



## Podiatry Board of Australia

### Continuing professional development (CPD) learning plan

This template has been developed to assist podiatrists and podiatric surgeons to record their planning and reflections on CPD. You may wish to use another format to record your learning plan.

Information about the Board's requirements for CPD can be found in the following documents:

- *Continuing professional development registration standard*, which are published on the [Board's website](#), and
- *Continuing professional development guidelines*, which are published on the *Board's website*

Each year you should review your practice; identify gaps in knowledge and skills; and identify learning needs for the coming year and activities to address these gaps and learning needs. This process is an opportunity to:

1. review best practice standards or evidence-based practice to enable you to evaluate and improve your level of competency, treatment plan or service delivery
2. work on your limitations or deficits to improve your practice to meet current standards using evidence-based practice or best practice standards, and
3. further your knowledge and to develop competency or strengths in areas of particular interest or aptitude.

Your planning will be enhanced by discussion with peers, mentors and/or supervisors as it may be difficult to identify your own areas of limitation.

Patient feedback may also be helpful in identifying areas where you need further continuing professional development.

You may also wish to review a case where the expected outcomes from your care did not meet your expectation and consider what you could have done better and consider what current 'best' practice in the literature is.

You should consciously reflect on learning as it relates to your practice as this will improve your competency. This can be done by writing a brief summary of the CPD you have done and assessing your progress against the goals you set for yourself.

Reflection on learning can contribute to the learning goals for the coming year as part of the ongoing CPD cycle and help you target the best CPD for your knowledge gaps, Expand your knowledge and skills so that you can provide the best treatment plan for your patients.

## Planning

Identified learning needs	Type of CPD activities proposed to meet learning needs	Goals/ Anticipated outcomes	Proposed dates/timeframe for planned activities
<b>Example 1</b> <i>Refresh and update my knowledge and understanding of infection prevention and control.</i>	<i>Attend seminar or undertake an online learning module in the principles of infection prevention and control. Review the NH&amp;MRC guidelines on infection control.</i>	<ul style="list-style-type: none"> <li>• <i>improve understanding of the principles of infection prevention and control</i></li> <li>• <i>undertake infection control audit of my podiatry practice</i></li> </ul>	<i>Complete CPD activity and follow up audit by June 2015</i>
<b>Example 2</b> <i>Update my understanding of new orthotic manufacturing techniques.</i>	<i>Visit a number of commercial orthotic laboratories and discuss manufacture technique to improve design precision.</i>	<ul style="list-style-type: none"> <li>• <i>Further develop competency in areas related to the biomechanical management of foot pathology.</i></li> <li>• <i>Better understand the role of technology in improving orthotic design and manufacture</i></li> <li>• <i>Learn from industry colleagues current trends in best practice related to orthotic design.</i></li> </ul>	<i>Two half day visits mid July 2015.</i>

**Review date:**

**Outcomes achieved:**

Towards the end of the year, it is recommended that you review the progress and success or failure to meet your identified learning needs. In addition, it is recommended that you reflect on the CPD you have completed.

## Reflection

Date	Description of CPD activity	Summary of what you have learned and how it relates to your learning plan and the goals you have set for yourself
<p><b>Example</b> 20/05/15</p>	<p>Online learning module on Principles of infection prevention and control delivered by the Australian Commission on Safety and Quality in Health Care</p>	<ul style="list-style-type: none"> <li>• updated and improved my understanding of infection prevention and control, including the main modes of transmission of infectious agents, application of risk-management principles, effective work practices and application of precautions to minimise the risk of transmission of infectious agents</li> <li>• the learning module gave me strategies to undertake an infection control audit of my podiatry practice, including hand hygiene, sterilising reusable equipment and instruments, appropriate handling of waste and linen etc and enabled me to modify some of the practices in my clinic to ensure my practice is equipped to prevent and control infection.</li> </ul>