

Summary of CPD activities

Name:	Job Title:	Date of Publish: 23-03-2026
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Date activity completed	Description	Type of Activity	Competency Framework	Competency	Benefits to self or own practice	Benefits or impact to service	Supporting Evidence	Time (in hours)
16 December 2025	Lunch talk: - 3D Technology Service update	Formal /education			An update on how 3D printing is being implemented within . Interesting to hear how it could impact radiotherapy. Improved my understanding of how 3D printing could impact our service, and gives me a better platform to consider new ways in which 3D printing could benefit us	Improved general understanding of how a new technology is being used in our department.		0.5
12 December 2025	UNCI Radiation Oncology Seminar	Formal /education			Ukrainian visitors in the department, who presented on cancer care in Ukraine. Informative and engaging to hear how another department		UNCI Radiation Oncology Seminar Flyer.pdf	1.2

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					in a different county provides their cancer service.			
6 December 2025	413 Data Security Awareness	Formal /education			To understand the principles of Information Governance and the importance of data security in health and care I have refreshed my understanding of the principles of data security, including how to ensure the confidentiality, integrity and availability of data	Good to have all staff refresh competence in data security to protect the trust/patients from any potential IT security problems.	ComplianceAndCompetency.csv	0.5
4 December 2025	Create site worklists work instruction review	Self-Directed learning			Experience in critically reviewing work instructions/SOPs which will be useful for when I am involved in future reviews or writing new SOPs.	I was able to feedback that the new work instruction for creating site worklists was easy to follow and could be used by our department going forward		0.2

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3 December 2025	Complex plan	Self-Directed learning			Rectum with bilateral hip replacement. Needed extra lateral sparing. The feedback received from physics means I’m better prepared for similar plans moving forward.	Wider exposure to complex plans and advice enabling me to be more efficient in the future and even pass on advice if ever asked.		4.0
25 November 2025	1-1 meeting with [REDACTED]	Self-Directed learning			A regular check in with an assigned band 7 to give a forum to discuss any training or general needs. I am able to give feedback on any training I feel I require or if I would like time available to develop new competencies e.g in a new planning site	Benefit to department to have a better understanding of my needs in terms of training development, and aware that I am willing to pick up new treatment sites for training		1.3
25 November 2025	Lunch talk – Changes to the ODI setup and eliminating front pointers	Formal /education			Lunch talk explaining the changes to the ODI setup on our linacs and how we will perform these checks now that the front pointers are being	Benefit to have all staff trained on equipment run-ups aware of upcoming change		0.3

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					taken out. I learned the new process for linac run-ups using the ODI			
24 November 2025	Mobius3D access talk	Self- Directed learning			Organise log ins and demo for the Mobius3D system that performs independent dose calculations of Pinnacle treatment plans. I learned how to use the Mobius3D system for plan checking that I had previously not used before developing competence in checking breast plans	Benefit to department as with this competency I could now carry out breast plan checking as part of my routine work		1.0
21 November 2025	Chairing Radiotherapy Lung Meeting	Professional activity			Peer review gives exposure to various plans that I may not always come across and gives a better understanding of how the consultants review radiotherapy lung plans	Filling in as chair for the radiotherapy lung meeting meant the meeting could run smoothly and all the required plans were reviewed.		1.0

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21 November 2025	Complex plan	Self-Directed learning			Metal rod in L femur required physics input. After consulting the physics planning bleep, I gained a better understanding of how to approach this type of treatment plan.	Wider exposure to complex plans and advice enabling me to be more efficient in the future and even pass on advice if ever asked.		3.0
18 November 2025	Bladder audit	Work based learning			Adding the plan detail for 3 patients that includes all plan details, optimisation and if any changes were made. Gained a wider understanding of how colleagues altered optimisations for Raystation bladder treatment plans	Contributed to department audit for reviewing bladder treatment plans in new Raystation software.		1.5
16 November 2025	Pre-authorisation survey	Work based learning			A chance to give feedback on the new pre-authorisation pathway for all 2 dose level and single dose level prostate plans	The more colleagues that participate gives a better understanding of the pros and cons of the new pathway. Provides more detail for department to plan service improvements.		0.1

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10 November 2025	Breast checking sign off	Self- Directed learning			Clinical breast checked whilst watched by a band 8 planner. This sign off allowed me to start undertaking this additional work routinely.	Benefit to department to have extra staff member signed off for breast checking	Breast checking .png Competencies - ██████████ ████████.pdf	1.3
5 November 2025	Bladder VMAT in Raystation sign off	Self- Directed learning			Clinical bladder planned whilst watched by an MPE. Following sign off I was able to start taking on a wider range of plans including now bladder VMATs in RayStation	Benefit to department to have extra staff member signed off on another planning site	Bladder VMAT - Electronic Training Record.png Competencies - ██████████ ████████.pdf	1.0
29 October 2025	Prostate & Nodes 3DL sign off	Self- Directed learning			Clinical 3DL prostate & nodes planned whilst watched by an MPE. Following sign off I was able to start taking on a wider range of plans including now prostate and nodes 3DL I also was given feedback by the MPE on the process	Benefit to department to have extra staff member signed off on another planning site	Competencies - ██████████ ████████.pdf	1.0

