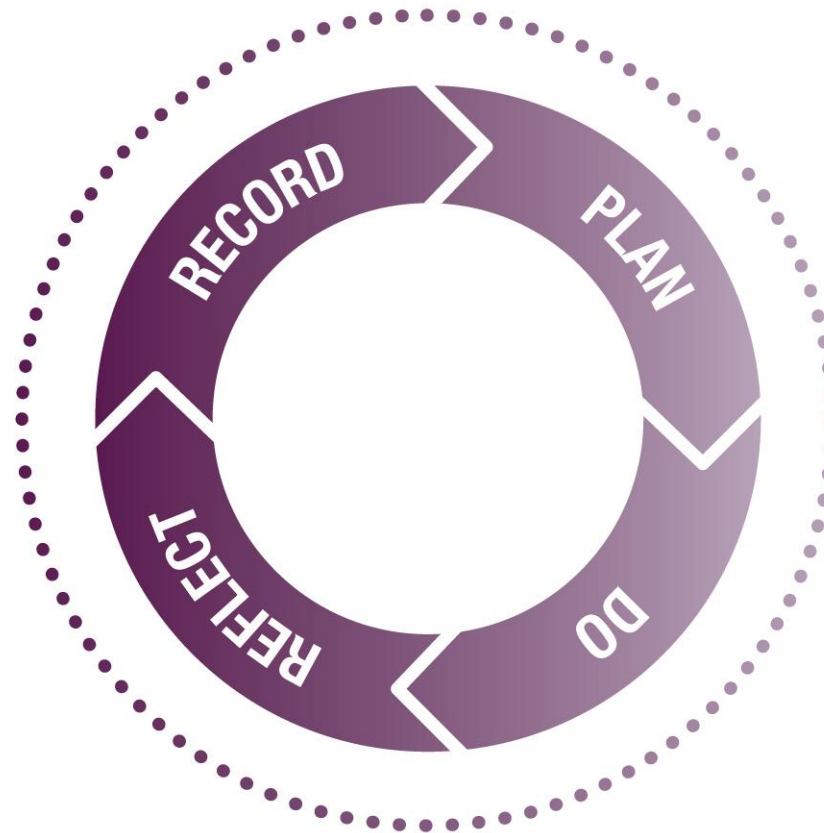


# Personal development plan: Examples

General  
Dental  
Council

protecting patients,  
regulating the dental team



Enhanced  
CPD guidance



## Personal development plan (PDP) template - examples

These examples are intended to be read alongside the GDC's PDP template document, which is available [on our website](#).

Please note these examples are not intended to demonstrate a full PDP, but to give examples of how professionals may plan their activity depending on their title, roles and patients.

### Example 1 - dental nurse

#### Field of practice

My registrant title(s) cycle period, hours required:	My work setting(s):	Any additional roles, qualifications or professional interests:	My patient population:
Dental nurse  2017-2022 cycle PDP in place for remaining 4 years of my cycle to cover 35 hrs verifiable I have left.	Mixed (NHS and private) general practice, part time.	<ul style="list-style-type: none"> <li>Perform reception role when needed;</li> <li>Perform sterilisation role when needed.</li> </ul>	<ul style="list-style-type: none"> <li>General population;</li> <li>Large ethnic and cultural diversity.</li> </ul>

#### Personal development plan

Learning or Maintenance need	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
Build skills in complaints handling.	Support myself in practice to carry out effective complaints handling.	A.	Handle and resolve complaints effectively, both when in the clinic and when in reception.	Indemnity provider CPD course on complaints (2 hours annually).	Quarter 3 annually
Build additional skill: digital impression taking.	The surgery has a new CAD-CAM machine which will require me to take digital impressions under the prescription of the other registrants.	C.	Perform a task that is required for my daily role/duties.	Take digital impressions course, provided by machine company (2 hours).	2017

Medical emergencies/ basic life support.	As per the standards, must follow guidelines for training set by Resuscitation Council. Expected as part of my general clinical duties.	C.	Must be able to assist in managing medical emergencies in every day practice.	My team is attending a course provided by Resuscitation Council. (2 hours per year, 10 hours total)	Quarter 1 annually
Maintain and build understanding of equality and diversity.	Contract requirement for all surgery staff to do regularly.	D	Will help to ensure that I am treating all patients with respect and dignity.	Equality and diversity training in surgery for all staff (1 hour per year).	Quarter 3 annually
Disinfection and decontamination.	I am responsible for disinfection and decontamination of the surgery on a daily basis, both when nursing and assisting in the sterilisation room.	C.	Will ensure I am up to date with current best practice recommendations, and ensure patient safety.	External company comes to the practice to train the team 1 hour per year.	Annually
Clinical photography.	We have a locum orthodontist who works part time and requires staff to take photographs for treatment planning.	C.	The course will allow me to take on additional duties in my role, and use the equipment effectively.	2 hour course.	2018
Annual appraisal.	Contract requirement for all surgery staff.	B.	Review and reflect on performance for the year- help me to identify my strengths and areas of improvement.	Undertaken internally with practice manager (2 hours total - 1 hour prep work and 1 hour meeting).	Quarter 4 annually

