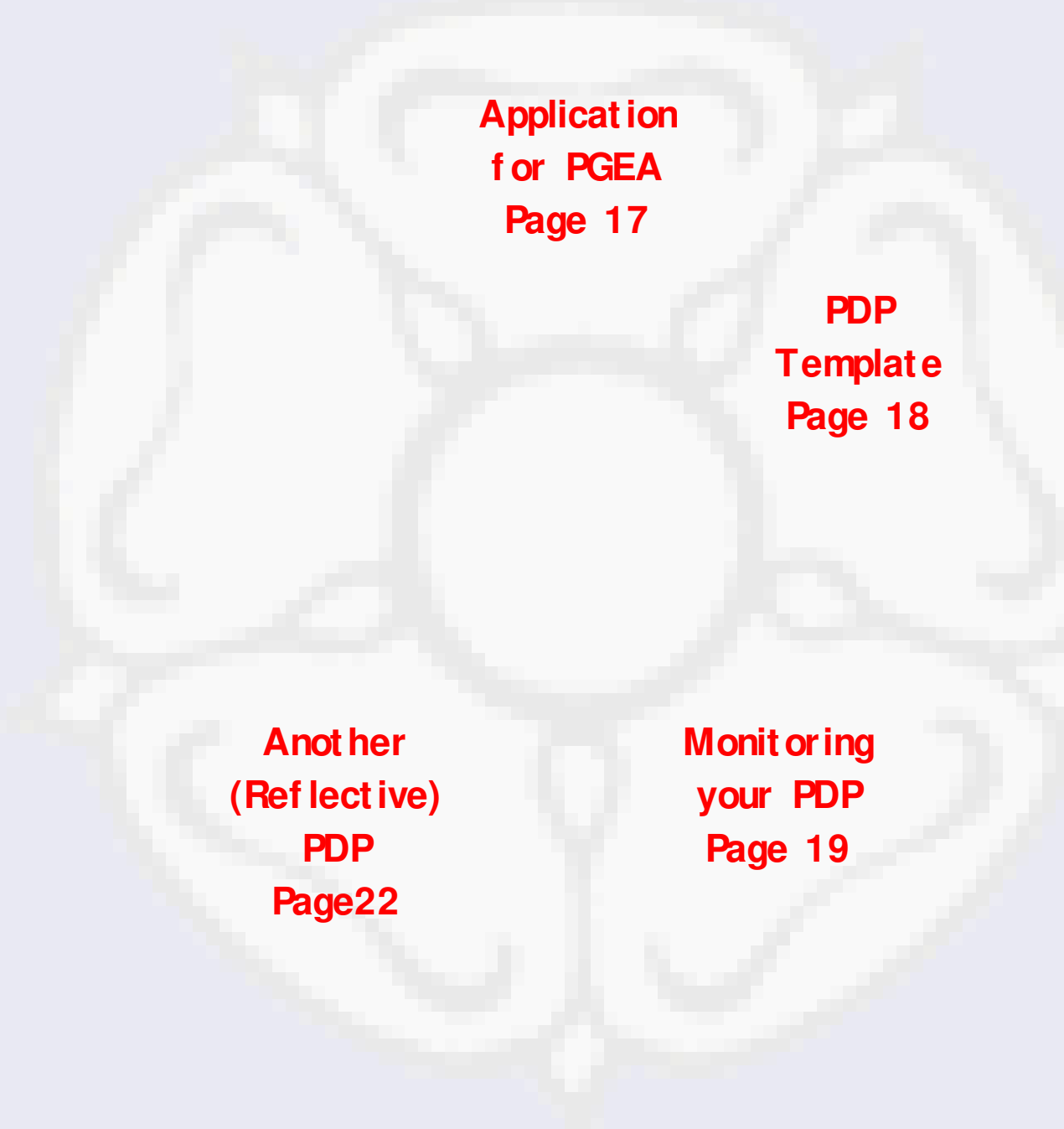


Contents Level 3

The Paperwork



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Development Without Tears

Personal Development Plan Summary / Application for PGEA

(personal development plan, learning & development plan, personal education plan & individual development plan are synonyms)

for Dr (Name or stamp)

Address:

Telephone Number:

e-mail:

Name of the mentor / educational supervisor:

Name of the GP Tutor:

Name of appraiser:

Please accredit my **attached** personal development plan (either from form 4 of the appraisal documents or any other similar PDP) for up to 5 days per year.

Signed _____

Date _____

Please forward this form for accreditation

by post to : *GP Tutor,*

Or by fax to

Or by email to

To obtain your PGEA certificate you will need to fill in the certification pack which will be returned to you when this form has been countersigned by the GP tutor

Approved for UP TO 5 days PGEA: Category & quantity to be decided when the monitoring section of certificate pack has been completed

Signature of GP tutor: _____ Date _____

Personal Development Plan Template

Either fill in this page in detail, or if you have been appraised, copy the 1st 3 columns of the development plan from form 4 of your appraisal documents. This is a summary that matches the appraisal document. The reflective PDP will help you to prepare this summary!

