

## Tips for Setting SMART Learning Goals and Plans

Tips for setting SMART Learning Goals and Action Plans			Examples
<p><b>Specific</b></p> <p>Create learning goals and plans that are specific and clear.</p> <p>Make them detailed enough to clearly define what you are trying to achieve.</p>	<p>What do I want to achieve?</p> <p>What specific knowledge or skill do I need?</p>	<p><b>LEARNING GOAL &amp; PLAN:</b></p> <p>By June 2024, I will improve my practice by taking vital signs and documenting readings (at minimum blood pressure readings) on all clients as baseline data and continue to monitor BP with all high-risk patients, especially when planning to administer LA. To support this goal, I will:</p> <ol style="list-style-type: none"> <li>Undertake a self-study to review the relevant chapter on vital signs of Darby and Walsh's <i>Dental Hygiene Theory and Practice</i>. This action will be undertaken immediately and completed by April 2024.</li> <li>Speak with my office about purchasing a blood pressure cuff at the May staff meeting so I am able to incorporate taking blood pressure on my clients (at a minimum, those on BCP, antihypertensive and anti-hyperlipidemic medications). This action will be undertaken immediately and be completed by May 2024.</li> <li>Promote the practice of taking vitals in my dental practice by speaking with my dental hygiene colleagues and dentist by June 2024.</li> </ol>	
<p><b>Measurable</b></p> <p>Establish tangible criteria so that you will know when you have achieved each goal and action plan strategy.</p>	<p>How much?</p> <p>How often?</p> <p>How many?</p> <p>How will I demonstrate that I have accomplished the goal?</p>	<p><b>LEARNING GOAL &amp; PLAN:</b></p> <p>By June 2024, I will improve my practice by taking vital signs and documenting readings (at minimum blood pressure readings) on all clients as baseline data and continue to monitor BP with all high-risk patients, especially when planning to administer LA. To support this goal, I will:</p> <ol style="list-style-type: none"> <li>Undertake a self-study to review the relevant chapter on vital signs of Darby and Walsh's <i>Dental Hygiene Theory and Practice</i>. This action will be undertaken immediately and completed by April 2024.</li> <li>Speak with my office about purchasing a blood pressure cuff at the May staff meeting so I am able to incorporate taking blood pressure on my clients (at a minimum, those on BCP, antihypertensive and anti-hyperlipidemic medications). This action will be undertaken immediately and be completed by May 2024.</li> <li>Promote the practice of taking vitals in my dental practice by speaking with my dental hygiene colleagues and dentist by June 2024.</li> </ol> <p>Note: This could be measured through an internal chart audit process in the dental office.</p>	
<p><b>Action Oriented</b></p> <p>Stating the desired outcome of each goal and action item makes them clearer and more understandable. It also increases motivation.</p>	<p>What is the ultimate outcome I want?</p> <p>How will achieving my goal improve my practice?</p>	<p><b>LEARNING GOAL &amp; PLAN:</b></p> <p>By June 2024, I will improve my practice by taking vital signs and documenting readings (at minimum blood pressure readings) on all clients as baseline data and continue to monitor BP with all high-risk patients, especially when planning to administer LA. To support this goal, I will:</p> <ol style="list-style-type: none"> <li>Undertake a self-study to review the relevant chapter on vital signs of Darby and Walsh's <i>Dental Hygiene Theory and Practice</i>. This action will be undertaken immediately and completed by April 2024.</li> <li>Speak with my office about purchasing a blood pressure cuff at the May staff meeting so I am able to incorporate taking blood pressure on my clients (at a minimum, those on BCP, antihypertensive and</li> </ol>	

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Realistic	<p>Make sure the goals and action items you set are attainable and reasonable, including the cost and time required to complete each action item. Consider whether the goal and associated action plan is substantial enough to meet your learning requirements.</p>	<p>Is it attainable? What can I do to make it realistic?</p> <p>Have I selected appropriate educational strategies to help me achieve my learning goals?</p>	<p><b>LEARNING GOAL &amp; PLAN:</b></p> <p>By June 2024, I will improve my practice by taking vital signs and documenting readings (at minimum blood pressure readings) on all clients as baseline data and continue to monitor BP with all high-risk patients, especially when planning to administer LA. To support this goal, I will:</p> <ol style="list-style-type: none"> <li>1. Undertake a self-study to review the relevant chapter on vital signs of Darby and Walsh's <i>Dental Hygiene Theory and Practice</i>. This action will be undertaken immediately and completed by April 2024.</li> <li>2. Speak with my office about purchasing a blood pressure cuff at the May staff meeting so I am able to incorporate taking blood pressure on my clients (at a minimum, those on BCP, antihypertensive and anti-hyperlipidemic medications). This action will be undertaken immediately and be completed by May 2024.</li> <li>3. Promote the practice of taking vitals in my dental practice by speaking with my dental hygiene colleagues and dentist by June 2024.</li> </ol> <p><b>Note:</b> This learning goal is realistic and represents an important and necessary practice requirement as specified by the BCCOHP Dental Hygienist Practice Standards in order to practice safety and protect the public. By creating a step-by-step process within the action plan, the registrant will be able to realistically meet this learning goal by the timeline that has been specified.</p>
Timely	<p>Simply deciding when you want to achieve something can be a good motivator. Time must be measurable, attainable and realistic.</p>	<p>When will I achieve this? Have I established realistic deadlines to achieve my goals and plan items?</p>	<p><b>LEARNING GOAL &amp; PLAN:</b></p> <p>By June 2024, I will improve my practice by taking vital signs and documenting readings (at minimum blood pressure readings) on all clients as baseline data and continue to monitor BP with all high-risk patients, especially when planning to administer LA. To support this goal, I will:</p> <ol style="list-style-type: none"> <li>1. Undertake a self-study to review the relevant chapter on vital signs of Darby and Walsh's <i>Dental Hygiene Theory and Practice</i>. This action will be undertaken immediately and completed by April 2024.</li> <li>2. Speak with my office about purchasing a blood pressure cuff at the May staff meeting so I am able to incorporate taking blood pressure on my clients (at a minimum, those on BCP, antihypertensive and anti-hyperlipidemic medications). This action will be undertaken immediately and be completed by May 2024.</li> <li>3. Promote the practice of taking vitals in my dental practice by speaking with my dental hygiene colleagues and dentist by June 2024.</li> </ol>