Dental Professional
Personal Development Plan (PDP)
Portfolio 2018

NAME

FIELD OF PRACTICE

GDC NO

PDP CREATED ON

PDP REVIEWED ON

GDC CPD FIVE YEAR CYCLE
Personal Development Plan (PDP) Portfolio 2018
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The General Dental Council (GDC)’s new Enhanced CPD scheme will commence for dentists in January 2018 and DCPs in August 2018.

The list below details the key changes followed by further information and guidance for you to make sure you are ready for the changes in each of the areas.

The main changes to the scheme are:

- The requirement for all dental professionals to have a Personal Development Plan;
- A change in the number of verifiable hours and the requirement to spread the hours more evenly across the five-year cycle;
- Dental professionals no longer have to declare non-verifiable CPD to the GDC;
- The requirement to make an annual declaration of CPD hours completed, even if zero hours have been completed for that year;
- The requirement to align CPD activity with specific GDC Development Outcomes
- The requirement for professionals to plan CPD activity according to their individual “field(s) of practice”

It will be a new requirement for all dental professionals to keep a PDP. This portfolio provides some background and a framework for the PDP, which we hope will be helpful for you to utilise in order to plan, review and keep a record of all your continuing professional development (CPD) in the future.

More information can be found on the GDC website at https://www.gdc-uk.org/professionals/cpd/enhanced-cpd
A PDP is designed for you to carefully consider your role as a dental professional, and which CPD will give you maximum benefit for maintaining and developing your practice in your current and future areas of work.

We encourage you to regularly review your plan as it relates to your role and field of practice. It is a record of your continuing professional development for use throughout your career. Many methods are available for development and training. You will find as you progress that different methods will suit different circumstances and situations. Key to this is finding the method of staying up to date that most benefits your patients, you and the rest of team that you work with. Making sure your knowledge and competence is up to date is at the centre of being a dental professional.

You do not have to create your PDP on your own. You could work with a colleague, your employer or mentor, or a tutor to help you with planning and recording your activity.

For the GDC, 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 CPD activity that you plan to do that will address your identified learning needs, and the Development Outcomes that will link to each activity;
3) The timeframes in which you expect to complete your CPD over your cycle.

Remember that any PDP and its content is for your personal use. The PDP will assure the GDC that your CPD activity supports your practise as a dental professional. The actual educational contents of the PDP will not be evaluated by the GDC. The GDC will, however, ask every dental professional to make an annual statement declaring that you hold and maintain a PDP. The GDC can randomly select professionals to check their records at any time during the CPD cycle.
### The Development Outcomes of the new ECPD for the PDP

This is the biggest change to the way in which you will plan your future CPD.

The Standards for the Dental Team set out the ethical principles of dental practice. In the enhanced CPD scheme, the standards are brought to the forefront of CPD planning and activity through the four Development Outcomes. These development outcomes encourage professionals to link their learning activity more closely to the standards, and support them to embed the principles further in their working life.

The CPD rules state that professionals must link each of their planned and completed activities to at least one development outcome.

When you attend a course or educational event the provider should inform you of the intended learning outcomes and link the indicative development outcome(s) to each CPD activity they offer.

Below are the development outcomes and some examples of what kinds of CPD might be linked to each (NB – These examples are advisory only and not exhaustive). It is possible for some CPD activities to link to multiple outcomes.

<table>
<thead>
<tr>
<th>Development Outcome</th>
<th>Example of CPD content</th>
</tr>
</thead>
</table>
| 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 | • 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 | • Effective practice management  
• Business management  
• Team working  
• Leadership skills |
| C. Maintenance and development of knowledge and skill within your field of practice | • Clinical and technical areas of study  
• Radiography  
• Cross infection control  
• Medical emergencies and CPR  
• Emerging technologies and treatments  
• CPD on quality assurance for MHRA  
• CPD specific for 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. | • Ethical and legal issues and developments  
• Professional behaviours  
• Equality and diversity training |
4. The requirement to align CPD activity with specific Development Outcomes

Remember to map each of your planned learning activities to one of four Development Outcomes. You can map them to more than one outcome, however the links must be clear. You can include a variety of activities to support your continuing development.

Everyone’s learning style is individual however you should try and use a variety of methods and make the most of opportunities to interact with your fellow professionals.

The activities might include:
- Courses and lectures
- Training days or workshops
- Hand-on courses
- Conferences
- E-learning activities
- Audits
5. Field of practice and your PDP

Below is a template that the GDC have provided to enable all dental professionals to think clearly about their individual learning and developmental needs.

