



Professional Development Plan (PDP) Guidance Document

Issued: May 2019

Background:

The CPsychI operates a Professional Competence Scheme (PCS) through Arrangement with the Irish Medical Council (IMC). As your supportive professional body, the CPsychI endeavours to provide quality Continuous Professional Development (CPD) material and up to date guides, resources and activities to assist you in meeting your PCS requirements.

The Medical Council's [Professional Competence: Guidelines for Doctors](#) booklet states: *“Each doctor has to develop a plan for maintenance of professional competence. Developing and putting the plan in place, based on assessed needs, is a critical step in the maintenance of professional competence process. The plan will be informed by the doctor’s assessment of his or her needs for maintenance of professional competence in relation to: the needs of the patients cared for by the doctor; the doctor’s practice; the health system. The plan will reflect current needs as well as aiming to anticipate future developments.”*

This PDP Guidance document gives guidance for using our suggested template to develop a Professional Development Plan (PDP). While the majority of doctors consistently engage in CPD, it’s often only in April that logging the various types of CPD credit into the PCS categories in your CPD Diary becomes a consideration! The PDP template is designed to assist you in consistently planning, reviewing and recording your annual requirements.

What is the template for?

The aim of the PDP is to enable you to plan your learning needs for the PCS year(s) in advance. Once completed, you should retain your PDP for a minimum of 5 years in the event that you are selected for verification by the CPsychI.

This plan will also let you check that you are addressing all areas relevant to your scope of practice where your competence or knowledge may need to be refreshed, in keeping with section 66.1 of the [IMC Guide to Professional Conduct and Ethics](#) (8th Edition).

It is useful to identify areas where you would like to improve your knowledge at the beginning of the PCS year, as it gives you more time to view potential learning opportunities and to plan around them accordingly.

NB: Please be advised that, in the event of long term leave, you may be requested to complete a PDP by your Training Body, in order to maintain engagement with your Professional Competence requirements. If your most recent annual Statement of Participation in a Professional Competence Scheme shows you have not met your annual maintenance of professional competence requirements, you may be asked to develop a PDP for the next PCS year.

CPD credits for PDPs

- Completion of the plan can be logged as **1 Internal CPD Credit**, where the psychiatrist feels it is appropriate to their practice evaluation and development.
- Bringing your PDP for review with a peer, or peer group, can be logged as **1 Internal CPD Credit**.
- In the case of a one-on-one review of your PDP by a peer, the reviewer may also claim **1 Internal CPD Credit**.

Completing your PDP involves 3 steps:

Step 1 – Identify your Professional Development Goals:

Reflect on your scope of practice and your professional development to date. Identify any areas where you would like to refresh, update or develop your knowledge. Discuss with colleagues or your peer group to identify areas where shared learning could take place.

Step 2 – Select Activities and match them to CPD Categories:

Identify events, meetings, learning materials or discussion topics that will assist you to develop these key areas. Match these activities to the CPD categories (internal, external, personal learning, audit etc.). This will assist you in accruing your annual requirement of CPD credits.

Step 3 – Reflect on your PDP towards the end of the PCS year:

Did you do everything you intended to do? What did you develop as a result? Were there any unexpected outcomes? Were there any barriers to you achieving your aims? Do you require further development in these areas or will you need to identify new learning areas for the next PCS year?

8 Domains of Good Professional Practice:

Please be advised that your learning throughout the year should incorporate the [8 Domains of Good Professional Practice](#). These domains are defined by the Medical Council and describe a framework of competencies applicable to all doctors.



Check out our other PDP documents:

- *PDP Sample – an example PDP*
 - *PDP Template – use to create your own PDP*
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