



CPD4dentalnurses

YOUR FUTURE IN YOUR HANDS

Personal Development Planning – A Guide

Aims: To provide step by step guidance on producing a Personal Development Plan (PDP)

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

- Understand the GDC requirements of using a PDP in Enhanced Continuing Professional Development
- Know how to carry out a SWOT analysis
- Demonstrate the ability to align SMART goals to PDP planning
- Be able to produce a PDP to meet individual learning needs

Introduction

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.”¹ 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.

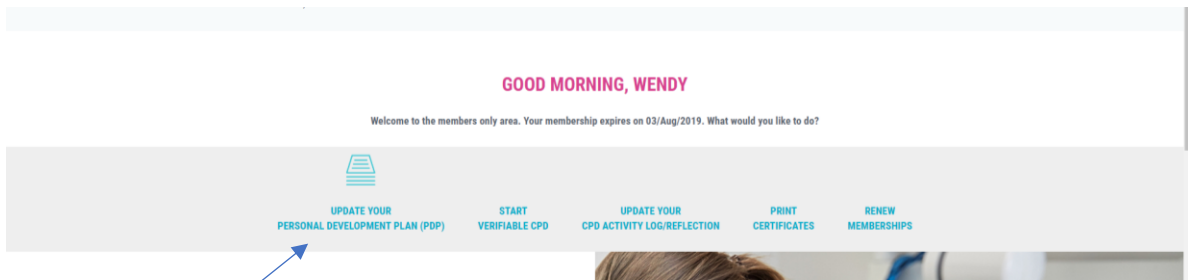
GDC REQUIREMENTS

Part of the GDC Enhanced CPD requirements is to produce a PDP.

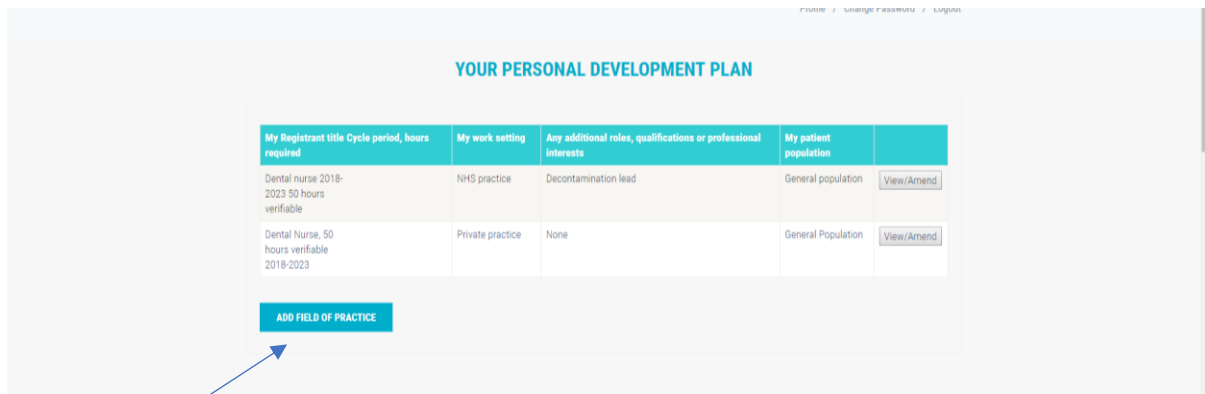
Registrants will be required to produce a PDP and demonstrate reflective learning. The following steps are detailed in the GDC enhanced CPD scheme² and will be explained in more detail in our step-by-step guidance:

- 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.

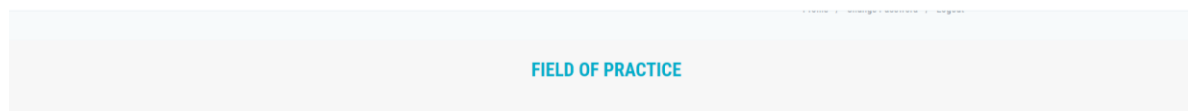
Step one- Identify Your Learning Needs (PLAN)



Click on Update your Personal Development Plan



Click on Add Field of Practice



Fill in your details, using the examples to help you and then save the changes. You can easily update this at any time.

Once this has been completed, you can use a SWOT analysis to identify your learning needs. This involves identifying your:

- S**trengths
- W**eaknesses
- O**pportunities
- T**hreats

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.

START YOUR PERSONAL DEVELOPMENT PLAN

Learning or Maintenance Need	How does this relate to my field of practice?	Which Development Outcome does it link to?	How will this benefit my work?	How will I meet this learning or maintenance need?	Date for completion	
Improve my skills in handling complaints	It will enable me 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 and outcomes	2018 and update in 2020	View/Amend
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 practices	CPD4dentalnurses provide verifiable CPD on disinfection and decontamination that will meet the appropriate aims and outcomes	Annual update (at least 5 hours in this cycle to ensure I remain up to date in this important area)	View/Amend

[ADD TO PDP](#)
[PRINT](#)

Click on add to PDP

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HOME ABOUT MEMBERS CONTACT US

Learning or Maintenance Need
Example: Improve my disinfection decontamination knowledge

How does this relate to my field of practice?
Example: Completion of this CPD will ensure patient safety and allow me to be up to date with current recommendations and best practices

Which Development Outcome does it link to? [↕](#)
Match your CPD to one or more of the development outcomes (A,B,C,D). Click on the magnifying glass to see a table of the outcomes

How will this benefit my work?
Example: Improve my practice or improve patient standards

How will I meet this learning or maintenance need?
Example: CPD4dentalnurses provide verifiable CPD that will meet my educational needs

Date for completion
Example: Annual update (To ensure I remain up to date in this important area)

[SAVE CHANGES](#) [CANCEL](#)

Fill in the boxes and click save.

