



PERSONAL PROFESSIONAL DEVELOPMENT PLAN


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Approved By Name: Fionnuala O' Neill Title: Nurse Practice Development Coordinator	Signature:  Date: July 2017
Authorised By: Name: Rachel Kenna Title: Director of Nursing	Signature:  Date: July 2017 <small>Rachel Kenna Director of Nursing</small>
Author/s	Name: Paula Mc Grath, Title: CNMII, Quality Dept Name: Kathleen Fitzmaurice, Title: Nurse Tutor, CCNE Name: Ciara Yeates, Quality Dept
Location of Copies	On Hospital Intranet and locally in department

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	SWOT Analysis Tool <i>(Appendix as necessary)</i>	
	GROW Model Tool <i>(Appendix as necessary)</i>	

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1.0 Introduction

Registered nurses must keep their knowledge and skills up-to-date by taking part in continuing professional development (NMBI 2014). "Continuing professional and personal developments are required in order to maintain and enhance professional standards and to provide quality, competent and safe patient care" (NMBI 2015). A Personal Development Plan is a form of self-managed learning that is owned by the individual and enables a strategic approach to setting learning and development goals" (Department of Health and Children (2002). Jackson and Thurgate (2011) claim they are useful tools that can enable workers to reflect on the changing context of their work, knowledge and skills base. They guide individuals in personal and professional career enhancement (Bullock and Jamieson 1998).

2.0 Personal Professional Development Plan (PPDP) in OLCHC

OLCHC has developed a Personal Professional Development Plan (PPDP) to guide all nurses employed in the hospital in identifying their learning and development goals and to assist nurse managers to facilitate staff achieving these goals.

PPDP's provide nursing staff members with the opportunity to discuss personal development needs and how they can be best achieved. A PPDP is a written plan of staff member's future commitment to personal development.

The hospital believes that staff members play a critical role in ensuring high quality services are delivered within the hospital. PPDP's provide tangible evidence of individual and organisation commitment to patients and parents.

The tool was adapted from Guidelines for Portfolio Development for Nurse and Midwives (NCPDNM) (2009).


3.0 Definitions

Guidelines represent the written instructions about how to ensure high quality services are delivered. Guidelines must be accurate, up to date, evidence-based, easy to understand, non-ambiguous and emphasize safety. When followed they should lead to the required standards of performance.

PPDP: Personal Professional Development Plan
SWOT: Strengths, Weaknesses, Opportunities, Threats
GROW: Goal, Reality, Options/Obstacles, Way Forward

4.0 Applicable to

- All registered nursing staff working in their area for greater than one year.
- The process applies to both the nurse manager facilitating the PPDP and the nurse engaging in the process.
- Facilitating PPDP's will be the responsibility of Clinical Nurse Manager grade II and above.
- The Clinical Nurse Facilitator to support and assist nursing staff to complete the self-assessment form, if required

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5.0 PPDP Process

PPDP is a collaborate process between the individual nurse and nurse manager. Education and training will be provided to managers who are facilitating the process.

- The process of how PPDP's work should be clear to all staff.
- The aim is to perform a PPDP on a yearly basis.
- The nurse uses the SWOT analysis tool on the PPDP document (Appendix 1) to identify their own learning goals and development needs.
- The self-assessment SWOT analysis must be given to the nurse manager at least 10 days prior to the PPDP meeting.
- The nurse is encouraged to use existing resources, e.g. CNF, to identify these learning goals and development needs.
- A meeting is held between the nurse and their manager to discuss the learning developments and goals identified by the nurse.
- A mutually agreed pathway between the nurse and their manager is devised to achieve these goals and developments.
- A timeframe for review of the PPDP will be agreed.

6.0 Role of the nurse undertaking a PPDP


- Using the self-assessment SWOT analysis tool, the nurse identifies their personal learning and development goals before the meeting with their nurse manager.
- Time and date of meeting to perform a PPDP should be mutually agreed with the nurse manager.
- It is the responsibility of the nurse to ensure the nurse manager receives the completed SWOT analysis tool at least 10 days before the PPDP meeting.
- During the PPDP the learning and development goals identified are discussed with the nurse manager and a pathway to achieve these goals are established.
- It is useful to review the GROW tool that the manager will complete during the PPDP to assist the manager to clearly identify the outcomes you both discussed during the process.

