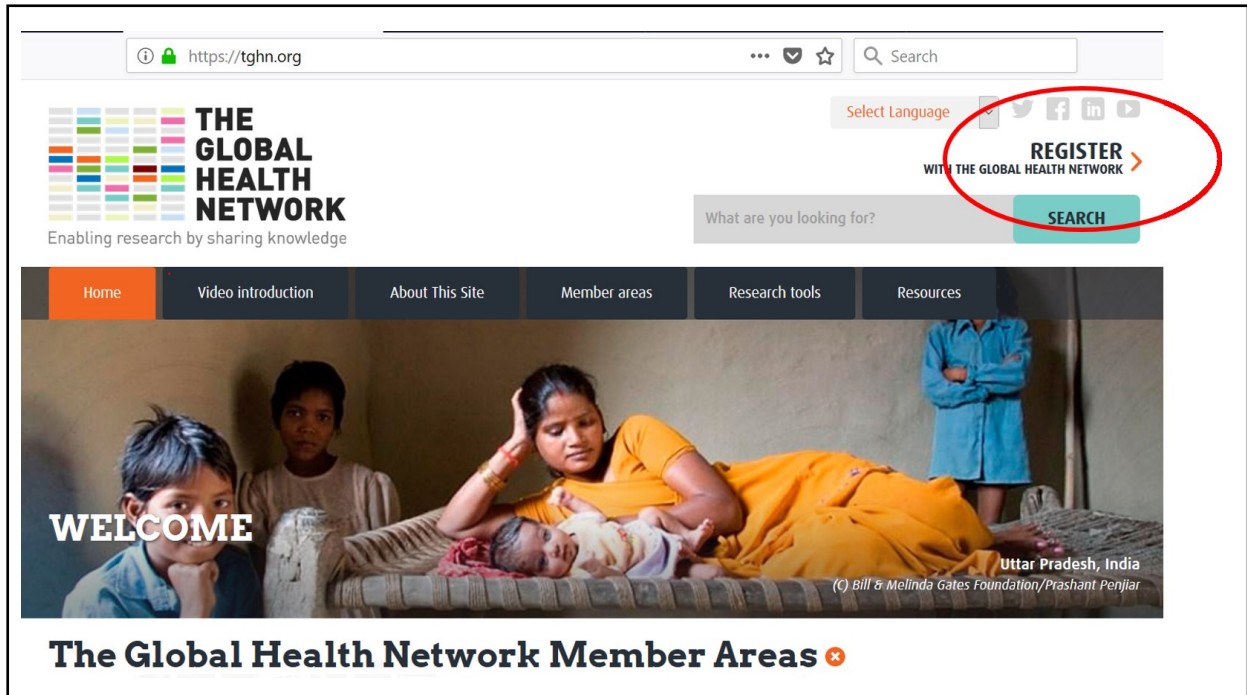


Quick User Guide for the Professional Development Scheme (PDS)

How to register on TGHN:

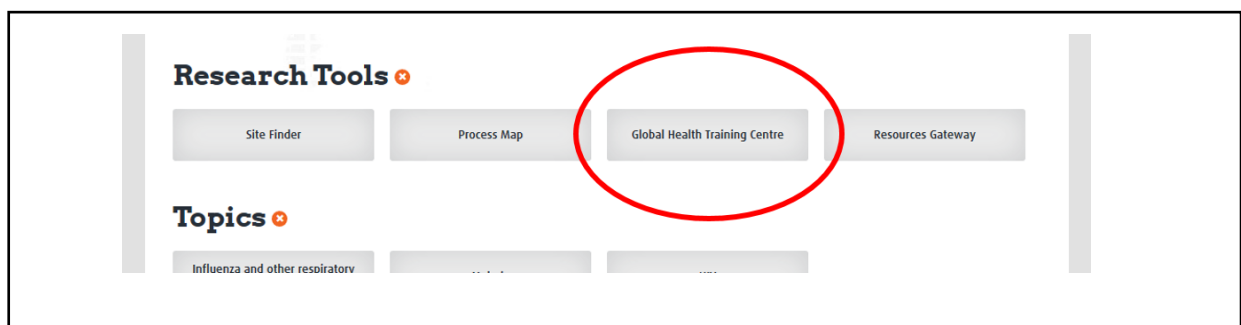
1. Go to The Global Health Network (TGHN) homepage (<https://tghn.org/>)
2. Click on REGISTER on the top right of the Home page



