



S.M.A.R.T. Goal Setting for Professional Development Plans and Outcomes



Saskatchewan Society of
Occupational Therapists

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May 26, 2012

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Objectives

- Update of Continuing Competency Program
- Review of PDPO
- Writing SMART Goals
- Audit requirements

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Background of CCP

- SSOT was given the privilege of Self Regulating Saskatchewan Occupational Therapists through provincial legislation, (The Occupational Therapists Act, 1997)

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Background of CCP

- The Association of OT Regulatory Organizations (ACOTRO) mandated that all Canadian Regulatory bodies have a CCP in place or in development.
- It is SSOT's responsibility to protect the public by ensuring the ongoing competence of it's members



Background of CCP

2004-2009 SSOT CCP development

2010: SSOT Council approved the CCP Policies and Procedures

2011: Participation in the CCP became a requirement for practicing SSOT members.



2011

- Every practicing SSOT member submitted a professional development plan (PDP)
- Audit completed on 5% of SSOT members Professional Development Plan (PDP).
- SSOT Mentorship Program was established.



2012

- Professional Development Plan and Outcomes (PDPO) replaced PDP
- PDPO for current year must state at least 2 goals
- Goals must be updated annually to show progression
- Audit will consist of review of member's 2012 PDPO along with evidence for 2011 PDP



2013

- At renewal members will be required submit their PDPO from previous year (2012) and PDPO for upcoming year (2013).
- Essential Competencies of Practice for Occupational Therapists in Canada 3rd edition

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S.M.A.R.T. Goals

- Specific
- Measurable
- Attainable
- Relevant
- Time oriented

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PDPO



Continuing Competency Program Professional Development Plan and Outcomes (PDPO)

Name: _____

Date Form Completed: _____

	Item No. from Self- Assessment tool	Goals *indicate goals from last year's PDP	Strategies	Anticipated Completion Date	Outcomes/Evidence of Progress (include document title, portfolio location and brief summary of impact on practice)	Current Status
2011						<input type="checkbox"/> Completed Date: _____ <input type="checkbox"/> In Progress <input type="checkbox"/> Omit (Reason) _____ _____ _____
						<input type="checkbox"/> Completed Date: _____ <input type="checkbox"/> In Progress <input type="checkbox"/> Omit (Reason) _____ _____ _____
2012						<input type="checkbox"/> Completed Date: _____ <input type="checkbox"/> In Progress <input type="checkbox"/> Omit (Reason) _____ _____ _____



SMART Goals

- Specific
 - Describe what you will do.
 - Optimal goals often use “I will...” statements.
 - In PDPO format:
 - Overarching goal can be written in “Goals” column with increasing specificity in the “Strategies” column



SMART Goals

○ Measureable

- Include criteria for measuring progress or completion
- Use a measurement system such as:
 - Frequency (once a month etc.)
- Optimal goals answer the question:
 - “How will I know that this is accomplished?”
- In PDPO format:
 - Often detailed in the “Strategies” Column

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SMART Goals

○ Attainable

- Optimal goals challenge the goals setter to develop his or her skills or abilities.
- Answer the question:
 - “Is this goal possible given my situation?”

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SMART Goals

○ Relevant

- Ensure that the goal is related to an Essential Competencies of Practice for Occupational Therapists in Canada.
- In PDPO format:
 - "Item No. from Self assessment Tool" Column

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SMART Goals

- Time Oriented
 - Assign a time frame for the goal to be accomplished
 - “immediately” is not appropriate
 - Answer the question:
 - “What is the anticipated completion date of this goal?”
 - In PDPO Format:
 - “Anticipated Completion Date” Column (formerly “Timelines” column)

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Examples of a “Good” goals (Meets audit criteria)

	Item No. from Self- Assessment tool	Goals	Strategies	Anticipated Completion Date	Outcomes/Evidence of Progress (indicate the location of evidence in portfolio)	Current Status
2012	5 C	I will increase my knowledge of ergonomics.	1.Read and document insights from 12 Ergonomics journal articles (1/month)	January 15, 2013	Refer to “Ergonomics learning logs” in section V of Professional Portfolio.	<input type="checkbox"/> Completed Date: <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Omit (Reason)
	9 A	I will obtain the client’s consent prior to each assessment/ treatment.	Document consent as part of standard charting process.	January 15, 2013	Refer to confidential chart audit forms.	<input type="checkbox"/> Completed Date: <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Omit (Reason)

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Practice- Rewrite this goal in SMART Format

- Improve timeliness of charting.

