

Trainer guide to Agreeing PDP Objectives at the time of the ESR

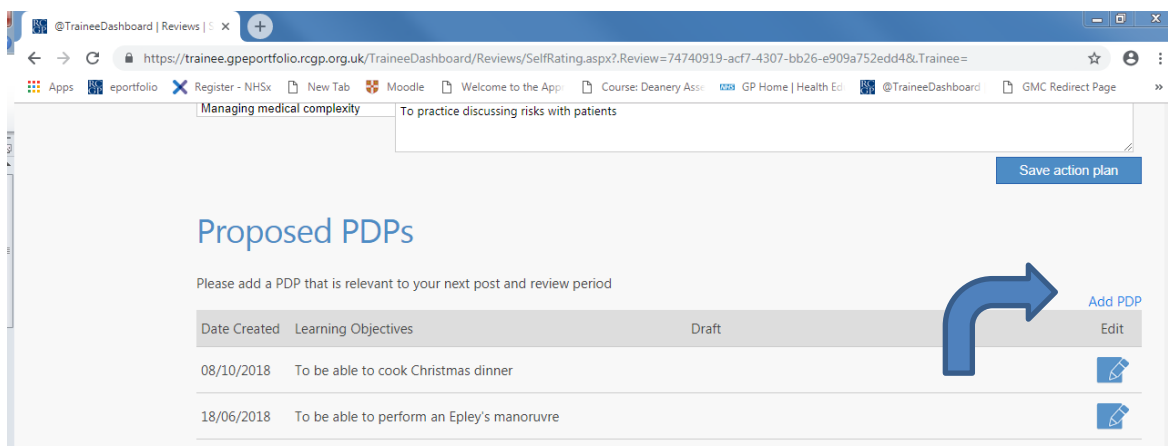
3 main changes were introduced to the ESR process in November 2016, one of which related to the GP trainee proposing PDP objectives when preparing for their ESR. These objectives are then discussed with their educational supervisor (ES) at the time of the ESR with the opportunity, if needed, for the ES to help the trainee to re-write the objectives in a SMART-er fashion. These amended PDP objectives should then appear on the trainee's PDP page. During the summer 2018 ARCP season though, we noticed that lots of our trainees did not appear to have an updated PDP page. We think that there has been some misunderstanding about the process and potentially confusion between agreed competency action points and agreed PDP objectives, both of which should be done at the ESR.

The following is an extract from the advice on the RCGP website with some screenshots added into demonstrate the process from both the trainee's and the educational supervisor's perspective. We hope that this will help educational supervisors understand the process and what they need to do.

Process

The trainee should propose PDP objectives - at least one entry but up to three - at the time that they complete their self-rating. They will need to enter these PDP objectives before they will be able to release their self-rating for viewing by the ES. If entries have been added during the review period, these will appear automatically and can also be amended.

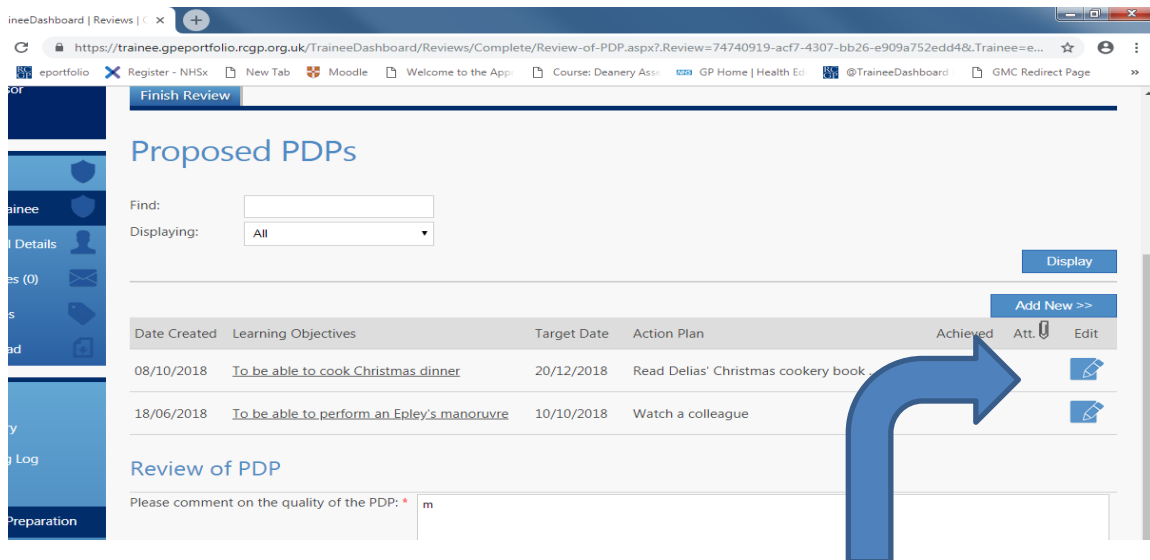
In the case below, the Epley's manoeuvre objective was added during the review period whilst the cooking Christmas dinner objective was proposed by the trainee at the time of writing their self-rating. The trainee can add more objectives by selecting the 'Add PDP' button below and then completing the sections that appear.



