

**Scheme for Registration**

**Stage One reflective accounts**

**Reflective accounts**

Within Stage one, reflective accounts (RAs) are used as evidence type for assessing certain competencies.

Trainees need to use the College’s template to produce and submit their RA for each of the competencies for which reflection is now a compulsory evidence type. The attached template provides further information on how we expect trainees to provide a RA.

**Completing the RA template:**

* RAs should be written in the first person
* RAs should not be more than 500 words in total (the template provides indications of the number of words that each section should comprise and to avoid an RA being overly descriptive)
* RAs should be written in a clear, structured, concise way
* Trainees need to complete the self-declaration statement at the end of the template to affirm that the RA is their own work and genuinely is based on an experience that they have had
* RAs include the patient identifier but should not include any other information that would make it possible to identify an individual patient or the colleagues of a trainee
* RA accounts can be referenced (e.g., in the analysis section) to refer to relevant underpinning theory, professional standards and guidance, policy documents and research findings; where used, references should be supplied in a conventional format.

**Assessing RAs**

* RAs are assessed on a pass/fail basis, using the criteria outlined below.

|  |  |
| --- | --- |
| **Pass** | **Fail** |
| The account is:   * A mix of description, explanation, analysis and planning * Demonstrates the following:   + Self-questioning   + Reflection on personal emotions   + Insights/understanding of personal responses and behaviour   + A review of the experience, standing back from the immediate scenario   + An overt review and analysis of how the trainee communicated with the patient and / or colleagues and the effects of this communication on the outcome   + A consideration of the issues the experience raises from a broader perspective (including through using relevant external reference points)   + The formulation of tangible, specific actions arising from reflection on the experience.   If the account suggests unsafe/inappropriate practice, it is clear how:   * The trainee has distilled specific, relevant learning from this in his/her evaluation and analysis * S/he will apply this learning to change his/her practice, as indicated in his/her conclusions and action plan. | The account is:   * Purely descriptive * Difficult to follow or understand * Does **not** demonstrate the following:   + Self-questioning   + Reflections on personal emotions   + Insights into personal responses and behaviours   + A review of the experience, standing back from the immediate scenario   + An overt review and analysis of how the trainee communicated with the patient and / or colleagues and the effects of this communication on the outcome   + The use of relevant external reference points   + Forward-planning, with tangible, specific elements identified in the action plan.   The account suggests unsafe/inappropriate practice on the part of the trainee, **but without** the clear distillation of learning from the experience or insight about how his/her practice needs to develop as a result. |

**Reference**

Gibbs G (1988). *Learning by Doing: A guide to teaching and learning methods*. Further Education Unit. Oxford Polytechnic: Oxford.

**Acknowledgement**

The College is grateful to assessors who have contributed to the development of this guidance.

**Reflective account (RA) template for use by trainees *(with annotations explaining how it should be completed)***

|  |  |
| --- | --- |
| **Name** |  |
| **Trainee No.** |  |
| **Competency** |  |
| **Patient record identifier** |  |
| **Brief description of patient encounter** |  |
| **Date RA completed** |  |

**Complete, sign and date the self-declaration at the end of this form.**

|  |  |  |
| --- | --- | --- |
| **1. Description [approx.100 words]** | | |
| What were the key features of the encounter / activity? | | *Decide on something that has happened during your pre-registration*  *placement that is relevant to the competency;*   * *It should something that taught you about yourself as a trainee.* * *It may have been new to your experience.*   *Give an account of it, describing everything* ***relevant*** *that went on;*   * *Be specific and concise, keep to what you are reflecting on.*   *Avoid all unnecessary detail, whilst ensuing your assessor is given a clear picture of what went on.* |
| **2. Evaluation [approx. 100 words including at least 3 examples]** | | |
| What was good or bad about the experience? | | *What do you think went well in the situation?*   * *Did you learn anything useful as a result?*   *What didn’t go so well?*  *Did anything give you cause for concern – either in what others did or*  *what you did?*   * *Was there something that you wouldn’t wish to experience again?*   *How did you communicate – with the patient and with other members*  *of the practice team?*  *Was there anything that made you think or taught you something?*  *How has your knowledge and understanding changed?* |
| **3. Even better if... [approx. 100 words including at least 3 examples]** | | |
| What else could you have done that would have made this a more positive and effective experience for the patient? | | *Could you have learned anything by doing something different?*   * *What stopped your from doing this?*   *Was there anything you should have noticed; e.g. that you should*  *have done/reported/asked about/read about?*  *Could you have communicated differently with the patient / other*  *members of the practice team?*   * *Why didn’t you?*   *Was there anything you could have discussed with your*  *supervisor?*  *Is there any further information/training/support that you need?*  *What have you learned about yourself (strengths/weaknesses/*  *knowledge/skills)?* |
| **4. Action Plan [approx. 100 words including at least 3 examples]** | | |
| What would you do differently to ensure the best outcomes for patients in a similar situation in the future? | *How has the experience helped you to improve your practise?*   * *How would you better prepare in the future?* * *How would you respond in a similar situation in the future?* * *What specific steps will you take?* * *How has your confidence increased?*   *What advice would you give to others?*  *How has your communication improved because of this*  *experience?* | |

**Self-declaration statement**

Trainees are required to self-declare the authenticity of the reflective account by signing and dating that they fulfil the following statement:

***‘I hereby declare that this submission is my own work and to the best of my knowledge it contains no materials written by another person or published elsewhere, except where due acknowledgement is made.***

***I understand that this reflective account may be randomly sampled and if it is found to contain materials written by another person or published elsewhere without acknowledgement, that this will constitute misconduct and a breach of Scheme regulations.’***

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Date |  |