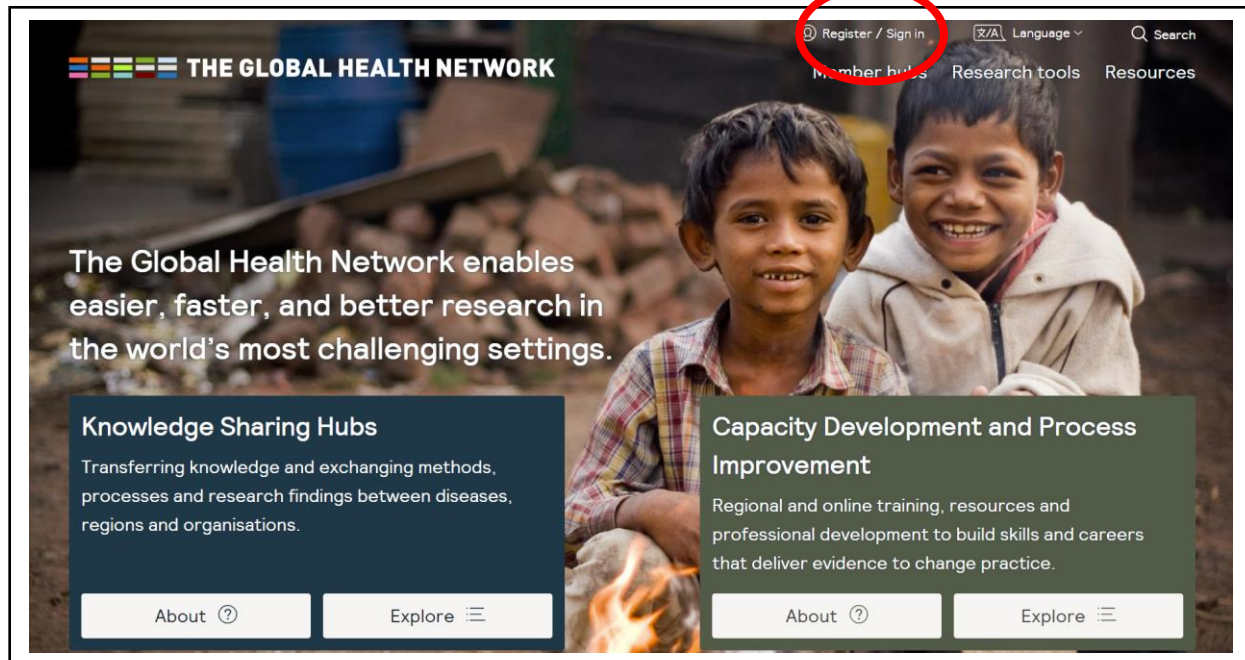


Quick User Guide for the Professional Development Scheme (PDS)

Global Health Network (TGHN) users already registered on the TGHN website

How to access on TGHN:

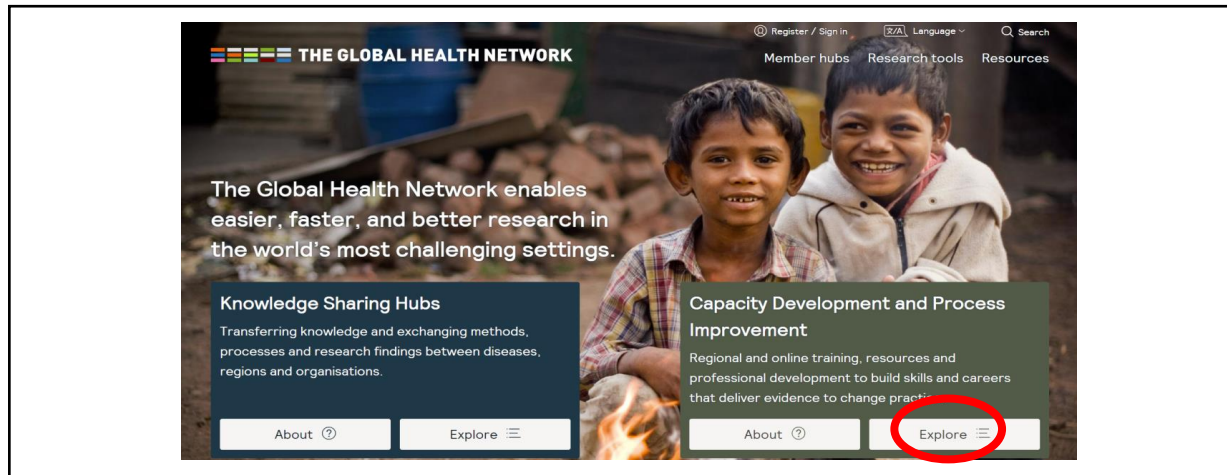
1. Go to The Global Health Network (TGHN) homepage (<https://tghn.org/>)
2. Click on SIGN IN— on the top right of the Home page



