**Learning Plan Assignment Template**

**CNO Quality Assurance**

**1. Reflect on your practice**

Refer to the CNO’s Practice Reflection Questions (<https://www.cno.org/en/myqa/practice-reflection/>) to help you think about your experiences and identify areas of your practice that need professional development

**2. Identify your learning needs**.

What learning needs have you identified in your practice reflection? You may want to talk with a peer(s) or colleague(s) about your practice to help you identify these areas.

Consider the following:

* What areas in your nursing practice AND/OR knowledge need further development?
* How will addressing your learning needs help you improve your nursing practice?

**3. Define your learning goals.**

Now that you know your learning needs, identify two specific learning goals based on those needs. When defining your learning goals, consider the following:

* What changes in your practice do you expect to see?
* Are your goals realistic?
* Have you set a timeline to reach your goal?

Watch: Are your learning goals SMART? <https://www.youtube.com/watch?v=_FY4xrNW6gs>

**4. Link your goals.**

What principles of the Code of Conduct do your goals align with? <https://www.cno.org/globalassets/docs/prac/49040_code-of-conduct.pdf>

* **Principle 1**: Nurse respect the dignity of patients and treat them as individuals.
* **Principle 2**: Nurses work together to promote patient well-being.
* **Principle 3**: Nurses maintain patients’ trust by providing safe and competent care.
* **Principle 4**: Nurses work respectfully will colleagues to best meet patients’ needs.
* **Principle 5**: Nurses act with integrity to maintain patients’ trust.
* **Principle 6**: Nurses maintain public confidence in the nursing profession.

**5. Describe your learning activities.**

Describe the learning activities you plan to complete to achieve your learning goals. Indicate a timeline for each activity to help you stay on track.

**Consider the following:**

* What resources will you need?
* What is your learning style (e.g., visual, auditory etc.)

**6. Reflect on your plan.**

Use this section to reflect on your Learning Plan and evaluate changes to your practice.

Did you achieve your learning goal?

* If yes, what changes did you make to your practice as a result?
* If not, what prevented you from achieving them?

Name: Iman Khaliq Date: Monday, October 16, 2022

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| **Learning Goal 1** |
| Describe an area in your practice/knowledge you want to further develop.  Prompts to assist you with identifying learning needs:  (<https://www.cno.org/en/myqa/practice-reflection/>  An area that I would like to improve on is being passive in my communication. This is because as I was reflecting on my past behaviours, I came to realize that I am often passive in my communication. Passive communication can prevent me from clearly communicating my feelings and advocating for what is right. If my future patients see me as a passive communicator, then they might not feel comfortable relying on me to advocate for their rights. Additionally, being a passive communicator can cause me to feel un heard and that can ham my wellbeing. Therefore, for the benefit of my patients, myself and those around me, I strongly believe that I need to enhance my assertive communication skills. |
| Define your learning goal. What is it that you want/need to learn? Include a timeline for when you want to achieve this goal. Ensure your goal is written in **SMART** format.  Reminder watch: <https://www.youtube.com/watch?v=_FY4xrNW6gs>  I will be able to enhance my confidence in using assertive communication, by reading pages 271 to 286 from the Communication and Relational Practice chapter in the Potter et al. (2019) textbook by October 10th, 2022. |
| Describe three (3) learning activities you plan to complete to achieve your goal. Include a timeline to stay on track and identify which principle(s) from the Code of Conduct your goal aligns with.   1. Read pages 271 to 279 from the Communication and Relational Practice chapter in the Potter et al. (2019) textbook by October 6th, 2022. 2. Read pages 280 to 286 from the Communication and Relational Practice chapter in the Potter et al. (2019) textbook by October 8th, 2022 3. Practice learned knowledge with family and friends by October 10th, 2022.  * **Principle 1**: Nurse respect the dignity of patients and treat them as individuals. * **Principle 2**: Nurses work together to promote patient well-being. * **Principle 3**: Nurses maintain patients’ trust by providing safe and competent care. * **Principle 4**: Nurses work respectfully will colleagues to best meet patients’ needs. * **Principle 5**: Nurses act with integrity to maintain patients’ trust. * **Principle 6**: Nurses maintain public confidence in the nursing profession. |

