

## 2. Tips to help log your Professional Development

..following on from the factsheet (1) on planning your professional development

### Logging the CPD you have undertaken in your audit logbook

An example

- ✓ So, you have attended an in-service on a topic of interest related to your area of practice; you received a handout at and you have your own notes.
- ✓ To log your in-service activity, clearly describe the **topic**, note the **presenter's** name and the **date** the activity took place, and add the hardcopy **evidence** you hold – see *example 1 below*.

✪ The above descriptor entered in the workbased section of the Logbook:

#### Example 1

ITEM	DATE	ACTIVITY NAME	PROVIDER	EVIDENCE	HOURS	BOARD USE
1	V/V/V X	Team Inservice: Infection Control	Suzy Queue	Handout with my notes	1	Evidence #1

#### Example 2

1	20XX	Team Inservices: my participation between April and October 2014 (x6)	Rehab Team	Attendance record/ list of topics, validated; with 1 example of handout and my notes	6	Evidence #5
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✪ Download an example of a logbook from the Board's [www](#) (address below).

- ✓ An in-service attendance record is acceptable if: – individual topics (and dates) are listed, the record is signed, named and dated by your manager; or a peer. Keep this validated document as evidence and list it in your evidence column – see *example 2 above*.

Note: CPD activity which lacks practising detail cannot be audited: for example, just stating *In-service meetings Mar-July 20XX* is incomplete as there are no topics or specific dates about the range of in-services you took part in and learnt from.

Some example logbooks are available from the Recertification Audit Team – email details are listed below.

### Evidence

- ✓ Attach photocopies of printouts/handouts with a brief reflective statement or bullet-pointed “what I learnt” and the front page / full reference for the article would be good example of evidence of your participation in the activity.
- ✓ Providing a published document, such as a manual, is not acceptable evidence of your learning – a reflective statement relating to it and what you have contributed (if applicable) and learnt, would be appropriate. Not only is a manual cumbersome to send to an evaluator, the evaluator cannot be expected to extract your learning from seeing it – that is your responsibility.

### A few good examples of types of evidence:

- ✓ Articles **alongside** your [legible] personal notes - named and dated. An article, on its own is less credible because its physical existence does not indicate your learning and your participation in ‘the activity’. Your evidence needs to clearly show that you participated in the activity – and you have hardcopy evidence to support the log entry.
- ✓ Reflective statements can be provided as evidence in all categories; and where you have logged a CPD activity but don't have adequate hardcopy evidence to complement it.
- ✓ Course certificates – identifying you as an attendee.
- ✓ Transcripts of relevant physiotherapy study.

**Check out:** Page 15 of the Recertification Guidelines lists examples across the four learning categories.