**EXAMPLE PDP AND ECPD ACTIVITY RECORDS**

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| **Template 1: Personal Development Plan (PDP)** | | | | |
| **Name: Keyser Söze** | | | | |
| **GDC registration number: 1995** | | | | |
| **Year: 2018** | | | | |
| **PDP Ref/code** | **Educational need(s)** | **Planned CPD activity/activities** | **GDC Development outcome(s) (A/B/C/D)** | **Timeframe for completion/**  **Target date** |
| **KS 1** | Develop my knowledge, understanding and clinical skills in minimally invasive aesthetic dentistry | Anterior Composites: Mini Smile Makeover  (Simplyhealth Professionals full day hands-on course) | **C** | 20th July 2018  (Manchester) |
| **KS 2** | Develop my quality assurance skills in dental radiography | CPD Essentials conference  (Simplyhealth Professionals full day lectures and interactive sessions) | **A/B/C/D** | 20th February 2018  (Portsmouth) |
| **KS 3** | Develop the practice team’s skills in managing patient appointments | Tailor made training day (2 modules)   * Managing the appointment book * Telephone Tactics   (Simplyhealth Professionals full day in-practice team training)) | **A/B/C/D** | 1st September 2018  (At the practice) |

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| **Table 1: GDC Development outcomes for CPD** | |
| **A** | 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 |
| **B** | Effective management of self, and effective management of others or effective work with others in the dental team, in the interests of patients at all times; providing constructive leadership where appropriate; |
| **C** | Maintenance and development of knowledge and skill within your field of practice |
| **D** | Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and the dental profession and put patients’ interests first. |

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| **Template 2: Enhanced CPD Record** | | | | | | | |
| **Name: Keyser Söze** | | | | | | | |
| **GDC registration number: 1995** | | | | | | | |
| **Year: 2018** | | | | | | | |
| **Total CPD hours recorded below = 17.5** | | | | | | | |
| **PDP Ref/code**  (From template 1) | **Date** | **CPD Activity title** | **CPD Provider** | **GDC Development outcome(s)**  **(A/B/C/D)** | **CPD**  **Hours** | **Yes/No** | **REFLECTION e.g. identify**   * What aspects of the training were most useful? * What will you do differently? * The knowledge, understanding, skills that have been reinforced/enhanced * How patient care will be enhanced * How practice quality will be enhanced * Additional learning needs |
| **Evidence**  (e.g. Certificate) |
| **Venue** | **Quality controls** |
| **Feedback opportunities** |
| **KS 1** | 20/7/18 | Anterior Composites: Mini Smile Makeover | Simplyhealth Professionals  Copthorne hotel Manchester | **C** | **6** | Yes | Enhanced my knowledge, understanding and clinical skills in  aesthetic diagnosis, shade taking & polychromatic layering techniques  I will try floss ligatures to optimise rubber dam isolation  I plan to attend another lecture by this presenter at the BDIA conference (5/10/18) and read his 2013 paper in Dental Update |
| **KS 2** | 20/2/18 | CPD Essentials conference | Simplyhealth Professionals  Marriott hotel Portsmouth | **A/B/C/D** | **5.5** | Yes | * Enhanced understanding of the importance of quality assurance * Improved my skills in diagnosing radiographic errors * Understand how to do a two cycle audit of periapical radiographs that I will present to the practice team at the next meeting (5/3/18) |
| **KS 3** | 1/9/2018 | Tailor made training day  (2 modules)  1.Managing the appointment book  2.Telephone Tactics | Simplyhealth Professionals  (Practice) | **A/B/C/D** | **5** | Yes | 1. I have developed strategies for recognising the impact of when the appointment book goes wrong e.g. double bookings 2. I have Identified areas that could be improved (The team plans to agree appointment lengths for different dentists) 3. I have a greater appreciation of how the appointment book affects the cash flow for the practice 4. We created a call standard for new patient enquiries (which we will review with the TMT team in 1 month on 1/10/18) |