

Welcome to
PDP – Personal Development Plan
with
Cavity Dental Staff Agency Ltd

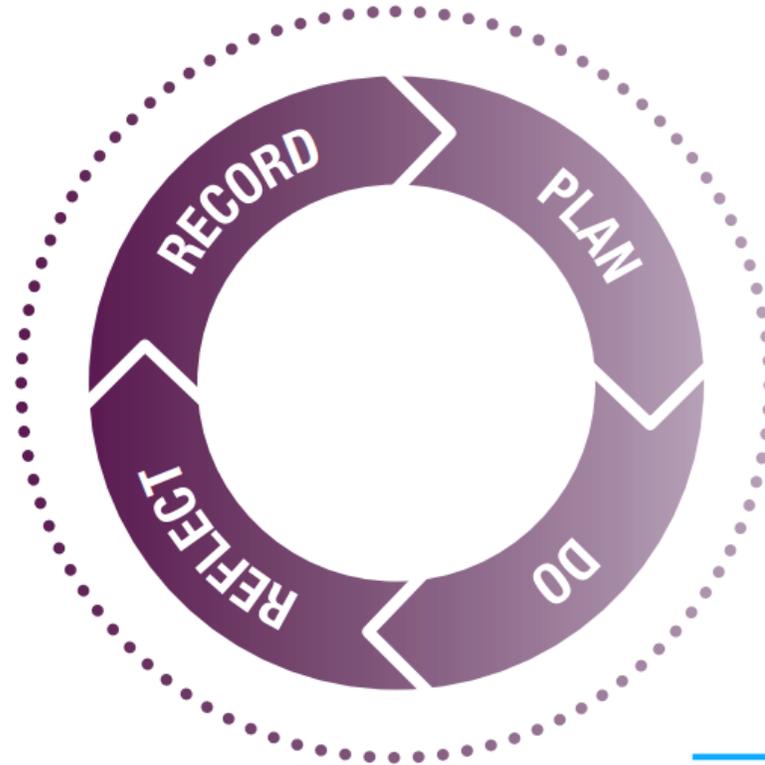
Course Details:

PDP - CPD.... How confused are you?

Well this short course explains just how simple it really is. We also explain CPD and what you need to do throughout each cycle.

Modules

- What is PDP?
- Annual CPD statement
- PDP contents
- Development outcomes
- Storing your certificates
- PDP log sheet
- Activity log sheet



What is PDP?

What is PDP?

PDP is a tool to help you identify your CPD needs - Continual Personal Development.

- You will create a plan for maintaining and developing your skills and knowledge and also how this relates to the GDC development outcomes.
- The first thing you need to understand is what are the required core subjects by the GDC - General Dental Council.
- You must do 50 hours CPD every 5 years with a minimum of 10 hours every 2 years.

What is PDP?

You must include the following as they are required by the GDC:

- Medical Emergencies & Basic Life Support - 10 hours over 5 years / 2 hours per year
 - Disinfection & decontamination - 5 hours over 5 years / 1 hour per year
 - Legal & Ethical
 - Complaints Handling
 - Oral Cancer - early detection
 - Safeguarding children & young people
 - Safeguarding vulnerable adults
-
- Qualified radiographers need to do 5 hours every 5 years - an IRMA course is recommended.

What is PDP?

- At the beginning of each cycle (every August) you need to plan your activities to be able to maintain and develop as a Dental Nurse. These activities must fall into the GDC's development outcomes.
- You can use the information derived from feedback given from working in practice and also from the catch up/reviews you have with your line manager, to help you plan your activities.

What is PDP?

Once you have completed a course the provider will supply you with a certificate, this must have your name and GDC number on it.

Your PDP must include:-

- The required courses stated above relevant to your current field of practice.
- The development outcomes for each course
- The time frame you expect to complete each activity
- Create your PDP at the start of each cycle year
- Prepare your activity log
- Save your certificates

What is PDP?

LOG

Title > Description > Date > Number of hours > Outcome > Reflection

EVIDENCE

The subject, learning content, aims and objectives.
The anticipated GDC development outcome.
The date the activity was completed.
Total hours it took.
The name of the company providing the course.
A certificate.

Your annual CPD statement

Every July you need to log your CPD statement on the GDC website.

- You need to log your hours each July when you go on to the GDC and pay your registration fee for the following year which is £114.
- If you go onto the GDC website you can create your eGDC account. An annual statement is the total amount of hours you have done in that year.
- When you make your statement you will need to confirm the following:
 - The number of hours you have completed this year. If you have not done any please enter zero.
 - You understand what is required for CPD.
 - You have kept a record of the activities you have done and completed a PDP.
 - The information you have given in your statement is accurate

You will be prompted to make this declaration and enter the number of hours through the annual renewal process which usually opens up 6 weeks before the end of the year's cycle. You can edit your statement up to 28 days after the close of that year.

