

## GRIEVANCE HANDLING

### LEARNING PLANS - GUIDELINES

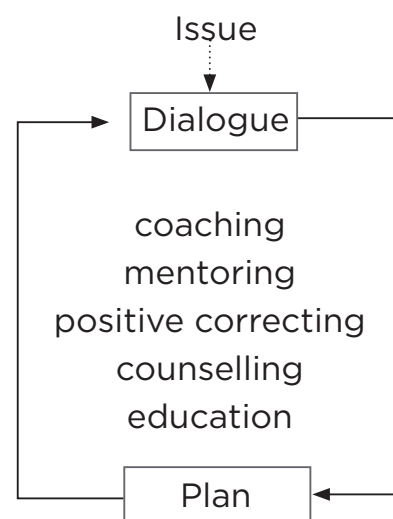
#### What is a learning plan?

A learning plan is a non-culpable performance management tool that is not disciplinary in nature. Therefore, there should be no official record of them in an employee's personnel file.

Its purpose is to assist employees in reflecting on their practice, through dialogue, and to set goals to meet the clinical competencies required to do their job as a healthcare professional.

Learning plans should not be assigned arbitrarily by the employer or left to the member to develop and execute on their own. They should be developed, implemented, and assessed collaboratively by the member and the employer or their designate (example: nurse educator).

Upon completing the learning plan, the employer should take the time to review everything with the member and again work collaboratively if there is any additional follow-up required.



#### How should they be developed?

- > Learning plans should be developed collaboratively between the employee and the nurse educator/mentor.
- > Clearly indicate what goals/areas for development are to be addressed.
- > Identify learner, educator/mentor, and manager responsibilities.
- > Identify how goals/areas for development will be assessed and marked complete.
- > Have a clear timeline attached to individual goals as well as the entire plan (learning plans usually take between 4-8 weeks to complete)
- > The educator/mentor should provide assistance with resources, opportunities and experiences to support learning.

#### What is the Steward's role?

Stewards assist members with learning plans by ensuring that they are non-disciplinary and that these guidelines are followed during their development and implementation. Stewards are encouraged to connect with their labour relations officer (LRO) if there are any questions or concerns.