

## **Your CPD: from policy, to portfolio, to profile**

**Date:** 4 November 2019

**Venue:** Derby

**Facilitator:** Dr Frankie Phillips

### **Aim**

To provide an overview of the Health and Care Professions Council (HCPC) rules and The British Dietetic Association (BDA) tools to enable dietitians to meet their professional responsibilities around Continuing Professional Development (CPD); and demonstrate this through a structured portfolio.

### **Learning Outcomes**

By the end of the one-day course dietitians will:

- Be aware of the HCPC standards for CPD and the BDA CPD policy.
- Be aware and have used tools available to support your reflection and portfolio development.
- Be clear about how your portfolio could be structured and content to be included.
- Be clear about how the personal development process and activities are recorded in your portfolio and how this portfolio provides evidence for HCPC, KSF, potential employers, etc.
- Be clear about how information should be presented in your portfolio.
- Be aware about the process of presenting your profile for assessment for the HCPC audit.

## Pre-course reading and activities

You are encouraged to bring one or two pieces of evidence of CPD, examples of types of evidence can be found on p. 29 of *Continuing Professional Development and your registration (HCPC 2012)*. These pieces of evidence will be used for personal work and as the basis of structured discussion in small groups. Please also bring an example of some aspect of your practice that needs to be developed, e.g. an objective from your personal development plan or appraisal, a gap in your service or an item raised in a supervision session.

You are also requested to read the following documents:

Code of Professional Conduct (BDA 2008)

[http://members.bda.uk.com/Downloads/Code\\_of\\_Professional\\_Conduct.pdf](http://members.bda.uk.com/Downloads/Code_of_Professional_Conduct.pdf)

Continuing Professional Development Position Statement (BDA 2008)

[http://members.bda.uk.com/cpd/CPDposition\\_statement.pdf](http://members.bda.uk.com/cpd/CPDposition_statement.pdf)

Continuing Professional Development and your registration (HCPC 2012)

[http://www.hpc-uk.org/assets/documents/10001314CPD\\_and\\_your\\_registration.pdf](http://www.hpc-uk.org/assets/documents/10001314CPD_and_your_registration.pdf)

## Programme

10.00	Registrations & Welcome	14.00	What is a portfolio? How to create a good portfolio
10.30	Introduction to the day Aim and learning outcomes for the day Your input for the day	14.45	Evidence of development An overview of types of evidence you can use
10.45	CPD the facts Standards for CPD BDA rules and tools HCPC audit	15.10	Break
11.30	Break	15.20	Writing a profile as evidence of your development for HCPC What is a profile What is a statement How to write a statement
11.45	CPD Cycle Your development Reflection module	16.00	Questions & discussions
13.15	Lunch	16.30	Close

## Contacts

Please direct queries to:

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