If you fail to do this the GDC will send you notice, you must respond within 28 days. If you don't do it, you run the risk of losing your registration.

Contents of your PDP

PLAN

PDP is used to help you identify your CPD needs. Creating a plan for maintaining and developing your skills and knowledge. How does this relate to the GDC development outcomes?

DO

Identify the activities that best meets the professional needs you set out in your PDP. Complete your activity consistently throughout your cycle. You may find your needs change so you will need to adjust your PDP accordingly.

REFLECT

Reflection is important so you can evaluate the CPD activity and how it meets your needs for maintenance and development. Taking this time allows you to reflect on what you have learned and implemented. After reflection you may need to adjust your PDP

RECORD

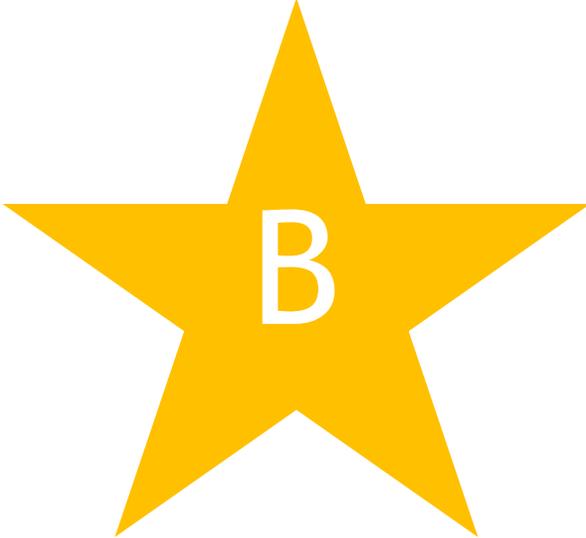
You need to record what CPD activity you have completed. Your log will contain each activity, development outcome, PDP and evidence.

What are development outcomes?

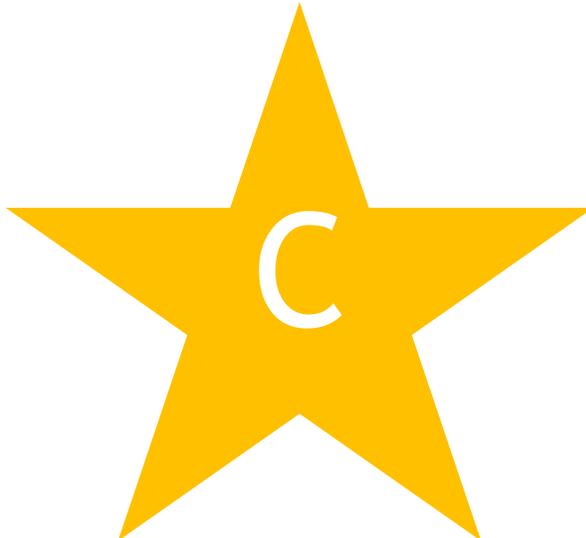
- Once you have completed an activity you will receive a certificate from the company providing that course.
- The certificate will have an outcome on it in the form of a letter... A B C D



A



B



C



D

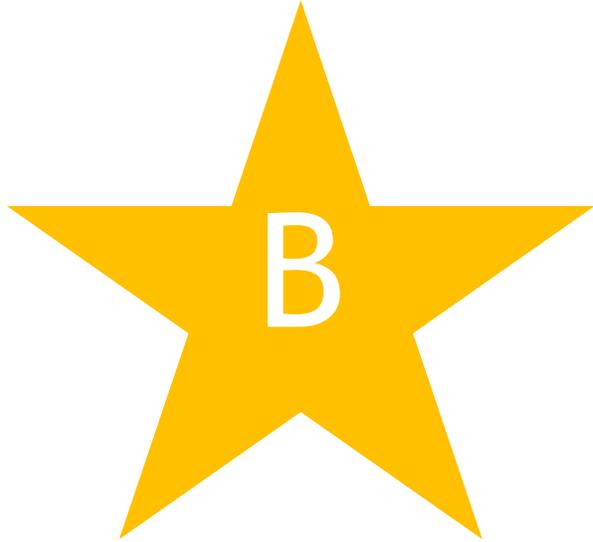
What are development outcomes?