## Example 2 - dental nurse

### Field of practice

<b>My registrant title(s) cycle period, hours required:</b>	<b>My work setting(s):</b>	<b>Any additional roles, qualifications or professional interests:</b>	<b>My patient population:</b>
Dental nurse 2018-23 50 hrs verifiable	Hospital setting- full time.	<ul style="list-style-type: none"> <li>• Radiography qualification;</li> <li>• Sedation qualification;</li> <li>• Oral health promotion.</li> </ul>	<ul style="list-style-type: none"> <li>• Elderly patients;</li> <li>• Children with disabilities, complex needs.</li> </ul>

## Personal development plan

Learning or Maintenance need	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
Maintain my skills and knowledge in radiography.	I take radiographs regularly for patients as part of their treatment plan. GDC-recommended topic.	C.	Ensure that I am meeting patient safety standards for radiography, up to date with recommendations, and complying with IR(ME)R.	Carry out CPD to maintain my knowledge and skills in Radiography- (5 hours of lectures total).	Annually
Maintain my skills and knowledge in sedation.	I assist other dental professionals when patients are being treated under sedation.	C.	Ensure that I am meeting patient safety standards for sedation, in line with latest guidance and standards.	Carry out recommended CPD activities to meet standards for conscious sedation: 1) Participate in clinical audit (1 hour); 2) Basic life support (2 hours per year). 3) Lecture course- developments in sedation techniques (1 hour).	Throughout cycle
Build understanding of patients with dementia including safeguarding, consent and oral health care.	I am commencing a new role in the geriatric ward, providing oral health advice to carers and nurses about oral health care for patients with dementia.	A & C.	I will be equipped to commence my new role with sufficient skills and knowledge to provide tailored advice to carers and staff for their patients.	Safeguarding and consent CPD course provided by hospital (2 hours of lectures).  Hospital run, hands-on training course to build skills in oral health care, including shadowing hygienist when treating patients with dementia (5 hours total).	December 2018
Maintain and build understanding of equality and diversity.	Requirement for all hospital staff to undertake regular equality and diversity training.	D	Will help to ensure that I am treating all patients with respect and dignity.	Equality and diversity training provided by hospital (2 hours every second year).	2019 2021
Maintain my skills and knowledge in oral health.	Part of my role is to deliver oral health	C	Will help to ensure I am delivering oral health	Oral health promotion and education course provided by local deanery (2 hours).	2019

	education to a diverse population.		education according to most recent national guidelines.		
Medical emergencies/ basic life support.	As per the standards, must follow guidelines for training set by Resuscitation Council. Expected as part of my general clinical duties.	C.	Must be able to assist in managing medical emergencies in every day practice.	Course provided by Resuscitation Council (2 hours per year).	Annually

### **Example 3 - orthodontic therapist**

#### **Field of practice**

<b>My registrant title(s) Cycle period, hours required:</b>	<b>My work setting(s):</b>	<b>Any additional roles, qualifications or professional interests:</b>	<b>My patient population:</b>
Orthodontic therapist  2016-2021 cycle PDP in place for remaining 3 years of my cycle to cover 45 hrs verifiable I have left.	Private orthodontic clinic- full time.	<ul style="list-style-type: none"> <li>• Run the oral hygiene programme for patients;</li> <li>• Mostly carry out treatment for removable orthodontics;</li> <li>• Assist with fixed orthodontic treatment cases also.</li> </ul>	General population, mainly children and teenagers with few health conditions.

