

**Healthcare Science Career Framework**

**Reflective Self-Assessment Tool**

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**Introduction**

This reflective self-assessment tool is designed to help you evaluate the knowledge, skills, and behaviours (KSBs) outlined in the Framework for your level of practice. It encourages you to reflect on your job role, identify areas for potential growth, and recognise opportunities for further development.

The [Four Pillars of Practice](https://www.hcstraining.nhs.scot/trainees/healthcare-science-support-worker-career-framework/resources-and-learning-activities/) provide a framework to guide your reflection. For Levels 2 to 4, the pillars include Clinical Practice, Facilitation of Learning, Leadership, and Service Improvement. For Levels 5 to 9, the pillars shift to the domains of Good Scientific Practice of Professional Practice, Scientific Practice, Clinical Practice, Research, Development and Innovation, Clinical Leadership.

If you are new to reflective practice, you can find more detailed information on reflection techniques and models in Appendix 1.

The [Turas Professional Portfolio](https://turasnmportfolio.nes.nhs.scot/) is recommended to help you record your reflections and can be used to develop evidence and record any supervision discussions. The Portfolio is available for or all Nurses, Midwives, Allied Health Professionals and Support Workers in Scotland including the NHS, social care, voluntary and independent sectors.

Please note that you can download and save this self-assessment tool, allowing you to type directly into the document to complete the required sections. Alternatively, you can print this document and write your responses by hand.

**Instructions**

Set aside at least an hour to complete this tool. We recommend familiarising yourself with the Healthcare Science [Career Framework](https://www.hcstraining.nhs.scot/media/0jlbbwyx/healthcare-support-worker-development-and-education-framework-for-levels-2-4.pdfhttps%3A/www.hcstraining.nhs.scot/media/0jlbbwyx/healthcare-support-worker-development-and-education-framework-for-levels-2-4.pdf) Levels 2 -4 beforehand, as this will help you save time during the process. You can choose to complete all the pillars at once or individually.

We have provided a template that you can populate with your reflections (Appendix 2). Take a moment to review the reflective prompts and questions below, which are designed to guide your thoughts and help you delve deeper.

**Reflective prompts**

* Identify your current role and responsibilities

Describe your current job title and main responsibilities and consider the environment you work in.

* Self-Assessment

List areas of knowledge where you feel confident.

Identify knowledge areas that require improvement or further training. Gather examples or evidence demonstrating your knowledge application in your role.

* Self-Assessment

Evaluate your proficiency in specific skills related to your job.

Reflect on your interpersonal and communication skills.

Highlight skills where you seek development or further training.

* Self-Assessment

Consider how you exhibit professionalism in your role.

Reflect on your ability to adapt to changing circumstances or challenges.

Assess your commitment to ongoing personal and professional development.

**Reflective Questions**

You may also want to consider these reflective questions to facilitate your reflective process further:

* What have I learned in my current role that has contributed to my professional growth?
* What challenges have I faced, and how did I overcome them?
* How do my experiences align with the knowledge, skills and behaviours (KSBs) in the framework?
* In what ways can I better support my colleagues or contribute to my team?

Next you need to review the KSBs for your Level of Practice. These can be accessed via the Healthcare Science [Career Framework](https://www.hcstraining.nhs.scot/media/0jlbbwyx/healthcare-support-worker-development-and-education-framework-for-levels-2-4.pdfhttps%3A/www.hcstraining.nhs.scot/media/0jlbbwyx/healthcare-support-worker-development-and-education-framework-for-levels-2-4.pdf) Levels 2 – 4.

**KSB Review**

Please review the knowledge, skills, and behaviour statements carefully. Rate yourself using the RAG (Red, Amber, Green) scale:

* **RED:** Requires education, learning, and development in most or all of the statements.
* **AMBER:** Requires education and development in some aspects of the statements.
* **GREEN:** Confident and can effectively demonstrate knowledge, skills, and performance in relation to the statements.

As you assess yourself, consider how you might demonstrate proficiency and provide evidence. Your thoughtful evaluation will help guide your development plan.

Update the template with your self-assessment rating for each pillar and the evidence to support this assessment. Your evidence should clearly demonstrate your competence in the relevant knowledge, skills, and behaviours.

Examples may include:

* Case-based discussions
* Training undertaken
* Supervised or observed practice
* Reflective discussions or clinical supervision activities
* Feedback from colleagues or service users

Next consider your development needs, goals and actions. There is an Action Planning and Priority Rating Tool that you may find helpful to support you in Appendix 3.

**Development Needs, Goals and Actions**

If you have identified development needs, take a moment to consider how you plan to achieve them.

Short-term Actions:

* Identify immediate steps you can take to enhance your KSBs. Consider actions that can be implemented within the next few weeks or months.

Long-term Plans:

* Develop a broader strategy for your continuous development over the next few years. Think about the skills you want to cultivate and the milestones you aim to reach.

