

Managing Your Professional Development

Session Objectives

You will know how to:

- 1 Identify key steps in the *Professional Development Portfolio* process
- 2 Reflect and develop professional goals

Session Purpose

- 1 Provide you with the tools and skills to be a self-directed, lifelong learner
- 2 Introduce you to the *Professional Development Portfolio* process

Session Objectives

You will know how to:

- 3 Conduct professional self-assessment
- 4 Develop learning plan
- 5 Evaluate learning plan outcomes and their application to your practice

Session Purpose

- 3 Provide you with a hands-on experience with the *Professional Development Portfolio* tools

Everybody is talking
about it!

Competency

CDR Mission

The Commission on Dietetic Registration will exist to serve the public by establishing and enforcing standards for certification and the code of ethics and by issuing credentials to individuals who meet these standards. The CDR has sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances, and administration.

Value of Recertification Based on CPE Hours

- Keeps us abreast of changes in our field
- Keeps our practice state-of-the-art

HOWEVER...

CPE is more complex than information transfer alone!



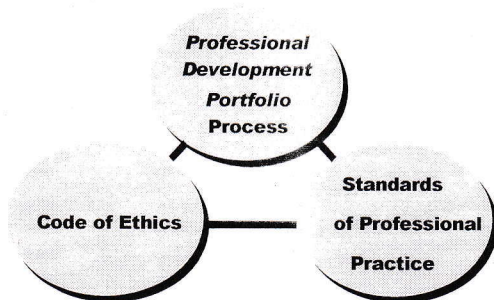
Customer Expectations

- ⊛ Periodic reassessment of competence
- ⊛ Access to information about practitioners
- ⊛ Competent, multi-skilled practitioners
- ⊛ A system to assess and address competence (individual and aggregate)
- ⊛ Flexibility, affordability, convenience

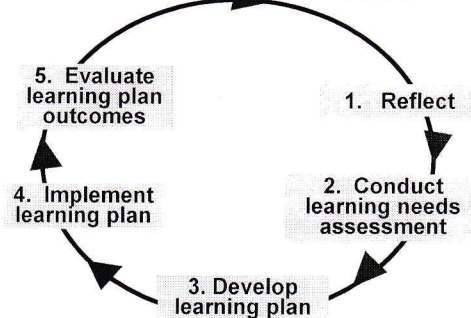
Aim of the Professional Development Portfolio Process

To foster and facilitate self-directed lifelong learning and provide the practitioner with tools to assist in professional development.

Multi-Faceted Process of Ensuring Competence



Professional Development Portfolio Process



Examples

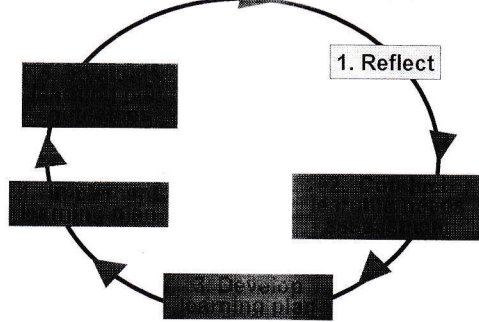
- Foodservice
- Clinical
- Not Currently Employed
- Retired
- Research
- Business and Communications
- Public Health
- Non-traditional Health Care

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What is my current practice area or professional interest?

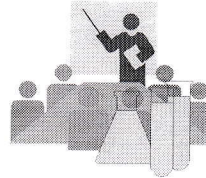
- Clinical nutrition for general medicine inpatients and a very small number of outpatients

Professional Development Portfolio Process



Step One: Reflect

“Within my area(s) of practice, what roles or responsibilities do I perform now?”



For example,

- manage nutrition support team
- develop education materials
- volunteer
- develop budgets

Step One: Reflect

- What is/are my current practice areas and/or professional interests?
 - work setting
 - practice area
 - professional interests

Clinical Practitioner

What roles or responsibilities do I perform now?

