



HEALTH
EDUCATION
& TRAINING

**HOSPITAL NON-SPECIALIST
PROGRAM
PROFESSIONAL
DEVELOPMENT PLAN PILOT**

DOCUMENTATION PACKAGE

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Pilot Implementation of Professional Development Plans

Pilot Scope

Pilot the feasibility of implementing and monitoring Professional Development Plans (PDP) in the PGY3-5 cohort who are not on a college training program.

- Define cohort of trainees to be included in the process.
- Define the role of a supervisor in the process
- Determine feasible models of supervision to oversee plan development and implementation
- Determine the types and levels of resourcing to provide ongoing support for the program
- Develop and refine templates and support resources for supervisors and trainees
- Investigate options for online recording of plans and reviews (development of online recording options for PDPs is out of scope for the current pilot)

Pilot Support Roles

Director - PDP PGY3-5

Role:

- Identification of trainees in the target cohort
- Orientation to the PDP process for trainees and supervisors
- Ensure a supervisor from an appropriate specialty is appointed to develop a PDP with the trainee
- Provide training/support to the supervisor as needed in how to develop a PDP
- Meet with the trainee annually to check in on the development of the annual plan and completion of prior plan (if applicable)
- Point of escalation if PDPs are not being completed or if the trainee is experiencing challenges in completion of a PDP
- Participation in evaluation activities including keeping a log of hours spent on key activities
- Line management of administration support position

Administrative support

Role:

- Monitoring to identify when trainees in the cohort are recruited into or move on from the site/s
- Administrative support for meetings between trainees and directors
- Record keeping – maintaining copies of all PDPs
- Bimonthly monitoring of trainees to see if they are experiencing challenges in completion of PDPs
- Recording/collating data relating to hours spent by trainees in developing and updating PDPs
- Escalation to Director when challenges are identified
- Participation in evaluation activities including keeping a log of hours spent on key activities

Hospital Non-Specialist Program (HNSP) Guide to the professional development plan and process for PGY3-5 doctors

The Hospital Non-Specialist Program (HNSP) is being developed as a flexible training and development program for all PGY3-5 doctors working in NSW hospitals who are not on an accredited specialist training pathway.

HNSP doctors provide vital support to specialists in many clinical areas and make a significant contribution to service delivery in the NSW public health system.

The professional development plan (PDP) process

All doctors (PGY3-5) on the HNSP will undertake a professional development plan process, the aim of which is to facilitate a continuous cycle of improvement through determining your current level of competence and performance, and supporting the definition and achievement of learning outcomes related to your specific needs and career progression.

The process has five key stages:

- Identifying current knowledge and skills (using any previous training plans and end of post documentation depending on your level of seniority)
- Defining, in collaboration with your supervisor, areas for further learning and agreeing on a professional development plan (PDP) or adding to an existing plan
- Identifying relevant learning activities, which may take a variety of formats including but not limited to locally provided and departmental education, workshops, simulation, online modules, formal qualifications such as certificates or diplomas
- Discussing the evidence of and reflection on your achievement of learning outcomes in the PDP
- At least an annual review of the PDP with an appropriate and designated supervisor for feedback and further planning

For this process you will have a designated supervisor to be the reviewer. The supervisor will be allocated by your hospital and may be the same person as your day-to-day clinical supervisor. The designated supervisor may change if you move departments and will change if you move to another hospital.

The process starts by your defining your current level of competence and performance at an initial meeting with your supervisor when you change position/post. The supervisor supports you to gain greater knowledge and skills applicable to your role and career development. It involves an analysis of both what you should know and do to safely fulfil your current medical role and what you would like to learn to provide optimal patient care and advance your career. The 6 month and annual review is a feedback dialogue to aid development and meet continuing professional development (CPD) requirements for registration with AHPRA. See flowchart for further details

The professional development plan (PDP)

Across the literature the following are typical components of PDPs:

- What you need to learn (defined as learning goals or outcomes)
- Why you need to learn it (for example based on adverse events; patients' unmet needs, college curriculum etc.)
- How you are going to learn it (learning activities)
- How you will know when you have learned it (evidence of learning)
- The time frame for learning it
- How your intentions link to past and future learning

During your clinical work HNSP doctors should keep a note of major learning needs (ie those that will take time and effort to accomplish rather than those that can be met by simply looking up facts) and add them to the PDP as appropriate rather than leave the completion of the PDP until just before a review. A useful way to write goals are as SMART: Specific, Measurable, Achievable, Realistic, and Timely.

