<table>
<thead>
<tr>
<th>Item # (from Self-Assessment Tool)</th>
<th>Learning Goal or Follow-up Action * Indicate goals from last year’s PDP</th>
<th>Strategies and Timelines</th>
<th>Evidence of Progress (Include document title, date, and portfolio location as appropriate) Changes to goals/strategies/timelines</th>
<th>Date Goal is Met</th>
<th>Future Goals or Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Learn the correct way to use professional credentials for signature within coming year.</td>
<td>1. Check professional credential format used with 3 colleagues with the next 2 months 2. Schedule 1 hour to read through COTM materials to locate reference re correct format 3. Document findings in PD journal</td>
<td>E.g. notes from discussion with colleagues, calendar date for reference review, page number/date of final journal entry</td>
<td></td>
<td>? Need goal re methods of applying new findings to practice</td>
</tr>
<tr>
<td>16.</td>
<td>Improve knowledge of current models of practice and document examples of how I apply to practice before next year.</td>
<td>1. Locate or request a current booklist/course syllabus from SMR 2. Request (or conduct) a literature search for review articles for current OT models of practice 3. Document findings in PD journal</td>
<td></td>
<td></td>
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<tr>
<td>37.</td>
<td>Increase knowledge of evidence informed practice within coming year.</td>
<td>1. Develop a EIP journal club 2. Select, review and discuss 3 reference articles within the next 12 months 3. Document reflection on findings for current practice in PD journal 3x in coming year</td>
<td></td>
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<tr>
<td>42.</td>
<td>Increase frequency of timely reporting of workload statistics from 6X/year to 10X/year in next 12 months</td>
<td>1. Schedule time to complete workload stats in advance of due date each month 2. Prepare a spreadsheet to record progress with notes to document things that helped and hindered for the next 12 months</td>
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</table>
Instructions for Completing the Professional Development Plan (PDP)

Note: You may copy the Professional Development Plan (PD Plan) form for your personal use. Remember that the final plan must be legible in the event that it is reviewed by the College. It can also be downloaded from the website, (www.cotm.ca) in the Quality Practice>Continuing Competence Program area.

1. Review last year’s Professional Development Plan. Record in the “Date Goal is Met” column any completed goals, progress towards goals or changes to goals. It needs to be clear whether you are finished with a goal, following up on it or have changed your thinking.

2. Transfer continuing goals to this year’s plan. Add an asterisk (*) in the column indicated for continuing goals. This will clearly show the relationship between annual plans.

3. Complete the Self-Assessment once every two years (or when you have a major change in practice) to identify areas for growth and formulate learning goals. In alternate years, you may simply review your last tool. Review your quiz score sheet from the PREP module, recording any learning needs.

4. Decide which goals are most important for the current year. It is generally best to focus on a few goals each year. Record these under the heading “Learning Goal or Follow-up Action” on the PD Plan. In the column “Item No.”, record the Self-Assessment Item number (TBD) to which the learning goal corresponds. This links your self-assessment of learning needs and your PD Plan. Write goals that are specific, measurable, and can realistically be achieved in one year.

5. Decide what actions you will take to accomplish your goals and when you will do each step. Record this information in the column “Strategies and Timelines”. Be very specific in your plans and write them in a way that will allow you to measure your progress. Focus on actions that can be taken within a one year period. Use the column “Future Goals or Plans” to record steps or actions that extend beyond the one year timeframe.

6. Also use the column “Future Goals or Plans” to record learning needs you will not address this year. You will consider these when creating future PD Plans.

7. Decide how you will provide evidence of progress towards your goal and record this in the column “Evidence of Progress”. Leave space to reference any documentation when you review your plan next year. This column will also be used next year to record any changes to goals/strategies/timelines or barriers to goal completion.

<table>
<thead>
<tr>
<th>Sample Completion of two items for the PDP</th>
</tr>
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<td><strong>Item # (from Self-Assessment Tool)</strong></td>
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<tr>
<td>-------------------------------------------</td>
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</tbody>
</table>
| 1.2                                       | Review COTM material related to client records (Code of Ethics and practice guidelines) to make sure current practice reflects the standards. | • Read and summarize Client Records in Occupational Therapy Practice, Code of Ethics (2010).  
• Prepare handout to guide discussion, present and discuss at Journal Club in April. | Notes in CCP journal indicate dates that materials were studied and summary notes made.  
Copy of handout located in Professional Portfolio  
CCP Journal entry made for date of Journal Club discussion and conclusions. | (add the completion date when appropriate) | |
| 5.2                                       | * For all clients admitted: To develop a brochure outlining available OT services for distribution to the unit. | • Draft a brochure (Aug.)  
• Distribute draft to team members, professional practice leader and other OTs for review (Sept.)  
• Revise draft (Nov.)  
• Identify and follow process for administrative approval (Dec.) | Brochure will be developed and available for use by next March (in future, the brochure could be included in the Professional Portfolio and referenced here, or the goal may change and that would be recorded here) | (add the completion date when appropriate) | Determine best method for ensuring brochure is distributed to clients upon admission. (unless changed, include this goal on next PDP) |

Adapted with permission, from the College of Occupational Therapists of Ontario