



TRAMm Model
For Your CPD

The TRAMm Model

TRAMm Tracker

and

TRAMm Trail:

TRAMmCPD

Please note: We are practicing Occupational Therapists with a passion for CPD. This work is undertaken in our free time and our TRAMmCPD resources which include the TRAMm Model, TRAMm Tracker and TRAMm Trail (TRAMmCPD) are downloadable *free of charge* from our [web-site](#) for use by anyone who needs to engage in CPD. Our work is protected by a [Creative Commons licence](#), therefore you are free to share the material, provided you attribute it to us; you may not use any material for commercial or financial gain.

Any proceeds from the sale of our book *Hearle, D; Lawson, S and Morris, R (2016) A Strategic Guide to Continuing Professional Development for Health and Care Professionals: The TRAMm Model* are used towards the further development of TRAMmCPD and [web-site](#).



Contents

Acknowledgments.....	2
Introduction	3
Information	4
The TRAMm Tracker and TRAMm Trail.....	5
Suggestions for Activities within each TRAMm Station	8
T: TELL	8
R: RECORD	8
A: ACTIVITIES	8
M: MONITOR	9
m: mEASURE	9
References	10
APPENDIX 1: EXAMPLE TRAMm Tracker.....	11
APPENDIX 2: SAMPLE TRAMm Trail.....	13

Acknowledgments

We would like to thank you for your interest in the TRAMm Model, TRAMm Tracker and TRAMm Trail collectively known as TRAMmCPD we would be very grateful for your opinions on its effectiveness and suggestions for future implementation, email us at: enquiries@TRAMmCPD.com, follow us on Twitter @TRAMmCPD and/or join our Facebook group <https://www.facebook.com/groups/585617451473394/>

If you have any queries or would like to make any suggestions please email us: enquiries@TRAMmCPD.com



Introduction

Continuing Professional Development (CPD) is a personal journey, in order to be effective you need to *Tell* others, *Record* and apply your CPD *Activities*, *Monitor* your progress and *measure* the impact.

The TRAMm (Tell, Record, Activity, Monitor, measure) Model has been developed as a dynamic, interactive model to facilitate a strategic approach for those professionals registered with the Health and Care Professions Council (HCPC) who as part of their biennial re-registration process must undertake and evidence their CPD. All of the HCPC documents are available for free download at:

<http://www.hcpc.org.uk/publications>.

This Information has been put together to provide you with a *brief* overview of the TRAMm Model, TRAMm Tracker and TRAMm Trail, collectively known as TRAMmCPD. For full details please refer to our [book](#) *A Strategic Guide to Continuing Professional Development for Health and Social Care Professionals: The TRAMm Model*. (Hearle et al, 2016). The book is also available in e-book formats from Apple, Android and Kindle. If you are a member of the College of Occupational Therapists it is also available to view online via their [website](#) once you are logged in <http://www.cot.co.uk/cot-library/ebooks>

The book has been written as a handbook, for you to dip in and out of chapters, to help you explore what CPD is, why we do it and encourage you to consider your preferred learning style. There is an introduction to the TRAMm Model and each TRAMm Station has its own chapter where we explore in more depth, along with explanations and suggestions for how to utilise the TRAMm Tracker and TRAMm Trail. There is a case study that develops through each chapter. The chapters are:

1. What is continuing professional development and why do we do it?
2. Engaging in CPD and developing your learning style
3. Introduction to the TRAMm Model
4. How do you plan and disseminate for CPD? TRAMm Station **T: TELL**
5. How do you record your CPD plans and activities? TRAMm Station **R: RECORD**
6. What counts as CPD? TRAMm Station **A: ACTIVITIES**
7. How do you keep track of your CPD? TRAMm Station **M: MONITOR**
8. How do you measure your CPD? TRAMm Station **m: mEASURE**

NB. *Within TRAMm, the 'm' denotes measure purely to distinguish it from 'M' for monitor. It does not have any significance in terms of importance.*

Any proceeds from the sale of our book *Hearle, D; Lawson, S and Morris, R (2016) A Strategic Guide to Continuing Professional Development for Health and Care Professionals: The TRAMm Model* are used towards the further development of TRAMmCPD and the [web-site](#).



