



CPD4dentalnurses

YOUR FUTURE IN YOUR HANDS

Enhanced Continuing Professional Development and Personal Development Planning

Aims: To make participants aware of the current General Dental Council (GDC) Continuing Professional Development (CPD) requirements and to be aware of the planned enhanced CPD requirements. Learners will also be introduced to Personal Development Planning (PDP) and reflective learning.

Learning Outcomes: On completion of this verifiable CPD article the participant will be able to demonstrate, through completion of a questionnaire, the ability to:

- Understand the General Dental Council's new enhanced CPD requirements;
- Understand the importance of CPD;
- Identify the General Dental Council's Higher Level Learning Outcomes;
- Understand the importance of personal development planning to ensure that CPD is matched to the needs of the individual to improve professional practice;
- Identify learning needs and apply this to personal development planning; and,
- Understand the importance of reflection on CPD activities.

Introduction

All dental professionals have a duty to ensure that they are keeping their skills and knowledge updated. Undertaking CPD is a requirement of registration, is an important part of maintaining the GDC standards, and makes an important contribution to patient safety. Dental professionals need to ensure that they work within their scope of practice and provide the best quality care possible and therefore make an effective contribution to dentistry.¹

CPD for dentists and Dental Care Professionals (DCPs) is defined as ““study, training, courses, seminars, reading and other activities undertaken by a dentist or dental professional, which could reasonably be expected to advance their professional development, as a dentist or dental professional”¹

Changes to the current CPD requirements will come into force for Dentists in January 2018, and for DCPs in August 2018. This article will discuss the new Enhanced CPD requirements and will provide information on how to prepare a PDP and practice reflective learning, both of which will be requirements of the new CPD scheme.

Current CPD Requirements



Principle 7 of the GDC Standards for Dental Professionals state that “You must update and develop your professional knowledge and skills throughout your working life.”

Specifically, the standards state:

7.3.1 “You must make sure that you know how much Continuing Professional Development activity is required for you to maintain your registration and that you carry it out within the required time.”

7.3.2 “You should take part in activities that maintain update or develop your knowledge and skills. Your Continuing Professional Development activity should improve your practice.”²

Dental nurses are currently required to complete 100 hours of non-verifiable CPD and 50 hours of verifiable CPD in every 5 year cycle.

At the end of the five year cycle, the GDC will carry out a CPD audit. As part of this audit you may be contacted and be asked to provide documentary evidence of your participation in CPD activities and documentary evidence that your verifiable CPD has fulfilled the verifiable criteria.³ Many of our members have already been successfully audited. Records should be kept for five years after the end of your CPD cycle.



Highly Recommended CPD



The GDC have identified some subject areas that dental nurses are “**highly recommended**” to do as part of the minimum verifiable CPD requirement.” These subjects are recommended as they contribute to patient safety. Currently, these subjects are:

- Medical Emergencies- At least 10 hours in each 5 CPD cycle (recommended 2 hours per year).
- Disinfection and Decontamination- At least 5 hours in each CPD cycle.
- Radiography and radiation protection- At least 5 hours in every CPD cycle.

Currently, additional non-verifiable or verifiable CPD is also recommended by the GDC in the following areas:

- Legal and ethical issues
- Complaints handling
- Oral Cancer: Early detection
- Safeguarding children and young people
- Safeguarding vulnerable adults

There are no **compulsory** subjects that need to be completed. Registrants are expected to use their own “professional judgement” when planning and undertaking CPD, ensuring that it is relevant to their individual field and scope of practice.

New Enhanced CPD

In the summer of 2011, the GDC launched a review of CPD. The review process included a range of information gathering, research and consultation. The GDC consultation on CPD held from October 2012 to January 2013, indicated strong support for the new CPD proposals that aims to enhance the current requirements. Key policy factors in developing the new CPD rules have been to “optimise the quality and impact of CPD on dental practice; the contribution that the GDC’s CPD requirements can make to continuing assurance of practice; and as an important precursor to a scheme of revalidation.”⁴

The work of the GDC is defined and governed by the Dentists Act 1984, which sets statutory objectives to protect patients and to promote public confidence. As such, the GDC:

- sets standards for education and ensures trainees are taught the right skills;
- maintains a register of dentists and dental care professionals, checking that people meet the requirements to be on the register;
- sets and promotes professional standards and ensures that skills and knowledge are kept up to date through CPD
- investigates allegations of 'impaired fitness to practise'.

