

CPD profile

1.1 Full name: Manager

1.2 Profession: Occupational Therapist - Manager

1.3 Registration number: AB1234

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 Higher Education Institutions (HEIs) and the Strategic Health Authority (SHA) for places and funding. In addition I am responsible for ensuring that practice placement educators are up-to-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 occupational therapy 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 Allied Health Professional (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 College of Occupational Therapy (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

Standard 1: A registrant must maintain a continuous and up-to-date and accurate record of their CPD activity.

I keep a portfolio which documents my CPD activity and enables me to map this against the Health and Care Professions Council (HCPC) 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, personal development plan (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 the College of Occupational Therapy (COT).

Standard 2: A registrant must identify that their CPD activities are a mixture of learning activities relevant to current or future practice.

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. 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 HCPC.

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.

Standard 3: A registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery.

Standard 4: A registrant must seek to ensure that their CPD benefitted the service user.

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.

Staff feedback

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 their skills and that my management efforts appeared to be focused on supporting

qualified staff in their CPD and training. In light of this, I opened up 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 and management of an occupational therapy sponsorship scheme to enable support workers to train as occupational therapists with support and funding available (Evidence 3: sample of meeting minutes evidencing my involvement). The support staff in my department are now taking up these opportunities to develop their knowledge and skills.

Chairing local occupational therapy group

I chaired a local occupational therapy group which included staff from the workforce development directorate, in order to organise a uni-professional conference, 'To Boldly Go'. The conference gave occupational therapists from across both counties the opportunity to hear national and local speakers and participate in workshops. The topics were focussed on the future of occupational therapy services, encouraging them to 'think outside the box'. In my role as an organiser I negotiated funding from various sources, and organised the administration of the conference, including identifying and inviting a range of guest speakers and facilitators to deliver workshops and lectures on research, critiquing papers, finding the evidence and balancing quality against quantity. I also conducted a debriefing for the organising group at the end of the conference. (Evidence 4: programme of the day and copy of the report). I learned a lot about effective ways of coordinating a group to deliver a large event, and also updated my knowledge about current developments and leading occupational therapy researchers across the UK as part of recruiting speakers for the conference. I will use these skills for future events I organise or coordinate, and intend to follow-up with the research contacts I made. The feedback I received from the conference was very positive, with many attendees feeling that it was a useful and well organised event.

Age profiling

In the last year I have completed work on an age profile of the occupational therapy workforce within our department, which is being contributed to the county's workforce planning strategy. I learned much about the demographic groupings of the staff our department, which has helped me to more effectively co-ordinate the recruitment process of all occupational therapists into the department. An area where this information has proved particularly useful has been in planning and negotiating with the workforce development directorate for funding and placement opportunities for staff on the secondment programme I manage. These staff are seconded to an occupational therapy training course, where I also provide staff support and arrange support groups for staff training to become occupational therapists. Armed with this evidence I was more effectively able to argue that more funding was needed for placement opportunities for a particular group of staff. This has given these staff members new opportunities to learn, and has reduced the rate of staff turnover within this group in our team. (Evidence 5: report of age profiling)

Occupational therapy newsletter

I co-ordinate information and write editions of 'Occupational Therapy Newsletter' for the occupational therapists within adult care services. I research and include useful updates and information so it is disseminated to operational staff directly. For

example I includes updates on training courses, information from the professional body, HCPC news, social care developments where relevant, and practice placement requests. Writing the newsletter keeps me up-to-date with what is happening in the health and social care sectors generally, and also helps me to plan more effectively for opportunities or events that may be relevant to my staff or our service. I have received positive feedback from our operational staff that they find the content of the newsletter helpful in planning their CPD, and also to identify career opportunities and development needs which in turn facilitates the commissioning of relevant training. (Evidence 6: copy of newsletter)

Total words: 1108
(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 this evidence relates to
	Summary of CPD activities	2 pages	Standard 1
1	Appraisal procedure followed and copy of my personal development plan (PDP)	2 pages and 4 pages	Standards 2 and 3
2	Examples of staff feedback on my performance, reflective tool	3 pages and 2 pages	Standards 3 and 4
3	Minute of occupational therapy sponsorship meeting	3 pages	Standards 2 and 3
4	Conference programme and report	1 page and 5 pages	Standards 2 and 3
5	Report of age profiling	10 pages	Standards 2 and 3
6	Copy of occupational therapy newsletter	3 pages	Standard 4