



RCSI

PROFESSIONAL COMPETENCE SCHEME

PROFESSIONAL DEVELOPMENT PLAN

INFORMATION ON PROFESSIONAL DEVELOPMENT PLAN

What is a Professional Development Plan?

The aim of creating a Professional Development Plan (PDP) is to document a process of self-analysis and set new and clearly definable educational goals for yourself in advance of the Professional Competence Scheme each year.

It is not currently compulsory to complete a Professional Development Plan, however it is recommended that you do so. Creating a PDP at the beginning of each Professional Competence Scheme year encourages you to plan your activities during the year and to set out goals for your personal development. It can also be used to reflect on and monitor your progress during the year.

To achieve the best results in professional performance, PDPs need to be prospective rather than retrospective.

PDPs should take into account all the various roles that you fulfil in your job and the steps you need to take to update your knowledge, maintain your experience and improve your skills if necessary.

What is the Aim of the Professional Development Plan?

The aim of the Professional Development Plan is to enable you to:

- (i) Set goals for your personal development
- (ii) Reflect on your learning to-date and identify any areas of educational need, and to plan actions to address these needs
- (iii) Identify events, meetings, learning materials or discussion topics that will assist you to develop the key areas.
- (iv) Discuss with practice colleagues to identify areas where shared learning could take place
- (v) Plan where these activities will match your annual PCS requirements (internal / external /personal learning / Audit) and review how many credits you think you will be able to accumulate during the year.
- (vi) Reflect on what you hope to achieve from the learning

Professional Development Plan Template

Your Professional Development Plan contains information about the nature and scope of your current practice and the areas you have identified for development.

Complete your Professional Development Plan (PDP) and claim up to a total of 5 CPD credits in the Internal Category

1. Complete PDP by 30th September each year in order to be able to claim you **2 CPD credits in the Internal Category**.
2. **Peer review of PDP** Review your PDP with a professional colleague. In that case, you can share the PDP with your colleague and meet to discuss your plan. You and your colleagues should complete your comments (use additional pages as necessary), sign the form and keep/upload the signed form as evidence that you have reviewed this together – you may each claim **1 CPD credit (internal)** in your portfolios. You should complete this by September 30th in the relevant year.
3. **End of year review of PDP** At the end of the year (April 30th), you should review your PDP and assess whether you have met your goals. Enter your observations into the end of year section and scan/upload this to your portfolio for the relevant year. You may claim **1 CPD credit (internal)** for reviewing your PDP at the end of the year.
4. You may choose to review last years completed plan alongside this year's plan with your reviewer to enrich the process. This process is included in the Peer review and you may both claim **1 CPD credit (internal)** as above.

How to Upload your Professional Development Plan (PDP) to your E-portfolio

Login to your PCS portfolio www.rcsi.ie/pcs Click on **Add Record** – Enter Date - Select **Category – Internal** from the drop down list / Select the **activity – Professional Development Plan** from the drop-down list and proceed then to complete all other mandatory fields. Browse to upload / attach your completed PDP form.



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PERSONAL DETAILS		
Name in Full		
IMC Number		
Start date		
End date		
Current place of work		
Current place of work	Clinical	Clinical
Additional areas of practice	Research	Education
Nature of practice	Hospital with peer support	Other with peer support
	Sole practice with no peer support	
Other information		

STEP 1 MY PLANNED ACTIVITIES TO MATCH THE PCS REQUIREMENTS CATEGORIES 2 CPD CREDITS

External

Internal

Personal Learning

Research or Teaching

Clinical (Practice) Audit

Signed: _____

Doctors Name: _____

Date: _____

Upload completed form before September 30th for 2 CPD credits (internal category)

Go to : www.rcsi.ie/pcs - Click on **Add Record** – Enter Date - Select **Category – Internal** from the drop down list / Select the **activity – Professional Development Plan** from the drop-down list and proceed then to complete all other mandatory fields. Browse to upload / attach your completed PDP form.

STEP 2 REVIEW YOUR PDP WITH A COLLEAGUE

1 CPD CREDIT EACH

Name in Full

IMC Number

Start date

End date

Reviewer Comments

Practitioners comments

I have reviewed this PDP with the doctor concerned.

Signed _____ **(Reviewer)**

_____ **(Medical Council Number)**

_____ **(Date)**

Both you and your reviewer may claim 1 CPD credit (internal) each for reviewing a portfolio. A scanned completed copy of this form including the signature of the reviewer should be uploaded as evidence.

STEP 3 END OF YEAR REFLECTIONS

1 CPD CREDIT

Name in Full

IMC Number

Start date

End date

Which activities did I complete?

Which activities did I not complete (Why?)

What have I learned?

Were the outcomes what I expected

What changes will I make going forward

Signed:

Doctors Name: _____ **Date:** _____

Upload complete form for 1 CPD credit (Internal)