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

Presented by Richelle Ryan and Iain Maclean
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Making Everyday Tasks Reachable
Objectives

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

Making Everyday Tasks Reachable
Background of CCP

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

Making Everyday Tasks Reachable
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 its members.

Making Everyday Tasks Reachable
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.

Making Everyday Tasks Reachable
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

Making Everyday Tasks Reachable
2013

- At renewal members will be required to submit their PDPO from previous year (2012) and PDPO for upcoming year (2013).

- Essential Competencies of Practice for Occupational Therapists in Canada 3rd edition

Making Everyday Tasks Reachable
S.M.A.R.T. Goals

- Specific
- Measurable
- Attainable
- Relevant
- Time oriented

Making Everyday Tasks Reachable
## Continuing Competency Program
### Professional Development Plan and Outcomes (PDPO)

**Name:** __________________________  **Date Form Completed:** __________________________

<table>
<thead>
<tr>
<th>Item No. from Self-Assessment tool</th>
<th>Goals *indicate goals from last year’s PDP</th>
<th>Strategies</th>
<th>Anticipated Completion Date</th>
<th>Outcomes/Evidence of Progress (include document title, portfolio location and brief summary of impact on practice)</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
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<td></td>
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<tr>
<td>2012</td>
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</tbody>
</table>

**Making Everyday Tasks Reachable**
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

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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
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?”

Making Everyday Tasks Reachable
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

Making Everyday Tasks Reachable
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)

Making Everyday Tasks Reachable
### Examples of a “Good” goals (Meets audit criteria)

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<tbody>
<tr>
<td>2012</td>
<td>I will increase my knowledge of ergonomics.</td>
<td>1. Read and document insights from 12 Ergonomics journal articles (1/month)</td>
<td>January 15, 2013</td>
<td>Refer to “Ergonomics learning logs” in section V of Professional Portfolio.</td>
<td>Completed Date:</td>
</tr>
<tr>
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<td>X In Progress</td>
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<td>Omit (Reason)</td>
</tr>
<tr>
<td>9 A</td>
<td>I will obtain the client’s consent prior to each assessment/treatment.</td>
<td>Document consent as part of standard charting process.</td>
<td>January 15, 2013</td>
<td>Refer to confidential chart audit forms.</td>
<td>Completed Date:</td>
</tr>
<tr>
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Practice- Rewrite this goal in SMART Format

- Improve timeliness of charting.
## Rewritten Goal

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### Making Everyday Tasks Reachable
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? X 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.
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)

Making Everyday Tasks Reachable
2012 Audit Process

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

Making Everyday Tasks Reachable
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
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

Making Everyday Tasks Reachable
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
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

Making Everyday Tasks Reachable
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

Making Everyday Tasks Reachable
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

Making Everyday Tasks Reachable
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

Making Everyday Tasks Reachable
Questions ???

Making Everyday Tasks Reachable
Contact Information

Member at Large Professional Practice

Professional Practice Committee Chair

malpp@ssot.sk.ca