The first three of these functions, namely education, registration and setting standards, are all considered to be preventative or 'upstream' measures. The aim is to reduce the risk of delivering compromised patient care standards that may lead to harm or risk of harm and therefore to a case of fitness to practise. The aim of the new enhanced CPD requirements is to shift the balance to focus on the 'upstream' approach, in order to reduce the likeness of harm occurring in the first place by ensuring that CPD, professional standards and good practice is embedded into each professionals' life and that they are completing CPD that is relevant to their individual scope of practice and learning needs. The aim is to focus the dental professional on providing high quality patient care and maintain professional standards.⁵

Key Changes to CPD Requirements

Dental nurses will still be required to complete 50 hours of verifiable CPD over a five year cycle. The key changes are:

- 1) **removal** of non-verifiable CPD;
- 2) inclusion of provisions requiring CPD to be more evenly **spread throughout the cycle**; and,
- 3) the emphasis on **reflective practice**, and the use of the **Personal Development Plan (PDP)** to identify learning needs and direct learning.⁶

1) Removal of non-verifiable CPD

The new enhanced CPD scheme is planned to be launched on 1st August 2018 for DCPs. From this date, non-verifiable CPD will no longer be required. This means that only verifiable CPD is admissible under the new scheme. For dental nurses who end their current CPD cycle in July 2018, only 50 hours of verifiable CPD will be required for the following CPD cycle. If dental nurses are midway through a CPD cycle in August 2018, a pro-rata approach will be applied, taking into account the requirements of both schemes. This means that some non-verifiable CPD may be required.

- ✓ There is a transition tool that can be used to help work out how many hours of non-verifiable CPD will be required for dental nurses who are mid-cycle, and this is available from the non-verifiable CPD section of the website.

2) Spreading CPD more evenly throughout the cycle

A CPD statement must be made in each year, even if zero hours are declared. Under the enhanced CPD scheme, you must declare at least 10 hours in every two years. This means that you must still complete 10 hours in each two year period, even if you have already met the minimum required number of verifiable CPD hours of the 5 year cycle.

- ✓ At CPD4dentalnurses, we add verifiable CPD articles at regular periods during the year, so if you complete each article as it is released, you will meet these requirements.

3) Emphasis on reflective practice and Personal Development Planning

Registrants will be required to produce a PDP and demonstrate reflective learning. The following steps are detailed in the new GDC enhanced CPD scheme⁶ and will be explained in more detail:

- 1) **Plan:** Learning needs will be identified through the use of a PDP.
 - 2) **Do:** Once learning needs have been identified, CPD should then be planned and completed accordingly.
 - 3) **Reflect:** Once the CPD activity has been completed, it can then be reflected upon.
 - 4) **Record:** Correct documentation needs to be kept.
- ✓ The following section will assist you in producing your PDP. This section will be updated as necessary once the new enhanced CPD scheme starts.

Guidance on how to complete a PDP

What is a PDP?



A PDP can be defined as “a process by which we identify our educational needs, set yourself some objectives in relation to these, undertake our educational activities and produce evidence that you have learned something useful.” Therefore, constructing a PDP, follows the GDC approach to plan, do and reflect. By identifying learning needs, participating in a related CPD activity, and improving professional standards, the aim is to feel in control of your own learning and future career. The PDP will ensure that the learning needs are matched to the dental professional’s requirements and field of practice, thus ensuring that the CPD completed will have an impact improving professional practice.

Step one – Identify Learning Needs (plan)

The GDC advise that learning needs can be identified individually or in conjunction with peers and colleagues. Learning needs may also be identified through patient feedback, a significant event or at a staff appraisal.⁶

In the new enhanced CPD programme, the GDC has four learning development outcomes that CPD must be mapped against for each activity completed.

