

## Learning Plan Template

Project goal:

Time frame:

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation	Target date for achieving objectives

Adapted from: Knowles, M. S. (1975) *Self-Directed Learning. A guide for learners and teachers*, Englewood Cliffs: Prentice Hall/Cambridge.

Signature of Agreement:

Fellow: \_\_\_\_\_

Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Learning Plan (SAMPLE)

**Project goal:** To competently deliver patient education as required for people receiving chemotherapy/biotherapy in an ambulatory care clinic.

**Time frame:** April 4, 2011 to April 15, 2011 (total of 75 hours)

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation	Target date for achieving objectives
To appraise literature and develop a plan to explain key concepts related to patients receiving chemotherapy/biotherapy.	<p>Successful completion of three day de Souza standardized chemotherapy and biotherapy course</p> <p>Review the Cancer Care Ontario Drug Formulary and Systemic Therapy Appendixes</p> <p>Observe mentor/preceptor in practice.</p> <p>Completion of the Patient Education module in Oncology Foundations course.</p>	<p>Ability to explain key concepts of patient teaching and learning and chemotherapy/biotherapy.</p> <p>Development of a plan, in collaboration with patient &amp; interdisciplinary team, to identify safety concerns; provide education to enhance safety for the patient when going home.</p> <p>Ability to apply patient centred care principles to collaborate and plan teaching/learning with patient and their family.</p>	<p>Observation and feedback from clinical preceptor.</p> <p>Personal reflection (journals, notes, etc...)</p> <p>Feedback from peers, interdisciplinary team, etc...</p>	April 15, 2011
To demonstrate principles of patient education in providing teaching to patients receiving chemotherapy/biotherapy	Consult with preceptor/mentor to plan strategies for patient/family teaching.	Ability to apply patient education principles for patients receiving of chemotherapy/biotherapy when delivering patient/family	Increased self-confidence in providing patient education on chemotherapy/biotherapy (based on self-	Ongoing- final evaluation April 15, 2011

	<p>Review organizational policies (i.e. on administration of chemotherapy/biotherapy).</p> <p>Review patient education principles (see above strategy).</p> <p>Successful completion of de Souza Patient Education course</p> <p>Review standardized patient education resources (i.e. from Cancer Care Ontario, NCI, BC Cancer Agency, CPAC, etc...).</p>	<p>teaching.</p> <p>Plan and lead an introductory information session for patients receiving chemotherapy and biotherapy for the first time.</p> <p>Development of an evaluation mechanism for anonymous feedback from patients/families attending information session.</p>	<p>reflection/assessment)</p> <p>Positive feedback from preceptor/mentor and/or patients.</p>	
<p>To create communicate learning tool and disseminate knowledge gained throughout fellowship experience.</p>	<p>Consult with mentor to plan appropriate method of information delivery.</p> <p>Review key concepts from de Souza Patient Education course/module.</p> <p>Review and modify information/ resources obtained during fellowship period.</p>	<p>Design a pamphlet on management of chemotherapy toxicities to be used for future patient education activities.</p> <p>Show pamphlet to peers and identify ways that this tool can be used in individual clinical practice.</p> <p>Appraise the process of developing a learning tool and submit a final report to de Souza Institute.</p>	<p>Mentor evaluation of patient teaching material.</p> <p>Feedback from patients who were taught using the newly developed tool.</p> <p>Review of final report by mentor with approval to submit to de Souza Institute.</p>	<p>April 29, 2011 (2 weeks post-fellowship).</p>

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Signatures of agreement:

Fellow: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

## Learning Plan (**SAMPLE**)

Project goal: to develop knowledge and skill in cancer prevention and screening in a public health setting

Time frame: September 6, 2011 to September 19, 2011

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation (who, what & how)	Target date for achieving objectives
To expand my knowledge in breast cancer prevention and screening in an outpatient Ontario Breast Screening Program	Complete de Souza eLearning course in cancer prevention in your practice and attend patient education workshop	Incorporate learning into practice through demonstration of newly acquired skills during clinical fellowship	Obtain feedback from clinical preceptor related to specific criteria of evaluation in conducting client assessment in screening clinic: For example, complete assessments for 10 patients in the OBSP setting. Demonstrated learning through reflective summary submitted to mentor/preceptor (timeline negotiated with mentor) accompanied by discussion and reflection	September 19, 2011
To demonstrate patient education delivery related to breast cancer prevention and screening	Consult with preceptor/mentor Shadow preceptor/mentor With support from mentor/preceptor, utilize skills to provide primary prevention information related to breast cancer, perform clinical skills, and, participate in the inter-disciplinary team activities regarding follow up	Demonstrate knowledge and skill in patient education related to primary prevention of breast cancer, incorporating consistent messaging related to healthy eating, physical activity and screening breast screening guidelines	Demonstrate successful delivery of patient education related to breast cancer prevention and screening. Evaluation criteria will be developed with specific areas of learning: For example, listening, assessing learning style or communication style, and using simple language to deliver information. Mentor/preceptor and peers in the setting will complete evaluation and provide feedback. Reflective summary of learning will be provided after a evaluations are reviewed. Discussion and mode of submission of learning will be negotiated with mentor/preceptor.	Throughout the clinical placement – September 19, 2011

