

Professional development plan and cycles

Requirements

Each pharmacist is required to have a **professional development plan** for each recertification year, with **two completed development goals / cycles**¹. This requirement stems from the recognition that your assessment of your own competence is most valuable when it leads to an implemented plan for improvement.

Each development goal follows the professional development cycle (Figure 1) and can be viewed as a quality improvement activity focusing 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 before mid-May, ie. near the start of the recertification year. It is, however, a living document which you can update during the year if your development goals change in response to service or personal needs. You will also update your PDP with your progress as you undertake activities towards achieving your goals.

What is a professional development plan (PDP)?

It is a written plan that enables you to have

- 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 to suit you that identifies your
 - goals for the forthcoming year
 - methods for achieving your goals
 - monitoring and evaluation of your new skills, knowledge and attitudes in practice

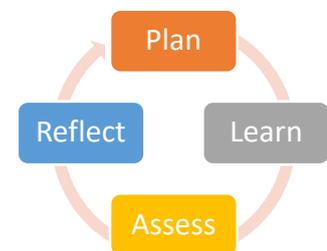


Figure 1 Professional Development Cycle

It is important to recognise that while your verifier or manager might help you think through your learning and development needs, your PDP is your responsibility to write.

What makes a good PDP that is useful to you?

- Personal to you
- Has had time and thought put into it
- Is a product of reflection
- One that identifies your learning needs - what competencies do you want to develop for either your current role or for a future one
- Is achievable
- A regularly reviewed working document, something you continuously update
- Flexible guide for your development and can be adapted as needed
- Supported by evidence

¹ 2021-2022 is a transition year in which you only need to identify two development goals. You do not need to complete the professional development cycle for these goals.

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

Workplace PDP

PDP are commonly written as part of a performance appraisal process within 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

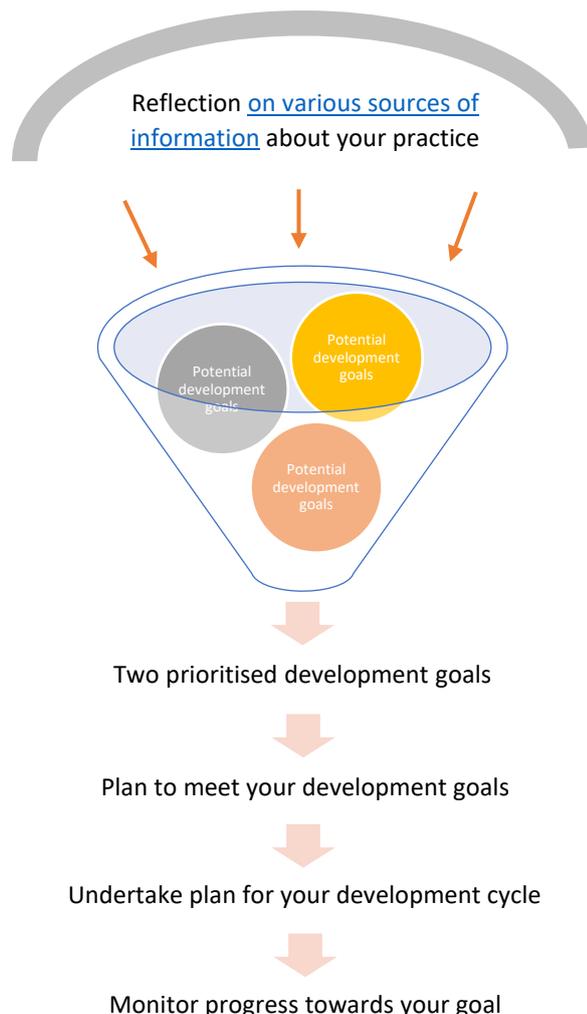
It is important to recognise that a PDP doesn't cover all learning that you will do. It represents a subset of planned learning, and you will still undertake other (unplanned) learning in response to changing needs in your practice. Both are important and do not take away from each other.

Similarly, your needs may change during the year for a variety of reasons such as you complete your goals or your role changes substantively and with it the competencies you need to strengthen.

Writing a PDP and undertaking a development cycle

There are many ways to write a PDP, however there is a consistent process to go through in its preparation.

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. What **strategies or methods** will you use to meet these goals, and what
 - **resources** will you need
 - **timelines** will you set for completion
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 a number of sources of information about your competence in your role that you can draw on to reflect on and get an understanding of your practice to identify your development goals, for example

Feedback from colleagues, other healthcare professionals, manager, students, or patients / customers / clients

- 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
- Discussions with your verifier and peer support group
- Competencies designated each year for your written reflection
- Other competency frameworks such as Foundation Pharmacy Framework², ClinCAT³, Advanced Pharmacy Framework²
- 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 you clarify your development needs.

For more general information on reflection see the Written Reflection guidance.

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 keep your goal focused.

Specific
Measurable
Achievable
Realistic
Timebound

For example if we review the following development goal against this

'I wish to improve my knowledge of antiemetics'

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



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



'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	✓ - narrows the focus of the topic
M	✓ - now has measurable endpoint
A	✓
R	✓
T	x (include in timescale column)

² Published by Royal Pharmaceutical Society

³ Published by Society of Hospital Pharmacists of Australia

Timescales and size of development goals

Each of your development goals is expected to be completed within the 12-month recertification year. If you have a goal that is larger and will last longer than this, the suggestion is to break it down into two or more related goals that can be dealt with 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 in the minimum data set you can meet your requirements by uploading your PDP from your workplace.
2. Use the template to document your PDP and upload into MyRecert
3. Develop your own template that includes the minimum data set and upload or write directly into MyRecert

Minimum data set for PDP and development cycles

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

The plan should be uploaded or entered onto MyRecert before mid-May, ie near the start of the recertification year. It is however, a living document and can be updated during the year by uploading a new version.

Links with other recertification requirements

Discussions within your **peer support groups** will be very useful to assist you in your reflection on your practice and identification of 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 the discussions you have with them about your practice and your records can help you in identifying 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.