Information

The TRAMm Model was initially developed in 2010 as part of an appreciative inquiry exploration of CPD, you can read about the start of our TRAMmCPD journey in 'Creativity through Appreciative Inquiry' (Morris et al, 2011). This early version of the TRAMm Model was published in The Occupational Therapy Handbook: Practice Education (Polglase and Treseder, 2012). In order to evaluate the effectiveness of TRAMmCPD we ran a 12 month pilot study within NHS, local authority and education sectors across the UK, as a result of the feedback some changes were made to the original format. A summary of the changes were included in 'A Continuous and Dynamic Journey' (Lawson et al, 2014). Further research is planned, a proposal has been written and ethical approval is being sought. TRAMmCPD continues to evolve.

TRAMm Trackers and TRAMm Trails are available for FREE for you to download and use, from www.TRAMmCPD.com. The TRAMm Tracker ([Appendix 1](#)) has been designed as an adaptable tool which provides an effective way to record and measure individual learning outcomes, whilst taking into account the HCPC standards. The tool allows you to track your progress and offers the facility to record, measure and monitor your professional development and progress, providing a continuous journey towards fulfilling the HCPC registration standards. The TRAMm Tracker enables you to cross reference your learning between each station, identify gaps in learning needs and provide a method to index your CPD file. If selected for HCPC Audit the TRAMm Tracker enables you identify at a glance the pieces of your CPD which meet the audit requirements. You can then choose 3/5 of these to write about and submit your record of evidence for.

The TRAMm Trail ([Appendix 2](#)) provides a method to plan, record and analyse in a little more depth specific aspects of your CPD. It has been designed following the feedback we have received to use as a brief summary of work and learning to be used alongside your favoured method of reflection. The TRAMm Trail also includes a 'Plan of Action' section for you to record what you plan to do next.

From the feedback we have received people have found it most effective to use their TRAMm Tracker and TRAMm Trail as 'works in progress' to update them as they go along and to use them within their supervisions, annual appraisals and job interviews to highlight what has been achieved and identify learning needs.



The TRAMm Tracker and TRAMm Trail

These notes are to be used in conjunction with the Example TRAMm Tracker ([Appendix 1](#)) and TRAMm Trail ([Appendix 2](#)), the decision for which sections of TRAMm your pieces of CPD fits into is entirely subjective although some suggestions are included on page 8. Page 1 of the TRAMm Tracker provides a brief over view of the HCPC Standards alongside some suggestions for each of the TRAMm stations.

The TRAMm Tracker:

Column 1 – Date of Event - Date(s) Event took place, state if ongoing

Column 2 – Subject - Brief title of CPD activity carried out

Column 3 – Description - Provide brief description of event/what you did

Columns 4, 5, 6 - Certificate, Reflection and Trail Columns

Record if you received a Certificate, have written a reflection and/or initiated/updated a TRAMm Trail about the event

Columns 7 and 8 – HCPC Standards and TRAMm Stations

Which of the HCPC standards and TRAMm stations do **you** feel are met by each CPD event? Initially you may only meet HCPC standards 1 & 2, as time passes and you carry out more work/learning you may then revisit your Tracker and complete more standards It is not expected that every piece of your CPD will meet all HCPC standards. You will find more information in the [HCPC \(2012c\) Your Guide to our Standards of CPD](#). Enter which of the TRAMm stations you feel you have visited for each CPD event. Initially you may only visit the 'A' Activities station, as time passes and you carry out more work/learning you may then revisit your Tracker and complete more stations. It is not expected that you will visit each station for every activity or piece of CPD.

Remember: By keeping an up to date TRAMm Tracker you will be meeting Standard 1. Standard 5 is only met if called for HCPC Audit.

Column 9 – Index

This column relates to the index within your CPD file, where each piece of evidence is stored. If your evidence is stored electronically there is space for this in column 10 Notes. There will not always be a need to record anything in this column.

