



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh
Regulating Health +
Social Care Professionals

Continuing Professional Development Record Templates¹

Registrant Profile *

Senior Occupational Therapist with 10 years' experience and returning to work following a year's career break. Working in mental health and planning to support a practice education placement for the first time in 5 years.

**This is for information purposes only and not required for audits*

**** This profession specific exemplar contains more than the required 30 credits and is for information purposes only**

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.

¹Version issued June 2020



Name:	Jane Doe	CORU Registration Number:	OT123456
Audit period from:	1.4.2020	Audit period to:	31.3.2021
Registration Board	Occupational Therapists Registration Board		

			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?
9 & 10 January 2021 5 hours	Professional reading and study – reading up on my chosen Conceptual Model of Practice (Model of Human Occupation) Book chapter (MOHO in Using Occupational Therapy Models in Practice: A Field Guide by Tyrpin and Iwama (2011) and article: Park, Joanne et al. 'Model of Human	3	<p>I have become much more familiar with the theory underlying this model. I have learnt much more about how MOHO has developed over time since I qualified, and how the basic concepts of occupation.</p> <p>I have gained confidence in applying MOHO in my occupation-centred and focused practice.</p> <p>I have learnt about new MOHO assessment tools that I can use in my Occupational Therapy Process.</p> <p>This theoretical article has helped me to see the links between using MOHO to support Return to Work and the use of Motivational Interviewing.</p>	<p>I have a much better understanding of the pros and cons of this conceptual model in mental health practice. I am much clearer on MOHO's focus on occupational adaptation and how people select occupations, organise occupations and perform occupations.</p> <p>I now always consider this model when working through the selection and application of a conceptual model to guide practice. I can identify more quickly where this conceptual model may support my work best. This learning has enhanced my occupation-centred and client-centred practice and I am using the language of the model more when discussing interventions with colleagues. I discuss also my use of this model regularly in supervision.</p> <p>I am now utilising more assessments in my Occupational Therapy Process when I work with</p>



	Occupation as a Framework for Implementation of Motivational Interviewing in Occupational Rehabilitation WORK , vol. 62, no. 4, pp. 629-641, 2019			<p>MOHO which is resulting in enhanced quality of information gathering and outcome measurement.</p> <p>My clinical reasoning in the Vocational Rehabilitation aspects of my work is much more focused and the new insights into my practice of Motivational Interviewing have resulted in more focused sessions with better outcomes.</p>
12 February 2021 6 hours	Attendance at annual National Interdisciplinary Conference: Recovery in Irish Mental Health Services.	4	<p>Gained huge insight into the multiple perspectives of Recovery from various disciplines. I found the information on the various interdisciplinary approaches to working with a Recovery-orientation very insightful and I am much clearer on the potential role of Occupational Therapy in multi-disciplinary team working.</p> <p>Two presentations in particular, A and B, offered very useful information and techniques relevant to my practice.</p> <p>Session A provided information on national health policy and its applicability to health and social care professionals practice. It allowed me to consider the implications of current healthcare policy for my own practice and for that of my multidisciplinary team. I learnt about the implications of the latest national policies in health and health promotion for Recovery-oriented practice. I have also enhanced my</p>	<p>I am now much more focused on the occupational aspects of the individual's Recovery journey. This results in better Multi-Disciplinary Team discussions at our weekly case conference and has also resulted in much more focused referrals from the team to Occupational Therapy as I am outlining my potential role more clearly.</p> <p>My occupation-focused work and my Recovery orientation are much better aligned now in my goal-setting sessions in particular. Sessions are much more productive. My therapeutic rapport is improved and client-feedback is more positive.</p> <p>I have integrated some of the suggested techniques I learnt into my assessment process and goal-setting sessions. This is making the consent process much clearer for all parties and has enhanced my adherence to my Code of Professional Conduct and Ethics.</p>



			<p>knowledge of the national policies that are relevant to mental health practice.</p> <p>Session B also refreshed my knowledge regarding the legislation that governs mental health practice. I learnt in particular more about capacity in mental health practice and the Assisted Decision Making (Capacity) Act.</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>	
--	--	--	--	--

Implement			Evaluate & Reflect	
<p>Date and time spent When did you undertake this learning activity?</p>	<p>Type of Learning Activity What was the name of the activity?</p>	<p>CPD credits Approx. 1 CPD credit for every hour of new or enhanced learning achieved</p>	<p>Learning Outcome What have you learnt through completing this activity? How have your skills and knowledge improved or developed?</p>	<p>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?</p>



