

Professional development plan and cycles

Requirements

Each pharmacist is required to have a **professional development plan (PDP)** for each recertification year, with **two completed development goals / cycles**. This requirement recognises that assessing your own competence is most valuable when it leads to a plan for improvement.

Each development goal follows the professional development cycle (Figure 1) and can be viewed as a quality improvement activity focused on achieving higher levels of competence. You may include more than two goals if you wish.

Your plan should be uploaded or entered onto MyRecert by June, i.e. near the start of the recertification year. It is, however, a living document which you should update during the year if your development goals change in response to service or personal needs. You should also update your PDP with your progress as you undertake activities towards achieving your goals.

What is a professional development plan (PDP)?

A PDP is a written plan that gives you:

- A systematic way of identifying and addressing your professional learning and development needs to maintain and develop your competence
- A tool that can identify areas for further development and encourage lifelong learning
- An individualised plan that identifies your own
 - goals for the year ahead
 - methods for achieving your goals
 - monitoring and evaluation of your new skills, knowledge and attitudes in practice

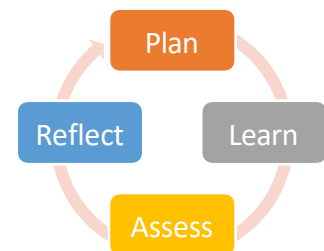


Figure 1 Professional Development Cycle

It is important to recognise that while your peer or manager might help you decide on your learning and development needs, you are responsible for writing your own PDP.

What makes a good PDP that is useful to you?

- Personal to you
- Well considered- take the time to think through what you want to achieve
- Based on self-reflection
- It identifies your learning needs - what competencies do you want to develop for either your current role or for a future one
- Is achievable
- A working document that is regularly reviewed and continuously updated
- Flexible guide for your development and can be adapted as needed
- Supported by evidence

Good professional development planning will help you achieve your potential as it will help you to identify your skills gaps and your learning and development needs.

Workplace PDP

PDPs are commonly written as part of a performance appraisal process in workplaces and if you already have one you may use this. Your workplace PDP may run on a different 12-month timeframe than the recertification year. In this case you do not need to realign your timeframe, simply upload the PDP that is current in April.

Flexibility

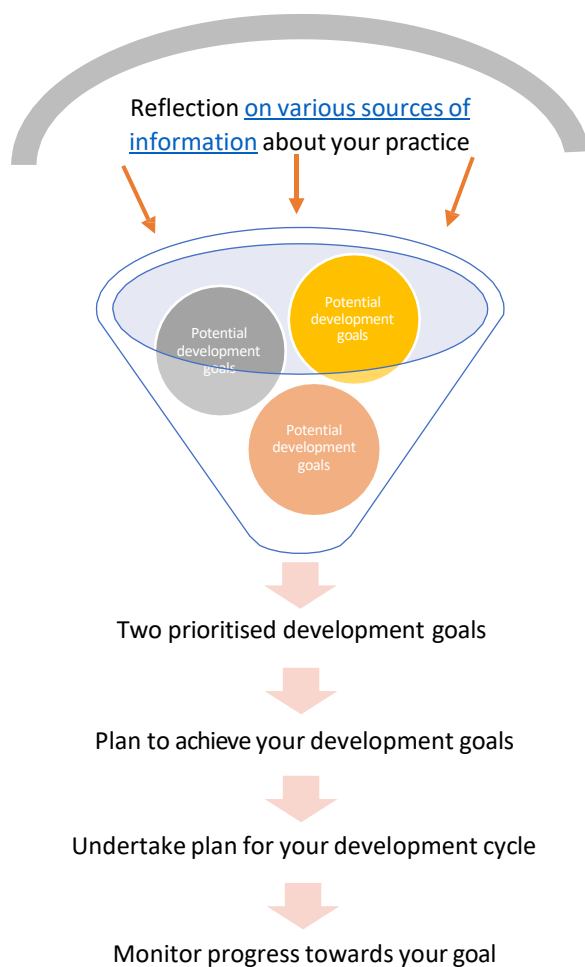
A PDP doesn't cover all learning that you will do. It represents a subset of planned learning, and you will still undertake other (unplanned) learning in response to changing needs in your practice. Both are important and complement each other.

Similarly, your needs may change during the year for a variety of reasons.

Writing a PDP and undertaking a development cycle

While there are many ways to write a PDP, you might follow this process to prepare your PDP.

1. **Self-assessment or reflection** on your practice and competence
2. **Identifying** your learning and development goals
3. **Prioritising** your learning and development goals
4. The **strategies or methods** you use to meet your goals, and what
 - **resources** you will need
 - **timelines** you will set to complete your goals
5. **Monitoring and evaluation** of your new skills, knowledge, and attitudes in practice



What can you reflect on to help you identify your goals?

There are several sources of information about your competence in your role that you can use to identify your development goals, for example

Feedback from your manager, colleagues, peer group, other healthcare professionals, students, or patients / customers / clients on:

- Your general performance in your role
- Critical incidents
- Situations you feel uncomfortable about
- The cultural safety of your practice
- Your recent successes and achievements – it is important to recognise what you do well so you can do more of it, as well as considering where your weaker points might be
- A selected Competence Standards of your choice
- Local or wider health service developments that you need to contribute or respond to

It is useful to look at more than one of these sources to help your development needs.

How to write a development goal

Your development goal should help you clearly articulate the competence you want to strengthen. This in turn will help you consider the best ways to achieve this. When writing your development goal consider writing it using the SMART criteria to help you stay focused on your goal.

Specific
Measurable
Achievable
Realistic
Timebound

For example if we review the following development goal against this



If we modify the goal and include why it is important we might write something like

'I wish to improve my knowledge of antiemetics'



'I need to learn more about the safe pharmacological and non-pharmacological antiemetic options women with nausea and vomiting in pregnancy in order to review prescriptions clinically and counsel patients effectively.'

S	x – very broad topic
M	x – what is the endpoint?
A	✓
R	✓
T	x



S	✓ - narrows the focus of the topic
M	✓ - now has measurable endpoint
A	✓
R	✓
T	x (include in timescale column)

Timeframes and size of development goals

Each of your development goals are expected to be completed within the 12-month recertification year. If you have a goal that will take longer than this, you can break it down into two or more related goals that can progressed in successive years.

Documentation

You have three options for documenting your PDP

1. You may already have a PDP as part of your performance appraisal or review with your manager or supervisor. If this PDP documentation contains the information required in the minimum data set you can meet your requirements by uploading your PDP from your workplace using your own template OR.
2. Use the template supplied to document your PDP
3. upload your PDP into MyRecert

Minimum data set for PDP and development cycles

- Two development goals
- Your plan to address goals
 - what you plan to do
 - in what timeframes
 - what resources you will need
- Comments on your learning progress and the impact on your practice

The plan should be uploaded or entered onto MyRecert by June, ie near the start of the recertification year. It is however, a living document and should be updated during the year to reflect progress.

Links with other recertification requirements

Discussions within your **peer support groups** will be very useful to assist you to reflect on your practice and identify your development goals.

Your **written reflection** may inform the development of a goal within your PDP.

Your **verifier** will read your PDP. As with peer groups, early discussions with them about your practice can help you to identify development goals.

Keeping up to date activities may provide evidence for your progress or completion of your development goals/cycles.

You may choose to focus one of your development goals on the **cultural safety** of your practice.

