The TRAMm Model
A Framework for Continuing Professional Development
www.TRAMmCPD.com

Roe Morris, Sarah Lawson & Deb Hearle
18 June 2013
Today...

- Highlight the Health & Care Professions Council (HCPC) standards for continuing professional development (CPD) and their requirements for audit

- Introduce the TRAMm model, TRAMm Tracker and TRAMm Trail and demonstrate how they can be used to direct and record CPD to help you meet the HCPC standards

- Have a go...
## HCPC and CPD

<table>
<thead>
<tr>
<th>Standard 1</th>
<th>Standard 2</th>
<th>Standard 3</th>
<th>Standard 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain a continuous, up to date and accurate record of CPD activities</td>
<td>Demonstrate CPD activities are a mixture of learning activities relevant to current or future practice</td>
<td>Seek to ensure that CPD has contributed to the quality of their practice and service delivery</td>
<td>Seek to ensure that CPD benefits the service user</td>
</tr>
</tbody>
</table>

**Standard 5 – only applies if chosen for audit**

Upon request, present a written profile of own work, supported by evidence, which explains how standards have been met.

(HCPC 2012)

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
TRAMm and HCPC Audit

Occupational Therapists next audit August-October 2013

1. List of CPD activities *with dates* (*TRAMm Tracker*)

2. Summary of last 2 years work (500 words)

3. Statement of how standards met (1500 words)
   - Not necessarily essay standard
   - Bullet points
   - Notes
   - Choose 3 or 4 activities and reflect on how they have met the standards (*TRAMm Trail provides overview*)

4. Supporting Evidence only linked to what you have written in 3 (photocopies only) (*Relevant evidence and where to find it recorded on TRAMm Tracker*)

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
TRAMm Overview

Over to you!

TRAMm Model

The 5 Stations

T – Tell
R – Record
A – Activity
M – Monitor
m – Measure

(Morris et al, 2010)

www.TRAMmCPD.com/Enquiries@TRAMmCPD.com
Station
T - TELL

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
Reflections
Publications
CPD portfolio
Curriculum vitae
Information leaflets
Audit
Service Evaluation

SOAP notes
Preceptorship/KSF
Learning Contracts
Induction Materials
Annual Appraisal
TRAMm Tracker
TRAMm Trail

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
Station
A - ACTIVITIES
It is important that knowledge and skill development is monitored against the original aims of your CPD.

*This can be done in ways such as:*

- Formal/Informal Mentorship
- Formative Assessment
- Establishing Development Plans
- Reviewing CPD Development Plans
- Competencies
- Peer Reviews
- Supervision
- Accreditation of Practice Placement Educators (APPLE)

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
Station

**m - MEASURE**

- Specific Individualised Goals
- Informal Education Opportunities
- Performance Indicators
- Letters of Commendation

- Standards of Proficiency
- Skill Acquisition and Improvement
- Applied Knowledge
- Audit
- Outcome Measures
- Research

- TRAMm Tracker

Back

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
## TRAMm Tracker

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Description</th>
<th>Certificate</th>
<th>Reflection</th>
<th>TRAMm Trail</th>
<th>HCPC Standard</th>
<th>TRAMm</th>
<th>Index</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/6/13</td>
<td>Session 12: TRAMm Model for CPD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## TRAMm Trail

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tell (T)</td>
<td></td>
</tr>
<tr>
<td>Record (R)</td>
<td></td>
</tr>
<tr>
<td>Activities (A)</td>
<td>Measure (m)</td>
</tr>
</tbody>
</table>

HCPC Standards met:
<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Description</th>
<th>Certificate</th>
<th>Reflection</th>
<th>HCPC Standard</th>
<th>TRAMm</th>
<th>Index</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/6/13</td>
<td>Session 12: TRAMm Model for CPD</td>
<td>TRAMm Model for CPD with overview of HCPC standards and audit</td>
<td>T</td>
<td>1 2</td>
<td>T</td>
<td>A</td>
<td>3</td>
<td>Attended and participated in seminar, used Tracker and Trail. Copies in CPD file. Email TRAMMCPD for Information Pack</td>
</tr>
<tr>
<td>Feb 13 – ongoing</td>
<td>Work with client</td>
<td>Child in hosp. Referred for adaptations for discharge home</td>
<td>R</td>
<td>T 1 2 3 4</td>
<td>T</td>
<td>R A M m</td>
<td></td>
<td>See FACE assessment, case notes and client outcomes. Reflection and Trail on TRAMm usb</td>
</tr>
</tbody>
</table>
## The TRAMm Model for CPD

