

Australasian College
for Emergency Medicine

How to record a Learning and Development Plan

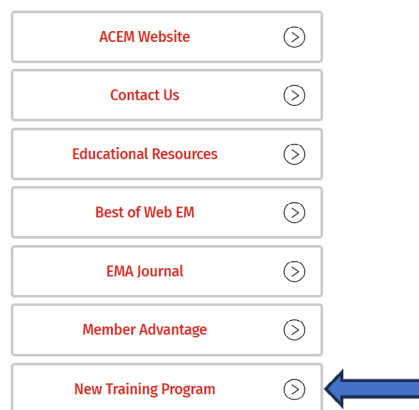
How to record a Learning and Development Plan

Tips

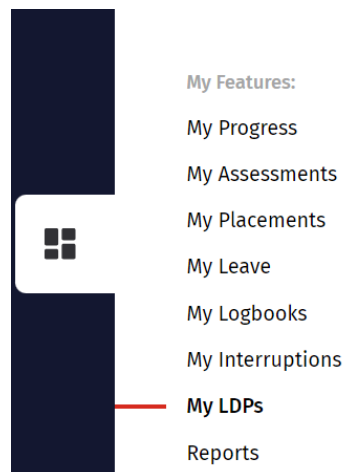
- The trainee is encouraged to meet with their DEMENT at the beginning, middle and end of the placement to discuss the goals and action plans relevant to the domains of focus.
- The mid placement meeting is suggested to be held in Week 5 or 6 of the term.
- The end of placement meeting can be combined with the ITA meeting.

Method

1. Navigate to <https://portal.acem.org.au/> and enter your ACEM login details.
2. Navigate to the **Quick Access** menu on the left hand side of the page and select **New Training Program**.



3. Navigate to the **My Features** menu and select **My LDPs**.



4. Select **New LDP**. Your LDP will reflect your current training placement site and post.

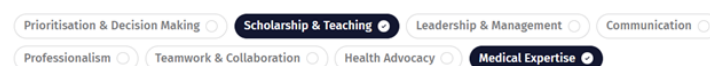


5. Select the Domain(s) of focus. You can select more than one.

Add New LDP

Site: Cairns Hospital
Post: Adult/Mixed

Domain(s) of focus *



- Select the **End Date** you want to achieve this LDP by. Please note that this date cannot be edited once the LDP is submitted and must be relevant to your current placement dates.

End Date*

The date you want to achieve this Learning and Development Plan by

The corresponding placement ends on **04 Feb 2024**

- Enter the specific expertise, skills or areas of practise for focussed development as discussed with your DEMENT.

Training goals of placement*

Determine specific expertise, skills, or areas of practice for focussed development

- Enter your **Action Plan**. A reminder that actions should be S.M.A.R.T. Specific, Measurable, Achievable, Relevant, Time-framed.

Action Plan*

Actions should be S.M.A.R.T. - Specific, Measurable, Achievable, Relevant, Time-framed

Attend all scheduled teaching sessions in the next 3 months.
Schedule regular fortnightly touch bases with my DEMENT to ensure I'm on track in my progress.
Seek feedback and advice from senior clinicians and nursing staff on a regular basis.

- Ensure the details entered above are correct and select **Submit LDP**. A unique ID will be created for the LDP just submitted.

Submit LDP

10. If you or your DEMENT wish to track your progress and add **General Notes** to your submitted LDP, navigate to the **My Features** menu and select **LDPs**. Select the relevant LDP ID and enter **General Notes** on the right side of the page. The status of your LDP will automatically reflect as Complete once the specific LDP End Date has passed.

General Notes

Note
These notes are for reference purposes and are not related to the mid and final review.

Notes*

Add Notes

Most Recent:

05 Oct 2023, 15:07
Progressing well. Scheduled meeting with DEMENT Tuesday 10/10.