- Nutrition assessment and intervention
- Nutrition education
- Quality improvement data collection

Step One: Reflect

What external factors or trends are affecting my professional practice?

- Emerging information technologies
- Government involvement in health care
- Aging population
- Managed care, integrated delivery systems
- Sedentary lifestyles

Step One: Reflect

What do I want my future practice to be?

For example,

- Pediatric nutrition
- Public health
- Management
- Sales/marketing
- Performance improvement

Step One: Reflect

What areas of my profession do I enjoy?

For example:

- Teaching
- Facilitating teams
- Writing for consumer publications



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What are my professional strengths?

- Communication skills
- Reliability
- Keeping abreast of health care for chronic disease conditions

What are my areas for improvement?

- Collaboration
- Understanding of managed care
- Identifying opportunities to provide cost-effective care

Step One: Reflect

What are my current leadership responsibilities?

- Seminar chairperson
 - Program planning, implementation
 - Budget planning and responsibility
 - Committee management
 - Site coordination

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What are my current professional goals?

- Short Term: (1 - 3 years)
 - Maintain nutrition expertise for general medicine population
 - Increase knowledge of outpatient self-management training

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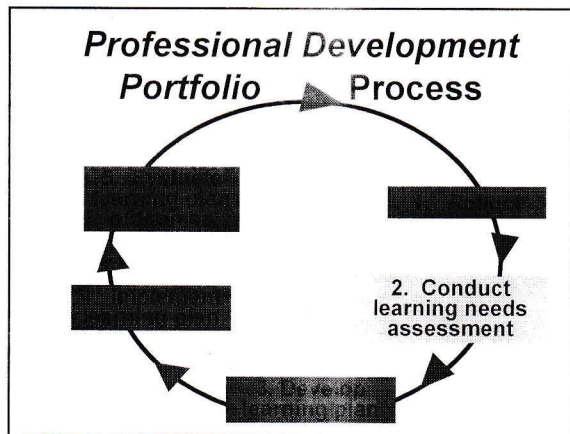
What are my current professional goals?

- Long Term: (3 - 5 years)

Learn about the structure of various health systems and the payment mechanisms

Step Two: Conduct a Learning Needs Assessment

1. Select one of your goals
2. Identify the major heading most appropriate for the goal
3. Darken the circle in left column next to your learning needs
4. Darken a circle to indicate your desired level of CPE (right)

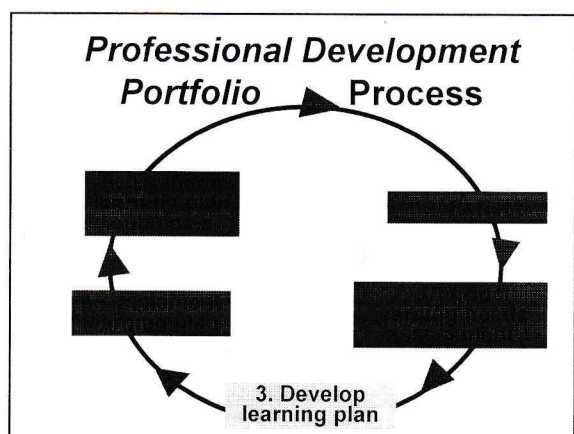


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MEDICAL NUTRITION THERAPY, continued					
Needs	Learning Need Code		CPE Level:		
			1	2	3
<i>Disease/Disorder</i>					
<input type="radio"/>	5110	Allergies, sensitivities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5120	Autoimmune diseases, arthritis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5130	Bone diseases, osteoporosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5140	Burns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5150	Cancer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	5160	Cardiovascular disease	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	5170	Critical care, trauma	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5180	Developmental disorders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	5190	Diabetes mellitus	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

CPE Levels

Level	Assumes	Goals
1	Little knowledge of subject	Increase knowledge
2	General knowledge of the literature and practice	Increase knowledge and application
3	Thorough knowledge of the literature and practice	Synthesis of recent advances and future directions



