

# Screenshots showing how the PDP can be completed in the Trainee Portfolio

This document contains a series of screenshots that show how the PDP is displayed on the Trainee Portfolio. It can be used to supplement the written guidance on the RCGP website.

The screenshot displays the Trainee Portfolio dashboard with several key sections:

- Top Left:** Navigation links for 'Clinical Examination and Procedural Skills' (0 entries), 'Placement Planning Meeting', and 'Academic Activity' (0 entries).
- Top Right:** 'Your messages' and a link to 'update from the Portfolio team'.
- ESR preparation:** A central section with 'Requirements' and 'Prepare' tabs. It includes 'Capabilities' and 'Clinical experience groups' represented by progress bars. A red arrow points from the text 'Reviewing previously agreed goals' to the 'PDP' section.
- PDP (Personal Development Plan):** A list of goals with green checkmarks: 'learning the Portfolio', 'test', 'To review latest asthma guidance', and 'Test 2nd tutorial'.
- Previous Action plans:** A list of completed action plans: 'Fitness to practice' and 'Making a diagnosis/decisions'.
- Bottom Left:** 'Educational assessments' with a 'Scores over time' graph.
- Bottom Center:** Summary statistics: 'Action plans: 3 plans', 'New PDP entries: 2 entries', 'Clinical experience coverage: 22/01/2020', 'Health: 03/07/2020', and 'Probity: 03/07/2020'. A red arrow points from the text 'Suggesting goals for the next review period' to the 'New PDP entries' statistic.





1. The Trainee Portfolio dashboard. When your previous ESR is signed off, your goals should appear in the PDP review section.

## PDP

- ✓ learning the Portfolio
- ✓ test
- ✓ To review latest asthma guidance
- ✓ Test 2nd tutorial

2) To review an entry, click the relevant entry or you can click the PDP title and you will be taken to your page where you can see all PDP entries for review.

## Review goal 1: To review latest asthma guidance

 Portfolio overview  Review of your PDP progress  Make a Learning log entry  Add an email reminder

**Title:** To review latest asthma guidance

 [Edit this goal](#)

**Learning or development need:** Asthma guidelines have been updated with a new change in management for certain patients

**Agreed action(s) or goal(s):** To read the new guidance and do an elearning module

**Target date:** 20/12/2019

**How I said I would demonstrate success:** Update the practice team on the new guidance

Have you completed this goal? ☐ Yes ☒ No

Would you like to carry this over to your current PDP? ☐ Yes ☐ No

Please describe why you haven't completed this goal. You do not have to have achieved all your planned items, but it is important that you reflect on why you haven't done so.


Have you made any progress on this goal at all?

[Save](#)





[Cancel review](#)

3) If answering "no" to "Have you completed this goal?" then you are given the option to carry this over to your next review period.

## Review of your PDP progress

 Portfolio overview


You have now marked which entries to carry over to your next review. When you are ready you can also [suggest new PDP goals](#).


 Goal 1:	To review latest asthma guidance	Goal completed	<a href="#">Review again</a>
 Goal 2:	Test 2nd tutorial	Goal completed	<a href="#">Review again</a>
 Goal 3:	learning the Portfolio	Goal completed	<a href="#">Review again</a>
 Goal 4:	test	Goal completed	<a href="#">Review again</a>


If not all of your agreed PDP items from your previous PDP are above, you can [manually add a new agreed PDP entry](#) or you can [pull forward agreed PDP entries from a previous PDP](#).


You can view all past PDP entries on your [All entries](#) screen.

Key to PDP icons

 Not reviewed yet

 Goal completed

 Goal not completed, carry over into current appraisal

 Goal not completed

4) Visit the Review of your PDP progress page by clicking on the PDP title from the portfolio overview screen or the Review of your PDP progress link shown in screenshot 3.

