**CPD Learning Structured Reflective Template**

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

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| 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
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| 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
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| 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?
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| 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?
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