Step 3: Develop Learning Plan

1. Record one of your goals from your self-reflection
2. Write titles of learning needs related to the goal
3. Darken the circles corresponding to the learning need code

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In order to strengthen my knowledge and skills to accomplish my goals, I plan to use the following CPE activity(s):

TYPES OF CONTINUING PROFESSIONAL EDUCATION (CPE) ACTIVITIES:

- | | |
|---|--|
| <input type="radio"/> 100) Academic Coursework | <input checked="" type="radio"/> 170) Seminars, Lectures |
| <input type="radio"/> 110) Case Presentations | <input checked="" type="radio"/> 180) Posters |
| <input type="radio"/> 120) Certificate Program | <input type="radio"/> 190) Professional Leadership |
| <input type="radio"/> 130) Exhibits | <input type="radio"/> 200) Professional Reading |
| <input type="radio"/> 140) Experiential Skill Development | <input type="radio"/> 210) Residency & Fellowship Pgms |
| <input type="radio"/> 150) Interactive Workshops | <input checked="" type="radio"/> 220) Sponsored Independent Lrng |
| <input type="radio"/> 160) Journal Clubs | <input type="radio"/> 230) Study Groups |

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Goal # 01: MAINTAIN NUTRITION EXPERTISE FOR GEN. MED. POP

CVD MNT Print Learning Need		DIABETES MNT Print Learning Need		Pr
Learning Need Code:	Level of CPE Needed:	Learning Need Code:	Level of CPE Needed:	Learn
5 1 6 0	Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input checked="" type="radio"/>	5 1 9 0	Level 1 <input type="radio"/> Level 2 <input checked="" type="radio"/> Level 3 <input type="radio"/>	
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0013494674 MAIL this form to CDR at: 216 West Jackson Bo or FAX this form to CDR at: 312-899-4772 Questions? Call

Continuing Professional Education Activities

- Academic Coursework
- Case Presentations
- Exhibits
- Experiential Skill Development
- Interactive Workshops
- Journal Clubs
- Lectures, Seminars
- Posters
- Residency & Fellowship Programs
- Study Groups
- Pre-approved Self-study

Step 3: Develop Learning Plan

TYPES OF CONTINUING PROFESSIONAL EDUCATION (CPE) ACTIVITIES:

- | | |
|---|--|
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| <input type="radio"/> 160) Journal Clubs | <input type="radio"/> 230) Study Groups |

Continuing Professional Education Activities

What's new?

- Sponsored independent learning (being mentored)
- District, state and national professional leadership
- Reading peer-reviewed professional journals
- Certification programs...if strong overlap with the scope of practice of dietetics
- Certificate programs meeting CDR requirements

What CPE activities are no longer available?

Presentations Speakers/authors may receive CPEUs for certain preparation activities within other CPE categories e.g., Professional Reading (limit 15 CPEUs/5-year cycle).

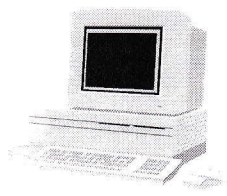
Publications

Dietetics-Related

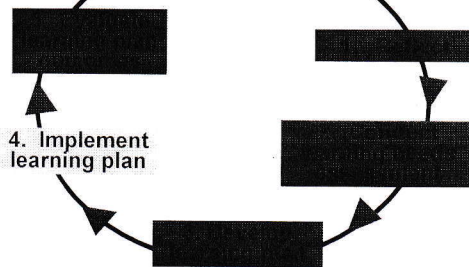
Integration and application of principles derived from the sciences of food, nutrition, management, communication, and biological, physiological, behavioral and social sciences to achieve and maintain optimal human health.

