

Personal Development Plan (PDP) and Management Supervision - Seven Minute Briefing

FNHC are planning to revise its personal development pathways in 2022. However, the JCC have advised that we need to take action now to formalise and record **quarterly 'management supervision'** so we have streamlined our current PDP document and added forms to capture quarterly discussions in the most efficient way. The document is for all employees (clinical and non-clinical) as it promotes personal development and support through regular 1:1 meetings with line managers.

There are a number of different models of supervision used across FNHC (see our [Supervision Policy](#)). If you use a model that captures the JCC requirements then you can make reference to that on the new PDP Documentation without the need for duplication, but bear in mind, the original supervision record may be requested to be viewed as part of JCC inspection.



JCC Standard 3.14 The registered person will ensure that all care/support workers are given regular opportunities to discuss their role and identify any issues through formal supervision and appraisal. The purpose of supervision is to promote standardised, safe and best practice by providing a channel for communication between manager/supervisor and worker.

'Supervision' as described by the JCC:

- Is a formal discussion about the worker's performance against the standards they are expected to meet
- Ensures the worker is clear about their roles and responsibilities
- Identifies the worker's personal development needs
- Offers a source of support for the worker encouraging reflection on challenges and achievements
- Encourages workers to share any issues or concerns
- Will be carried out at least four times a year, records of supervision will be retained within personnel files.

Things to consider – Management Supervision

Discussion (JCC Requirement)	Comments/Issues
Performance against the expected standards	<i>Complete performance framework</i>
The employee is clear about their roles and responsibilities	<i>Any areas to address?</i>
The employees personal development needs are identified and addressed	<i>Do personal objectives need review? Is employee up to date with statutory and mandatory training requirements? Is any further training required?</i>
The employee is encouraged to reflect upon challenges and achievements	<i>Could challenges/achievements be used within personal development/revalidation portfolio?</i>
The employee can share any issues or concerns	<i>Any other issues?</i>

The new PDP/Management Supervision Document can be used flexibly, however **there must be a meeting every quarter**. It is up to managers to decide whether end of year reviews are carried out at the same time as objective setting for the year ahead. **'Management Supervision' must be completed each quarter**. This can be easily added to current supervision meetings - if the JCC requirements are met, then indicate this on the form with the date, rating on the performance framework and any other comments i.e. changes to objectives/training needs etc. It is not intended to duplicate existing procedures, but should be helpful in supporting staff especially where other types of supervision are not carried out routinely.

Meeting prep and expectations

- Staff should prepare objectives in advance to discuss with their manager
- Objectives must be reviewed at least once during the year (or more frequently if necessary)
- 'Management supervision' should be seen as a brief, supportive and formal discussion
- Problems, issues or concerns should be dealt with as they arise and not left to discuss within this forum.
- Patient/client/other staff information should not be recorded within the PDP/Management Supervision Document (other types of supervision/processes should capture this).
- Dates for the next review should be agreed at each meeting

Example of meeting plans

Month	Action	Meeting time required
Dec 2021	End of Year Review (existing PDP), objective setting for 2022.	1 hour
March 2022	Complete Q1 'Management Supervision' form	10-15 mins
June 2022	Complete Q2 'Management Supervision' form, review objectives	10-15 mins
Sept 2022	Complete Q3 'Management Supervision' form whilst carrying out service specific supervision	30-60 mins
Dec 2022	End of Year Review / Q4 'Management Supervision' objective setting for 2023.	1 hour