**Oral Health Directorate**

Susan Frew (Operational Services Manager) within Oral Health Directorate advised that the Health Improvement teams have held 6 monthly development days where as many team members as possible attend. Findings, learning and feedback from KSF PDP and Review (TURAS Appraisal), i-Matter and team meetings are all used to inform the agendas for these days. The purpose of these events are to link these activities together to help colleagues to understand their roles and responsibilities and how they contribution to achieving Scottish Governments, NHS GGC and the Oral Health Directorates aims, objectives and targets.

Susan advised that they encourage links between the KSF PDP development conversations and other areas such as iMatter. She confirmed that each disciplines iMatter action plan is regularly discussed at staff meetings and as a reminder, the actions/statements are permanently logged on the meeting  agenda. Progress is discussed at each team meeting and they actively encourage team members to take an active role within the iMatter process which is often linked through discussions at PDP.

In particular, staff can see the benefits of the KSF/PDP and review process within this with one person saying *“....I like the self reflection, and both reviewer and reviewee discussing the three questions. Often we come up with the same areas of discussion which is good as we are on the same page”* .

In terms of any advice that she would give other Service managers / lead nurses in taking forward and embedding the process, Susan highlighted the following:-

* Having a template for staff to use especially if they have professional competencies to follow, please find template for HI staff attached.
* Using the video guidance on the [KSF website](http://www.ksf.scot.nhs.uk/personal-development-review)
* Information sessions for staff before use