

### Quick Reference Guide - Personalised Learning Plan

#### Step 1

Please consider the challenges facing patients in your area. This includes the higher-risk groups you treat, local treatment service access and waiting lists, challenges local GPs face in delivering high quality AOD treatment and the care your patients have experienced in the past.

Based on this reflection please outline the patient / community / GP needs regarding AOD use that you will be addressing through your Personalised Learning Plan (PLP).

#### Step 2

Outline 2-4 skills /AOD competencies that you would like to develop in order to address the needs identified in Step 1 (Column 1). You may wish to utilise what you provided in your Advanced Skills application. You can view a copy of your application by logging into the Advanced Skills Management System.

Please consider working on a mix of skills. For example, academic learning, leadership, as well as mentor / AOD service case discussion. Please be as specific as possible and **avoid** broad statements such as:

**Skill:** Manage Methamphetamine withdrawal

**Activity:** Identify and read best practice guidelines on methamphetamine withdrawal.

Instead, break the skills down into smaller components that are Specific, Measurable, Attainable, Relevant and Time-bound (SMART). Examples of SMART skills are included on the last page of this document.

#### Step 3

Prioritise your skills or AOD treatment competencies and the amount of time you would like to invest in each skill.

#### Step 4

At this point please approach your Advanced Skills mentor. Networking and professional supervision has shown to improve learning, job satisfaction and avoid burnout. It provides opportunities for personal and professional support, patient case discussion and problem-solving strategies.

Together you and your mentor can discuss your learning needs / preferences and what education and support would help you develop the skills you've outlined. Ask your mentor for tips on reading materials, other resources or education options. They may also be able to assist with arranging a placement at your local treatment services.

#### Step 5

For each skill listed in the table, outline what type of activity you will do to enhance / achieve that skill (Column 2). Your strategy might involve several different types of activities for each skill.



## Step 6

List the specific courses, webinars, journals, toolkits, discussion forums, and any other educational activities and resources you will use during your learning. This can include listing any personnel you will work with, or any service providers you might do a placement (Column 3).

The RACGP will provide all Advanced Skills participants with a list of AOD toolkits, guidelines, references and other resources that can assist you in this process.

Review your listed activities to ensure that you will be utilising a mixture of delivery methods. Have you chosen the best activities that are suited to your local circumstances?

## Step 7

Approximate the time it will take you to complete each activity (Column 4). Your plan should outline a minimum of 20 hours.

## Step 8

Estimate when you will complete this activity (Column 5). Your plan and associated activities must be completed within a 7-month period.

## Step 9

Please consider ways you can share the outcomes of your learning with other GPs (Clinical Leadership).

Each participant will be encouraged to make a positive contribution to the RACGP AOD community of practice. This could include development of an Australian Journal of General Practice article, supporting delivery of a webinar or [AOD Connect: Project ECHO](#) session. You could provide a testimonial that is shared on the RACGP website, or you could take part in an AOD Podcast with other Advanced Skills participants. Alternatively, participants could collaborate with their local PHN/LHD to share their AOD knowledge with GPs in their local area.

## Step 10

Upload your Personalised Learning Plan to the Advanced Skills Management System by 20 January 2021.

## Step 11

Complete all activities identified in your Personalised Learning Plan and log them in your Activity Logbook. Upload your activity Logbook to the Advanced Skills Management System by the 30 April 2021. If your PLP has changed slightly over the course of carrying out your activities, upload your updated PLP with your Activity Logbook.



**Examples of SMART skills and associated planned activities:**

Skill	Activity
Gain knowledge and understanding of Australian best practice guidelines on methamphetamine withdrawal assessment planning and implementation.	Read the Turning Point Methamphetamine treatment guidelines (5 hours).
Gain clinical assessment skills and experience in methamphetamine withdrawal.	Clinical placement at the Turning Point Eastern Health AOD service (4 hours). Complete the Methamphetamine AChAM e-learning Module methamphetamines (6 hours).
Become competent in general practice implementation of methamphetamine withdrawal assessment.	Create a best practice methamphetamine withdrawal assessment template, including assessment tools, patient information sheets, process outline and guide for methamphetamine withdrawal to use in my general practice (8 hours).
Gain competency in AOD leadership in GP methamphetamine withdrawal.	Network with other GPs and AOD services in my area to become an identified local GP expert, taking referrals and supporting other GPs by organising 1 hour lunch discussion.
Gain competency in tailoring AOD treatment to specific higher risk populations.	Tailor methamphetamine withdrawal to suit Aboriginal and Torres Strait Islander people or people who identify as LBGTQI. Build and implement resources into your practice and practice software (6 hours).
Build on current counselling techniques to prepare and assist patients before and after methamphetamine withdrawal.  Gain competency in relapse prevention and management in those seeking abstinence after methamphetamine withdrawal.	Complete online training modules on motivational interviewing techniques and micro counselling skills (4 hours). Watch SMART recovery webinar on motivational interviewing (1 hour).  Complete the e-LAMP Modules with Insight or e-learning Modules with AChAM (2-4 hours).
Improve workplace boundaries, wellbeing and prevent burnout for career longevity with working with people who choose to use methamphetamines.	Access RACGP resources on preventing burnout, maintaining professional boundaries and discuss with mentor (3 hours).
Encourage continuity of care as well as career longevity in practice as well as through networking with other GPs with a special interest in AOD.	Form a small team within my practice to cover complex patients, arrange monthly team meetings as well as journal clubs.  Form a network with other Advanced Skills GP participants during the AOD GP Education Program and continue this with monthly ECHO meets or zoom meets (more flexible) to allow for case discussion and peer support.

