**CPD Learning Structured Reflective Template**

Suggestions on the type of content to consider placing under each title

|  |
| --- |
| Title and Description of Activity or event |
| * Dates of Activities or events * Which category of activity does this match * General information about your practice * Keeping up to date * Review of your practice e.g. Quality Improvement, Significant event * Feedback on your practice e.g. Patient/Carer/Colleague feedback, complaints, complements |
|  |
| What have you learned? |
| * Describe how this activity contributed to the development of your knowledge, skills or professional behaviours * You may wish to link this learning to one or more of the GMC *Good Medical Practice* domains to demonstrate compliance with their principles and values; * Knowledge skills and performance * Safety and Quality * Communication, partnership and teamwork * Maintaining Trust |
|  |
| How has this influenced your practice? |
| * How have your knowledge skills and professional behaviours changed? * Have you identified any skills and knowledge gaps relating to your professional practice? * What changes to your professional behaviour were identified as desirable? * How will this activity or event lead to improvements in patient care or safety? * How will your current practice change as a result? * What aspects of your current practice were reinforced? * What changes in your team/department/organisation’s working were identified as necessary? |
|  |
| Looking forward, what are your next steps? |
| * Outline any further learning or development needs identified (individual team/ organisation as needed) * If further learning and development needs have been identified how do you intend to address these? * Set SMART objectives for these (Specific, Measurable, Achievable, Relevant and Time bound) * If changes in professional practice (individual or team/department) have been identified as necessary, how do you intend to address these? |
|  |