Accountability:

* Determine how you will track your progress and hold yourself accountable. Consider setting regular check-ins or using tools that help monitor your development journey.

Use the Action Planning and Priority Rating Tool to record the:

* Specific steps you will take to address the need
* Resources or support you will utilise
* Strategies for implementation
* A timeline for achieving your goals

**Next steps**

Consider discussing your learning and development needs with your line manager or practice assessor. This collaboration can provide valuable insights and support as you update your Professional Development Plan (PDP).

The [Turas Professional Portfolio](https://turasnmportfolio.nes.nhs.scot/) is recommended to help you record your reflections and can be used to develop evidence and record any supervision discussions. The Portfolio is available for our Healthcare Science Support Workers in Scotland and for all Healthcare Professionals including the NHS, social care, voluntary and independent sectors.

**Feedback Request**

Your feedback is important to us and will help us continually improve our resources. Please take a moment to complete this survey and share your thoughts. (insert link) Thank you for your input!

**Appendix 1 – Reflective Practice Guidance**

Reflection in practice is an important part of learning in the workplace. Reflection is a process where you take time to reflect on, for example a single event or the events over a day to examine what happened, what was good or bad about the experience, what else you could have done, and what you would change or improve in your practice as a result of learning. Reflection is a tool which helps you to learn from the tasks and activities you are carrying out daily.

Reflective practice is the capacity to reflect on action so as to engage in a process of continuous learning (Schon, 1983).

There are many types of reflective practice models to help you to do this. Here is one example of a reflection cycle. It involves thinking about what has happened and what we might do differently the next time.

**How to use reflection to support your learning**

When we reflect on our practice we need to focus on a concrete experience. To make our concept more tangible, we will illustrate it through the example of making a cake.

**Think:**

* What happened?
* Testing the cake – what is good or bad about it?

**So what?**

* What does this mean?
* Deciding what went well or where you went wrong or deciding what you liked or didn’t like about the cake

**Now what?**

* What will I do differently next time?
* What would make the cake better next time?
* Changing the recipe and giving it another go.

We all reflect at different times on our practice. Most of us do this “on the go”. However, it can be helpful to our practice to write down our reflections to document our learning and development.

**Reflective Activity**

You might find it helpful to better understand the process of reflection by undertaking this activity.

Think of a learning experience in your workplace. Examples may include attending a course, reading an article related to your role, discussions at a staff meeting, service developments, working with a patient etc. Try not to spend too much time on describing the event – the aim is to reflect on what you have learned.

Use the reflective questions to guide your thoughts.

* Describe what happened…
* So what?
* Now what?

Now watch this 6 minute [YouTube video](https://www.youtube.com/watch?app=desktop&v=djCuX3PhxEA) for top tips on Reflective Writing from the Skills Team at University of Hull.

**Appendix 2: Reflective Self-Assessment Template**

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| **Reflective prompts** | **Self-assessment** |
| Current role and responsibilitiesIdentify areas that align with your role. |  |
| Strengths - what areas do you feel confident in? |  |
| Gaps - what areas do you feel less confident in? |  |
| Consider your level of confidence in relation to your skill set.Technical/clinical skills related to your roleInterpersonal and communication skills  |  |
| Consider your level of confidence in relation to professional behaviours.How do you exhibit professionalism in your role?Ability to adapt to changing circumstances or challenges.Commitment to ongoing personal and professional development.  |  |
| Gather examples or evidence demonstrating your knowledge application in your role.  |  |
| Consider areas where you need further learning and development.  |  |
| Consider how developing these KSBs can support your career aspirations. |  |
| **KSB Reference code** | **RAG rating**  | **Evidence to support your assessment**  |
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**Role or profession specific from other frameworks**

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**Appendix 3: Action Planning and Priority Rating Tool**

This form is intended to be used with the Reflective Self-Assessment Tool to assist you in planning and prioritising your development. It follows a straightforward systematic approach to help you consider the action steps required, and support needed to achieve proficiency in the areas you identified as priorities.

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| **Priority rating** High, Medium or Low | **Pillar** | **KSB ref** | **Action of “how “to achieve this KSB**Description of what you are going to do, the actions you need to take, how you are going to do this and how you will know that you have achieved your aim.  | **Support required** | **Time frame**  |
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**Appendix 4: Sign off Template**

This template is designed to assist you in providing evidence of your level of practice for sign-off purposes. It can be utilised for various processes, including:

* **Appraisal and Professional Development Review (PDPR):**
Use this template to document sign-off your achievements and progress discussed during your appraisal.
* **Ongoing Continuing Professional Development (CPD):**
Showcase your commitment to continuous learning and professional growth.
* **Evidence of Advanced Level Practice:**
Provide documentation that demonstrates your capabilities and contributions for local sign-off purposes

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| **Date of review**  | **Comments**  |
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| **Name**  | **Title**  | **Date**  | **Signature** |
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| **Name**  | **Title**  | **Date**  | **Signature**  |
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