



Evaluating Your Learning Record

This tool is intended to help you review and evaluate your Learning Record content. Each Learning Record has 3 components: **Plan, Act and Evaluate**, and is based on the Continuous Professional Development (CPD) model. It recognizes that for healthcare professionals to remain competent throughout practice, they must engage in continuous professional development. Use the questions below to evaluate and determine whether the content of your Learning Record(s) can be improved.

Components	Content Evaluation
<p>Plan</p>	<ul style="list-style-type: none"> • Is the learning objective clearly identified and described? • Is the primary goal focused, achievable and relevant? • Can the learning be applied to patients or in your daily practice as a pharmacy professional?
<p>Act</p>	<ul style="list-style-type: none"> • Is the learning activity linked to your “Plan”? • Does the information entered on the Learning Record match your supporting documentation and include the following (if applicable): <ul style="list-style-type: none"> ○ your name; ○ the accrediting body; ○ the number of accredited hours assigned; and ○ the date of completion? • Is the information referenced in a way that the source can be easily accessed?
<p>Evaluate</p>	<ul style="list-style-type: none"> • Did you learn anything beneficial to you or your practice? • Were you able to incorporate the knowledge and skills acquired from this activity to benefit your patients? • Can you build on what you have learned?

Retain all original supporting documentation for at least 2 years from your registration renewal deadline