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14 October 2025	Interesting Cases & Peer Review	Work based learning			A place for people to share treatment plans of interest due to complexity or interest for others to learn from Learning from interesting cases undertaken by other colleagues which can be used as a learning experience for future planning.	Widens the departments knowledge of complex plans and gives everyone the opportunity to learn from others experiences.		0.5
29 September 2025	Bladder VMAT training for Raystation	Work based learning			Demo session. Bladder Workbook & Exercises – reviewed. 3 training plans I received training on how to use Raystation (new TPS) and used workbooks/training exercises to gain familiarity with the software I received training specifically on bladder planning with a demo, and then undertook training plans to	Benefit to department to have more staff becoming competent in using the new TPS	Bladder VMAT Raystation Workbook █████ completed 13.10.25.pdf	21.0

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					develop experience with this type of plan in the new tps			
26 September 2025	Read Raystation training info in QUART	Formal /education			I learned lots of useful information to prepare for a week of learning a new site and planning software.	Extensive number of work instructions and advice documents to aid in everyday working Useful to have additional staff member working towards competency in using the new TPS		1.0
22 September 2025	Break out meeting	Work based learning			Contributed to discussion on how to re-introduce a Band5/6 meeting and answered a poll that was distributed to the department	Useful discussion for department to have to determine if a new meeting/route for raising issues would have a positive benefit to department or staff morale	breakout presentation.pdf	1.0
8 September 2025	Pre-authorisation bowel contouring	Work based learning			Contouring bowel on previous 2 dose level prostate plans 2cm sup/inf of PTV to gather bowel dose data for export to ProKnow for audit Mostly benefit to department but	Contributing to department audit for service improvement/improvement of treatment delivery		4.4

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					interesting to be involved in this service improvement/audit work			
18 August 2025	ProKnow exporting	Work based learning			I learned the process of exporting treatment plans to ProKnow software by following work instruction and using training I had been given by senior treatment planner	Enabled us to review dose categories. A useful tool for service improvement Benefit to department to have all required plans for audit exported into ProKnow software for review		1.2
4 August 2025	Pre-authorisation audit meeting and instruction on ProKnow software	Work based learning			Excel spreadsheet of all patients on the pre-authorisation pathway. Going over the process before it goes live within the department. Assigning projects to group members to complete before the next meeting. Improving my understanding of the new pre-authorisation pathway for specific prostate treatments I	Benefit for the department to have all prostate treatment planners understand the new pre-authorisation pathway, and to have people understand new ProKnow software		1.0

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					learned how to export plans into ProKnow software from presentation given by one of the senior treatment planners			
4 August 2025	Dose verification	Formal /education			To verify that VMAT or IMRT treatments are delivered with sufficient accuracy Regaining experience with carrying out dose verifs means I feel more confident with the process and have been able to undertake solo dose verifs on multiple occasions	Benefit to department to have more staff members fully competent on carrying out dose verifs	November 2025.png September 2025.jpg	20.0
29 July 2025	Urology Physics Meeting + minutes	Formal /education			Discussion on the outstanding agenda items such as the progress of plans that have moved over to our new planning system (Raystation). Gives me an improved understanding of the work being undertaken by	A forum for the urology team to be updated on departmental progress including trials and IRMER guidance. Taking minutes and distributing to the urology team gives everyone a record of the decisions made and actions	29.7.25 urology minutes.doc	1.4

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					our multidisciplinary teams, and information on the clinical trials currently underway.	required from the Urology physics meeting		
8 July 2025	3DL Prostate & Nodes demo (Pinnacle)	Self-Directed learning			Adds a new competency to my workload and broadens my treatment planning skills	Working towards an additional staff member being competent in prostate and nodes planning in Pinnacle	Prostate Nodes.png	1.3
7 July 2025	Pay progression meeting	Professional activity			The meeting ensures that I can receive the help and support needed to gain the appropriate knowledge and skills to carry out my role.	Effective use of appraisals will enable trusts to identify those staff that would benefit from further development opportunities. This will help to create a culture based upon continuous learning	Payprogressionmeetingform████.pdf	0.3
7 July 2025	Admin training	Work based learning			Passing on departmental admin knowledge to new colleagues. Adding, amending appointment on Mosaiq.	Colleagues can cover admin duties when short staffed. Allowing the department to run as normal.		1.0

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2 July 2025	Chairing the Urology peer reviews (RTQA)	Professional activity			Allows the clinicians to review a select number of patients, looking at their contours and final plan if ready. All patients discussed are annotated on a spreadsheet. This gives me an improved understanding of patient contouring and how doctors assess dose levels in various prostate treatment plans by learning from the comments made during these meetings	My role as chair allows the peer review meetings to run smoothly and ensure all the required plans are reviewed Completing a summary form provides my department with details on amendments to contouring. I use what I learn in these meetings to improve my own treatment planning for prostate plans	Screenshot Teams.png	3.3
23 June 2025	Safeguarding Children (Version 3) - Level 1 - 3 Years	Formal /education			To know potential indicators of child maltreatment in its different forms - physical, emotional and sexual abuse, neglect, grooming and exploitation to support and/or commit acts of terrorism (known as radicalisation) I understand the risks	Additional staff members with recently refreshed understanding of safeguarding children and the processes in our trust		1.0

