

# PDP Template: Dental Therapist (Direct Access Development)

The personal development plan (PDP) is used to help you identify your Continuing Professional Development (CPD) needs for your cycle. You will create a plan for maintaining and developing your skills and knowledge within your field of practice and relate this to the General Dental Council's (GDC's) development outcomes. The GDC's *plan, do, reflect, record* model encourages you to think proactively about your professional needs, field of practice and the GDC Standards for the Dental Team before embarking on CPD activity.

**Please note this example is not intended to demonstrate a full PDP, but to give an example of how you may plan CPD activity**

*Please use this document as a template only and adjust as necessary to suit your role and the patients you treat.*

The PDP template shows an example PDP for a dental therapist that is developing their full scope of practice working towards providing NHS Dental Care under Direct Access within a general dental practice setting. This template includes a selection of relevant current courses that are being run by the NHSE WT&E Thames Valley and Wessex Dental Directorate to support learning and maintenance needs across a five-year CPD cycle.

## A. My Field of Practice

My registrant title (s), Cycle Period and Hours required	My work setting (s):	Any additional roles, qualifications or professional interests:	My patient population:
<b>Dental Therapist</b> <ul style="list-style-type: none"> <li>(year- year) cycle</li> <li>75 hours CPD per year.</li> <li>PDP in place for remaining – years of my cycle</li> </ul>	General Dental practice	<ul style="list-style-type: none"> <li>I utilise my full scope of practice to provide NHS dental care to a wide range of patient groups.</li> <li>I am developing my skills with supervision, reflection and feedback to work to my full scope of practice in a Direct Access arrangement within general dental practice.</li> </ul>	General Population <ul style="list-style-type: none"> <li>Adult patients</li> <li>Paediatric Patients</li> </ul> Which may also include patients with complex medical histories and treatment needs.

## B. Personal Development Plan

Development needs 1: GDC recommended subject areas					
What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>
Oral Cancer detection	Detect potential oral cancer; be aware of risk factors and current referral practice.	C	Life threatening conditions that can be treated if detected early, must be screened by dental professionals and referred appropriately	Online Courses <a href="#">Introduction to NHS Oral Cancer</a> Monday 7 <sup>th</sup> April 2025  <a href="#">FREE Lunchtime Webinar: Skin lesions in the head and neck. An introductory guide for the dental team</a> Monday 12 <sup>th</sup> May 2025	Yearly

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What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>
Medical emergencies/ basic life support	Follow guidelines for training set by Resuscitation Council. Essential safety requirement	C	Manage patient who has a medical emergency, administer CPR, oxygen and emergency drugs where appropriate	<a href="#">Evening Webinar: Theory of Medical Emergencies</a> (OX090625WEB) Monday 9 <sup>th</sup> June 2025  <a href="#">Theory of Medical Emergencies in the primary care dental setting with practical BLS.</a> (OX201125) Thursday 20 <sup>th</sup> November 2025	Yearly
Information governance and record keeping	GDC Recommended Topic Essential safety requirement	B, D	Comply with legislation and good practice to ensure high standards of patient care	Course/s, e-learning, practical clinic refreshers with scenarios <a href="#">FREE Lunch &amp; Learn GOOD RECORD KEEPING</a> (MKWEB130225) Thursday 13 <sup>th</sup> February 2025  <a href="#">GDPR Refresher</a> (MKWEB270325) Thursday 27 <sup>th</sup> March 2025	Continuous training across the 5-year cycle
Build skills in complaints handling	GDC Recommended Topic- Support myself and staff to carry out effective complaints handling	A	Handle and resolve complaints effectively and promote local resolution	Course/s, e-learning E.g. Use Indemnifiers courses to ensure verifiable <a href="#">FREE : COMPLAINTS HANDLING</a> (MKWEB130325) Thursday 13 <sup>th</sup> March 2025	Continuous training across the 5-year cycle
Disinfection and Decontamination	GDC Recommended Topic Essential safety requirement	C	Comply with legislation and good practice to ensure high standards of patient care	IPS audit, hand-washing certification, Course/s, e-learning (5 hours per CPD cycle / 1 hour per year)  <a href="#">Disinfection &amp; Decontamination in the dental surgery, with an update on CQC guidance for dental inspections (WEBINAR)</a> (BE060225) Thursday 6 <sup>th</sup> February 2025	Yearly
Radiography and Radiation Protection  maintain my skills in radiography	I take radiographs regularly as part of their treatment plan. GDC recommended  Essential safety requirement	C	Comply with legislation and good practice to ensure high standards of patient care	Course/s, e-learning, (5 hours specific to dentistry per CPD cycle /1 hour per year plus IRMER re-certification)  <a href="#">Radiography update: Practical safety for patients and staff [including IRR 2017 and IR(ME)R 2017]</a> (OX060625WEB) Friday 6 <sup>th</sup> June 2025	Continuous training across the 5-year cycle