Each piece of CPD you complete should link to at least one development outcome (A,B,C or D). The development outcomes are as follows:

Development Outcome⁶	Example of CPD content⁶
A. Effective communication with patients, the dental team, and others across dentistry, including when obtaining consent, dealing with complaints, and raising concerns when patients are at risk;	<ul style="list-style-type: none">• Communication skills• Consent• Complaints handling• Raising concerns• Safeguarding
B. Effective management of self, and effective management of others or effective work with others in the dental team, in the interests of patients at all times; providing constructive leadership where appropriate;	<ul style="list-style-type: none">• Effective practice management• Business management• Team working
C. Maintenance and development of knowledge and skill within your field of practice;	<ul style="list-style-type: none">• Clinical and technical areas of study• Radiography• Cross infection control• Medical emergencies and CPR• CPD on quality assurance for MHRA• CPD specific for your daily role(s)• Upskilling opportunities
D. Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and the dental profession and put patients' interests first.	<ul style="list-style-type: none">• Ethical and legal issues and developments• Professional behaviours• Equality and diversity training

The GDC advise that you should consider covering all four development outcomes during the cycle, although this is not compulsory.

The GDC state that your PDP **must include:**

- 1) The CPD you plan to undertake during your cycle, which must include CPD that is relevant to your current or intended field (s) of practice;
- 2) The anticipated development outcomes that will link to each activity;
- 3) The timeframes within which you expect to complete your CPD over your cycle

It is advised that you review your plan annually to ensure that it is related to your field of practice and your daily role.⁶

- ✓ The CPD4dentalnurses website is currently being updated to assist all of our members in fulfilling the new requirements. Newly updated logs and PDP facilities will aid all members in easily mapping CPD learning outcomes with the GDC learning outcomes. Full support will be given.

Step Two- Do

Once learning needs have been identified as above, the relevant CPD activity will then be selected and completed.

The GDC recommend that a variety of different types of verifiable CPD are completed. They also emphasise the importance of taking opportunities to discuss and interact with other professionals.

Examples of CPD you could complete are:

- Courses and lectures
 - Training days
 - Hands on workshops
 - Clinical Audits
 - Conferences
 - E-learning
- ✓ If you complete CPD on line with CPD4dentalnurses with other dental nurses in the practice, you could discuss the contents of the CPD together and discuss how it could be implemented to improve your current professional practice and raise patient care standards. This could then be recorded in the reflection section.

Step Three- Reflect

Once the CPD activity has been completed, it can then be reflected upon to assess how it has impacted on the ability to practise in accordance to GDC standards and also how it has impacted on patient care. The GDC are not prescriptive with how reflection is carried out. Each individual piece of CPD may be reflected on, or the outcomes may be reflected upon as one document at the end of each year, in a summary of the CPD completed and how each piece of CPD has impacted on professional practice and patient care.⁶

Reflection from the completed CPD may lead to goals changing and further CPD identified. In this way the PDP may be updated throughout the CPD cycle.

- ✓ There is the opportunity to reflect on each piece of CPD in the CPD logs stored on the website. We advise that members use this option to get into the routine of reflecting on each piece of CPD and how it can be implemented into daily practice. The logs can be edited at any time.

Step Four- Record

The GDC does not approve providers of CPD activity and it is the responsibility of each registrant to ensure that each activity meets the GDC requirements of verifiable CPD. To be classed as verifiable CPD you must keep documented evidence of participation (a certificate) and the CPD must have:

- Concise educational aims and objectives
- Clear anticipated outcomes
- Quality controls (method of feedback)

In addition to the above, the certificate should contain the date, name, GDC number, title of activity and time spent on the activity.

- ✓ We ensure that the CPD we provide meets the verifiable CPD criteria stipulated by the GDC.

Personal Development Plan Example

The following is taken from the GDC template and is an example of how it can be completed.

