



Continuing Professional Development Record Templates¹

Registrant Profile

I have been practising as a dietitian for 20 years. I have worked consistently in the acute hospital setting. I worked in renal dietetics for 11 of those years. I moved into a dietetic manager's post, my current post, 3 years ago.

1. You must read the [audit guidelines](#) document before completing this record for audit purposes and submitting.
2. It is important that all information identifying any third party must be removed from any records submitted. Do not, under any circumstances, provide information that would enable the identification of a service user.
3. Do **not** attach any supporting documentation with this record.

¹ Version issued June 2020



Ag Rialáil Gairmithe Sláinte agus Cúraim Shóisialaigh

Regulating Health + Social Care Professionals

Name:	Jane Doe	CORU Registration Number:	DI12345
Audit period from:	1.11.2019	Audit period to:	31.10.2020
Registration Board	Dietitians Registration Board		

Implement			Evaluate & Reflect	
Date and time spent When did you undertake this learning activity?	Type of Learning Activity What was the name of the activity?	CPD credits Approx. 1 CPD credit for every hour of new or enhanced learning achieved	Learning Outcome What have you learnt through completing this activity? How have your skills and knowledge improved or developed?	Impact on practice How have you integrated this learning into your practice? How has this learning made a difference to your capability and performance in your role?
11 and 12 November 2019 10 – 4pm (x 2 days)	Healthcare and the Law	5	This course provided information on legislation and its applicability to health and social care professionals practice. It allowed me to consider the implications of current healthcare legislation for my own practice and for that of my staff. I learnt about accountability with regard to professional regulation, negligence and duty of care, record keeping, information governance, data protection, freedom of information, consent, and best practice in report writing, witness preparation and giving evidence in courts, inquests and professional conduct hearings.	Following completion of this programme, I was required to prepare a written report for a legal case. I reviewed my notes on learning from the course and was able to apply best practice guidelines that allowed me to prepare a satisfactory report that required no amendments. I also established a cyclical audit of department clinical records, which I ensure is conducted every two years. This ensures that learnings are applied to practice, that my staff team are supported to be compliant in maintaining good records in line with best practice, which is required as part of my role as a Dietetic Manager.



			<p>I found the information on informed consent, capacity and assisted decision making particularly useful.</p> <p>I have enhanced my knowledge of the legislation and requirements for my practice. I feel equipped to meet these statutory requirements and apply best practice in preparing written reports for legal cases.</p> <p>It has also refreshed my knowledge regarding requirements for record keeping, an essential skill as 35-40% of medical negligence cases are indefensible due to issues in record keeping and documentation.</p> <p>This course has provided me with theoretical and practical advice that will support adherence to my Code of Professional Conduct and Ethics.</p>	
December 2020 10am – 1pm	Fundamentals of GDPR	2	<p>This course provided detailed information on GPDR legislation and requirements. I learnt about the seven key principles set out in Article 5 that unpin general data protection:</p> <ul style="list-style-type: none"> • Lawfulness, fairness and transparency 	The course allowed me to explore the practicalities of applying this legislation to my daily administrative and clinical duties. I am better equipped, and have been able to, guide staff on requirements to ensure compliance with GPDR.



			<ul style="list-style-type: none"> • Purpose limitation • Data minimisation • Accuracy • Storage limitation • Integrity and confidentiality (security) • Accountability <p>I learnt about the six lawful reasons for processing personal data and rights of individuals under GPDR. I have a better understanding of my statutory responsibilities with regard to data protection, and as a manager, feel more equipped to support/advise my staff.</p>	<p>Following this course, and what I found invaluable learning, was conducting an audit of compliance across our directorate applying the principals I learnt on this course. It helped me to identify issues that needed to be resolved, as well as highlighted good practice in ensuring compliance with GPDR requirements. Following the audit, I was able to share my findings with other managers on requirements, learning from the internal audit and highlight practical examples that will aid compliance with GPDR requirements.</p>
June 2020	Writing guidelines for resumption of face to face dietetic Outpatient appointments with COVID 19 restrictions	2	<p>In preparation for writing guidelines for resumption of outpatient appointments I reviewed government guidelines and management advices. I reviewed our current department procedures and reflected on outpatient workflow, applying necessary restrictions due to COVID-19 to ensure health and safety for patients and staff. I also consulted with colleagues to ensure guidelines could be practically implemented. In developing these guidelines, I have learnt what PPE</p>	<p>In preparing these guidelines, it affirmed for me the importance of planning and preparation for new work practices. I consulted with dietetic staff working in the department to ensure the guidelines could be practically implemented. I also consulted with infection control staff who provided vital information on use of PPE equipment, hand washing and other procedures to implement. I also consulted with other outpatient patient department staff and health and social care colleagues. This ensured that the guidelines</p>



