(s)?

The identification and specification of the learning need(s) are the two essential factors in determining whether the pharmacist has met this particular criterion.

Identification

You must make a statement of learning intent.

This applies to both Scheduled and Unscheduled cycles.

"I need to learn / to know / to gain knowledge of / to improve / to understand / to find out about / to familiarize myself with "

Specification

You must then make a specific statement of learning need.

For **Scheduled** learning, a prior learning need will have been identified.

For **Unscheduled** learning, the learning need will not start with a prior learning need. It will often have been identified as a reaction to circumstances during the workday which requires immediate action, for example, to resolve an issue that has arisen directly in practice.

The statement of learning need should be precise, succinct and measurable. General statements that identify a broad learning need, such as *"I need to learn about heart disease"* are inadequate.

A statement of learning could be, for example, *"I need to learn about the use of in the treatment of patients with"*.

Keep your learning needs focused and limited to two or three – which you can bullet point, if you wish.

By doing this, the subsequent stages of your CPD cycle will be easier to record.

2. Did the pharmacist describe why they wanted to learn about this (the context for the learning activity)?

Once you have identified and specified your learning need(s), you should briefly describe the circumstances/context that led to you identifying that learning need(s).

For example:

- *"I discovered, on reading an article in the Pharmaceutical Journal on the risk factors associated with heart disease, that I need to learn more about ..."*
- *"A patient presented with the classic symptoms of and I needed to source guidance about ..."*
- *"A pharmacy contractor decided to run a smoking cessation campaign within the store, so I need to know ..."*
- *"I am currently training as an Independent Prescriber and I need to learn about ..."*

PLANNING

3. Did the pharmacist describe the learning activity/activities they plan to complete to meet the learning need(s)?

In this stage, you should identify the method(s), that:

- a) you plan to use (Scheduled)
or
- b) that you used (Unscheduled) to meet your learning need(s).

For example:

- *“I plan to order and complete the NICPLD distance learning package ‘Evidence-based Management of Diabetes.’” (Scheduled)*
- *“I plan to attend the ‘1st International Meeting on Pulmonary Hypertension’ in Belfast on xx/xx/xx.” (Scheduled)*
- *“I identified the as a resource for information on the use of for this patient.” (Unscheduled)*

Generalisations such as “I will attend a workshop” are not acceptable.

Specific details are required.

Scheduled cycles – details such as the name of the workshop, who is running it, the date of the workshop, etc., should be provided.

Unscheduled cycles – details such as the specific source of learning/information and the date should be provided.

All learnings should be time-limited and you should, therefore, state the date on which you completed or by which you plan to complete the learning activity/activities. All dates for completion of CPD learning must fall within the date parameters of the current CPD year.

Learning needs can be met through a wide range of learning activities, all of which are acceptable for inclusion in a CPD portfolio. The following contains illustrative examples:

Workshops	University courses
Distance Learning	Study groups
Learning by doing	Mentoring
Private reading	Projects
Teaching	Research
Speaking with Peers	Work shadowing
Conferences	Writing
Preparing for presentations	

ACTION

4. Did the pharmacist include a summary of the related activities they have completed to meet the learning need identified?

Details of the learning activity/activities undertaken should be documented in the Activity table, as follows:

Activity Column

Give full details of each learning activity completed. Details should be sufficient for another individual to be able to source the learning material.

Date Column

State the specific date of completion for each learning activity.

Time Column

State the time taken to complete each learning activity. A ready reckoner is available on the CPD portal.

Evidence Column

Give details of the evidence associated with the completion of each activity. The uploading of evidence to the portal is optional but details of the evidence must be noted. Evidence can include certificates of attendance, certificates of completion, copies of presentations or articles read with personalised notes and personal notes in relation to any informal learning.

Summary box

In the summary box provided, provide a brief summary of what you have learned. It is not adequate to state that you have learned without giving specific details. Therefore, the summary should:

- demonstrate a depth of learning;
- relate to the identified learning need(s); and
- contain specific detailed examples of what you have learned.

EVALUATION

5. Did the pharmacist evidence how their practice has changed or will change after meeting the specific learnings identified?

You should provide clear examples of how you have implemented your learning or changed practice as a result of the learning or knowledge you have gained.

If you are providing evidence of having applied the learning, it is sufficient to record:

- *“I have advised a patient”*
- *“I have advised the practice ...”*

If you are providing evidence of how you intend to apply your learning to your practice, it is sufficient to record:

- *“I plan to ...”*

However, you must provide a specific example of how the learning will be applied to future practice.

