

PRACTICE SUPPORT PROGRAM Stage 2

Create Your Continuing Professional Development Plan Using the Template

This document will guide you through the 4 steps involved in completing your personal *Continuing Professional Development Plan*, from setting up learning objectives, to choosing appropriate learning opportunities, all the way through to evaluating your success.

Before you start...

Stage 2 of the Practice Support Program (PSP) requires registrants to work with the *Continuing Professional Development Plan (Development Plan) Overview and Template* document. The overview document and template are available in either Word (in [English](#) and [Simplified Chinese](#)) or pdf (in [English](#) and [Simplified Chinese](#)) format. Please download the version that suits you best and work along with the instructions.

Please start by reading the introductory information and tips on pages 1-2 of the Development Plan *Overview and Template* before beginning to work on the 4 steps.

You will complete these 4 steps during your Quality Assurance (QA) cycle. If you are not sure when your current CE cycle ends, you can log into the Registrant Portal and navigate to 'My Account' to find out the 'Continuing Education Next Due Year'. For example, if it shows as '2022', it means your CE is next due on March 31, 2022. If it shows as '2023', it means March 31, 2023.

Step 1: Setting Up Learning Objectives (pages 4-5)

After you have completed **Stage 1**, the *Self-Reflective Assessment Tool*, you should develop your learning plan right away. The earlier in your Quality Assurance (QA) cycle you do this, the better. This way you will have the full QA cycle to do the learning and achieve the learning objectives that you set for yourself on pages 4-5 of your Development Plan template.

The Development Plan *Overview and Template* document has tips on how to set up these objectives (pages 3-4). Later in your QA cycle, you might find that you need to come back to these pages to modify or add more objectives as you complete learning activities and reflect on them in Steps 2 & 3.

Step 2: Planning Learning Activities (pages 6-7)

In Step 2 you will identify learning opportunities that can fulfil your learning objectives. Registrants will find this [Learning Resource Guide](#) helpful in identifying learning opportunities. The learning opportunities are grouped to coincide with the 14 Career-Span Competencies.

You will see there are many learning and training opportunities available, and you may find other opportunities elsewhere. Make sure you choose quality learning provided by reputable organizations and sources. Some learning opportunities might be offered by vendors with whom you are already familiar, such as CE providers and TCM professional associations. You may find learning resources in other professional fields as well as courses and professional development activities offered by universities or other professional organizations.

Plan your activities so that you make use of the time in your QA cycle wisely. Some activities, such as self-reading, professional discussions, and mentorships require commitment to organize and plan. You will most likely modify and add learning activities throughout your QA cycle.

Step 3: Learning Activity Evaluation *(pages 8-9)*

Working through your learning plan you'll want to self-reflect and evaluate along the way. Use the examples of self-reflective questions in the Development Plan *Overview and Template* document to guide you. You might find you're inspired to develop additional or different learning objectives and want to find further learning activities, either for your current QA cycle or the next one.

Step 4: End of QA Cycle Overall Evaluation *(pages 10-11)*

At the end of your QA cycle, reflect on and evaluate all the learning activities you have completed. We have provided some questions that should help you assess where you are, what you have learned, whether your practice has been impacted, and if you feel you have progressed since drawing up your Plan. This will help you plan for your next QA cycle.

Report your participation; claim your CE credits

To report your participation in testing **Stage 2** of the PSP, please note in the updated CE Activity Log ([Excel Version](#) | [pdf Version](#)) under Category D. You are not required to send in any additional information to the College to record this CE activity unless you are specifically asked to do so during a CE audit.

Please refer to the [Continuing Competency Program Requirements](#) document for detailed and the most up-to-date information regarding the new Category D, now available to be used to record participation in the PSP testing.

Registrants can claim CE hours for using PSP components. You must complete **Stage 1** of the PSP to claim CE for **Stage 2**. You must complete the prior step(s) to claim CE for the subsequent step(s).