For the example used above *Work with client* the information gathered along with the written reflection are stored in a poly-pocket as item number 1 in the CPD file. If called for audit relevant information may be used as evidence. Please note that any evidence used for HCPC audit MUST MAINTAIN CONFIDENTIALITY.

Column 10 – Notes



This work is licensed under the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#). To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/4.0/> or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA. Permissions may be sought at <http://www.trammcpd.com/contact-about-us.html>

Use this column for your own notes which you feel are relevant; your cross reference to KSF standards, where to find other related pieces of evidence, where the event took place and with whom, etc.

Example TRAMm Tracker ([Appendix 1](#)) and Example TRAMm Trail ([Appendix 2](#)):

These demonstrate a mixture of CPD learning from an event which span over a period of time which are relevant to current and future practice. As you complete the Tracker, we hope you will be able to identify any gaps in your types of learning activities. A TRAMm Trail was also completed for the *work with client* to record in more depth the work and learning carried out (see [Sample TRAMm Trail](#)).

Work with client, highlighted in grey on the Tracker meets the HCPC standards in the following way:

HCPC Standard 1: *Registrants must maintain a continuous up-to-date and accurate record of their CPD activities (HCPC, 2012a)*

Completing the TRAMm Tracker

- Maintains a 'continuous and up-to-date record of CPD activities' (HCPC, 2012a).
- Provides a summary sheet for all your CPD activities with dates (HCPC, 2012b) which is required if chosen for audit by the HCPC

HCPC Standard 2: *Registrants must demonstrate that their CPD activities are a mixture of learning activities relevant to their current or future practice (HCPC, 2012a).*

Completing the *work with the client* has involved:

T: TELL

- *Discussions* and liaison with:
 - Social worker who made original referral (date)
 - Client and their family regarding goals and priorities including options for rehabilitation and adaptations (ongoing)
 - Care agency staff who are visiting client four times a day (date)
 - Community Rehabilitation Team Physiotherapist (date)
 - Technical Officer regarding possible adaptations (date)
- Informal *verbal* reflection with OT colleagues

R: RECORD



- *Workplace assessment documentation completed*
- *Detailed case notes written in SOAP format and stored on computerised system*
- *Paperwork completed for adaptations and sent to appropriate agency*
- *Letter written and sent to GP for medical information*
- *Reflection using a model of reflection (specify which) written and updated*

A: ACTIVITIES

- *Joint visits with care agency workers, technical officer and equipment representative (dates)*
- *Assessed clients abilities to transfer and sitting balance (date)*
- *Downloaded read and made notes on professional body guidelines (date)*
- *Joint visit to independent living centre with client, main carer and equipment representative to demonstrate and assess with equipment (date)*
- *Carried out informal online research into medical condition and suitable interventions*
- *Attended training course: run by equipment company (date)*

HCPC Standard 3 – *Registrants must seek to ensure that their CPD has contributed to the quality of their practice and service delivery. (HCPC, 2012a)*

MONITOR (M)

- *Formal supervision with manager to monitor progress and learning (dates)*
- *Informal mentoring within OT Team by more senior OT*
- *Self-monitoring using a model of reflection*

Using TRAMmCPD has enabled the practitioner to document their enhanced knowledge and monitor how this has improved the quality of their practice whilst providing a cost effective outcome. They have also identified further training and CPD activities. Future reflection at a later date could provide more detail about the knowledge gained and how this has improved practice.

HCPC Standard 4 – *Registrants must seek to ensure that their CPD benefits the service user. (HCPC, 2012a)*

mEASURE (m):

- *Client's situation improved and need for services reduced*
- *Follow up assessment scores provide evidence of improvement*
- *Client reported that their quality of life improved and now more independent. This anecdotal evidence recorded in case notes*
- *Practitioner feels that their confidence has improved in working with people with this medical condition and they can now build on this to further improve their practice.*

Using TRAMmCPD has enabled the practitioner to document the impact the intervention has had upon the client and may be used to highlight any cost savings. Anecdotal evidence has also been used as a



measure along with the practitioner recognising their confidence in working with people with this medical condition has improved. Future reflection at a later date could provide more detail about the knowledge gained and how this has had an impact on professional practice for use with other clients.

