

cpd completed examples

Example 1

reflection

Name of entry: Date Identified:

What do you want to learn to be able to do?

I want to learn about the 'stepping up' programme of therapy for treating asthma so that I can give better advice to patients.

How have you identified this learning objective?

I had a query from a patient whose asthma treatment had been changed. The doctor had told her that he was 'stepping up' her treatment but the patient didn't understand what he meant.

What methods did you use to identify this objective?

Choose...

Feedback from service users
Critical Incidents

Who is driving this?

By you

What skills, knowledge, attitudes and behaviours will you need to develop?

Choose...

I need more knowledge on current recommendations for treating asthma. I need to feel more confident when I'm asked to explain changes in their treatment to asthma patients.

To which areas of competence does this learning objective relate?

Choose...

G1c Giving informed and accurate pharmaceutical advice
G1e Making sound decisions and solving problems in relation to drug therapy
G2o Responding to requests for advice and information
G8a Obtaining relevant and up-to-date information

planning

Urgency: By when will you need to meet this learning objective?

Importance: What will be the impact of your learning on you, users of your services, colleagues and organisations to whom you are contracted?

I will feel more confident about advising patients with asthma and be more aware of what might be going on with their condition when I see changes in their medicines. If the patient understands her medicines better, then she is more likely to comply with her new treatment programme.

Impact on you:

1 2 3 4 5
○ ○ ● ○ ○
Moderate

Impact on the users of your services/products:

1 2 3 4 5
○ ○ ○ ● ○
High

Impact on colleagues:

1 2 3 4 5
○ ● ○ ○ ○
Low

Impact on organisation

1 2 3 4 5
○ ○ ● ○ ○
Moderate

What activities could you undertake to meet this objective?

Description	Action Category	Advantages/Disadvantages	Selected
Read the BNF	Structured reading	BNF readily accessible; May not have details of 'stepping up' programme	<input checked="" type="checkbox"/>
Look up the Thorax Guidelines	Structured reading	Not sure where to get them, may take too long, may be too detailed for a quick query. Will be up-to-date and 'proper'	<input checked="" type="checkbox"/>
Ring medicines information	Informaton service	They'll give me a quick overview; May take a while to get through.	<input checked="" type="checkbox"/>

Example 1

action

Description	Advantages/Disadvantages	Selected	Time taken	Date Completed
Read the BNF	BNF readily accessible; May not have details of 'stepping up' programme	<input checked="" type="checkbox"/>	10 mins	6/6/2005
Look up the Thorax Guidelines	Not sure where to get them, may take too long, may be too detailed for a quick query. Will be up-to-date and 'proper'	<input checked="" type="checkbox"/>	4 hours	8/6/2005
Ring medicines information	They'll give me a quick overview; May take a while to get through.	<input checked="" type="checkbox"/>	15 mins	6/6/2005

What have you learnt as a result?

I found out that the BNF has a good summary of the guidance for stepping up asthma treatment. I checked with Medicines information – they confirmed that the information I'd got was right so that made me feel more confident. I now understand the different levels of treatment available for asthma.

evaluation

Has your learning objective been met?

Fully

Partly

Not at all

Please describe an example of how you have applied what you have learnt

I was able to advise the patient on why her medicines had changed and reassured her that her asthma would be much better if she stuck to the new regime. I also advised her to get her medicine reviewed in a couple of months time as her treatment might actually be stepped down if her asthma responded well.

Please describe any feedback you have had from those on whom your learning was to have an impact or those who have been able to observe your performance

The patient thanked me for the advice and said that she felt much more comfortable about using her new inhalers. She's always afraid of having side-effects and didn't want to use more inhalers if she couldn't see the likely benefit.

Mark entry as completed

Example 2

reflection

Name of entry: Date Identified:

What do you want to learn to be able to do?	I want to learn how to manage change effectively – in particular, communication with those affected.
How have you identified this learning objective?	Our department is being restructured again and I want it to go more smoothly this time. Last time my staff complained that they never knew what was going on – morale went right down.
What methods did you use to identify this objective?	Feedback from colleagues; Talking to colleagues/peers
Who is driving this?	Top down: NHS or employing organisation; Laterally: by colleagues/peers; By you
What skills, knowledge, attitudes and behaviours will you need to develop? <input type="button" value="Choose..."/>	I need knowledge about current thinking on change management. I need to understand how people react to change. I need to be able to communicate with people effectively during change. I'll also need to cope with my own response to the restructuring
To which areas of competence does this learning objective relate?	G1m Keeping abreast of issues affecting pharmacy and pharmacists G2h Working to develop & maintain team relationships G4e Managing and facilitating change G4f Overcoming obstacles in a changing environment

planning

Urgency: By when will you need to meet this learning objective?

Importance: What will be the impact of your learning on you, users of your services, colleagues and organisations to whom you are contracted?

