**Reflective CPD Form (e-version)**

***For personal CPD recording &/or membership progression***

This form and has been produced for **voluntary use** by chiropractors participating in **any** CPD activity or event. Its primary purpose is to help individuals gain more from their CPD activities, but also to:

* assist in maintaining CPD records and completing the annual GCC CPD return, **and/or**
* facilitate RCC membership progression via an M-level credit-equivalence route

Please refer to the guidance for use (attached) and complete a separate form for each activity.

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| Name: |  |

**Activity details**

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| Description of activity  (e.g. seminar participation): |  |
| Title (if applicable): |  |
| Venue/location (if applicable): |  |
| Date/s undertaken: |  |
| Organiser (if applicable): |  |
| Time spent participating in this activity: |  |

**The learning experience**

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| 1. What are the main things I have learned from this activity? |
| In your statement, you should focus on how your activity demonstrates one or both of the following:   * ability to undertake analysis, with critical awareness, of complex, incomplete or contradictory areas of knowledge communicating the outcome effectively. * ability to draw on complex information in a manner that shows critical awareness and may be innovative, utilizing knowledge or processes from the forefront of the discipline / practice. |

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| 2. How does this learning relate to real experiences in my practice (i.e. what are the connections; what are the discrepancies/contradictions)? |
| In your statement, you should focus on how your activity demonstrates reflection on own and/or others' functioning behaviours and performance in order to improve practice. |

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| 3. What further activities will I undertake to consolidate and build on my learning (e.g. literature research, course attendance) and what are my goals for this additional learning? |
| In your statement, you should focus on how your activity demonstrates one or both of the following:   * Activity demonstrates independence and self criticism as a learner, guiding the learning of others. * Activity demonstrates the independent learning ability required for continuing professional study, making professional use of others where appropriate. |

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| 4. How might I use my new knowledge/skills to facilitate the learning of others?  (This question relates directly to the section on the GCC CPD form: ‘My participation in this event has contributed to the development of the profession by…’) |
| In your statement, you should focus on how your activity demonstrates independence and self criticism as a learner, guiding the learning of others. |

**Effect of learning on practice**

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| 5. In what ways will I modify my practice in response to the learning undertaken?  (This question relates directly to the section on the GCC CPD form: ‘I have applied the learning to my practice by…’) |
| In your statement, you should focus on how your activity demonstrates reflection on own and/or others' functioning behaviours and performance in order to improve practice. |

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| 6. How will I achieve this change and what co-operation / additional resources might I need? |
| In your statement, you should focus on how your activity demonstrates reflection on own and/or others' functioning behaviours and performance in order to improve practice. |

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| 7. How will making this change affect my patients?  (This question relates directly to the section on the GCC CPD form: ‘My participation in this event has contributed to patient care by…’) |
| In your statement, you should focus on how your activity demonstrates reflection on own and/or others' functioning behaviours and performance in order to improve practice. |

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| 8. How will making this change affect me and my colleagues? |
| In your statement, you should focus on how your activity demonstrates reflection on own and/or others' functioning behaviours and performance in order to improve practice. |

**Please retain a copy of this form for your CPD records**

***Guidance for use of the Reflective CPD Form***

The Reflective CPD Form has been produced for use by chiropractors participating in **any** CPD activity or event. Its primary purpose is to help individuals gain more from their CPD activities, but also to:

* assist in maintaining CPD records and completing the annual GCC CPD return, **and/or**
* facilitate RCC membership progression via an M-level credit-equivalence route.

**How to use the form**

The form prompts you to ask yourself questions about a particular learning activity and you should complete a separate form for each activity. Answering the questions fully and honestly helps you reflect on your learning in a structured manner, prompting you to analyse and relate it to real life, apply it to your practice and plan future learning. **Note that completion of this form represents a valid extension and continuation of your learning.**

*GCC CPD*

Use of the form each time you undertake a CPD activity will help you when you come to complete your statutory CPD return. All you have to do is refer back to each form and transfer appropriate information to the statutory GCC form (the most relevant questions are indicated). Details of the amount of CPD you need to undertake for statutory purposes are published by the GCC (www.gcc-uk.org).

*Membership progression*

Membership and Fellowship of The Royal College of Chiropractors is awarded on achievement of M-level qualifications, or equivalent. Thus, progression can be based on CPD that is undertaken at ‘M-level’. Simply attending a CPD event is not recognised by the RCC as M-level activity. However, reflecting on your learning in a meaningful and structured manner can be recognised for M-level credit-equivalence.

Each question on the Reflective CPD form is keyed to categories of M-level-equivalent activity as previously defined by the College. They indicate what your answers should be demonstrating if you wish to submit the forms as evidence of M-level-equivalent CPD. Providing full and complete answers to the questions will maximise the M-level-equivalence value of your activities.

Please note that:

* Typically, one M-level credit is awarded for 250 words of reflective writing such that greater detail can be rewarded with more credits;
* A maximum of 5 M-level credits can be awarded per CPD activity;
* A separate reflective CPD form should be completed for each activity for which you wish to claim credits.

Any completed reflective CPD form/s should be appended to your membership application or progression form, as explained in the Membership menu of the RCC website.