#### **Personal development plan**

<b>Learning or Maintenance need</b>	<b>How does this relate to my field of practice?</b>	<b>Which development outcome does it link to?</b>	<b>What benefit will this have to my work?</b>	<b>How will I meet this learning or maintenance need?</b>	<b>When will I complete the activity?</b>
Advance my skills in oral health promotion: <ul style="list-style-type: none"> <li>- Fluoride varnish;</li> <li>- Plaque indices.</li> </ul>	Promote good oral hygiene for patients during their treatment, caries prevention.	C.	As I am the professional managing the patients across the duration of their treatment, I want to assist patients with their oral	Undertake two courses: Fluoride varnish (2 hours); Plaque indices (1 hour).	2018

			hygiene and decay prevention.		
Invisalign course.	Increasing demand for Invisalign from older patients, The practice will introduce this treatment soon, and will become part of my daily work.	C.	Provide high quality orthodontic treatment to patients under the prescription of a dentist. Will also provide alternative treatment options to the conventional fixed orthodontic options.	Need to identify appropriate course, discuss the options with my principal. Looking at 2 day course, 14 hours.	2018
Occlusal records course.	Part of orthodontic examination and treatment planning- need to improve this skill.	C.	Improve quality of records and bite taking, improve patient experience.	Principal orthodontist at the surgery will be holding a workshop for the OTs - 2 hours.	2018
Build skills in complaints handling.	Support myself in practice to carry out effective complaints handling.	A.	Handle and resolve complaints effectively. Assist students to deal with situations arising, promote local resolution.	Indemnity provider CPD course on complaints- 2 hours.	2018
Medical emergencies/ basic life support.	As per the standards, must follow guidelines for training set by Resuscitation Council. Expected as part of my general clinical duties.	C.	Must be able to assist in managing medical emergencies in every day practice.	Course provided by Resuscitation Council. 2 hours per year, 6 hours total.	Quarter 2 annually
Safeguarding for children and vulnerable adults.	Recommended CPD topic from GDC, and relevant to my daily role treating high volume of children.	A.	Must be able to implement safeguarding requirements in my daily work, understand my obligations.	Course provided by corporate CPD provider - 1 hour	2019

## Example 4 - hygienist/therapist

### Field of practice

<b>My registrant title(s) Cycle period, hours required:</b>	<b>My work setting(s)</b>	<b>Any additional roles, qualifications or professional interests:</b>	<b>My patient population:</b>
Dental hygienist Dental therapist  2016-2021 cycle; PDP in place for remaining 3 years of my cycle to cover 50 hrs verifiable I have left.	University clinic- part time.  Private practice- part time.	<ul style="list-style-type: none"> <li>• Tutor for undergraduates;</li> <li>• General hygiene and therapy;</li> <li>• Interest in tooth whitening;</li> <li>• Clinical focus on hygiene work.</li> </ul>	General population and health needs, mainly adults.

### Personal development plan

<b>Learning or Maintenance need</b>	<b>How does this relate to my field of practice?</b>	<b>Which development outcome does it link to?</b>	<b>What benefit will this have to my work?</b>	<b>How will I meet this learning or maintenance need?</b>	<b>When will I complete the activity?</b>
Maintain my skills and knowledge in radiography.	I take radiographs regularly for patients as part of their treatment plan. GDC-recommended topic.	C.	Ensure that I am meeting patient safety standards for radiography, up to date with recommendations, and complying with IR(ME)R.	Carry out recommended CPD in Radiography (1 hour lecture per year, 3 hours total).	Annually
Build skills in running a practice.	I am considering buying a private practice so I can see patients under direct access	B.	Ensure that I provide effective leadership and management for staff and patients in my practice, and ensure patient safety, and have a referral system in place.	Undertake course in effective practice management and team working (3 hour workshop).  Undertake course in effective practice marketing (2 hour workshop).	2018
Maintain skills in clinical teaching.	Supports skills for my tutor role.	C.	Ensure that my tutoring skills are in line with current best practice standards.	Refresher course on skills and techniques for teaching undergraduate students- 2 hours per year.	Annually

Build skills in complaints handling.	Support myself in practice and my students to carry out effective complaints handling.	A.	Handle and resolve complaints effectively. Assist students to deal with situations arising, promote local resolution.	Indemnity provider CPD course on complaints- 2 hours.	2018
Medical emergencies/ basic life support.	As per the standards, must follow guidelines for training set by Resuscitation Council. Expected as part of my general clinical duties.	C.	Must be able to assist in managing medical emergencies in every day practice.	Course provided by Resuscitation Council. 2 hours per year, 6 hours total.	Quarter 2 annually
Oral Cancer detection.	Must be able to detect potential oral cancer, be aware of risk factors. and current referral practice.	C.	Life threatening conditions that can be treated if detected early, must be screened by dental professionals and referred appropriately.	Undertake lecture – 1 hour per year, 3 hours total.	Annually

