

CPD Reflective Exercise Guidance

Date for completion	<p><i>When is the meeting planned for?</i> <i>It is advised to have all, or nearly all CPD completed for this cycle for a more meaningful discussion. But also leave time to complete any outstanding points, or incomplete areas of learning.</i></p>
Venue	<p><i>Where will the discussion take place?</i> <i>In person – location</i> <i>Online – platform used (FaceTime, WhatsApp, Teams, Zoom etc.)</i> <i>Telephone call</i></p>
Peer details: You will be asked to select one of these options on the online form and enter the following details.	<p><i>You will be asked to enter the name, registrant type, GOC or other statutory body registration number and email address</i></p> <ul style="list-style-type: none"> ✓ <i>Employer / Line Manager</i> ✓ <i>Optometrist / Dispensing Optician</i> ✓ <i>Other registered healthcare professional</i> ✗ <i>An employee may not be considered a peer for your reflective exercise</i>

Reflection on CPD activity to date

Review the desired learning outcomes you wrote in your PDP and reflect upon whether you achieved these. If yes, consider

- *How this helped to further your learning, clinical skills and patient care and has this had the impact you hoped for.*

If not, consider:

- *What were the barriers – time, locating relevant CPD, personal circumstances.*
- *Consider how these barriers may have impacted on your clinical practice and skills.*
- *How can you overcome these barriers in the forthcoming cycle?*

Overall consider how the CPD you have completed over the three-year cycle has strengthened your clinical practice. What changes have you made to your daily practice, and how and when have you actioned this

How have you adapted your learning outcomes throughout the cycle?

This is the place to explain and justify to the GOC if/why your learning objectives changed over the cycle. Your circumstances through the three-year cycle may have changed – but have your learning outcomes adapted along the way too?

E.g. Have you:

- *Had a change in job role or location*
- *Joined a LOC*
- *Helped a patient who inspired you in a particular area*
- *Began specialist training – contact lenses, low vision, paediatric, HES etc.*
- *Became aware of a gap in knowledge/skill that completing CPD can support*

What other CPD activities and learning outcomes do you need to carry out looking forwards from the end of this cycle into the next cycle.

Are there any learning outcomes or pieces of CPD you need to complete this cycle. How do you plan to complete these? Articles, webinars, face-to-face events, self-directed CPD, peer-led peer review,

What are your aspirations towards building your PDP for the next cycle. Consider the learning outcomes you would like to achieve, and how best to achieve them. Think about how you achieved points in this cycle – was it planned and therefore easy or did you find yourself hunting for sessions towards the end.

How can you make your planned learning more effective going forward. i.e. monthly articles give consistent learning but may not cover the areas you want them to.

- *Use the GOC platform to search for CPD activities relevant to your PDP.*
- *Regularly check the ABDO CPD events page for suitable sessions*
- *Complete self-directed CPD, such as registrant led peer review*

If you need any additional guidance, please contact ABDO CPD department at:
 abdocpd@abdo.org.uk