

PERSONAL DEVELOPMENT PLAN (PDP)

Date of PDP:

Review Date of PDP:

PERSONAL DETAILS

Name.....

Current Address.....

.....

Telephone Numbers

Work.....

Mobile.....

E-mail Address.....

Qualifications (with dates).....

Dental School/University.....

GDC Registration Number.....

NHS Performers List Number.....

Defence Society.....

Membership Number.....

Telephone Number.....

Membership of other Professional Societies.....

.....

WHAT IS A PDP?

Basically a PDP is designed to do what it 'says on the tin'.

Let's break down the title. It is:

a) Personal

It is specific to each individual dentist. It will only apply to you and can't be copied from anyone else. It will be formulated by you and relate to your individual educational needs.

b) Development

It should assist in addressing your learning requirements. These can be identified via a variety of methods which include:

Self-awareness – by doing something like a SWOT analysis (more about this later)

Patients unmet needs – knowing that there are some treatment issues that are not being fully dealt with

Clinical audit – either single or collaborative, the results of which can pinpoint areas for clinical, professional or managerial development

Appraisal – self-appraisal or with a dental colleague or with other dental staff in the practice (360° appraisal)

Significant event analysis – assessing why something went wrong, or right. Looking at individual or practice complaints.

GDC core subjects – a new recommended course was added to the GDC list last year, and there are signs that this list will be increased in the future.

c) Plan

This is a written down, considered strategy which should have a recorded timeframe be it short or long. But remember that this timeframe must be realistic. Don't give yourself a short target which won't, or can't be achievable.

The PDP is a snapshot at the particular time when it is compiled. It is a dynamic process and will need updating at regular intervals. It may be advisable to review it on an annual basis, but if at an intermediate stage another learning opportunity or requirement is identified it may have to be revised before the initial timeframe has ended.

GDC Revalidation Programme

There will soon be a compulsory requirement for each dentist to comply with professional revalidation, and submission of a PDP to the GDC is very likely to play a significant part in this process.

So if you can compile your PDP now it be easier to regularly update in the future and won't be such a great worry when that day arrives.

HOW TO COMPILE YOUR PDP

The aim of compiling this PDP is to encourage you:

- to identify your learning needs
- to structure your learning around these perceived needs
- to develop strategies to meet educational needs using appropriate learning activities and styles
- to reflect on experience and practice
- to use critical incidents (significant events) to modify or re-formulate the original objectives of your learning plan or contract
- to complete the learning cycle by applying your new learning to practice

The stages used to develop your individual action plans are to:

- Identify current level of learning and experience
- Identify areas for future development
- List your key learning objectives
- Identify a means for meeting these needs and objectives.
- Arrange the appropriate training, where necessary
- Gather the appropriate evidence to demonstrate your learning
- Plan further learning opportunities if necessary

or

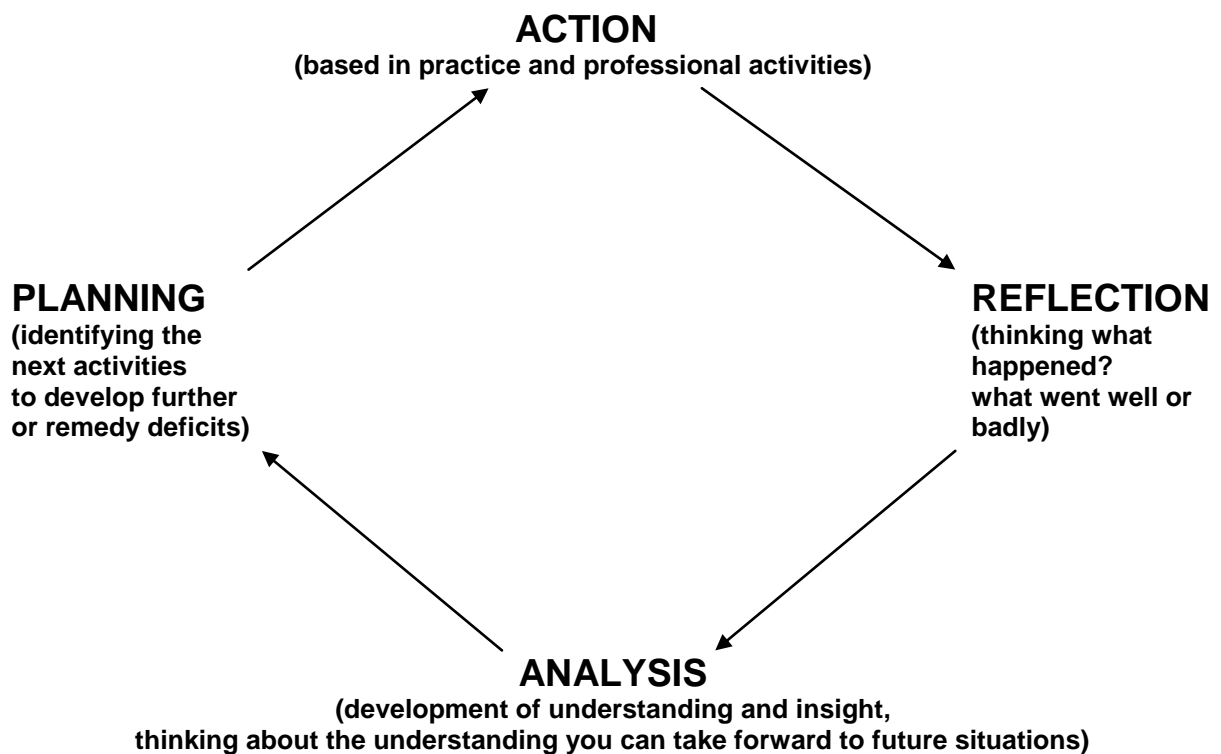
- Devise new learning objectives and personal learning plan

