**Continuing Professional Development Record**

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| --- | --- | --- | --- | --- | --- |
| Name |  | Covering period |  | Registration number |  |

Reflection & Planning

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| --- | --- | --- | --- | --- |
| **What do you need to learn?** | **How is the learning relevant to your practice?** | **What might you do in order to achieve this learning?** | **What will my success criteria be?** | **Target dates for review and completion** |
| (Think about new knowledge, skills etc that will improve your practice or prepare you for a future role.) | (Explain how you identified the learning and how it is relevant to your practice.) | (Consider different options eg workshops, online CPD module etc.) |  | (Try to estimate a date – it may be just an approximation.) |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |

Action & Evaluation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When did you complete the learning activity?** | **What did you do?** | **What have you learnt?** | **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?** |
|  | (Try to be as specific as possible – eg if you read a research paper please give a reference.) | (Describe what you have gained as a result of your learning. This may be different to what you set out to learn.) |  |  |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |