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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:

I graduated from nursing school and started working in the ER. Working in such a fast paced environment, I need to make sure my assessment skills are really good to ensure I am able to provide safe care, especially in emergent situations. This is a very different environment than the placements I did in school. I need to hone my assessment skills, specifically related to cardiac assessment, in order to be confident in my role.

Learning goal:

I will demonstrate improved cardiac assessment skills, to identify patients at risk of cardiac events and implement an effective plan of care. This will be validated by peer assessments and my annual performance evaluation by November 1.

Learning activities and timelines:

1. Enroll and start the Coronary Care I course by August 20.
2. Complete the Trauma Nursing Core Course (TNCC) by September 2.
3. Participate in two mock code blues which will be validated by peer assessments by October 30.

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 checked="" type="checkbox"/> | Principle 3: Nurses provide safe and competent care. |
| <input 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:

I love where I work but am worried that if I don't effectively manage the stress of this work environment it will impact on the care I provide. The ER is already a fast paced and stressful environment but with the challenges in the health system in general, I know I will need to learn how to take care of myself to prevent burnout.

Learning goal:

I will learn strategies to prevent burnout then develop and implement a self-care plan to help me ensure I am able to continue to provide the best care possible by July 1.

This will allow me to effectively manage the stress of working in the ER and continue working in a job I love.

Learning activities and timelines:

1. Speak to my team leader about how she manages stress and workload in the ER by May 15.
2. Read three scholarly articles about stress management and preventing burnout in health care professionals by May 30.
3. Attend the self-care workshop held by my hospital by June 20.
4. Share the strategies I've learned with my colleagues at a team meeting by July 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 been learning a lot from my colleagues at work when it comes to assessment skills and after talking with my colleagues about my goals, they have been letting me know of any learning opportunities that arise while I'm at work. In addition to the hands-on experience I am receiving and starting the courses that I have noted within my learning plan, I am feeling more confident in my assessment skills, especially cardiac assessments.

Regarding managing stress, I have learned a few techniques that are helpful. While I still get stressed at work, I am able to de-stress after. I am hopeful that if I continue with my self-care plan that I will be able to maintain my health and not be burnout in the long run.