

# CPD profile

**1.1 Full name:** Manager  
**1.2 Profession:** Occupational Therapist  
**1.3 Registration number:** OT1234

## 2. Summary of recent work/practice

I work as an occupational therapy service manager within a primary care trust (PCT). My key responsibilities include staff management, professional support and guidance, strategic planning, implementation and service promotion. I am actively engaged in promoting integrated delivery of services between health, social care and voluntary organisations by managing a junior staff grade rotation scheme between the acute care sector (ACS) and PCT, supporting relevant staff secondments.

I am also active in the development of others by managing the occupational therapy sponsorship scheme which involves promotion of the scheme throughout the service, liaising with local HEIs and SHA for places and funding. In addition I am responsible for ensuring that practice placement educators are upto date and offering effective student placements and recently I have been developing opportunities for consultant posts.

My role includes liaison with a variety of people and agencies. I have regular contact with senior management within the service to discuss the OT service strategy and direction, I liaise with SHA on workforce planning issues, I chair a regional managers meeting and regularly attend the regional AHP forum, regional post registration forum and the AHP Leads reference group.

I have a responsibility for recruitment and retention of staff and work with staff to identify issues that relate to this in order to promote the work of the occupational therapist and working with Human Resource services to develop a future workforce planning strategy.

Locally, I am involved with various groups as an active member, for example the Integrated Adaptations group, developing an occupational therapy service to a resource centre in developing a Learning and Development Officer post.

Nationally I take an active involvement with the profession by being a member of council and an expert panel member at the COT recruitment and retention meetings.

In the near future I expect to be developing county-wide co-ordination of student placements, a newly qualified occupational therapy staff support group and an in-county rotation scheme for newly qualified staff together with local CPD activities.

Total words: 333  
(Maximum 500 words)

## 3. Personal statement

I keep a portfolio which documents my CPD activity and enables me to map this against the HPC standards, providing evidence of the range of CPD activity during the last two years. Maintaining a portfolio document, visited on a monthly basis, enables me to document learning opportunities that have occurred and to reflect on the impact of these events on my practice and the user. The portfolio is also used to inform

appraisal, PDP and to inform my future CPD needs and career planning My reflections are aided by John's model of reflection and I make use of a variety of reflective tools as recommended by COT.

My portfolio contains evidence of formal and informal learning events and documents my reflections of these. These reflections are discussed regularly within supervision with my mentor/appraiser and links are made both to my current practice and to my personal development plan. Engagement in an annual appraisal (Evidence 1: appraisal procedure used and my PDP for the previous 2 years) in which a PDP is agreed with senior management to ensure that objectives are in line with the business plan. The reflective tools provided as evidence for my CPD in this statement are from my portfolio. Further examples can be available if requested.

In planning my CPD I aim to ensure that I undertake a range of activity which incorporates work-based, professional, self-directed and formal categories as described by HPC. The examples I have chosen to discuss to evidence Standards 3 and 4 will serve to demonstrate the mixture of CPD activity in which I have engaged and therefore how I meet Standards 1 and 2.

**I have selected a number of CPD activities from my portfolio which illustrate how I have met Standards 3 and 4, as they have a direct impact on the quality of my work and on the service users, staff and/or students with whom I work.**

- At staff appraisals I request an appraisal of my performance over the previous year and identify any areas for change and development (Evidence 2: example of feedback received and my reflections on this). For example I was given the feedback that some support staff were feeling that they had very little opportunity to develop and that my efforts appeared to be concentrating on the qualified staff in terms of CPD and training. In light of this, I opened the discussion with all support staff and developed a regular peer support and development opportunity that they manage once a month. I also became active in the development of the OT sponsorship scheme which I now manage which enables support workers to train as occupational therapists with support and funding available (Evidence 3: sample of meeting minutes evidencing my involvement) .
- Establishing links with the professional body through engagement in Council ensures that I am influencing and influenced by current professional issues (Evidence 4: copy of council minutes)
- My participation in the group developing the Foundation degree at a local HEI gave me insight into the work required to develop, validate and launch a new educational course. My input ensured that the course met the needs of future employers. (Evidence 5: copy of my reflective log on the process )