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					associated with the internet and online social networking. With an awareness of the vulnerability of, looked after children, children with disabilities, unaccompanied children, care leavers and young carers, missing children.			
23 June 2025	Safeguarding Adults (Version 2) - Level 1 - 3 Years	Formal /education			To be able to recognise potential indicators of abuse, harm and neglect I know what action to take if they have concerns, including to whom you should report your concerns and from whom to seek advice as well as relevant legislation	Having staff members maintain/refreshing understanding of adult safeguarding is a benefit to all departments		1.0
23 June 2025	Moving and Handling - Level 1 - 3 Years	Formal /education			can recognise manual handling risk factors and how injuries can occur I understand how	Important to have staff competent in manual handling so I can continue to		1.0

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					employers and employees’ responsibilities under relevant national Health & Safety legislation including most recent versions of the Manual Handling Operation Regulations	contribute to certain tasks (runs ups and dose verifs)		
23 June 2025	Infection Prevention and Control - Level 1 - 3 Years	Formal /education			I refreshed my understanding of how individuals can contribute to infection prevention and control I have knowledge and can demonstrate the standard infection prevention and control precautions relevant to my role.	Important competency for all staff to hold and I am contributing my maintaining/refreshing my competency		1.0
23 June 2025	Equality, Diversity and Human Rights - 3 Years	Formal /education			I refreshed my understanding of Equality and Diversity and Human Rights and how they are applied within the context of the health sector	I know what to do if there are concerns about equality and diversity practices, including how to use any local whistle blowing policy procedures and other related	ComplianceAndCompetency.csv	1.0

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						policies such as Bullying at Work and Dignity at Work		
2 June 2025	Dose verification training	Work based learning			Re- familiarizing myself with the QA process of checking plans are deliverable on the linacs. Meeting new members of the physics team.	Additional member of staff to cover the late shift dose verification work within the department.		8.0
2 June 2025	Visit to v-sim about loading changes	Formal /education			Seeing how another department runs and how their processes relate to the running of our department. Learning about New assessments tab in Mosaik replacing previous form	Improving communication between departments. Standardising site names.		1.0
16 May 2025	Working at height E-learning	Formal /education			Learning how to safely work at height within the workplace.	To teach employees about their legal responsibilities when working from hight and what their employer is responsible for.	ComplianceAndCompetency.csv	1.0

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11 April 2025	Breast plans checked for countersign	Self-Directed learning			Receiving feedback from colleagues via Teams and face to face on checking breast plans allowing me to develop this skill and gain competence.	Encourages people to voice their opinion, and helped me to become an additional staff member training towards breast checking.		6.0
9 April 2025	Training days	Self-Directed learning			Being assigned time to focus on completing training plans gave me an opportunity to develop new skills and submit work for feedback	Gaining countersigns on clinical plans from colleagues to get closer to a final sign off on any outstanding competencies.		19.0
25 March 2025	Run ups	Formal /education			Developing and maintaining knowledge to run up 3 different protocols and requirements S12 – Hexapod QC, photons (6MV/10MV/6FFF), electrons (15,12,10,8,6,) S10 - photons (6MV/10MV/6FFF), AlignRT S4 – New Harmony, photons (6MV/10MV)	Completing routine quality assurance to maintain the working order of a number of linacs.		15.0

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					Gaining experience also helps me to learn to troubleshoot problems as I learn from engineers and colleagues when I need to ask questions			
21 March 2025	Limbus auto-contouring questionnaire	Work based learning			Filling out a questionnaire received via e-mail which required me to think critically about the quality of the auto-contouring process	Adding my anonymous opinion to add to the data about using limbus auto-contours for planning which will be used to review/improve practice.		0.2
21 March 2025	Admin training	Work based learning			Passing on departmental admin knowledge to new colleagues. Adding, amending appointment on Mosaik.	Colleagues can cover admin duties when short staffed. Allowing the department to run as normal.		1.0
19 March 2025	Breast checking demo (Pinnacle)	Work based learning			Adds a new competency to my broaden my skillset/workload and add variety to the work I can do.	Benefit of having extra member of staff able to check breasts plans		2.0

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10 February 2025	Linear accelerator run up training	Work based learning			Re-learning the process after returning from maternity leave The process of warming up Elekta Linacs. Also details how to check Elekta Linacs are fit for clinical use at all sites	Additional member of staff to add to the dosimetry rota.		1.0
7 February 2025	PDR	Formal /education			Reviewing goals from the previous year. Reflecting on progress made and setting new goals for the coming year.	Aligning efforts with departmental goals, enhancing productivity and aiming for continuous improvement.	PDR 2025.pdf	1.0
4 February 2025	Linear accelerator run up training	Work based learning			Re-learning the process after returning from maternity leave The process of warming up Elekta Linacs. Also details how to check Elekta Linacs are fit for clinical use at all sites.	Additional member of staff to add to the dosimetry rota.	April 2025.png	1.0