**Workbook:** Planning your CPD

**Completed example**

of development plan template

This is an example of what a completed development plan might look like. It isn’t intended to be prescriptive but illustrates how someone might plan activities over the cycle to make sure they meet the requirements of the scheme. Even if you have planned out your CPD, you can still do additional CPD as the opportunity arises.

If you choose to use this template, remember you can adapt it to fit your specific requirements, but you might find it helpful to use the structure suggested here to help you consider activities. For example, considering success criteria helps you to take things a step beyond ‘attending an event’, and helps you to think what you actually want to get out of doing the activity.

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**Development Plan**

**Name:** Annie Osteopath

|  |  |
| --- | --- |
| **Covering the period from:** 1 March 2019 | **To:** 28 February 2022 |
|  |  |

**Year 1 CPD cycle**

**Ask:** Where do I want to be by the end of this period? Which aspects of the CPD scheme requirements mightI meet? For example, I could undertake an objective activity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is my** | **What will I do to** | **What resources** | **What will be my** | **Target dates** |
| **learning/** | **achieve this?** | **or support will I** | **success criteria?** | **for review and** |
| **development** |  | **need?** |  | **completion** |
| **need?** |  |  |  |  |
|  |  |  |  |  |
| To seek feedback | Undertake a | Need to find or | Generating | September 2019 |
| on my practice | questionnaire | adapt a suitable | sufficient | and February |
| from patients | survey of patients | questionnaire | feedback over a | 2020 |
|  |  |  | defined period |  |
|  |  | Check resources | to enable me to |  |
|  |  | on cpd.osteopathy. | reflect on this |  |
|  |  | org.uk | and to consider |  |
|  |  |  | the impact on my |  |
|  |  | Talk to colleagues | practice |  |
|  |  | who have done this |  |  |
|  |  | already |  |  |
|  |  |  |  |  |
| To ensure that CPD | Consider each | OPS: I will put | Generate sense | September 2019 |
| reflects breadth of | recorded activity | standards. | of how my CPD |  |
| my practice and | against the OPS | osteopathy.org.uk | reflects the OPS |  |
| the OPS themes | themes | onto home screen | themes, and use |  |
|  |  | of my phone so I | this to further plan |  |
|  |  | can access it any | activities for next |  |
|  |  | time | year |  |
|  |  |  |  |  |
| Improve my | Undertake | Journal access via | Completion of | February 2020 |
| understanding | specific CPD | **o** zone | all activities and |  |
| of management | event |  | to be able to |  |
| of patients with |  | Purchase book on | consider how I |  |
| chronic pain. | Read around the | chronic pain | might enhance |  |
|  | subject (source |  | my management |  |
|  | recent journal | Discuss cases with | of patients with |  |
|  | articles) |  | chronic pain |  |
|  |  |  | and implement |  |
|  | Discuss cases |  | changes |  |
|  | with colleagues at |  |  |  |
|  | local group |  |  |  |
|  |  |  |  |  |
| Identify a peer to | Discuss with |  | Agreeing to work | December 2019 |
| discuss CPD issues | colleagues at |  | with someone |  |
| with and who will | local group |  |  |  |
| carry out my Peer |  |  | Undertake a |  |
| Discussion Review |  |  | practice Peer |  |
| in Year 3 of the |  |  | Discussion |  |
| cycle and seek |  |  | Review |  |
| their agreement to |  |  |  |
| working with me |  |  |  |  |
|  |  |  |  |  |

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**Year 2 CPD cycle**

**Ask:** Where do I want to be by the end of this period? Which aspects of the CPD scheme requirements mightI meet? For example, I could undertake an objective activity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is my** | **What will I do to** | **What resources** | **What will be my** | **Target dates** |
| **learning/** | **achieve this?** | **or support will I** | **success criteria?** | **for review and** |
| **development** |  | **need?** |  | **completion** |
| **need?** |  |  |  |  |
|  |  |  |  |  |
| Undertake CPD in | Attend specific | Access to journals | Completion of | September 2020 |
| communication and | CPD event in this | which I can get via | planned activities, |  |
| consent | subject | the **o** zone | enabling me to |  |
|  |  |  | reflect on my |  |
|  | Consider recent | Local group | practice and |  |
|  | journal articles | meetings | consider how |  |
|  |  |  | this might be |  |
|  | Discuss case |  | enhanced as a |  |
|  | scenarios with |  | result |  |
|  | colleagues |  |  |  |
|  |  |  |  |  |
| Focus on some | Boundaries – | Access to | Completion of | September 2020 |
| key aspects of | read around the | GOsC CPD site | planned activities |  |
| professionalism | subject – consider | and o zone | and reflection on |  |
| theme of the OPS | resources provided | and the online | practice |  |
|  | on CPD website | Osteopathic |  |  |
|  |  | Practice |  |  |
|  |  | Standards |  |  |
|  |  | standards. |  |  |
|  |  | osteopathy.org.uk |  |  |
|  |  |  |  |  |
| Boundaries with | Case-based | Attend local group | Completion of | February 2021 |
| patients | discussions with | meetings | planned activities |  |
|  | colleagues |  | and reflection on |  |
|  |  |  | practice |  |
|  |  |  |  |  |
| Data protection | Data protection | iO website | Completion of | February 2021 |
|  | – review data | ICO website | planned activities |  |
|  | storage and |  | and reflection on |  |
|  | policies to ensure |  | practice |  |
|  | best practice and |  |  |  |
|  | GDPR compliance. |  | Implement any |  |
|  | Review iO |  | indicated changes |  |
|  | resources and ICO |  | to processes |  |
|  | website |  |  |  |
|  |  |  |  |  |