7.0 The Role of the Nurse Manager facilitating the PPDP

- Time and date of meeting to perform a PPDP should be mutually agreed with the nurse.
- Review the completed SWOT analysis tool in preparation for engaging in the PPDP process.
- Review the previous year's PPDP objectives.
- Using the SMART (Specific, measurable, achievable, realistic and timely) approach agree with the nurses' learning and development goals and devise a pathway to achieve these goals.
- The nurse manager uses the GROW tool to facilitate completing the PPDP process.

8.0 The Role of the Clinical Nurse facilitator

- If required, the CNF guides nurses in completing the self-assessment SWOT analysis.
- Facilitate and support the nurse in assisting the identification of their learning and development goals.
- Where appropriate, facilitate and support the nurse in achieving their learning and development goals

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9.0 Role of the Centre of Children's Nurse Education

- Facilitate training for Nurse Managers on the implementation of the PPDP tool.
- Facilitate the training of Clinical Nurse facilitators on the implementation of the PPDP tool.
- Facilitate the development of workshops and study sessions to meet learning and development goals identified.

10.0 Storage of the PPDP

- Two copies of the PPDP are signed by both the nurse and manager.
- One copy is the property of the nurse and the other copy will be held at ward / department by the nurse manager and returned to the staff member if they leave the organisation or change position within the organisation.

11.0 References

Bullock K & Jamieson I (1998) The effectiveness of personal development planning. *Curriculum Journal* 9 (1), 63-77.


Department of Health and Children (2002) *Action Plan for People Management in the Health Service*. Department of Health and Children, Dublin.

Jackson C and Thurgate C (2011) *Personal development plans and workplace learning*. *British Journal of Healthcare Assistants* 5(6), 292-296.

National Council for Professional Development of Nursing and Midwifery (NCPDNM) (2009) *Guideline for Portfolio Development for Nurses and Midwives*. NCPDNM, Dublin.

Nursing & Midwifery Board of Ireland (NMBI) (2014) *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives*. NMBI, Dublin.

Nursing & Midwifery Board of Ireland (NMBI) (2015) *Scope of Nursing and Midwifery Practice Framework*. NMBI, Dublin.

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PPDP Template

Staff Member

Ward / Area _____

Position: _____

Duration of time in post: _____

SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats.

This is a tool to assist you as a participant in the PPDP process to identify YOUR (and not the organisations) strengths, weaknesses, opportunities and threats.

S	<p><u>Strengths</u></p> <ul style="list-style-type: none"> • What are the best aspects of your practice and the care you give? • What positive feedback have you had? What are you proud of? • What do you think you are most valued for, for example, by patients, relatives, other nurses, other members of the multidisciplinary team? 	
W	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • What are your concerns about your practice in the context of, for example, your ward or hospital? • Are there any aspects of your current practice that you feel could be improved upon? • Have you received any feedback recently that you would like to share / develop? 	
O	<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • How can your personal and professional development enhance the quality of the service you provide? What innovative ideas have you had recently? 	
T	<p><u>Threats</u></p> <ul style="list-style-type: none"> • What barriers/ obstacles do you feel you need to overcome to assist you in enhancing your strengths? 	

The GROW Model

This is the tool used by the manager for completion of the PPDP process

G	<p><u>Goal</u> The Goal is the end point, where the nurse wants to be. The goal has to be defined in such a way that it is very clear to the nurse when they have achieved it.</p>	
R	<p><u>Reality</u> The Current Reality is where the nurse is now. What are the issues, the challenges, how far are they away from their goal?</p>	
O	<p><u>Obstacles</u> There will be Obstacles stopping the nurse getting from where they are now to where they want to go. If there were no Obstacles the nurse would already have reached their goal.</p> <p><u>Options</u> Once Obstacles have been identified, the nurse needs to find ways of dealing with them if they are to make progress - These are the Options</p>	
W	<p><u>Way Forward</u> The Options then need to be converted into action steps which will take the nurse to their goal – These are the way forward.</p>	

Signed: _____

(Nurse)

Signed: _____

(Manager)

Date: _____