How to Develop Your Individual CPD Plan

This Toolkit is intended to help you develop your CPD Plan. You will design your plan exclusively for your professional development. The plan should be the focus and reference point for your CPD.

Your Plan must be relevant to your professional role and responsibilities in relation to stoma, wound, continence or breast care and should reinforce the attributes of the specialised roles within stomal therapy nursing ie:

- Expert Clinician
- Communicator
- Collaborator
- Manager
- Health Advocate
- Academic
- Professional
- Researcher

You can develop your CPD Plan in about an hour in four steps.

**Step 1**  Assess your professional development needs for the following year

Carry out a Needs Assessment exercise to identify what you wish to learn or develop over the next year. Decide the importance of specific needs with three levels of priority: urgent, “needs attention”, and general continuing education.

A SWOT analysis is a useful way to take stock of your achievements, experiences, skills and qualities. Write down your:

**Strengths:** what you already do well

**Weaknesses:** obvious areas for improvement

**Opportunities:** what might help your development in some of these areas?

**Threats:** barriers to improvement, and what special consideration or extra help is needed?

This will show you areas of strength, skill or knowledge gaps for attention.
Apart from knowledge and procedural skills the other attributes of a specialist nurse should be considered too. The following are some examples:

- Knowledge (specific areas to update or new information to learn)
- Short courses in management i.e. strategic planning, writing a business case
- Writing for publication
- Presentation skills
- Research knowledge and skills
- Practical skills (specific skills to update or new skills to learn)
- Information technology
- Problem solving
- Responding to rapidly changing situations
- Communicating skills with patients and colleagues
- Conflict resolution
- Networking with peers and health professionals
- Time management skills
- Counselling and teaching skills
- Commitment to improving own learning and performance

**Step 2  State your objectives**

You need to state what you want to achieve and by when. Your objectives need to be achievable, realistic and measurable (assessable) within your year’s timeframe. Set yourself reasonable targets and time frames.

**Step 3  Choose Learning Activities**

Choose suitable learning activities that best suit your practice and learning style to fulfil your CPD Plan. You may prefer to learn mainly by yourself or in groups, or by active participation. If access to regular educational activities is a problem, consider other learning activities such as via the internet or developing your own activities. For example, read a journal article and complete the evaluation form available on the website. You may choose to write for publication. There are a few other ideas listed on the website under the CPD heading but the list is far from exhaustive.

**Step 4  Reflections and Evaluation**

Incorporate into your CPD Plan periodic occasions for reflection. This will give you opportunities to think over experiences, self-review your practices and consider barriers to your professional development: this assists you to continually improve your practice.

**Finished**  Congratulations! You have just developed your CPD Plan.

**How many points can you claim?**

You may claim 1 point per hour taken to develop your plan. You can include this Plan as part of your CPD portfolio submission for AASTN recognition or other review processes.

Below is a proforma to create your CPD Plan.
My CPD Plan

The space given for each of the 4 sub-sections is indicative only – please use additional pages as necessary

1. My Needs Assessment

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2. My Objectives

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3. Choose Learning Activities

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4. Reflection and Evaluation

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