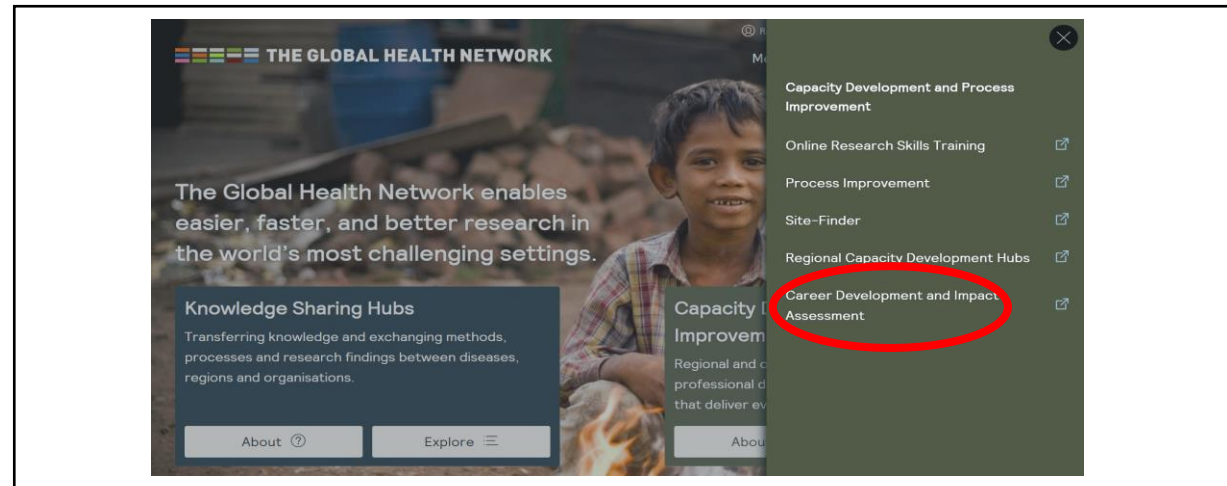
3. Enter your username and password
4. Click on “Log in

How to access the PDS tool:

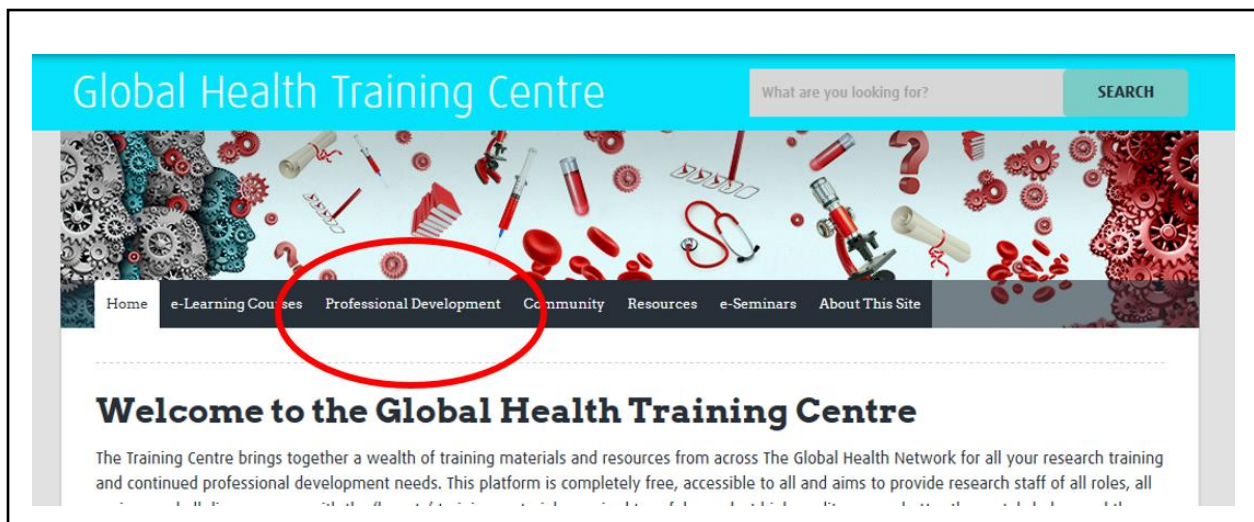
1. Go to The Global Health Network (TGHN) homepage (<https://tghn.org/>)
2. On the homepage click on 'Explore' in the Capacity Development and Process Improvement section



3. In the pop out pane click on 'Career Development and Impact Assessment'



4. The Professional Development Scheme homepage will then open. If you cannot find the PDS homepage there is a tab for the PDS within the Global Health Training Centre



Comprehensive Step by Step Tutorial of the PDS

Help and guidance on how to complete each step and section of the PDS can be found at:

https://youtu.be/et_1muurfZs

Your Professional Development Record Homepage


The screenshot shows the homepage of the Professional Development Record (PDS) system. At the top, there are navigation links: Core Competencies, How We Score, How to Get More Points, and How & Why We Audit. The main heading is "Your Professional Development Record" with a "CONTACT US" button. Below this, the user's name "ELIZABETH RAPA" is displayed, along with a "Membership level: Submission required" status and a "JOIN GROUP" button. A callout points to the "470" points, stating "Your points seen here". Another callout points to the "JOIN GROUP" button, stating "If you are part of a group & have been given a number or name click here". A third callout points to the "RESEARCH ROLES, QUALIFICATIONS & LOCATION" section, stating "Start here". This section includes a "VIEW" button and an "EDIT" button. Below this, there is a section for "RESEARCH COMPETENCIES" with a list of competencies and their scores.

1. On your record homepage you will always see: if you are a member of any groups; have the option to join a group if you have been provided with a unique number by your team coordinator/manager; your current number of points.
2. The first section to be completed is the Research Roles, Qualifications & Location section. Click in Edit and enter your details. At the end of the section click 'Save & Continue' to return to the PDS homepage.

Section 2: Research Competencies

The screenshot shows the "RESEARCH COMPETENCIES" section. It includes a "RESEARCH COMPETENCIES" heading, a "PRE-MODERATED" label, and a list of competencies with their scores: Professional Skills (2), Research Operations (4), Ethics, Quality & Risk Management Area (3), Study & Site(s) Management (2), and Scientific Thinking (5). A callout points to the "EDIT" button, stating "The second section to complete is Research Competencies; click on 'Edit' to start completing your answers by rating each question (N/A -5). The scoring definitions are stated below, or you can access it online by clicking at the top of each section which will open the scoring in a new window." Another callout points to the "View Competency Wheel" button, stating "View Competency Wheel →".

1. The second section to complete is Research Competencies; click on 'Edit' to start completing your answers by rating each question (N/A -5). The scoring definitions are stated below, or you can access it online by clicking at the top of each section which will open the scoring in a new window.