For further information regarding the Health & Care Professions Council visit <http://www.hpc-uk.org/>

Suggestions for Activities within each TRAMm Station

The following are suggestions for activities which fit into the TRAMm, these are not exhaustive and you may choose your own. They are guided by the HCPC Examples of CPD Activities (HCPC, 2012c)

T: TELL

- Informal/Formal discussion with colleagues
- Social Media/Email/Intranet/Internet
- Disseminating Information
- Training/Roadshows
- Presentations
- Annual Appraisals/Development Reviews
- Verbal reflection
- Journal Club
- Case Studies
- Providing feedback from your CPD to colleagues

R: RECORD

- Reflective logs
- Service Evaluation
- Online digital curation
- Preceptorship/KSF Standards
- CPD Portfolio/CPD Certificates
- Written Documents/Information leaflets
- SOAP Notes
- Publications
- Mind maps
- Learning Contracts
- Annual Appraisals/Development Review
- Induction materials
- Curriculum Vitae
- TRAMm Tracker/Trail

A: ACTIVITIES

- Journal club
- Self-Directed Learning



- Learning from colleagues Tell
- Reading Journals/Books
- External Examining
- Reflection
- Project Work
- Active member of Specialist Section/Interest Group
- Research
- Shadowing/Secondments/Rotation
- Accreditation and Revalidation
- Further Education
- Involvement in Professional Body
- Attending Conferences/Courses

M: MONITOR

- Self-Monitoring through Reflection
- Formal/Informal Mentorship
- Student Educator
- Supervision
- Peer reviews
- Preceptorship

m: mEASURE

- Specific Individualised Goals
- Standards of Proficiency
- Performance Indicators
- Health economics data
- Outcome Measures
- Increased confidence
- Preceptorship
- Skill Acquisition and Improvement
- Audit
- Research/Quality Improvement Projects
- Anecdotal evidence
- Reduced time taken to perform something



References

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

Health & Care Professions Council (2012b) **How to Complete Your Continuing Professional Development Profile**. London: Health & Care Professions Council

Health & Care Professions Council (2012c) **Your guide to Our Standards of Continuing Professional Development**. London: Health & Care Professions Council

Hearle D, Lawson S, Morris R (2016) [*A Strategic guide to continuing Professional Development for Health and Care Professionals; The TRAMm Model*](#). Keswick. M & K Publishing.

Lawson, S., Morris, R., and Hearle, D. (2014) A Continuous, Dynamic and Strategic Journey. **OTNews**. College of Occupational Therapists 22 (5) p34

Morris, R., Salmon, T., Lawson, S., Leadbitter, A., Morris, M., Margaret Mandizha-Walker and Hearle, D. (2011) Creativity Through Appreciative Inquiry. **Occupational Therapy News**. College of Occupational Therapists 19(6) pp26-2

Polglase T and Treseder R (2012) Becoming a Newly Qualified Occupational Therapist in T Polglase and R Treseder (Eds). **The Occupational Therapy Handbook: Practice Education**. Keswick. M & K Publishers. pp 149-162