### Example 5 - dental technician

#### Field of practice

<b>My registrant title(s) cycle period, hours required:</b>	<b>My work setting(s):</b>	<b>Any additional roles, qualifications or professional interests:</b>	<b>My patient population:</b>
Dental technician 50 hrs verifiable  2018-2022	Dental technician in commercial dental laboratory as a section manager - full time. Manufacturing work from both NHS, private and specialist practices.	<ul style="list-style-type: none"> <li>• Management;</li> <li>• Special interest in conservation work;</li> <li>• Ongoing developing CAD/CAM;</li> <li>• Small volume of denture repairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal patient contact;</li> <li>• Dependant on our clinical clients;</li> <li>• Occasional patient contact for shade-taking requests.</li> </ul>

#### Personal development plan

<b>Learning or Maintenance need</b>	<b>How does this relate to my field of practice?</b>	<b>Which development outcome does it link to?</b>	<b>What benefit will this have to my work?</b>	<b>How will I meet this learning or maintenance need?</b>	<b>When will I complete the activity?</b>
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Marketing and ethical advertising online.	Supports my role within the business. Laboratory website and marketing strategy is said to need updating.	D.	Ensure that advertising and marketing optimises business for the laboratory, while meeting GDC standards.	Take an online active course offered by a company specialising in commercial marketing– 2 hours.	2018
Shade-taking: tools and techniques.	Keep me up to date on latest recommendations and equipment for shade taking- central to building aesthetic prosthetic work.	C.	Maintain satisfaction from clients in my high quality work- shade taking crucial to patient satisfaction and acceptance.	Certificated CPD workshop held by local specialist in the area- 2 hours.	2019
Materials update: Ceramic, metal alloys and composites.	Keep me up to date on latest technologies; material selection; conservation technology and implant restorations.	C.	Ensure I am providing high quality, appropriate products, and am able to make recommendations to my clients across different case study scenarios.	I will select a combination of verifiable lectures and online courses to meet this need.	Approximately 4 hours annually.
Medical emergencies/ basic life support.	As per the standards, must follow guidelines for training set by Resuscitation Council. Requirement for all staff in the laboratory.	C.	Provide support to colleagues and members of the public in a medical emergency situation.	Access yearly updates for dealing with medical emergencies and basic life support. 2 hours per year.	Annually
Digital technology.	Seeing an increase in use of digital CAD/CAM technology replacing current labour intensive systems.	C.	Will be able to provide digitally designed parts of restorations.	Workshop course that covers this, including hands on opportunities	2019
Laboratory management.	Supports my future plans regarding business development and own career role.	B.	I feel that the laboratory could be run more smoothly and work could be processed more efficiently. Better organisation would lead to higher staff satisfaction, and a more successful business.	Undertake a series of CPD activities offered by a professional body over my cycle.	Annually
Build skills in complaints handling.	Support myself and staff in the section to carry out effective complaints handling.	A.	Handle and resolve complaints effectively. Promote local resolution.	Professional body support CPD course on complaints- 2 hours.	2018

## Example 6 - clinical dental technician

### Field of practice

<b>My registrant title(s) cycle period, hours required:</b>	<b>My work setting(s):</b>	<b>Any additional roles, qualifications or professional interests:</b>	<b>My patient population:</b>
Clinical dental technician Dental technician 75 hrs verifiable  2017-2021 cycle PDP in place for remaining 4 years of my cycle to cover 55 hrs verifiable I have left.	Part time- NHS denture clinic Part time-laboratory	<ul style="list-style-type: none"> <li>• Clinical role mainly removable prosthodontics;</li> <li>• Lab role mainly construction of removable pros for my patients;</li> <li>• Keen to move into implant retained prosthodontic work.</li> </ul>	<ul style="list-style-type: none"> <li>• Mainly elderly population, 65+</li> </ul>

### Personal development plan

<b>Learning or Maintenance need</b>	<b>How does this relate to my field of practice?</b>	<b>Which development outcome does it link to?</b>	<b>What benefit will this have to my work?</b>	<b>How will I meet this learning or maintenance need?</b>	<b>When will I complete the activity?</b>
Oral Cancer detection.	Must be able to detect potential oral cancer, be aware of risk factors and current referral practice.	C.	Life threatening conditions that can be treated if detected early, must be screened by dental professionals and referred appropriately.	Undertake lecture – 1 hour.	2018
Build skills in complaints handling.	Support myself and staff to carry out effective complaints handling.	A.	Handle and resolve complaints effectively. promote local resolution.	Professional body support-course on complaints- 2 hours.	2018
Materials update: Current PMMA and alternatives, and repair systems for dentures.	Keep me up to date on latest technologies, material selection for plastic dentures.	C.	Ensure I am providing high quality, appropriate products, and am able to make recommendations to my clients across different scenarios.	I will select various hands on workshops by trade supplier - 2 hours.	2018
Treatment planning for diabetic patients.	High number of my patients have diabetes, want to update myself on	C.	I will be able to treat patients with diabetes more appropriately, and have a	Local deanery is offering this lecture series. (2 hours)	Quarter 2 2018