Specific: well-defined and clear, with a rationale for why you need to learn.

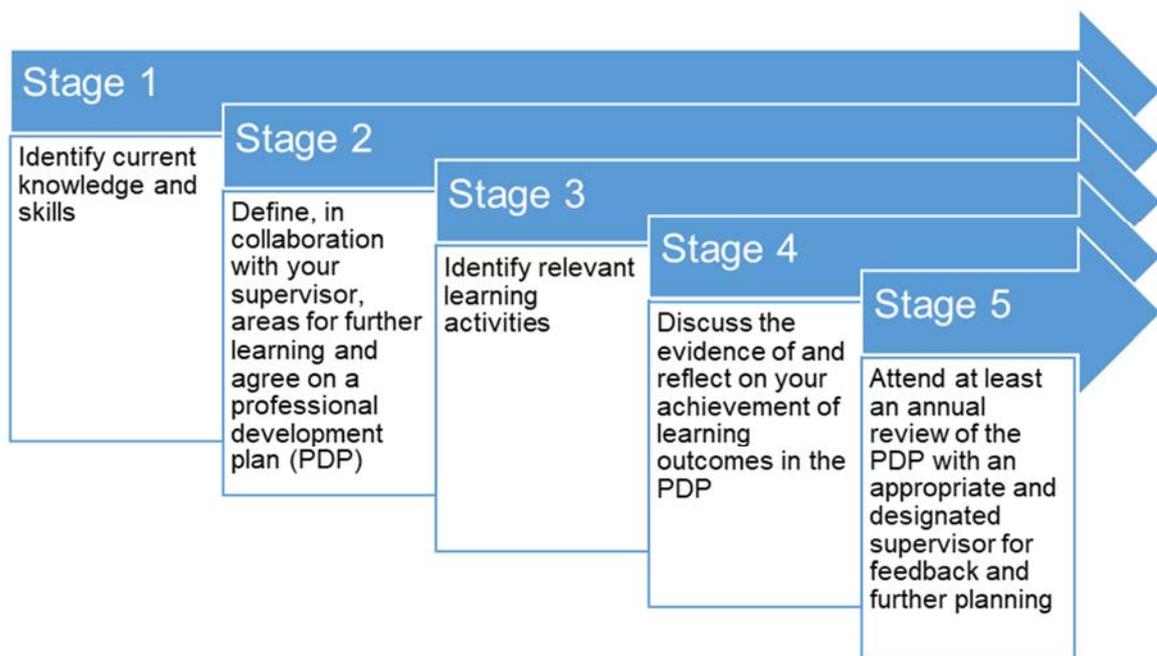
Measurable: how you will know you have met the goal and the evidence you will provide to show learning.

Achievable: you will be able to achieve the learning outcome through specified informal and formal learning activities; you have the opportunity and the means to learn.

Realistic: it is feasible that you will learn and the outcome is relevant for your practice.

Timely: set realistic time frames for each outcome depending on the activities required, for example 1 week, 3 months, 6 months, 1 year

PDP Process Stages



The review and planning meeting

This is an opportunity to look back over the last 6 months to 1 year, consider what has been learned and achieved, and to plan learning and development for the coming year.

You and your supervisor will review the PDP, the evidence of learning and what outcomes have not yet been met. Together you will set learning outcomes for the next 6 months to 1 year. This is time to reflect on your career so far, your career goals and how you may achieve them.

