



Personal Professional Development Plan	
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Appendix

SWOT Analysis Tool

GROW Model Tool

2016 Guideline standards	2020 Recommendations
All registered nursing staff working in their area for greater than one year.	Discussed this criteria, continue with this standard as all new staff nurses will be on preceptorship
The process applies to both the nurse manager facilitating the PPDP and the nurse engaging in the process	Clarity required if the minimum standard of 1 year in post applies to the manager, proposed this is reduced to 6months upon completion of probation process
Facilitating PPDP's will be the responsibility of Clinical Nurse Manager grade II and above	Consideration was giving to various department staff numbers and the roles & responsibilities of CNM1 as an addition to this process. Which can be locally agreed amongst the management team. Feedback to be sought from CNM1s on this
The aim is to perform a PPDP on a yearly basis.	HSE guidance PPDP is undertaken at least every 2 years in order to ensure it is active and current
The self-assessment SWOT analysis must be given to the nurse manager at least 10 days prior to the PPDP meeting.	HSE guidance outlines a reasonable timeframe this allows more flexibility in the process

1.0 Introduction

Registered nurses must keep their knowledge and skills up-to-date by taking part in continuing professional development (NMBI 2014). "Continuing professional and personal developments are required in order to maintain and enhance professional standards and to provide quality, competent and safe patient care" (NMBI 2015). A Personal Development Plan is a form of self-managed learning that is owned by the individual and enables a strategic approach to setting learning and development goals" (Department of Health and Children (2002). Jackson and Thurgate (2011) claim they are useful tools that can enable workers to reflect on the changing context of their work, knowledge and skills base. They guide individuals in personal and professional career enhancement (Bullock and Jamieson 1998).

2.0 Personal Professional Development Plan (PPDP) in OLCHC

CHI Crumlin has developed a Personal Professional Development Plan (PPDP) to guide all nurses employed in the hospital in identifying their learning and development goals and to assist nurse managers to facilitate staff achieving these goals.

PPDP's provide nursing staff members with the opportunity to discuss personal development needs and how they can be best achieved. A PPDP is a written plan of staff member's future commitment to personal development.

The hospital believes that staff members play a critical role in ensuring high quality services are delivered within the hospital. PPDP's provide tangible evidence of individual and organisation commitment to patients and parents.

The tool was adapted from Guidelines for Portfolio Development for Nurse and Midwives (NCPDNM) (2009).

3.0 Definitions

Guidelines represent the written instructions about how to ensure high quality services are delivered. Guidelines must be accurate, up to date, evidence-based, easy to understand, non-ambiguous and emphasize safety. When followed they should lead to the required standards of performance.

PPDP : Personal Professional Development Plan

SWOT : Strengths, Weaknesses, Opportunities, Threats

GROW: Goal, Reality, Options/Obstacles, Way Forward

4.0 Applicable to

- The process applies to both the nurse manager facilitating the PPDP and the nurse engaging in the process.
- All CNMs working in their area for greater than 6months post completion of probation
- All registered nursing staff working in their area for greater than one year.
- Facilitating PPDP's will be the responsibility of Clinical Nurse Manager I, II and III.
- The Clinical Nurse Facilitator to support and assist nursing staff to complete the self-assessment form, if required

5.0 PPDP Process

PPDP is a collaborate process between the individual nurse and nurse manager.

Education and training will be provided to managers who are facilitating the process.

- The process of how PPDP's work should be clear to all staff.
- The aim is to perform a PPDP on a yearly basis or at least every 2 years in order to ensure it is active and current
- The nurse uses the SWOT analysis tool on the PPDP document (Appendix 1) to identify their own learning goals and development needs.

- The self-assessment SWOT analysis must be given to the nurse manager prior to the PPDP meeting within a reasonable timeframe.
- The nurse is encouraged to use existing resources, e.g. CNF, to identify these learning goals and development needs.
- A meeting is held between the nurse and their manager to discuss the learning developments and goals identified by the nurse.
- A mutually agreed pathway between the nurse and their manager is devised to achieve these goals and developments.
- A timeframe for review of the PPDP will be agreed.

6.0 Role of the nurse undertaking a PPDP

- Take responsibility to initiate and lead your PPDP process
- Using the self-assessment SWOT analysis tool, the nurse reflects and identifies their personal learning and development goals before the meeting with their nurse manager.
- Time and date of meeting to perform a PPDP should be mutually agreed with the nurse manager.
- It is the responsibility of the nurse to ensure the nurse manager receives the completed SWOT analysis tool within a reasonable timeframe before the PPDP meeting.
- During the PPDP the learning and development goals identified are discussed with the nurse manager and a pathway to achieve these goals are established.
- Following the meeting, it is useful to review the GROW tool regularly that the manager will complete during the PPDP to assist the implementation of the agreed actions/outcomes you both discussed during the process.