	Review Ontario Breast Screening Guidelines for Ontario, evidence on risk factors of breast cancer, prevalence data in Ontario, and programs in the community that facilitate awareness for underserved populations, such as public health.			
To communicate and disseminate learning acquired during the fellowship experience	Consult with mentor Use resources obtained/created during fellowship	In collaboration with mentor/preceptor, develop a presentation for unit nurses that highlights a specific area of learning related to breast cancer prevention and screening that is relevant to the setting and makes a contribution to education of the OBSP nurses. For example, reviewing skills that are useful for providing patient education to individuals with low literacy, or have cultural barriers. Submit a final report to de Souza Institute	An evaluation will be developed to be completed by unit nurses who have participated in the presentation, as well as, the mentor/preceptor. Criteria for evaluation include: usefulness/relevance of information presented, clarity and understanding of information, creativity of multiple methods in the presentation, presentation skills such as clear, organized, and timed well. A final report that is comprehensive and reflects the clinical fellowship experience will be submitted as part of the clinical fellowship requirement.	October 3, 2011

Note: preceptor is the person coaching the candidate in the clinical placement and is different from the mentor when mentor is from a different organization

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Signatures of agreement:

Fellow: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

## Learning Plan (SAMPLE)

**Project goal:** To expand knowledge and skill working in a nurse practitioner led survivorship program.

**Time frame:** May 16, 2011 to July 22, 2011 (7.5 hrs per week x 10 weeks = 75 hours)

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation (who, what & how)	Target date for achieving objectives
To explore and describe leadership skills required to work within a nurse-led survivorship program	<p>Review CCO guidelines in re: survivorship.</p> <p>Conduct a literature review to obtain best evidence related to survivorship.</p> <p>Dialogue and consult with preceptor/mentor.</p>	Develop a resource file related to survivorship for use in practice area.	<p>Resource file is evaluated for usability, comprehensiveness and applicability by colleagues in practice area.</p> <p>Self-reflection through journaling/note-taking on growth as a nurse-leader.</p>	July 22, 2011
To assess and summarize the role of the nurse in a survivorship program	<p>Conduct a literature review.</p> <p>Partner with preceptor/mentor to shadow APN role.</p> <p>Dialogue and consult with preceptor/mentor.</p>	<p>Ability to discuss role of the nurse with mentor/preceptor/peers.</p> <p>Creation of a final report to be submitted to de Souza Institute.</p>	Obtain feedback from preceptor and discuss and reflect content with primary mentor.	July 22, 2011
To demonstrate skill in leading a survivorship patient group	<p>Consult with preceptor/mentor.</p> <p>Co-lead a group with preceptor/mentor then debrief together.</p> <p>Review pertinent organizational policies.</p>	<p>Organize and plan content that is included in a survivorship patient support program.</p> <p>Demonstrate knowledge gained through co-leading a survivorship</p>	<p>Increased self-confidence in leading a survivorship group.</p> <p>Positive feedback from preceptor/mentor and/or patients.</p>	Throughout the clinical placement – July 22, 2011



	Review key patient education concepts (i.e. through completion of the Patient Education module in Oncology Foundations or the Patient Education course).	group with preceptor/mentor.		
To communicate and disseminate learning acquired during the fellowship experience	Consult with preceptor/mentor.  Reference resources obtained/created during fellowship in developing dissemination materials.	Develop a PowerPoint presentation highlighting learning.  Creation of a final report to be submitted to de Souza Institute.	Evaluation by mentor that presentation and report are comprehensive and reflects the clinical fellowship experience.	August 5, 2011

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Signatures:

Fellow: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

## Learning Plan (SAMPLE)

Project goal: to increase knowledge and skill in pain and symptom management in palliative care in a hospital setting

Time frame: June 1, 2011 to July 6, 2011 (15 hours/week x 5 weeks = 75 hours)

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Target date for achieving objectives	Criteria for Evaluation (who, what & how)
To expand knowledge related to pain and symptom management in palliative care	Review CCO's symptom management guides to practice: Pain document	Incorporate learning into practice through demonstration during clinical fellowship  Hold a presentation for nursing staff related to pain and symptom management in the community	July 6, 2011  July 6, 2011	Obtain feedback from preceptor/mentor during fellowship  Feedback from nursing staff that presentation enhanced their understanding of community practice
To increase understanding of nursing role in an inpatient palliative care unit	Work alongside preceptor/mentor Consult with preceptor/mentor	Discuss role and responsibilities with mentor Learning included in PowerPoint presentation and final report	July 6, 2011	Obtain feedback from preceptor and discuss and reflect content with primary mentor
To manage patients' pain and symptoms in a palliative care unit	Shadow preceptor/mentor and increase autonomy in caring for patients in a palliative care unit	Demonstrate knowledge and skill in managing patients' pain and symptoms	Throughout the clinical placement – July 6, 2011	Documentation in chart is comprehensive and reflect appropriate pain and symptom management based on CCO's guides to practice. Patients' ESAS is documented.

To communicate and disseminate learning acquired during the fellowship experience	Consult with mentor Use resources obtained/created during fellowship	Develop a PowerPoint presentation Submit a final report to de Souza Institute	July 20, 2011	Evaluation by mentor that presentation and report are comprehensive and reflects the clinical fellowship experience
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Signatures:

Fellow: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix H: de Souza Nurse clinical Fellowship checklist**

- ☐ De Souza institute contacted re: intention to submit
- ☐ Proposal completed
- ☐ Learning plan completed and signed
- ☐ Confirmation letter from employer (manager/director)
- ☐ Registered with e-Mentorship
- ☐ Mentor identified and mentorship contract submitted
- ☐ Clinical placement confirmed (confirmation attached)
- ☐ Final report completed