You can identify formal and informal learning activities and any resources needed, such as time, cost etc. There is a Performance Review and Planning Template that may be used in conjunction with the PDP. Part of the template should be completed prior to the meeting.

Hospital Non-Specialist Program (HNSP)

Guide to the professional development plan and process for Supervisors

The Hospital Non-Specialist Program (HNSP) is being developed as a flexible training and development program for all PGY3-5 doctors working in NSW hospitals who are not on an accredited specialist training pathway.

HNSP doctors provide vital support to specialists in many clinical areas and make a significant contribution to service delivery in the NSW public health system.

Definition of supervisor for this process

A widely quoted definition of supervision in medical education is that of Kilminster et al (2000): ‘the provision of monitoring, guidance, and feedback on matters of personal, professional and education development in the context of the doctor’s care of patients.’ For the HNSP professional development process the supervisor is an identified doctor working at the same location as the HNSP doctor, who has oversight of the doctor’s work and who commits to undertaking the process for at least six months, or ideally one year if the HNSP doctor stays in the same post. The aim of supervision here is to ensure that the HNSP doctor has a defined and evolving set of learning outcomes, is achieving the outcomes within the stated time frame, is progressing in clinical performance and provision of patient care and is safe.

The professional development plan (PDP) process

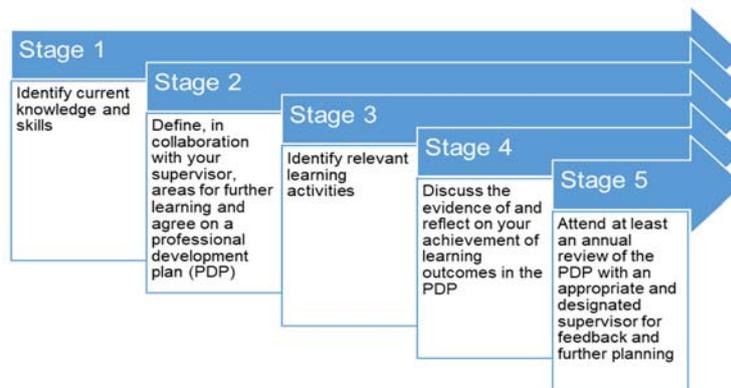
All doctors (PGY3-5) on the HNSP will undertake a professional development process, the aim of which is to facilitate a continuous cycle of improvement through determining a doctor’s current level of competence and performance, and supporting the definition and achievement of learning outcomes related to specific needs and career progression.

The process has five key stages for supervisors:

- Identifying current knowledge and skills (using any previous training plans and end of post documentation depending on the HNSP doctor’s level)
- Defining, in collaboration with the HNSP doctor, areas for further learning and agreeing on a professional development plan (PDP) or adding to an existing plan
- Identifying relevant learning activities, which may take a variety of formats including but not limited to locally provided and departmental education, workshops, simulation, online modules, formal qualifications such as certificates or diplomas
- Discussing the evidence of and reflection on achievement of learning outcomes in the PDP
- At least an annual review of the PDP with an appropriate and designated supervisor for feedback and further planning

The process starts by the HNSP doctor defining their current level of competence and performance at an initial meeting when they change position/post, then supporting them to gain greater knowledge and skills applicable to their role and career development. It involves an analysis of both what the doctor should know and do to safely fulfil their current medical role and what they would like to learn to provide optimal patient care and advance their career. The 6 month and annual review is a feedback dialogue to aid development and meet continuing professional development (CPD) requirements for registration with AHPRA. See flowchart for further details.

PDP Process Stages



The professional development plan (PDP)

Across the literature the following are typical components of PDPs:

- What you need to learn (defined as learning goals or outcomes)
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- The time frame for learning
- How your intentions link to past and future learning

During their clinical work HNSP doctors should keep a note of major learning needs (ie those that will take time and effort to accomplish rather than those that can be met by simply looking up facts) and add them to the PDP as appropriate rather than leave the completion of the PDP until just before the review. A useful way to write goals are as SMART: Specific, Measurable, Achievable, Realistic, and Timely

Specific: well-defined and clear, with a rationale for why you need to learn.

