

## TRAMm Trail

Please note: The TRAMm Trail has been designed for you to plan and record in a little more depth your most significant pieces of CPD. It is not anticipated that you would complete this for every piece of your CPD, only those you feel may be useful for evidence if called by the HCPC for audit. Remember to maintain confidentiality. For more information see our book [A Strategic Guide to CPD for Health and Care Professionals: The TRAMm Model \(2<sup>nd</sup> ed\)](#)

### TRAMm Trail: Suggestions for you to consider

**Date: DD/MM/YY**

These are suggestions, you are not expected to include all of these and you may have other items more relevant to you

TELL (T)	RECORD (R)	APPLY (A)
Who do you need to share your plans with? Will this be formally or informally?	Reflection? Which model and method of reflection? Written/verbal?	What are you going to do next to Apply what you have learnt?
Do you need help to apply your learning? Who can help you with this?	Presentation? Leaflet?	Is it appropriate to Apply your learning now or do you need to find more information?
Do you need to build your own learning community? How will you do this?	Case notes?	Do you need permission before any new implementation in practice? Who do you need to contact? How are you going to find their contact details?
Who will you disseminate information to and how? Locally/nationally/globally?	CPD portfolio updated?	What do you need to set up or put in place?
How can you share the impact of your learning with your manager/organisation?	Appraisal updated?	Will it be sustainable? Will your service user be able to sustain the intervention, will your project continue, will funding continue etc?
Verbal reflection? Who with?	Curriculum Vitae updated?	What information is already available to you? Where is it, how will you access it?
Who and how will you disseminate your learning?	Social media record?	Have you identified further training events/journal articles/conferences/social media opportunities to support the application of your learning?
Informal and/or formal mechanisms?	TRAMm Tracker & Trail initiated and updated?	Other? (Include dates these will/are achieved by)
Other?	Learning Contract?	
(Include dates these will/are achieved by)	SWOT Analysis?	
	Other?	
	(Include dates these will/are achieved by)	



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MONITOR (M)	mEASURE (m)	HCPC Standards met: (standards you aim to achieve)
<p>Do you already Monitor your progress – if so how? If not... How will you Monitor your progress? Are there resources that could assist you?</p> <p>Can you identify new learning that you achieved as your experience progressed or has this led to identifying areas where you need to develop in the future?</p> <p>Will you be supervised or mentored by anyone, formally or informally? If so, who? If not why not? Is this a point to consider for your future Plan of Action?</p> <p>Are there any Monitoring roles you already or could undertake? (e.g. Mentorship/Student Educator etc.)</p> <p>How will you use your annual appraisal to Monitor your progress and set new goals?</p> <p>What are your strengths/learning needs in this area? What opportunities are available to help you develop your role?</p> <p>Other? (Include dates these will/are achieved by)</p>	<p>What &amp; how are you going to measure progress &amp; impact of you learning?</p> <p>What is your baseline?</p> <p>Have you achieved what you set out to achieve or has something changed? Has the outcome been different than anticipated? Positive or negative. Have you reflected on this?</p> <p>What would you do differently next time?</p> <p>How has this learning contributed to the quality of your practice/service delivery?</p> <p>How has this learning benefited your service user(s)?</p> <p>How has this learning benefited your other stakeholders?</p> <p>Other?</p> <p>(Include dates these will/are achieved by)</p>	<p><b>PLAN of ACTION:</b></p> <ul style="list-style-type: none"> <li>As you work through the TRAMm Stations what have you identified that you need to carry out next?</li> <li>What would you like to achieve next?</li> <li>Where may/will this learning event lead?</li> <li>Update TRAMm Tracker (timescale)</li> <li>Update TRAMm Trail (timescale)</li> <li>Review and update Reflection (timescale)</li> <li>What are you going to do next?</li> <li>Other?</li> </ul> <p>(Include dates these will/are achieved by)</p>

