**Sample: reflective practice template**

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| **Date:** |  |
| **What are you going to reflect about?***E.g. journal article, course attendance, critical incident, non-critical incident, patient complaint, patient compliment. Reflection often occurs on negative incidents; it is important that reflection also occurs on positive incidents.* |  |
| **Describe what happened or what you did?***Write freely, don’t worry about grammar, just describe what happened in as much detail as you can.*  |  |
| **Who was present or involved?***E.g. practice team, lecturer, patient.**Remember confidentiality if you consider sharing this later with your peers/team.* |  |
| **What was challenging and why?***Considering why you found something challenging will give you insights into your skills knowledge and behaviours.* |  |
| **What did you find easy and why?***It’s just as important to consider why something was easy and the impact that may have on your practice.* |  |
| **Was there an emotional aspect to this?***Did the incident make you or others feel anxious, worried, happy, relieved, sad, distressed? It is important that the effect on others is considered, particularly in reference to team development.* |  |
| **Did this have an effect on your team?***Did you need to address something, provide reassurance or give praise?* |  |
| **What guidance, or other resources are relevant to this issue?***It is important that reference is made to current or evolving guidance. That actions are checked against current guidance or regulations.* |  |
| **Now re-read what you have written.***Think a bit harder about what you have written. Is there anything you can add?* |  |
| **What training or education do you need?***Can it be light-touch, or should it be more formal learning? Will it need to be repeated?* |  |
| **What do you need to do now as an individual or as a team?***Could the team benefit from training and education as well? How am I and the team equipped to pick this up early next time?* |  |
| **Will I need a follow up?***Will there need to be an audit or review at some point to ensure changes have been embedded, lessons learnt? How often should it be reviewed?* |  |