Measurable: how you will know you have met the goal and the evidence you will provide to show learning.

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Realistic: it is feasible that you will learn and the outcome is relevant for your practice.

Timely: set realistic time frames for each outcome depending on the activities required, for example 1 week, 3 months, 6 months, 1 year

The review and planning meeting

This is an opportunity to look back over the last 6 months to 1 year, consider what has been learned and achieved, and to plan learning and development for the coming year. You and the HNSP doctor will review the PDP, the evidence of learning and what outcomes have not yet been met. Together you will set learning outcomes for the next 6 months to 1 year. This is time to reflect on the HNSP doctor's career so far, their career goals and how they may achieve them. You can identify formal and informal learning activities and any resources needed, such as time, cost etc. There is a Performance Review and Planning Template that may be used in conjunction with the PDP.

HNSP professional development process flow chart Term 1, 2021 Clinical Year

HNSP doctor in blue

Supervisor in black



CYCLE CONTINUES

Note:

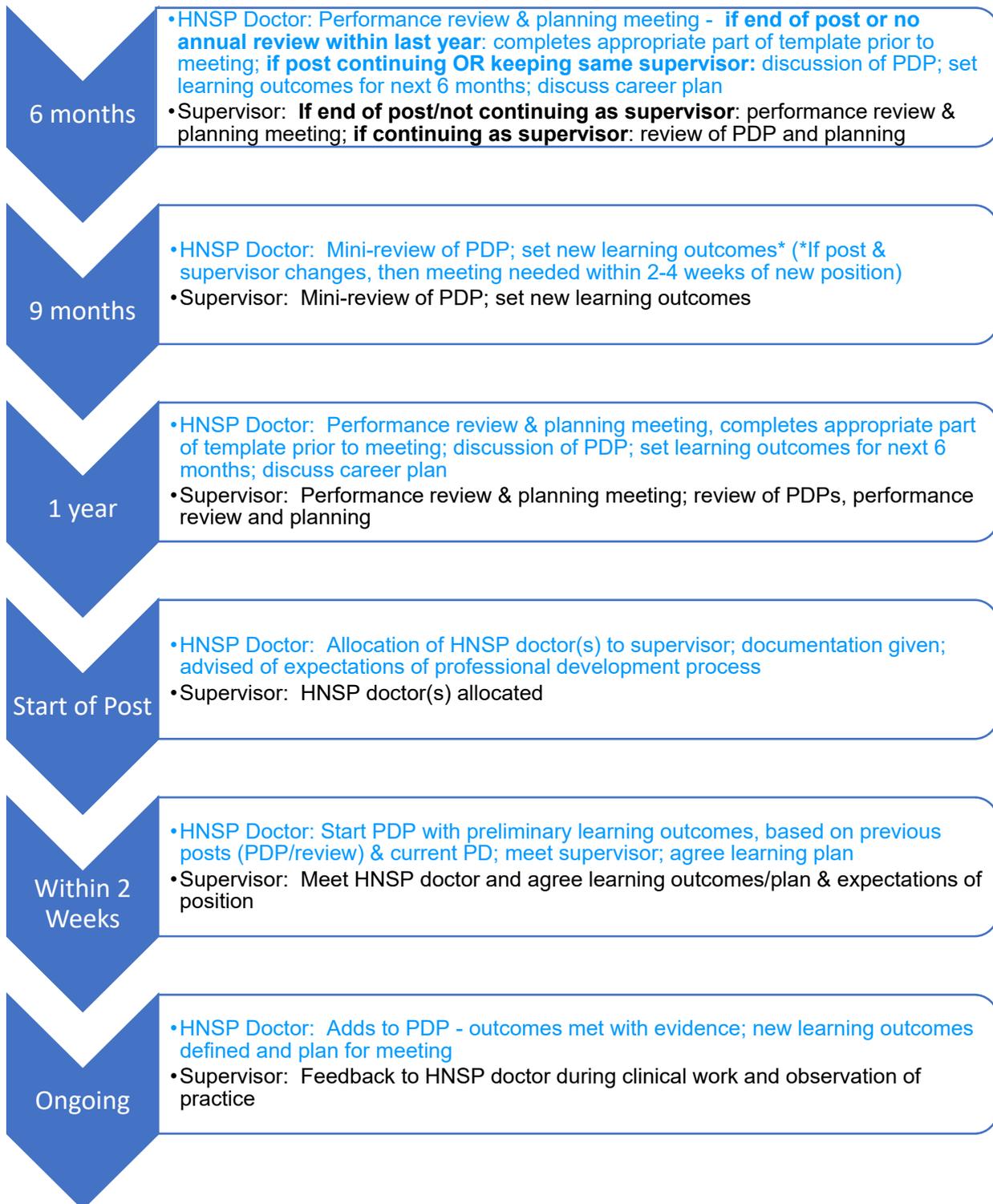
the PDP should be added to and reviewed as necessary.

