COLLEGE OF OPTICIANS OF ALBERTA

COA Continuing Competence Program (CCP) Sample Learning Plan #3

GOALS

Once a goal is filled out, you must click "submit" at the bottom of this form before you add an activity to it.

Goal

* Status

Completed

- **PLANNED:** *the goal has been identified but you have not completed all of the relevant activities and/or reflections.*
- **COMPLETED:** *you feel all of the relevant activities and reflections needed to meet the goal are done.*
- **WITHDRAWN:** *you decide you will be unable to complete a goal that was previously identified or you are unable to find relevant activities to meet that goal. Cancelling a goal will remove it from your learning plan.*

* Competency ❓

1.4 Patient and Workplace Safety

* Learning goal ❓

To learn more about patient and workplace safety by reviewing polices and procedures with staff.

ACTIVITIES

*Once an activity has been added, click "**Save**" at the bottom of the form.*

* Goal
Choose which goal the activity applies to from the dropdown list.

1.4 Patient and Workplace Safety: To learn more about patient and workplace safety by reviewing polices and procedures with staff.

* Activity
Choose the best description of the activity.

On-Site/Practical

Completed date

2024-06-03

* Activity / Course
Fill in the name of the activity or course.

Staff review of safety policies and procedures

* Reflection
Explain what you learned from the activity and how it improved your competency and helped you meet your goal.

I chose this activity to increase my competency in workplace safety. As the manager of the optical store that I am working at, it is my responsibility to ensure that staff have the tools and information needed to maintain a safe work environment. 4 staff members and myself had a 2 hour group meeting to discuss our current workplace safety policies and procedures. When reviewing the information we noticed that some information needed to be updated. For example, we noticed that some of the emergency contact information is outdated. We were able to update and discuss changes that better meet the needs of our staff and patients. This activity helped me learn the importance of maintaining and reviewing safety policies and procedures regularly.