

## 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)
<ul style="list-style-type: none"> <li>Who do you need to share your plans with? Will this be formally or informally?</li> <li>Do you need help to apply your learning? Who can help you with this?</li> <li>Do you need to build your own learning community? How will you do this?</li> <li>Who will you disseminate information to and how? Locally/nationally/globally?</li> <li>How can you share the impact of your learning with your manager/organisation?</li> <li>Verbal reflection? Who with?</li> <li>Who and how will you disseminate your learning?</li> <li>Informal and/or formal mechanisms?</li> <li>Other?</li> </ul> <p>(Include dates these will/are achieved by)</p>	<ul style="list-style-type: none"> <li>Written Reflection? Which model and method of reflection?</li> <li>Presentation? Leaflet?</li> <li>Case notes?</li> <li>CPD portfolio updated?</li> <li>Appraisal updated?</li> <li>Curriculum Vitae updated?</li> <li>Job application?</li> <li>Social media record?</li> <li>TRAMm Tracker initiated and updated?</li> <li>TRAMm Trail initiated and updated?</li> <li>Business plan?</li> <li>Learning Contract?</li> <li>SWOT Analysis?</li> <li>Mind map?</li> <li>Other?</li> </ul> <p>(Include dates these will/are achieved by)</p>	<ul style="list-style-type: none"> <li>What are you going to do next to <i>Apply</i> what you have learnt?</li> <li>Is it appropriate to <i>Apply</i> your learning now or do you need to find more information?</li> <li>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?</li> <li>What do you need to set up or put in place?</li> <li>Will it be sustainable? Will your service user be able to sustain the intervention, will your project continue, will finding continue etc ?</li> <li>What information is already available to you? Where is it, how will you access it?</li> <li>Have you identified further training events/journal articles/conferences/social media opportunities to support the application of your learning?</li> <li>Other?</li> </ul> <p>(Include dates these will/are achieved by)</p>



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MONITOR (M)	mEASURE (m)	HCPC Standards met: (standards you aim to achieve)
<ul style="list-style-type: none"> <li>Do you already <i>Monitor</i> your progress – if so how? If not...</li> <li>How will you <i>Monitor</i> your progress? Are there resources that could assist you?</li> <li>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?</li> <li>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?</li> <li>Are there any Monitoring roles you already or could undertake? (e.g. Mentorship/Student Educator etc.)</li> <li>How will you use your annual appraisal to Monitor your progress and set new goals?</li> <li>What are your strengths/learning needs in this area? What opportunities are available to help you develop your role?</li> <li>Other? (Include dates these will/are achieved by)</li> </ul>	<ul style="list-style-type: none"> <li>What are you going to measure?</li> <li>How will you measure your progress?</li> <li>What is your baseline?</li> <li>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?</li> <li>What would you do differently next time?</li> <li>How has this learning contributed to the quality of your practice/service delivery?</li> <li>How has this learning benefited your service user(s)?</li> <li>How has this learning benefited your other stakeholders?</li> <li>Other? (Include dates these will/are achieved by)</li> </ul>	<p style="color: #e91e63; margin: 0;"><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 style="margin-left: 20px;">(Include dates these will/are achieved by)</p>