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Activities (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tell (T)</strong></td>
<td></td>
<td>• Participated in seminar, including filling in a TRAMm Tracker and TRAMm Trail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Visited HCPC exhibitors stand for copy of <em>Standards for OT’s and CPD and Your Registration</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Emailed Enquiries@TRAMMCPD for information pack</td>
</tr>
<tr>
<td></td>
<td>• Participated in general discussion within seminar</td>
<td>• Discussed how to use Tracker and Trail with people on table</td>
</tr>
<tr>
<td></td>
<td>• Discussed how to use Tracker and Trail with people on table</td>
<td>• Discussed advantages of TRAMm with neighbour</td>
</tr>
<tr>
<td></td>
<td>• Discussed advantages of TRAMm with neighbour</td>
<td>• Disseminate CPD and TRAMm information with work colleagues</td>
</tr>
<tr>
<td></td>
<td>• Disseminate CPD and TRAMm information with work colleagues</td>
<td>• Reflection written</td>
</tr>
<tr>
<td></td>
<td>• Reflection written</td>
<td>• CPD portfolio reorganised using TRAMm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TRAMm Tracker initiated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TRAMm Trail initiated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Participated in seminar, including filling in a TRAMm Tracker and TRAMm Trail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Visited HCPC exhibitors stand for copy of <em>Standards for OT’s and CPD and Your Registration</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Emailed Enquiries@TRAMMCPD for information pack</td>
</tr>
</tbody>
</table>

|                      |                  | **Monitor (M)**                                      |
|                      |                  | • Discussed CPD requirements in Supervision using TRAMm to illustrate learning needs  |
|                      | • Discussed CPD requirements in Supervision using TRAMm to illustrate learning needs | HCPC Standards met: $1, 2, 3, 4$  |

|                      |                  | **Measure (m)**                                     |
|                      |                  | • Up to date CPD file  |
|                      |                  | • Ongoing use of TRAMm Tracker  |
|                      |                  | • TRAMm Trail for significant pieces of CPD  |
TRAMm Evaluation

- 85 OT’s Evaluating Individually/Department
- Mentor → Monitor
- TRAMm Trail

NHS
Social Services
Students

Blackpool
Wigan
Southport
Coventry
North Wales
Canterbury
Cambridge
Dorset
Oldham
Cheshire
Norwich
Glamorgan

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
Evaluation Feedback…

Excellent
Simple
Concise
Encouraged CPD
Relevant Variety
Invaluable
Thank You
Easy to Use
Evidence
Personal Development
Clear
Positive
Organised
Structure
User Friendly
Future Developments

- **www.TRAMMCPD.com** – includes TRAMm Information, Trackers and Trails free to download


- Continued application by individuals and departments

- Other professions: AHP’s, Social Work, Law
To Conclude…

CPD is a personal journey

The TRAMm model, TRAMm Tracker and TRAMm Trail provide the infrastructure and transport for both individual and organisation by providing:

- A dynamic *model* designed to encourage professionals to plan, record and share their CPD
- A *framework* to structure and facilitate your journey through CPD
- A *process* that reflects the way individuals learn, absorb and apply new experiences

www.TRAMmCPD.com/Enquiries@TRAMMCPD.com
Find out more...

- www.TRAMMCPD.com
- Enquiries@TRAMMCPD.com

Follow us @TRAMMCPD on Twitter

Quarterly TRAMm Newsletter


COT 2012 Poster: Application of the TRAMM Model for CPD can be viewed on F1000 Posters available at: http://f1000.com/posters/browse/summary/1093000
Questions?

www.TRAMmCPD.com
References

• Health and Care Professions Council (2012) Continuing Professional Development and Your Registration. London: Health Professions Council