			requirements must be in place for staff and patients for outpatient department appointments in St James Hospital.	were understood and adopted by the full team. The knowledge I acquired from this consultation and research allowed me to write an accurate, workable document for the department to facilitate outpatient appointments safely for patients and staff.
Commenced January 2020 (paused due to COVID on 19 March 2020) I had completed 6 evenings (3 hours per evening) & self-directed study	Certified Project Management Diploma from the Institute of Project Management	8	<p>I learnt about terminology and tools used in project management such as work breakdown structures, how to manage scope creep and change on projects.</p> <p>I also learnt what project management processes are, importance of setting milestones, project management templates, calculation of the critical path of projects and the practicalities of developing an entire project schedule.</p> <p>I also learnt about project cost and investment appraisal quality, which included processes involved in project cost management and the importance of linking cost of project with organisational costs.</p> <p>I now understand the key aspects of project budgeting. I understand how to build and track a project budget. I learned</p>	<p>The cert is paused at the moment due to COVID-19, however I had completed 5 modules to date on the Diploma,</p> <p>I have been able to apply high level project management principles that I had learnt on this course to my current projects. I used the project scheduling processes and tools in planning IDDSI diet sheets updating, This involved engaging 15 staff to ensure project was successful, in a tight, hardstop deadline for project completion.</p> <p>I have made frequent use of project quality assurance tools, in particular, Fishbone cause and effect model that allows me to identify the root cause of issue, to ensure that the project outcomes solve for the real problem/issue. This ensures buy-in from key stakeholders as the outcomes are clearly communicated to benefit practice.</p>



			<p>the value of earned value management, the role of a project manager in ensuring accurate and effective use of earned value and how to calculate same.</p> <p>The course also examined stakeholders, structures and roles involved in projects. I learnt the principles of stakeholder management, how to identify stakeholders and recognising the best ways of working with various stakeholders in order to deliver the project.</p> <p>The course allowed me to learn problem solving techniques on projects as well as examined tools to assure quality e.g cause and effect.</p>	<p>I have also applied learning on the importance of quality metrics when writing environmental hygiene compliance documents for our department.</p>
<p>5.11.19, 12.1.2020, 29.2.20, 5.3.2020, 20.5.2020</p> <p>10 – 1pm (3 hours per meeting)</p>	<p>Member of Dietitians Registration Board</p>	<p>4</p>	<p>As a member of the Dietitians Registration Board I have gained a greater understanding of the statutory duties of the Board to protect the public, how the legislation is applied and right touch principles to ensure appropriate, evidence informed regulatory interventions that protect service users.</p> <p>The complexities of regulation have been evident, and often involve thought provoking discussions. One such</p>	<p>The insights and learning gained has allowed me to support our clinical placement coordinators in planning for dietetic students in the Autumn in our hospital. The discussion on remote working/assessment has prompted me to read further on this evolving area of practice to enhance my own knowledge. We are now adapting our processes to support student placements and ensure the appropriate learning is achieved on placements.</p>



			<p>experience considered the methods of remote learning as clinical placements were adapted due to COVID-19 restrictions. I learnt about the teaching and assessment methodologies being applied to facilitate achievement of the Dietitians Standards of Proficiency. The discussions gave me an enhanced understanding of activities that can facilitate achievement of standards of proficiency necessary for practice of the profession. As a manager, we often facilitate students on clinical placement and this learning has prompted me to consider how we can adapt learning activities to facilitate students achievement of the required standards.</p> <p>I also have enhanced my knowledge on completion of CPD Audit templates and the standards of recording expected.</p>	<p>I have shared my experience and learning on completion of CPD Audit templates with my staff and colleagues. I have been able to provide practical tips on maintaining CPD records, how to apply CPD credits to learning and standards of recording expected in submitting the CORU CPD audit template. My experience as a Board member, has enhanced critical analysis of information, problem solving skills as well as giving/receiving feedback, while building networks across professional, lay and educational fora, which has proven beneficial in my role as Dietetic manager.</p>
	“Nuts and Bolts” – training session for new seniors	3	<p>Prepared and delivered presentation on importance of values, unconscious bias, and stakeholder analysis. Led and co-ordinated the programme over 4 weeks in conjunction with my HSCP colleagues</p>	<p>Implemented & shared learning I had acquired during completion of HSE Leading Care 1 course early 2019.</p>
March & April 2020	Telehealth webinars	2	<p>The aim of the telehealth webinars was to outline the digital platforms available to deliver telehealth services, the functionality of each and to identify what</p>	<p>These webinars provided crucial learning and insight, as our department has been required to shift from 90% face to face outpatient consultations, to 100% telehealth interaction,</p>