The PDP is built on from one post to another

On entering the HNSP trainees and supervisors will require more orientation about the process.

*If post & supervisor changes, then meeting needed within 2-4 weeks of new position

HNSP professional development process flow chart



CYCLE CONTINUES...

Important to Note:

- the PDP should be added to and reviewed as necessary
- the PDP is built on from one post to another
- on entering the HNSP will require more orientation about the process

HNSP Performance Review & Planning Template

Note:

Please bring any previous portfolio and professional development plans (PDP) to the meeting with your nominated supervisor/reviewer. Fill in the relevant parts of the document prior to your meeting

The review looks back over the last 6 -12 months in relation to clinical activity, performance and career intentions, and plans for the next 6-12 months, with reference to the previous PDP (if any) and will lead to agreement on the new PDP.

Date of last review: _____

Current PDP: Yes/No

Date: _____

Discussion between

(Print non specialist doctor name and post)

And

(Print name of supervisor/reviewer)

1. Clinical activity – these are some areas to think about prior to the meeting and which you wish to discuss with your supervisor

- Outline role and responsibilities since last review
- Reflect on clinical performance (e.g. patient assessment, diagnosis, investigations, procedures, documentation, prioritisation, time efficiency)
- Define strengths and areas in which you practise independently and with confidence
- Define any difficulties with or tendency to avoid managing particular patients or presentations
- Describe any barriers to gaining experience with particular patient presentations/conditions
- Describe any barriers to practising or engaging in procedural skills
- Reflect on communication with patients, carers, families, relationships with colleagues and other health professionals and support staff
- Reflect on effectiveness and/or difficulties with working as a team member/team leader
- Define issues with participation in handover and the use of ISBAR
- Consider your ability to supervise the department and to manage patient flow
- Describe any significant events/patient safety issues/complaints

Issues/learning needs identified prior to meeting

Issues/learning needs identified that require further action (list below). To be incorporated in the PDP as learning outcomes

2. Education/Training

Review the workplace based, local and external education and training engaged in since qualification/since last review. Reflect on the effectiveness of these opportunities and learning outcomes met, any change in performance, confidence and communication at work as a result. Discuss any feedback from colleagues and/or patients/families and response to this.

Issues/learning needs identified prior to meeting

Issues identified that require further action (list below). To be incorporated in the PDP

3. Continuing professional development

Work with your supervisor to develop your PDP for the next twelve months and discuss the methods to be used to achieve this

- Use your review of your clinical abilities, your career goals and the needs of your workplace and patients to inform this plan.
- Use your identified learning needs during the last few months to set learning outcomes
- Discuss learning opportunities to meet learning outcomes within the workplace, access to supervision and opportunities to obtain feedback on performance and to engage in formative assessment.
- Discuss the opportunities you have to attend education events (internal and external) and barriers to doing so.
- Discuss your own role of supervising and training more junior staff including medical students and include opportunities to enhance your teaching and supervision skills in the PDP
- Review strategies to record learning experiences and results of any assessments to ensure you maintain a complete professional development portfolio.

