

# Eastern Deanery Postgraduate Education Allowance Personal and Other Development Plans Guidelines for Applicants and Tutors

## Overview

The Deanery wishes to encourage the use of development plans. GPs can use development plans of any form and can learn alone or in groups, formally or informally, by any means they wish. However, to gain approval for PGEA applications must necessarily be constrained to fit the PGEA system.

Educational approval for PGEA claims is given by the DPGPE via an appointed deputy. We must satisfy ourselves that learning falls within the 3 categories specified in the Red Book (Health Promotion & Prevention of Illness, Disease Management & Service Management) and that the hours claimed for have actually been undertaken.

PGEA approval will still be granted in hours. However, we intend to use the shift from bulk approval of meetings to personal approval of individuals to emphasise and assess the quality of learning and not just its quantity.

## The Approval Process

The approval process has 2 parts:

- Approval of your plan. This takes place at the start of the cycle. Its purpose is to certify that the plan is educationally appropriate and that, if undertaken, it should result in the learning required. You will need to discuss the plan with your Tutor and obtain their approval on Form PDP1.
- Approval of your learning. This takes place at the end of the cycle, when you consider the plan complete. Its purpose is to certify that you have completed the hours of learning which you have claimed. You will need to show your Tutor appropriate evidence that you have done so and obtain their approval on Form PDP2. At the same meeting you can get approval of your plan for the following year....

These meetings and applications form the bread of a sandwich. The filling is up to you. It will consist of your undertaking education, in accordance with the plan, by any means you wish: reading, meetings, attachments, courses, discussions.... You **must** keep a log of your activities and you **should** keep a written review so that you can demonstrate, at the end of the plan, what you have learned.

You can use any system you like for planning and recording your learning. However, you must meet the standards outlined on Page 3 if you wish to claim for PGEA. Several systems have already been developed, for do-it-yourself or group usage, which lead you through the planning and recording process. The Deanery website contains a list of those which will meet the required standards, if followed.

## Fees

The approval process takes Tutor time which is largely independent of the number of hours claimed. There is, therefore, a flat rate fee charged (£80 Apr 03 - see website for latest fees).

GPs in Essex who subscribe to EQUIP or PCESE may find that those organisations will pay the PDP PGEA charge - consult the organisers.

**Referral**

In the unlikely event that a tutor cannot decide if approval should be given, the plan should be sent to the Deanery Office where DPGPE or appointed deputy will make a binding decision.

**Quality Assurance**

Approval of plans will normally be conducted at local level and plans, unless referred, will remain in the applicants' possession. However, in order that we can be assured of a uniform standard of approval throughout the Deanery it will sometimes be necessary to review plans and evidence of learning retrospectively. The purpose of this will be to audit the approval system and not to comment upon any individual plan or amend any approval granted.

**Forms, Fees and Guidelines**

The latest versions of these guidelines, the application forms and the current fees are available on the Deanery website - [www.easterngp.co.uk](http://www.easterngp.co.uk)

**DR IAIN CROMARTY**

Associate Director of Postgraduate General Practice

March 2003

## Standards

There are 3 criteria for each of the 2 parts of the approval process:

### Approval of the Plan

Section	Judgement to be made by Tutor	Essential Features	Desirable Features
Identification of Learning Needs	“Have personal or group learning <b>needs</b> been identified?”	- A statement of learning needs - A credible explanation of their origin	- Evidence of their origin (eg actions from previous plan, PUN, audit, appraisal...)
Learning Plan	“If the plan is carried out should it result in appropriate learning?”	- Achievable - Relevant to the Learning Needs - within HP, DM, SM	
Assessment Plan	“Will the plan properly assess the learning?”	- Relevant to the learning needs & method	

### Evidence of the Learning

Section	Judgement to be made by Tutor	Essential Features	Desirable Features
Records	“Has the work been done?”	- Learning Log	
Understanding	“Has learning taken place?”	- Statement of extent to which each need has been met	- For each item, written evidence of understanding gained and what is yet to be learned (personal reflection, guidelines produced , teaching undertaken....)
Performance	“Has performance improved?”		- Formal review of performance (audit, case reports, peer review....)

## Notes for Applicants and Assessors

Learning Needs Needs rather than wants should be identified - people shouldn't just be doing more and more of what they are already good at but should be filling gaps. Needs can arise for many reasons: external innovation (new drugs, research...) or external pressures (NSFs, local guidelines...) or practice changes (asthma partner retires, going 'paperless'...) or personal awareness ('never liked eyes', complaint, unexpected death, PUN...)....

Relevant Plans The methods of learning and methods of assessment planned should be appropriate to the learning need. So if the learning need is a skill (learn to inject shoulders) then a course at a skills lab or a rheumatology attachment might be appropriate but going to a lecture or reading less so, and assessment would be better done by supervised practice than an MCQ....

Learning Log The log should be sufficiently detailed for the assessor to be able to check its veracity. References should be given for books and papers read, and dates and location of meetings, attachments & courses should be given.