

How's your CPD doing? – Top Tips for recording

How do I create a good record? Here are some hints and tips as to what constitutes a good record and how the College can help you get one. You may want to refer to the recent article in the Pharmaceutical Journal “*Learning and Development - Ready to prove your competence?*” (28th February 2009, page 219).

General comments

- The RPSGB will start requesting records from pharmacists by order as to how the original scheme was rolled out (i.e. when the ‘pizza boxes’ were received). This means the North West of England will be first. You will be given six weeks’ notice to allow access to your records. Written records can be submitted as long as they are in the RPSGB format so they can be scanned for review.
- From 1st March 2009 you must have at least 9 entries a year. If you do not allow permission for your record to be reviewed then this will be seen as a breach of the Code of Ethics and viewed as misconduct. Eventually disciplinary action will be taken.
- Only completed entries will go through. Note that if you have completed an entry you can still go back and alter it (which you may want to do having read these notes!).
- The reviewer is given 45 minutes per record (i.e. one pharmacist). The reviewers can look at about 20 entries in this time. Note that if the entries mean that the reviewer thinks they can identify the person then they will not continue with the process but put the record back for another reviewer.
- Feedback is 50% from the computer and 50% from the reviewer. The computer looks at ‘drop down’ boxes and the reviewer looks at the free text. Make sure your information is in the right box or it may be missed. Note that reviewers are NOT looking at what you learn but the process by which you achieve it.
- Don’t write a PhD for each entry or even be too ambitious – one simple learning activity is all that is needed.
- You will receive a ‘sun’ symbol if the record is good, a ‘cloud’ if it could be improved and a ‘thunderclap’ if it is not up to the standard expected.
- Pharmacists will be told where they can do better – you will not get struck off!
- Having logged on to the site and accessed your CPD record, ensure that the ‘Optional Fields’ at the bottom is ticked or you will not see all the sections that need to be filled in.
- There is a ‘wizard’ on the website that helps you decide if an entry should start at Reflection, Planning, Action or Evaluation.
- Note that where you start denotes which questions you will be asked. For example if starting at evaluation then you will not have specified a learning objective so you won’t be asked if you have achieved it.

Reflection

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

This is your learning objective which must be **SMART** i.e. specific, measurable, achievable, realistic and time bound. Time bound is covered by ensuring the 'urgency' box in the Planning section is always filled in. The feedback will pick up on the fact you have not made your objective **SMART**.

To which areas of competence does this learning objective relate?

Competencies are now optional, if you record them keep them to a realistic number – no more than 4. You may want to select some (say 12) that you then pick from for future records. The computer looks to see if you are using a range.

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

Although this is optional it should be completed as it is still reviewed.

Planning

You must fill something in for all four sections – Impact on 'you', 'colleagues', 'users of your service/products' and 'organisation' in words as well as the ratings on the sliding scale.

Action

Some Action needs to be done for each entry. You may have lots of ideas but you must action at least one.

You must fill in time taken. The 'add to CE box' is not reviewed, but is there as a personal record.

What have you learned as a result?

This is looking at the process and not what is actually learnt.

Evaluation

This is the main 'CPD' part. You must, must, must evaluate every one of your CPD entries and record feedback for each. Get in the habit of asking for feedback from others.

So how can the College help?

Obviously by providing this summary of a few hints and tips but more importantly by helping give you feedback on the records you have already completed but before submitting to the RPSGB. The College has a wealth of expertise in its voluntary team, who are able to offer advice on members' CPD records before they are submitted to the Society. Please feel free to contact us via info@collpharm.org.uk

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March 2009