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What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>
Safeguarding children and young people	GDC Recommended Topic Essential safety requirement	D	Comply with legislation and good practice to ensure high standards of care for vulnerable persons	Courses and lectures, study days, e-learning	Yearly
Safeguarding vulnerable adults	GDC Recommended Topic Essential safety requirement	D	Comply with legislation and good practice to ensure high standards of care for vulnerable persons	Courses and lectures, study days, e-learning <a href="#">Domestic abuse in the dental setting-how to protect your staff and your patients</a> (CAM141025) Tuesday 14 <sup>th</sup> October 2025	Yearly

Development needs 2: Specific dental care subject areas					
What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>
Special Interest areas of Dentistry  Paediatric Dentistry	Working in this field  direct application of skill in patient care	C	Updating and maintenance of clinical skills specific to these areas	Courses and lectures, study days, peer review and clinical audit <a href="#">Managing caries in the paediatric dentition</a> (SOWEB180725) Friday 18 <sup>th</sup> July 2025 <a href="#">Practical Paediatrics</a> (PO061125) Thursday 6 <sup>th</sup> November 2025	Continuous training across the 5-year cycle
Special Interest areas of Dentistry  Periodontology	Working in this field  Direct application of skill to patient	C	Updating and maintenance of clinical skills specific to these areas	Courses and lectures, study days, peer review and clinical audit <a href="#">Minimally Invasive Non-Surgical Therapy (MINST) - a Practical Approach</a> (PO300126) Friday 30 <sup>th</sup> January 2026	Continuous training across the 5-year cycle

**To understand your level of competence and confidence to deliver services under Direct Access it is necessary to undertake an honest assessment of your current level of knowledge and skills and your ability to apply them in practice.** You can seek the help of others (for example, your colleagues, peers and/or a mentor) in this assessment. Once you have a realistic assessment of your own level of knowledge, skills, competence, and confidence you will be able to identify your learning needs and how these can be met.



Development needs 3: Development towards provision of care in a Direct Access Arrangement					
What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>
Develop confidence in the assessment and treatment planning of adult patients	I am going to be working a direct access and shared care arrangement.	C	By working to my full scope of practice I will be able to ensure appropriate patients can be treated confidently without referral back to a dentist unless treatment needs required is out of a Dental Therapist scope of practice whilst ensuring those that need shared care or onward referral are identified.	Online learning <a href="#">Dental Therapist &amp; Hygienist NHS Update – Dental Therapist &amp; Hygienist NHS Update (dtdhupdate.co.uk)</a>  <a href="#">Examination, Diagnosis and Treatment Planning</a> (PO0711251) Friday 7 <sup>th</sup> November 2025  Direct supervision by mentor, assessment and reflection	Before starting to work under direct access
Develop confidence in assessment and treatment planning of children	I am going to be working in a direct access and shared care arrangement.	C	By working to my full scope of practice I will be able to ensure appropriate patients can be treated seamlessly and without referral back to a dentist, whilst ensuring those that need shared care or onward referral are identified.	Online learning <a href="#">Dental Therapist &amp; Hygienist NHS Update – Dental Therapist &amp; Hygienist NHS Update (dtdhupdate.co.uk)</a>  <a href="#">Caries assessment of children and the fundamentals of treatment planning</a> (SOWEB150525) Thursday 15 <sup>th</sup> May 2025  Direct supervision by mentor, assessment and reflection	Before starting to work under direct access
Develop confidence in the selection of appropriate radiographic investigations and the reporting of radiographs	I am a competent radiographer, already trained in this, but the application and responsibility of my role is changing and I need to ensure competence.	C	Improved ability to diagnose from radiographic and clinical findings will improve patient safety	<a href="#">Dental Hygiene and Therapy Forum - Refresher Radiography Interpretation</a> (SOWEB240425) Thursday 24 <sup>th</sup> April 2025  Online learning  Direct supervision by mentor, discussion of radiographs.	Continuous training across the 5-year cycle
Understanding the NHS rules and regulations in relation to opening and closing of treatment plan	I will have to open and close treatment plans	B	Ability to treatment plan patients directly and improve their access to care	Completing online training to understand NHS rules and regulations <a href="#">Dental Therapist &amp; Hygienist NHS Update – Dental Therapist &amp; Hygienist NHS Update (dtdhupdate.co.uk)</a>  <a href="#">Dental Hygiene and Therapy Forum NHS Rules and Regulations</a> (SOWEB220525) Thursday 22 <sup>nd</sup> May 2025	Before starting to work under direct access