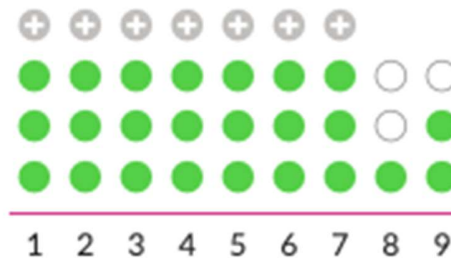
## ESR preparation

 Requirements  Prepare

### Capabilities



### Clinical experience groups



Action plans: **3 plans**

New PDP entries: **2 entries**

Clinical experience coverage: **22/01/2020**

Health: **03/07/2020**

Probity: **03/07/2020**

## Educational assessments

 Scores over time

5) You will see another PDP section in the ESR preparation area:

## Your PDP ideas

✓ That PDP idea has been saved

 Portfolio overview  Add another PDP idea for the coming ESR  Writing SMART goals

### To review latest asthma guidance

 Edit

**Learning:** Asthma guidelines have been updated with a new change in management for certain patients

**Target date:** 08/07/2021

**Action ideas:** To read the new guidance and do an elearning module

**How I will demonstrate success:** Update the practice team on the new guidance

### What are PDP ideas?





Use this area to add your PDP ideas / goals for your next ESR.

### Not finished reviewing your current PDP?

If you still wish to add more PDP goals that have already been set or to update your PDP progress, then [Review your PDP](#).

6) Once you are happy that you have added all the entries you wish to carry over and any new ideas you can let your Supervisor know as they have to finalise the agreed PDP.

# The Agreed PDP

 Portfolio for Dr Test Amy Farrah Fowler  Add PDP item  Review preparation  Writing SMART goals

Trainee | Dr Test Amy Farrah Fowler

Stage of training |

## Trainee's PDP ideas

Test Amy has come up with **2 ideas**. You may wish to use these ideas to include in the agreed PDP, or you can choose not to progress them.


### To review latest asthma guidance


Learning | Asthma guidelines have been updated with a new change in management for certain patients

Target date | 08/07/2021

Action ideas | To read the new guidance and do an elearning module

How I will demonstrate success | Update the practice team on the new guidance

 Create PDP entry from this

 Don't progress this idea


### Learn more about the menopause

Learning | To feel confident in prescribing HRT

Target date | 10/09/2021

7) As the Supervisor, you can then agree with the trainee which goals you wish to progress or not and you can also add any new ones by using the Add PDP item button. You should also see any review entries not being carried forwards.


## Appendix - Examples of completed PDP sections

 Review of PDP

Title	Target date	Completed	
Management of abnormal vaginal bleeding	24/12/2021	Yes	<a href="#">View</a>
Using bedside US guidance imaging	30/09/2021	Yes	<a href="#">View</a>
Speculum examination	01/02/2022	Yes	<a href="#">View</a>
Antenatal check and postnatal check for women	02/02/2022	Yes	<a href="#">View</a>

### Reflection on progress

Date last modified:

28/01/2022 


Please comment on the progress made towards previously agreed objectives

Excellent has met all her PDPs that set.

Please comment on the quality of the PDP

SMART with great reflection on how she has achieved and how this will help in future.

### Goals for the next review (0)

 Manage the Agreed PDP

No agreed entries yet listed for this review. [Add some new PDP entries](#)



Short title:	Management of chronic conditions
Learning or development need:	<p>I have been in hospital setting for the last 3 rotations and mostly seen and involved in acute management of conditions however I would like to focus my learning on the long term management of chronic conditions like heart failure, CKD, COPD.</p> <p>When to request appropriate interval tests for monitoring?</p> <p>What treatment is appropriate in community setting and when to refer to specialist vs acute setting?</p>
Action to take:	Reviewing elderly patients as likely to have medical comorbidities and formulate management plan. Comparing it what they have already had so far and how other GPs have managed them.
Target date:	10/06/2022
How will you demonstrate:	<p>-reflecting using case base discussions</p> <p>-feedback from supervisor</p>

Save
Cancel

## Agreed PDP

### Goal 1: Management of chronic conditions

[Edit](#)