The CPE Database

- ❖ Catalog of CPE activities
 - ❖ Free
 - ❖ Search by location, date or key word
- www.cdrnet.org



Professional Development Portfolio Process



Verification of Plan

After Steps 1, 2 and 3



Submit Learning Plan to CDR for verification

Step 4 - Learning Activities Log

3. For each CPE activity, provide the required activity description. 6. Indicate (For #'s 2 and 3, see "Approved CPE Activities" section of the Guide)

Submit this form to CDR by May 31 of the last year of your five year period. Maintain a copy beyond the end of your recertification cycle. See the "Approved CPE Activities" section of the Guide.

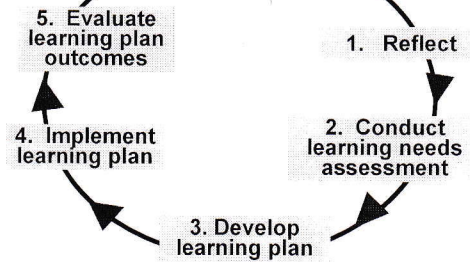
Learning Need Code	CPE Activity Type	Activity (Title and Provider/Source of CPE Activity)	# CPE Units* ##.#
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙	UPDATE ON INSULIN PUMP USE	⊙ ⊙ . ⊙
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙		⊙ ⊙ . ⊙
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙	NUTRITION CARE CONSULTANTS, INC.	⊙ ⊙
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙		⊙ ⊙
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙		⊙ ⊙
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙		⊙ ⊙
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙		⊙ ⊙
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⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙		⊙ ⊙
⊙ ⊙ ⊙ ⊙	⊙ ⊙ ⊙		⊙ ⊙

Step 4 - Learning Activities Log

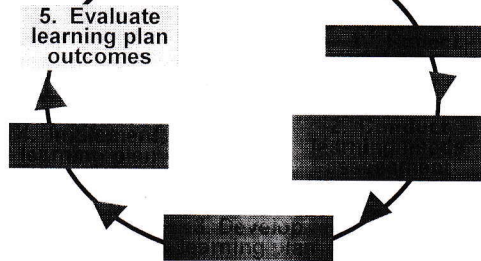
Keep a copy of this form and all required documentation for two years in accordance with the *Guide* for the documentation you are required to retain.

PE Items* #	Date Completed			How did (or will) you use the knowledge or skill acquired from this learning activity?
	MO	DAY	YR	
1. ●	●	●	●	COUNSEL PATIENTS ON DIETARY IMPLICATIONS OF INSULIN PUMP USE
1. ○	○	○	○	
)	○	○	○	
)	○	○	○	
)	○	○	○	
)	○	○	○	
)	○	○	○	
)	○	○	○	
)	○	○	○	
)	○	○	○	

Professional Development Portfolio Process

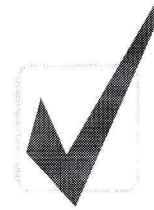


Professional Development Portfolio Process



Accountability

- Professional responsibility
- Portfolio audit process
 - Random
 - Trigger



Clinical Practitioner

Goal(s)	Progress Made Toward Achieving Goal(s)
<ul style="list-style-type: none"> ● Maintain nutrition expertise for general medicine clients 	<ul style="list-style-type: none"> ● Maintained expertise for general medicine clients

National Pilot Test

- 2 Year Study, >1400 participants
- Self-reflection seen as positive
- Learning needs assessment improves practice
- CPE helps transfer learning to practice
- Portfolio saves time!
- Results from study used to streamline PDP process

Next Steps

- Spring annual mailing
- New CPE Guidelines sent early June 2001 for 2002-2005 recertification groups
- Electronic access (Web)

When do you begin the *Professional Development Portfolio* ?

Recertification period ends	Begin the <i>Professional Development Portfolio</i>
May 31, 2000	June 1, 2005
May 31, 2001	June 1, 2001
May 31, 2002	June 1, 2002
May 31, 2003	June 1, 2003
May 31, 2004	June 1, 2004
May 31, 2005	June 1, 2005

For Further Information:

- Website: www.cdrnet.org
- redesign@eatright.org
- 1-800-877-1600, ext. 5500