The development and completion of your action plan may involve discussion and negotiation with one or all of the following people:

- Your Dental Workforce Support Adviser (DWSA)
- The Director of Postgraduate Dental Education
- Postgraduate Dental Tutors/Dental Care Professional Tutors at the Postgraduate Centres
- Your colleagues or your employers

THE PROFESSIONAL DEVELOPMENT MODEL

LEARNING CYCLE



WHEN TAKING YOURSELF ROUND THE LEARNING CYCLE, USE THE FOLLOWING SEQUENCE OF QUESTIONS:

- What actually happened?
- What did you do?
- What went well?
- What went badly?
- What have I learnt?
- What else could I have done?
- What will I do next time?

ACTION PLANNING

The characteristics of good action plans are that they are:

- Specific
- Measurable
- Achievable
- Realistic
- Timeframed

THE REFLECTION RECORD

Reflecting on your practice and your learning experiences is the key to effective learning and professional development. This reflection should cover all the areas outlined on the chart, which shows the many facets that are involved in the care of the dental patient.

The reflection record provides you with a framework around which to structure your thoughts.

The chart encompasses all the diverse topics that need to be integrated in order to provide optimum care for your patients and demonstrate your competency as a dental professional.

The three broad categories that you need to consider when reflecting on your practice are:

1. Your actions in caring for your patients

Clinical information gathering
Diagnosis and treatment planning
Treatment procedures

2. The skills you bring to these actions

Application of basic clinical sciences
Clinical reasoning and judgement
Communication
Health promotion
Attitudes, ethical and legal responsibilities
Information handling

3. Your role as a professional

Your role as a member of the dental team
Your role as a Dentist/Dental Care Professional in the NHS
Your Continuing Professional Development
Clinical governance

COMPETENCE is an ability to carry out a task appropriately and successfully and would normally relate to repeated occasions.

To gain in competence it is important to:

- Encounter a wide range of experience
- Have an opportunity to practice
- Use learning opportunities
- Become more efficient (careful planning and organisation)

PERSONAL DEVELOPMENT PLAN

NOTES TO ASSIST YOU TO COMPLETE YOUR LEARNING PLAN

Purpose of a PDP

There are various ways of identifying educational needs. As a first step you can undertake a SWOT Analysis; you can look at your Strengths and Weaknesses, and then identify the Opportunities, which are available and also think about the possible Threats.

Think about the topics or issues, which would be useful to you in your practice at the moment.

Think also about your possible 'blind-spots' or areas of weakness.

The process of learning is dynamic and changes daily with your work and experience. Your learning plan is not a static record and will need to be updated and altered. One way of feeding in new learning needs is to use critical incidents or significant events. These are those events in your professional practice, which provide you with a learning opportunity, for example, where things do not go as planned, or go particularly well.

Learning methods

You will need to consider not only what you want to aim at, but also how to do it. People learn in different ways – formal lectures, small group activities, such as study groups, workplace (experiential) learning, hands-on courses, e-learning and so on. It is important that you choose a learning method that suits your preferred style and your needs. It is likely you will use more than one method for any learning activity.

Available resources

Local 'Section 63' activities (including Hands-on) organised by the Dental/DCP Tutor; Faculty of General Dental Practitioner courses and study groups; Journals; privately run approved courses, online and e-learning opportunities.

Keeping records

Your learning plans, significant events, details of meetings attended, protocols prepared and any other written material should be kept together. This material will constitute your portfolio.

It is not solely intended to be a factual record of courses you have attended and treatments you have undertaken. One of the aims of keeping a portfolio is to encourage you to reflect on your experience and to identify the relevant learning you have acquired in a variety of situations.

The frequency of recording information will vary since everyone learns at different rates and in different ways.

Do remember to obtain and keep certificates, or a copy of your FP84 for all your verifiable CPD.

You should also keep a written record of all your non-verifiable CPD activities.

