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| RDaSH-NHS-FT-Full-Colour-Logo.pngPersonal Development Review (PDR)Short Form |
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**Personal Details**

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| **Name of employee:**  | **Job Title:**  |
| **Name of reviewer:**  | **Date of PDR:**  |

**Section 1.1: Review of Previous 12 months**

Please outline any other **successes /achievements** you have accomplished as well as any **challenges** have you experienced over the previous 12 months.

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| **Employee’s comments** |
| **Successes / Achievements** – please highlight any areas of work which you feel have been successful over the last twelve months. What are you proud of? What has been your greatest achievement this year and why? **Challenges –** what has been your greatest challenge this year? Is there anything you would have done differently and what have you learnt from this? |
| **Manager’s comments** |
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**Section 1.2: Reflect on the Trust values and how they positively influence your actions**

What do the Trust values mean to you? How do you apply them in your working life each day at RDaSH?



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| **Employee’s comments** |
| **Passionate:** |  |
| **Reliable:** |  |
| **Caring & Safe:** |  |
| **Supportive:**  |  |
| **Open:** |  |
| **Progressive:** |  |
| **Manager’s comments** |
| **Passionate:** |  |
| **Reliable:** |  |
| **Caring & Safe:** |  |
| **Supportive:** |  |
| **Open:** |  |
| **Progressive:** |  |

**Section 1.3: Essential Skills and Mandatory Training**

Colleagues must be up to date with all Essential Skills and Mandatory Training to be considered for pay progression.

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| **Are you in date with Statutory and Mandatory Training?** | [ ]  **All in date** |
| [ ]  **Not in date** |
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| **Comments:** |
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| **Medical Device Training**  |
| As part of my PDR, I have discussed my competence on the medical devices I use within my role. | [ ]  Yes [ ]  No |
| I require additional training on medical devices so that I am competent to use them.*(If ‘yes’ please continue to next question.)* | [ ]  Yes [ ]  No |
| I have identified the following medical devices I require further training on. |  |

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| All new colleagues or new to role who are not 100% compliant with their Essential Skills and Mandatory Training may not be eligible for incremental pay step progression.  |

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| **Discussion:** *Please use this space to record any discussion / support required*  |
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**Section 2: Talent, Career Planning and Professional Requirements**

The focus of this section should be on your potential and aspirations for future career development.

**Employee to complete:** Thinking about your current role, your life and your career are you…

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| [ ]  | **Unsure of this role… I’m new to the role or this may not be the right role for me**  | [ ]  | **Content with this role... I just want to do this role well** | [ ]  | **Content with this role... I want to develop further within this role**  | [ ]  | **Ready for more… I want to be challenged further or take the next step in my career**  |

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| **Discussion:** *Please use this space to record your discussion about talent, career planning and professional requirements*  |
| *Why you have chosen the option you have?* *What do you like or dislike about your current job and why?**What training and development have you undertaken this year to support your personal developments?* *What support do you require from your manager, the team or the organisation to fulfil your potential?* |

**Section 3: Health and Wellbeing**

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| **Discussion:** *Please use this space to record your discussion around support for health and wellbeing e.g., Flexible working, carers leave, occupational health support, employers for carers membership, local carer services, amended duties, Employee Assistance Programme* |
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**Section 4: Objectives for the year ahead**

Consider, together with your manager, how you can support the Trust Objectives (see Appendix A) and / or Team objectives when setting your individual goals.

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| **Individual Objectives**  |
| **What is your specific goal?**  | **How will you know if you have achieved your goal?** | **Is your goal challenging, but possible?** | **Is your goal worthwhile and will it meet your needs?**  | **When will you aim to achieve the goal by?** |
| Maintain compliance with all Statutory/Mandatory / Essential to Role training requirements |  |  |  |  |
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**Section 5: Personal Development Planning (PDP)**

The PDP underpins and supports you in fulfilling your job role, the delivery of objectives, career aspirations and values and behaviours. Do you need any additional training and / or support put in place to help achieve the outcomes of this PDR?

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| **Personal Development Plan:** Please refer to information about the training and support available from the Trust (see Learning and Development section on Trust Intranet). Please also consider shadowing, projects, research, coaching/mentoring as well as formal training opportunities. |
| **Additional training / support identified**  | **From where will this support be gained?** (i.e. name of training course, coaching etc.) | **How will you know this support has been successful?** | **Date to be completed by:** |
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| **Employee’s Signature:** |  | **Date:** |  |
| **Manager’s Signature:** |  | **Date:** |  |
| **Manager Checklist** |
| [ ]   | **Inform Pay Services in relation to pay step progression** |
| [ ]   | **Set the dates for supervision and next Performance Appraisal** |