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

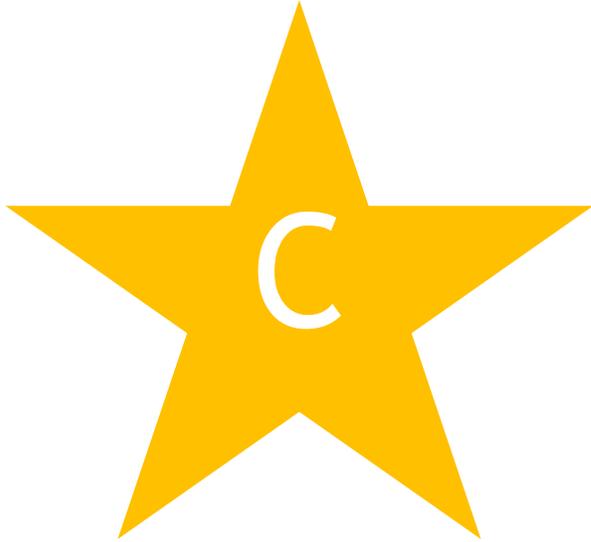
What are development outcomes?



Effective management of self and effective management of others or effective work with others in a dental team, in the interests of patients. Providing leadership where appropriate

- Effective Practice Management
- Business Management
- Team Working
- Leadership skills

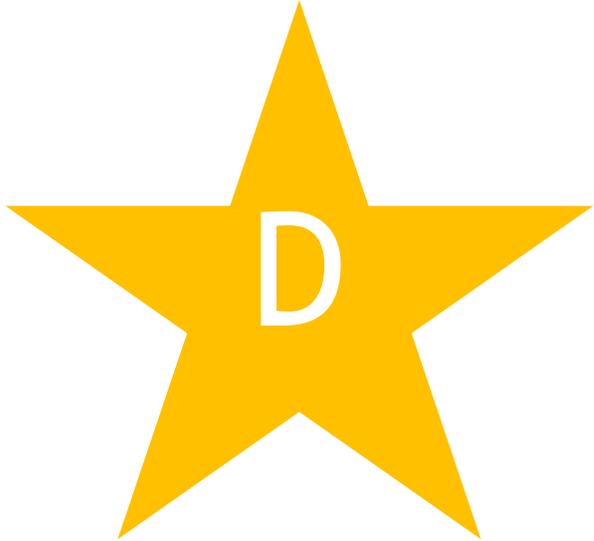
What are development outcomes?



Maintenance and development of knowledge and skills within your field of practice.

- Clinical and technical areas of study
- Radiography
- Cross infection control
- Medical Emergencies & BLS
- Emerging technologies and treatments
- CPD on quality assurance for MHRA (Medicines and Healthcare products Regulatory Agency)
- CPD specific for your daily roles
- Upskilling opportunities

What are development outcomes?



Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and the dental profession and put the patients' interests first.

- Legal & Ethical issues & development
- Professional behaviours
- Equality and diversity training

How to store your certificates

- You will need to keep all your certificates in a personal folder for yourself.
- Your practice may want a copy, but it is advisable you have your own copies. Remember it is you who has done the course and they are your certificates not the practice where you work.
- You can print these off from the company providing the courses and keep them in a folder in a safe place. You can also save them electronically.

How to store your certificates online

- Download Google Drive on to your phone and also to your laptop/computer or iPad/notebook.
- The 2 folders will automatically sync together.
- Once you have completed a course online you can save it directly into this folder.
- If the certificate is emailed to you as an attachment, click on the attachment and save as - Google Drive.
 - If you have an android phone Google Drive will automatically be on you phone.
 - If you have an iPhone, you could make a folder up onto your phone.
 - If you have a Google email account you will be able to get Google Drive. It is a safe way to store your certificates in the cloud as a PDF document.
- You also need to save your Activity Log and your PDP on your laptop.
- You can then edit these and add more courses as you do them.
- Once you save them from your laptop you can see them appear in Google Drive.

Personal Development Plan

What do I need to learn or maintain For this cycle? Which skills have you identified that need developing or maintaining?	How does this relate to My field of practice? Why have you identified this?	Which development outcome is this? A B C D	How will this activity benefit My work? How will this activity help you to improve/maintain your skills?	How will I achieve this activity? What could you do to help meet and maintain your learning and skills?	When will I complete this activity by? What are your target dates for completion?

Personal Development Plan

DATE	Hours completed	Which development outcome is this? A B C D	Title, provider & content of activity	Evidence	Reflection - how did this activity benefit me. Describe how it will benefit your role in the practice.