Issues/learning needs identified prior to meeting

Issues identified that require further action (list below). To be incorporated in the PDP

4. Quality improvement

Plan and define the quality and safety activities you intend to engage in:

- Clinical practice improvement
- Research
- Audit
- Pathology and radiology reports
- Department meetings
- Incident monitoring (IIMS, RCA participation, SEA)
- Accreditation activities

Issues identified that require further action (list below). To be incorporated in the PDP.

5. Other issues discussed

Ensure discussion of issues regarding the efficiency of the workplace, ability to reach career goals, and ability to balance work with family and social life. For example:

- Reliability (punctuality, and use and access to sick leave, annual leave and long service leave)
- Workloads and work hours
- Career and award progression
- Organisational systems, department resources and facilities (which work well and which could be improved)

Issues identified that require further action (list below). To be incorporated in the PDP

--

6. Membership of professional organisations

1.
2.
3.

7. Develop and agree to PDP using PDP template

HNSP Doctor Signature _____ Date _____

Supervisor Signature _____ Date _____

**(adapted from form originally created by Andy Ratchford October 2010 –
Northern Sydney Central Coast Area Health Service)**

Participant Information Sheet/Consent Form

Health/Social Science Research - Adult providing own consent Interviews/focus groups/survey/documents

Title	Development, implementation and evaluation of the hospital non-specialist program (HNSP)
Principal Investigator	Jill Thistlethwaite (HETI)
Locations	15 NSW local health districts (LHDs)

1 Introduction

You are invited to take part in a study of the development, implementation and evaluation of the hospital non-specialist program (HNSP) in NSW. The HNSP is being implemented in New South Wales as a requirement by NSW Health. This study is looking at the process of the development and implementation, and is evaluating that process and the outcomes. This Participant Information Sheet/Consent Form tells you about the study. It explains the processes involved with taking part. Participation in this research is voluntary. If you decide you want to take part in the research project, you will be contacted by the principal investigator (Adjunct professor Jill Thistlethwaite, clinical chair of the HNSP at HETI) who will confirm consent before scheduling the interview or focus group. You will be given a copy of this Participant Information to keep.

2 What is the purpose of this research?

The purpose of this study is to develop, implement and evaluate the HNSP with the goal of enhancing and sustaining the training and satisfaction of the non-specialist hospital medical workforce in NSW to improve patient care.

3 What does participation in this research involve?

Your participation in the research will involve one or more of the following depending on your role and your consent:

- Up to three 30 to 45 minute phone or face-to-face interviews (LHD/Network directors of training, educational support officers, PGY3-5 HNSP doctors, HNSP supervisors)
- Up to three focus groups of not more than six participants and lasting up to 60 minutes (PGY3-5 HNSP doctors)
- Completing one online survey
- Keeping a reflective diary (PGY3-5 HNSP doctors only)
- Submitting a professional development plan (PDP) for analysis (PGY3-5 HNSP doctors only)

Interviews and focus group

Areas for discussion will vary depending on the role(s) of the interviewees. They will relate to your experience of and perspectives on the development and implementation of the HNSP including its usefulness in training, what is working and what could be changed in the professional development process, outcomes and challenges.

Interviews and focus groups will be audio recorded and transcribed, with your permission. The audio recordings will be deleted after the notes are written up and analysis is complete.

Interviews and focus groups will be held at a time convenient for you.

Reflective diary

This will be in the form of an audio or written diary of experiences of and reflections on the HNSP and the performance review process, kept from recruitment until late 2021.

Submission of professional development plan (PDP)

HNSP doctors will be invited to submit a copy of their PDP including performance review for analysis during the project.

There are no costs associated with participating in this research project, nor will you be paid.