	latest best practice in this area.		better understanding of when to refer to a specialist.		
Treatment planning for patients with dementia.	I see this as a large area of need in my near future practice, want to update myself in best practice and treatment planning for these patients.	C.	I will have a better grasp of dementia and the implications of this condition for treatment planning as a CDT.	Private healthcare provider is offering this as an awareness raising course for clinical staff (2 hours).	Quarter 3 2018
Hands-on course: Implant retained removable dentures	Want to expand my knowledge and skills in this area to be able to offer this service, as it is an increasingly popular option for patients.	C.	Working with (and under the prescription of) dentists I will be able to offer this treatment to my patients, in a safe and appropriate way.	Identify an appropriate course that includes both theoretical and practical elements Approx. 12 hours over 2 day course.	2019
Medical emergencies/ basic life support.	As per the standards, must follow guidelines for training set by Resuscitation Council. Requirement for all staff in the clinic and laboratory.	C.	Provide support to colleagues and members of the public in a medical emergency situation.	Access yearly updates that provide guidance on dealing with Medical Emergencies and basic life support. 2 hours per year.	Annually

## Example 7 - dentist

### Field of practice

<b>My registrant title(s) cycle period, hours required:</b>	<b>My work setting(s):</b>	<b>Any additional roles, qualifications or professional interests:</b>	<b>My patient population:</b>
Dentist 100 hrs verifiable  2015-2019 cycle PDP in place for remaining 2 years of my cycle to cover 50 hrs verifiable I have left.	Mixed NHS and private general practice- full time.	<ul style="list-style-type: none"> <li>Professional interest in oral surgery and implants.</li> </ul>	<ul style="list-style-type: none"> <li>General population, high level of chronic disease.</li> </ul>

## Personal development plan

Learning or Maintenance need	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
Build skills in complaints handling.	Support myself and staff to carry out effective complaints handling.	A.	Handle and resolve complaints effectively and promote local resolution. I will ensure that all members of my team understand the importance of handling complaints effectively, working as a team. This will benefit both the staff and patients.	Indemnity provider CPD course on complaints- 2 hours.	2018
Oral Cancer detection.	Must be able to detect potential oral cancer, be aware of risk factors. and current referral practice.	C.	Life threatening conditions that can be treated if detected early, must be screened by dental professionals and referred appropriately	Undertake lecture – 1 hour	2018
Medical emergencies/ basic life support.	As per the standards, must follow guidelines for training set by Resuscitation Council. Expected as part of my general clinical duties.	C.	Both myself and my team will be able to understand how to deal with any patient who has a medical emergency, administer CPR, oxygen and emergency drug administration where appropriate.	I will arrange for someone to come to the practice to educate the whole team 2 hours per year.	Annually
Treatment planning for diabetic patients.	High number of my patients have diabetes, want to update myself on latest best practice in this area.	C.	I will be able to treat patients with diabetes more appropriately, and have a better understanding of when to refer to a specialist	Local deanery is offering this lecture series. 2 hours	Quarter 2 2018
Treatment planning for patients with dementia.	I see this as a large area of need in my near future practice, want to update myself in best practice and treatment planning for these patients.	C.	I will have a better grasp of dementia and the implications of this condition for dentistry and treatment planning.	Local deanery is offering this lecture series. 2 hours	Quarter 3 2018
Record keeping.	Good record keeping is crucial for me to work with my colleagues and	B.	Make sure that I am carrying out accurate and sufficient notes for my daily practice,	Undertake the course recommended from the review, held by the faculty.	Quarter 1 2018

	other surgeries. In the independent records review of our surgery, it was recommended that I improve on this.		that will satisfy the expected standards.	2 hours	
Treatment planning and placement of implants for partially dentate patient.	Will contribute to effective treatment planning for patients- including appropriate patient selection and safe and successful placement of implants.	A, C	I will be able to offer a wider range of choices of treatments for my patients with appropriate patient selection and treatment planning.	I will attend a course that I have researched well for my needs. It will provide me with an in-depth knowledge of patient selection, consent, treatment planning, implant placement, follow up care and restoration of the implants.	2018/19/20 depending on the length of the course.