<p>10 March 2021 3 ½ hours</p>	<p>Learning through the use of online resources – online supervision course</p>	<p>2</p>	<p>I learnt lots about the importance of preparation and accurate recording as well as clear communication.</p> <p>I gained insight into the responsibilities of the supervisor role.</p> <p>I gained new knowledge about using reflective cycles effectively.</p>	<p>I feel that I now prepare better for my own supervision sessions and that I use the reflective cycle more effectively when considering my experiences.</p> <p>I feel better prepared to supervise a student in the future.</p>
<p>15 March 2021 2 ¾ hours</p>	<p>Reflection on complex cases – review of discharged client cases to date in pilot service development project</p>	<p>2</p>	<p>I noticed some strong similarities across these cases that I had not realised before Reviewing these cases allowed me to consider the implications of looking for early indication in these cases.</p> <p>I learnt the value of reviewing complex cases with a fresh perspective and looking at information through a different lens. I am now more conscious of picking these up at referral stage and will proactively check for more indicators on presentation.</p>	<p>I have prepared a small report for the Multi-Disciplinary Team and managerial team so that we can integrate our interventions better, particularly in the early stages of this presentation.</p> <p>This ensures that learnings are applied to practice, that we as a team are better equipped to implement these interventions. I have modified my initial assessment and information gathering form to better highlight and capture potential complex cases.</p> <p>I am now clearer on the aspects of the pilot project that I wish to address in our service development plan and I have prepared an information sheet to discuss with the team.</p>



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?
15 April 2020 7 hours	Specialist workshop-attended one-day Practice Education Training at the University	4	<p>I learnt a lot about the practice education process and the critical role of the supervisor in matching experiences to the level of placement.</p> <p>I have gained knowledge and understanding of how to structure a good quality placement experience on my site.</p>	<p>I feel more up-to-date with the latest policies and protocols that are in place for practice education. I have made a list of changes needed within the department to ensure that guidelines are adhered to so as to offer the student a quality placement.</p> <p>I am more self-aware in my practice and am trying to articulate the things that I tend to do automatically so that I can explain them clearly to students.</p> <p>I feel more confident and ready to take a student. I feel more focused on how I need to prepare and I have created a student induction folder for the department and am working on developing potential projects for the student.</p>



<p>20 April 2020 4 hours</p>	<p>Reading and reflecting on Literature – followed up on the recommended University Practice Education reading</p>	<p>2</p>	<p>I am now very familiar with how Practice Education works with this University.</p> <p>I was able to think about some of the material that I heard on the day but didn't have time to digest until I read it again. This helped me to understand some complex things I heard about clinical reasoning and theory to practice in particular.</p>	<p>I now see links between my own practice and the supervision of students. I am more aware of how I am using theory myself and am practising how I will describe my thinking for a student.</p> <p>I have followed up on recommended reading to better prepare myself for my supervisory role, particularly as regards feedback.</p>
--------------------------------------	--	----------	---	---

Implement			Evaluate & Reflect	
<p>Date and time spent When did you undertake this learning activity?</p>	<p>Type of Learning Activity What was the name of the activity?</p>	<p>CPD credits Approx. 1 CPD credit for every hour of new or enhanced learning achieved</p>	<p>Learning Outcome What have you learnt through completing this activity? How have your skills and knowledge improved or developed?</p>	<p>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?</p>



<p>15 May 2020 3 ½ hours</p>	<p>Writing Protocols, policies and procedures manuals – unplanned learning relating to student placements</p>	<p>3</p>	<p>I realised through my Practice Education training that I need to develop protocols, policies and procedures as this service has never had a student placement before.</p> <p>I also had to review site-specific versions to ensure that both would be compatible.</p> <p>I have undertaken training on HSELand and have read up on the HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs)</p> <p>This was unplanned learning.</p>	<p>I am now more familiar with both site and student requirements and am working to enhance the quality of the service through addressing these requirements.</p> <p>I have also identified areas where do not have up-to-date policies and procedures in place and am working to develop these.</p> <p>I am applying the HSE national PPPG framework to the documents that I am developing. This will ensure consistency and quality throughout.</p>
<p>4 June 2020 2 hours</p>	<p>Discussions with colleagues – visited a colleague to learn more about their application of my chosen conceptual model</p>	<p>1</p>	<p>I gained different perspectives on using this conceptual model in practice even though I am familiar with it in theory.</p> <p>I have picked up some new ideas of how to reflect this model in my case formulations.</p>	<p>I am becoming better at thinking with this model and have selected it in cases where I feel it will support my work best with a particular client. I am better able to discuss this model using the correct terminology.</p> <p>I think this has enhanced my client-centred practice and increased my therapeutic rapport.</p> <p>I have added some new techniques to my Occupational Therapy tool box. This allows me to be more creative within my Occupational Therapy Process.</p>



