

Learning Plan Sample: Documentation #2

This sample Learning Goal page relates to the *Documentation* practice document. It illustrates how to document: your learning goal; the activities to achieve this goal; and an evaluation of changes to your practice as activities are completed and the goal is achieved. All learning goals must also include a reflection of the elements.

Goal Page

This Goal is for QA Year:

Date created:

Last saved:

Goal

(What do you want to learn or achieve?)

Within the next 10 months, I want to participate in a workgroup on my Inpatient Medicine Unit to update documentation tools in order to minimize duplication of information in client health care records.

Which practice document does this goal relate to?

- Therapeutic Nurse-Client Relationship, Revised 2006
- Documentation
- Nurse Practitioner
- Other (Practice Standards and guidelines)

(Select One...)

Timeframes to achieve my goal

Start date:

Expected completion date:

Actual completion date:

Activities and timeframes to achieve my goal

By February, submit an online request for a CNO Outreach Consultant to visit our unit to provide a presentation about documentation with an emphasis on minimizing duplication.

By June, participate in the workgroup, which includes unit staff, the educator and a member of the Forms Committee, to review current documentation tools and identify areas of duplication. Participate in revising these tools throughout the summer months.

By September, share the revised draft documentation tools with unit staff for feedback.

By October, assist with incorporating staff feedback into the new documentation tools.

By December, assist the workgroup with the implementation of the updated documentation tools.

Add New Activity

Evaluation of changes to my practice or practice setting

Requesting a presentation by an Outreach Consultant has shown me a new way to get information and practice support from the College.

I have developed new knowledge about how to revise and update documentation tools by including principles outlined in the Documentation practice standard.

Our workgroup received positive feedback from the unit staff about the new tools. This has given me confidence in my abilities to interpret and apply CNO practice standards and guidelines into my practice setting.

Add New Activity

I reflected on the following elements while completing this goal:

- Advances in technology
- Changes in my practice environment
- Entry-to-practice competencies
- Interprofessional care

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