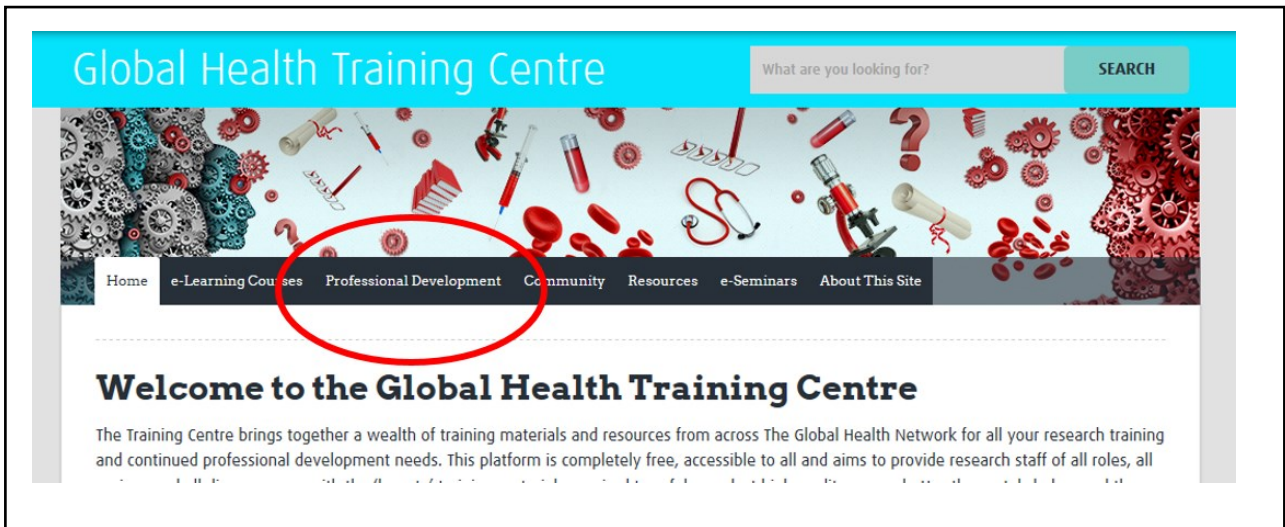
3. Enter your details and create a password
4. Click on "I'm interested in the following GHT sites":
5. Select preferences (if any)
6. Click on "I'm not a robot"
7. Click on "Register"
8. You will receive an email to the selected email address
9. Log on to your email and click on the link to confirm your registration

How to access the PDS tool:

1. Go to The Global Health Network (TGHN) homepage (<https://tghn.org/>)
2. Scroll down the homepage to Research Tools section and click on "Global Health Training Centre" tile