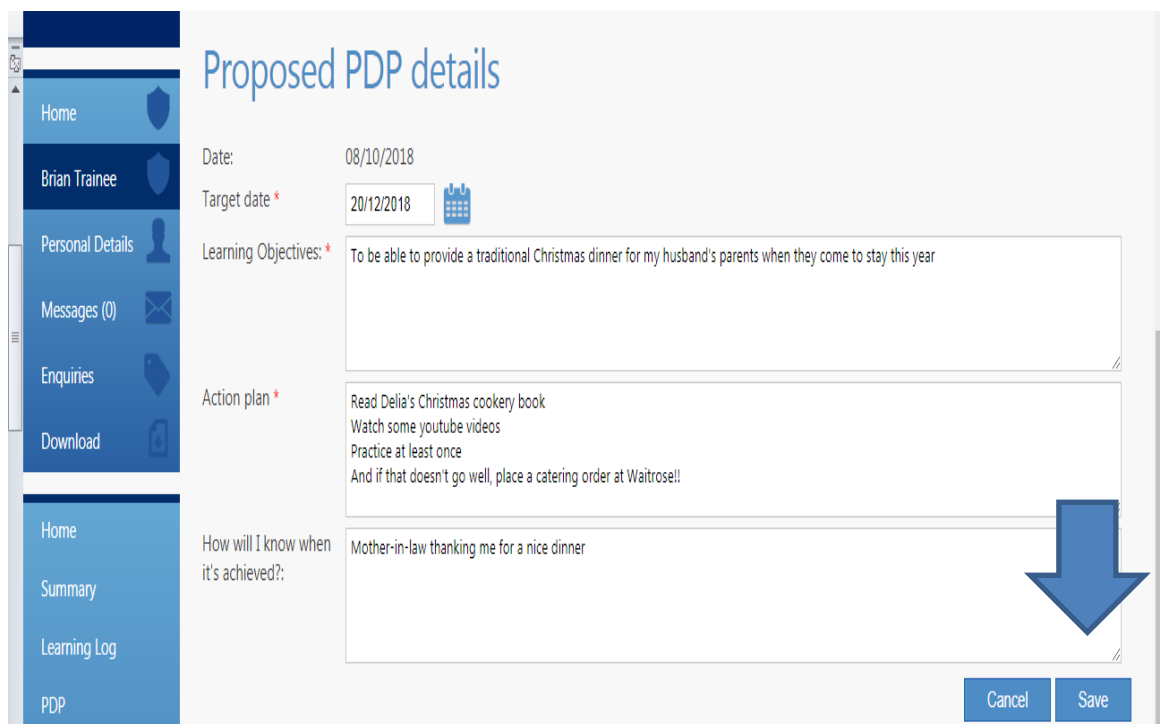
The screenshot shows a web browser window with the URL <https://trainee.gpeportfolio.rcgp.org.uk/TraineeDashboard/Reviews/SelfRating.aspx?Review=74740919-ac7-4307-bb26-e909a752edd4&Trainee=>. The page title is "Managing medical complexity" and the subtitle is "To practice discussing risks with patients". There is a "Save action plan" button in the top right. The main heading is "Proposed PDPs" with the instruction "Please add a PDP that is relevant to your next post and review period". Below this is a table with columns "Date Created", "Learning Objectives", and "Draft". The table contains two entries: one dated 08/10/2018 with the objective "To be able to cook Christmas dinner" and another dated 18/06/2018 with the objective "To be able to perform an Epley's manoruvre". To the right of the table is a large blue arrow pointing to the right, and an "Add PDP" button. Below the table, there are "Edit" buttons for each entry.

