



Developing your CCP Plan for the year

Having a good CCP plan for the year allows you to both identify the broad skills and knowledge that you already possess as a competent practitioner and enable you to focus your long term learning to develop and maintain your competencies.

If you set your goals up at the beginning of the year, after APC renewal, you can track your progress over the year and avoid a last minute panic at the end of the year when needing to meet requirements for audit and APC renewal purposes.

Reflections from your past years' My CCP could be used as a starting point to identify your learning needs for the next year.

To begin with think about the following:

- **Development Needs**
What are my development needs?
- **Development Goals**
What are my development goals?
What learning outcomes do I expect to achieve?
What am I aiming to change in my practice?
- **Actions**
What actions are required to meet the development goals?
Identify the action to take and any resources required to achieve each goal
Include dates and time frames

Then, when you review:

- Establish how well has your goal been met
- Identify how your practice/practise might have changed
- What future learning goals remain?

Consider the following points when identifying areas for professional development.

Your own experience in direct patient/client care

Experiences that could be considered as part of your needs assessment include:

- Clinically-generated unknowns (e.g. the presentation/condition was unfamiliar to you)
 - Difficulties arising in practice
 - Reflection on practical experience at the end of the day
- Patient/client derived issues:
 - Patient/client desire for information
 - Patient/client presenting information
 - Complaints and feedback
- Mistakes:
 - Yours and others

- Competence standards:
 - Compare your practise against registration competency requirement standards
 - What new innovations are out there that you do not know much about?

Interactions within your team

Team members with different training and experience are likely to have different skills, understandings and perspectives. Different working styles and personality types can significantly influence a practitioner's approach, yet different approaches can be equally valid and teamwork is enhanced by a constructive appreciation of each other's differences.

Good relationships are fundamental to teamwork and the four C's come into play:

- Communication
- Co-operation
- Consensus
- Collaboration

It can be helpful for teams to discuss team processes and reach agreement on how best to work together on things that require teamwork and plan professional development accordingly.

Non-clinical activities

What are some non-clinical activities you could be involved in?

- Academic activities
- Conferences – presentations, papers, attendance
- Journal articles
- Medico-legal cases
- Research

Questions & points to consider to assist you to reflect on your practise:

- What would you like to do better?
- What do you think are your current development needs?
- Ask your colleagues what your strengths and weaknesses are
- What do you think are the main strengths of how you promote the health care of individuals and the community?
- Has there been a recent significant event which you could reflect on and learn something from?
- What development goals do you have for your team?
- Consider factors that impact on health services, your utilisation of resources and personnel, your personal effectiveness and efficiency of practice.
- How have you effected change in your practice/practise to respond to local and global changes in health care?
- What factors in your workplace or more widely, significantly constrain you in achieving what you aim for in your work/community?