Adding a review of your CPD activity

When adding a review you are required to record the learning outcomes from the CPD activity and any resulting further learning needs identified. Once saved you can edit or add to what you have recorded in these fields anytime. What you record will appear on the end-of-year CPD activity summary report to aid discussion of your professional development with your appraiser.

In the RCoA Guidance on CPD (January 2013) we state: Reflection on your own standard of practice is an integral part of your development and appraisal. You should also reflect on what you learn from your CPD activities and consider the impact on your patients and the services in which you work.

The Academy of Medical Royal Colleges has developed guidance and a reflective note template to aid this review process.

Academy CPD Reflective Note Guidance and Template

The aim is to devise a template that supports reflection on all types of CPD activity in order to promote learning, and which moves doctors away from completing a ‘tick box’ exercise. Learning should involve development in the knowledge, skills and attitudes of an individual. Doctors should also consider how their learning may impact on their practice (patient care and safety, colleagues, allied health professionals and organisational impact).

Reflection should occur as soon as possible after the event – to be contemporary and meaningful.

Each section should be completed and one word answers should be avoided.

Title and description of activity
- Include the date of activity.
- Why was this activity selected for CPD?

What was the learning need or objective that was addressed?
- CPD activities should ideally be linked to learning objectives, either agreed as part of your personal development plan (PDP) or those that you have considered desirable for your own development.
- Describe how the activity contributed to the development of your knowledge, skills or attitudes.
- It may help preparation for appraisal to map your reflections to the GMC’s Good Medical Practice Framework Domains and Attributes:
  - Knowledge, skills and Performance.
  - Communication/Teamwork.
  - Quality and Safety.
  - Maintaining Trust.

What was the outcome of the activity?
- How have your knowledge, skills and attitudes changed?
- Have you identified any skills, attitude and knowledge gaps?
- How will this activity improve patient care or safety?
How will your current practice change as a consequence of your learning from this activity?

What aspects of your current practice were reinforced by this activity?

Further learning needs

Outline any further learning or development needs highlighted by the activity.

How do you intend to address these?

CPD Credits

Based on the number of CPD hours claimed

Further Information and references

For further information about reflection in CPD and revalidation:


