

Summary of CPD Activity

Name: [REDACTED]	Job title: Imaging Operational Manager ([REDACTED])	Year: 2025
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Date	Description	Type of activity	Benefits to self/own practice	Benefits/impact to service	Supporting evidence	Time (hours)
09/01/2025	[REDACTED] Leadership Development Programme Assignment	Self-Directed Learning	Completing the course assignment developed my understanding of myself and my impact as a leader. I identified my areas of strength and my areas of growth. I gained practical management skills, impactful leadership approaches, personal insights and confidence	Application of my leadership learning to improve standards and outcomes of care. This led to an increase in the quality and patient/user experience of the DEXA service	Submitted Assignment/ Certificate	12
17/01/2025	Led the rollout of Inclusive Pregnancy Policy within the department and facilitated staff workshops and awareness sessions to embed the policy into everyday practice	Professional Activity	Implementing the Inclusive Pregnancy Policy strengthened my leadership by embedding equity and compassion into daily practice. This experience deepened my awareness of inclusivity and reinforced my commitment to fostering a positive culture that benefits both colleagues and patients	Ensured a comprehensive and inclusive approach; the process encouraged open dialogue and promoted psychological safety, leading to stronger collaboration and trust within teams. It also created a supportive and equitable environment, provided clarity and guidance for staff and patients while aligning with NHS equality standards. This ultimately enhanced patient care through more compassionate and consistent services	Emails sent to department/ Staff Meeting Minutes 31/01/25/ IPS Form Final	4

05/02/2025	MDT Learning Review	Work-based Learning	Through participation in the MDT Learning Review of a systematic safety issue, I gained a clearer understanding of what needs to happen for processes to run as intended and the barriers that can prevent this. I learned from both good practice and incidents and contributed directly to improving the pathway for alerting critical and urgent report findings. This experience reinforced the value of collaborative review in driving service improvement	Participation in the MDT Learning Review enhanced patient safety through the implementation of software that enabled searches on specific terms, ensuring all alerts including those for the emergency department were actioned and communicated in a timely manner. This strengthened the pathway for urgent/critical findings and fostered a culture of openness and continuous improvement across the team and wider service lines	MDT Learning Review documentation form (#50433)	2
13/02/2025	Recruitment & Selection Training	Formal/ Educational	The training equipped me to recruit safely, fairly, and lawfully while aligning decisions to organisational objectives. Applying good practice strengthened equal opportunity and supported staff retention, ensuring patients benefit from a stable, well-selected workforce delivering consistent, high-quality care	The training improved recruitment outcomes by ensuring consistency, fairness, and transparency. This reduced turnover, and enhanced team culture. Following the training, we successfully recruited a reporting radiographer, impacting a reduction in outsourcing costs for plain film reporting	Email/ Training presentation	2

04/03/2025	Cardiac Arrest Review Meeting	Work-based Learning	Participation in the weekly cardiac arrest review meeting enhanced my situational awareness and reinforced the importance of multidisciplinary support. It improved my ability to identify and share learning needs	The reviews ensured timely reflection on recent cardiac arrests, promoted shared learning across disciplines, and fostered a culture of openness and continuous improvement. This supports better team responsiveness and ultimately improves patient safety and quality of care	Meeting Notes (#76767/ #76374/ #76697)	1
19/03/2025	Respectful Resolution Training	Formal/ Educational	The training strengthened my ability to manage inappropriate behaviour constructively, improved my confidence in safely challenging negative behaviours, and reinforced the importance of modelling and encouraging positive behaviours. It enhanced my communication skills and resilience, supporting me to contribute to a respectful and supportive workplace culture	The training promotes a workplace where staff feel respected, supported, and safe to raise concerns. It ensured poor behaviours, including bullying, are addressed and not tolerated, while positive behaviours are recognised and embedded	Email/ Training Presentation	1.5
20/03/2025	After Action Review – Missed or Delayed Diagnosis other than Cancer	Work-based Learning	The After Action Review strengthened my vigilance in recognising when escalation pathways fail and improved my confidence in intervening proactively to safeguard patients. It reinforced the value of systematic reflection and timely communication, which I now apply more consistently to enhance my decision-making	The incident highlighted gaps in escalation processes, prompting service improvements in communication pathways. Embedding learning from this case into team practice reduced the risk of delayed diagnoses and fostered a culture of safety, responsiveness, and continuous improvement across service lines	After Action Review documentation form (#68466)	2

