

Appendix 3. Formulating a learning or professional development plan

All factors having impact on clinical practice (as identified in completing one of the checklists in Appendix 1 or 2) should be considered when developing the learning plan. The mentor or supervisor will be able to assist in preparing the plan.

Preliminary considerations

Learning or professional development plan

What gaps have been identified in knowledge and skills?
 Consider:
 • deterioration of knowledge and skills
 • the intended scope of practice
 • significant developments and any changes that have occurred to the intended scope of practice in the time of absence
 • undertakings that have to be met
 • findings of clinical assessments
 • other educational goals.

What is your preferred learning style?
 Individual or group setting?

What retraining or reskilling is required?
 Consider:
 • scope of practice
 • disabilities that may impact
 • adjustments, modifications and supports required.

During your absence, what continuing professional development (CPD) activities have you engaged in?

Formulating the plan

Learning needs	How will you address these learning needs?
Considering your answers to the above questions, what are your learning needs? What are the objectives of your learning? What specific programs will now be undertaken? List each learning need (along with its objectives) separately.	Consider a variety of learning opportunities: journal and other articles, learning modules (online and paper-based), workshops, clinical updates, tutorials, observation of clinicians in practice, case discussions, etc. For each learning need, list the activities that would better assist in attaining the identified objectives.

Additional considerations

What will be the time frame for the execution of the learning plan?	
What orientation to the workplace will be conducted? Consider: <ul style="list-style-type: none">• general administrative requirements• billing• medical software and note taking• protocols such as results checking, recalls, follow-up of outstanding requests and referrals, patient handover, emergency procedures and drugs, vaccines, near misses, OH&S, patient complaints.	
What will be your mentor's and/or supervisor's role in the execution of your learning plan?	
What will be the level of supervision? How will your performance be monitored? What other support will be available?	
What action will be taken if your learning objectives are not achieved satisfactorily within the stated time frame?	