

PDPs and Learning Agreements



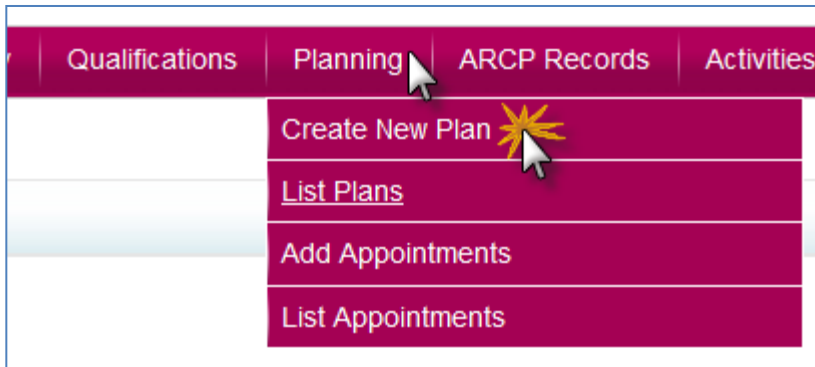
Introduction

- The 'Planning' section of the e-Portfolio allows trainees and supervisors to record a number of training objectives within a 'Plan' and monitor progress until the objectives have been completed.
- Plans can also be used to document and track agreed trainee action points from supervisory meetings.
- Learning agreements and Personal Development Plans **function the same way in e-Portfolio** – some regions require both and others solely require PDP.



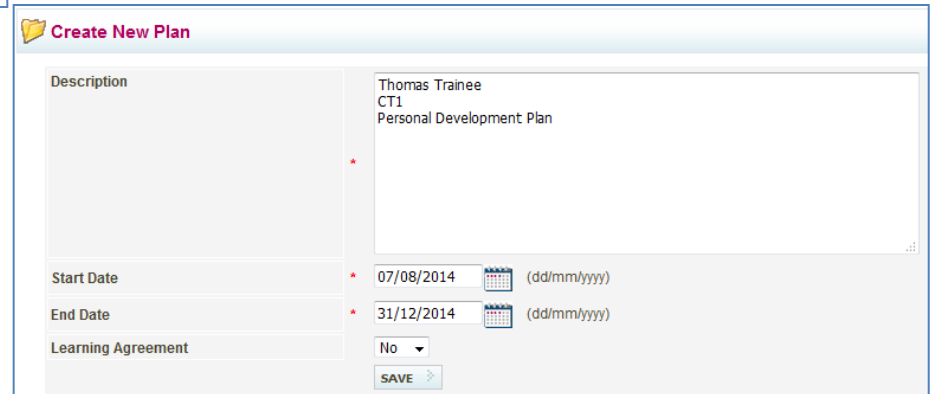
Create a plan

To start a new plan, hover over 'Planning' on the menu bar and click 'Create new plan':



The 'Description' textbox is solely for a title. It would be sensible to record your name, grade and a description in the title as below:

Enter a date range* then answer the Learning Agreement question – 'yes' for a Learning Agreement and 'no' for a PDP. Click 'Save' to move on...

A screenshot of the 'Create New Plan' form. The form has a title bar that says 'Create New Plan'. Below the title bar, there are several fields: 'Description' (a large text area containing 'Thomas Trainee CT1 Personal Development Plan'), 'Start Date' (a date picker set to '07/08/2014'), 'End Date' (a date picker set to '31/12/2014'), and 'Learning Agreement' (a dropdown menu set to 'No'). There is a 'SAVE' button at the bottom right of the form.

* Only plans within the range of your ARCP record will show on the 'review progress' report



Plan Objectives

- A plan is not active until objectives have been added, click 'Add Objective':

Personal Development Plan has been saved

Personal Development Plans

Description: Thomas Trainee
CT1
Personal Development Plan

Status: Open

Date Range: 07/08/2014 - 31/12/2014

EDIT DELETE

PDP Objectives

There are no records to display.

ADD PDP OBJECTIVE

1. Dates for review and completion can be added
2. **Must be added**, details what the task is
3. **Must be added**, the steps taken to complete the task
4. Optional
5. Optional

Add PDP Objectives

Target Review Date: 30/11/2014 (dd/mm/yyyy)

Target Completion Date: 30/01/2015 (dd/mm/yyyy)

Objective: Obtain IAC

Action: Complete 19 mandated WBA's

Resources Required: Assessment guidance can be found here:
<http://rcoa.ac.uk/document-store/cct-anaesthetics-assessment-guidance-2010>

Measurement: Certificate issued

SAVE

The clearer the objectives, the easier they will be to manage. Click 'save' to enter the objective.

