

# YEAR ONE

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| <p><b>THINK</b></p> <p><b>What?</b></p> | <ul style="list-style-type: none"> <li>▪ What you do need or want to learn?</li> <li>▪ How did you identify this?</li> <li>▪ Why will this learning will provide an ongoing beneficial improvement in how you work as a pharmacist?</li> <li>▪ Which competencies does this learning address</li> <li>▪ LIFT tool result</li> </ul>   |
| <p><b>THINK</b></p> <p><b>Share</b></p> | <ul style="list-style-type: none"> <li>▪ Talk to your Learning Partner about the current importance and relevance of your proposed learning for YOU in YOUR place of work</li> <li>▪ Document notes from this meeting and date this meeting</li> <li>▪ Complete this first step of the group 3 goal</li> </ul>  |
| <p><b>THINK</b></p> <p><b>Dates</b></p> | <p>These two dates should preferably be in the first year of your learning period.</p> <ul style="list-style-type: none"> <li>▪ They must be <u>earlier</u> than any other dates in this learning goal</li> <li>▪ They may be the same as each other <b>OR</b></li> <li>▪ The peer meeting date <b>may be before</b> the Step 1 complete date, <b>BUT</b></li> <li>▪ The peer meeting date <b>may not be after</b> the Step 1 complete date</li> </ul>  |
| <p><b>PLAN</b></p> <p><b>What?</b></p>  | <ul style="list-style-type: none"> <li>▪ How do you need to learn?</li> <li>▪ How do you like learning?</li> <li>▪ Think about and list some possible suitable resources for you to complete this collection of learning?</li> <li>▪ Have you contacted ENHANCE for suggestions?</li> </ul>   |
| <p><b>PLAN</b></p> <p><b>Share</b></p>  | <ul style="list-style-type: none"> <li>▪ Talk to your Learning Partner about your proposed learning activities - what do they think about the suitability/relevance of these? Do they have any other suggestions about possible resources?</li> <li>▪ Document notes from this meeting and date this meeting</li> <li>▪ Complete this second step of the group 3 goal</li> </ul>  |
| <p><b>PLAN</b></p> <p><b>Dates</b></p>  | <p><b><u>Do your Peer meeting and Complete dates make sense?</u></b></p> <p>These two dates should preferably be in the first year of your learning period, but may be at the beginning of your second year.</p> <ul style="list-style-type: none"> <li>▪ They may be the same as the Step 1 dates <b>BUT NOT BEFORE</b> dates in Step 1</li> <li>▪ The peer meeting date <b>may be the same or after</b> the REFLECTION (Step 1) complete date.</li> <li>▪ The PLAN(Step 2) peer meeting date <b>may be the same BUT not after</b> the Step 2 complete date</li> </ul> |

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| YEAR TWO   | <p><b>ACTION</b></p> <p><b>What?</b></p>   | <ul style="list-style-type: none"> <li>Complete your planned learning activities and document them as either group 1 or 2 as appropriate.</li> <li>Document any opportunistic related learning as either group 1 or 2</li> <li>Link all of these into the group 3 action step</li> <li>You may have done other suitable learning activities towards the end of a previous learning period – you may link these to this goal</li> </ul>   |
|            | <p><b>ACTION</b></p> <p><b>Share</b></p>   | <ul style="list-style-type: none"> <li>Talk to your Learning Partner about how your learning went, using the bullet points below: <ul style="list-style-type: none"> <li>Have you learnt what you set out to learn? Were your planned resources adequate and/or appropriate?</li> <li>Do you need (or want) to do anything more? What resources could you use? If so, do this and link it to your goal.</li> </ul> </li> <li>Document notes from this meeting and date this meeting</li> <li>Complete this third step of the group 3 goal</li> </ul>   |
|            | <p><b>ACTION</b></p> <p><b>Dates</b></p>   | <p><b><u>Do your Peer meeting and Complete dates make sense?</u></b></p> <p>These two dates should preferably be in the second year of your learning period, but may be either in your first or third year.</p> <ul style="list-style-type: none"> <li>They <b><u>MUST BOTH BE AFTER</u></b> the Plan (Step 2) complete date.</li> <li>They <b><u>MUST BOTH BE AFTER</u></b> the date of your last completed learning activity</li> <li>The ACTION peer meeting date <b><u>may be the same BUT not after</u></b> the ACTION (Step 3) complete date</li> </ul>  |
| YEAR THREE | <p><b>OUTCOMES</b></p> <p><b>What?</b></p> | <ul style="list-style-type: none"> <li>Summarise what you learnt from all your activities</li> <li>Make a general statement about the changes and improvements that have occurred in the way you work as a result of your learning.</li> <li>Look at your learning points and provide several specific examples (4 – 10) to illustrate these.</li> <li>Any related learning identified? Where to from here?</li> </ul>   |
|            | <p><b>OUTCOMES</b></p> <p><b>Share</b></p> | <ul style="list-style-type: none"> <li>Talk to your Learning Partner about what you actually learned</li> <li>Discuss how the learning has made a difference in what you do and how you work (changes and improvements)</li> <li>Share and review your specific examples of practice improvement and change (do these illustrate the changes in what you do?)</li> </ul>   |
|            | <p><b>OUTCOMES</b></p> <p><b>Dates</b></p> | <p><b><u>Do your Peer meeting and Complete dates make sense?</u></b></p> <p>These two dates should be in the third year of your learning period. There is no hurry to complete a group 3 goal.</p> <ul style="list-style-type: none"> <li>They <b><u>MUST BOTH BE AT LEAST 3 months AFTER</u></b> the ACTION (Step 3) complete date.</li> </ul> <p><b>The programme will prevent you from documenting a date that is less than 3 months after the complete date of your ACTION step.</b></p> <ul style="list-style-type: none"> <li>The OUTCOMES (Step 4) peer meeting date <b><u>may be the same BUT not after</u></b> the OUTCOMES (Step 4) complete date</li> </ul> |