- I chaired a local OT group including staff from the Workforce Development Directorate to arrange a uni-professional conference, 'To Boldly Go'. The conference gave OTs from across both counties to hear national and local speakers and participate in workshops. The topics were focussed on the future of OT services, encouraging them to 'think outside the box'. The workshops offered OTs to gain information about research, critiquing papers, finding the evidence and balancing quality against quantity. The feedback received was very positive and a report was written. In order for the conference to happen I was involved in negotiating funding from various sources, organising the administration of the conference, and conducting the debriefing. (Evidence 6: programme of the day and copy of the report)
- As a result of my contacts with various universities, practice placement educator development sessions have been introduced for the Occupational Therapists. These have developed the staff's knowledge of education. The result has been an increase in practice placements that are available to the universities. (Evidence 7: programme of sessions available and letter thanking me for my input)
- I have completed work on the age profile of the OT workforce and this is contributing to the county's workforce planning strategy. The information also feeds into the number of staff on the secondment programme to OT training course. I manage the secondment programme, support the staff and arrange support groups for staff training to become OTs. I negotiate with the Workforce Development Directorate for funding for these staff. I co-ordinate the recruitment process of all OTs into the department. (Evidence 8: report of age profiling)
- I co-ordinate information and write editions of 'OT Newsletter' for the OTs within Adult Care Services. This ensures that information is disseminated to the operational staff directly. For example it includes updates on training courses, information from the professional body, HPC and practice placement requests. (Evidence 9: copy of OT Newsletter)
- I have recently planned and implemented a strategy for CPD within the service which enables staff to identify career opportunities and development needs which in turn facilitates the commissioning of relevant training. The scheme also supports individuals with development of portfolios. I also run OT profession specific meetings with Senior Practitioners where we discuss various issues including specific training needs, CPD activities. (Evidence 10: copy of CPD strategy and minutes of meetings)
- I am a member of the Allied Health Professions forum within my region. Also I am part of the AHP leads reference group. Being a member of these groups enables me to have a sound working knowledge of what is happening in health and to contribute from the social care point of view.

In summary, the activities that I have been involved in are related to the development of staff, ensuring that practice is appropriate and contributes to the effective delivery of services to clients. As can be seen from my summary of recent practice much of my role involves service and staff development. In order to carry out these roles I ensure that I am upto date with current issues and seek support and guidance of peers and colleagues as necessary.

Through my recent reflections I have identified the need to develop my group facilitation skills (Evidence 11: reflective log). The Learning & Development unit are assisting me with finding an appropriate course. The scope of practice for OTs within the department may change with the advent of a new government paper which may require the workforce to have additional skills which I will need to provide appropriate learning activities for therefore it is important that I continue to keep abreast of change by attending relevant forums.

Total words: 1149  
(Maximum 1500 words)

#### 4. Summary of supporting evidence submitted

Evidence number	Brief description of evidence	Number of pages, or description of evidence format	CPD Standards that this evidence relates to
Example	Eg: 'Case studies' or 'Critical literature review'	Eg: '3 pages', 'photographs', or 'video tape'	Eg: Standards 2 and 4
	Summary of CPD activities	2 pages	Standard 1
1	Appraisal procedure followed and copy of my PDP	2 pages 4 pages	Standards 2 and 3
2	Examples of staff feedback on my performance Reflective tool	3 pages 2 pages	Standard 3 & 4
3	Minutes of OT sponsorship meeting	3 pages	Standard 2 and 3
4	Minutes of Council	6 pages	Standard 3 and 4
5	Reflective log on developing a Foundation degree	3 pages	Standard 3 and 4
6	Conference programme and report	1 page 5 pages	Standard 2 and 3
7	Programme of practice placement educator sessions available	2 pages	Standards 2 3 and 4
8	Report of age profiling	10 pages	Standards 2 and 3
9	Copy of OT newsletter	3 pages	Standard 4

10	CPD strategy developed and minutes of Profession specific meetings	3 pages 4 pages	Standard 3 and 4
11	Reflective log	2 pages	Standard 3 and 4