I won't feel so stressed if I can manage this change better than the last one. My staff won't feel so victimised and our department will still be able to provide a good service while the change is going through.

Impact on you:
 1 2 3 4 5

 Very high

Impact on the users of your services/products:
 1 2 3 4 5

 High

Impact on colleagues:
 1 2 3 4 5

 Very high

Impact on organisation
 1 2 3 4 5

 High

What activities could you undertake to meet this objective?

Description	Action Category	Advantages/Disadvantages	Selected
Read some books on change management	Structured reading	Not sure which to choose; may apply to big business rather than NHS; will get lots of current ideas	<input checked="" type="checkbox"/>
See if there's any NHS guidance	Information services Structured reading	Not sure if there is any; will it be applicable to my situation?	<input checked="" type="checkbox"/>
Talk to my manager about this	Meetings	Not sure how much she knows about it; Will be 'real world' information	<input type="checkbox"/>
Talk to my team and ask them what would help the change go smoothly	Colleagues Friends	They may get unsettled; they may not have any ideas; ideas will be very relevant to me	<input type="checkbox"/>
Do a course on change management	Short courses	Not sure which to choose; may be too 'academic'; good to get theories; Nice to get ideas from other people on the course	<input type="checkbox"/>

Example 2

action

Description	Advantages/Disadvantages	Selected	Time taken	Date Completed
Read some books on change management			6 hours	31/12/2005
See if there's any NHS guidance			3 hours	30/11/2005

What have you learnt as a result?

I found out that there are two types of change theory – process and people. A couple seem very relevant to my situation so I'll use them first. I did find some NHS guidance but it didn't exactly apply to my department. I feel a bit more prepared for taking on change management now.

evaluation

Has your learning objective been met?

Fully

Partly

Not at all

Please describe an example of how you have applied what you have learnt

I have looked at the proposed change programme and have tried to anticipate how people may react at different times. We're halfway through the change process now and I've been able to prepare for those stages and communicate appropriately. I feel a bit more in control than I did last time we were restructured.

Please describe any feedback you have had from those on whom your learning was to have an impact or those who have been able to observe your performance

I overheard one of my staff saying that he felt that this restructuring was going more smoothly than the last. I later asked him why this was - he said communication was better and his individual concerns were actually being addressed instead of being ignored like last time.

Please describe what part of your learning objective you did not achieve

Although I'm managing my staff more effectively I don't think I really understand the impact of change on the wider organisation. I can't say that I'm communicating well with more senior managers. I may be missing the point about why the change is so important.

Explain the reasons why your learning objective was not fully met?

I haven't completed all the actions in my plan – I just did a few quick things to get me past my immediate needs and haven't done much since. I think that not finding a course on change management was a mistake – working with a tutor rather than just reading things myself, might have helped to get the bigger picture.

What are you going to do next?

Review my options for activities to meet the need

Example 3

reflection

Name of entry: Medication Review Date Identified: 14/10/2005

What do you want to learn to be able to do?	I want to know the difference between Medicines Use Review and Medication Review so that I can see where I 'fit in' as a pharmacy technician
How have you identified this learning objective?	I work in a community pharmacy and my pharmacy manager has done a course on Medicines Use Review. I know some technicians are getting involved in medication review and I'd like to get more involved myself.
What methods did you use to identify this objective?	Feedback from colleagues; Talking to colleagues/peers; Personal interest.
Who is driving this?	Laterally: by colleagues/peers By you
What skills, knowledge, attitudes and behaviours will you need to develop? Choose...	I need knowledge about the difference between medication review and medicines use review. I need to understand the role of pharmacy technicians in these services so that I can get more involved.
To which areas of competence does this learning objective relate? Choose...	TG1 Managing your work and self-development TG7 Monitoring and improving the quality of your service TG12 Undertaking specialised activities TG13 Working with other professions in healthcare and with other sectors

planning

Urgency: By when will you need to meet this learning objective? 28/2/2006

Importance: What will be the impact of your learning on you, users of your services, colleagues and organisations to whom you are contracted?

If I can take a bigger role in medication review it will make my job more interesting. I like working with patients and think it will be very satisfying to help them to manage their medicines more effectively. It may take a bit of stress off my pharmacy manager as well.

Impact on you:	<p>1 2 3 4 5</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/></p> <p>Very high</p>	Impact on the users of your services/products:	<p>1 2 3 4 5</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p> <p>High</p>
Impact on colleagues:	<p>1 2 3 4 5</p> <p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>Moderate</p>	Impact on organisation	<p>1 2 3 4 5</p> <p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>Moderate</p>

What activities could you undertake to meet this objective?