4 Do I have to take part in this research project?

The HNSP will be developed and implemented, and HNSP doctors have to write professional development plans and take part in annual performance reviews as part of their employment. However, participation in any research project is voluntary and participation in this study of the implementation process and evaluation is also voluntary. If you do consent to participate, you may withdraw at any time. If you decide to withdraw from the project, please notify the principal investigator. The decision you make will not affect your employment relationship with the health service facility or the researchers.

5 What are the possible benefits of taking part?

There are no direct benefits to you for taking part.

6 What are the possible risks and disadvantages of taking part?

There are no serious risks to you in taking part. Some people feel discomfort speaking in an interview setting. You will not have to answer any questions that you don't want to.

7 What will happen to information about me?

By signing the consent form you consent to the research team collecting and using personal information about you for the research project. Any information obtained in connection with this research project that can identify you will remain confidential. It is anticipated that the results of this research project will be published and/or presented in a variety of forums. In any publication and/or presentation, information will be provided in such a way that you cannot be identified.

In accordance with relevant Australian and/or NSW privacy and other relevant laws, you have the right to request access to the information about you that is collected and stored by the research team. You also have the right to request that any information with which you disagree be corrected. Please inform the research team member named at the end of this document if you would like to access your information.

8 Complaints and compensation

If you suffer any distress or psychological injury as a result of this research project, you should contact the EAP (Employee Assistance Program) for your LHD – contact details available on your LHD website.

9 Who is organising and funding the research?

HETI are funding this project which is being organised by the principal investigator Jill Thistlethwaite.

10 Who has reviewed the research project?

This project will be carried out according to the National Statement on Ethical Conduct in Human Research (2007). This statement has been developed to protect the interests of people who agree to participate in human research studies. This research has been reviewed and approved by the Hunter New England Human Research Ethics Committee Reference Number 2019/ETH13493. If you have any complaints about any aspect of the project, the way it is being conducted or any questions about being a research participant in general, then you may contact:

Reviewing HREC name Hunter New England Human Research Ethics Committee
HREC Executive Officer Dr Nicole Gerrand
Telephone 02 4921 4950
Email HNELHD-HREC@health.nsw.gov.au

11 Research contact person

Name	Jill Thistlethwaite
Position	Clinical chair HNSP & principal investigator
Telephone	02 9844 6583
Email	Jill.thistlethwaite@health.nsw.gov.au

Consent Form

Project: Development, implementation and evaluation of the hospital non-specialist program (HNSP)

Responsible Researcher: Adjunct professor Jill Thistlethwaite

Name of Participant: _____

Role of participant (tick as appropriate):

PGY3 PGY4 PGY5 Supervisor Network director ESO Project lead

1. I consent to participate in this project, the details of which have been explained to me, and I have been provided with a participant information sheet
2. I understand that the purpose of this project is to develop, implement and evaluate the hospital non-specialist training program (HNSP)
3. I understand that my participation in the evaluation part of this project is voluntary
4. I acknowledge that the possible effects of participating in this project have been explained to my satisfaction.
5. In this project I will be required to (tick all those that you consent to):
 - interview
 - focus group
 - online survey
 - reflective diary
 - submit PDP for analysis
6. [IF APPLICABLE] I understand that my interviews or focus groups may be audio-taped
7. I understand that my participation is voluntary and that I am free to withdraw from this project anytime without explanation or prejudice and to withdraw any unprocessed data that I have provided.
8. I understand that the data from this research will be stored at the Health Education & Training Institute (HETI) and will be destroyed after 7 years.
9. I have been informed that the confidentiality of the information I provide will be safeguarded subject to any legal requirements; my data will be password protected and accessible only by the named researchers.
10. [IF APPLICABLE] – for network directors and educational support officers] I understand that given the small number of participants involved in the study, it may not be possible to guarantee my anonymity.
11. I understand that after I sign and return this consent form, it will be retained by the researcher.

Participant Signature: _____ **Date:** _____

Please provide most appropriate contact details:

Email: 	Phone:
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