



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Office of the
Nursing & Midwifery
Services Director

Professional Development Planning

WORKBOOK

The professional development planning workbook is not mandatory. If you choose to use it, the workbook will support you to complete your Professional Development Plan. It is for your own use only and you are not required to submit it to your line manager unless you so wish.

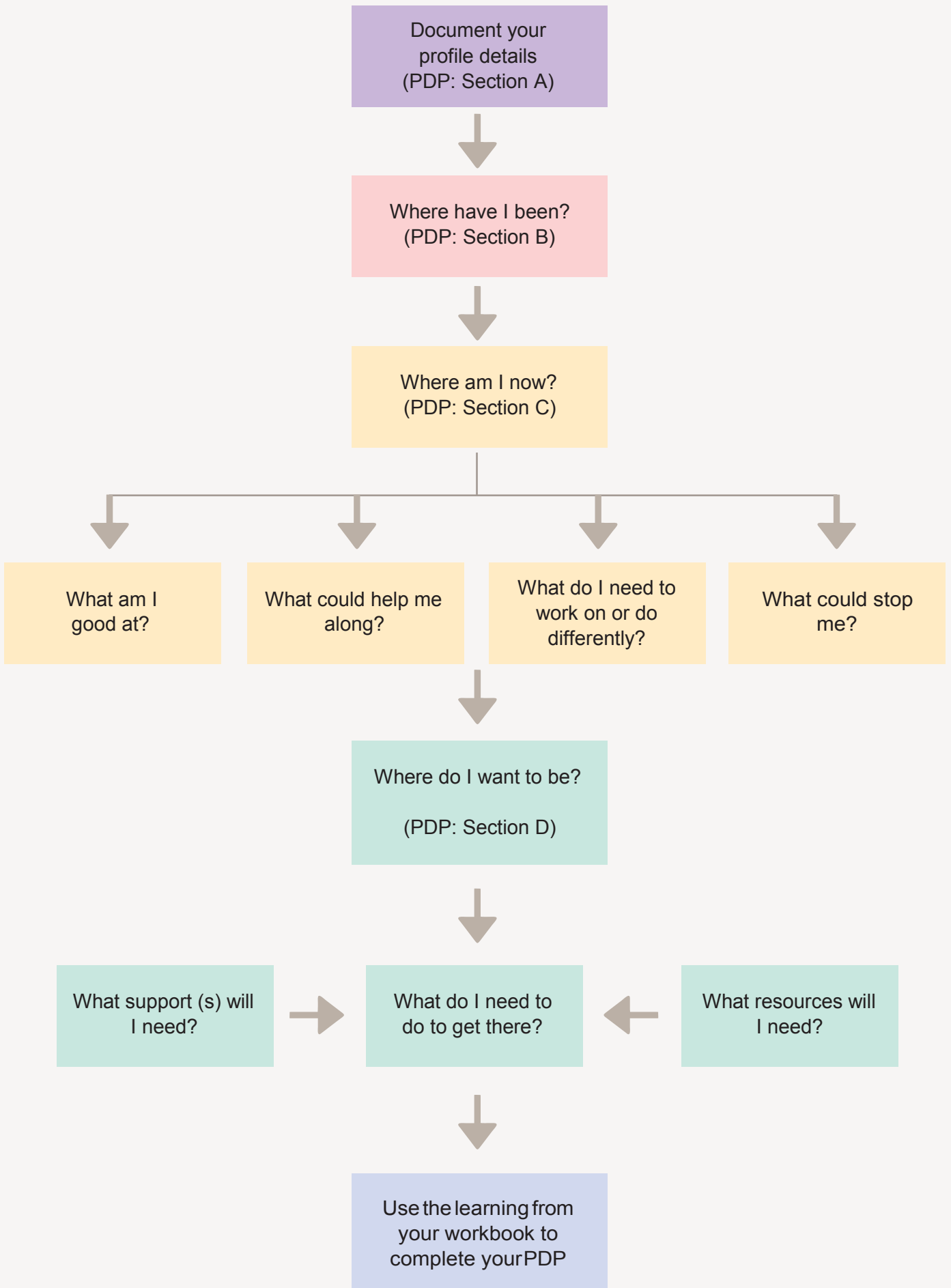
Introduction

The aim of this professional development planning workbook¹ is to support you to complete your Professional Development Plan (PDP) so that it meets your personal and professional needs in addition to being aligned to the goals of your service/organisation. This workbook will facilitate you to take the necessary steps to acquire a clear vision of your future professional career direction and identify what you need to do to achieve this. Completion of this workbook is not mandatory but it will provide guidance to completing your PDP, if you choose to use it. It is for your own use only and it does not have to be submitted to your line manager unless you so wish. This preparatory process provides an opportunity to invest time in yourself so that you are optimally prepared to create a PDP that meets your identified needs.

Having documented your profile details in Section A of your PDP, this PDP workbook will support you to complete Sections B, C and D (with the exception of the Collaboration and Agreement part of Section D which is completed with your line manager in your PDP meeting) by asking key questions as demonstrated in the summary flowchart below. For each of these questions, you will be facilitated to deepen your reflection by challenging yourself to answer further questions and by completing the relevant PDP self assessment templates.

¹ Adapted version of the Leadership, Education and Development (2015) The Key to your Success: Personal Development Planning. HSE (Permission granted to adapt and use the document, Sept 2017)

Summary Flow Chart



Section B:

Previous Professional Development Plan Record

Where have I been?

If you have used the digital PDP previously, your goals which were agreed with your line manager during your last PDP meeting will be automatically entered into your PDP. It is important to reflect on these goals and record if they were achieved, not achieved or partially achieved. For goals that were achieved or indeed partially achieved, consider the enabling factors that led to success as they may support you to achieve future goals. It is also important to consider the challenges that led you to only partially achieving or not achieving a planned goal and to reflect on how you can manage these challenges going forward.

Section C:

Self Assessment

Where am I now?

Section C of your PDP requires you to reflect on your current role, clarify your strengths and consider areas that you believe require development. In relation to your current role, the following questions may help you to critically review your current role:

- What does your current role involve?
- What are your department's/team's goals?
- What are your organisation's goals?
- What are the goals for your current role?
- What knowledge, skills and experience do you require to carry out your role and responsibilities effectively and contribute to your team's/ department's/ organisation's goals?
- What further knowledge, skills and experience might you require in the future within your existing role?
- Are there any specific Continuing Professional Development (CPD) requirements to be met from the Nursing and Midwifery Board of Ireland in relation to your current or future professional role?

Having used these questions to clarify your current role, you can summarise your reflections using the following self assessment: What does my current job require?

Self Assessment 1

What does my current job require?

- Review your current role?
- Consider the key responsibilities and associated tasks for your role
- Consider the knowledge, skills and experience required in your role, now and in the future, and the requirements set by the Nursing and Midwifery Board of Ireland for CPD purposes
- Consider your role in the context of the HSE National Service Plan and Local Service Plan

Key responsibilities and tasks

Knowledge required

Skills required

Further experience required

By reflecting on your current role, you are likely to have greater insight into your strengths and areas that require development. The following questions will support you to explore these areas further:

- What am I good at?
- What do I need to work on or do differently?
- What could help me along?
- What might stop me?

You can use the Self Assessment 2 template to record your answers. This template will also facilitate you to consider factors that can support you and reflect on those that may hinder you. This information will facilitate you when planning your goals.

Self Assessment 2

Where am I now?

Box 1

What am I good at?

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Box 2

What do I need to work on or do differently?

--

Box 3

What could help me along?

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Box 4

What might stop me?

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Section D:

Current Professional Development Plan Goals

Where do I want to be and how will I get there?

Having reflected on your past and present situation and identifying your strengths and areas that require development, it is now time to consider where you want to be and how you will get there. Section D of your PDP requires you to document your goals. In order to do this it is important to take time to consider where you want to be in terms of your existing job and your career aspirations. This requires a good deal of reflection and you may need to consider a range of factors. The following questions may assist you:

What do I like doing?

In my current role, in my profession...

What is my motive for learning?

Promotion, professional development, job satisfaction, career development, CPD requirements...

