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## How to complete your learning plan

### 1. Reflect on your practice

- Refer to CNO's [Practice Reflection questions](#) to help you think about your experiences and identify areas of your practice that need professional development.

**Watch:** [How to become a reflective practitioner](#) for guidance on how to reflect.

### 2. Identify your learning needs

**What are the most important areas in your nursing practice that need improvement?**

Consider the following:

- Talking with a peer(s) or colleague(s) from any practice setting about your learning needs.
- How will addressing your learning needs help you improve your nursing practice?

### 3. Develop two learning goals

**Based on your areas of practice needing further development, what are your learning goals?**

When defining your learning goals, consider the following:

- What specific areas of your nursing practice are you going to address with this goal?
- How do you hope to enhance or improve your nursing practice?
- How will you benefit from these changes?
- Who else might benefit from these changes (e.g. clients, peers or other health care team members you interact with)?
- When do you hope to see results?

**Watch:** [Are your learning goals SMART?](#) to enhance your learning goals.

## 4. Link your learning goals to CNO's Code of Conduct

What principles of the [Code of Conduct](#) align with your learning goals?

- Principle 1: Nurses respect clients' dignity.
- Principle 2: Nurses provide inclusive and culturally safe care by practicing cultural humility.
- Principle 3: Nurses provide safe and competent care.
- Principle 4: Nurses work respectfully with the health care team to best meet clients' needs.
- Principle 5: Nurses act with integrity in clients' best interest.
- Principle 6: Nurses maintain public confidence in the nursing profession.

## 5. Describe your learning activities

Describe the learning activities you plan to complete to address your learning goals.

Consider the following:

- How are you going to achieve your learning goals?
- What resources will you need to undertake this learning?
- How do you learn best? What is your learning style (e.g. visual, auditory etc.)?
- What might get in the way of you completing your learning activity?
- How will you overcome these obstacles?
- What is a realistic timeline to complete your activities?

## 6. Reflect on your learning plan

Use this section to reflect on your learning plan and evaluate changes to your practice.

Consider the following:

- Did you accomplish your learning goals? If so, how will you apply your new knowledge into practice?
- If you did not accomplish your learning goals, what prevented you from achieving them?

**Note:** If you don't accomplish your learning goals this year, you can carry them forward into your next learning plan.

**Need help?** Read [Quality Assurance: Your Guide to Self-Assessment](#) for tips on how to create a Learning Plan.

## Learning goal 1

Identify your learning needs, define your learning goal and describe your learning activities. Provide a timeline for when you intend to complete your learning activities.

### Learning needs:

My team has low morale because staff are not being respectful to one another. I have been approached by multiple staff who have experienced horizontal violence. As a leader, I'm unsure of what the most effective strategies are to help me recognize warning signs of horizontal violence and manage it if it does occur.

### Learning goal:

I will be able to describe the warning signs of horizontal violence and develop strategies to address them by November 1.

As a nursing leader, if I can recognize the warning signs of horizontal violence, I will be able to intervene with an appropriate strategy earlier in order to support my staff and the working culture of our unit. I hope the impact will be improved team dynamics, leading to improved patient care.

### Learning activities and timelines:

1. Read CNO's Conflict Prevention and Management practice guideline by April 15.
2. Attend the Together We Care conference in April 2024 – The past conferences have had sessions related to retention and fostering resilience, and I will look for similar sessions in next year's conference related to this.
3. Read three scholarly articles about horizontal violence, warning signs and strategies to mitigate violence by August 1.
4. Complete the "Clinical Nursing Leadership eLearning Series" courses held by the Ontario Centres for Learning, Research and Innovation in Long-Term Care by November 1.

What principles of the [Code of Conduct](#) align with your learning goal?

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Principle 1: Nurses respect clients' dignity.   |
| <input type="checkbox"/>            | Principle 2: Nurses provide inclusive and culturally safe care by practicing cultural humility. |
| <input type="checkbox"/>            | Principle 3: Nurses provide safe and competent care.  |
| <input checked="" type="checkbox"/> | Principle 4: Nurses work respectfully with the health care team to best meet clients' needs.    |
| <input type="checkbox"/>            | Principle 5: Nurses act with integrity in clients' best interest.                               |
| <input type="checkbox"/>            | Principle 6: Nurses maintain public confidence in the nursing profession.                       |

## Learning goal 2

Identify your learning needs, define your learning goal and describe your learning activities. Provide a timeline for when you intend to complete your learning activities.

### Learning needs:

When I need to address concerns with staff or family members who are assertive, I am not confident in my ability to clearly articulate the problem. I become intimidated and feel that I am not effective in these situations.

### Learning goal:

Demonstrate effective and clear communication when speaking to assertive staff or family members by October 1.

I will use this skill to help de-escalate situations between my staff, patients and families and work calmly and collaboratively towards a plan that can work for everyone involved. By learning more about this, I am increasing my knowledge, evidence-based communication and leadership skills. Being able to competently speak with others with the intent to solve problems and discover solutions will allow me to better support families and to be a resource to staff that need guidance.

### Learning activities and timelines:

1. Attend the Crucial Conversations workshop that is available in my organization by May 30.
2. Learning from others, I will meet with my Home Executive Director to discuss how she handles conflict by June 1.
3. Enroll in Being a Leader, and Handling Conflict with Care courses online through the Ontario Centres for Learning, Research & Innovation in Long Term Care by Nov 30.

What principles of the [Code of Conduct](#) align with your learning goal?

- |                                     |   |
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## Reflect on your plan

Use this section to reflect on your learning plan and evaluate changes to your practice. If you do not accomplish your learning goals this year, you can carry them forward into your next learning plan.

I have learned strategies that help recognize and address horizontal violence. Some of the strategies are about role modeling so I have started to role model appropriate, professional behaviour with my colleagues/staff. I feel more confident when my staff confide in me and I can suggest concrete and pragmatic advice to help. I have also empowered my team by implementing strategies to address horizontal violence.

I am more clear and effective when I lead conversations with assertive staff or family members to problem solve an issue. I am more confident in speaking with people with the goal of creating solutions. I feel better able to support nurses in dealing with similar challenging communications. I have also received feedback from colleagues that my communication has been clearer and more effective when I lead conversations related to conflict.