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?
15 June 2020 5 hours	Gaining and learning from experience Active engagement in supervision- 1: Discussions in clinical and professional supervision on use of conceptual model in practice.	2	I have ensured that I discuss my progress on using this model with my supervisor in supervision at each meeting. 1: These discussions and reflections have been very helpful in assisting me to get better at using the terminology of the model which helps me to be more confident in application 2: Our peer 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.	I feel that I now have a good grasp of this model and it is now part of my Occupational Therapy toolbox. I have been able to answer some questions for other colleagues who are now interested in using this model. I am doing more advanced reading on this model now that I feel that I have a good foundation in its concepts. I have bought Kielhofner's Model of Human Occupation 5 th Edition so that I can reflect more deeply on my use of this Conceptual Model. The appraisal of institutional responses was very useful, both in identifying things that worked well or not, and hearing about new approaches that we could adopt in our own practice settings.



	2: Peer supervision meeting to discuss changes in practice.		<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>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.</p>	<p>I discovered very useful pro-forma documents and checklists that I will use in my own telehealth Occupational Therapy practice to enhance quality and efficiency of interventions.</p> <p>I have made a list of potential difficulties and will raise this with my team when we meet next month.</p> <p>This debrief was a very positive experience and I was grateful to learn that many of my peers had similar issues and responses to the difficulties encountered. I am going to follow up on some recommended staff support online resources and services so that I can better support myself in my practise going forward.</p>
20 June 2020 3 ½ hours	Undertake postgraduate training – Identified the course I want to do	2	<p>I completed the application form for the post graduate certificate that I want to do so that I can bridge the gap in my practice. Through completing this process, I learnt much more about my area of interest.</p> <p>Several of the questions as well as composing a personal statement made me reflect on why I want to do this particular course and what I hope to achieve. I really want to work with this population group in the future.</p>	<p>I have done lots of research into this area and have identified what I want to gain from this course of my application is successful, particularly the modules that are of most relevance and benefit to my practice.</p> <p>I feel that have increased my skill and knowledge in this area and want to consider this as a potential clinical specialism in the future when I feel I am competent. I am applying the information I have learned as a result of this process to my current work role where relevant.</p>



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?
15 August 2020 6 1/2 hours	Work shadowing – I arranged to shadow a very experienced colleague in the specialist area that I need to develop	5	<p>We had lots of great discussions about my observations and the very different approach my colleague had with this client group.</p> <p>I picked up some new references that I had not come across and an online professional interest group was recommended.</p> <p>I realised that I need to consider the wider environment more.</p> <p>I learnt so many new techniques and approaches and got lots of references to follow up.</p>	<p>I have expanded my idea of an occupational therapy service with this client group. I realised that I was not giving sufficient focus to the complexities of the environment in individual situations.</p> <p>I have reviewed my caseload in response and have decided to change some of my intervention plans so as to improve them.</p> <p>I have made useful links with other services – community-based and specialist services to broaden my network through my online activities .I feel I know much more and am applying this in my practice and I have identified resources to call on if I need more advice.</p>
12 September 2020 6 ½ hours	Membership of Professional Network – Joined and attended Advisory	3	I joined the Mental Health Advisory Group and attended their autumn study day which had a few presentations relevant to this specialist area. I found these very useful, particularly the sessions relating to group work.	This was occupational-therapy specific and helped me to think about the application of all I have learnt in this area so far in terms of my scope of practice and competence.



	Group and attended study day		I have some new contacts to follow up who have invited me to visit their clinics and departments.	<p>I have written up a group protocol for a community outing group inspired by some of the examples that I heard about at the study day.</p> <p>I have identified one or two more areas that I need to develop in order to ensure that my interventions are based on the best evidence. I have requested to address these specifically with a new colleague who is an advanced practitioner in this area.</p>
--	------------------------------	--	---	---

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?
10 & 11 October 2020 7 hours (2 afternoons)	Keeping up to date with research evidence in support of best practice – developing the evidence for my service development proposal.	5	<p>I arranged a call to the regional service librarian who gave me lots of advice on searching the journals and set me up with online subscription access through my institution. I got basic advice on doing online searches and how to read abstracts and how to access full text articles. I learnt a lot about how to conduct efficient subject searches.</p> <p>I learnt how to conduct a search with key words and found some very useful articles to download and read.</p>	<p>I can now search academic and clinical articles online from my computer now that I am set up. This was a fantastic piece of learning as it saves me so much time and is a very efficient use of my CPD time.</p> <p>I feel more confident about doing searches and I have signed up for alerts from the most useful journals so that I will hear about the most up to date evidence.</p> <p>I have found some very high level evidence for intervention with this client group with some of</p>