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| **Learning Goal 2** |
| Describe an area in your practice/knowledge you want to further develop.  Prompts to assist you with identifying learning needs:  (<https://www.cno.org/en/myqa/practice-reflection/>  Another area I would like to improve on is enhancing my time management skills. This is because through a reflection of my studying habits, I recognized that poor time planning impeded my ability to reach my full potential. Poor time management during exam time prevented me from spending quality time with my family, as well as inhibiting me from achieving my study goals. I strongly believe that enhancing my time management skills can greatly improve the quality of my work and enable me to do the things I love. For these reasons, I would like to learn time management strategies and use my time efficiently. |
| Define your learning goal. What is it that you want/need to learn? Include a timeline for when you want to achieve this goal. Ensure your goal is written in **SMART** format.  Reminder watch: <https://www.youtube.com/watch?v=_FY4xrNW6gs>  I will be able to manage my time efficiently to achieve a mark of 90% on my first anatomy in-lab quiz by October 6th, 2022. |
| Describe three (3) learning activities you plan to complete to achieve your goal. Include a timeline to stay on track and identify which principle(s) from the Code of Conduct your goal aligns with.   1. I will review and understand my lectures on anatomical terminology and write down any questions I may have to ask during my professor’s office hours by September 25, 2022. 2. I will review my lecture material a second time and I will go to my professor’s office hours on September 26th, 2022 and September 28th, 2022 to ask any questions I may have. 3. I will review my lecture material a third time and do 10 practice questions from my textbook and 10 practice questions on WileyPLUS regarding anatomical terminology each day until October 5, 2022.  * **Principle 1**: Nurse respect the dignity of patients and treat them as individuals.   (Through efficient time management, I can take out more time to care for the individual needs of my patients and also provide the best care for my patients)   * **Principle 2**: Nurses work together to promote patient well-being. * **Principle 3**: Nurses maintain patients’ trust by providing safe and competent care. * **Principle 4**: Nurses work respectfully will colleagues to best meet patients’ needs. * **Principle 5**: Nurses act with integrity to maintain patients’ trust. (By managing my time well and completing my tasks on time, I can gain my patients’ trust) * **Principle 6**: Nurses maintain public confidence in the nursing profession. |

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| **Reflect on your plan** |
| Use this section to reflect on your Learning Plan and evaluate changes to your practice.  **NOTE:** If both learning goals were met, identify ongoing professional development activities that will contribute to continuing competence  **Learning Goal #1**  My goal: I will be able to enhance my confidence in using assertive communication, by reading pages 271 to 286 from the Communication and Relational Practice chapter in the Potter et al. (2019) textbook by October 10th, 2022.  My goal of using assertive communication was met on the due date, October 10th, 2022. I know this because I was able to read and understand the desired pages from the Communication and Relational Practice chapter in the Potter et al. (2019) textbook on time. Additionally, I used the knowledge that I gained from the Communication and Relational Practice chapter in the Potter et al. (2019) textbook to confidently use assertive communication to communicate with my family and friends. Assertive communication knowledge also enabled me to effectively deal with conflicting situations. The Potter et al. (2019) textbook describes assertive behavior as acting in your best interest without harming the rights of others, and by October 10th, I was acknowledging my own feelings, as well as others, as well as coming up with solutions that respected everyone’s rights. As my behavior was reflecting what I learned, it served as another indicator of my goal being met.  By studying about non-verbal communication techniques, such as eye contact and tone of voice, I came to realize that these non-verbal strategies are extremely important in communicating respectfully and effectively with someone (Potter et al., 2019). Improving my non-verbal communication allowed me to portray my messages clearly and demonstrate openness to new ideas.  After understanding the value of assertive communication, I would like to further develop my assertive communication strategies. I will do this by attending various workshops about assertive communication, so that I can become more aware of how to best use different assertive communication strategies. Additionally, I will increase my knowledge about communication styles in different cultures, so that I can be more mindful when using certain assertive communication techniques with individuals from different cultures. I will also continue to practice assertive communication every time I speak, so that I can further strengthen this skill.  **Learning Goal #2**  My goal: I will be able to manage my time effectively to achieve a mark of 90% on my first anatomy in-lab quiz by October 6, 2022.  I was able to manage my time wisely to achieve a mark of 92% on my first in-lab anatomy quiz by October 6th, 2022, and meet my learning goal. I know that my goal was achieved because I was able to complete all three learning activities for my second learning goal by their due dates and I felt well prepared before the quiz.  Making a SMART learning goal and breaking it down into small achievable tasks enhanced my confidence and kept me motivated through out my studying. My SMART learning goal allowed me to be clear about what I want to achieve and by when. Also, since my goal was realistic, I did not feel overwhelmed to achieve it and instead felt encouraged to meet my goal. Making a SMART goal also reduced my test anxiety and permitted me to increase the quality of my work. I was also able to spend more time with my family because I felt satisfied with my study progress through out. Overall, planning out my goal using the SMART format greatly helped me in managing my time efficiently.  In the future, I would like to continue to develop my time management skills. I will do this by practicing to plan out my goals in the SMART format. I will also write out my SMART goals well ahead of the due dates, so that I know what I need to do each day to meet my goals. Additionally, I will use a big wall calendar to write down all of my due dates, so that I am more aware of what timeline I need to give to different tasks.  **Assignment Total /30**  **\*Mark will be converted to a number out of 15%** |