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## BDA Professional Development Toolkit (Comprising Professional Development Award and Supporting Guidance Documentation)

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An annual programme which provides dietitians with  
a mechanism for demonstrating Continuous  
Professional Development (CPD)

*August 2015*

A decorative graphic in the bottom right corner consisting of five stylized, light blue leaves arranged in a cluster, pointing upwards and to the right.

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The Association  
of UK Dietitians

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## 1.0 Introduction

### 1.1 BDA Continuing Professional Development Policy Statement<sup>1</sup>

Continuing Professional Development (CPD) is a planned, systematic on-going process which allows individuals to maintain, update and enhance their knowledge and expertise in order to ensure that they are able to carry out work safely and effectively.

The British Dietetic Association expects all its members to engage in a range of CPD activities which will develop their skills, knowledge and competence in order to work safely, effectively and legally within their scope of practice. In so doing, it is expected that dietitians will also be able to meet the Health and Care Professions Council's (HCPC) Standards for Continuing Professional Development and so retain their registration with the HCPC.<sup>2</sup>

### 1.2 The New BDA CPD Toolkit

The BDA's Professional Development toolkit comprises two elements: guidance documentation to support BDA members in their approach to CPD; alongside an optional assessed Award. Both elements have been structured to be utilised as an annual rolling CPD programme for dietitians.

Whilst completion of the toolkit cannot guarantee success if you are selected as part of the Health and Care Professions Council (HCPC) two year audit cycle.<sup>3</sup>, it can certainly provide you with the confidence that you have maintained your CPD in a professional and robust fashion.

The toolkit is closely mapped to HCPC CPD requirements<sup>4</sup> and will help you to plan and monitor your collection of CPD. The supporting documents section is available to all BDA members and has been designed for use by both full and part-time registered dietitians. It allows you to demonstrate your participation in activities which are of a high quality and further your own dietetic practice.

The benefits of the **Professional Development Toolkit** are as follows:

1. It allows you to record several different types of CPD together in one place.
2. The toolkit provides tools to aid reflection. These can thus be used to form the basis for HCPC audit evidence if required.
3. The toolkit is structured on an annual rolling basis thus, if followed as intended, you will complete approximately four reflective statements per year. This will enable you to meet the HCPC stipulation that there be not more than a three month gap between CPD activities.<sup>5</sup>

The **Professional Development Award** (henceforth referred to as the **PDA**) element of the toolkit relates to the external assessment of completed documentation. This aspect of the toolkit is optional. By submitting for the PDA, you can be assured of the following:

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<sup>1</sup> BDA CPD Position Statement, 2013

<sup>2</sup> HCPC (2012) Your guide to our standards for continuing professional development

<sup>3</sup> HCPC (2012) <http://www.hcpc-uk.org/registrants/cpd/audit/>

<sup>4</sup> HCPC (2012) Continuing professional development and your registration (<http://www.hcpc-uk.org/registrants/cpd/>)

<sup>5</sup> HCPC (2014): Continuing Professional Development FAQs (<http://www.hpc-uk.org/registrants/cpd/faqs/>)

1. Evidence will be received by the BDA and marked by one of a team of external BDA Assessors who are registered dietitians with considerable professional and training experience;
2. Whether or not your submission is successful, you will be provided with constructive feedback on areas of good practice and areas that could be improved. This will help you in your professional dietetic career both in preparation for HCPC audit and work related professional development reviews;
3. Successful completion of the annual programme is recognised with a PDA certificate which will contribute to your portfolio of evidence.

