

Consensus Guidance For Assessment of CPD Portfolios
CPD year 2021/22

CRITERIA	BEST PRACTICE	ACCEPTABLE PRACTICE	NOT ACCEPTABLE PRACTICE
<p>C1: Did the pharmacist identify a specific learning need(s)</p>	<p>Clear statement of learning intent followed by bulleted specific learning needs.</p> <p>Specific, precise, succinct, measurable.</p> <p>No ambiguity.</p>	<p>Review/update/revisit plus at least one specific learning need identified.</p> <p>Specific means that there is enough detail to identify a clear learning need. For example: 'I want to learn more about xx..' with specific details.</p> <p>Assessor to provide feedback on best practice.</p>	<p>Review/update/revisit without any specific learning need identified.</p> <p>Ambiguous statements such as '...the main issue...' '...the latest development...' '...the key issue...' with no specific details.</p> <p>Assessor to provide feedback on best practice.</p>
<p>C2: Did the pharmacist describe why they wanted to learn about this (the context for the learning activity)?</p>	<p>Learning is contextualised with a clear trigger/prompt for the learning need.</p>	<p>'I feel I need to know more about.....' with an explanation of the underlying source of the emotion.</p> <p>Assessor to provide feedback on best practice.</p>	<p>No clear explanation of why they wanted to learn/how they identified the learning need.</p> <p>'I feel I need to know more about...' without further explanation.</p> <p>Assessor to provide feedback on best practice.</p>

Consensus Guidance For Assessment of CPD Portfolios
CPD year 2021/22

CRITERIA	BEST PRACTICE	ACCEPTABLE PRACTICE	NOT ACCEPTABLE PRACTICE
<p>C3: Did the pharmacist describe the learning activity/activities they plan to complete to meet the learning need(s)</p>	<p>Full details* relating to the learning activity that would allow an assessor to independently source that specific learning activity.</p> <p>*Please note that specific names of colleagues are not required – job titles are sufficient to demonstrate the expertise of the tutor.</p> <p>Completion date or timeframe should be stated.</p>	<p>Less detailed information e.g. 'A workshop', 'article', 'courses', 'internet search'.</p> <p>However, further detail must be present within the CPD cycle or could be obtained from the evidence declared e.g. Presentation copy, margin notes in document etc.</p> <p>Within the CPD cycle, full details* are provided relating to at least one learning activity that would allow an assessor to independently source that specific learning activity.</p> <p>Other learning activities do not have full details provided within the cycle.</p> <p>Assessor to provide feedback on best practice.</p>	<p>Less detailed information e.g. 'A workshop', 'article', 'courses', 'internet search' but no further detail is present in the cycle.</p> <p>Assessor to provide feedback on best practice.</p>

Consensus Guidance For Assessment of CPD Portfolios
CPD year 2021/22

CRITERIA	BEST PRACTICE	ACCEPTABLE PRACTICE	NOT ACCEPTABLE PRACTICE
<p>C4: Did the pharmacist include a summary of the related activities they have completed to meet the learning need(s) identified</p>	<p>Full details* relating to each learning activity that would allow an assessor to source the learning activity plus completion of date, time and evidence.</p> <p>*Please note that specific names of colleagues are not required – job titles are sufficient to demonstrate the expertise of the tutor.</p> <p>Brief summary with examples of personal learning in relation to each learning need.</p> <p>Summary relates to learning need(s).</p> <p>Summary contains specific detailed examples (multiple) of personal learning.</p>	<p>Full details* relating to at least one learning activity that would allow an assessor to independently source the learning activity plus completion of date, time and evidence.</p> <p>[Please note that generic titles such as a website address or NICE guidance along with therapeutic topic area is sufficient].</p> <p>Less detailed information about at least one learning activity but further details available elsewhere in cycle plus completion date, time and evidence.</p> <p>A summary of learning that does not relate to the learning need (will not meet Criteria 6).</p> <p>At least one specific example of personal learning achieved.</p> <p>Specific means that there is enough detail to identify at least one clear learning outcome with no ambiguity. E.g. I now know more about this subject is not sufficient on its own.</p> <p>Assessor to provide feedback on best practice.</p>	<p>No learning activity identified. Only recorded application to practice.</p> <p>Not applicable (NA) recorded in evidence section of activity table. Date/time/evidence sections of activity table not completed.</p> <p>Very generic phrases – ‘the internet’, ‘a workshop’ which would not allow an assessor to independently source the learning.</p> <p>No personal learning demonstrated or lack of sufficient depth of learning identified.</p> <p>Summary of contents of learning activity.</p> <p>Assessor to provide feedback on best practice.</p>

Consensus Guidance For Assessment of CPD Portfolios
CPD year 2021/22

CRITERIA	BEST PRACTICE	ACCEPTABLE PRACTICE	NOT ACCEPTABLE PRACTICE
<p>C5: Did the pharmacist evidence how their practice has changed or will change after meeting the specific learnings identified?</p>	<p>Clear example of implementing learning/changing practice.</p> <p>Demonstration of transition as a result of learning activity (now I can).</p> <p>Specific example of how the learning has been applied or will be applied to future practice (note that max 25% of cycles can evaluate learning outcomes using simulated practice or application in future practice or sectors).</p>	<p>Less specific example of how the learning has been applied or will be applied in future practice. 'I use/will use this in my practice/future practice by/when/if.....'.</p> <p>However, there must be at least some specific information to identify how it would be applied for example in a specific scenario if it arose.</p> <p>'I feel that I can now....' but with justification as to why the individual feels that way. Narrative must include some detail on how they feel they would apply the learning.</p> <p>Assessor to provide feedback on best practice.</p>	<p>"I feel that I can now..." with no justification as to why the individual feels that way.</p> <p>Generic statement relating to use in practice/future practice e.g. "I use/will use this in my practice/future practice" but without details of when and how they apply/will apply their new learning.</p> <p>Assessor to provide feedback on best practice.</p>
<p>C6: Is it evident that the learning need(s) identified has/have been fully addresses within the specific cycle</p>	<p>Each learning need is clearly mapped through reflection, planning, action and evaluation stages of the cycle.</p>	<p>At least one learning need is identifiable as being mapped through reflection, planning, action and evaluation stages of the cycle.</p> <p>Assessor to provide feedback on best practice.</p>	<p>No single learning need can be mapped through all stages of the cycle.</p> <p>Assessor to provide feedback on best practice.</p>