

CPD profile

Executive Summary and Recommendations

Introduction

Before inviting the professional bodies to send in sample CPD profiles from their profession, it is suggested that the PLG should agree a pro-forma for the professional bodies to complete.

While it is still too early in the process to design or format the final pro-forma that registrants will be sent in 2008, it is suggested that it is not too early to agree the phrasing of the substantive sections that registrants will be asked to complete.

It is expected that the final form will change, ie: it will be professionally laid-out, it may need additional security information to be added, there may be formatting to allow it to be scanned, it may indeed appear online for completion on a PC, etc. But the substantive sections that registrants are required to complete, which were consulted on, and upon which feedback was received, are not expected to change. Therefore the PLG could expect any additional fields that were added would be factual (date of birth, for example) and would not change the information agreed by this group.

It would also make sense to collate the guidance that has been agreed thus far, and to send this to the professional bodies with the pro-forma, and hence a first draft of this has also been included in this paper.

Decision

The PLG is asked to amend as appropriate the attached CPD profile pro-forma, and to agree to send this to the professional bodies when inviting them to compile example profiles.

(This sample profile has been laid out as simply as possible using the 'table' function in Word. This is to facilitate the professional bodies receiving it electronically, and completing it on computer. The areas for completion are therefore text forms, which you can click on and type into, and which will expand as you type. This aspect of the form does not come across very easily in hard copy, but the form will be available on a computer at the meeting.)

Background information None

Resource implications None

Financial implications None

Background papers None

Appendices None

CPD profile

- 1.1 Full name:** Name goes here
1.2 Profession: Profession goes here
1.3 Registration number: AB1234

2. Summary of recent work/practice

Summary of work practice goes here. This box will expand as you type into it.

Total words:
(Maximum 500 words)

3. Personal statement

Your statement identifying how you have met the standards goes here. This box will expand as you type into it.

Total words:
(Maximum 1500 words)

4. Summary of supporting evidence submitted

Evidence number	Brief description of evidence	Number of pages, or description of evidence format	CPD Standards that this evidence relates to
1	Eg: 'Case studies' or 'Critical literature reviews'	Eg: '3 pages', or 'photographs', or 'video tape'	Eg: Standards 2 and 4
2			
3			
4			
5			
6			
7			

CPD profile guidance notes

1.1 Name

Please give us your name, as it appears on the register. If you have changed your name, please inform our UK Registration department on 0845 3004 472.

1.2 Profession

If you are registered in more than one profession, please give us the profession that your profile relates to.

1.3 Registration number

Your registration number can be found on the online register, or on your certificate. It consists of 2 or 3 letters, followed by a number.

2. Summary of recent work / practice

This is the descriptive element of the profile. It should provide a concise account of your role and work context. The summary should include the key responsibilities relating to your role, identify the specialist areas in which you work and identify the key people with whom you communicate and collaborate.

3. Personal statement

This statement should identify how you have met the CPD standards. We have provided a number of prompt questions, the purpose of which is to help you think about your learning and the effect this has had on your practice. You are not expected to answer all of the questions or to follow them verbatim. You may choose to select several questions and write your statement using them as your guide. You may also develop your own headings. However you choose to put together your statement, please make sure that your statement relates to the CPD standards, which are below in bold.

Standard 1:

A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities.

How have you maintained an up-to-date and accurate record of your CPD activity?

- *What method did you employ to record your CPD e.g. monthly portfolio update?*
- *Who approved your CPD plan?*

How do you identify your learning needs? For example:

- *What structures do you use to help you identify your learning needs (e.g. appraisal, peer review, clinical supervision, mentorship schemes, personal development plan)?*
- *How do you gain the views and advice of others to help you identify your learning needs?*
- *How do you decide on what CPD activity to do?*
- *How do you ensure an appropriate mix of CPD activity to meet your needs?*

Standard 2:

A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.

In what ways has the mixture of learning activities you have used for your CPD been relevant to your current or future practice?

Standard 3:

A registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery.

How does your learning relate to your ability to practise safely, effectively and legally? How does your professional development relate to your evolving scope of practice? What aspects of your work have changed as a result of your development?

In what ways has the mixture of learning activities you have used for your CPD been relevant to your current or future practice?

- *What different learning activities have you used for your CPD?*
- *How has each learning activity related to your current / future practice e.g. practice improvement, enhanced patient care, etc?*

Standard 4:

A registrant must seek to ensure that their CPD benefits the service user.

What are the main areas in which your learning has enhanced what you offer to clients/users/patients? How has your learning enhanced your contribution to service delivery?

