NDCN PERSONAL DEVELOPMENT REVIEW

*SUPPORTING FORM FOR CLINICAL ACADEMIC STAFF*

|  |  |
| --- | --- |
| Introduction | |
| The NDCN Personal Development Review (PDR) process is one of the most important support mechanisms for staff in the Department. It is an annual opportunity to celebrate recent achievements, ask for and hear constructive feedback, agree appropriate personal development objectives, discuss career aspirations, and feedback on your working environment.  All staff who have completed their probationary period will be invited to complete a PDR on an annual basis. The PDR process should be completed by 31st July.  NDCN PDR process for clinical academic staff  ***Note: only use this supporting form if you have completed an annual NHS appraisal within the last year.***   1. Reviewer arranges PDR meeting with reviewee 2. Reviewee completes Sections 1-3 of this supporting form 3. Reviewee sends completed supporting form and NHS appraisal to their reviewer at least one week before their PDR meeting 4. Reviewer reads the completed NHS appraisal and supporting form, adding their own comments to the form where prompted 5. Reviewee and reviewer meet, using the NHS appraisal as a basis for the PDR conversation 6. After the meeting, the reviewee sends any additional comments to the reviewer. Reviewer adds these and their own comments to Section 4 of the supporting form. 7. Reviewer emails the completed supporting form to the NDCN HR Team ([hr@ndcn.ox.ac.uk](mailto:hr@ndcn.ox.ac.uk)) | |
| *Completing this form*  *Your NHS appraisal document should form the basis of your PDR conversation. However, for the purpose of data collection, this supporting form asks for basic information about your personal development activities. If you do not wish to share your NHS appraisal, you will need to complete the full NDCN PDR form.*  *To enter text, click on the grey boxes and type. The spaces will expand as you add text. Where Yes/No boxes are used, double click on the appropriate box and select ‘checked’.*  ***The NDCN HR Team require a copy of the form as evidence of the meeting having taken place. All information provided on this form is treated as confidential, will be stored securely by the HR Team, only accessed by HR and authorised personnel.***  *Training and support*  *Several guides and resources are available to support both reviewers and reviewees:*  ***For reviewees****:* [*https://pod.admin.ox.ac.uk/for-reviewees*](https://pod.admin.ox.ac.uk/for-reviewees)*: Includes “Making the most of your PDR” and “Career conversations for individuals”*  ***For reviewers****:* [*https://pod.admin.ox.ac.uk/for-reviewers*](https://pod.admin.ox.ac.uk/for-reviewers)*: Includes the PDR reviewers’ role, preparing for the PDR, agreeing objectives, learning and development conversations for managers, and career conversations for managers.*  *Further information about PDR can be found on the PDR page of the NDCN website:*  *<https://www.ndcn.ox.ac.uk/about/staff-development/personal-development-reviews>  Should you have any queries or concerns about the PDR process, please contact the NDCN HR Team:* [*hr@ndcn.ox.ac.uk*](mailto:hr@ndcn.ox.ac.uk)*.* | |
| 1. About you |
|  |

Name of reviewee:

Job title:

Reviewer:

Second Reviewer

(if applicable):

Date of review:

Are you on a fixed term contract? Yes  No

If yes, when does your contract end?

|  |
| --- |
| 1. Taking stock |
|  |

2.1 Which training courses or development activities have you completed over the last 12 months?

If preferred, you may attach the training record from your NHS appraisal to this form and use the table below to record any additional development activities that are not included in your NHS appraisal.

|  |  |  |  |
| --- | --- | --- | --- |
| *Course/development activity* | *Duration* | *Provider* | *Date of completion* |
|  |  |  |  |

**Each role will have mandatory training requirements. Your line manager will be able to discuss individual requirements in addition to the NDCN** [**mandatory training**](https://www.ndcn.ox.ac.uk/about/professional-services/career-development/training-and-development/mandatory-training)**. Please refresh any required training and check that your certificates are logged in iPassport. Submit an updated** [**OA1 or OA2 form**](https://hr.admin.ox.ac.uk/holding-outside-appointments) **(due each academic year), and any updates to conflict-of-interest management plans if applicable to the Head of Department.**

2.2 Mentoring

|  |  |
| --- | --- |
| *Have you worked with a mentor over the last year?* | Yes  No |
| *If this was via a scheme, which mentoring scheme were you part of? Please delete as appropriate.* | Oxford Senior Women’s Mentoring Network/Medical Sciences Division Peer Mentoring Scheme/Pivot/Carers Support Network/Other |
| *Would you like to be part of a mentoring scheme?* | Yes  No  Unsure |

2.3 Workload

|  |
| --- |
| *Do you feel your workload was manageable in the last 12 months? If not, what aspects were not manageable? Are there any activities that you would you like to do more/less of? Are there any changes that might improve your work/life balance?* |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *What proportion of your time in the last 12 months was spent on the following?* | | | | | | |
|  | Research/  research support | Teaching | Clinical work | Administration | Management of staff/  students | Other |
| Percentage |  |  |  |  |  |  |

2.4 Working environment

|  |
| --- |
| *What feedback do you have for your line manager? What’s working well? What could be improved? You might consider resources, buildings, working relationships, workplace culture, equality, diversity, and inclusivity, or suggestions for process or system changes. Please feel free to make suggestions for improvement in your wider division/department.* |
|  |

2.5 Further questions

|  |  |
| --- | --- |
| If you sit on any committees (either within the Department or externally), which committees are these? |  |
| Would you like to sit in any committees? If so, which committees? |  |
| Do you have any other workplace responsibilities? E.g. Health and Safety duties |  |
| Which public engagement/outreach activities have you been involved in over the last 12 months? |  |
| Have you engaged in any equality, diversity, and inclusivity, or research culture improvement activities in the past 12 months? |  |
| Would you like any support to develop any of the above areas in the next 12 months? |  |

2.6 Line managers only

|  |
| --- |
| Which areas of your line management responsibilities have gone well over the last 12 months? Which areas would like to see improve over the next 12 months? How are you supporting the career development of your staff, both within their current role and in preparation for future roles? Have you taken actions to create or sustain an [inclusive workplace](https://edu.admin.ox.ac.uk/inclusive-workplace)? |
|  |
| Do you require any training or support to develop your line management skills? If so, please state which area you would like further training or support in (e.g., performance management/absence management/recruitment/probation/induction/PDR). |
|  |

**2.7 Researchers only**

|  |
| --- |
| Have you taken any steps to patent or commercialise your research this year? Would you like support to develop this area in the next 12 months? (Information on required annual declarations of outside activities can be found [here](https://hr.admin.ox.ac.uk/holding-outside-appointments).) |
|  |

|  |
| --- |
| 1. Planning ahead |
|  |

3.1 Training and development over the next 12 months

Are there any additional training or development activities not already mentioned in your appraisal that you need to undertake over the next 12 months to help you achieve the objectives set out in your appraisal? You may find it helpful to refer to the [NDCN PDR guides](https://www.ndcn.ox.ac.uk/about/professional-services/career-development/training-and-development/personal-development-reviews), and [People and Organisational Development (POD)’s course list](https://pod.admin.ox.ac.uk/course-listing) for training and development resources.

|  |  |  |  |
| --- | --- | --- | --- |
| *Course/development activity* | *Duration* | *Provider* | *Target date of completion* |
|  |  |  |  |

|  |
| --- |
| 1. Summary |

Briefly ensure both parties have a shared understanding of the review discussions and agree any additional follow up actions.

|  |
| --- |
| *Reviewee’s comments* |
|  |
| Reviewer’s comments |
|  |