10am to 12pm (2 webinars)			<p>considerations should be when adopting telehealth assessments/interventions into dietetic practice with outpatients. I learnt about digital platforms such as Blue Eye, Zoom and Attend Anywhere that may be used to deliver telehealth consults on an individual or group basis.</p>	<p>whilst maintaining 60% of outpatient appointment activity. The information and learning I gained from these webinars has allowed me to make decisions required on modality of delivering telehealth consultations. I have produced Standard Operating Procedures for telehealth that has supported clinical staff in delivery of services to patients in a rapidly changing environment.</p>
<p>27.11.2019, 26.2.2020, 11.6.2020</p> <p>2 hour sessions</p>	<p>I participated in Non – Managerial Professional Supervision - NMPS</p>	<p>2</p>	<p>Our non-managerial professional supervision session in June was particularly helpful. This supervision session allowed us to brainstorm and discuss our individual institutions response to COVID-19, both for in-patient care, telehealth service provision and resumption of face-to-face out-patients.</p> <p>It confirmed the approaches we had adopted in my department, but also provided additional ideas to enhance the quality of our service provision and protocols for preventing infection transmission. I identified practical challenges in resumption of face-to-face out-patient appointments and ways to support staff in managing these challenges.</p>	<p>The debrief provided is particularly valuable in supporting mental well-being, particularly in light of the additional stresses and challenges arising from COVID-19 pandemic. I recognise that as a manager, I need to demonstrate resilience and support to my staff, whilst also accessing support through my peer network, such as NMPS. I found that by sharing the challenges we have encountered, it allowed me to debrief, seek advice and support and brainstorm ideas that I will be able to bring back to my own department.</p> <p>It also allowed us to share knowledge and guidelines, which allowed for improved production of our own departmental guidelines.</p>



			This supervision also allowed me to debrief following what has been a very challenging number of months. It allowed me to share my anxieties, whilst also gaining support from colleagues experiencing similar stresses.	
May-June 2020 Daily practice	Contact Tracing COVID	1	I have learned details on what is considered close and casual contact. I have learned correct advice and signposting to give to employees with regards to symptoms and actions required. I had to constantly check for updated guidance in the initial weeks as logarithms were written, updated and refined.	As part of the contact tracing team for my clinical directorate I had to implement this new learning on a daily basis. It was crucial that I was completely familiar and clear with instructions for staff to avoid and spread of COVID 19.

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8.6.2020 40 minutes	Reading an article - The Ketogenic Diet – an old treatment with an exciting future	0.5	My practical knowledge of the implementation of the ketogenic diet is negligible. I learnt the history and clinical benefits of a ketogenic diet in persons with refractory epilepsy, along with some of the practical implications for a patient who commits to a ketogenic diet. I also got insight into the dietetic skills required to educate and support a person on ketogenic diet.	As a service manager I need to have an overview of clinical aspects of service that my staff are involved in. This helps me to understand the requirements of the role from a dietetic service provision and so be in a better position to support the dietitian working in the service as they require it.
April 2020 2pm to 4pm	Webinar Nutrition Support COVID patients in ICU	1	This webinar provided information on nutritional implications of COVID diagnosis in both enteral and parenteral feeding in ICU, how to manage complications, troubleshooting common problems and implications for proning on feeding intubated patients.	I have improved knowledge in providing competent dietetic care to patients who contract COVID-19 and I am now aware of key nutritional impacts and how to address same.
9.7.2020	Clinical Update on Nutrition Support for Vegans	0.5	This clinical update provided me with information on vegan appropriate oral nutritional supplements, enteral and parenteral products. I identified suitable vitamin supplements and suitable snacks that would be appropriate with a patient who is vegan.	This learning has enhanced my knowledge on practicalities for advising vegan patients who require nutrition support as an in-patient and out-patient. It has enhanced my awareness of the need to access high quality sources of information. I have been able to direct staff to these sources of information for their own learning, when engaging with a patient who is vegan.



Review	Plan
<p>What do I want or need to learn in the next 12 months?</p>	<p>What learning activities will I do to achieve this in the next 12 months?</p>
<p>Project management skills including, preparation of a project initiation document, project leadership including team leadership concepts, procurement and risk management, change and quality management, executing project and project closure.</p>	<p>I will complete my Project Management Course (when this resumes) to attain my Diploma in Project Management.</p>
<p>The project management course I have been undertaking has introduced me to the concept of change management. This is often the most challenging aspect of projects, where change is required. I identified a need to improve my theoretical knowledge of change management to consolidate the baseline learning already acquired.</p>	<p>I will review HSE and NHS documents on change management as a starting point.</p>
<p>I find that in my current role, it can often be a reactive space, which can cause stress and feel chaotic at times. I aim to improve my daily routine, structure and planning.</p>	<p>I will aim to ensure greater consistency in using tools available, such as Covey Matix. I will set time in my diary for planning and reflection. I will review how well I maintain this every 6 weeks. In addition, I will recommence journaling at the end of the work day, which I found beneficial to my learning when I completed Leading Care 1.</p>



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I, the undersigned, certify that the information contained in this Record of CPD Activities is correct in all respects.

Signature

Date 30.11.2020

DI12345
CORU Registration Number

Total Number of Pages : 12