**Personal Learning Plan for Healthcare Professionals**

*(Template)*

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| **STEP 1 – LEARNING OBJECTIVE**  |
| Learning Objective(s)Reflection statements/questions:* I need to learn…
* I want to learn how to…
* I intend to get better at…
* The gaps in my knowledge are…
* I need development in the area of…
* I want to improve my skills in…
 | ***Learning Objectives***are specific statements that one intends to achieve in order to fill gaps in their existing knowledge. They usually come to light after one has done a personal learning audit. Learning objectives, should typically follow the SMART method: S – specified learning activities, M – measurable (possible to assess), A – attainable, R – realistic and T – timed (for achieving and reviewing). This is the most crucial step in the progress. It has been reported that low achievement of objectives is due to poor quality objective writing.  |
| *Write your learning objectives here.* *[type here]* |
| **STEP 1A – Competencies**  |
| *When designing your learning objectives, consider the competencies you would like to address* |
| **[College of Family Physicians of Canada - CanMEDS - Family Medicine](http://www.cfpc.ca/uploadedFiles/Education/CanMeds%20FM%20Eng.pdf)*** Professional
* Scholar
* Health Advocate
* Manager
* Collaborator
* Communicator
* Family Medicine Expert

[**Canadian Nurse Practitioner Core Competency Framework**](http://www.cno.org/globalassets/for/rnec/pdf/competencyframework_en.pdf)* Professional Role, Responsibility and Accountability
* Health Assessment and Diagnosis
* Therapeutic Management
* Health Promotion and Prevention of Illness and Injury

[**College of Occupational Therapists of Ontario**](http://www.coto.org/pdf/Essent_Comp_04.pdf)* Assumes Professional Responsibility
* Thinks Critically
* Demonstrates Practice Knowledge
* Utilizes an Occupational Therapy Process to Enable Occupation
* Communicates and Collaborates Effectively
* Engages in Professional Development
* Manages Own Practice and Advocates Within Systems

**[National Association of Pharmacy Regulatory Authorities](http://napra.ca/Content_Files/Files/Model_Standards_of_Prac_for_Cdn_Pharm_March09_Final_b.pdf)** * Expertise in medications and medication-use
* Collaboration
* Safety & Quality
* Professionalism & Ethics
 | [**The Royal College of Physicians and Surgeons of Canada - CanMEDS**](http://www.royalcollege.ca/rcsite/canmeds/canmeds-framework-e)* Professional
* Scholar
* Health Advocate
* Leader
* Collaborator
* Communicator
* Medical Expert

[**College of Nurses of Ontario**](http://www.cno.org/en/news/2014/01/rn-competencies-document-revised/)* Professional responsibility and accountability
* Knowledge-based practice
* Specialized Body of Knowledge
* Competent application of knowledge
* Ethical practice
* Self-regulation
* Service to the public

[**Canadian Physiotherapy Association**](http://www.physiotherapy.ca/getmedia/fe802921-67a2-4e25-a135-158d2a9c0014/Essential-Competency-Profile-2009_EN.pdf.aspx)* Expert
* Communicator
* Collaborator
* Manager
* Advocate
* Scholarly Practitioner
* Professional
 |
| **STEP 2 – LEARNING STRATEGY AND RESOURCES** |
| Reflection statements/questions:* What professional development activities will help me reach my objectives?
* What facilities do I need to reach my objectives?
* Who can help me achieve my objective(s)?
* How will I measure my success?
* How will I monitor my progress?
* Do I need a mentor?
* I will increase my understanding by…
 |
| *Discuss strategies and resources to be used to achieve learning objectives here.**[type here]* |
| **STEP 3: MONITORING PROGRESS (THE “DOING”)** |
| Reflection statements/questions:* I will readjust my objectives if I cannot complete them by this date…
* So far, I have been successful/developed/grown in…
* I need to continue doing…
* This *[blank]* is not helping me achieve my objectives
* I need to do more research
* I should re-evaluate my objectives
 |
| *Write the details of your progress and actions here.* *[type here]* |
| **STEP 4 – EVALUATION AND ASSESSMENT**  |
| Reflection statements/questions:* My success is evident because…
* What do I know now that I didn’t before?
* I feel a sense of accomplishment because…
* I have improved the following specific behaviours:…
 |
| *Write a description of what you have completed and assess its success here.* *[type here]* |
| **STEP 5 - CREDITS** |
| To which college will you report your credits?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How many credits/hours are the activities worth? \_\_\_\_\_\_\_ | Have you submitted the necessary paperwork to receive any eligible credits for this learning activity?\_\_\_ Yes \_\_\_ No \_\_\_ Not applicable |
| **Final Reflection** |
| Have you succeeded in achieving your learning objective(s)? \_\_\_ YES \_\_\_ NO |
| *If* ***“YES”*** *reflect on why you were successful. If* ***“NO”,*** *please write your next steps and/or areas for improvement below.**[type here]* |

Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of supervisor (if applicable)