The template consists of two aspects:

1) The first is concerned with your field of practice – it encourages you to think about what your roles is as a dental registrant; what type of practice or other workplace environment that you occupy; whether you have any additional roles as a dental professional; and most importantly to think about your patient population and consider their needs.

2) The second aspect builds on this and helps you plan your CPD activities in a meaningful, practical way which will reflect and represent YOUR field of practice whilst making sure they relate to the four learning outcomes detailed on page 4.

My field of practice – notes to assist

<table>
<thead>
<tr>
<th>My registrant category(s) and cycle period</th>
<th>My work setting(s)</th>
<th>Any additional roles, qualifications or professional interests:</th>
<th>My patient population</th>
</tr>
</thead>
<tbody>
<tr>
<td>List each category you are registered under, your cycle period and total hours needed</td>
<td>What is your place(s) of work and its environment? Different settings may require you to undertake certain roles and skills</td>
<td>Do you have additional roles, qualifications, specialties or areas of focus/interest? Do any of these need continual learning or maintenance?</td>
<td>What are the oral health and management needs of patients in your care? Does this change across your work settings?</td>
</tr>
</tbody>
</table>

These are based on the area practiced by a dental professional (also known as field of practice). Examples of these can be found here.
My personal development plan – notes to assist - a final PDP is available for your use on page 11.

<table>
<thead>
<tr>
<th>What do I need to learn or maintain for this cycle?</th>
<th>How does this relate to my field of practice?</th>
<th>Which development outcome does it link to?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</td>
<td>Why have you identified this, how does it relate to your daily job, patients or tasks?</td>
<td>A, B, C or D (see development outcomes table above)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What benefit will this have to my work?</th>
<th>How will I meet this learning or maintenance need?</th>
<th>When will I complete the activity?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</td>
<td>What activities could you do to help meet your learning and maintenance needs?</td>
<td>What are your target dates for review and completion?</td>
</tr>
</tbody>
</table>
Think carefully about what role you have, what is required of you to perform the duties associated with the role, where you may have a ‘special interest’ in something that requires you to keep up to date with current recommendations and finally, WHAT is needed to provide optimum dental care for your patient population.

The GDC no longer has ‘core’ topics. As stated previously, the emphasis is on YOU, YOUR requirements and YOUR field of practice. Remember to stay focussed on obtaining the knowledge skills and competencies you feel are required, to deliver optimum patient care in a safe manner.

To help and support you in your CPD choices, the GDC has identified some CPD topics that will relate to many dental professionals in their field of practice.

These are highly recommended to do as part of the minimum verifiable CPD requirement:

- Medical Emergencies: at least 10 hours in every CPD cycle – recommend that you do at least two hours of CPD in this every year;
- Infection, Prevention and Control: recommend that you do at least five hours in every CPD cycle; and
- Radiography and radiation protection: recommend that you do at least five hours in every CPD cycle. This applies only to those who undertake radiography. If you are a dental technician you can do CPD in materials and equipment instead of radiography and radiation protection: at least five hours in every CPD cycle.

The GDC also recommends that you keep up to date by doing CPD in the following areas:

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

The GDC makes these recommendations because they believe regularly keeping up to date in these topics contributes to patient safety.
An increase in the number of verifiable hours and the requirement to spread the hours more evenly across the five-year cycle.

You are required to make an annual declaration of CPD hours completed, even if zero hours have been completed for that year.

The GDC will ask you to make a CPD statement every year as part of your routine annual registration renewal. Even if you have not carried out any CPD you MUST make this statement. In this statement you will need to confirm the number of hours that you have undertaken, that you have kept a record of your CPD and that the CPD is relevant to your field of practice.

You cannot submit zero hours for two consecutive years.

Changes to hours for the new Enhanced CPD scheme:

<table>
<thead>
<tr>
<th>Registrant title</th>
<th>Minimum hours of verifiable CPD per five year cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentists</td>
<td>100</td>
</tr>
<tr>
<td>Dental therapists</td>
<td>75</td>
</tr>
<tr>
<td>Dental hygienists</td>
<td>75</td>
</tr>
<tr>
<td>Orthodontic therapists</td>
<td>75</td>
</tr>
<tr>
<td>Clinical dental technicians</td>
<td>75</td>
</tr>
<tr>
<td>Dental nurses</td>
<td>50</td>
</tr>
<tr>
<td>Dental technicians</td>
<td>50</td>
</tr>
</tbody>
</table>
Reflection allows us as dental professionals to think about the outcome of a CPD activity. Often it is not WHAT we learn, but HOW we reflect on the knowledge and skills that is the most useful aspect of activity.