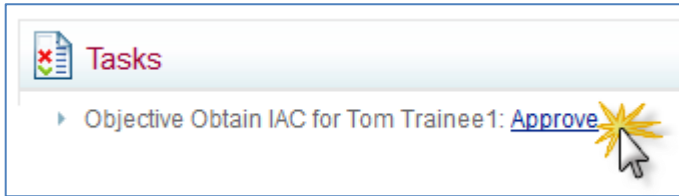
Once an objective is saved, a task then rests with

the trainee's supervisor to 'approve' it – which is them agreeing that the objective is suitable.



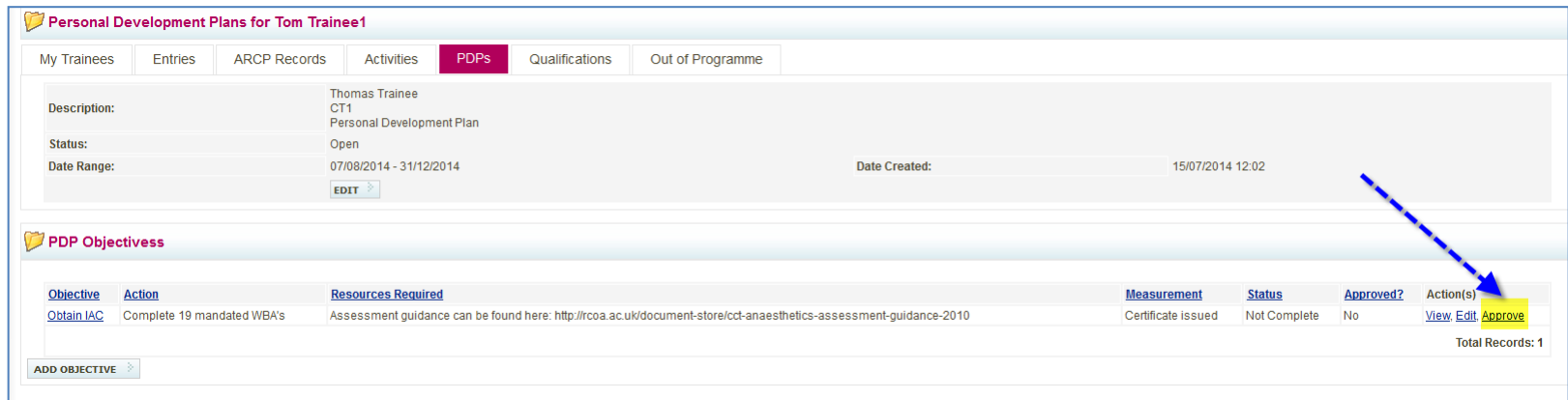
Approving Objectives - Supervisor

- Plan related tasks will sit within the 'task list' on a supervisor's home page:



Alternatively:

My Trainees > Locate the trainee > PDPs > Select relevant plan



A screenshot of the 'Personal Development Plans for Tom Trainee1' interface. The interface shows a navigation bar with tabs for 'My Trainees', 'Entries', 'ARCP Records', 'Activities', 'PDPs', 'Qualifications', and 'Out of Programme'. The 'PDPs' tab is selected. Below the navigation bar, there is a summary section for the PDP, including fields for 'Description', 'Status', 'Date Range', and 'Date Created'. Below this, there is a section for 'PDP Objectives' which contains a table of objectives. The table has columns for 'Objective', 'Action', 'Resources Required', 'Measurement', 'Status', 'Approved?', and 'Action(s)'. The first row of the table shows an objective to 'Obtain IAC' with a status of 'Not Complete' and an 'Approve' button highlighted by a blue dashed arrow. The table also shows 'Total Records: 1'.

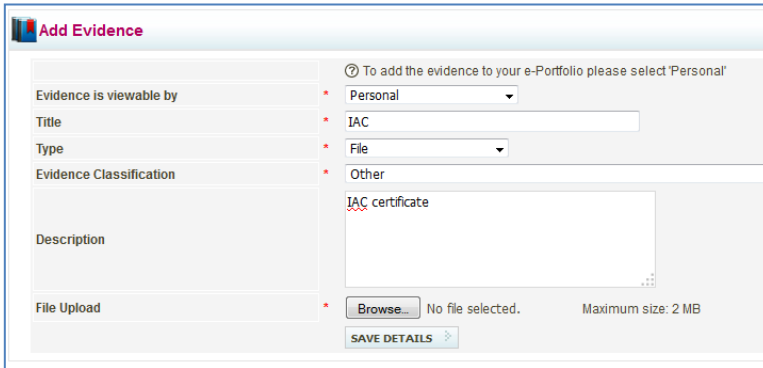
Objective	Action	Resources Required	Measurement	Status	Approved?	Action(s)
Obtain IAC	Complete 19 mandated WBA's	Assessment guidance can be found here: http://rcoa.ac.uk/document-store/cc-anaesthetics-assessment-guidance-2010	Certificate issued	Not Complete	No	View Edit Approve

Edit the Plan? A plan and any of the objectives can be edited at any time by either the trainee or their supervisor. If an 'approved' objective is edited, it will have to be 'reapproved' for it to be valid.



