

GUIDANCE SHEET – EXAMPLES OF CPD ACTIVITIES

The table below sets out some examples of CPD activities you can undertake and examples of the types of evidence you could keep (for example in your portfolio). It is not an exhaustive list. It also indicates whether an activity is individual or participatory

You will need to decide whether an activity is participatory or not. Many activities can be participatory if you personally interacted with other people.

CPD activity	Suggested evidence to retain	Individual/Participatory
Structured learning (direct or distance learning style)	Certificate of completion, notes, learning outcomes	Individual/Participatory
Accredited college or university-level education or training	Certificate of completion, notes, learning outcomes	Individual/Participatory
Mandatory training specifically relevant to role/scope of practice	Certification of completion, learning outcomes	Individual
Learning events such as workshops, conferences	Certificate of attendance	Participatory
Reading and reviewing publications	Copies of publications read, review notes including practice-related outcomes	Individual
Enquiry based research	Copies of publications or data reviewed, notes including practice-related outcomes	Individual
Peer review activities	Evidence of peer review including notes, observations and outcomes	Participatory
Coaching and mentoring in a specific skill (role in either delivery or being a recipient)	Evidence of coaching/ mentoring undertaken including letters, notes, observations and practice-related outcomes	Participatory

CPD activity	Suggested evidence to retain	Individual/Participatory
Structured professional clinical supervision	Evidence of supervision including signed letters, notes, observations and practice-related outcomes	Participatory
Undertaking short supervised practice for specific skills development	Evidence of participation including signed letters, notes, observations and outcomes	Individual/Participatory
Group or practice meetings outside of everyday practice (e.g. to discuss a specific event or new way of working)	Evidence of participation and role including signed letters, notes, observations and outcomes	Participatory
Participation in clinical audits	Evidence of participation and role including signed letters, notes, observations and outcomes	Participatory
Practice visits to different environments relevant to scope of practice	Evidence of participation including signed letters, notes, observations and outcomes	Individual/Participatory
Training related to job rotation or secondment, shadowing	Evidence of participation including signed letters, notes, observations and outcomes	Individual/Participatory