

## 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?
<p>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?</p> <p>List each learning need (along with its objectives) separately.</p>	<p>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.</p> <p>For each learning need, list the activities that would better assist in attaining the identified objectives.</p>

## Additional considerations

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