Evidence the Completion of a Task

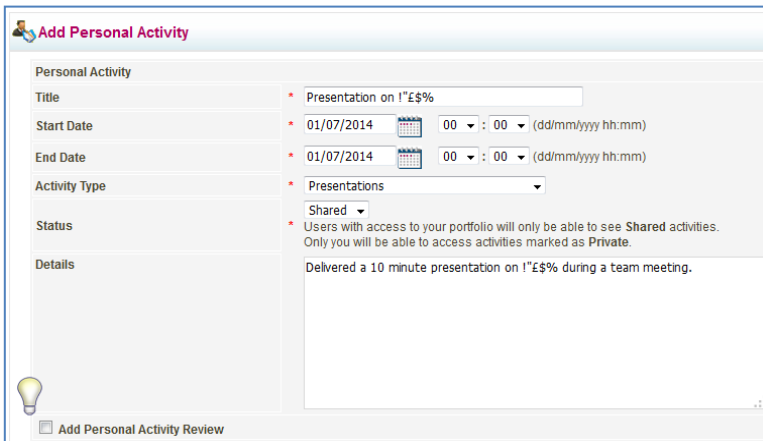
There are several ways, both **inside** and **outside** of e-Portfolio that a trainee can evidence completion of an objective.



The 'Add Evidence' form includes the following fields and options:

- Evidence is viewable by:** Personal (selected)
- Title:** IAC
- Type:** File
- Evidence Classification:** Other
- Description:** IAC certificate
- File Upload:** Browse... (No file selected. Maximum size: 2 MB)
- SAVE DETAILS** button

Evidence – add the physical evidence e.g. a certificate to the ‘Library’ as personal evidence. Once added, your supervisor would have access to review the file and if prompted, could then mark your objective as complete.



The 'Add Personal Activity' form includes the following fields and options:

- Personal Activity**
- Title:** Presentation on !"£\$%
- Start Date:** 01/07/2014 00 : 00 (dd/mm/yyyy hh:mm)
- End Date:** 01/07/2014 00 : 00 (dd/mm/yyyy hh:mm)
- Activity Type:** Presentations
- Status:** Shared
- Details:** Delivered a 10 minute presentation on !"£\$% during a team meeting.
- Add Personal Activity Review** checkbox

Activity – if an activity based objective such as a presentation, teaching session or management activity, the details of the activity can be added to the e-Portfolio ‘Activities’ section.

If a **‘personal activity review’** (reflection) is entered, the system will allow a link to be put in place between the activity and your objectives or items in the Library.



Link Activity to Objective

If completing an 'activity review', once the 'review' and 'experience gained' fields have been completed – the activity can be linked to any relevant objectives or Library items.

Using this facility will allow your supervisor to view the activity details directly from your plan.

Select the relevant item and click 'add' to link the two together.

Add Personal Activity Review

Review

- ▶ What went well in this scenario?
- ▶ What could have been done better?
- ▶ How did this affect you?
- ▶ How did this affect the patient and the rest of the team?
- ▶ What did you learn from this experience?
- ▶ What learning needs can you identify from this episode?

Experience Gained

Resulting Change

Supporting Evidence

-- Select -- Add

Link PDP Objectives: **Deliver a presentation on ITES% to colleagues**

Add

SAVE DETAILS

SAVE AND LINK CATEGORIES

The activity is then visible when reviewing the objective:

View PDP Objectives

Date Created: 15/07/2014 16:29

Objective: Deliver a presentation on ITES% to colleagues

Action: Book time during trainee meeting to deliver presentation

Resources Required:

Measurement:

Target Review Date:

Target Completion Date:

Date Completed:

Status: Not Complete

Approved by Educational Supervisor: No

Personal Activities	Details	Start Date	End Date
Presentation on ITES%	Delivered a 10 minute presentation on ITES% during a team meeting	01/07/2014 00:00	01/07/2014 00:00



Complete Objectives

Approved (agreed) objectives sit in the supervisor's 'task list' within an action to 'mark complete':

Status	Approved?	Action(s)
Not Complete	Sue Supervisor 1 (15/07/2014 14:56)	View , Edit , Mark As Complete

Total Records: 1

Once the supervisor is satisfied that the task is complete, they can update this in e-Portfolio – this is the same process as 'approving' an objective seen earlier.

When all objectives within a plan are 'complete' the plan itself can be signed off and marked complete – this can be done by either the trainee or supervisor.