*NB. Appeals against the Assessor's decision will be referred to a second assessor. In the event of disagreement or further concerns expressed by the applicant, final appeal decisions will be taken by the BDA's Quality Standards Committee.*

## 2.0 The Professional Development Toolkit Components

In order to effectively use the toolkit, within a twelve month period, BDA members are invited to complete the following components:

**Table 1: Toolkit Components**

Component	Evidence	Frequency
A	<b>Annual Evidence Checklist (Proforma A)</b>  <i>Evidence / documentation to support Component A</i>	1 per year
B	<b>Annual Statement of Professional Practice (Proforma B)</b>  <i>An account describing practice development over the twelve month period</i>	1 per year
C	<b>Reflective Statement: Annual Submission (Proforma C)</b>  <i>To summarise reflection on CPD activity over the twelve month period and how this has impacted upon role and service users.</i>  <i>Within the reflective statement you must reflect upon at least three CPD activities from within the last 12 month period.</i>	1 per year

### 2.1 Components Explained

#### 2.1.1 Component A: Annual Evidence Checklist

Component A is a list of all CPD activity undertaken over the 12 month period. Scanned or photocopied evidence (for example certificates, diary entries etc) should be collated as part of the checklist and submitted as part of the PDA.

Checklists should be completed using **Proforma A**.

#### 2.1.2 Component B: Annual Statement of Professional Practice

Using **Proforma B**, a 300-500 word statement of your own professional practice should be produced. This should encompass details of your career over the past 12 months, a description of your job role, the team in which you work, your key service users and other related stakeholders in your work.

### 2.1.3 Component C: Reflective Statement: Overarching Annual Reflection

The final component relates to an overarching reflective statement. This should summarise the CPD activity undertaken during the 12 month period and consider how the activity links together to impact upon your professional practice. You should make reference to at least three individual CPD activities in detail (*Please see associated toolkit documentation for further support*).

Component C should be completed using **Proforma C**.

## 2.2 CPD Activity Categories

There remains some confusion about what CPD actually means and there is a common misconception that it only relates to formal training or courses. In the current climate, when securing study time and finances can be difficult, it is important to recognise the wealth of opportunities for CPD that can be found in day to day practice and through engagement with students, stakeholders and the BDA itself.

**Table 2: CPD Activity Categories**

<b>Activity</b>	<b>Evidence</b>
<b>Category 1: Professional Body Activities</b>	
BDA CED Courses or BDA Endorsed courses	Programme certificate
Participation in BDA led research work	Copy of output. Letter of acknowledgement from BDA.
Participation in content identification and / or review for PEN.	Copy of output. Letter of acknowledgement from BDA.
Membership of BDA Board, Committee or working group.	Letter of acknowledgement from BDA.
BDA Social Media Representative	Copies of articles / media participation. Course certificate for media training.
BDA Trade Union Representative	Certificate of attendance on TU training programme.
Attendance at BDA Branches or Specialist Groups / participation in activity	Certificates of attendance at training events / Attendance Certification etc.
#RDUK Monthly Twitter Chat	Print Screen evidence.
Development or review of CED courses for the BDA.	Contract.
Contributing to development of professional/national guidance (led by BDA)	Emailed contribution and completed document.

<b>Activity</b>	<b>Evidence</b>
Acting as an assessor for BDA activity	Contract.
Any other BDA activity which benefits the organisation and its members.	
<b>Category 2: Work-based Learning</b>	
Presenting case studies	Copy of presentation
Audit	Audit tool, audit report
Involvement in the wider work of your employer	Being a rep on a committee – minutes, agenda
Work shadowing	Written reflection on experience
Secondments	Job description, work plan
Expanding your role	Extended scope of practice document
Critical incident analysis	Copy of report
Project work	Copy of documents related to project
Participation in Peer Review activity	Copy of peer review guidance / feedback and dates involved.
Practice Supervision	Reflections upon supporting staff members.
<b>Category 3: Professional Activities</b>	
Giving presentations at conference, i.e. oral or poster	Copy of published abstract, programme
Supervising research	Adapted documents arising from supervision reviews
Being a national assessor	
Structured support for others e.g. mentor, clinical supervision	Adapted documents arising from supervision reviews, mentor meetings.
Engaging in Research	Research paper, proposal, funding applications
Contributing to development of professional/national guidance (non BDA)	Copy of report, guidance materials, procedural documents
Membership of special-interest or policy group (non BDA)	Membership number, minutes of meetings