APPENDIX 1: EXAMPLE TRAMm Tracker

HCPC Standards and TRAMm Stations

Standard 1	Standard 2	Standard 3	Standard 4	
Maintain a continuous, up to date and accurate record of CPD activities	Demonstrate CPD activities are a mixture of learning activities relevant to current or future practice	Seek to ensure that CPD has contributed to the quality of their practice and service delivery	Seek to ensure that CPD benefits the service user	
Standard 5 - Only applies when called for HCPC audit				
Upon request, present a written profile of own work, supported by evidence, which explains how standards have been met. Remember to maintain confidentiality.				
TRAMm STATIONS – suggestions only				
TELL	RECORD	ACTIVITY	MONITOR (M)	mEASURE (m)
Informal/Formal Discussions with colleagues/Meetings Planning in supervision Disseminating Information Training/Roadshows/Away Days Presentations/Conferences/Courses Providing feedback from CPD Annual Appraisals/Personal development review Sharing Case Studies Social Media	Publications Service Evaluation/Benchmarking Written Reflections Learning Contracts CPD Record Sheet/Portfolio/CV CPD Certificates of Attendance Annual Appraisals Online Digital Curation Written documents/leaflets TRAMm Tracker and Trail	Research/Project work Learning from colleagues Tell In Service Training Reading Journals/Books/Journal clubs Attending Conferences/Courses Shadowing/Secondments/Rotation Informal/Peer Group Support Further Education Active member of professional body Self-directed Learning/ E-learning/Social	Self-Monitoring through Reflection Formal/Informal Mentorship Supervision Peer reviews Formative Assessment Student Educator	Appraisal/Specific Individualised Goals Performance Indicators Letters of Commendation/Awards Standards of Proficiency Audit Outcome Measures Skill Acquisition and Improvement Updated Reflections Peer Review



EXAMPLE TRAMm Tracker																	
Col 1 Date	Column 2 Subject	Column 3 Description	Certificate	Reflection	TRAMm Trail	Column 7 HCPC Standard					Column 8 TRAMm					Col 9 Index	Column 10 Notes
						1	2	3	4	5	T	R	A	M	m		
3/5/15	Manual Handling	Manual Handling Training Module 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T	<input type="checkbox"/>	A	<input type="checkbox"/>	<input type="checkbox"/>	2	Internal Training event. CPD certificate and information in CPD file
Feb 16 - present	Work with client	Client requires major adaptations to enable greater independence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	2	3	4	<input type="checkbox"/>	T	R	A	M	m	1	Assessment document completed, case notes and all documentation stored in computerised records. Reflection and TRAMm Trail written stored on CPD usb
5/1/16	Self-Directed Learning	Informal internet research into medical condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	<input type="checkbox"/>	A	<input type="checkbox"/>	<input type="checkbox"/>		Notes made and stored on CPD usb				



APPENDIX 2: SAMPLE TRAMm Trail

TRAMm Trail Title: Work with Client

Date: Feb 2016 - present

Tell (T)	Record (R)	Activities (A)
<ul style="list-style-type: none"> • Discussion and liaison with: <ul style="list-style-type: none"> ○ Social Worker (date) ○ Care agency staff (ongoing) ○ Community Rehabilitation Physiotherapist (date) • Technical Officer (ongoing) • Discussion and liaison with client and carer (ongoing) • Informal verbal reflection with OT colleagues (ongoing) 	<ul style="list-style-type: none"> • Assessment document completed (date) • Detailed SOAP notes written and stored on electronic record system (ongoing) • Paperwork completed for relevant agency • Letter sent to GP requesting medical information (date) • Reflection written and updated (copy in CPD file) 	<ul style="list-style-type: none"> • Joint visits carried out (dates) • Informal online research into medical condition and suitable interventions • Download and read professional body guidance (date) • Joint visit to independent living centre with client, main carer and equipment representative to demonstrate and assess with equipment (date) • Attended training course: run by equipment company (date)
Monitor (M)	Measure (m)	<p>HCPC Standards met: 1, 2, 3, 4</p>
<ul style="list-style-type: none"> • Formal supervision with OT Manager (copy of Supervision notes in Supervision File) • Informal mentoring within OT team by more senior OT (ongoing) 	<ul style="list-style-type: none"> • Clients situation improved and need for services reduced as result of intervention • Assessment outcome scores provide evidence of improvement • Client reported improved quality of life anecdotal evidence recorded in notes) • Feeling of increased confidence in own abilities 	<p>PLAN of ACTION:</p> <ul style="list-style-type: none"> • Update reflection in 6 months • Within next 2 months Identify suitable training course for more detailed information regarding this medical condition • Research relevant research articles about this condition (over next 6 weeks) and discuss findings at next Supervision

