Reflective Practice Template

There is no right or wrong way to reflect on your practice. Different people learn in different ways and while one person may learn by reflecting on a positive outcome, another may find it most useful to focus on a situation they found challenging.

Below we have provided some prompts to help you add value to your reflection.

Some prompts will be more relevant than others depending on your event, your practise and whether you are reflecting as a group or an individual.

What event or topic are you reflecting on?
Give a brief description. You don't need to give all the details, but rather focus on the event itself.   *Too broad a focus can make it difficult to give the topic the attention it needs and might be hard to give direction to your reflection, especially if you are reflecting in a group setting and everyone will want to make input.*   *Remember to keep things confidential.*
Would you call this a positive or challenging event?
What feelings would you use to describe the event?   *Even when things go right, they can still be challenging. Think about the outcomes of this event and whether you feel they could have been improved.*
What happened?
Give a brief description of the event   *How did you respond?*   *How did your team respond?*   *What did you feel during the event?*   *What did you feel afterwards?*
Looking back
Are you satisfied with how you responded? If not, why not?   *Do you think you worked effectively with your colleagues? If not, what would help effective work in the future?*   *Did you had all the support you needed? If not, what would have helped?*   *If in a group, was the group satisfied with how it responded? If not, why not?*   *Did the group work as an effective team?*
Looking forward
If there is a similar event in the future, would you do anything differently?   *What did you learn from this experience and/or your reflection on it?*

> *How will this learning improve your practice?*
> *How will this learning be used to the benefit of service users?*
> *Are there lessons to be learned for your team/ your colleagues/ the policies or systems you follow?*
> *Did the things your learned after this event help you achieve any of your development objectives?*
> *Did this event help you identify new learning objectives?*

Other support

Reflection isn't an activity, it's a process and so you may still want support after your reflection. It's vital for health and care professionals to look after their physical and mental health and to seek help when they need it.

The HCPC has a wellbeing hub for registrants which includes resources but you may also want to speak to your employer, your trade union or your professional body for other resources.

Things to keep in mind for groups

- Group reflection can be relatively informal and unstructured.
- The approach you use should suit you and your team's dynamics, but you should be mindful about reflecting on issues which could be contentious or emotive without someone who has some experience in these cases.
- If you or your group would benefit from more structure, consider Schwartz Rounds or NHS Education for Scotland's Values Based Reflective Practice.
- Not everyone in a team will be comfortable having a frank discussion about service improvement in front of their colleagues and especially their manager. Even after a session like this, everyone should know that they are welcome to raise ideas or concerns in private.
- Finally, it's important to think about the power dynamics in groups and try to manage them. Think about if all of the team have the space to share and feel comfortable