

Reflecting on your continuing professional development

From 1 December 2020

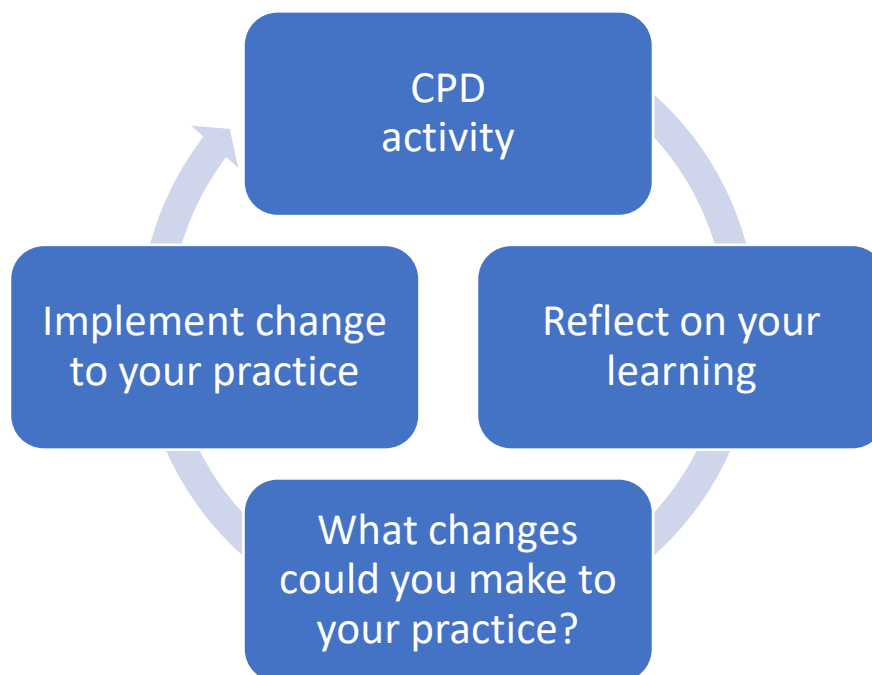
1. Why do I have to record my reflections on CPD activities?

The Continuing professional development (CPD) registration standard requires you to maintain a portfolio that includes your reflection on your learning and how you expect it to improve patient outcomes. Evidence¹ suggests that reflecting on (thinking about) what you have learned and how it could change your practice improves your learning and patient outcomes.

2. What does reflection mean?

Reflecting on your CPD activities means taking time to think about what you have learned, how it applies to your practice and whether and how you could change your practice to improve patient outcomes.

The figure below shows a basic structure for reflecting on the CPD you have completed and your practice.



3. Do I only reflect on completed CPD?

Ideally you should reflect on your practice, patient outcomes and CPD activities throughout the year as well as when you complete a CPD activity. Sometimes when reflecting you may realise that your CPD did not meet your learning needs or may not have a positive impact on patient outcomes. If so, you should plan additional CPD activities to meet your learning needs.

¹ 'Summary of research to inform registration standards review' under the Additional information section on the Codes, guidelines and policies tab on the Board's website.

4. Can I reflect with a professional colleague?

Yes. Instead of reflecting alone, it can be helpful to discuss what you learned and implications for your practice with a professional colleague. Whether you reflect on your own or with a colleague you still need to record your reflection in your CPD portfolio.

5. Questions to help you reflect

1. What did I learn from the CPD activity?
2. Did what I learned meet my learning goals?
3. Has what I learned improved my competence and kept me up to date or built on my knowledge? How?
4. Does what I learned suggest that I could change my practice to improve patient outcomes? How? If not, why?
5. How could/should I change my practice to improve patient outcomes?
6. What do I need to do to implement change in my practice?
7. Do I need to do any further learning to ensure that I am competent and up to date?

6. Does the CPD activity count if it doesn't meet my learning goal?

If a CPD activity doesn't meet your learning goal you are still able to count the time spent completing the activity. You must record what you learned as well as the reasons why the activity failed to meet your goal and what you plan to do to meet the goal in your reflection.

7. What if I don't think I need to change my practice?

If, when you reflect on what you've learned, you don't identify the need to change how you manage patients then you should record your reasons as your reflection in your CPD portfolio.

8. What do I need to record in my CPD portfolio?

You should include information about your reflection on what you learned, whether you met your learning goals, whether you have or will change your practice as a result of what you learned and how you plan to change your practice.