Personal Development Plans

Karl Grimes

23/9/2026

1

Objectives

- Understand the rationale for completing a PDP
- Explain the various sections within a PDP

2

The personal development plan (PDP)

- The PDP is designed for you to carefully consider your role as a dental professional, and what CPD will give you maximum benefit for maintaining and developing your practice in your current and future areas of work.
- The GDC encourages you to regularly review your plan as it relates to your role and daily practice.
- For the GDC, your PDP **must include**:
- The CPD you plan to undertake during your cycle, which must include CPD that is relevant to your current or intended field(s) of practice
- The anticipated development outcomes that will link to each activity
- The timeframes within which you expect to complete your CPD over your cycle.

3

- Having a PDP in place assures the GDC that your CPD activity supports your work as a dental professional.
- The GDC may ask to see your PDP to check you are keeping records which meet the minimum requirements as set out above.

4

The development outcomes:

- You must make sure each planned and completed activity has at least one outcome (A, B, C, D) linked. It is possible for some CPD activities to link to multiple outcomes.
- The GDC encourages you to choose CPD to cover all four development outcomes in your cycle, however this is not a compulsory requirement.

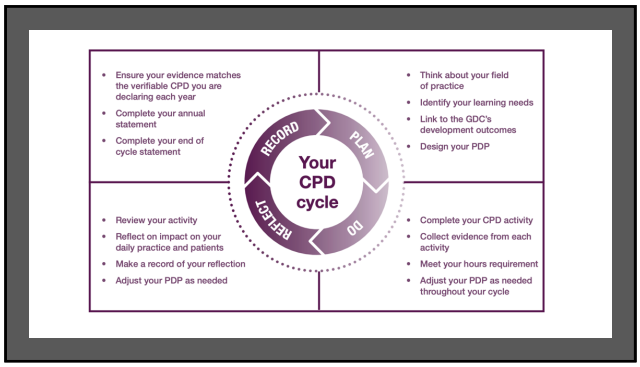
5

Development Outcome	Example of CPD content
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;	• Communication skills • Consent • Complaints handling • Raising concerns • Safeguarding
A. 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;	• Effective practice management • Business management • Team working
A. Maintenance and development of knowledge and skill within your field of practice;	• Clinical and technical areas of study • Radiography • Cross infection control • Medical emergencies and CPR • CPD on quality assurance for MHRA • CPD specific for your daily role(s) • Upskilling opportunities
A. Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and the dental profession and put patients' interests first.	• Ethical and legal issues and developments • Professional behaviours • Equality and diversity training

6

- Think of it as your roadmap for your CPD journey.
- You might choose to, or need to, take a few detours on the way, but having a plan will make sure you keep heading in the right direction.
- Of course, before taking any trip, you'll need to make sure you know the rules of the road.

7



8

- So, make sure you understand your CPD requirements. Check that you:
- Know the minimum number of verifiable CPD hours you need to do for your full CPD cycle.
- You will need to spread your CPD out across your five-year cycle, so be clear about the need to complete a minimum of 10 hours of CPD every two years, even if you are in the first year of a new cycle.

9

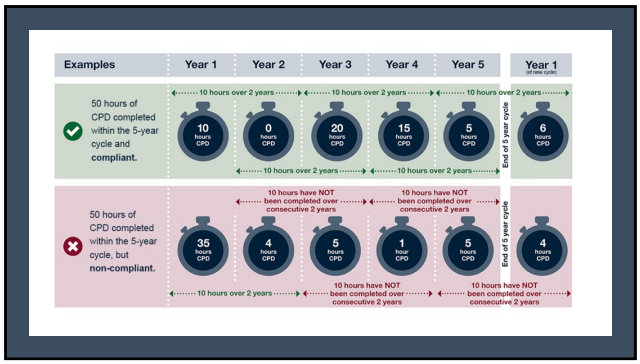
Verifiable CPD

- The subject, learning content, aims and objectives;
- The anticipated GDC development outcomes of the CPD;
- The date(s) that the CPD was undertaken;
- The total number of hours of CPD undertaken;
- The name of the professional who has participated in the CPD activity;
- That the CPD is subject to quality assurance, with the name of the person or body providing the quality assurance;
- Confirmation from the provider that the information contained in it is full and accurate.

10

Professional	Min. hours/cycle
Dentist	100
Dental therapist	75
Dental hygienist	75
Orthodontic therapist	75
Clinical dental technician	75
Dental nurse	50
Dental technician	50

11



12

- Understand what verifiable CPD means, and what your CPD provider needs to give you to demonstrate you have successfully completed an activity.
- Where your provider does not provide evidence of CPD in a certificate, you could complete a mapping table and ask them to sign it.
- Make sure you understand this process.

13

Identifying your development needs

- You can create your PDP on your own or with others, it's up to you.
- Either way, the first step is to identify your learning and development needs.
- Think about where you want to be by the end of your journey and what you will need to do to get there.

14

- Reflecting on your career goals and any areas of practice you want to develop is a good starting point.
- Think about any feedback from patients or members of your team, your work setting and the equipment you use, how you might maintain or improve your knowledge and skills, and where you want to develop your personal scope of practice.

15

- Talking to your employer or manager about whether a performance appraisal or undertaking a learning needs assessment might help you to identify your development needs at the start of a CPD cycle.
- Peer reviews, clinical audits, inspection reports and patient or colleague feedback can provide useful insights for those not directly employed.
- Some people find it useful to look at learning needs with a mentor or a more experienced colleague.

16

Don't just do any CPD, make it good quality CPD

- When you have an idea of the learning you want to do and the skills you need to maintain, you can further develop your plans by identifying the CPD activities you want to undertake.

17

- GDC provides recommended CPD topics on the website.
- These won't all be for everyone, because your CPD needs to be relevant to your field of practice.
- Plan to do more than your minimum hours to give you some flexibility as you work through your cycle.

18

- Add timeframes and the number of verifiable CPD hours you expect to complete to each CPD activity you've identified to your PDP.

19

Reviewing, reflecting and adjusting your plans

- Remember your field of practice and learning needs are likely to change over time, so you will need to review and adjust your plans accordingly.
- Review your PDP every year to make sure it continues to relate to your role and the work you do each day.

20

- GDC have created a PDP template for to use, which includes guidance to help you to create your plans and identify good quality CPD activities.
- You don't have to use the template, others are available, or you can create your own.

21

- Reflecting on the CPD you undertake is important, but how you reflect is up to you.
- Try to do it at the end of each activity or at regular intervals within your cycle.
- Ask yourself:
- did an activity fulfil your learning needs?
- how will you incorporate what you have learned into your daily practice?
- what might you need to do next to further develop?
- do your plans need to be adjusted?

22

- You might want to reflect with your colleagues as a group and ask them for their thoughts and insights.
- However you reflect, think about recording your thoughts in your PDP or elsewhere.
- They will help you when you start planning for your next cycle.

23

Questions?

24