



Personal Development Plan (PDP) Assessment Template

Resumption of Practice PDP Assessment template for use by the AARP Certification Committee when assessing Resumption of Practice PDPs

This template is designed for the assessment of a Personal Development Plan (PDP) for practitioners re-entering practice after an extended absence. The PDP assessment evaluates how effectively the practitioner's plan aligns with the competencies and performance criteria required for Certified Practicing Nutritionists. Each section corresponds to key competencies and elements of practice, ensuring a structured and comprehensive approach to regaining professional capability.

Practitioner Information:

- Name:
 - Date:
 - Practitioner Certification Number:
 - Time out of Practice:
-

1. Professional Relationships and Workplace Contribution (C1)

Competency:

Contribute to effective workplace relationships by seeking, communicating, and facilitating collaboration.

Key Areas for Assessment:

- Collection and communication of workplace information (C1.E1)
- Building trust and encouraging effective relationships (C1.E2)

- Utilisation of workplace networks and relationships (C1.E3)
- Contribution to positive workplace outcomes (C1.E4)

Assessment:

- **Does the PDP demonstrate a plan to rebuild professional networks and communicate effectively with clients and colleagues?**
 - **Are strategies in place to seek mentorship or peer feedback to enhance workplace relationships?**
-

2. Reflective Practice and Self-Improvement (C2)

Competency:

Reflect on and improve own professional practice through self-evaluation and feedback.

Key Areas for Assessment:

- Self-evaluation with peers or supervisors (C2.E1)
- Identifying areas for improvement (C2.E2)
- Ongoing professional development and self-care (C2.E3)

Assessment:

- **Has the practitioner outlined specific methods for self-reflection and incorporating feedback into their practice?**
 - **Does the PDP include plans for engaging in CPD activities and seeking support where needed?**
-

3. Client Health and Assessment (C3, C4, C5, C20)

Competency:

Confirm and assess client health status, establish client relationships, and manage health assessments effectively.

Key Areas for Assessment:

- Gathering accurate health information (C3.E1, C4.E1)
- Establishing and managing client relationships (C5.E1, C5.E2)
- Planning and reviewing treatment strategies (C20.E1)

Assessment:

- Does the practitioner have a plan for maintaining and enhancing their skills in client health assessments and diagnostics?
 - Are strategies for fostering positive, client-centred relationships outlined in the plan?
-

4. Business Ethics and Professional Practice (C7, C12, C17)

Competency:

Promote ethical work practices and business conduct, ensuring fitness to practice.

Key Areas for Assessment:

- Ensuring ethical decision-making and confidentiality (C12.E1)
- Reflecting on business ethics and self-regulation (C7.E3)
- Promoting and monitoring ethical business standards (C17.E2)

Assessment:

- Does the PDP address ethical considerations and promote adherence to legal and regulatory standards?
 - Is there a plan for ongoing self-assessment to ensure fitness to practice?
-

5. Collaboration and Engagement with Health Professionals (C6, C7)

Competency:

Engage with other health professionals and use health systems effectively.

Key Areas for Assessment:

- Engaging with health care systems and services (C6.E1)
- Collaborating with other health professionals (C7.E3)
- Referring clients and sharing information within scope (C6.E3)

Assessment:

- Has the practitioner outlined strategies for collaborating with other health professionals?
 - Does the PDP include plans for engaging in interdisciplinary work and maintaining professional relationships?
-

6. Continuous Professional Development and Research (C7, C15)

Competency:

Engage in ongoing professional development and integrate research into practice.

Key Areas for Assessment:

- Reflective learning and knowledge application (C7.E2)
- Accessing and applying current research (C15.E1-E4)

Assessment:

- **Does the practitioner have a clear plan for accessing, evaluating, and applying the latest scientific literature in their practice?**
 - **Is there evidence of a commitment to ongoing CPD activities aligned with professional goals?**
-

7. Practice Management (C8, C21)

Competency:

Establish, manage, and monitor a clinical practice.

Key Areas for Assessment:

- Business planning and financial management (C8.E1, C8.E2)
- Implementing effective management strategies (C8.E3, C8.E4)
- Managing practice resources and personnel (C8.E4)

Assessment:

- **Does the PDP include strategies for managing the practical aspects of running a practice, such as financial management and staff development (if applicable)?**
 - **Are there action steps for maintaining compliance with practice management standards?**
-

8. Client-Centred Approach and Scope of Practice (C5, C16, C17)

Competency:

Provide client-centred care and operate within the scope of practice.

Key Areas for Assessment:

- Respecting professional boundaries and client needs (C5.E2)

- Providing personalised, client-centred services (C16.E1, C17.E5)
- Operating within scope and seeking referrals as necessary (C5.E2.8)

Assessment:

- **Is the practitioner's PDP aligned with providing client-centred care and maintaining professional integrity?**
 - **Does the practitioner clearly outline the steps for staying within their scope of practice?**
-

9. Infection Control and Safety (C13, C14)

Competency:

Comply with infection prevention and control policies and procedures.

Key Areas for Assessment:

- Implementing infection control measures (C13.E1)
- Monitoring and evaluating infection prevention procedures (C14.E3)

Assessment:

- **Has the practitioner included plans to update or refresh their knowledge of infection control procedures?**
 - **Is there evidence of adherence to health and safety guidelines in their practice plan?**
-

10. First Aid and Emergency Response (C9)

Competency:

Provide first aid and respond to emergencies in a health practice.

Key Areas for Assessment:

- Recognising and responding to emergencies (C9.E1)
- Applying first aid principles and procedures (C9.E2)

Assessment:

- **Does the PDP demonstrate that the practitioner has updated their first aid skills and is prepared to respond to emergencies?**
 - **Are plans in place for ensuring ongoing competency in first aid?**
-

Final PDP Assessment Summary:

- **Overall Assessment:**
- **Key Strengths:**
- **Areas for Improvement:**
- **Recommended Actions or Modifications:**

Assessor's Name:

Assessor's Signature:

Date:

Template review date: September 2027