07/04/2025	Radiology Journal Club – Imaging in Non-Accidental Injury	Work-based Learning	Attending the Radiology Journal Club enhanced my knowledge of key imaging features. It strengthened my ability to contribute meaningfully to multidisciplinary discussions. This learning reinforces my role in safeguarding vulnerable patients through timely and informed radiological input	Discussions strengthened service delivery by embedding evidence-based practice into imaging pathways for non-accidental injury. It promoted shared learning across the multidisciplinary team, improved consistency in recognising safeguarding concerns. This collective learning ultimately improves outcomes for vulnerable patients	Email/ Reflection notes	1
11/04/2025	Updating Auto-Reporting Poster & Employers Procedures (EP9: Procedure for evaluation of a medical exposure and producing a report)	Work-based Learning	Updating the Auto-Reporting Poster and EP9 procedure strengthened my understanding of governance requirements. It improved my attention to detail in documenting procedural changes and developed my ability to communicate updates effectively to colleagues. This experience sharpened my practice in ensuring compliance, consistency, and accountability	Updating EP9 and auto-reporting for orthopaedic examinations improved efficiency and consistency and delivered cost-savings to the Trust by avoiding outsourced reporting. These changes strengthened compliance, streamlined workflows, and supported safer, more sustainable service delivery	Email/ Auto-Reporting Poster	4
07/05/2025	Contingency Plan and Spills Training	Professional Activity	This training strengthened my specialist skills in managing spills, enhanced confidence in applying protocols, and reinforced my knowledge of radiation protection. This supports safe practice, safeguards colleagues and patients, and contributes to a resilient service environment	The training strengthened service resilience by equipping staff to manage spills and unexpected incidents safely. It improved compliance with radiation protection standards, reduced risks to patients and colleagues, and supported continuity of care. This safeguards wellbeing and enhances trust in the nuclear medicine service	Certificate of Training	2

16/05/2025	Finance Fundamentals Training	Other	Completing this training improved my understanding of NHS financial processes and strengthened my ability to interpret budgets and cost drivers. It enhanced my confidence in applying financial principles to operational decisions and supported more effective resource management	Finance Fundamentals Training strengthened service delivery by improving financial awareness across operational decisions. It enhanced budgetary control and promotes cost-conscious planning. This ensured better value for the Trust, and ultimately safeguards patient care through efficient use of resources	Email/ Notes from training	2
20/05/2025	Informal Staff Consultation Process – CDC	Work-based Learning	Leading the informal staff consultation process strengthened my leadership and HR management skills. It enhanced my confidence in guiding constructive workplace discussions, improved my ability to facilitate open and transparent dialogue, and reinforced the importance of fairness and consistency in staff engagement	The informal staff consultation process strengthened team culture by promoting openness, transparency, and trust. It supported early resolution of concerns, reduced the risk of escalation, and ensured staff felt heard and valued. This approach improved morale, enhanced collaboration, and contributed to a more supportive and resilient service environment	Informal Consultation Document/ Staff Meeting Minutes	2
10/06/2025	Communications Workshop	Formal/ Educational	Engaging in the Communications Workshop strengthened my ability to communicate clearly in both formal and informal settings. The blob man exercise enhanced my self-awareness of communication styles, reinforced empathy and active listening, and improved my confidence in adapting my approach to different audiences. This supported my growth as a reflective leader and helped foster	The Communications Workshop strengthened team communication, helped prevent unprofessional interactions, supported fair and transparent handling of issues, and a positive team culture across the service	Certificate of Attendance	1