<b>Activity</b>	<b>Evidence</b>
<b>Category 4: Formal/Educational</b>	
Professional practice courses (Non BDA)	Course certificate, assignments
Undertaking Higher or Further Education (appropriate to own scope of practice)	Course programme, assignments
Attending professional conferences or seminars	Attendance certificate, written reflection on what learnt
Writing articles or papers	Copy of article or paper
Distance Learning	Course programme, documentation, participation letter or certificate
Planning or running a course	Course programme and documentation
Lecturing / teaching	Copy of presentation, lecture notes, lesson plan



## 3.0 Achieving the Professional Development Award (PDA)

### 3.1 The PDA Explained

The PDA relates to completion of a full set of Toolkit documentation, submitted to the BDA for consideration by an external assessor, who will provide useful feedback to aid future CPD reflection. In order to achieve the PDA, the following must apply:

1. All components must be submitted within the twelve month period.
2. All reflection must relate to CPD activities undertaken within the twelve month PDA period.
3. Participants must demonstrate engagement with a variety of CPD activity, as pertinent to their professional practice (**table 2**). Over the twelve month period, PDA participants should reflect upon an activity from at least three of the four activity categories: Professional Body Activities, Work-Based Learning, Professional Activities and Formal Teaching / Training.
4. All components of the toolkit must be successfully assessed against the marking criteria (**Appendix i**) in order for the PDA to be achieved.
5. PDA payment must be received by the BDA before submissions can be forwarded to an external assessor for consideration.
6. The PDA certificate will explicitly relate to the 12 month registration period only.

### 3.2 Marking Criteria for the PDA

Whilst completion of the PDA does not guarantee success if selected for HCPC audit, the marking criteria have nevertheless been explicitly linked to the HCPC CPD standards. Thus the assessors will complete a standard form (**Appendix i**) for each submission. Submissions should include the following:

- Record of CPD activities, at least one every three months (activity may cover more than the three month period)
- At least one learning activity from each of the different elements identified above.
- Consideration of reflective cycle: '*what, so what, now what, what next, what now*'. This will enable the participant to demonstrate how the CPD contributes to their own practice and to the service user.

### 3.2 Points to Consider

- Please send documentation electronically. Evidence should be scanned wherever possible. If hard copies of documents need to be sent, these should be photocopies as the BDA is unable to return documentation. Keep any originals for your portfolio.
- Confirmation of receipt of evidence will be sent by the BDA within 5 working days.
- The BDA will inform you if you have successfully achieved all elements of the PDA and you will be sent confirmation by email, alongside your certificate.

- If you are required to resubmit any element, you will be advised via email and a new submission date will be given.

### **3.4 PDA Fees**

Use of the Professional Development Toolkit is free for all BDA members. For those wishing to submit for the PDA (external assessment of documents) there is a flat fee of £75 payable upon submission of documentation.

## 4.0 Supporting Information

### 4.1 Supporting Documentation

In order to aid your understanding of the HCPC's CPD requirements and also to enable you to successfully complete the toolkit / PDA documentation, the BDA has put together a helpful Powerpoint presentation with associated tasks and handouts. We strongly recommend that you read the presentation and undertake the activities before completing Components A-C of the toolkit.

Supporting guidance included in this toolkit is as follows:

1. CPD Powerpoint (July 2015)
2. Handout 1 – Tool for Reflection
3. Handout 2 – Sample Reflection (i)
4. Handout 3 – Sample Reflection (ii)
5. Handout 4 – CPD KSF Matrix
6. Handout 5 – Professional Needs – Activity Log
7. Handout 6 – Your portfolio
8. Handout 7 – Evidence Checklist
9. Handout 8 – Hints and tips on writing a statement

### 4.2 Contact Information

Further information about the Professional Development Toolkit and Award is available online on the BDA website:

<https://www.bda.uk.com/careers/cpd/toolkit>

#### **Contact Information**

The BDA CPD Team is available to assist you by discussing your individual needs and offering advice. In the first instance, please contact Catherine McGibbon on 0121 200 8046 or [c.mcgibbon@bda.uk.com](mailto:c.mcgibbon@bda.uk.com).

