

## Appendix 36: Practice Educator Student Facilitation CPD Record



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### Practice Educator Student Facilitation CPD Record

#### What is a CPD Portfolio?

All OTs registered with CORU must engage in a range of CPD activities on an on-going basis and maintain an up-to-date CPD portfolio. CORU specify that the CPD portfolio must include: (i) description of your current professional role and practice setting; (ii) personal learning plan; (iii) record of CPD activities; (iv) reflections on a number of CPD activities; and (v) evidence of undertaking CPD activities.

#### What counts as a CPD activity?

CPD activities may be structured learning activities (formal/professional/work-based) or unstructured learning activities (informal/self-directed). One hour of learning equals one CPD credit. CORU registrants must complete 30 CPD credits in a 12 month period.

#### How are student OT placements relevant to my CPD Portfolio?

There are numerous CPD activities and learning opportunities recognised by CORU that are integral to facilitating a student OT placement. Examples are outlined in the box below, including how to document appropriate evidence of the CPD activity. *(Note: This list is not exhaustive).*

Structured Learning Activities from Facilitating a Student OT Placement	Appropriate Evidence	Unstructured Learning Activities from Facilitating a Student OT Placement	Appropriate Evidence
Active engagement in supervision of student.	Details of supervision and the impact on your role.	Discussing a specific topic with students.	Identify topic discussed, learning gained and the impact on your professional role.
Completing a course or workshop in relation to practice education.	Certificate of attendance & evaluation of the course in relation to your role.	Keeping up to date with research evidence in support of best practice for student placements.	Include details of your research & identify its contribution to your professional role
Designing a learning activity for students.	Documentation about activity and evaluation.	Reading and reflecting on case studies/projects with student.	Details of case studies/projects & indicate contribution to your professional role.
Development of information or support resources for students.	Outline basis for development, review of implementation; include a copy of resources.	Reflection on critical incidences or complex cases with student.	Summary of situation, discussion and outcome. Ensure confidentiality is maintained.
Involvement in student practice education and providing placements.	Verification of placement, your contribution & the impact on your role.	Sharing information/learning from CPD activities with students.	Copy of presentation/information shared.
Provision of a tutorial/lecture for students.	Copy of the lecture or tutorial provided and evaluation of same.	Professional reading and study, e.g. CORU website and publications, journal articles, webinar, on-line libraries, educational videos.	Details of materials read and personal notes on contribution to professional role.

**How do I document the CPD activities completed for my CPD Portfolio?**

The two forms overleaf are designed to help you document CPD activities completed in relation to facilitating a student OT placement. The forms are based on the CORU CPD Portfolio Template, March 2017. Further information in relation to CPD Portfolios for CORU registrants is available from the CORU website ([www.coru.ie](http://www.coru.ie)).

**Record of CPD activities from student OT placement**

*Document here all the CPD activities that arose from facilitating the student OT placement. They may have occurred before, during, or after the student placement.*

<b>No. of activity</b>	<b>Title of learning activity</b>	<b>No. of CPD credits</b>	<b>Completion date</b>	<b>Supporting evidence</b>	<b>Learning gained from activity or opportunity</b>
1					
2					
3					
4					
5					
6					
7					
8					

## Student OT Placement CPD Reflective Practice Report on a Learning Activity/Experience

Brief description of the learning activity or learning experience

What learning need was the activity designed to meet (refer to Personal Learning Plan if planned learning activity) or was this an unplanned learning opportunity?

On reflection, what have I learned from the experience? (skills, knowledge, professional attitudes, other)

How can this learning impact on my professional practice and the delivery of service to my service users?

Has this learning activity highlighted any areas for development and new learning needs for me?

My action plan resulting from this experience is:

Goal	Timescale