A maximum of 25% of cycles submitted may have the learning outcomes evaluated using simulated practice or by evaluating their application to a situation in future practice or sectors.

6. Is it evident that the learning need(s) identified have been fully addressed within the specific cycle?

Having mapped your learning through Reflection, Planning, Action and Evaluation, you should now revisit the Reflection stage and decide if you have fully met your learning need(s).

You must then indicate your confirmation of the following statement by placing an “X” in the box provided:

“I confirm that the identified learning need(s) has/have been fully addressed in this CPD cycle.”

You must then indicate your confirmation, by placing an “X” in the appropriate box, as to whether your CPD learning for the cycle was evaluated directly in practice **OR** using simulated practice or to a situation in future practice.

Confirmation of Pharmacy Sector

Before closing the CPD cycle, you must indicate in the boxes provided, all the pharmacy sectors in which you work.

Finally, you should ensure that you have checked all necessary boxes and given sufficient details to meet the criteria.

EXAMPLE OF AN ACCEPTABLE CYCLE

CYCLE NAME:	Management of Chronic Kidney Disease
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Is this a Scheduled CPD Cycle? Yes No
 (A minimum of 50% of cycles must be Scheduled)

Is this learning activity relevant to your current Scope of Practice? Yes No
 (A minimum of 75% of cycles must relate to your current Scope of Practice)

Is this learning activity relevant to the safe and effective practice of pharmacy? Yes No

ALL CRITERIA ARE ESSENTIAL AND MUST BE COMPLETED SUCCESSFULLY FOR THE CYCLE TO MEET THE REQUIRED STANDARD.

REFLECTION
1. I identified the following specific learning need(s):
I want to learn about the criteria for diagnosis of Chronic Kidney Disease (CKD) and its management.”
2. I wanted to learn about this because (please give context for learning activity/activities)...
I need to learn this as I want to know more about how to manage patients with this condition at my hypertension prescribing clinic.

PLANNING
3. I plan/planned to complete the following learning activity/activities to meet the identified learning need(s) (Please describe the learning activity/activities and their planned completion date)
I plan to read the BMA QOF guidance on CKD indicators and NICE guidance. I plan to complete this activity by 05 March 2022.”

ACTION			
4. In meeting the identified learning need(s), I completed the following learning activity/activities) and have summarised what I learned in relation to my identified learning need(s):			
Activity	Date	Time Taken	Evidence
Read BMA guidance on QOF indicators for CKD	02/02/2022	1 hr	Copy of BMA Guidance
NICE CG 73, Chronic Kidney Disease. Sept 2008	04/02/2022	2 hrs	Copy of Quick Reference Guide

Total Time Taken	3 hrs
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Summary of what has been learned in relation to the identified learning need(s)

I have learned that CKD is diagnosed when eGFR is persistently less than 60% and that the label still applies even if kidney function improves with treatment.

Albumin: creatinine ratio is used to determine whether protein urea is present and the classification for CKD stages 1-5 is further subdivided depending on whether protein urea is present. Once a diagnosis of CKD has been made, the patient should be given lifestyle advise (no smoking, healthy weight, exercise) and have their blood pressure monitored regularly.

Blood pressure should be maintained at <130/80 where possible to slow deterioration of kidney function. ACE inhibitors are the treatment of choice. Cardiovascular risk should be assessed and treatment with statins and/or aspirin initiated where necessary.

Evaluation

5. Having met the specific learning need(s) identified, my practice has changed or will change as follows:

I have been able to advise the practice about the follow-up requirements of patients with CKD and to review the practice CKD register and add new patients. I feel confident that I will be able to manage patients with co-existing hypertension and CKD in the prescribing clinic and will continue to update my knowledge as necessary.

6. I confirm that the identified learning need(s) has/have been fully addressed in this CPD cycle.
(Please "X" the box below as confirmation)

Yes

How has this cycle been evaluated?

Directly within my current practice and environment (Min 75% of cycles submitted)

Or

Using simulated practice or to a situation in future practice (Min 25% of cycles submitted)

In which pharmacy sector(s) do you work? Please "X" all relevant boxes.

Community	X
Pharmacy Prescriber	X
Primary Care/Practice	
Training	

Hospital	
Industry	
Academia	
Other	