

# Continuing Professional Development (CPD) Profile Guidance Template



## Introduction to CPD

As part of this **QA Level 4 Certificate in First Response Emergency Care (RQF)** qualification you must provide the Centre with 118 hours of pre-requisite study and/or contextualised practice prior to starting the course:

- **You must provide a QA approved Centre with an accurate CPD profile that is your own work ready for audit**
- **CPD profile must contain an accurate report on the activities you have undertaken to improve your practice**
- **CPD profile must show how 118hrs of study and/or contextualised practice have been completed**

It is the responsibility of the approved Centre where you will be attending the **QA Level 4 Certificate in First Response Emergency Care (RQF)** qualification to check the details of your portfolio and **NOT** Qualsafe Awards.

A CPD profile including contextualised practice should include a variety of activities that reflect your continual professional development of skills and knowledge associated with your role. Activities may include patient simulation, mentored practice, related training and work experience. This is an opportunity for you to showcase your ability to practise your skills, knowledge and lifelong learning in a work environment.

The example QA have provided can be used against any QA qualification which requires (CPD). This document sets out how to form your CPD portfolio and is not meant to be prescriptive. There are other methods of CPD, and you can produce your own version of this CPD profile guidance template – this is simply an example.

## Reflective practice guidance

We recommend completing a minimum of 3 reflections, but it can be more depending on the individual. Your reflections should be based on a recognised model. The guidance below is based on Gibbs 1988 model of reflection; however, you can use other models. Please reference the model you are using.

Reflections should be based on actual experiences; they are very personal and individual. Reflections are based on learning from experiences (experiential learning) some good, some bad. The aim for this exercise is to promote good practice developing knowledge and skills.

All reflections should be based on actual events or experiences, however they must not contain any patient identifying information, such as time and date, patients' names or addresses etc. (if you are not sure do not add it to your reflection).

You can write a reflection on a medical event you attended as a First aider/responder, equally you can write a reflection on a course you attended or a webinar you viewed, this would be based slightly differently to the example shown below.

Below are the six headings which forms the body of your reflection, based on you attending a pre-hospital care incident/event.

Description	Feelings	Evaluation
<p>A description of the incident/event:</p> <ul style="list-style-type: none"> <li>• What happened?</li> <li>• Who was involved? (NB: confidentiality)</li> <li>• When and where was the incident?</li> <li>• What actions did you carry out?</li> <li>• How did the incident conclude?</li> </ul>	<p>Your subjective view of the incident/event:</p> <ul style="list-style-type: none"> <li>• At the beginning?</li> <li>• Thoughts at the time?</li> <li>• How did the incident make you feel?</li> <li>• How did other people affect your feelings?</li> <li>• How did you feel about the conclusion of the event?</li> <li>• What is the strongest feeling you have post incident?</li> <li>• Why is that the strongest feeling?</li> </ul>	<p>An overall assessment of the incident/event:</p> <ul style="list-style-type: none"> <li>• What went well?</li> <li>• What did <u>NOT</u> go well?</li> <li>• What did you do well?</li> <li>• How did you find the incident to deal with?</li> <li>• Did you expect the outcome achieved?</li> <li>• Did everything go as planned?</li> </ul>
Analysis	Conclusion	Action Plan
<p>A comparison between theory and practice. Compare your experience of the incident with previous knowledge, studies or research:</p> <ul style="list-style-type: none"> <li>• Describe particular guidelines, studies or research relevant to this incident.</li> <li>• Can you identify literature that is relevant to the incident/event?</li> <li>• How does this literature relate to the incident/event?</li> <li>• Are there any issues not mentioned already regarding the incident/event?</li> <li>• What is your perception of the incident?</li> <li>• What actually was happening?</li> <li>• Do other people have similar perception of the incident?</li> <li>• What is the impact of others' perspectives?</li> </ul>	<p>An end to reflection process of the incident/event:</p> <ul style="list-style-type: none"> <li>• How could you have made more of a positive impact on the incident?</li> <li>• How could others have made more of a positive impact on the incident?</li> <li>• What would you have done differently?</li> <li>• What have you learned from this incident/event?</li> </ul>	<p>Having reflected on an incident/event, a list to clarify actions and resources needed to achieve specific goals:</p> <ul style="list-style-type: none"> <li>• What are your overall thoughts?</li> <li>• What conclusions have you drawn?</li> <li>• What would you have done differently?</li> <li>• What has this incident taught you? (professionally and personally)</li> <li>• How are you going to let this experience influence or change your practice?</li> </ul>

## Reflection 1

### Description

### Feelings

### Evaluation

### Analysis

### Conclusion

### Action Plan

## Reflection 2

### Description

### Feelings

### Evaluation

### Analysis

### Conclusion

### Action Plan

## Reflection 3

### Description

### Feelings

### Evaluation

### Analysis

### Conclusion

### Action Plan

### Example of a Pre-hospital care events log (Pre-hospital care hours)

Date of event	Type of pre-hospital care event	Hours claimed	Contact details of event organiser
01/01/1066	Brief description of the event, e.g. horse trials, motor racing etc. Dealt with mainly cuts and bruises, fractured wrist etc.	8 hours	Email address for verification purposes.

## Other forms of CPD activity

Other forms of acceptable CPD could be:

- Reading journals/articles
- Peer reviews
- Preparing presentations
- Researching
- Courses attended for example (ILS)
- Web searches
- Online webinars/conference
- Writing assignments
- Ongoing study

This list is not exhaustive.

Date CPD activity completed	<i>Example of a brief description of CPD activity including any references</i>
01/01/1066	NHS Employers, <i>Theories of team building &amp; Leadership TEAM toolkit</i> . <a href="http://www.nhsemployers.org">www.nhsemployers.org</a>
01/01/1966	Journal reading, Global Launch of revolutionary ACESO ambulance concept. Emergency Services Times – October 2018 – Volume 19/5.