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Rewritten Goal

	Item No. from Self-Assessment tool	Goals	Strategies	Anticipated Completion Date	Outcomes/Evidence of Progress (indicate the location of evidence in portfolio)	Current Status
2012	14 A	I will complete 3/4 discharge summaries within 1 week of client's discharge date	1. Complete 4 chart audits 3 times/year	June 15, 2012 September 15, 2012 December 15, 2012	Refer to Chart audits.	<input type="checkbox"/> Completed Date: <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Omit (Reason)

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Examples of Good Evidence

- Documentation related to goals identified on PDPO
- Certificates from courses, workshops etc.
- Learning Logs

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Learning Log Example

Date: January 15, 2011

Professional Development Activity:

-Geriatric Grand Rounds- Occupational Therapy's Role in Capacity Assessments

Related to Professional Development Plan? Yes No

Goal #: 1

What I learned:

- OTs can provide expertise that can help determine a client's capacity.
- Best practice indicates that a number of criteria must be met before proceeding with a capacity assessment (See algorithm).
- Performance on cognitive assessments does not necessarily equate to a client's capacity.

Impact on Practice:

-I will use the algorithm provided at rounds to guide my clinical decisions when dealing with questions of capacity.

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Examples of Insufficient Evidence (and how to make it better)

- Documentation from professional development activities that are not related to goals identified on PDPO
- List of Journal articles read
 - (Must include evidence that the articles were read and reflected upon)
- Chart Notes
 - (Do not submit- must protect client confidentiality)

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2012 Audit Process

- A minimum of 5% of eligible members
- Random selection
- Selected members will be notified by September 1

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2012 Audit Requirements

- 2012 PDPO
- Copy of relevant evidence for 2011 goals from your Professional Portfolio
- Submission to be received by SSOT by October 1

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2012 Audit Requirements

- PDPOs must meet the following requirements:
 - i. Must have at least two goals
 - ii. Goals must be related to Occupational Therapy Practice
 - iii. Goals must be based upon the Essential Competencies of Practice for Occupational Therapists in Canada 2nd Edition
 - iv. **Goals must be specific, measurable and have an anticipated completion date**
 - v. If goal is the same as previous year, the strategy must show progression



2012 Audit Requirements

- Evidence submission must meet the following requirements:
 - Learning activities must be related to Occupational Therapy Practice
 - Documentation/evidence substantiates that the learning goals have been achieved
 - If the goal is the same as the previous year, the evidence or documentation must show progression

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Submission of Evidence

- Documentation must be clearly organized in relation to PDPO goals
 - Digital format
 - Hardcopy documents
 - Faxes
- Ensure client confidentiality-do not submit any client records or personal information

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Audit Completion

- PPC make recommendations to SSOT Council
 - Audit criteria met-no further action recommended
 - Audit criteria not met
 - SSOT Mentoring Program
 - Other

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SSOT Mentoring Program

- Established to support members
- Includes:
 - Helping to identify members' strengths, performance, and challenges as they relate to the development of their PDPO by using the Self Assessment Tool
 - Assisting in planning strategies to bridge the gap in the learning process
 - Providing support, guidance and encouragement as the selected member develops their PDPO

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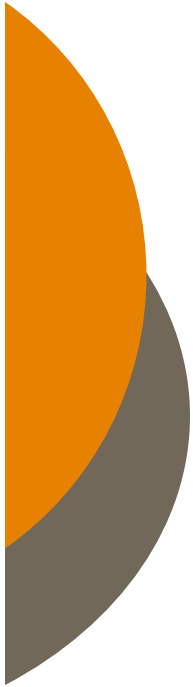


SSOT Mentoring Program



- Acting as a facilitator or mentor while the selected member takes the actions necessary to achieve his/her goals
- Providing a written report to the PPC on the selected member's progress

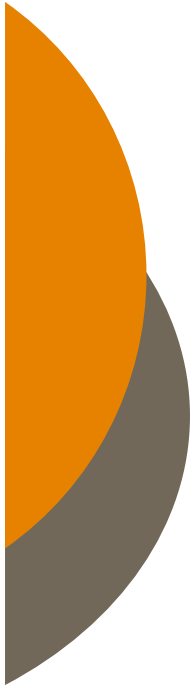
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CCP- Criteria for Mentors

- Be eligible to be an SSOT practicing member
- Attend an orientation session on the CCP
- Be available to meet with the member being audited
- Provide two interim monthly reports to PPC and a final report after three months
- Attend PPC meetings as required during the mentorship period

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Questions ???



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Contact Information

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