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**Year 2 CPD cycle**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is my** | **What will I do to** | **What resources** | **What will be my** | **Target dates** |
| **learning/** | **achieve this?** | **or support will I** | **success criteria?** | **for review and** |
| **development** |  | **need?** |  | **completion** |
| **need?** |  |  |  |  |
|  |  |  |  |  |
| Supporting | I plan to take on | Access mentoring | Recruit a suitable | February 2021 |
| colleagues | an associate this | support guidance | associate and |  |
|  | year, I am keen | on Osteopathic | devise and |  |
|  | to devise an | Development | implement a |  |
|  | effective mentoring | Group website | mentoring plan |  |
|  | programme to |  |  |  |
|  | support their | Attend group |  |  |
|  | development | meetings |  |  |
|  | and ensure they |  |  |  |
|  | have the support |  |  |  |
|  | they need at this |  |  |  |
|  | early stage in their |  |  |  |
|  | career |  |  |  |
|  | I will talk to |  |  |  |
|  | colleagues to see |  |  |  |
|  | what they do in |  |  |  |
|  | their practices, and |  |  |  |
|  | review iO guidance |  |  |  |
|  | on mentoring |  |  |  |
|  |  |  |  |  |

**Workbook:** Planning your CPD

**Year 3 CPD cycle**

**Ask:** Where do I want to be by the end of this period? Which aspects of the CPD scheme requirements mightI meet? For example, I could undertake an objective activity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is my** | **What will I do to** | **What resources** | **What will be my** | **Target dates** |
| **learning/** | **achieve this?** | **or support will I** | **success criteria?** | **for review and** |
| **development** |  | **need?** |  | **completion** |
| **need?** |  |  |  |  |
|  |  |  |  |  |
| Enhance my | Undertake specific | Access to CPD | Completing | December 2021 |
| knowledge and | CPD event in this | event | activities and |  |
| skill in rehabilitation | area |  | being able to |  |
| techniques |  | Attend local group | confidently |  |
|  | Discuss | meetings | include enhanced |  |
|  | approaches with |  | rehab and |  |
|  | colleagues | Access research | exercise advice in |  |
|  |  | journals on | the management |  |
|  | Research journal | **o** zone | of patients |  |
|  | articles to review |  |  |  |
|  | latest thinking |  |  |  |
|  |  |  |  |  |
| Review | Consider how | N/A | To develop | January 2022 |
| development | my practice is |  | a broad |  |
| needs leading in to | developing, and |  | development to |  |
| the next three year | reflect on the |  | discuss during my |  |
| CPD cycle. | current cycle to |  | Peer Discussion |  |
|  | consider where |  | Review |  |
|  | there may be gaps |  |  |  |
|  | in learning and |  |  |  |
|  | areas where I may |  |  |  |
|  | wish to develop |  |  |  |
|  | my skills and |  |  |  |
|  | knowledge further |  |  |  |
|  |  |  |  |  |
| Peer Discussion | Arrange Peer | PDR guidance | Complete Peer | November 2021 |
| Review | Discussion Review | and resources on | Discussion | and |
|  | with colleague to | GOsC CPD site | Review and get | January 2022 |
|  | demonstrate how | cpd.osteopathy. | sign off by my |  |
|  | I’ve met the CPD | org.uk | peer |  |
|  | requirements over |  |  |  |
|  | the past three |  |  |  |
|  | years and prepare |  |  |  |
|  | a draft peer review |  |  |  |
|  | so that I can work |  |  |  |
|  | out if I have met the |  |  |  |
|  | requirements |  |  |  |
|  |  |  |  |  |