

## 1. Info and Tips to plan your Professional Development

### What is the difference between a Professional Development Plan and Continuing Professional Development activities?

A **Professional Development Plan (PDP)** helps clarify your future development in the area of practice you want to go into: it sets out your goals and objectives for learning over a specific period of time. You identify activities you need to undertake and the resources required to complete them.

A PDP is worthwhile for anyone practising to regularly map out objectives over the next 3 or 6 months. If you have intermittent work it can be helpful to keep a focus on your professional development and your learning goals.

A PDP is required as part of an APC application, for someone who has been away from practice for a significant period of time.

**Continuing Professional Development (CPD)** is the range of activities you undertake based on what you worked out and set down in your PDP. CPD is recorded in a log book and lists the activities you have undertaken over a specific period of time and within four learning categories: work based; professional; self-directed; formal. *The Board's log book template is on the website.*

Ideally, review your **professional development plan** regularly so that your **CPD** activities can be focused in the area/s of physiotherapy practice that you want to improve and develop. *Refer also to the Physiotherapy Competencies (see \* on front page).*

### Tip 1: Map your goals and Objectives

Whether you are practising fulltime, working intermittently throughout the year, or planning to return to practice, mapping out your goals and

objectives for undertaking any professional development can be very helpful.

The process can help focus you in the direction of professional development that can be most effective for you, time-wise and money-wise, as well as successfully targeting some things you may not have focused on before.

### Tip 2: Complete the PDP template

Consider the following points (the list is not exhaustive) when mapping out a PDP:

- Activities relating to your current area of practice;
- Activities relating to an area of physiotherapy practice you are considering moving into;
- realistic timeframe/s for achieving what you want to achieve;
- your learning style (this will assist in picking activities which suit);
- whether activities contribute to your own personal or professional development;
- opportunities for peer engagement if you are practising in isolation;
- inclusion of activities which will enhance your cultural and/or ethical competence.

📄 *Download from the www – address is below*

Goals/Objectives	Activities	Outcomes	Resources Required	Time Required	Date Achieved

📄 *You can also download an example of a PDP.*

### Tip 3: Undertake the CPD

- It is worthwhile to update your plan when you meet your objectives – for the sense of achievement, to keep a record (where you started and where you have got to) and because some goals can change.
- Log the CPD undertaken in the audit logbook – *see factsheet #2: about Logging CPD.*