What qualifications and/or experience do I have?

List them all as some of these may be transferable to a new role or position

What method of learning would suit me best?

Experiential learning, in-service education, part-time, distance education, elearning, attending short programmes ...

Are there any imminent changes in my lifestyle?

Personal commitments, promotion...

If the learning requires funding, will financial support be available?

Organisational education and training funding, tax relief on education fees...

What is my ultimate goal?

Be more effective in current role, acquire professional and personal fulfillment, achieve a qualification, career development...

How will I measure success?

Be more proficient in your role, achieve recognised qualifications, and acquire personal and professional satisfaction

Where can I get help and advice?

My line manager, colleagues, a professional body, Centres for Nursing and Midwifery Education, Nursing and Midwifery Planning and Development Units and HSE Performance and Development Units

Having answered these questions and reflected on your completed selfassessment templates, it is anticipated that you will be clearer on where you want to be. However, for some, it can be difficult to acquire this clarity and therefore it may be useful for them to seek further support from a mentor, a coach or your line manager. For those who are clear on where they want to be, it is now time to explore what actions you need to take to get there.

⁴ The Professional Development Plan and personal identifiable data is managed within the General Data Protection Regulation (GDPR) General Data Protection Regulations (GDPR) 2018 and HSE information management guidance. The Employee number and NMBI PIN are recorded for identification purposes only.

How can I get there?

By planning your goals in a structured and clear manner you can include your long term career aspiration while also attending to goals of a more immediate nature. When considering your goals, they must be aligned to the Code of Professional Conduct and Ethics for Registered nurses and Registered Midwives (NMBI 2014), as recommended by the HSE Professional Development Planning Framework for Nurses and Midwives (2017). In developing your PDP you are more likely to achieve your goals if they are SMART. Therefore when setting each goal, ask yourself is this goal:

- **S**pecific? – The goal is an integral part of your work and is clearly understood.
- **M**easurable? – You can set standards and criteria by which you will know if your goal has been achieved.
- **A**chievable and **A**greed? – The goal must be realistic as resources are not infinite and must be within a timeframe that will allow you to be successful. By agreeing the resources to achieve each goal in your PDP with your line manager you will be committed to their achievement.
- **R**elevant? –the achievement of the agreed goal will not only be of benefit to you but will also contribute to the success of the organisation, your department and your team.
- **T**imely? – A schedule for the achievement of your goal can be established.

When you are satisfied that each of your goals are SMART, you can now consider the resources required to achieve them. These resources will be discussed, agreed and documented with your line manager at your PDP meeting. The type of resources (including supports and activities) you might consider include time (yours and others), the support of your line manager, experiential learning activities, access to library resources (including online library resources), using the online Learning Centre (accessible on www.HSELand), accessing training programmes and availing of financial support for academic study. You should also consider what resources you might be willing to commit personally towards your development.

Self Assessment 3 will facilitate you to clarify the resources you may require to meet your goals. These will be discussed and agreed with your line manager in your PDP meeting.

Self Assessment 3 Resources needed

Resources needed (including supports and activities)		
Professional Goal	Resources available in my organisation	Resources available external to my organisation

In addition to resources and supports, there are many activities you can undertake that are easily accessible and you can do for yourself. A broad range of options should be considered. These could include:

- Shadowing opportunities
- Reading materials on the subject
- Setting up a Google Scholar alert for up-to-date research on your subject of interest
- Talking with those knowledgeable in the area of interest
- Taking steps yourself to improve the situation, such as planning your day

When you have clarified your goals, it is important to plan how you will achieve them in the agreed timeframe. A useful way to do this is to prioritise your goals by taking each one and assessing it in relation to importance. You may find it helpful to use the following self assessment:

Self Assessment 4

How can I prioritise my goals?

Insert your developmental goals in the appropriate section	
High Importance Short term	Low Importance Short term
High Importance Medium term	Low Importance Medium term
High Importance Long term	Low Importance Long term

Next Steps?

Having engaged with the PDP workbook, you can now use your learning and personal insights to complete your PDP so that it meets your individual and professional needs while also being aligned to the goals of the department and organisation in which you work.