

Continuing Professional Development Record

Name		Covering period	January 2019 - January 2020	Membership number	xxxxx
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**Please note that all aspects of the Continuing Professional Development record should reflect your audit period. Therefore, in most instances, the activities you note in the action and evaluation section will align with what you have identified in the reflection and planning process.*

Reflection & Planning

What do you need to learn? <i>(Think about new knowledge, skills etc. that will improve your practice or prepare you for a future role.)</i>	How is the learning relevant to your practice? <i>(Explain how you have identified the learning and how it is relevant to your practice.)</i>	What might you do in order to achieve this learning <i>(Consider different learning methods e.g. workshops, online CPD module, reading etc.)</i>	What will your success criteria be? <i>(Consider how the CPD activity will benefit your practice or professional development.)</i>	Target dates for review and completion <i>(Try to estimate a date - it may be just an approximation.)</i>
1. I want to learn about writing for professional journals and how to achieve this	I enjoy writing and this will enable me to contribute some research findings to the profession.	Set time aside and carry out initial research	Publication (aware that this will take a couple of years)	December 2019(for first draft article)
2. I would like to learn more about issues faced by asylum seekers and refugees since I haven't	I have identified my needs to learn more so I can fully support this client group which is	Meet with colleagues who have experienced this work. Find some relevant literature online related	Continuing the work with this client group	Ongoing

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worked with this client group for some time	increasing in my practice	to asylum seekers and refugees		
3. I would like to gain further skills in conducting training for nurse leaders/clinical supervisors	This will help improve my confidence in training others.	Write the course material, see if there is a relevant training course I can attend to refresh my skills	Positive feedback from those on the course and I hope to run the course again. I also want to complete a training course	October 2019
4. I want to learn some new techniques to enhance my own self-care	Want to find ways of preventing burn-out	See films in the cinema, read fictional books, spend time with friends. I would also like to look at mindfulness retreats	Enjoyment, stimulation, refreshment	Ongoing
5. How I can contribute to a Board of local mental health charity	I was invited in order to bring counselling values to the team	Attend meetings 6 times a year	Feeling I am making a useful contribution	December 2019
6. I would like to learn about a new area to expand my skills. I have noticed the number of clients with eating disorders has increased recently	Increasing numbers of clients presenting with eating disorders and would like to feel more able to support them	Identify a suitable course and any relevant literature	Ability to relate to clients with eating disorders	Jan/Feb 2019
7. I would like to train to be a supervisor	I have been asked if I would be interested in	Find a suitable course that I can attend	Feeling confident in providing supervision	September 2019

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	supervising trainee counsellors			
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SAMPLE

Action & Evaluation

When did you complete the learning activity?	What did you do? <i>(Try to be as specific as possible - e.g. if you read a research paper please give a reference.)</i>	What have you learnt? <i>(Describe what you have gained as a result of your learning. This may be different to what you set out to learn.)</i>	How do you intend to apply this to your practice and what will be the benefits?	Do you have any further action for your next CPD cycle?
1. Completed first article in November 2019	Wrote the first draft for professional journal on a new topic	It was a really challenging topic, but I know that I just have to get through the pain barrier	I've been able to apply some of the topic in my client work and with supervisees	Act on feedback and hopefully get the article published. May write a follow up article next year
2. Ongoing	I have continued working with asylum seekers and refugees and have also read some online articles which my colleagues recommended	I learned more about common issues faced by this client group and this has given me more confidence. It has been really gruelling work (but rewarding and I'm carrying on)	I am using what I have learned with current clients and I hope to continue working with this client group	Perhaps attend specialist conference
3. Started training days in October 2019	Conducted training day for nurse leaders/clinical supervisors and attended a refresher training course	I love training, and working with a new colleague is exciting. The training course was helpful and gave me a confidence boost	I got some useful tips on the training course which worked well with the training groups. I have received some constructive feedback from some attendees which I am taking on-board	There is a possibility of giving a keynote speech at a conference next year

4. Ongoing	Going to cinema/concert/theatre. I found some mindfulness retreats online but chose not to attend	Relaxing, enjoyable, refreshing, and important to choose the right films (not too like work). I didn't feel a retreat was necessary but I have learned some mindfulness techniques which I use on a daily basis	It alleviates stress so I believe I am a better therapist as a result.	Keep it up
5. Ongoing	Being on the Board of local mental health charity. Attend monthly meetings	I won't do this again. I find it boring, and I feel like the token counsellor	Be more careful about accepting invitations like this	No
6. January 2019	Attended 'Introduction to Eating Disorders' and follow-up day.	I learnt to pick up warning signs earlier and the importance of building a network of support for clients with eating disorders	I've already applied it with two clients and it has increased both my confidence and awareness	There is another training day on offer with the same trainers next year. I'd definitely like to do that if possible - if finances and work commitments permit
7. November 2019	I have completed part one of the course	This part focussed on establishing relationships with supervisees & maintaining boundaries	I hope the course will help me to be an effective supervisor and I hope to take on some supervisees next year	Will continue course in 2020