

Substantial change in scope of practice - Plan for professional development - template

2 December 2019

This document can be used by registered health practitioners to provide information to the Board about their plan for professional development when they are making a substantial change to a different scope of practice.

This template should be ready in conjunction with the [Registration standard: Recency of practice](#) and FAQ.

Name of practitioner		
Registration number		
Previous role/position	Nature/scope of practice in your previous position	
Proposed role/position	Details of proposed nature/scope of practice in your proposed position	

Proposed working arrangements	Description of working arrangements Include: <ul style="list-style-type: none"> • hours of work per week • work status i.e. employee/ sole practitioner/ associate/ contractor etc., and • type of practice i.e. facility/ group/solo etc. 	
	Name of employer:	
	Name of organisation:	
	Address:	
	Phone number: (business hours)	

1. Learning needs analysis

You should consider the knowledge and skills that are required for the proposed role/position you will be working in. Comparing these to your the knowledge and skills required in your current role/position will help you to determine any gaps in your knowledge and skills. You should also consider how long it is since you last used your knowledge and skills when considering what you need to do to ensure that you are safe and competent to practice. You should then develop a program to address your learning needs.

Note: attach a separate sheet if the space below is insufficient.

Learning needs List any gaps in knowledge and skills	How you will address these learning needs List professional development, training/programs	Proposed outcome List goals and expected outcomes	Timeframe List a completion date
1.			
2.			
3.			
4.			
5.			
6.			

2. Professional development activities that you have completed

List any professional development activities you have completed in the 12 months before the submission of your plan.

Note: The Board's [Continuing professional development registration standard and guidelines](#) include information on choosing and recording CPD activities.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

3. Professional development activities that you plan to complete

List specific professional development activities that you will complete in the next 12 months and note how they will address the gaps in your knowledge and skills that you have identified in your *Learning needs analysis*.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	