			stronger collaboration across teams			
13/06/2025	IR(ME)R CQC Mock Inspection Worksheet	Work-based Learning	Developing and leading the IR(ME)R CQC mock inspection strengthened my expertise in compliance with IR(ME)R 2017. It improved my ability to identify risks and enhanced my confidence in promoting safety, accountability, and systematic practice. A direct outcome was the update of the X-ray daily checklist to separate start- and end-of-day tasks, reinforcing consistency and safety	The IR(ME)R CQC mock inspection improved departmental readiness for regulatory compliance. It strengthened radiation safety practices, highlighted training needs, and ensured protocols, local rules, and emergency procedures were consistently applied	IR(ME)R Walkaround Worksheet	4
24/06/2025	Leadership Feedback Request	Self-Directed Learning	Requesting leadership feedback after my first year as the imaging operational manager strengthened my ability to critically self-evaluate and build self-awareness. It provided clear insights into what works well, what needs improvement, and how my leadership is experienced, supporting growth in transparency, adaptability, and continuous improvement	Requesting leadership feedback encouraged staff to share honest views strengthening trust and collaboration. This process helped identify practical changes that enhanced team effectiveness and ensured leadership remains responsive to staff needs	Staff Meeting Minutes (QR Code)	2

08/07/2025	HR Disciplinary Process – Investigation into Alleged Misconduct	Work-based Learning	Managing the investigation into an alleged misconduct strengthened my ability to critically evaluate concerns in a fair and timely way. It enhanced my confidence in applying HR processes to help staff achieve and maintain required standards of conduct, while balancing accountability with support	This strengthened standards of conduct and supported a positive, accountable workplace culture	Letters – Agreed Outcome, Conversations of Concern	4
17/07/2025	Clinical Education Observation of Practice Assessor Training – University of Exeter	Professional Activity	The training strengthened my ability to critically support apprentices. It enhanced my confidence in giving structured feedback and identifying learning needs	The training strengthened the department's ability to support apprentices effectively. This enhanced the quality of clinical education and promotes a culture of professional growth within the service	Certificate of Training	0.5
14/08/2025	NHS Staff Survey Reflections Poster	Work-based Learning	Organising the NHS Staff Survey reflections poster strengthened my skills in analysing feedback and translating lessons learned into clear, visual communication. It deepened my ability to highlight achievements while identifying areas for improvement. This improved my confidence in reflective practice, staff engagement, and using feedback constructively ahead of the 2025	The NHS Staff Survey reflections poster promoted transparency and engagement. Using feedback to highlight lessons learned supported a culture of openness and continuous improvement. By linking to the 2025 survey, it reinforced staff confidence that their voices are valued, with the aim of improving on the 2024 survey results	Staff Survey Reflections Poster	2

			NHS staff survey			
26/08/2025	RACI Chart	Work-based Learning	Developing the RACI chart strengthened my ability to critically evaluate roles and clarify accountability for supporting students, apprentices, and new starters. Applying transferable learning from the Mary Seacole Programme, I used leadership principles to embed clarity and accountability.	Introducing the RACI chart improved clarity of roles and accountability for supporting students, apprentices, and new starters. This directly supported workplace stress risk assessment by reducing uncertainty, improving communication, promoted a supportive team culture, and a fairer distribution of responsibilities. This supported staff wellbeing, enhanced team effectiveness, and ensured a consistent, supportive learning environment across the service	RACI Chart/ Email to staff	4
03/09/2025	Trust's Managing Sickness Absence Policy	Work-based Learning	Reviewing the Trust's Managing Sickness Absence Policy strengthened my knowledge of the short-term absence management flowchart and the four-week restriction period following sickness absence. Applying this locally improved my confidence in consistent policy use, clear communication, and fair management of sickness absence	Clear use of the short-term absence management flowchart promoted fairness and transparency, while strengthening compliance and departmental sickness absence management	Email to staff	1

03/09/2025	Taking part in Learning Contracts	Formal/ Educational	Taking part in the learning contract process for staff enrolling on training strengthened my understanding of the Training Application Process. I gained confidence in supporting staff applications, ensuring compliance with Trust policy, and promoting fair access to training opportunities. I gained clarity on course identification, approval, funding requirements, and the importance of completing learning contracts before purchase orders are raised.	Applying the Training Application Process ensured consistency, fairness, and compliance in staff access to external courses. It strengthened transparency around funding and eligibility, supported staff development, and aligned training with departmental priorities. This improved service capacity, built expertise, and enhanced patient care through a well-trained workforce	Training Needs Analysis/ Signed copies of learning contracts	1
25/09/2025	Information Governance Training	Formal/ Educational	Completing Information Governance mandatory training strengthened my ability to critically evaluate how I handle sensitive data. It reinforced the importance of confidentiality, accuracy, and compliance with mandatory standards, enhancing my confidence in safeguarding patient information and maintaining professional accountability	Supports departmental compliance with mandatory standards. It ensures patient data is handled securely and confidentially, reinforcing trust and professionalism. This strengthens organisational integrity and reduces risk, safeguarding both staff and service delivery	Mandatory training record/ ESR training compliance	2