Date Created	Learning Objectives	Draft
08/10/2018	To be able to cook Christmas dinner	
18/06/2018	To be able to perform an Epley's manoruvre	

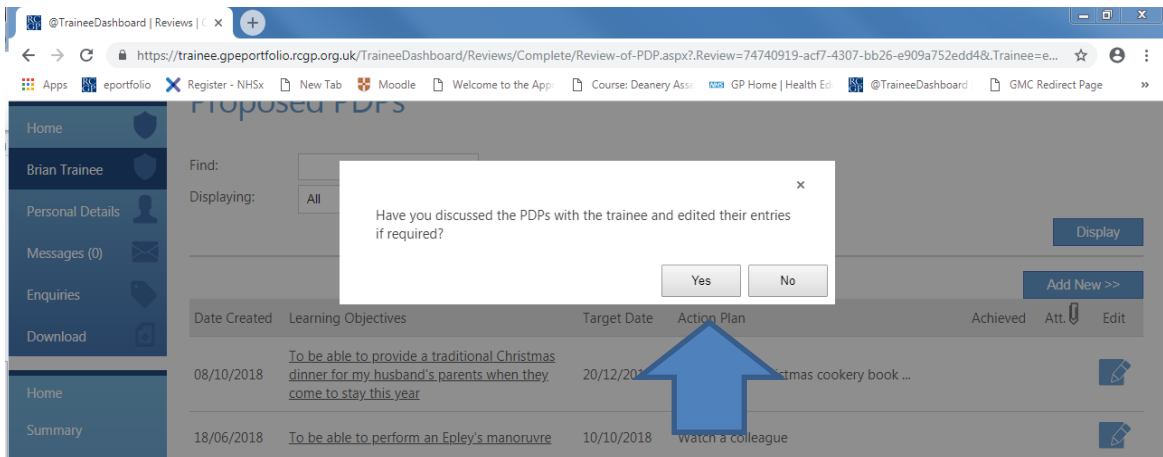
These PDP objectives will then be discussed with their ES at the ESR meeting. The ES should give them feedback and help them to make it 'SMART', if required. The objective can be amended by clicking on the 'Edit' button in the screenshot below and then saving it again.



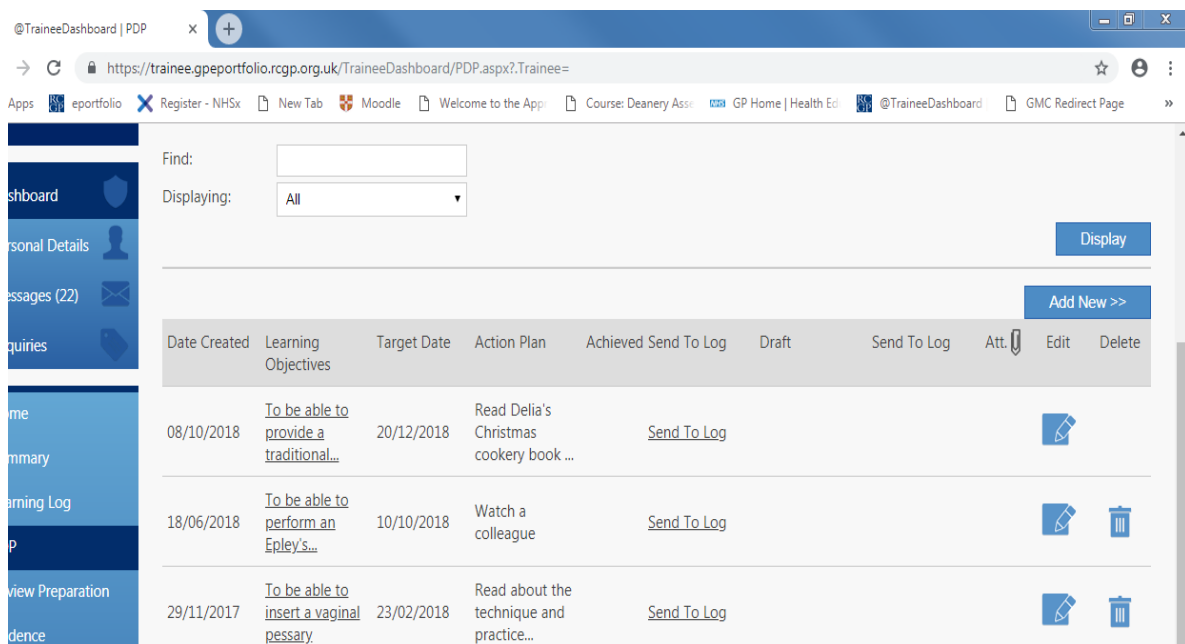
Once the edit button has been selected, you can now help the trainee re-draft their objective before saving it again



Having agreed the PDP objectives, the ES should complete the Review of PDP boxes and press 'Save and Continue'. They will get the message below asking if they have discussed the entries with the trainee and edited them as required



Having completed and submitted the ESR, the trainee should log in to Eportfolio as themselves and accept their ESR. Having done that, the PDP objectives agreed at the ESR should appear on the trainee's PDP page, as below.



In between ESRs, trainees are still expected to add other PDP objectives that show their awareness of their learning needs and how they plan to address these in training.

This will hopefully mean more realistic and 'SMART' PDP entries are created at ESRs, and that these will be more achievable. It will allow a wider range of areas to be included, rather than them being purely focused around the competencies.