3. Click on the tab "Professional Development"

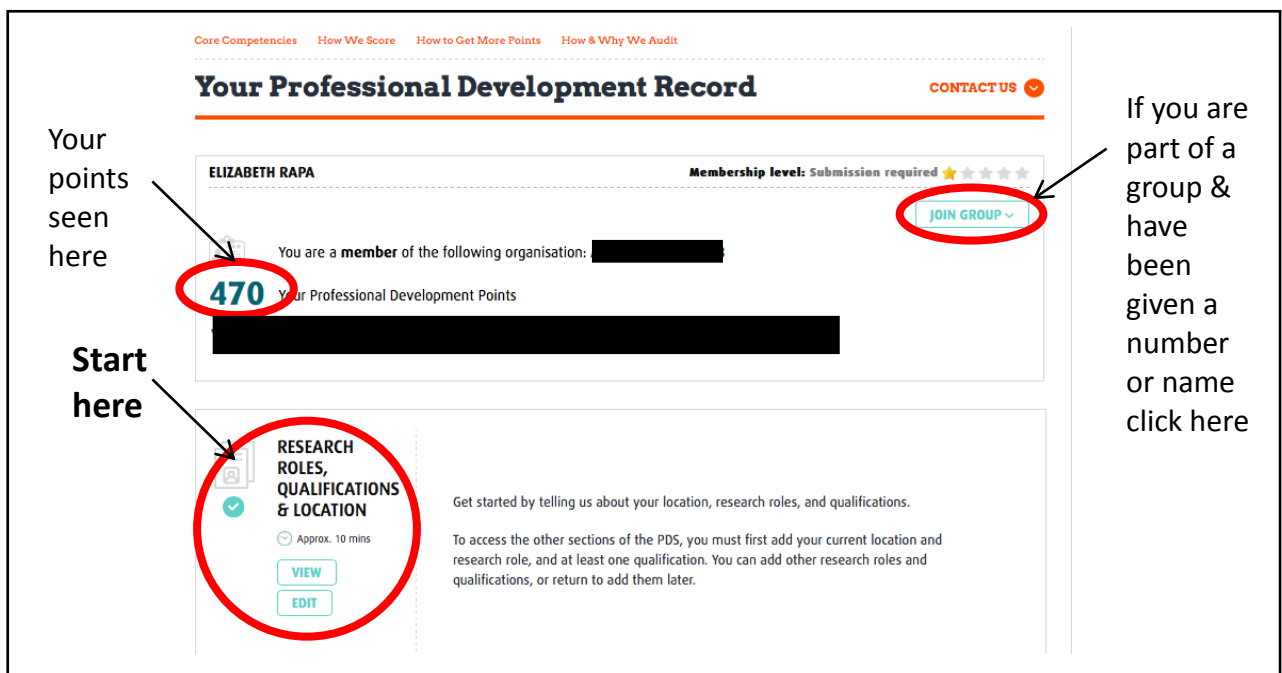


Comprehensive Step by Step Tutorial of the PDS

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

https://youtu.be/et_ImuerfZs

Your Professional Development Record Homepage



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

RESEARCH COMPETENCIES
Approx. 30-60 mins
[EDIT](#)

PRE-MODERATED

- 2 Professional Skills
- 4 Research Operations
- 3 Ethics, Quality & Risk Management Area
- 2 Study & Site(s) Management
- 5 Scientific Thinking

[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

[SCORING](#)

Cognitive Skills ?

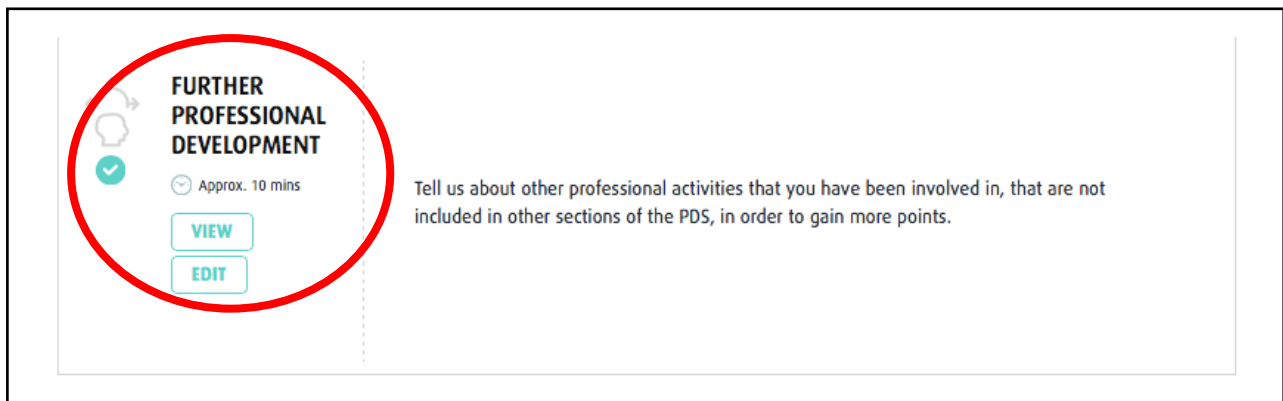
Is required to identify errors and inaccuracies within research documents and datasets