Description	Action Category	Advantages/Disadvantages	Selected
Talk to my pharmacy manager	Colleagues	It may be hard to find the time in a busy day. It will be relevant to my work situation and I'm sure I'll get support for my development	<input checked="" type="checkbox"/>
Look through some pharmacy journals to see if there are any articles about medicines use review	Structured reading	May be hard to find the right article in the pile of journals we've got in the pharmacy. Articles are quick to read and usually relevant	<input checked="" type="checkbox"/>
See if there's any workshops or meetings on the subject	Workshops Meetings	Will have to give up an evening. Am worried that I won't be able to keep up if it's too technical – especially if it's a meeting aimed at pharmacists. Would be good to talk to other pharmacy technicians	<input type="checkbox"/>
See if there's a distance learning pack that I can work through	Distance learning	May not be relevant if I borrow the pharmacist's booklet. Will miss out on contact with other pharmacy technicians. I can study at my own pace.	<input type="checkbox"/>

Example 3

action

Description	Advantages/Disadvantages	Selected	Time taken	Date Completed
Talk to my pharmacy manager			30 mins	4/1/2006
Look through some pharmacy journals to see if there are any articles about medicines use review			2 hours	30/1/2006

What have you learnt as a result?

I found out that Medicines Use Review is part of the new pharmacy contract and that only pharmacists are allowed to do this. But medication review is a broader service and there may be potential for me to get involved. There are several levels of medication review and I may be able to add level 0 or 1 in my normal work.

evaluation

Has your learning objective been met?

Fully

Partly

Not at all

Please describe an example of how you have applied what you have learnt

I have started to look more closely at the prescriptions that I dispense and I'm looking out for potential problems. My pharmacy manager has helped me to work out a few key things that I can look out for while I'm dispensing. In one case I was able to get the GP surgery to make a change to a patient's prescription that meant that she wouldn't run short of some of her tablets at the end of every month. I normally wouldn't have paid any attention to that sort of thing.

Please describe any feedback you have had from those on whom your learning was to have an impact or those who have been able to observe your performance

A patient thanked me for sorting out the different lengths of medicines courses on her prescription. The patient thought that her prescription now made a lot more sense and I felt that I'd made a difference.

Please describe what part of your learning objective you did not achieve

Although I did find out what medication review is, I didn't really get enough information to enable to get involved confidently. I have enjoyed the bits that I've done but I really need to know more before I can do more to review medicines.

Explain the reasons why your learning objective was not fully met?

I didn't complete all the actions on my plan – I think a course would have helped but I don't think that there's any in my area until later on.

What are you going to do next?

Start a new cycle by redefining my need.

Example 4:

action

Title:

Please describe the activity you have undertaken.

I was browsing through the Journal and saw a news item about Cox-2 inhibitors. Apparently they've found that they're no better than NSAIDs when it comes to irritating the stomach. I always thought that was the big advantage of the Cox-2 inhibitors.

Which action category best describes this activity (optional)

Structured reading

To which areas of competence does this learning objective relate?

[Choose...](#)

G1c Giving informed and accurate pharmaceutical advice
G2o Responding to requests for advice and information
G8a Obtaining relevant and up-to-date information

Date undertaken

13/12/05

Time taken

15 minutes

Add to CE Record



What have you learnt as a result?

I learned that Cox-2 inhibitors might not be better than NSAIDs when it comes to avoiding stomach irritation. I always thought they did but now I'll be able to advise patients more appropriately.

evaluation

Please describe an example of how you have applied this learning

A patient asked me about his Cox-2 inhibitor treatment which had been recently discontinued. He was worried about going onto an NSAID because of the side-effects. I was able to reassure him about the change in treatment.

Please describe any feedback you have had from those on whom this learning has had an impact

The patient thanked me for the information – he'd been feeling a bit desperate because he'd been getting on well with his old tablets and wasn't happy about having to change.

Have you identified any learning needs as a result of undertaking this activity

I want to find out more about the alternatives available for patients who do have stomach irritation with NSAIDs.

Example 5:

action

Title:

Please describe the activity you have undertaken.

I was listening to a medical programme on the radio and an expert said that if doctor's just listened to their patients for 90 second then they would get enough information to make a better diagnosis. I was shocked – did that mean that we listen for less than 90 seconds – it doesn't seem very long.

Which action category best describes this activity (optional)

Structured reading

To which areas of competence does this learning objective relate?

[Choose...](#)

TG1 Interacting, and working, with people

Date undertaken

11/10/05

Time taken

30 minutes

Add to CE Record



What have you learnt as a result?

I learnt that if we listen to patients for a bit longer then we can help them more effectively.

evaluation

Please describe an example of how you have applied this learning

A patient had a query about her medicines – I made myself listen to her for 90 seconds. I got more information than I expected – this did help me to understand why she was having problems with her medicines. 90 seconds seemed like an eternity – I don't think that I normally listen for that long without interrupting.

Please describe any feedback you have had from those on whom this learning has had an impact

The patient said how nice it was to talk to someone who was actually interested in what she had to say.

Have you identified any learning needs as a result of undertaking this activity

I want to find out more about listening skills and how I can use them to improve how I communicate with patients.