	Development Outcome	Example of CPD Content
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; providing constructive leadership where appropriate;	<ul style="list-style-type: none"> Effective practice management Business management Team working Leadership skills 	
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 Emerging technologies and treatments CPD or quality assurance for MIRA CPD specific for your daily role(s) 	
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 	

Learning or Maintenance Need
Example: Improve my disinfection decontamination

How does this relate to my field of practice?
Example: Completion of this CPD will ensure patient

Which Development Outcome does it link to?
Match your CPD to one or more of the development

How will this benefit my work?
Example: Improve my practice - improve patient sta

How will I meet this learning or maintenance need?
Example: CPD4dentalnurses provide verifiable CPD

Date for completion
Example: Annual update (To ensure I remain up to date in this important area)

SAVE CHANGES CANCEL

If you are not sure which learning outcome your CPD is related to you can use the magnifying glass to view the GDC development outcomes.

We suggest that you use the GDC highly recommended subjects as your initial goals if they relate to your field of practice. The example below is how your initial PDP may look after adding two goals. You may add in a similar way for the other highly recommended subjects which are:

- Disinfection and Decontamination
- Medical Emergencies
- Radiography
- Safeguarding
- Oral Cancer
- Legal and Ethical Issues
- Complaints Handling

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	Perform reception duties when required.	General population

Learning or Maintenance Need	How does this relate to my field of practice?	Which Development Outcome does it link to?	How will this benefit my work?	How will I meet this learning or maintenance need?	Date for competition
Disinfection and decontamination	Requirement in my daily practice.	C.	Completion of CPD will ensure patient safety and allow me to be up to date with current recommendations and best practice. This is a GDC Highly Recommended subject.	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).
Improve my skills in Handling complaints	It will enable me to be able to handle complaints effectively.	A	It will enable me to be able to handle complaints effectively and help patients have confidence in the practice and dental profession.	CPD4dentalnurses provide verifiable CPD on complaints handling that will meet the appropriate aims and learning outcomes.	July 2022 and annual update.

Based upon your individual learning needs, the remainder of your goals will vary for each individual.

The majority of your goals should be:

Specific – (For example “Learn how to handle patients with Dementia in the dental Practice”)

Measurable- (For example through completion of a questionnaire, having a certificate and also reflecting on the outcome in your practice.)

Achievable

Relevant – (It needs to be relevant to your daily role.)

Timed- (When do you want to complete this CPD? All articles on the website will now be updated annually so will have a chance to keep your knowledge up to date.)

However, it may be that you are in a situation where you complete CPD as part of a course which is not specifically included in your personal development plan, but still contributes to your wider knowledge of the dental profession. Due to this, you may include a more general goal which is GDC development outcome C (example below).

Learning or Maintenance Need	How does this relate to my field of practice?	Which Development Outcome does it link to?	How will this benefit my work?	How will I meet this learning or maintenance need?	Date for competition
Maintenance and development of knowledge and skills within my field of practice	Some of the day courses and learning that I will attend will contain topics that are not specifically related to my PDP but still contribute to my wider knowledge of the dental profession and therefore will have professional benefit to me in my daily work.	C	I will extend my knowledge of the dental profession.	CPD4dentalnurses provide verifiable CPD on various topics that will broaden my knowledge. Some courses I attend may have different topics that I have not previously considered.	On going throughout my CPD cycle.

You do not need to complete a new PDP each year, or each cycle. It is a rolling document that will develop throughout your career as a dental nurse.

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.²

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.

- ✓ At the end of each exam you will be asked to answer some reflective learning questions. If you do this at the time you will be meeting the GDC requirements. Your reflection can be updated at any time. If you click out of this and ignore the prompt to fill it in you will still be able to generate your certificate, however please remember that reflective learning is part of the new enhanced CPD scheme.

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)
- Confirmation from the provider that the CPD content is full and accurate

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 enhanced verifiable CPD criteria stipulated by the GDC.

All the CPD you complete will automatically be added into your activity log. You can also add CPD that you complete elsewhere. From the members section of the website you will see there is a section for documents for the GDC. This contains your Personal Development Plan, Activity Log and Certificates.

Activity Log Example

Date	Hours completed	Title, provider and content of CPD delivery	Development Outcome(s)	Evidence of verifiable CPD	Reflection (how did this activity benefit my work?)
01/05/2022	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.
03/01/2022	1	<p>“The Process of Instrument Decontamination.” CPD4dentalnurses</p>	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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Conclusion

A Personal Development Plan is an important tool in your Continuing Professional Development. 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.

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Personal Development Plan and Reflective Learning

This CPD is linked to the following GDC Enhanced CPD Development Outcome:

B. Effective management of self and effective management of others or effective work with others in the dental team, in the interests of patients; providing constructive leadership where appropriate.

You will now be given the opportunity to answer some reflective learning questions, before your certificate is generated. You can update this at any time from your CPD log. If you take a few moments to write your reflection on completion, you will have fulfilled the Enhanced CPD requirements.

Further Reading

[GDC PERSONAL DEVELOPMENT PLAN EXAMPLES](#)

[GDC Enhanced CPD Guidance](#)

References

1. Rughani, Franklin & Dixon . Personal Development Plans for Dentists. The new approach to continuing professional development. Oxon: Radcliffe Medical Press, 2003. p.27
2. General Dental Council (2017) Enhanced CPD for dental professionals. Available at: <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd> (20/06/2022)