The GDC are not prescriptive with how dental professionals record their reflection, however you must make sure that you record somewhere in your CPD/PDP that reflection has taken place.

You may wish to reflect after every activity, or at intervals during the year. As stated earlier you may find it helpful to reflect with your employer, or a peer or mentor.

Sample of Reflection

Maximising your educational experiences

Now you are carrying out continuous professional development on a regular basis you will want to make the most of your learning opportunities.

Before you decide to attend a course, or an educational event you need to question the relevance to you of the subject being covered.

To help keep you focused you should ask yourself if attending the course will change the way you think, or carry out your role in the practice.

The purpose of education in the dental profession is to bring about changes and improvements in the way we care for our patients and work as part of the team.

Taking time to think about aspects of our role that may make us feel uneasy can be turned into educational needs.

After attending an event you will want to consider the experience to assess the value of what you have learnt. This is sometimes called reflection.

What is reflection?

Reflection is a type of thinking. It is associated with deep thought aimed at better understanding what we do and why we do it.

Experience can be the basis for learning and development. However just because we have been through an experience does not mean we have learnt all there is to know about it - or even that we have learnt anything at all.

In your individual role you can use the guide below to make sure that you apply any new knowledge you have gained - whether on a course or from an experience in your own practice - and apply it to make changes to the way you work.

What happened – what was I doing, what were others doing?

Here identify the experience and describe the detail.

So what – what more do I need to know and understand/could have done differently?

Here analyse and interpret.

Now what – what more do I need to do to make things better, what will be the consequences of my actions?

Here explore the alternatives and plan the action.
<table>
<thead>
<tr>
<th>Learning or maintenance need</th>
<th>When will I complete the activity?</th>
<th>How will I meet this learning or maintenance need?</th>
<th>What benefit will this have to my work?</th>
<th>Which development outcome does it link to?</th>
<th>How does this relate to my field of practice?</th>
</tr>
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</table>

**9. YOUR PDP**

- **NAME:**
- **DATE:**
- **FIELD OF PRACTICE:**
- **PDP CREATED AT START OF CYCLE:**
- **DATE OF REVIEW:**
- **DATE:**
- **FIELD OF PRACTICE:**

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<table>
<thead>
<tr>
<th>Learning or maintenance need</th>
<th>Which development outcome does it link to?</th>
<th>How does this relate to my field of practice?</th>
<th>What benefit will this have to my work?</th>
<th>How will I meet this learning or maintenance need?</th>
<th>When will I complete the activity?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD</td>
<td>Date of Activity</td>
<td>Number of Hours of Activity</td>
<td>Evidence of Completion</td>
<td>Mapped Against GDC Learning Outcome</td>
<td>Reflection on Activity</td>
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**Personal Development Plan (PDP) Portfolio 2018**
The Wales Deanery Dental Postgraduate Department employs a group of highly skilled, experienced and local QI Tutors to provide assistance and advice to Dental Practice Teams. This support includes giving guidance on ECPD and PDPs and facilitating practice sessions that look at utilising the various Quality Improvement tools that the department has to offer. Please see overleaf for details of how to book an appointment with your local QI Tutor.

**South East & East Wales**
Lesley Taylor

**South West & West Wales**
Kathryn Marshall

**North Wales**
Nyree Whitley
Mick Horton

**South West Wales**
Ewart Johnstone

**South Wales**
Sue Stokes
11. Further Information and help

Where do we access further information on help with this PDP or any other aspect of practice development?

If your practice or work place environment would like to have a facilitated session with a QI Tutor, please contact us.

The sessions will normally take about an hour, which will count as verifiable CPD.

Please see below for details of who to contact regarding arranging a tutor visit or for further information on any other of the Wales Deanery’s QI tools.

Heather Stewart
Quality Improvement Officer
029 2068 7780
StewartH5@cardiff.ac.uk

- CAPRO
- National Audits
- Ionising Radiation checklist
- Wrong tooth extraction checklist
- Patient Experience Survey
- All other QI queries

Richard Williams
Administrative Assistant (Dental)
029 2068 7811
WilliamsR44@cardiff.ac.uk

- Arranging an MMD visit
- Arranging a PDP visit
- Arranging a SOSET visit

Useful links
The Dental Postgraduate Department:
hits://dental.walesdeanery.org/

MaxCourse booking system:
hits://www.maxcourse.co.uk/walesdent/guestHome.asp