07/10/2025	RDA Induction Pack	Work-based Learning	Creating the RDA induction pack for new Radiology Imaging Assistants strengthened my ability to design structured materials that clarify responsibilities, standards, and competencies. It improved my confidence in supporting staff	The RDA induction pack improved departmental consistency, supports compliance and ensures training records are transparent. This strengthens staff confidence, promotes professional behaviours, and enhances patient-centred care across the Imaging team	RDA Induction Pack	4
06/11/2025	NHS Elect - How to Lead Interview Panels and Hire with Confidence	Formal/ Educational	Completing the training on leading interview panels strengthened my confidence in structured recruitment and fair selection processes. I developed skills in preparing questions, assessing candidates consistently, and managing panel dynamics. This enhanced my ability to hire with clarity and assurance, ensuring decisions are evidence-based	Ensures fair, consistent recruitment and builds departmental credibility. Structured selection strengthens team quality and supports service delivery through confident, transparent hiring	Training Notes	1
07/11/2025	World Radiography Day	Professional Activity	Organising World Radiography Day strengthened my skills in promoting the profession and showcasing departmental achievements. Coordinating the event alongside the completion of our new [REDACTED] in A&E enhanced my confidence in planning, communication, and advocacy, while reinforcing my ability to inspire others and highlight radiography's impact	Organising World Radiography Day boosted departmental visibility and morale by celebrating radiography's role in patient care. Linking the event to the completion of new [REDACTED] highlighted the replacement of ageing equipment identified on the risk register, reinforcing our commitment to safety and service improvement. The activity promoted staff pride, public engagement, and confidence in the	WRD Programme poster	1

				department's modernised facilities		
13/11/2025	Performed Staff Appraisals for 7 Staff – Direct Reports	Work-based Learning	Conducting appraisals for seven direct reports strengthened my skills in structured feedback, reflection, and setting SMART objectives. Supporting personal development plans and career conversations improved my confidence in guiding growth while balancing performance and wellbeing	Appraisals provided consistent reviews, clear SMART objectives, and career conversations that boosted engagement and morale. Aligning staff development with service priorities strengthened team effectiveness and improved delivery	Appraisal Paperwork/ Calendar Invites	7
18/11/2025	IR(ME)R Refresher Training	Formal/ Educational	Completing the IR(ME)R refresher training deepened my knowledge of patient radiation safety, including factors affecting dose and safe equipment use. I developed practical expertise in applying procedures, making safe exposure decisions, and maintaining clear competency records. This strengthened my confidence in compliance, safe practice, and supporting both practitioners and non-radiographer operators	Strengthens departmental compliance with radiation safety regulations and ensures consistent application of procedures. Promotes a strong safety culture, improves staff confidence, and safeguards the quality of radiology services	Certificate	1

11/12/2025	NHS Impact Operational Improvement Training	Formal/ Educational	Completing NHS Impact Operational Improvement training enhanced my confidence in driving impactful improvements and sustaining positive change, reinforcing my skills in operational leadership and continuous service development	The NHS Impact Operational Improvement training supports the department in building high-performing teams and embedding a culture of problem-solving. It strengthens service efficiency, enhances staff engagement, and sustains positive change. This directly benefits patient care by ensuring processes are reliable, responsive, and continuously improving	Certificate	1 day
18/12/2025	RPS (Radiology) Training Course	Formal/ Educational	Completing the RPS training deepened my knowledge of Radiation Protection Supervisor duties, including dose reduction, monitoring, and managing classified workers. I gained practical skills in risk assessments, IRR audits, incident reporting and notification, and the application of local rules. This strengthened my confidence in compliance and embedding best practice in my daily work	Strengthens departmental compliance with radiation safety regulations and local rules. It ensures incidents are managed appropriately and audits are conducted consistently. This promotes a strong safety culture, and safeguards patients through reliable, compliant radiology practice	Certificate	1.5 days