			This was all very complex new learning for me and an area that I do not know much about.	them very close to my idea. I am using them to develop my service development proposal.
21 October 2020 2 hours	Undertaking post graduate training - I was accepted onto my chosen post-graduate certificate course. I read the detailed course outline and module descriptors and I am very happy to accept a place	1	<p>I read the documentation supplied with the post graduate certificate and reflected very carefully as it is a big commitment of time and money.</p> <p>I felt that this course is a good fit for my plans. I was able to choose which module that I would like to start with and which one I will do next term. This required that I reflect on my current knowledge, identify areas I feel I need to learn more about and consider current/future requirements of my role. I feel my selections will be of huge benefit to my work with this client group.</p>	<p>I selected the modules that are most directly relevant to my learning needs and the clients' needs. This will make me much more efficient and competent in my role.</p> <p>I have prepared an overview of my proposed learning for my supervisor and a plan for how I intend to integrate this new learning into my Occupational Therapy Practice.</p>



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?
10 November 2020 8 hours	Active engagement in mentoring – undertook a student tutorial in my specialist area of practice	4	<p>I learnt how to adjust very technical terminology so that the students could understand my presentation.</p> <p>I also learnt how to integrate my chosen conceptual model into the presentation so that I was explaining my theory to practice in an accessible way.</p>	<p>I have gained more experience in how to be a good clinical educator and practice educator.</p> <p>I feel very confident about facilitating a placement next year and plan to contact college in the new year.</p>
4 December 2020	Sharing information /learning with work colleagues – I presented my formal service development proposal to my Occupational Therapy colleagues and my MDT	2	<p>I learnt how to make a formal business case presentation based on best evidence including basic costings.</p> <p>I received very useful feedback from my colleagues which I will reflect on for the management team proposal in January 2020</p> <p>This was a good dry run for both my presentation skills and the quality of my proposal which I will improve for the final version.</p>	<p>I learnt how to follow through on an idea all the way to a formal service proposal.</p> <p>I learnt how to find and use the best evidence for arguing my case.</p> <p>I know much more about the identification and development of service proposals and how to put a business case together to request funding for a project.</p>



Review March 2021	Plan April 2021 to March 2022
What do I want or need to learn in the next 12 months?	What learning activities will I do to achieve this in the next 12 months?
<p>1: Practice Education I want to enhance my practice education and supervisory skills by facilitating student placements.</p>	<p>Learning through the use of online resources – online courses in supervision and clinical supervision Active engagement in mentoring – arrange mentoring with experienced Practice Educators within the department and undertake student visits/tutorials to build my confidence and experience with facilitating students Reading and reflecting on literature – read literature on practice placements and learning in the clinical setting, reflect on its application in my setting. Familiarise myself with revisions and updates to the Practice Education section of the University Website including the protocols, policies and procedures and consider their use in my area of practice.</p>
<p>2: Theory to Practice I want to learn more about an Occupational Therapy Conceptual Model of Practice that I am less familiar with and its potential application with my particular client group</p>	<p>Professional reading and study – Read up on the conceptual model using official website, journal articles, books and published case studies. Discussions with colleagues – undertake an educational visit to an Occupational Therapy colleague who has a lot of expertise with this model and has presented on work undertaken in a similar setting to me. Gaining and learning from experience – Applying this model where I reason that it is appropriate in therapeutic encounters and engaging in critical reflection on my professional experiences. Active engagement in supervision – Discussing progress with supervisor in ongoing supervision sessions and acting on constructive feedback and advice.</p>
<p>3: Identified gap in my knowledge and skills Upon identifying an unmet need in my service, I need to develop a client-centred Occupational Therapy programme which is currently beyond my scope of competence. I need to learn more about the occupational performance and participation consequences of this condition and to</p>	<p>Undertaking postgraduate training- Continue with the post graduate certificate in this specific area.</p>



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

<p>engage in specific training to bridge this gap in my practice. I am finding this area of further education very interesting</p>	
<p>Academic Teaching An occupational therapy theorist has developed a new concept which is directly relevant to my teaching. The book is due to go into a new edition in six months' time. This development will need to be integrated into my teaching of relevant modules as they occur over the next year.</p>	<p>Learning through the use of online resources- I will visit the author's website and other relevant websites to follow relevant developments with regard to this theory.</p> <p>Reading and reflecting on literature- I will update my teaching and learning activities accordingly.</p>

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

Signature

OT123456

CORU Registration Number

15 April 2021

Date

15

Total Number of Pages