Development needs 3: Development towards provision of care in a Direct Access Arrangement (continued)					
What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>
Understanding my legal and ethical responsibilities when working in Direct Access arrangement	A development to my skillset	D	To ensure I am GDC compliant, and patients are treated safely.	Review Scope of Practice <a href="https://www.gdc-uk.org/scope-of-practice">Scope of Practice (gdc-uk.org)</a> and GDC guidance on D.A. <a href="https://www.gdc-uk.org/direct-access">Direct access (gdc-uk.org)</a>	Before starting to work under direct access
Prescribing Course	Changes to Direct Access way of working	C	To ensure patient care is not interrupted or delayed by the need to request the prescription of non PGD medicines e.g. toothpaste	NHS England eLearning on NHS Learning Hub - <b>Dental exemptions for dental hygienists and dental therapists</b> <a href="https://learninghub.nhs.uk/catalogue/dental-exemptions">https://learninghub.nhs.uk/catalogue/dental-exemptions</a>	Before starting to work independently

Development needs 4: General dental CPD and professional development					
What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>
Obtaining Consent, e.g. Mental Capacity Act	I will assess a patient's mental capacity during the consent process for every patient contact prior to treatment.	A	Ability to assess a patient's mental capacity and gain consent from patients.	Mental Capacity Act Training  <a href="#">Intro to NHS- Principles of ethical behaviour relevant to dentistry</a> (INTRO171125) Monday 17 <sup>th</sup> November 2025	Yearly
Developing and Maintaining Restorative Skills	A development to my existing skills set to increase confidence	C	Improved ability in restorative techniques and treatments which benefits patients directly.	Online Learning Practical Courses <a href="#">Dental Therapy Practical Refresher Day</a> (PO100725) Thursday 10 <sup>th</sup> July 2025 <a href="#">HANDS ON DEEP CARIES MANAGEMENT/POSTERIOR COMPOSITES</a> (PO031025) Thursday 3 <sup>rd</sup> October 2025	Continuous training across the 5-year cycle

## Continuing Professional Development (CPD) Activity Log

For any CPD to be considered verifiable, the activity must be recorded on your activity log, and you must have collected corresponding evidence (e.g., certificates and mapping documents, if required).

As part of your CPD record for the GDC, you need to keep a log of all activity you have undertaken, which **must include** the following details:

- The **title** and **description** of the CPD activity you completed.
- **The date** it was undertaken.
- **The number of hours**, as shown on the evidence of completion (e.g. certificate) provided by the course provider
- **The GDC's development outcome(s)** achieved from each CPD activity.

### CPD Activity Log

Date	Hours completed	Evidence of verifiable CPD? E.g. certificate	Title, provider and content of CPD activity	GDC Development Outcomes ABCD	How did this benefit my work?

It should also include a reflective element, or an indication that reflection has taken place.

### Reflection

Reflection is an important process for you to evaluate the impact of your CPD activity, taking some time to review and reflect on your activities allows you to assess what benefits you have gained and how you have implemented your learning. Activity should be undertaken consistently and recorded throughout your cycle. A complete CPD record includes your log of activity with development outcomes linked to each activity, your personal development plan, and the evidence you have collected from each activity. You must submit your annual statement each year to the GDC, and you will be notified to make your CPD statement when you get your annual renewal notice.

For further information, visit: <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd>

**As your learning and development progresses, you will need to revisit the competences and continue to assess yourself to identify your progress towards achieving these and maintaining them.**