

Sample PDP 1

Introduction

This Professional Development Plan (PDP) is a flexible tool designed to help you plan your learning journey. This plan is not a checklist but a personal guide to support your professional development. It's natural for your priorities to shift based on patient needs, new opportunities, and emerging healthcare developments. Your learning needs and plans may change during the year.

Aligned with the Eight Domains of Good Professional Practice, it encourages you to reflect, explore, and adapt your learning goals over time. Evidence shows that GPs are already deeply engaged in lifelong learning and reflective practice, which contributes significantly to patient outcomes and professional satisfaction.

Note that completing this plan is a PCS requirement set out by the Medical Council. CPD credits will be added to your portfolio automatically when you submit all sections of this form.

Step 1 Identify Learning Needs

- **Clinical Areas**
 - What clinical skills or knowledge require updates based on new guidelines, treatments, or patient needs?
 - Are there specific conditions or areas of medicine where you'd like to improve your expertise (e.g., women's health, chronic disease management, mental health)?
- **Non-Clinical Skills**
 - What administrative, communication, or leadership skills could be improved to enhance your practice?
 - Do you need training in areas like practice management, open disclosure, or patient engagement?

- **Emerging Trends**

- Are there new technologies, procedures, or trends (e.g., telemedicine, AI in healthcare) that are relevant to your scope of practice?
- How can you prepare for anticipated changes in patient care or healthcare systems?

- **Feedback and Insights**

- Have you received feedback from patients, colleagues, or mentors that points to areas for improvement?
- Are there recurring themes in audits, patient surveys, or significant event reviews that suggest learning needs?

What overall learning needs do you have this year? Note your areas of focus below

1. Women's health – update contraception and LARC Tutor cert
 2. Dermatology – 10 years have now lapsed since I completed the diploma and after the talk on acne in a recent webinar I realise there have been changes in the management of common dermatology concerns
 3. Addiction – we have commenced the addiction management programme in our practice and I would like to expand this

Alignment with the Eight Domains of Good Professional Practice

Your CPD should address each of the Eight Domains of Good Professional Practice at least once over a three-year cycle. Below is a list of the Eight Domains.

Tick any Domains that you particularly wish to address in your learning this year

☒ **Patient Safety and Quality of Patient Care**

- Focus on activities that improve clinical decision-making, adherence to guidelines, and patient outcomes.

☐ **Relating to Patients**

- Develop skills to build trust and foster a positive doctor-patient relationship based on respect, empathy, and accountability.

☐ **Communication and Interpersonal Skills**

- Strengthen your ability to exchange information effectively with patients and colleagues.

☒ **Collaboration and Teamwork**

- Enhance your ability to work within multidisciplinary teams to deliver patient-centred care.

☐ **Management (Including Self-Management)**

- Build your capacity to manage healthcare resources effectively.

☐ **Scholarship**

- Commit to lifelong learning and/or contribute to the medical knowledge base through teaching or research.

☐ **Professionalism**

- Uphold ethical standards, integrity, and responsibility in your practice.

☒ **Clinical Skills**

- Continuously update and refine your clinical competencies in line with your practice.

Step 2 Plan Specific Learning Activities

As of May 2025, the Medical Council has launched a new framework for recording Professional Competence activities. This section will take you through the new categories and help you plan your learning accordingly.

I. Professional Development Plan – 5 hours

The Professional Development Plan (PDP) is now an annual requirement. Submitting this form fulfils the PDP requirement for you this year.

II. Practice Review – minimum 10 hours

Formerly audit

Practice Review encompasses audit, quality improvement, and practice evaluation activities – activities involving systematic evaluation of practice. Examples: conducting a clinical audit, patient feedback reviews, or significant event analysis.

- Click here to read more about what kind of activities can constitute Practice Review <<link>>

The type of Practice Review activity I plan to undertake is

[Dropdown list]

- **Audit**

- **Quality improvement project**
- **Review of critical incidents/significant events**
- **Review of compliments and complaints**
- **Structured feedback from colleagues / patients / students**
- **Patient satisfaction survey**
- **Other**

My plan for Practice Review

Review how often written advice is given for eczema/acne. Create or adopt patient info leaflets and add templates to the system. Re-audit usage after 3 months to improve patient understanding and self-care

III. Work-based Learning – minimum 15 hours

Formerly internal, personal learning & research/teaching CPD

Work-based learning is reflective learning from clinical or non-clinical work, such as case reviews, team-based problem-solving, teaching sessions, participation in committees, research, and peer learning events.

- Click here to read more about what can be recorded as Work-based Learning <<link>>
- Irish College of GPs resources include the Clinical Hub, GPUs, webinar recordings and library services <<link>>

Work-based Learning I plan to complete

1. Reading Forum journal and BJGP monthly
2. Monthly practice meetings- management issues and Clinical case discussion (arranged cases on addition, dermatology and womens health)
3. GP trainer activities (weekly tutorial and clinical supervision)
4. CME- small group teaching

IV. Accredited CE Activity – minimum 20 hours

Formerly external CPD

These are educational activities external to the workplace, such as workshops, courses, conferences, College webinars, CME, Faculty meetings and eLearning programs <<link

to College education page>>. Per the new Medical Council Guidelines an **activity must now be accredited in Ireland (or the State where it is delivered) and be considered acceptable as meeting international standards** in order to be recorded in this category.

- Click here to read more about what activities are accredited under the new Medical Council Guidelines <<link>>
- CME meetings will count for 2 credits in this category and 2 credits in the Work-based Learning category

Search recognised events for activities I would like to attend (including upcoming College courses, conferences and events)

Annual Trainers Conference

Dermatology in Practice course

LARC Update course

CME small group meeting

Any other activity I am planning in this category

Monthly webinars from Irish College of GPs and another platform I am a member of

Step 3 Peer review

We encourage you to discuss your plan with a colleague to gain a fresh viewpoint (clinical mentor, fellow clinician, programme director, CME tutor/group leader, colleague with similar level of experience). Peer review fosters professional dialogue and mutual support.

Keep in mind, you can also record 1 credit under Work-Based Learning for reviewing a colleague's PDP with them.

Have you discussed your PDP with a colleague yet?

- **Yes**
 - **Please indicate the name of the colleague with whom you discussed your plan**
- **No**

- Please indicate the name of the colleague you intend to review your plan with before the end of October

PDP reviewer name(s)

Either Dr XXX in the practice or Dr YYY, CME tutor

Key discussion points or questions

Would like to get their opinion on good course or material for addiction management information

Step 4 Reflection

Reflecting and revising your plan through the year is key to evaluating your learning needs and identifying improvement.

*Please note, this section is intended as a reflection on your learning, and not on clinical practice or patient care, please **do not include any patient information** here.*

You are encouraged to take this opportunity to reflect on your learning journey over the past year. **For instance**

- How did reality match up to what you planned?
- What experiences or material made the greatest impact?
- What challenges did you encounter?

Last year was the first year I made an effort to attend more of the regular webinars and I found them very helpful – worth making the time for.
I want to be more regular in recording personal reading – making a list as I go with dates to make ePortfolio recording easier.

What changes did I make in my practice as a result of my learning last year?

Updated some of our standard obesity advice after a talk at the annual conference last year – learned a lot around social prescribing as well