

Please note, this downloadable version of the reflective exercise template has been created and made available for download to assist you offline, it is not, under any circumstance, to be returned to the GOC. For the reflective exercise requirement to be met, you will need to complete the online version for it to be registered. This will be available in MyCPD from July 2024.

## Reflective Exercise Guidance Template

The reflective exercise is the process where you reflect on your personal development by thinking about your experiences to gain insights about your practice and to improve the way you work or the care you give to your patients. Reflection is part of the continuous learning and development expected of you as a professional throughout your career. It will also feed into your planning ahead of the next cycle to decide your ongoing development plan.

Please review your Personal Development Plan for the current cycle ahead of completing your reflective exercise. It is important that your PDP has been fully completed ahead of you conducting your reflective exercise so that you may reflect upon your anticipated learning outcomes and whether you achieved these. Please also consider what impact this has had on your practice.

Reflective Exercise Guidance	
Date for completion	<i>We would advise you to carry out the reflective exercise when you have met all or most of your CPD requirements which should be undertaken towards the end of the cycle, so that you can have a more meaningful discussion with your peer about progress against your personal development plan.</i>
Venue	<i>You will need to confirm whether the peer discussion was in person, via video link or by telephone.</i>
Peer details: You will be asked to select one of these options on the online form and enter the following details.	<ul style="list-style-type: none"> <li>✔ Employer / Line Manager.</li> <li>✔ Optometrist / Dispensing Optician</li> <li>✔ Other healthcare professional (for example ophthalmologist, orthoptist, nurse, physiotherapist, pharmacist).</li> </ul> <p><i>You will be asked to enter the name, registrant type, GOC or other statutory body registration number and email address. (Please note, an employee would not be considered a peer for reflective exercise purposes).</i></p> <p><b><i>Please note, the GOC will use these details to contact your peer for verification of your reflective exercise, therefore please ensure these details are correct and stay in touch with your peer to ensure they have verified your discussions.</i></b></p>

We suggest you identify who is going to be your peer early on in the CPD cycle, so that you are both prepared for your reflective exercise. A relative or close friend would not be considered a peer.

## Reflection on CPD activity to date

*You will be asked to review your desired learning outcomes stated within your PDP and reflect upon whether you achieved these. You will also be guided to consider what impact this has had on your practice. You may wish to review your reflective statements and consider any feedback received.*

### How have you adapted your learning outcomes throughout the cycle?

*It is anticipated that your learning outcomes may change to reflect changes in your career throughout the cycle. As long as you meet the minimum CPD requirements and set out clearly above why you have undertaken learning in different areas than you originally planned these outcomes will still be accepted. You may wish to reflect on any key milestones that sparked those changes? (e.g. milestones could be professional training, pieces of CPD, a particular patient, getting involved in LOCs/etc. Remember not to include personal patient data that could identify your patient.*

### What other CPD activities and learning outcomes do you need to carry out looking forwards from the end of this cycle into the next cycle.

*You will be asked to include any CPD that you have yet to conduct this cycle and your aspirations towards building your PDP within the next cycle. We will ensure that you have a copy of this reflective exercise when you conduct your PDP next cycle and therefore any comment made here will help you to reflect on your ongoing development journey.*

***Please note that any reflective exercises that are in process but not formally submitted within the MyCPD system by the end of the cycle will not be accepted.***