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	<p>Task: No experience; never performed the task before</p> <p>Knowledge: No exposure; never heard of the topic before</p> <p>Skill: Unable to use skill</p>
1	<p>Task: Little experience, but received training</p> <p>Knowledge: Little exposure; but followed courses or read about the topic</p> <p>Skill: Use skill with difficulty and/or very rarely</p>
2	<p>Task: Some experience; already performed the task at least once</p> <p>Knowledge: Some exposure; already applied knowledge of topic in their job at least once</p> <p>Skill: Use skill inconsistently and occasionally</p>
3	<p>Task: Capable to perform task</p> <p>Knowledge: Knowledgeable; frequently apply knowledge of topic</p> <p>Skill: Use skill appropriately, but only occasionally</p>
4	<p>Task: Experienced; regularly perform the task in their job</p> <p>Knowledge: Highly knowledgeable; use, reflect, critically evaluate information related to the topic</p> <p>Skill: Use skill appropriately, in all relevant situations</p>
5	<p>Task: Highly experienced; able to train and guide others</p> <p>Knowledge: Expert knowledge; able to teach and assess others</p> <p>Skill: Use skill appropriately, consistently and confidently</p>

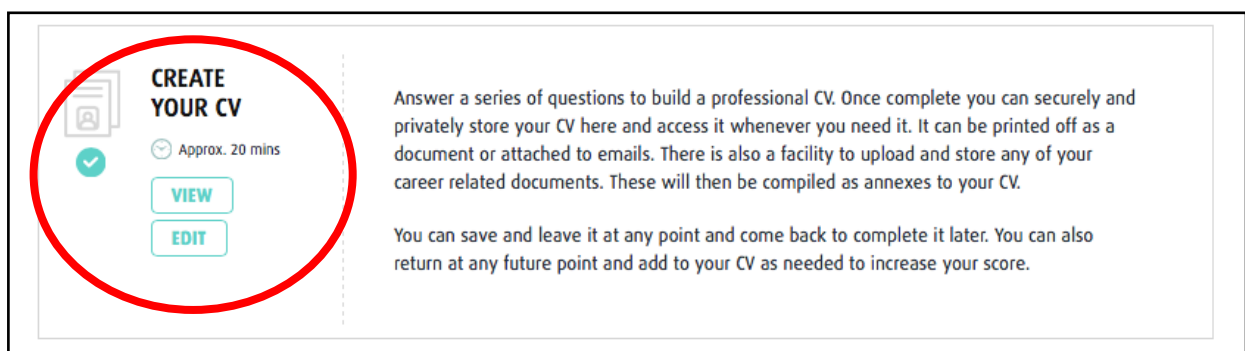
2. At the end of every section/competency area clicking 'Save & Continue' will allow you to proceed to the next section OR you can return to the PDS homepage by clicking on the Professional Development tab.
3. Once you have completed all, or some of the 5 competency areas, you can click the 'View Competency 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



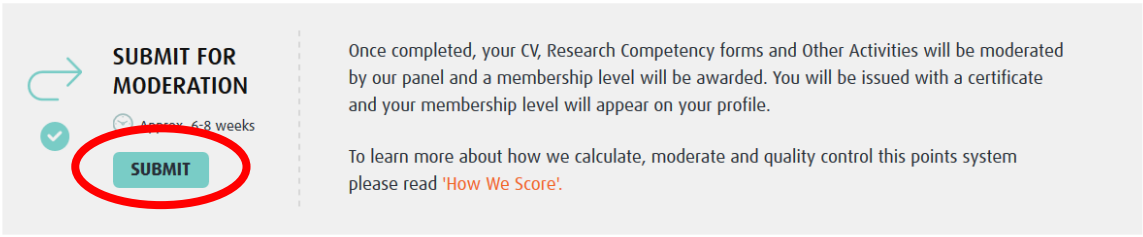
1. The third section is to record other professional activities that you have been involved in in order to gain more points and keep a log of achievements. Click the 'Edit' button to begin entering this information. At the end of the section click 'Save & Continue' to return to the PDS homepage

Section 4: Create your CV



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



The screenshot shows a user interface for submitting a document for moderation. On the left, there is a teal arrow icon pointing right, a teal checkmark icon, and a teal button labeled 'SUBMIT' which is circled in red. Above the 'SUBMIT' button, the text 'SUBMIT FOR MODERATION' is displayed in bold. Below this text, there is a small icon of a clock and the text 'Approx. 6-8 weeks'. To the right of the button, there is a vertical dashed line. To the right of the dashed line, there is a block of text explaining the moderation process and a link to 'How We Score!'.

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.