Field of Practice

My registrant title Cycle period, hours required	My work setting	Any additional roles, qualifications or professional interests	My patient population
Dental nurse 2018-2023 50 hours verifiable	Full time mixed NHS/Private	<ul style="list-style-type: none"> • Decontamination lead. • Perform reception duties when required. 	General population

<u>Learning or Maintenance Need</u>	<u>How does this relate to my field of practice?</u>	<u>Which Development Outcome does it link to?</u>	<u>How will this benefit my work?</u>	<u>How will I meet this learning or maintenance need?</u>	<u>Date for competition</u>
Improve my skills in Handling complaints	It will enable me to be able to handle complaints effectively.	A.	I will be able to resolve complaints effectively when in the surgery and reception.	CPD4dentalnurses provide verifiable CPD on complaints handling that will meet the appropriate aims	2018 and update in 2020

				and learning outcomes.	
Disinfection and decontamination	Requirement in my daily practice and in my role as decontamination lead.	C.	Completion of CPD will ensure patient safety and allow me to be up to date with current recommendations and best practice.	CPD4dentalnurses provide verifiable CPD on disinfection and decontamination that will meet the appropriate aims and learning outcomes. In addition, an external company visits the practice annually so that the team can train together.	Annual update (at least 5 hours in this cycle to ensure I stay up to date in this important area).

Activity Log Example

<u>Date</u>	<u>Hours completed</u>	<u>Title, provider and content of CPD delivery</u>	<u>Development Outcome(s)</u>	<u>Evidence of verifiable CPD</u>	<u>Reflection (how did this activity benefit my work?)</u>
01/09/2018	1	<p>"Handling Complaints" CPD4dentalnurses.</p> <p>Provided an understanding of using a team approach to handling complaints in the dental practice.</p>	A.	Yes-certificate	This course provided up to date information on the handling of complaints. I discussed the contents of this article with my colleagues and as a result we decided to implement feedback forms for each patient that attends the practice. These can then be discussed at staff meetings and changes can be made to improve our current practice. This should then help to reduce the risk of patients being unhappy with any aspect of their care.

03/01/2019	1	"The Process of Instrument Decontamination." CPD4dentalnurses	C.	Yes certificate	This course served as an important refresher, reminding me of the differences between essential quality requirements and best practice. As a team, we will discuss at practice meetings how we can move forward to best practice to ensure patient safety.
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- ✓ Personal Development Plan and Activity log templates will be available from the website for the launch of the new enhanced CPD programme in August 2018. Full guidance and support will be provided for all our members. CPD articles completed through the website will be automatically mapped against development outcomes, making the process simple for our members.

Conclusion

In August 2018, the GDC are changing the CPD requirements for all dental care professionals. The aim is to encourage dental care professionals to focus CPD on their current field of practice and individual learning needs rather than just trying to obtain the required number of hours. In this way, the dental care professional will gain value from the CPD they complete, therefore contributing to improved patient care standards.

Portfolio Tip

New non verifiable CPD is now available from the website. We suggest considering the following:

- Use the transitional tool to find out how many hours of non-verifiable CPD you will be required to complete if you are mid CPD cycle.
- At your next appraisal, consider your feedback to aid you in identifying learning needs ready for the new enhanced CPD requirements.
- Start using the reflection opportunities on the CPD logs to enable you to consider how the CPD you complete impacts on your daily role and the wider context of improving patient care.

Remember that the CPD rules for dental nurses do not change until August 2018. We will give full support at the time.

References

1. General Dental Council (2017) CPD for Dental Professionals. Available at:(accessed 20/09/2017)
2. General Dental Council (2013) Focus on Standards. Available at: <https://standards.gdc-uk.org/> (accessed 27/09/2017)
3. General Dental Council (2017) Continuing Professional Development. Available at: <https://www.gdc-uk.org/professionals/cpd> (accessed 27/09/2017)
4. General Dental Council (2013) Draft Continuing Professional Development Rules Order of Council –Public Consultation. Available at: file:///D:/Sony%20Laptop/2013-12-05_Draft%20CPD%20Rules%20and%20Consultation.pdf (accessed 4th October 2017)
5. General Dental Council. Shifting the Balance. Available at: [file:///D:/Sony%20Laptop/Shifting%20the%20Balance%20\(2\).pdf](file:///D:/Sony%20Laptop/Shifting%20the%20Balance%20(2).pdf) (accessed 4th October 2017)
6. General Dental Council (2017) Enhanced CPD for dental professionals. Available at: <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd> (accessed 17th October 2017)