

AUDIT Guidelines

Appendix 1

Criteria for CPD Documentation	Goal number:	1	2	3	4	5	Assessor Comments
Reflection Describes a defined, focused goal Is the goal relevant to professional pharmacy practice and is it an identified learning need (i.e. not just a course)? Is the goal linked to a standard that is relevant to the pharmacist's practice? Describes the expected application of the learning to practice (practice outcomes – direct/indirect benefit to patient)	Goal number:						
	Describes the actions taken (strategies and activities) to achieve the goal						
	Were the actions taken relevant to the learning goal?						
	Are the evaluation statements related to the original goal and standard?						
Action Describes the learning that occurred i.e. knowledge & skills gained (and, if applicable, learning that wasn't achieved) Describes how the learning was applied and incorporated into practice to directly/indirectly benefit the patient and/or improve patient safety. Describes example(s) of practice outcomes and improvements in practice Determines if the learning strategy met the learning need. If it didn't, explains why.	Describes the learning that occurred i.e. knowledge & skills gained (and, if applicable, learning that wasn't achieved)						
	Describes how the learning was applied and incorporated into practice to directly/indirectly benefit the patient and/or improve patient safety.						
	Describes example(s) of practice outcomes and improvements in practice						
	Determines if the learning strategy met the learning need. If it didn't, explains why.						
Outcomes /evaluation If applicable, describes new goals that were identified as a result of this goal (or where to from here?) Outcome Credit assigned reflects practice-outcomes achieved	If applicable, describes new goals that were identified as a result of this goal (or where to from here?)						
	Outcome Credit assigned reflects practice-outcomes achieved						