Professional development plan hospital exemplar

Development goals
1. To improve my time management in order to be able to complete both ward work and non-ward based work to deadlines
2. To improve my ability to give constructive feedback when I am teaching pharmacy students, junior colleagues and other health care professionals

My development goal
1. To improve my time management in order to be able to complete both ward work and non-ward based work to deadlines

How have I identified this area / why is it important (Optional)

Up until now my job as mostly involved just seeing patients each day and working through my case load. I am being asked to take on more responsibilities in addition to this such as teaching, supervising a rotational pharmacist, reviewing guidelines, and audit of prescribing on my wards. I am struggling to prioritise the different parts of my work and fit everything in and I have missed some important deadlines.

Actions I will take What will I do to develop the behaviour, attitude, knowledge or skill? Consider workplace learning, what coaching might be valuable as well as courses or study	Resources / support What resources will I need to do this? ($, time, access to other people)	Timescales When do I want to have this done by?	Feedback / comments on progress What progress have I made? You may wish to date these and include any examples from your practice or a reflection on your learning
I will use a time tracking app for a couple of weeks to document what is done each day at what hour and see a pattern on how my day is usually spent – can use this data to action time management plan. Do some reading around about • techniques to prioritise and to use time efficiently (e.g. what is appropriate to spend more time on that will create better outcome) • how to plan my days and weeks to get the work done in time • things I could use to help me I will have a chat to some of the senior pharmacists who seem to be able to juggle all the different parts of being a hospital	I need to talk to a few senior pharmacists / nurses about how they manage their time. Get some feedback from my manager	I would like to have the discussion and do some reading in the next month or two and then work on my skills over the next year.	**April** Recorded how I spent my time for two weeks using an app on my phone. Showed me that I was waiting till I had time to do non-patient related tasks and was only getting to them about 4pm some days. Wasn't enough time to do much plus a lot of others around in clinical office at that time so lots of distractions. Talked to some senior pharmacists and my charge nurse about how they managed their time – they talked about

pharmacist and see how they manage their time and workload. Might also be useful to have a chat to the charge nurse on my ward.			how they prioritise in the short and longer term, having a written task list, they break projects down into smaller chunks, that they schedule time for project work, how they tried a number of different ways to manage their time before they found one that worked well for them.
			May Found some useful tips on Prioritising work and a prioritisation matrix. Realised I need to schedule time into my week (not at the end of the day) for these important but less urgent tasks. Will help to break tasks down into manageable chunks and setting deadlines for those. Realised the importance of letting my manager know if I am struggling and indicating if I think I am going to miss a deadline and asking for help or guidance. I am trying writing a task list in my notebook to track work and deadlines.
			August Scheduling time for task working really well, getting regular time with rotational pharmacist and have completed review of overdue guideline. Still struggling with getting audit planned and done. Asked my manager for some guidance on getting this done. She has suggested I write a plan and use a Gantt chart to plan when I will do the elements of the audit.
			November Have written a one-page plan for the audit (and got feedback on it) which really helped to me to understand what I

			needed to do in smaller steps. I was able to plan deadlines for each of these which I can see visually using the Gantt chart.
			January
			Audit is now complete and just need to write up a summary to present to my manager and the Clinical Director. I feel I have made a lot of improvement in managing my time in order to get all my work done. I plan next to try some electronic task tracking apps to see if they work for me.

My development goal			
2. To improve my ability to give constructive feedback when I am teaching pharmacy students, junior colleagues and other health care professionals			

How have I identified this area / why is it important (Optional)			
I am very interested in developing my teaching skills as I really enjoy helping others to learn and develop. I have also just been asked to become a supervisor for one of our rotational pharmacists and in order to do this properly I recognise I need to get better at giving feedback in a way that encourages the other person to reflect first. I am really uncomfortable giving people negative feedback and want to find ways to help me to do this.			

| Actions I will take
What will I do to develop the behaviour, attitude, knowledge or skill?
Consider workplace learning, what coaching might be valuable as well as courses or study | Resources / support
What resources will I need to do this?
($, time, access to other people) | Timescales
When do I want to have this done by? | Feedback / comments on progress
What progress have I made?
You may wish to date these and include any examples from your practice or a reflection on your learning |
|---|---|---|---|
| Take up opportunities that would help develop my skills such as
• Pharmacy student placements
• supervising and assessing a rotational pharmacist on the ward
• PGY1 - induction and regular medicines related teaching sessions

I will ask to observe more experienced pharmacists when they are teaching and then talk to them about their approach

I will get our education pharmacist to observe me teaching and giving feedback and get some feedback from them on how I did

I will search for resources online on giving effective feedback | I mainly will need to organise time with other pharmacists. Either to observe them or for them to observe me and then discuss observations | I would like to have the reading done in the couple of weeks and I want to observe others practice in the next month or two.
I would like my giving of feedback observed in a couple of months and then again in about six months | **March**
Found a number of useful resources which all talked about feedback as a dialogue and joint problem solving including
• BUILD and ABC models
• TED talk – The secret to giving great feedback
• Reflective feedback conversation model
• Giving feedback to students on placement

April
Observed other pharmacists teaching interns and students on placement. Saw how they gave feedback. Realised that there is quite a bit of variability in how people give feedback and how others also feel uncomfortable and therefore avoid feeding back on the more difficult parts of the interns and students performance.

I have started to try to use a reflective conversation model with the rotational pharmacist I am supervising on the ward. |

			May
			Education pharmacist observed me doing a Case Based Discussion with my rotational and giving them feedback. My main learning point was that I started off well with open questions to encourage reflection but as I went on I slipped back into 'telling'. They encourage me to use my observations to create questions to ask.
			September
			Education pharmacist again observed me giving feedback to a new rotational pharmacist after observing them take a medication history. They felt I created a good learning environment and was doing much better with asking questions to encourage reflection. We talked about how I could take notes differently to get more specific examples to talk about.
			I am feeling much more confident giving feedback and that I can address problems with others more easily by getting them to reflect and identify the issue themself. I will continue to practice this.