Types of CPD Activity and Examples

It is important that CPD is a mixture of different types of activity from each section.

Work based learning

Learning by doing
Receiving coaching/n-service training
Adapting user/student notes
Creating procedural documents
Updating procedural documents
Reading procedural documents
Writing reports
Updating reports
Reading reports
Writing business plans
Updating business plans
Reading business plans
Writing clinical audit tools
Updating clinical audit tools
Reading clinical audit tools
Writing clinical guidelines
Updating clinical guidelines
Reading clinical guidelines
Writing action plans
Updating actions plans
Carrying out action plans
Filling in questionnaires
Reading quality mark documents
Attaining National Occupational Standards (NOS)
Creating induction materials for new members of staff
Updating Induction materials for new members of staff
Reading Induction materials for new members of staff
Contributions to work of a special interest group (SIG)
Updating engineering, technical and measurement skills
Recording of sabbaticals, secondments, attachments and work placements
Achieving Quality marks (CHI, QAA. CPA, HQS ISO9000 etc)

Researching new devices that will be central to project development.
Carrying out reflective practice
Discussions with colleagues (e.g. idea generation, problem solving)
Peer review of own work, including presentations to colleagues
Involvement in the work of employer (e.g. being a representative on a committee)
Work shadowing
Taking secondments
Participating in job rotation
Attending a journal club
Participating in a journal club
Starting a journal club
Reading literature and case studies
Reviewing literature and case studies
Writing literature and case studies
Creating presentations to give clients, regulators, policy makers etc.
Giving presentations to clients, regulators and policy makers etc
Supervising staff or students
Visiting and reporting on other departments
Expanding your role
Analysing lessons learned (reflection)
Analysing significant events
Carrying out project work or project management
Providing evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework
Updating documents of general value (procedures, protocols, guidelines, etc)
Reading documents of general value (procedures, protocols, guidelines, etc)
Writing documents of general value (procedures, protocols, guidelines, etc)

Document Number: 0258
Version Number: 01.00
Issue Date: 28-02-2017

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Responsible Body: IPEM Office
Creation Date: 28-02-2017
Created by: Jo Pearson

Revised by: Filename: 03-13-15 0258 01.00 Types of CPD Activity and Examples

Types of CPD Activity and Examples

Professional activity	Formal / educational
Involvement in a professional body's activities Contributing to the work of a professional body Membership of a special interest group (SIG) Lecturing or teaching new material or to a new category of audience Being a Mentor Being a Mentee Being an examiner Being a tutor Taking an exam Attending branch meetings Organising branch meetings Organising journal clubs or other specialist groups Maintaining or developing specialist skills Being an expert witness Membership of other professional bodies or groups Giving presentations at conferences Presenting a poster at a conference Organising accredited courses Taking an accredited course Supervising research Being a national assessor Being promoted or taking on a new role Evaluating journal articles read or refereed Reading journal articles Discussing the articles with colleagues Carrying out editorial activities for peer-reviewed journals Promoting the career to others formally or informally Networking with professionals in other organisations	Attending courses Attending further education course Attending higher education course Carrying out distance learning Reading research papers/proposals/ funding applications/ethical approval applications Creating research papers/proposals/ funding applications/ethical approval applications Updating research papers/proposals/ funding applications/ethical approval applications Attending conferences or scientific meetings Writing articles or papers Attending seminars/presentations Taking courses accredited by a professional body Writing courses accredited by a professional body Planning or running a course Producing course programme documents Reading course programme documents Writing articles produced for publication Reading published articles Updating engineering, technical and measurement skills Learning new skills in information management and technology Taking part in management development Taking part in statutory and mandatory training including health and safety, manual handling, etc Improving communication skills formally or informally Taking part in quality assurance Reading lecture notes Writing lecture notes Taking part in learning contracts Writing examination papers Taking an examination
Self-directed learning	**Other**
Reading journals/articles Reviewing books or articles Discussing books or articles with colleagues Updating knowledge through the internet Keeping a file of your progress Completing course assignments Writing books and book chapters Reading books and book chapters Carrying out reflective practice Writing reports on new/updated equipment or techniques	Carrying out public service Carrying out voluntary work Taking non work related courses Developing leadership skills Strategic thinking/planning Developing organisational/planning skills Improving finance skills Improving coaching/counselling skills STEMNET volunteering Running or attending youth groups or sports teams

Document Number:　0258
Version Number:　01.00
Issue Date:　28-02-2017
Revised by: Filename: 03-13-15 0258 01.00 Types of CPD Activity and Examples

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Responsible Body:　IPEM Office
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Can you think of any other activities like these that could count towards your CPD?

Your plans/ideas for this year ….

Document Number: 0258
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Responsible Body: IPEM Office
Creation Date: 28-02-2017
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Revised by: Filename: 03-13-15 0258 01.00 Types of CPD Activity and Examples