Stage 1: Self-Reflective Assessment Tool (10 CE credits)

Stage 2 Step 1: Continuing Professional Development Plan (10 CE credits)
Step 2: Learning activity (1 CE per hour of activity)

Step 3: Learning Evaluation & Reflection (5 CE credits per evaluation/reflection; and up to 20 CE credits for 4 distinct activities)

Example (fictitious dates – input entry AFTER completion of each CE activity):

Date	Category A/B/C/D	# of CE hours	Description	If Category D learning activities, which Career-Span Competencies?
2021-09-15	D (*see Note 1)	10	Completion of the Pilot-Testing of the Self-Reflective Assessment Tool and Survey (Stage 1)	
2021-10-03	D	10	Set up a Continuing Professional Development Plan for the current QA cycle (Step 1 of Stage 2)	
2021-10-08, 2021-10-15	D	4	Learning Activity 1: Communications Learning Resource (BCCNM) (Step 2 of Stage 2) Communication within the Standards of Nursing Practice Learning Resources - Nov 2020 (bccnm.ca) Ethics hours (*see Note 2)	CSC 2. Communicate effectively
2021-10-18	D	5	Learning Activity 1: Evaluation and Self-Reflection (Step 3 of Stage 2)	
2021-11-01	D	1	Learning Activity 2: Monthly 1-hour professional discussion session Zoom meeting Topic: Discussing communications to patients regarding Clinic Covid Safety Policy	CSC 2. Communicate effectively
2021-12-01	D	3	Learning Activity 3: Self-reading and review of CTCMA Practice Standard (Clinical Record Keeping) and update clinic's template for the consent form and patient record (Step 2 of Stage 2)	CSC 7. Maintain comprehensive records

2021-12-09	D	5	Learning Activity 3: Evaluation and Self-Reflection (Step 3 of Stage 2)	
2021-12-01	D	1	Learning Activity 2: Monthly 1-hour professional discussion session Zoom meeting Topic: Case Discussion – Skin Diseases	
2022-01-04	D	1	Learning Activity 2: Monthly 1-hour professional discussion session Zoom meeting Topic: Case Discussion – Skin Diseases (Cont’d)	
2022-02-03	D	1	Learning Activity 2: Monthly 1-hour professional discussion session Zoom meeting Topic: Discussion of Record Keeping – Accuracy and clarity	CSC 7. Maintain comprehensive records
2022-02-15	D	3	Learning Activity 4: Completed a Record Keeping Webinar organized by XX TCM Association (Step 2 of Stage 2)	CSC 7. Maintain comprehensive records
2022-02-15	D	5	Learning Activity 4: Evaluation and Self-Reflection (Step 3 of Stage 2)	
2022-03-05	D	1	Learning Activity 2: Monthly 1-hour professional discussion session Zoom meeting Topic: Discussion of Record Keeping – Consent Form	CSC 7. Maintain comprehensive records
2022-03-15	D	5 (*see Note 3)	Learning Activity 2: (Monthly Discussion) Evaluation(s) and Self-Reflection(s) (Step 3 of Stage 2)	

The example above shows that the individual has met the minimum 4 Ethics CE hours (due to 4 CE hours reported in Category D and related to CSC 2), 6 In-person CE hours (due to having

more than 6 CE reporting in Category D), and the minimum 50 CE hours to be reported in a QA cycle (The person has completed 55 CE hours in this example.)

Notes:

1. You can report your participation in testing **Stage 1** under Category D now that the updated CE Activity Log with the new category for PSP is available.
2. Learning activities completed in the PSP and related to CSC 1-6 can be counted as 'Ethics' hours as well. In the example above, the minimum 4 Ethics hours requirement is met.
3. Claim 5 CE for evaluation and self-reflection of each distinct type of learning activities in Step 3. In the example above, the series of discussion sessions is considered as 1 type.

Contact psp@ctcma.bc.ca if you have any questions.