Summary of specific intentions for Personal development for the coming year based on assessment of learning need, your particular clinical responsibilities and local / national priorities					
What development needs have I? (explain the need)	Learning Objectives (list them)	How will I address them ? (explain action and resources)	Date by which I plan to achieve the development	Outcome (How will your practice change as a result)	Completed (Date development need met)
<p>This row is an example cross it out if you feel it does not apply to you <i>I need to maintain a current understanding of a wide range of clinical and non-clinical issues relating to general practice</i></p>	<p><i>I intend to identify papers relating to 6 key clinical developments and summarise and present these to my colleagues</i></p>	<p>I intend to read a peer reviewed journal regularly (e.g. BMJ / BJGP) and to make written notes and/or save/file extracts. I may summarise my findings as protocols of or other documents that I may present to the practice.</p>	31/3/2002	My practice will have been updated in 6 key areas	
<p>This row is an example cross it out if you feel it does not apply to you <i>I have a need to learn how to assess my learning needs</i></p>	<p><i>I intend to produce a more detailed development plan for next year</i></p>	<p>I intend to attend regular <i>revalidation without tears</i> group meetings, and to undertake private study assessing my needs. I shall claim PGEA for all of this activity</p>	31/3/2002	My next development plan will have a greater impact on patient care	

“Certification Pack”

Monitoring sheets and claim form for Personal Development Plan

UNIVERSITY OF LEEDS: DEPARTMENT OF POSTGRADUATE MEDICAL EDUCATION

Dr	<small>Given Name</small> _____	<small>Surname</small> _____
Address:		
Telephone Number:	e-mail:	

Monitoring of Personal Development Plan – Summary for Year							
date	activity	duration	% education	education hours	expected category		
					A	B	C
Totals							

Continue on next page - Please photocopy this page if you wish to add more items

Record of education / development activity
Please photocopy this page as required for further events

Date	Subject / Title			Duration
Location	Educational resource (e.g. name of group, lecturer, journal or book)	% of time that was education (excluding managing your own patients / business / caseload transfer)	Category (ABC) (your assessment)	Method of teaching / learning

Education gain / review of educational activity

If this involved a lot of time (e.g. half a day or more) or has a specific outcome (e.g. an audit a formulary or a document to present to others in the practice) please append this or other details.

End of year review

What have been your major achievements?

How has this year's educational effort helped you? How could it be improved next year?

What are the outstanding needs not yet addressed

Tutors Comments

Please issue a certificate for:	
	Hours category A
	Hours category B
	Hours category C
	Hours in total
Dated	
Signature of GP tutor	
Date signed	

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REFLECTIVE PERSONAL DEVELOPMENT PLAN

NAME:	
ADDRESS:	
TELEPHONE:	EMAIL:
DATE OF THIS PLAN:	
QUALIFICATIONS:	
JOB TITLE: PRACTICE:	
OTHER INTERESTS / RESPONSIBILITIES: (This may include things like special areas of expertise or interest. You may also wish to comment on research projects, special responsibilities in your practice like well women clinics, diabetic clinic.):	

1. My own strengths in my job are: (I am good at):

(Areas that you feel you are good at. These may include clinical areas for example musculoskeletal problems; rational prescribing, care of teenagers. Management areas may be included (financial planning, chairing meetings, strategic planning). Others areas you may want to include may be abilities to communicate with certain groups of patients, ability to analysis and appraise medical papers, knowledge of guidelines, computers etc.)

2. My weaknesses in my job are: (I am not so good at):

(These are the areas that you feel less secure about or would like to learn more about. They again may include clinical and management areas. They may be areas were you always seem to feel you lack knowledge. Some may be areas of skills – for example shoulder injections or time management.)

3. Over the last 12 months I have become better at;

(What things are you doing better this year - generic prescribing, treatment of hypertension or depression. Management of complaints, time management, use of computers, surgical techniques could be examples)

4. Over the last 12 months I have been particularly helped by: (any training, reading or meetings)

(What things helped you last year? Was it a book, a meeting or a chance conversation? Help from the health authority, colleague, friend? Medical Defence Union? Or were you helped by knowing you had to change?)

5. Over the last 12 months I have been particularly hindered by:

(Which things have slowed you down over the last 12 months – time, lack of resources –if so where specifically? Have you had a problem at home, or work that has slowed down progress? Have you been unable to get funding for something you wanted to study?)

6. I have used the following methods to identify my learning needs

(What things have made you aware of what you need to learn? Was it at a meeting, a chance conversation with a colleague, a patient complaint? A National Service Framework (NSF) – try and provide a few examples. It may be just feeling you knew less about a topic when discussing it or when a patient came in with a specific problem. The prescribing advisor may have highlighted prescribing areas to address. Some people do MCQs or tests of knowledge others keep a log diary. Other useful needs analysis tools include Audit data or significant event analysis).

(Please state how your learning needs correlate with the objectives in your Practice Business Development Plan and your Practice Professional Development Plan).

7. Over the next twelve months I plan to:

(What do you intend to learn about in the next 12 months. Try and be specific e.g. the management of hypertension rather than cardiology update. Most people would like to keep generally up to date with background reading – which journal would you read. Keep the areas manageable at first.)

Areas to address

8. In the longer term, I would like to:

(What do you hope to be doing in 3 – 5 years time? Do you want to be able to use the internet, do a literature search on medline, consult in less than 10 minutes, prescribe fewer cough bottles, become a consultant? Be realistic – a lottery win is unlikely as is retirement for many of us!)

Please copy these pages and complete one for each area

Area no:

A. Area to Address

B. I will achieve this by: (meetings / reading / audit)

(How will you learn about the topic above? Will it be meetings at the PGMC, reading a book, a literature search, some outpatient clinics at the local hospital, a distance learning package? How long will these take?)

C. I will be able to assess how good I have been by (evaluation of my learning)

How will you know you have achieved your plans? Could you look at PACT data? Do an audit? Or more simply reflect (think) carefully about how your practice has changed and write it down in say half a page of A4. Some people may want to sit for a formal examination when studying for a diploma)

YOU WILL ALSO NEED TO ATTATCH A COPY OF YOUR [PDP](#) FROM THIS DOCUMENT OR FORM \$ OF THE APPRAISAL DOCUMENTATION

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