Personal Development Plans

Description: Thomas Trainee
CT1
Personal Development Plan

Status: Open

Date Range: 07/08/2014 - 31/12/2014

Date Created: 15/07/2014 12:02

[EDIT](#) [DELETE](#) [MARK PLAN AS COMPLETE](#)

PDP Objectives

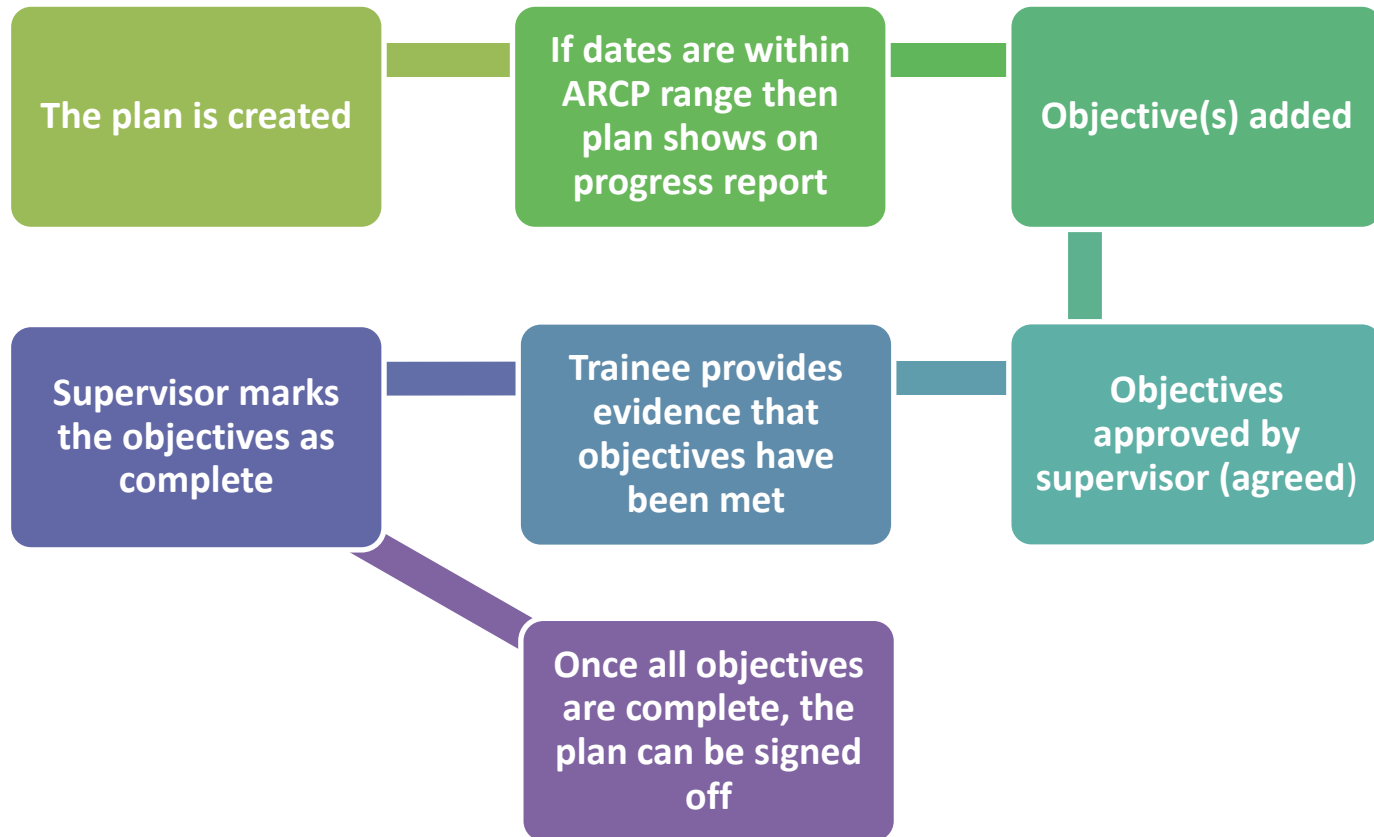
Objective	Action	Resources Required	Measurement	Status	Approved by Educational Supervisor	Action(s)
Obtain IAC	Complete 19 mandated WBA's	Assessment guidance can be found here: http://rcoa.ac.uk/document-store/ccf-anaesthetics-assessment-guidance-2010	Certificate issued	Complete	Yes	View Edit
Deliver a presentation on ICS to colleagues	Book time during trainee meeting to deliver presentation			Complete	Yes	View Edit

Total Records: 2

[ADD PDP OBJECTIVE](#)



Summary



e-Portfolio Support

Website <http://www.rcoa.ac.uk/e-Portfolio>

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Email e-Portfolio@rcoa.ac.uk