7.0 The Role of the Nurse Manager facilitating the PPDP

- Time and date of meeting to perform a PPDP should be mutually agreed with the nurse.
- Review the completed SWOT analysis tool in preparation for engaging in the PPDP process.
- Review the previous year's PPDP objectives.
- Discuss strengths, accomplishments, challenges and opportunities
- Discuss and agree PPDP goals and actions using SMART (Specific, measurable, achievable, realistic and timely) outcomes
- Devise a pathway to achieve these goals utilising the GROW framework

- The line manager retains a copy of the PDP for professional development planning purposes only.

8.0 The Role of the Clinical Nurse facilitator

- If required, the CNF guides nurses in completing the self-assessment SWOT analysis.
- Facilitate and support the nurse in assisting the identification of their learning and development goals.
- Where appropriate, facilitate and support the nurse in achieving their learning and development goals

9.0 Role of the Centre of Children's Nurse Education

- Facilitate training for Nurse Managers on the implementation of the PPDP tool.
- Facilitate the training of Clinical Nurse facilitators on the implementation of the PPDP tool.
- Facilitate the development of workshops and study sessions to meet learning and development goals identified.

10.0 Storage of the PPDP

- Two copies of the PPDP are signed by both the nurse and manager.
- One copy is the property of the nurse and the other copy will be held at ward / department by the nurse manager and returned to the staff member if they leave the organisation or change position within the organisation.

11.0 References

- Bullock K & Jamieson I (1998) The effectiveness of personal development planning. *Curriculum Journal* 9 (1), 63-77.
- Department of Health and Children (2002) *Action Plan for People Management in the Health Service*. Department of Health and Children, Dublin.
- Jackson C and Thurgate C (2011) *Personal development plans and workplace learning*. *British Journal of Healthcare Assistants* 5(6), 292-296.
- National Council for Professional Development of Nursing and Midwifery (NCPDNM) (2009) *Guideline for Portfolio Development for Nurses and Midwives*. NCPDNM, Dublin.
- Nursing & Midwifery Board of Ireland (NMBI) (2014) *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives*. NMBI, Dublin.
- Nursing & Midwifery Board of Ireland (NMBI) (2015) *Scope of Nursing and Midwifery Practice Framework*. NMBI, Dublin



PPDP Template

Staff Member

Ward/Area

Position:

Duration of time in post:

SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats.

This is a tool to assist you as a participant in the PPDP process to identify YOUR (and not the organisations) strengths, weaknesses, opportunities and threats.

S	<p><u>Strengths</u></p> <p>What are the best aspects of your practice and the care you give?</p> <p>What positive feedback have you had? What are you proud of?</p> <p>What do you think you are most valued for, for example, by patients, relatives, other nurses, other members of the multidisciplinary team?</p>	
W	<p><u>Weaknesses</u></p> <p>What are your concerns about your practice in the context of, for example, your ward or hospital?</p> <p>Are there any aspects of your current practice that you feel could be improved upon?</p> <p>Have you received any feedback recently that you would like to share / develop?</p>	
O	<p><u>Opportunities</u></p> <p>How can your personal and professional development enhance the quality of the service you provide? What innovative ideas have you had recently?</p>	
T	<p><u>Threats</u></p> <p>What barriers/ obstacles do you feel you need to overcome to assist you in enhancing your strengths?</p>	

The GROW Model

This is the tool used by the manager for completion of the PPDP process

G	<p><u>Goal</u></p> <p>The Goal is the end point, where the nurse wants to be. The goal has to be defined in such a way that it is very clear to the nurse when they have achieved it.</p>	
R	<p><u>Reality</u></p> <p>The Current Reality is where the nurse is now. What are the issues, the challenges, how far are they away from their goal?</p>	
O	<p><u>Obstacles</u></p> <p>There will be Obstacles stopping the nurse getting from where they are now to where they want to go. If there were no Obstacles the nurse would already have reached their goal.</p> <p><u>Options</u></p> <p>Once Obstacles have been identified, the nurse needs to find ways of dealing with them if they are to make progress - These are the Options</p>	
W	<p><u>Way Forward</u></p> <p>The Options then need to be converted into action steps which will take the nurse to their goal – These are the way forward..</p>	

Signed: _____ (Nurse)

Signed: _____ (Manager) Date: _____