

## Example 1

SCOT 2

### Personal Development Plan

Against each educational need you have identified, you should indicate how you have identified it and the priority using the following scale A – C as indicated. You should also identify which learning methods you would intend to use to achieve these needs and how you could evaluate whether you have met each one.

1. **What is your learning need?**

*I need to find out more about the up to date evidence regarding HRT so that I can advise patients whether to stop taking HRT.*

2. **How did you identify this need?**

*Since the newspaper coverage about ischaemic heart disease and HRT one or two patients have asked questions about whether they should stop it when coming in for their six month review.*

3. **Priority**

**A**

B

C

*Urgent  
e.g. must do within  
next 12 months*

*Important  
e.g. should do within  
next 12 months*

*Less Important  
e.g. could do within  
next 12 months*

4. **What is/ are your objective(s) (what do you hope to do differently as a result of meeting this need)?**

*I want to be able to understand the risks to women of ischaemic heart disease, DVT, stroke and breast cancer if taking HRT.*

*I want to be able to explain the risks of HRT with regard to ischaemic heart disease, DVT, stroke and breast cancer in a way that patients will understand.*

5. **How do you plan to meet this need (methods)?**

*I plan to ask my postgraduate library for the articles on HRT regarding the above and I will also try the e-library. I seem to recall a document from the health board giving information on this and I will check with my practice manager whether we have this within the practice. If so I will take a copy of it and read it. I will also have a discussion with my partner who deals with more patients on HRT and ask how she deals with patient queries.*

6. **How will you know whether your learning has been successful?**

*I plan to evaluate whether I have met my objectives by summarising on a sheet of paper what I have learned about HRT and IHD, DVT, stroke and breast cancer. I will also produce a short information leaflet which I could give to patients.*

7. **Has the need been met, and what have you learned?**

*Yes. I have learned the risks of IHD, DVT, stroke and breast cancer per 10,000 women on HRT and have produced a leaflet with the figures. (I keep one in my drawer to use when explaining to patients. I have learned that women who started HRT for its cardio-protective benefits should be advised to stop.)*

8. **Date of completion of each objective?**

*16 February 2003*

## Example 2

SCOT 2

### Personal Development Plan

Against each educational need you have identified, you should indicate how you have identified it and the priority using the following scale A – C as indicated. You should also identify which learning methods you would intend to use to achieve these needs and how you could evaluate whether you have met each one.

**1. What is your learning need?**

*I need to find out how to run a patient satisfaction questionnaire.*

**2. How did you identify this need?**

*As part of my revalidation I need to provide some evidence about my communication skills. I have decided to ask patients to complete a patient satisfaction questionnaire. I have never done this before and am unsure how this should be run within the practice and what the results might mean.*

**3. Priority**

**A**

*Urgent  
e.g. must do within  
next 12 months*

**B**

*Important  
e.g. should do within  
next 12 months*

**C**

*Less Important  
e.g. could do within  
next 12 months*

**4. What is/ are your objective(s) (what do you hope to do differently as a result of meeting this need)?**

- To find out how to give out the questionnaires e.g. which patients should they be given to, when should they be given and by whom, what information should patients be given about the whole procedure.*
- I want to be able to look at my results and have a greater understanding of what they mean.*

**5. How do you plan to meet this need (methods)?**

*I plan to read information contained within this folder on carrying out the questionnaire. I also plan to look at the website address given and download some information on how to administer the questionnaire and what some of the results might mean.*

**6. How will you know whether your learning has been successful?**

*I plan to evaluate whether I have met my objective by being able to run the patient satisfaction questionnaire in my practice.*

**7. Has the need been met, and what have you learned?**

*Yes. 50 questionnaires have been completed and analysed. I read the information in this folder and had a discussion with the practice manager about how to carry it out. I did the Grogan questionnaire and I made the following action point for me – I need to spend more time explaining to patients what is wrong with them.*

**8. Date of completion of each objective?**

*10 January 2003*

### Example 3

SCOT 2

#### Personal Development Plan

Against each educational need you have identified, you should indicate how you have identified it and the priority using the following scale A – C as indicated. You should also identify which learning methods you would intend to use to achieve these needs and how you could evaluate whether you have met each one.

1. **What is your learning need?**

*I need to find out how to undertake a significant event analysis.*

2. **How did you identify this need?**

*As part of my revalidation for the review of clinical practice session I require to undertake a significant event analysis and as I have not done this before I am unsure how to do it.*

3. **Priority**

**A**

B

C

*Urgent  
e.g. must do within  
next 12 months*

*Important  
e.g. should do within  
next 12 months*

*Less Important  
e.g. could do within  
next 12 months*

4. **What is/ are your objective(s) (what do you hope to do differently as a result of meeting this need)?**

*I want to be able to complete the significant event analysis proforma adequately and hopefully to learn about how significant event analysis can work in practice.*

5. **How do you plan to meet this need (methods)?**

*There is a local course on significant event analysis being run by my CPD adviser and I plan to attend this. I will also read the notes in the revalidation toolkit.*

6. **How will you know whether your learning has been successful?**

*I plan to evaluate whether I have met my objective by being able to complete the significant event analysis proforma and have positive feedback on it at my appraisal.*

7. **Has the need been met, and what have you learned?**

*Yes. I have completed the proforma for one significant event I had in practice and discussed it at a practice meeting. I have not yet had my appraisal. However I have shown it to my local CPD Adviser and received helpful constructive feedback.*

*I learned that you do need to describe what happened but more importantly you need to think carefully about why and how it happened. Only then can you begin to think of solutions to stop it happening again. Also it was more interesting to do than I thought.*

8. **Date of completion of each objective?**

*22 March 2003*