

LEARNING PLAN

Continuing Competency Program

The background of the lower half of the page is an abstract graphic design. It features several overlapping, semi-transparent shapes in various shades of purple, blue, and green. The shapes are layered, creating a sense of depth and movement. The colors transition from dark purple on the left to lighter blue and green on the right. The overall effect is modern and dynamic.

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Building a Learning Plan

A Learning Plan is an outline of how you will manage identified learning needs within your nursing practice. This plan begins with self-reflection and self-assessment to guide you in enhancing your continuing competence. Your learning plan should include these four elements:

- a) **Learning Objectives:** At least two specific learning objectives, chosen from the Competency Profile, to provide overall direction for learning
 - b) **Resources and strategies** for meeting the objectives such as; books, videos, articles, workshops, in-services, conferences, courses, etc. (see Table 1-Guide to Continuing Competency Program)
 - c) **Target Date:** A timeline for completing the learning plan
 - d) **Evaluation:** Success indicators or evaluation outlining how you will know you have met the learning objectives and how this learning has changed your practice.
1. Create your learning plan based on the learning needs in nursing practice you identified in your self-reflection and self-assessment.
 2. Choose a minimum of TWO learning objectives each year.
 3. Complete all FOUR columns of the learning plan for each learning objective.
 4. Transfer Learning Plan information to your Annual CLPNA Registration Renewal.
 5. For further information, please refer to the “**Guide to Continuing Competency Program**” at www.clpna.com.

A timeline example for completing your learning plan may look like this:

- August/September of each year – Complete your self-assessment tool
- September/October of each year – Complete sections A, B, C and D of the Learning Plan
- Ongoing – as you complete your planned learning, enter the information on the Record of Learning under your CLPNA member’s profile
- Repeat this process each year.

Keep copies of your learning records (Self-Assessment Tool, Learning Plans, Certificates, Attendance Records and Record of Learning) in your “Professional Portfolio”.

It is suggested that you keep a minimum of four years of learning records. This allows you to review your learning records any time and it also keeps these documents conveniently located if you are chosen for Continuing Competency Program Validation (CCPV). Members chosen for Validation are required to submit proof of learning completed in the previous two years of licensure.

How to Complete Your Learning Plan:

YEAR 20_____

Learning Objective (What learning do I wish to accomplish in the coming licensure year?)	Resources & Strategies (What learning activity and resources will I use to meet my learning objectives?)	Target Date (When will I complete this learning objective? Use a realistic time frame for achievement)	Evaluation (How will I know I learned it?)
<ul style="list-style-type: none"> • Use the Competency Profile, 3rd Ed., 2015, to identify the Competency (W-9-4) you would like to complete in your learning. • With a general statement, describe what you want to learn. 	<ul style="list-style-type: none"> • Consider how you prefer to learn when deciding on resources. • Resources could be people, literature, courses, policies, procedures, etc. For a detailed list of resources see (Table.1) the Guide to Continuing Competency Program or the Continuing Competency Program page on the CLPNA website. 	<ul style="list-style-type: none"> • Set target dates that help you coordinate your learning with work, family, personal time, and other projects. • With target dates that are vague, regularly review your learning plan to ensure learning goals are on target or being met. 	<ul style="list-style-type: none"> • State how you will demonstrate you have met or partially met your objective(s). Is this an ongoing learning objective? • Reflect on the question “How will I show others what I have learned?” • Assess how you will apply this new knowledge, skills, change in thinking and behavior to your practice.

Name: _____

CLPNA Registration #: _____

Example of Completed Learning Plan

YEAR 2015

Learning Objective (What learning do I wish to accomplish in the coming licensure year?)	Resources & Strategies (What learning activity and resources will I use to meet my learning objectives?)	Target Date (When will I complete this learning objective? Use a realistic time frame for achievement)	Evaluation (How will I know I learned it?)
D-7-1 To recognize common sources of conflict in self and others	Check for courses available	By end of March	Improved communication skills Decreased conflict with others Improved therapeutic relationships
V-5-2 Understand normal/abnormal lab values pertaining to blood transfusion	Educational Instructor/ lab staff	By December	Enhanced knowledge of blood transfusion rational Can identify specific lab values that are impacted by blood transfusion (i.e. CBC, BUN, Creatinine)
W-8-3 Examine evidence based practice and participate in continuous quality improvement and evidence informed changes in nursing practice	Review research and CLPNA CARE Magazine Attend learning fair/ nursing rounds monthly/ renew necessary certifications	Quarterly Ongoing throughout the year	Able to apply research based practice changes to client care Improved understanding of practice environment reducing risk to my clients
<p>Name: _____ CLPNA Registration #: _____</p>			

Learning Plan

YEAR 20_____

Learning Plan must consist of a minimum of TWO objectives for each year. You are required to fill out all FOUR columns for each objective. Transfer your Learning Plan to your CLPNA Registration Renewal. Please refer to the **Guide to Continuing Competency Program** for more information at www.clpna.com.

YEAR 20_____

Learning Objectives (What I am going to learn?)	Resources & Strategies (What will I do to meet objectives?)	Target Date (Realistic time frame for achievement)	Evaluation (How will I know I learned it?)
Name: _____		CLPNA Registration #: _____	