

# Professional Competence

## Creating a Personal Development Plan

Creating a Personal Development Plan (PDP) is recommended by your Professional Competence Scheme. The PDP is a means to identify and document your educational needs and hence demonstrate that the needs have been addressed. PDPs should take into account all the various roles that you fulfil in your job and the steps you need to take to update your knowledge, maintain your experience and improve your skills if necessary. To achieve the best results in professional performance, PDPs need to be prospective rather than retrospective.

It is not compulsory to complete a Personal Development Plan however it is recommended that you do so. Creating a Personal Development Plan encourages you to review your practice and to set out goals for your personal development. It can also be used to reflect on and monitor your progress.

## Introduction

Your Personal Development Plan should clearly define your development needs and targeted activities. A new Plan should be created at the start of each PCS year and it should be reviewed on a regular basis.

Planned activities should reflect and be relevant to your current and future scope of practice.

## Aims of a Personal Development Plan

To produce a structured snapshot of 'where you are now', thus enabling you to:

- Set goals for your personal development
- Help you recognise areas of educational need, and to plan actions to address these needs
- Produce documentary evidence of education and reflections – your ePortfolio, to meet the requirements of your Professional Competence Scheme

## Completing your Personal Development Plan

Your Personal Development Plan contains information about the nature and scope of your current practice and the areas you have identified for development.

The form for completing a Personal Development Plan can be found in the "Progress" / "Summary Overview" section of your ePortfolio.

## CPD Credit

If you enter your Personal Development Plan into ePortfolio for Professional Competence by 30 September, you can claim 5 CPD credits in the Internal category.


The first section of the form, shown below, relates to the nature and scope of your practice.

## Personal Development Plan


Your plan should clearly define your development needs and targeted activities. You should review your plan on a regular basis and a plan should be created at the start of each PCS year.

If you complete your Personal Development Plan form by 30 September, you may claim 2 CPD credits in the Internal CPD category. To claim your credit, complete a form in the Internal CPD category. You do not need to add an evidence document for claiming this credit.

**Start Date\*:**

03/05/2018


**End Date\*:**

03/05/2018


**Main Area of Practice\*:**

☐ Clinical
☐ Non-Clinical

**Additional Area of Practice:**

☐ Education
☐ Research
☐ Protocol Development
☐ Other

**If "Other" Additional Area of Practice, please specify:**

The next section of the form, shown below, relates to identifying your development needs.

Identify your development needs and targeted activities in the following categories:

**Clinical (Practice) Audit:**

**External:**

**Internal:**

**Personal Learning:**

**Research or Teaching:**

## Learning needs survey

RCPI constantly develops education to suit your ongoing needs. Check the RCPI Store on our website [www.rcpi.ie](http://www.rcpi.ie) regularly for the full range of education and training courses available for your continuous professional development

**Please let us know which courses from the list below you would like to attend:**

- ☐ Audit
- ☐ Communication (including conflict resolution)
- ☐ Leadership
- ☐ Management (including decision-making)
- ☐ Patient Safety
- ☐ Physician Well Being
- ☐ Quality Improvement
- ☐ Research
- ☐ Teaching

## Sample completed form for a Consultant Obstetrician:

### Personal Development Plan

Your plan should clearly define your development needs and targeted activities. You should review your plan on a regular basis and a plan should be created at the start of each PCS year.

If you complete your Personal Development Plan form by 30 September, you may claim 2 CPD credits in the Internal CPD category. To claim your credit, complete a form in the Internal CPD category. You do not need to add an evidence document for claiming this credit.

**Start Date\*:**

01/05/2018

**End Date\*:**

30/04/2019

**Main Area of Practice\*:**

☒ Clinical  
☐ Non-Clinical

**Additional Area of Practice:**

☒ Education  
☐ Research  
☐ Protocol Development  
☐ Other

If "Other" Additional Area of Practice, please specify:

Identify your development needs and targeted activities in the following categories:

**Clinical (Practice) Audit:**

Induction of labour in patients attending my personal practice and how my practice matches the hospital policy and NICE guidelines

**External:**

I will attend the Consultants Conference of the Institute of O&G. I will undertake training in Balloon and B Lynch sutures for post partum haemorrhage. Discuss time off and potential need for cover with my hospital.

**Internal:**

I will present a review of Epilepsy Clinic at Perinatal Conference

**Personal Learning:**

Medscape reading once per month

**Research or Teaching:**

Question setting for MRCPI O&G  
 Postgraduate lectures  
 Discuss time off and potential need for cover with my hospital