In-service 4 - Values Based Performance and Development Planning (PDP) Process

The purpose of the Performance Development Plan (PDP) process is intended to assist managers in facilitating productive discussions with employees about performance and behaviour expectations and development to support improved capability and career progression.

The values based PDP template now allows team members and line managers to have an expanded and more meaningful conversation about what behaviours for Respect, Teamwork, Compassion, High Performance and Integrity look like in your role and in your team. You can find examples of ideal behaviours for early career, middle career and senior / executive career roles in Metro North.

If you are looking for ways to improve the performance and behaviour of yourself and your team while interacting with patients and colleagues, we have developed a comprehensive list of values based professional development ideas. These are all practical and mostly workplace based ideas for activities that you can undertake to improve your skill and experience in each of the competencies that underpin our values.

See QHEPS page re: Study and research Assistance Scheme (SARAS)

For more help and ideas on how to get the best out of your PDP process, contact your local HR Business Partner.

METRO NORTH HHS - HUMAN RESOURCES QHEPS PAGE:
Metro North HHS has not mandated a performance development plan template, however all performance development plans should:

- Establish performance goals and measurable performance targets
- Identify performance strengths
- Evaluate behaviour and conduct in alignment with Metro North HHS values and code of conduct
- Monitor compliance against mandatory role requirements including credentials
- Assess learning and development needs to improve role effectiveness
- Agreement and signatures by both parties


The Metro North Hospital and Health Service joins many other Queensland Government Departments and Agencies in adopting the Lominger™ framework to provide a common language and benchmark for our recruitment, on-boarding, performance support and staff development systems.

The competencies within this framework strongly underpin our values – Respect, Teamwork, Compassion, High Performance and Integrity – in the following way:
Metro North recognises that for professional development to make a lasting difference, people must be clear on what skill or behaviour they need to improve, be motivated to make the change, and know what steps to take to get there. In this performance support and development regard, we use the framework to:

- Provide genuine and useful feedback on our team members’ performance and conduct while undertaking their roles
- Source ideas and activities to improve team members’ performance and conduct in a meaningful and relevant way
- Show team members how their work contributes to the broader organisational goals of Metro North Hospital and Health Service
- Provide the basis for a conversation around career progression and further professional development.

**Nursing and midwifery** Performance development and planning and performance improvement information for nursing and midwifery can be found at:

- Nursing and Midwifery PDP template and information
- Performance development and planning
- Performance improvement process

**Allied Health Template**  
Allied Health PDP template and information

**Aim of the Professional Development Plan**

The aims of a PDP conversation are to:

- Provide the platform for a meaningful and open two-way conversation to occur
- Establish a common understanding of expectations and responsibilities of the manager and employee
- Identify development opportunities to support the employee to be successful in their role and help them achieve their career goals

**When to conduct a PDP conversation?**

- A performance development plan should be developed with the employee within the first 3 months of commencing
- Annually on the anniversary of the employee's commencement, with a review every 6 months to track progress
- Support with regular conversations between the line manager and employee

For more information on how to get the best out of your PDP process, contact your local HR Business Partner or Education Coordinator, Ann Whalley on 5433 8282 or ann.whalley@health.qld.gov.au