

<h2 style="margin: 0;">CPD recording sheets for learning that starts at reflection</h2>	<h2 style="margin: 0;">General Pharmaceutical Council</h2> <hr style="width: 80%; margin: 0 auto;"/>
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Reflection

Date learning need identified ___ / ___ / 20 ___	CPD no. ___ - ___ - ___
Name of entry _____	Entry no. ___ - ___

R1: What do or what did you need to learn?

What you need to learn may be new knowledge, skill(s), or a new attitude – anything which you think will make you better able to do your job as a pharmacy professional or prepare you for a new service or role. You should be as specific as possible.

R2: How is this learning relevant to the safe and effective practice of pharmacy and to your own scope of practice?

Explain how you chose what to learn and why this bit of learning is relevant to your practice as a pharmacy professional.

R3: Tick one or more methods that you used to identify what you needed to learn.

- | | |
|--|--|
| <input type="checkbox"/> Critical incidents | <input type="checkbox"/> Audit |
| <input type="checkbox"/> Appraisal | <input type="checkbox"/> Feedback from users of service / products |
| <input type="checkbox"/> Peer review/talking to colleagues | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Personal interest | <input type="checkbox"/> Other |

Planning

P1: When will you need to have achieved this learning?

___ / ___ / 20 ___

Putting an estimated date may help you to set priorities for your learning. Be as specific as possible, but don't worry if the date is just an approximation.

P2: Why is this learning important to you and your practice?

Write a brief description of how this learning will affect you, your service users, your colleagues and your organisation. If you don't think that your learning will have a significant impact on anyone, you might want to consider why you are undertaking and recording this learning.

You can use the scale below to rate the importance of this learning, but you also need to fill in the box above too.

	None	Low	Moderate	High	Very high
Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Importance to the users of your services or products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Importance to colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Importance to organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

P3: What might you do in order to achieve this learning?

It is important for you to consider a range of options for achieving your learning. Aim to list a few different options e.g. attend workshops, study open learning packs, talk to colleagues. Outline what you think are the advantages and disadvantages of each option. You may not choose to complete all the options that you've listed, but it is important to show that you have considered them.

Option	Description of different options	Advantages	Disadvantages	Select (✓ or ✗)
1				
2				
3				

4				
5				

Action

A1: When did you complete the activities outlined in your plan?

Record the date you completed the activities that you chose from your plan. If you need to keep a continuing education record for other organisations then you may find it useful to jot down how long each activity took, but this is not a requirement. The number in the option column should correspond to the options you selected in the question above (P3).

Option	Description of what you did	Date completed

A2: What have you learnt?

Describe what specific skill, knowledge, attitudes and/or behaviours you've gained as a result of your learning. This may be different to what you originally set out to learn.

Evaluation

E1: To what extent did you learn what you set out to learn at the start of this CPD cycle?

You may find it useful to revisit the 'Reflection' page and decide on what you originally wanted to learn before you decide to what extent you've achieved that learning.

Fully

Partly

Not at all

E2: If you ticked 'fully' or 'partly', give an example of how you've applied or how you intend to apply what you learnt to your practice.

Putting learning into practice is a good way to prove that you've actually learnt what you set out to. It may be a while before you apply what you have learnt. It's fine to leave this box blank and come back to it when you've had a chance to put your learning into practice.

E3: If you ticked 'fully' or 'partly', what have been or what will be the benefits of this learning to your practice?

You might find it useful to revisit your 'Planning' page and consider how you, your service users, your colleagues and your organisation have actually benefited or will benefit from your learning. Do include any feedback about your practice, formal or informal, that you've had from other people.

E4: If you ticked 'partly' or 'not at all', describe what it is you still have to learn.

You may find it useful to revisit the 'Reflection' page and check on what it is you originally wanted to learn before you describe what it is you still need to learn.

E5: If you ticked 'partly' or 'not at all', explain why you think you didn't achieve your learning.

You may find it useful to revisit the 'Reflection' and 'Planning' pages to work out why you didn't achieve everything you set out to learn. It's all right for you not to have achieved all of your learning, but it is important that you explain why.

E6: If you ticked 'partly' or 'not at all', what do you intend to do next?

Nothing, I've learnt enough for what I need

Review this entry to see how I can achieve the outstanding learning

Start a new CPD cycle at Reflection about what I still need to learn

<p>CPD recording sheets for learning that starts at action</p>	<p>General Pharmaceutical Council</p>
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<p>Date learning completed ___ / ___ / 20 ___</p>	<p>CPD no. ___ - ___ - ___ - ___</p>
<p>Name of entry _____</p>	<p>Entry no. ___ - ___</p>

Action

A1: Describe the activity you took part in that enabled you to learn something new.

Be specific about the activity you describe. If you read an article, give it a reference.

A2: Describe what you actually learnt from this activity.

Try to describe this in terms of the skills, knowledge, attitudes and/or behaviours you have developed.

Evaluation

E1: Give an example of how you've applied or how you will apply what you learnt to your practice.

Putting learning into practice is a good way to prove that you've actually learnt what you set out to. It may be a while before you apply what you have learnt. It's fine to leave this box blank and come back to it when you've had a chance to put your learning into practice.

E2: What have been or what will be the benefits of this learning to your practice?

You might find it useful to consider how you, your service users, your colleagues and your organisation have actually benefited or will benefit from your learning. Do include any feedback about your practice, formal or informal, that you've had from other people.

E3: What do you intend to do next?

- Nothing, I've learnt enough for what I need
- Start a new CPD cycle at Reflection about what I still need to learn