**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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature

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

Signature of supervisor (if applicable)