Learning	<p>I have been in hospital setting for the last 3 rotations and mostly seen and involved in acute management of conditions however I would like to focus my learning on the long term management of chronic conditions like heart failure, CKD, COPD.</p> <p>When to request appropriate interval tests for monitoring?</p> <p>What treatment is appropriate in community setting and when to refer to specialist vs acute setting?</p>
Target date	10/06/2022
Action ideas	Reviewing elderly patients as likely to have medical comorbidities and formulate management plan. Comparing it what they have already had so far and how other GPs have managed them.
How I will demonstrate success	<p>-reflecting using case base discussions</p> <p>-feedback from supervisor</p>

<b>Learning or development need</b>	I aim to get more comfortable and confident in dealing with patient's with chronic pain, such as chronic back pain, or fibromyalgia. I would like to learn more about the pain ladder in the chronic pain setting, and the non-pharmacological therapies, such as physio, that may be beneficial in helping patient's with chronic pain.
<b>Agreed action(s) or goal(s)</b>	I will continue to review a variety of patient's with chronic pain in the primary care setting, and I will look for a course to go on to help improve my knowledge and confidence in dealing with patients with chronic pain. I will also read up on the current NICE guidelines on dealing with chronic pain conditions, such as fibromyalgia
<b>Target date</b>	01/02/2023
<b>How I said I would demonstrate success</b>	I will demonstrate success by reflecting on cases that that involve patient's suffering from chronic pain, and what steps I took to help them. I will also do a reflection if I am able to attend a course focusing on chronic pain, and my main learning points from this.

## Review

Have you completed this goal?	Yes
Would you like to carry this over to your current PDP?	
Now reflect on this - for example did you meet any unexpected challenges? Might you set a new goal for this year to carry on from this?	I managed to complete this PDP easily, as I was surprised with the amount of patients that I saw over the 12 months who suffered from chronic pain. I read up on the current NICE guidance for chronic pain and fibromyalgia, and recorded a lot of chronic pain discussions as part of my work towards the RCA (although sadly, most of these were very complex and over 12 minutes!) I also attended a very useful Chronic pain red whale course, where I learnt a lot about safe prescribing in chronic pain, and how traditional pain relief medications are not useful. I also learnt about the role of CBT and antidepressants in fibromyalgia, and I have started a couple of patients on treatment for this. Overall, I believe that I satisfactorily completed this PDP.

## Assessing and managing skin lesions

Target date	07/06/2024
Learning aims	I still do not feel confident in assessing and managing skin lesions and want to focus on developing this skill.
Agreed action	I intend to complete a Dermoscopy course and build on this learning through gaining further experience reviewing patients in General Practice and reflecting on my management.
How will you demonstrate achievement	Through reflecting on cases I have managed and reflecting on/ demonstrating completion of relevant courses.

### Chronic disease monitoring in primary care

Target date	01/05/2023
Learning aims	I would like to improve my understanding about QOF and its implications when managing patients in general practice. In particular I would like to improve my skill in monitoring patients with chronic diseases in line with them.
Agreed action	1. Discuss cases managed with my colleagues 2. Tutorial with supervisor identifying the different QOF points
How will you demonstrate achievement	Through reflecting on cases managed in Clinical Case Reviews and through reflecting on learning in tutorials.
Achieved	Yes
Reflection	I found the tutorial on QOF really helpful to understand more about the different areas assessed and our practice's approach to meeting their QOF targets. Whilst I do not intend to be a GP partner in the near future I appreciate about how I can still contribute to helping a practice meet these requirements. I also feel more confident in understanding my practice's approach to monitoring chronic diseases. I anticipate that I will understand further about how this will vary between practices after gaining experience locumming in different practices.