Professional Skills
 PROFESSIONAL SKILLS

Cognitive Skills ?

SCORING

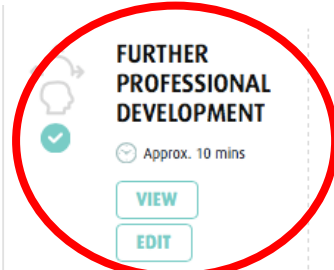
Is required to identify errors and inaccuracies within research documents and datasets

N/A 0 1 **2** 3 4 5

Score	Definition
N/A	Not applicable (e.g. if the competency is not useful for the role of the individual)
0	Task: No experience; never performed the task before Knowledge: No exposure; never heard of the topic before Skill: Unable to use skill
1	Task: Little experience, but received training Knowledge: Little exposure; but followed courses or read about the topic Skill: Use skill with difficulty and/or very rarely
2	Task: Some experience; already performed the task at least once Knowledge: Some exposure; already applied knowledge of topic in their job at least once Skill: Use skill inconsistently and occasionally
3	Task: Capable to perform task Knowledge: Knowledgeable; frequently apply knowledge of topic Skill: Use skill appropriately, but only occasionally
4	Task: Experienced; regularly perform the task in their job Knowledge: Highly knowledgeable; use, reflect, critically evaluate information related to the topic Skill: Use skill appropriately, in all relevant situations
5	Task: Highly experienced; able to train and guide others Knowledge: Expert knowledge; able to teach and assess others Skill: Use skill appropriately, consistently and confidently

- At the end of every section/competency area clicking 'Save & Continue' will allow you to proceed to the next section OR you can return to the PDS homepage by clicking on the Professional Development tab.
- Once you have completed all, or some of the 5 competency areas, you can click the 'View Competency Wheel' from your PDS homepage to see where your research strengths are and highlight any gaps in your current skillset.

Section 3: Further Professional Development



FURTHER PROFESSIONAL DEVELOPMENT

Approx. 10 mins

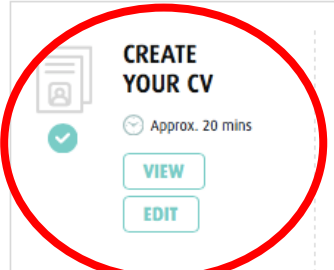
VIEW

EDIT

Tell us about other professional activities that you have been involved in, that are not included in other sections of the PDS, in order to gain more points.

1. The third section is to record other professional activities that you have been involved in in order to gain more points and keep a log of achievements. Click the 'Edit' button to begin entering this information. At the end of the section click 'Save & Continue' to return to the PDS homepage

Section 4: Create your CV



CREATE YOUR CV

Approx. 20 mins

VIEW

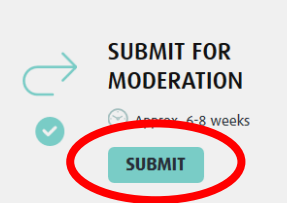
EDIT

Answer a series of questions to build a professional CV. Once complete you can securely and privately store your CV here and access it whenever you need it. It can be printed off as a document or attached to emails. There is also a facility to upload and store any of your career related documents. These will then be compiled as annexes to your CV.

You can save and leave it at any point and come back to complete it later. You can also return at any future point and add to your CV as needed to increase your score.

1. The information that you have entered in section 1 will already have populated your CV.
2. This section allows you to create a professional CV that can be stored and/or saved and printed as a PDF.

Section 5: Submit for Moderation



SUBMIT FOR MODERATION

Approx. 6-8 weeks

SUBMIT

Once completed, your CV, Research Competency forms and Other Activities will be moderated by our panel and a membership level will be awarded. You will be issued with a certificate and your membership level will appear on your profile.

To learn more about how we calculate, moderate and quality control this points system please read ['How We Score'](#).

In order for us to award you a membership level you must 'Submit' your completed PDS for moderation by our team.