SWOT ANALYSIS

Use this page to identify your own strengths, weaknesses etc. For the exercise it is helpful to be both honest and realistic!

Date.....

<p>STRENGTHS What am I good at?</p>	<p>WEAKNESSES What do I find difficult?</p>
<p>OPPORTUNITIES What resources are available to me?</p>	<p>THREATS What constraints do I have? e.g. time, family, UDA requirements etc</p>

PERSONAL DEVELOPMENT ACTION PLAN

Date.....

<p>GOALS</p>	<p>WHAT MUST I DO FIRST? List your priorities</p>
<p>ACTION PLAN</p>	<p>OPPORTUNITIES FOR REVIEW Of PDP in months</p>

PERSONAL DEVELOPMENT PLAN

This should be updated on an annual basis.

Priority Development Area	Timescale (Target Date)
The Objective Area (How this might be developed)	
Resources Required (What is needed for this development in terms of people, material, time etc.)	
Reflective Notes	
Benefits to Self and Practice	

It is likely that there will be a number of development areas that you can identify so please print / photocopy further copies of this page as required.

RECORD OF PRACTICE ACTIVITIES

This page may be used to help you reflect on your experiences in practice and plan your future activities.

Achievements

Concerns

RECORD OF PRACTICE ACTIVITIES

These pages may be used to help you reflect on your experiences (negative and positive) in practice and plan your future activities.

Negative

Significant Event Analysis

What didn't go as planned?

What remedial action should you take?

What have you learnt from this analysis?

Action Plan

RECORD OF PRACTICE ACTIVITIES

These pages may be used to help you reflect on your experiences (negative and positive) in practice and plan your future activities.

Positive

Significant Event Analysis

What happened?

What went well?

What have you learnt from this analysis?

Action Plan

CONTINUING PROFESSIONAL DEVELOPMENT RECORD OF VERIFIABLE EDUCATIONAL ACTIVITIES

Date	
Venue	
Title	
Speakers / Organisers	
How did the activity meet my expectations?	
Did it identify any new learning needs?	
Certificate of Attendance	
Hours	

Date	
Venue	
Title	
Speakers / Organisers	
How did the activity meet my expectations?	
Did it identify any new learning needs?	
Certificate of Attendance	
Hours	

Total Hours.....

Please print / photocopy as required.

**CONTINUING PROFESSIONAL DEVELOPMENT
RECORD OF NON-VERIFIABLE EDUCATIONAL ACTIVITIES**

Activities include reading dental journals, using CAL programmes, staff training, clinical activity, Health & Safety learning in practice, non-certificated Cardiopulmonary resuscitation (CPR) training in practice, Infection Control, management courses and management learning undertaken in practice or elsewhere.

Date	What happened? What did I do?	What did I learn? How will it change how I work? (Does it link to my PDP?)	Hours

Total Hours.....

Please print / photocopy as required.

GENERAL DENTAL COUNCIL'S RECERTIFICATION PROGRAMME

The requirements are:

All dentists will be required to complete 250 hours of continuing professional development (CPD) over a five year period. At least 75 of these hours must be spent undertaking verifiable CPD.

This includes the following GDC verifiable CPD core subjects:

- 10 hours of Medical Emergencies, with refresher and updated training, including Cardiopulmonary resuscitation (CPR) being repeated annually
- 5 hours of Infection Control
- 5 hours of Radiology to comply with IR(ME)R and IRR Regulations

It is also recommended that you undertake courses covering:

- Dental law and ethics
- Complaints handling
- Early detection of Oral Cancer

The activities that count as verifiable CPD are those, which can be shown to satisfy the following educational criteria:

- Concise educational aims and objectives
- Clear anticipated outcomes
- Quality control, i.e. the course will be evaluated in order to ensure and improve quality
- Obtain and keep a certificate of attendance

Refer to the GDC website for full details <http://www.gdc-uk.org/>

The following are examples:

- Section 63 courses (including hands-on)
- The educational component of meetings and conferences organised by such bodies as the BDA, specialist societies, the Royal Colleges and Faculty of General Dental Practitioners (UK)
- Dental Foundation and Basic Speciality Training Days
- Peer Review and Clinical Audit
- Interactive distance learning programmes with verifiable outcomes
- Postgraduate courses leading to higher degrees
- Private courses
- Online e-learning

General, non-verifiable CPD activities include:

The following are examples:

- Independent study of professional literature
- Attending dental committee meetings eg: LDC
- Online e-learning

IMPORTANT

- Remember your GDC registration number
- It is important to remember to sign the register at all the meetings you attend.
- Use your FP84 to claim your travel and subsistence (retain a photocopy of the original before sending to your PCT). This can also be used as Proof of Attendance at a meeting/course
- Keep Certificates of Attendance
- Record your attendance on the GDC's Lifelong Learning log sheets, or similar documentation