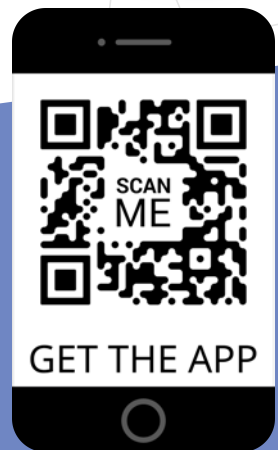


# CONTINUING PROFESSIONAL

# DEVELOPMENT MADE EASY



CPDme<sup>®</sup>  
Development for Life



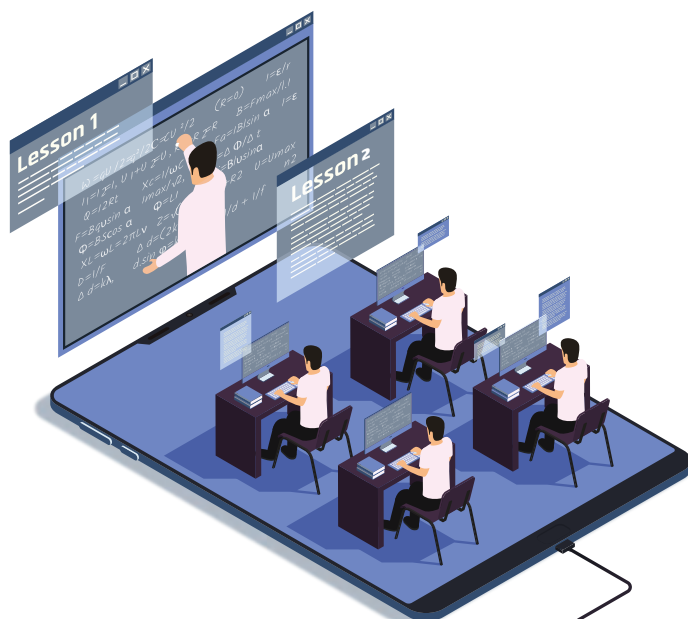
# EXAMPLE TYPES OF EVIDENCE

Creating your CPD portfolio can be fun and you will be assured to get great satisfaction out of it when it is complete. The content must be good quality and a variety of activities supported by evidence such as a certificate, journal, PowerPoint, essay or a website that you browsed as part of your learning process. Using CPDme will highlight your personal progress and set you goals.

It is important where possible to attach supporting evidence with your diary submissions. This allows the reader to view all your CPD evidence attachments and helps substantiate just what you have written about in your portfolio. This does not always have to be a certificate. Below is a list of supporting evidence that you can upload to CPDme or use as evidence and support a measurement that learning has taken place. Here are some great examples of evidence:

## ▶ Things you may have produced

- ▶ Information leaflets
- ▶ Case studies
- ▶ Critical literature reviews
- ▶ Adapted user / student notes
- ▶ Policy or position statements
- ▶ Discussion documents
- ▶ Procedural documents
- ▶ Documents relating to national or local processes (eg schemes for peer review, mentorship or clinical supervision)
- ▶ Recent job applications



- ▶ Reports (eg on project work, clinical audit, reviews of activity)
- ▶ Business plans
- ▶ Protocols
- ▶ Guidance materials (eg for service users, colleagues or students)
- ▶ Clinical audit tools
- ▶ Clinical guidelines
- ▶ Course assignments
- ▶ Action plans
- ▶ Course programme documents

- Presentations
- Articles produced for publication
- Questionnaires
- Research papers/proposals / funding applications / ethical approval applications
- Induction materials for new members of staff
- Learning contracts
- Contributions to work of a professional body
- Contributions to work of a special interest group



## ▶ Materials demonstrating reflection and evaluation of learning and practice



- Materials demonstrating reflection and evaluation of learning and practice
- Profiles drawn from learning portfolios
- Adapted documentation arising from appraisal, clinical supervision, job evaluation, compliance with locally-implemented competence frameworks
- Documentation from compliance with local or national CPD schemes
- Evaluation of courses / conferences attended
- Personal development plans
- Documented and approved claims for academic credit for prior or experiential learning

## ▶ Materials acquired from others

- Testimonies
- Letters from users, carers, students or colleagues
- Course certificates



# EXAMPLE TYPES OF ACTIVITIES

As part of your employment or current study, you are probably given enough Professional Development Evidence and Learning material to develop a good quality portfolio. Take for example an update or development bulletin from your employer. This can be utilised as evidence to use and start building your online portfolio. Simply document what you learned from the publication and how this will improve or change your future practice. This is a great start to moving your portfolio online.

CPD is an important part of your lifelong learning and making it interesting is part of the fun around creating and maintaining a life long portfolio. Ensure that you participate in new learning activities which will help you personally maintain interest and also demonstrate to your employer and your governing body that you are able to vary your learning styles and your development activities.

## ▶ Work based learning

- ▶ Learning by doing
- ▶ Case studies
- ▶ Reflective practice
- ▶ Clinical audit
- ▶ Coaching from others
- ▶ Discussions with colleagues Peer review
- ▶ Gaining, and learning from, experience
- ▶ Involvement in wider work of employer (for example, being a representative on a committee)
- ▶ Work shadowing
- ▶ Secondments



- ▶ Job rotation
- ▶ Journal club
- ▶ In-service training
- ▶ Supervising staff or students
- ▶ Visiting other departments and reporting back
- ▶ Expanding your role
- ▶ Analysing significant events
- ▶ Filling in self-assessment questionnaires
- ▶ Project work or project management
- ▶ Evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework



## Professional activity

- › Involvement in a professional body
- › Membership of a specialist interest group
- › Lecturing or teaching
- › Mentoring
- › Being an examiner
- › Being a tutor
- › Branch meetings
- › Organising journal clubs or other specialist groups
- › Maintaining or developing specialist skills (for example, musical skills)
- › Being an expert witness
- › Membership of other professional bodies or groups
- › Giving presentations at conferences
- › Organising accredited courses
- › Supervising research
- › Being a national assessor
- › Being promoted

## Formal / educational

- › Courses
- › Further education
- › Research
- › Attending conferences
- › Writing articles or papers
- › Going to seminars
- › Distance learning
- › Courses accredited by professional body
- › Planning or running a course



## Self-directed learning

- › Reading journals / articles
- › Reviewing books or articles
- › Updating knowledge through the Internet or TV
- › Keeping a file of your progress

## Other

- › Public service
- › Voluntary work
- › Courses

# CPDme<sup>®</sup>

Development for Life



"Since 2009, we have strive to make recording your CPD as simple as writing an email or sending a text message. Using our great new mobile or tablet app, you really will change the way that you record and manage your continuing professional development forever. Download the app today from the App or Google store or scan the QR code at the front of this PDF".

**Andrew Ormerod**  
Founder of CPDme

CPDme - Office 9 & 10  
Brockhall Conference Centre  
Brockhall Village  
Old Langho, Lancashire  
England, BB6 8AY

**+0044 01252 940397**

 **support@cpdme.com**

