CPD Training

From Janet Flint   February 2012

Example CPD entry for New Medicines Service (1)

Reflection

Date learning need identified 9 / 01 / 2012

Name of entry   **New Medicines Service: Service overview**

R1: What do or what did you need to learn?

What you need to learn may be new knowledge, skill(s), or a new attitude – anything which you think will make you better able to do your job as a pharmacy professional or prepare you for a new service or role. You should be as specific as possible.

I need to learn about the New Medicines Service, what it involves and what I need to do in order to prepare myself for delivering the service.

R2: How is this learning relevant to the safe and effective practice of pharmacy and to your own scope of practice?

Explain how you chose what to learn and why this bit of learning is relevant to your practice as a pharmacy professional.

The New Medicines Service is an advanced service within the community pharmacy contract, so this learning is very relevant to me as I work as a community pharmacy manager.

R3: Tick one or more methods that you used to identify what you needed to learn.

- ☑ Critical incidents
- ☐ Appraisal
- ☐ Peer review/talking to colleagues
- ☐ Personal interest
- ☐ Audit
- ☐ Feedback from users of service / products
- ☑ Reading
- ☐ Other

Planning

P1: When will you need to have achieved this learning? 27 / January / 2012

Putting an estimated date may help you to set priorities for your learning. Be as specific as possible, but don't worry if the date is just an approximation.

P2: Why is this learning important to you and your practice?

Write a brief description of how this learning will affect you, your service users, your colleagues and your organisation. If you don't think that your learning will have a significant impact on anyone, you might want to consider why you are undertaking and recording this learning.

Next month I am returning to work after maternity leave and my employer will be expecting me to be able to deliver the NMS, so this learning will have a big impact on my organisation. The pharmacy that I work in is already delivering the NMS, but the learning will help me to gauge whether the staff have been given enough information As the service has been developed to improve patients' knowledge and understanding about newly prescribed medicines and to improve adherence, this learning will have a big impact on patient care.

You can use the scale below to rate the importance of this learning, but you also need to fill in the box above too.

	None	Low	Moderate	High	Very high
Importance to you	☐	☐	☐	☐	☑
Importance to the users of your services or products	☐	☐	☐	☐	☑
Importance to colleagues	☐	☐	☑	☐	☐
Importance to organisation	☐	☐	☐	☐	☑

P3: What might you do in order to achieve this learning?

It is important for you to consider a range of options for achieving your learning. Aim to list a few different options e.g. attend workshops, study open learning packs, talk to colleagues. Outline what you think are the advantages and disadvantages of each option. You may not choose to complete all the options that you've listed, but it is important to show that you have considered them.

Option	Description of different options	Advantages	Disadvantages	Select (✓or ✗)
1	Read the CPPE open learning pack on the NMS	I already have it. It's paper so I don't have to sit at a PC to complete it.	It was developed before the NMS was introduced, so may not contain all of the information I need.	✓
2	Read the NMS materials on the PSNC website	Easy to access. Will contain detailed information about the service requirements	Likely to contain a large amount of information so will be time consuming to work through.	✓
3	Read the NMS materials on the NPA website	Easy to access and a credible source of information	Likely to duplicate some of the information on the PSNC website.	✓
4	Read the NMS materials on the RPS website	Easy to access and a credible source of information	Likely to contain much of the same information as that prepared by NPA and PSNC.	
5				

Action

A1: When did you complete the activities outlined in your plan?

Record the date you completed the activities that you chose from your plan. If you need to keep a continuing education record for other organisations then you may find it useful to jot down how long each activity took, but this is not a requirement. The number in the option column should correspond to the options you selected in the question above (P3).

Option	Description of what you did	Date completed
	Completed CPPE NMS open learning pack	20.1.12
	Read PSNC website page on NMS. Downloaded and read the NMS service specification.	23.1.12
	Read NPA website page on NMS and clicked on some of the links to get an understanding of the range of materials available.	23.1.12

A2: What have you learnt?

Describe what specific skill, knowledge, attitudes and/or behaviours you've gained as a result of your learning. This may be different to what you originally set out to learn.

I have learnt that the NMS is an intervention to support a patient taking their medicines and to assess their adherence with a new medicine. It is not a clinical review. There are three stages, engagement of the patient (recruitment), an initial intervention (discussion) which takes place a short period after the new medicine has been started and a follow-up discussion which takes place a short time after that. A record of both the intervention and follow-up stage must be made and there is a mandatory dataset for each. In addition to the pharmacy records, quarterly reports have to be prepared for the PCT from data collated from the pharmacy records. There is a standard template for this. Initially the service is restricted to new medicines within four therapeutic areas, asthma and COPD, type 2 diabetes, anti-platelet/anticoagulant therapy and hypertension, and there is an approved list of eligible medicines.

Evaluation

E1: To what extent did you learn what you set out to learn at the start of this CPD cycle?

You may find it useful to revisit the 'Reflection' page and decide on what you originally wanted to learn before you decide to what extent you've achieved that learning.

Fully ☐   Partly ☑   Not at all ☐

E2: If you ticked 'fully' or 'partly', give an example of how you've applied or how you intend to apply what you learnt to your practice.

Putting learning into practice is a good way to prove that you've actually learnt what you set out to. It may be a while before you apply what you have learnt. It's fine to leave this box blank and come back to it when you've had a chance to put your learning into practice.

> Now that I have an overview of the service I know where to find the more detailed documents I will need to familiarise myself with before I can operate the service. I have been able to download a standard operating procedure for the service, interview schedules for the intervention and patient consent forms.

E3: If you ticked 'fully' or 'partly', what have been or what will be the benefits of this learning to your practice?

You might find it useful to revisit your 'Planning' page and consider how you, your service users, your colleagues and your organisation have actually benefited or will benefit from your learning. Do include any feedback about your practice, formal or informal, that you've had from other people.

> The learning has benefited me because I am now confident that I will be able to prepare myself sufficiently before I return to work next month to start delivering the service. I am planning to visit my pharmacy next week as one of my keeping in touch days and I am confident that I know enough to be able to discuss how the service is operating with the staff at my pharmacy, with the pharmacist who has covered my maternity leave and with my area manager.

E4: If you ticked 'partly' or 'not at all', describe what it is you still have to learn.

You may find it useful to revisit the 'Reflection' page and check on what it is you originally wanted to learn before you describe what it is you still need to learn.

> I need to learn more about the detailed requirements for providing the service. I need to study the standard operating procedure prepared by the NPA, the interview schedules and the detailed recording requirements.

E5: If you ticked 'partly' or 'not at all', explain why you think you didn't achieve your learning.

You may find it useful to revisit the 'Reflection' and 'Planning' pages to work out why you didn't achieve everything you set out to learn. It's all right for you not to have achieved all of your learning, but it is important that you explain why.

Although I have a good understanding about what the NMS entails, I am now aware that there are detailed requirements covering the recruitment of patients, structure of the interventions, data collection and record keeping. I will need to study some of the documentation in more detail before I can begin to provide the service.

E6: If you ticked 'partly' or 'not at all', what do you intend to do next?

Nothing, I've learnt enough for what I need	☐
Review this entry to see how I can achieve the outstanding learning	☐
Start a new CPD cycle at Reflection about what I still need to learn	☑