### Aims

Learning or development need	I aim to learn more about the principles of breaking bad news and gain increased confidence in discussing bad news with patients. My Educational supervisor and I discussed certain situations whereby one would need to break bad news in a Gynaecology setting e.g. new cancer diagnosis, miscarriages. I aim to break bad news with sensitivity but effectively.
Agreed action(s) or goal(s)	This could be achieved by online learning and then putting this in practice by seeing patients and breaking bad news to them, and then seeking feedback from colleagues.
Target date	03/08/2021
How I said I would demonstrate success	I will demonstrate success by reflecting on encounters in which I have had to break bad news, and reflecting on what I could do to improve. I will also seek feedback from senior colleagues to help me improve until I am at a level where I feel comfortable and confident in breaking bad news

## Review

Have you completed this goal?	Yes
Would you like to carry this over to your current PDP?	
Now reflect on this - for example did you meet any unexpected challenges? Might you set a new goal for this year to carry on from this?	<p>This job provided me with a lot of exposure to breaking bad news in a variety of settings. On the early pregnancy unit, I learnt a lot about how to break the news of a miscarriage to patients, and I have done a reflection on this. I also learnt about how important it is to reassure the women when informing them of the miscarriage that it is not their fault and they are not to blame for the failed pregnancy.</p> <p>One thing that I had not considered when writing the above PDP was that 'breaking bad news' can come in a variety of forms, for instance, when telling a patient that their chlamydia test has come back positive, or that a patient's sperm count is poor in the fertility clinic. I have had a lot of exposure to bad news on this job, and due to this I now feel a lot more comfortable in holding these difficult conversations with patients.</p>

## Aims

Learning or development need	<p>PDP on neonatal issues. Although my confidence examining neonates has much improved during this job, it is an area where I still feel a lot of uncertainty, as serious diseases may present very differently in this age group. I therefore want to address some of these concerns in the remainder of my paediatric placement.</p> <p>Learning objectives:</p> <ul style="list-style-type: none"> <li>- to feel comfortable performing a neonatal assessment and examination</li> <li>- to have a basic understanding of common neonatal problems and their management</li> <li>- to learn about the assessment and management of neonatal jaundice</li> <li>- to gain an understanding of which neonatal problems can safely be managed in the community and when hospital referral is required</li> </ul>
Agreed action(s) or goal(s)	<ul style="list-style-type: none"> <li>- to clerk infants presenting to the acute paediatrics services with common neonatal issues such as jaundice, febrile illness</li> <li>- to read chapter on neonatology in Oxford Handbook of Paediatrics</li> <li>- to do e learning on neonatal issues</li> </ul> <p>And in my upcoming GP placement, to sit in on baby clinic.</p>
Target date	05/08/2015
How I said I would demonstrate success	<ul style="list-style-type: none"> <li>- reflections on clerkings</li> <li>- reflections on reading done</li> <li>- e learning modules completed</li> </ul>

## Review

Have you completed this goal? Yes

Would you like to carry this over to your current PDP?

Now reflect on this - for example did you meet any unexpected challenges? Might you set a new goal for this year to carry on from this?

Although I was only allocated to TIA clinic for less than a week, I was able to gain some useful exposure to TIA management and TIA mimics, including syncope and migraines. I also conducted my own private learning which I have now summarised into a word document attached to this PDP.

## Improve understanding of non-clinical aspects of being a GP

Target date 17/04/2023

**Learning aims** I would like to improve my understanding about the managerial and non-clinical aspects to becoming a GP. These include financial planning, staff appraisal, management, bullying/ harassment, employment law and disciplinary protocols.

**Agreed action**

- 1) Discussing in ST3 study groups
- 2) Tutorials with supervisor, including case discussions
- 3) Undertaking further online learning

**How will you demonstrate achievement** Through reflecting on the above activities

**Achieved** Yes

**Reflection** I believe that I have improved my understanding in this area through attending the practice meetings and through various more informal discussions with my colleagues. I am also planning to have a tutorial on financial planning prior to completing training.

## Aims

<b>Learning or development need</b>	Become confident at secondary prevention following a TIA or stroke, including medication and lifestyle and driving advice
<b>Agreed action(s) or goal(s)</b>	Attend TIA clinics, reflect on cases seen, CBDs and CEXs where possible
<b>Target date</b>	31/07/2021
<b>How I said I would demonstrate success</b>	Through learning logs, CBDs and CEXs