# PERSONAL DEVELOPMENT PLAN (PDP) WORKBOOK FOR DOCTORS

## Introduction

Within this document is a set of worksheets for you to complete and review throughout your membership of Reache North West. This will form the basis of annual appraisal and progress review meetings with a tutor and may be submitted with your application for General Medical Council (GMC) registration.

## Personal Development Plan (PDP)

Lifelong learning to keep up-to-date in all areas of your practice as a doctor is essential. The GMC has published guidance stating that every doctor is responsible for his or her own Continuing Professional Development (CPD) needs including planning and undertaking learning directed towards these (see GMC Guidance on CPD).

A doctor should have an active PDP document listing a few short and medium-term goals and how he or she intends to achieve them. This will be used as evidence of active CPD at annual appraisal.

## GMC Registration

The GMC registration assessment teams look for evidence of regular CPD activity especially where there has been a career break. PDP documents and records of regular reflective CPD activity can be submitted as supporting evidence with GMC registration applications. The GMC have told Reache North West that such documents may speed the processing of applications.

## Revalidation and Appraisal

All doctors registered with the GMC must undertake revalidation every five years by showing evidence of annual appraisal with PDP review.

## Reflective Practice

The GMC's *Good Medical Practice* requires you to reflect regularly on your standards of medical practice including what you have learnt through your CPD activities.

## Reache North West Appraisal

All Reache North West members will be required to demonstrate their CPD as follows:

1. Attend an annual appraisal and progress meeting with a tutor. This will include an interim portfolio review.

2. Attend at least 80% of Reache North West regular teaching classes.

3. Keep a reflective learning log using the BMJ Portfolio (see Reache North West website for a link). This is available free online and can be used to log reflections of all your CPD activity. Once you have passed IELTS, you will be expected to create a minimum of one entry per fortnight.

4. Keep up-to-date CV and PDP documents uploaded to the BMJ Portfolio.

We will offer to meet you shortly after you start as a new member at Reache North West to check that you have been able to set up a BMJ Portfolio and to help you to start your first PDP document.

# PREPARING YOUR PDP

The Reache North West website (click here) has some further information on how to prepare a good PDP using the template on the next page.

An important step is to undertake a self-appraisal to identify your needs. You may like to use the following **SWOT analysis** grid to explore this. Please copy and paste the table to undertake repeat SWOT analyses when you review your PDP.

**PERSONAL SWOT ANALYSIS DATE:_____**

| ***S**trengths:*<br>***What am I good at?*** | ***W**eaknesses:*<br>***What do I need to work on?*** |
|---|---|
| | |
| ***O**pportunities:*<br>***What could help me along?*** | ***T**hreats:*<br>***What might stop me?*** |
| | |

The PDP document on the next page is not intended to list *ALL* your plans but rather your main objectives for the upcoming 6-12 months. These should be *REALISTIC* and *ACHIEVABLE* and so you will probably find that 1-4 entries in each section is suitable but there is no rule on how many will be right for you.

A target date for completion should be set for each objective listed. Your PDP progress can be discussed at each review / appraisal meeting and any outstanding objectives can be copied over onto a new active PDP sheet.

# PDP – PERSONAL DEVELOPMENT PLAN

1. Fill in name and start date
2. List main development objectives below
3. Upload to BMJ Portfolio for review meeting
4. Start a new sheet at review meeting

Unmet objectives can be carried forward (copied) onto the new sheet

| | | | |
|---|---|---|---|
| NAME | | | |
| DATE STARTED | | PDP SHEET NUMBER | 1 |
| DATE REVIEWED | | REVIEW TUTOR | |

## 1. Knowledge of English language and British culture

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

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## 2. Medical knowledge and clinical skills

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
|---|---|---|---|
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## 3. Qualifications and career aims

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
|---|---|---|---|
| | | | |
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| | | | |
|---|---|---|---|
| NAME | | | |
| DATE STARTED | | PDP SHEET NUMBER | 2 |
| DATE REVIEWED | | REVIEW TUTOR | |

## 1. Knowledge of English language and British culture

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
|---|---|---|---|
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## 2. Medical knowledge and clinical skills

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
|---|---|---|---|
| | | | |
| | | | |
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## 3. Qualifications and career aims

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
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| | | | |
|---|---|---|---|
| NAME | | | |
| DATE STARTED | | PDP SHEET NUMBER | 3 |
| DATE REVIEWED | | REVIEW TUTOR | |

## 1. Knowledge of English language and British culture

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
|---|---|---|---|
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## 2. Medical knowledge and clinical skills

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
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## 3. Qualifications and career aims

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
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| | | | |
|---|---|---|---|
| NAME | | | |
| DATE STARTED | | PDP SHEET NUMBER | 4 |
| DATE REVIEWED | | REVIEW TUTOR | |

## 1. Knowledge of English language and British culture

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
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## 2. Medical knowledge and clinical skills

| *What do I want to achieve?* | *How will I achieve this + what evidence will I show?* | *Target date?* | *Comments at review* |
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