

Will deliver the following course as detailed below:

Job Planning and Your Personal Development

Date: 6th January 2023
Location: Clinical Practice Centre, St James Hospital
CPD Points: 6
Times: 9:00am-4:00pm
Facilitator: Anne Johnson



Job Planning has been used within the NHS since the late 1990's and aims to ensure that the organisation has the correct staffing levels in the right places, to ensure that patients are safe and the business can be resourced in the right way. A personal development plan (PDP) will help guide all doctors in their career, whatever grade they are at and whatever setting (acute/community). PDPs help doctors understand how to improve their performance and develop new skills through being self-aware & identifying development priorities. All doctors should engage in this process, as it is now a key component of appraisals and revalidation.

Measurable Aims: At the end of this programme, the delegate can:

- Identify 4 types of PA's and work requirements in each
- Name 10 elements of the Job Plan which should be included and explain why?
- List 3 requirements of evidence for both Threshold 1 and 2
- Describe what is a Personal Development Plan (PDP) and why is it important
- Explain the General Medical Council (GMC) Perspective
- Give 3 examples of qualitative feedback

The Programme Includes:

Job Planning:

- **Module 1: Background to Job Planning:**
 - ✓ What is a Job Plan? including Prospective nature, Types of professional activities, PA's, SPA's and timetables
 - ✓ Writing your Job Plan- what to include
 - ✓ The Job Plan Review meeting
 - ✓ Appeals



➤ **Module 2: Progression through the Thresholds:**

- ✓ 2021 Contract
- ✓ Audit Cycles and Delivering Learning to others
- ✓ Appeals

Personal Development Planning:

➤ **Module 3: Personal Development**

- ✓ What is a Personal Development Plan (PDP)
- ✓ Why a PDP is important?
- ✓ How it can benefit your career
- ✓ General Medical Council (GMC) Perspective
- ✓ An Overview of creating & applying a PDP looking at
 - The PDP Cycle
 - Planning Goals
 - The importance of Qualitative Feedback
- ✓ Objective Examples
- ✓ Self-Awareness and SMART Planning

➤ **Module 4: Career Routes and CESR**

- ✓ Specific Career routes and support available
- ✓ Moving into a Specialist role
- ✓ Specialty Training
- ✓ CESR
- ✓ Support from your employer
- ✓ Resources available