EMPLOYEE GUIDE TO SUPPORT PROCESS FOR PDRS

MY PDR – WHAT IT WILL DO FOR ME?

A PDR is about **you** because it gives you the opportunity to spend quality time with your line manager to:

* Say how you are feeling about yourself, your role and BrisDoc
* Talk about your achievements and receive proper recognition and thanks for what you’ve done
* Have a positive discussion about how you’re doing in your job
* Discuss what your aims and aspirations are for the future
* Review the professional and organisational standards you need to achieve to do your job well
* Say what you find satisfying about your job, what you most enjoy and how you can develop your role further
* Identify what needs to be improved and how this will be done
* Agree what support, training or coaching you need to make sure you can do your job well
* Talk about possible or necessary change
* Discuss the things that your manager does well and areas where they could support you better / differently
* Anything else you want to discuss

You’re the best person to honestly review how you’re doing in your job so please take some time before the PDR meeting to review your job description, think about your successes and challenges over the previous 12 months and your future aspirations and development needs. The forms included within this guidance may help you to focus these thoughts. Please allocate sufficient time to carry out your review by setting aside adequate time from your normal day to day duties to enable you to do so.

**Who should have a Review?**

All BrisDoc staff including Bank Staff will have a Review at least annually.

**Preparing for your PDR**

Preparation involves both looking back and looking ahead.

Examining the last period of performance and the factors that have affected it.

Suggesting objectives and / or foci for the next 3, 6 and 12 months and the support required to achieve them for the next period.

At each annual review we also ask staff to reflect on any safeguarding related development undertaken, this could include training (both e-learning and face to face as appropriate), team meeting discussions, case reviews etc. Please ensure details, including dates are noted on the PDR form.

Attached is a form entitled ‘PDR PREPARATION – EMPLOYEE’, please use this to assist you in preparing for your PDR.

Your line manager will inform you of the date for your PDR and will outline how you are to prepare. If, at the end you have any further doubts, then you should go back to your line manager with your questions.

There are four key areas to consider:

* **The Past**   
  Obtain a copy of your previous PDR. What were your agreed objectives and / or foci at that interview? Have these been achieved? If so what went well? If not, what hindered you and why? Are there any factors which have made your job harder i.e. resources, support from others, changes in procedures, crisis, etc?   
    
  Please also take this opportunity to reflect of what safeguarding development you have undertaken in the previous 12 months. This might include formal training and development but may also include case reviews, practice reflection, team discussions etc.

* **The Present**   
  In your job, what are your strengths and development areas, your likes and dislikes? What do you think you are best at and least good at? What do you like and dislike the most? What are the important issues you want to raise at this discussion?
* **The future**   
  What objectives and / or foci do you want to achieve in the next period? What further training and development might you need to help you achieve your objectives? What support will you need? The support should help you to achieve your objectives and contribute to your overall development.
* **Your Personal Aspirations**   
  Do you want to discuss your future at this meeting? If so what do you want to say?

**After Your PDR**

It is important the outcomes of the meeting are recorded on the PDR documents and that you undertake the agreed actions.

During the course of the period remember to keep examples of any achievements made, positive feedback from patients or colleagues etc. as this will help you to prepare for future meetings. For clinical staff who wish to use the BrisDoc PDR to help support their clinical appraisal process this evidence may be stored with the PDR paperwork.

**Conclusion**

In simple terms your PDR is an opportunity for you and your line manager to examine what has happened over the past period and what should happen in the future. To be effective, the PDR must be a two-way process. Remember that you know much more about the practicalities of doing your job than your line manager does, so your input into the discussion is vital.

PDR PREPARATION – EMPLOYEE

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| Do you understand the requirements of your job? |
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| Do you have regular opportunities to discuss your work with your line manager? |
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| What does you line manager do well and what could they do better in terms of supporting you to achieve? |
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| Review the objectives and / or business foci from your last meeting. Do you feel you have achieved these? |
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| Which aspects of your job do you do well? Please list here any other achievements of which you are particularly proud? If you have collected ‘evidence’ over the preceding period please bring this to your PDR meeting. |
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| Which aspects of your job do you do less well or find difficult? What particular challenges or frustrations have you faced since your last review? |
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| What are your hopes, priorities and aspirations for your work over the coming year? |
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| What development is needed during the next 12 months? |
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| What safeguarding development have you undertaken in the last 12 months? What evidence have you for this? |
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