



Australasian College for Emergency Medicine

Professional Development Plan Guide

What is the Professional Development Plan (PDP)?

The annual PDP will require the development of a professional plan which will guide a participant's annual CPD activities. Reflection of the PDP at the conclusion of each CPD year will inform a participant's PDP goals for the following year, perpetuating a cycle of learning and reflection.

The ACEM PDP will be comprised of two components;

1) A CPD plan describing an area of practice identified for further learning including a selection of planned activities, in response to a personal reflection about one's own practice. (identification of learning needs could also be stimulated through a peer review activity) Steps to completing your PDP:

- a. Self-evaluation - in order to make an informed decision about areas that require educational enhancement, self-evaluation could include evaluation and appraisal of the following: professional values, skills, interests, and related personal goals.
- b. Identify your specific aims and objectives - your personal objectives should be specific to the results of your self-evaluation. What did you identify as a learning need? Objectives should be clear, specific, and realistically achievable.
- c. Choose how you will accomplish your objectives - which learning activity methods best suit your practice in order to meet your educational objectives. d. Develop a timeline for accomplishing your specific targets.
- d. Write it all down in your PDP.

2) A reflection of the outcomes of the plan and the resulting implications for one's practice, will act as guide for the subsequent CPD plan for the following year.

Reflection on CPD Activities Undertaken

Reflection on learning is a necessary and important element in effective professional development. Through the formal consideration of the learning experience and its implications for ongoing practice, the overall experience may be enhanced and made more meaningful for the individual.

Reflection on learning is a personal experience however the following questions may assist in beginning the process of reflection:

- What learning did the activity aim to achieve?
- Were the learning goals met, in my case? Why or why not?
- What was the main learning for me, from the activity?
- Why do I consider that learning to be significant?
- Will there be any opportunity for me to apply the learning and if so in what context and how might this be achieved?
- Will there be any opportunity for me to build on the learning and if so, how might this be achieved?

- Are there any remaining gaps in my knowledge/skills in the area, and if so, how might these be addressed?
- Is there anything further I can take from this learning?
- Will there be any opportunity for me to share the learning from this experience with others?

Workplace Professional Development Plans

A workplace performance appraisal may result in the development of a workplace professional development plan. You may upload a copy of your workplace PDP instead of completing the online PDP plan in your MyACEM portal. Provision has been made in the online PDP page, to securely hold your workplace PDP form and allow you to reflect on this plan in order to meet your annual PDP requirements.

The Professional Development Plan as a CPD Activity:

The PDP development process can be recorded as an annual CPD activity under the Reviewing Performance category, for a maximum of 2 hours.