How does your learning relate to your ability to practise safely, effectively and legally? For example:

- *How have you responded to changes in practice (e.g. new legislation)?*
- *How is your work informed by codes of practice?*
- *What dilemmas have you been faced with and how have you dealt with these?*
- *What have you learnt from positive and adverse incidents?*
- *How has this learning informed your practice?*
- *What support mechanisms do you use to seek advice and what action have you taken afterwards?*
- *How has the evidence base informed your practice?*

How does your professional development relate to your evolving scope of practice? For example:

- *How have you kept up-to-date within your current role?*
- *If there have been changes to your role, how did you prepare for these?*
- *How have you responded to these changes?*
- *What advice have you sought when faced with an experience or situation that is outside of your current scope of practice?*
- *What support mechanisms do you use and how have they helped you?*
- *How does your involvement with relevant groups support your development?*
- *How do you think your scope of practice may change in the future?*
- *What new learning needs have you identified and how do you plan to meet these?*

What aspects of your work have changed as a result of your development? For example:

- *How have you kept up-to-date within your current role?*
- *What areas of practice do you feel more confident in?*
- *What new avenues/sources of support do you use?*
- *Have you taken on new responsibilities as a result of your learning?*

When you are referring to supporting evidence, please refer to the evidence by its number (see table at 4. and notes below)

Standard 5:

A registrant must present a written portfolio containing evidence of their CPD upon request.

You should refer to Appendix 2 for examples of types of evidence which may be used as proof of any Continuing Professional Development detailed in your statement.

4. Summary of supporting evidence submitted

Please complete this summary table, to give us information about the evidence that you are submitting to support your profile.

Please number each piece of evidence clearly, and in the table give us a brief description of the evidence, tell us the number of pages (or describe the format, if the evidence is not paper-based) and tell us the CPD standards that it relates to.

Appendix 1: Examples of types of CPD activity

Work based learning	Professional activity	Formal / educational	Self-directed learning	Other
<ul style="list-style-type: none"> • Learning by doing • Case studies • Reflective practice • Clinical audit • Coaching from others • Discussion with colleagues • Peer review • Gaining and learning from experience • Involvement in wider work of employer e.g. representative on a committee • Shadowing • Secondments • Job rotation • Journal club • In-service training • Supervision of staff/students • Visits to other departments and reporting back • Role expansion • Critical incident analysis • Completion of self-assessment questionnaires • Project work/management 	<ul style="list-style-type: none"> • Involvement in a professional body • Member of specialist interest group • Lecturing/teaching • Mentoring • Examiner • Tutor • Branch meetings • Organising journal clubs or other specialist groups • Maintaining and/or developing specialist skills e.g. musical ability • Expert witness • Member of other professional bodies/groups • Presentation at conferences • Organiser of accredited courses • Research supervision • National assessor • Appointment to a promoted post 	<ul style="list-style-type: none"> • Courses • Further education • Undertaking research • Attendance at conferences • Submission of articles/paper • Seminars • Distance learning • Courses accredited by professional body • Planning or running a course 	<ul style="list-style-type: none"> • Reading journals/articles • Review of books/articles • Updating knowledge via www/TV/press • Progress files 	<ul style="list-style-type: none"> • Public service • Voluntary work • Courses

Appendix 2:

Things you may have produced	Materials demonstrating reflection and evaluation of learning and practice	Materials acquired from others
<ul style="list-style-type: none"> • Information leaflets • Case studies • Critical literature reviews • Adapted user/student notes • Policy or position statements • Discussion documents • Procedural documents • Documents relating to national or local processes (e.g. schemes for peer review, mentorship or clinical supervision) • Recent job applications • Reports (e.g. on project work, clinical audit, reviews of activity) • Business plans • Protocols • Guidance materials (e.g. for service users, colleagues or students) • Clinical audit tools • Clinical guidelines • Course assignments • Action plans • Course programme documents • Presentations • Articles produced for publication • Questionnaires • Research papers/proposals/funding applications/ethical approval applications • Induction materials for new members of staff • Learning contracts • Contributions to work of a professional body • Contributions to work of a special interest group 	<ul style="list-style-type: none"> • Profiles drawn from learning portfolios • Adapted documentation arising from appraisal, clinical supervision, job evaluation, compliance with locally implemented competence frameworks. • Documentation from compliance with local or national CPD schemes • Evaluation of courses/conferences attended • Personal development plans • Documented and approved claims for academic credit for prior or experiential learning 	<ul style="list-style-type: none"> • Testimonies • Letters from users, carers, students or colleagues • Course certificates

Date
2005-09-13

Ver.
a

Dept/Cmte
POL

Doc Type
PPR

Title
CPD profile text

Status
Draft
DD: None

Int. Aud.
Public
RD: None

Date	2005-09-13	Ver.	a	Dept/Cmte	POL	Doc Type	PPR	Title	CPD profile text	Status	Draft DD: None	Int. Aud.	Public RD: None
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