**Reflective Practice – Gibbs Cycle**

**Description**
A description of the call or incident, with relevant details. Remember to maintain patient confidentiality. Don’t make judgements yet or try to draw conclusions; simply describe the events and the key players. Set the scene! It might be useful to ask yourself the following questions:
- What happened?
- When did it happen?
- Where were you?
- Who was involved?
- What were you doing?
- What role did you play?
- What roles did others play?
- What was the result?

**Feelings**
Don’t move on to analysing these yet, simply describe them.
- How were you feeling at the beginning?
- What were you thinking at the time?
- How did the event make you feel?
- What did the words or actions of others make you think?
- How did this make you feel?
- How did you feel about the final outcome?
- What is the most important emotion or feeling you have about the incident?
- Why is this the most important feeling?

**Analysis**
- What can you apply to this situation from your previous knowledge, studies or research?
- What recent evidence is in the literature surrounding this situation, if any?
- Which theories or bodies of knowledge are relevant to the situation – and in what ways?
- What broader issues arise from this event?
- What sense can you make of the situation?
- What was really going on?
- Were other people’s experiences similar or different in important ways?
- What is the impact of different perspectives eg. personal / patients / colleagues’ perspectives?

**Evaluation**
- What was good about the event?
- What was bad?
- What was easy?
- What was difficult?
- What went well?
- What did you do well?
- What did others do well?
- Did you expect a different outcome? If so, why?
- What went wrong, or not as expected? Why?
- How did you contribute?

**Conclusion**
- How could you have made the situation better?
- How could others have made the situation better?
- What could you have done differently?
- What have you learned from this event?

**Action Plan**
- What do you think overall about this situation?
- What conclusions can you draw? How do you justify these?
- With hindsight, would you do something differently next time and why?
- How can you use the lessons learned from this event in future?
- Can you apply these learnings to other events?
- What has this taught you about professional practice about yourself?
- How will you use this experience to further improve your practice in the future?
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