



## **Reflecting on Relevance of CPD Activity to Practice**

Reflective practice is a characteristic activity of a competent professional and is fundamental to applying CPD, planning action, and making changes to your practice. Demonstrating professional reflection is a mandatory requirement for professional self-regulation. Practice reflection is used in continuing professional development to:

- Help translate learning into practice;
- Identify key concepts from educational activities that are relevant to your practice;
- Evaluate progress made towards a practice goal;
- Analyze and assimilate novel, complex ideas;
- Transform current ideas and experiences, with new knowledge, into meaningful decision and action; and
- Shift “surface” learning to “deeper” learning.

**Why is it important?** Reflection is a deliberate activity which is more than just a recall of facts. When learning is completed without reflection, the new knowledge is less likely to be retained and there is therefore likely to be less impact on one’s practice as a result. Reflection is necessary in order to successfully adapt a new, complex concept into practice. *Without it, engaging in CPD activities could be a waste of your time.*

Reflection builds on your clinical experience and professional expertise using a combination of formally taught information, personal reading and study, practical experience, and insights from colleagues to create new knowledge, practice and resolve. *Reflection upon experience is required for effective learning.*

**Where does this fit into the CPD Cycle?** After engaging in CPD activities, you document them on your **CPD Activity Log** where you also *reflect on* what you learned—noting what benefit the knowledge gained has to you and your practice, and what else you might like to know.

**How do I document this reflection?** Recording your reflection activity is a 2-step process as follows:

1. In the “**Outcome**” column of the CPD Activity Log, for each activity you will note that you: 1. plan to modify your practice, 2. need to pursue additional information, and/or 3. have reaffirmed your current knowledge/approach to the issue as a result of having engaged in the specific CPD activity. *You are more likely to make use of new information with confidence if you perceive it as relevant to your practice.*
2. You also record **Key Ideas/Thoughts/Learning Points for Future Reference** in the final column of the Activity Log. This way you have “flagged” significant information for yourself for use in the future, whether it is a resource on a topic or a new goal for next year’s learning Plan. *You are more likely to make use of new information to your practice later if you have recorded key concepts or “practice pearls” from a CPD activity in a way that makes them easy to retrieve.*