



Te Kaunihera
Rata o
Aotearoa

**Medical
Council of
New Zealand**

PDP Review and Development Guide

It is recommended that in every Collegial Relationship meeting time is set aside to review and develop the doctor's PDP.

The goal of the PDP is to encourage reflective practice and to provide a means of addressing identified learning needs. An experienced colleague can guide a doctor through the development of a PDP and this is a valuable role for a collegial relationship provider

High level aspirations

The initial discussion around goal planning may be best approached as a general discussion about the doctor's overall aspirations.

The role of the collegial relationship provider is to aim to capture what is important to them to be a good doctor.

- Have they thought about their own personal mission statement?
- Ask where they see themselves in five, 10, 15 years?
- How would they like to be perceived in the future?
- What's important to them?
- What barriers or challenges need to be addressed for the doctor to achieve their goals?

In the first instance, avoid discussing specifics of how these will be achieved, but rather use this as an opportunity for the doctor to reflect on their broad goals; the big items they want to achieve, and to capture the essence of what drives and motivate the doctor.

Using techniques such as motivational interviewing can be useful to work through this process. The basic interaction skills required for motivational interviewing include the ability to ask open-ended questions, the ability to provide affirmations, the capacity for reflective listening, and the ability to periodically provide summary statements to the doctor.

Developing specific goals that reference the doctor's high level aspirations is a way of creating a cohesive PDP.

Developing specific goals

Research shows individuals ability to self-identify learning needs is generally poor. The Collegial Relationship Provider is however well placed to help doctors to identify areas for development.

Table 1 provides examples of discussion prompts to assist in identifying areas for development.

Table 1. Prompts for identification of goals	
Use the following as conversation prompts to help identify appropriate and relevant goals	
Doctors previous year's goals	<p>Review previous PDP</p> <p>Reflect on any unmet goal – consider reviewing or restating</p>
Clinician's own experience in direct patient care	<p>Blind spots</p> <p>Clinically generated unknowns</p> <p>Diaries</p> <p>Difficulties arising in practice</p> <p>Innovations in practice</p> <p>Knowledgeable patients</p> <p>Mistakes</p> <p>Patients' complaints and feedback</p> <p>Morbidity and Mortality reviews</p> <p>Reflection on practical experience</p>
Interactions within the clinical team and department	<p>Clinical meetings</p> <p>Department business plan</p> <p>Department educational meetings</p> <p>Junior staff</p> <p>Management roles</p> <p>Mentoring</p>
Formal approaches to quality management and risk assessment	<p>Audit</p> <p>Patient adverse events</p> <p>Risk assessment</p>

<p>Specific activities directed at needs assessment</p>	<p>Regular Practice Review</p> <p>Multisource feedback</p> <p>Patient satisfaction surveys</p> <p>Clinical incident surveys</p> <p>Gap analysis</p> <p>Objective tests of knowledge and skill</p> <p>Video assessment of performance</p>
<p>Non-clinical activities</p>	<p>Academic activities</p> <p>Conferences</p> <p>International visits</p> <p>Journal articles</p> <p>Medico legal cases</p> <p>Press and media</p> <p>Professional conversations</p> <p>Research</p> <p>Teaching</p>

SMART goals increase the likelihood of achieving goals

Once a goal is identified assisting the doctor to develop it into a SMART goal will improve its likelihood of being achieved.

The 'SMART' formula also provides a useful framework for reviewing existing goals.

The 'SMART' formula is as follows:

- **Specific** – described in such a way that the goal and what it was intended to achieve can be understood
- **Measurable** – specifying how it can be determined that the goal has been achieved
- **Achievable** – the goal should be realistic given the doctors position and resources available
- **Relevant** – the goal must be relevant to the needs of the doctor, and the goals overall should be relevant to the scope of work undertaken by the doctor
- **Time bounded** – there must be a specified time by which the goal will be achieved

PDP Template

Field	Prompt
Goal name	Use a brief label to name this goal
What will you be able to do differently as a result of achieving this goal?	What do you hope to achieve? How will your practise improve? Be specific and brief
How did you identify this goal?	RPR Discussion with Collegial Relationship Provider Clinical event(s) Performance review Audit Multisource feedback Career development pathway Other
Describe your plan for achieving this goal	When will you start? What will you do? What resources (including time) will you need? Who else will be involved? Be specific and brief
How you will know when you have achieved this goal?	How can you measure progress and completion? Be specific and brief
Completion date	Calendar utility
Collegial Relationship Provider's comments	See Guide