



TCMA: PRACTICE SUPPORT PROGRAM

Step 3: PROFESSIONAL DEVELOPMENT PLAN – Plan & Complete Activities

Name: Joe Doe

My Quality Assurance (QA) Cycle is from, August 1 2023 to March 31, 2026

For maximum effectiveness, identify and plan the details of your Development Plan by setting up the learning activities well in advance. For example, register for specific courses/workshops early; organize and set up meetings / peer discussion group times and align schedules; identify the self-reading materials and when you plan to complete the reading. It can take some time to identify the learning activities most suitable to match your learning objectives (PSP Step 2).

I plan to meet my learning objective through the following activity(ies):

Learning Activity :

I plan to take the course "Effective patient record management" from the TCM association.

Information about the activity:

The TCM association ABC will offer a one-day "Effective patient record management" online webinar course on December 5, 2024. The course includes presentations, group discussion, and self-evaluations. During the session, participants can discuss their specific practices and procedures, including record security, retention, and access. Instructor Jane Smith is a registered TCM practitioner in British Columbia and received her bachelor's degree in Science from XYZ University. She has more than seven years of experience teaching patient record management.



Timeframe of the activity: **December 5, 2024**

Learning objective(s) that this activity achieves:

Objective 1: Gain a deeper understanding of patient record security, retention, and access at the end of this QA cycle by studying TCMA Record-Keeping Practice Standard.

(Note: Make multiple copies of this page to fill in for your learning activities. While it might be difficult to fit many multiple-day workshops into your practice's schedule, take advantage of many short recurring learning activities to be completed within a QA cycle e.g., 1-hour weekly or monthly peer discussion sessions.)

Learning Activity **2** :

I plan to schedule three 1-hour monthly TCMA peer-group discussions on “Acupuncture and Auto Injury Rehabilitation.”

Information about the activity:

The TCMA monthly peer-group discussion will be held in person in May, June, and July 2025. The theme will be Acupuncture and Auto Injury Rehabilitation.” Each session will be held the first Sunday morning from 10-11 am.

The current confirmed group participants will be Joe Doe (R.AC), Erica Li (R.TCM.P), and Taylor Roe (Dr.TCM). Joe Doe will be the facilitator for the discussion, and Taylor Roe will be the mentor. Other interested TCM/A registrants are also welcome to join the peer-group sessions.

May Session: Acupuncture techniques for neck and shoulder injuries

June Session: Acupuncture techniques for lower back and hip injuries

July Session: Acupuncture techniques for headache relief

Timeframe of the activity: **May – July 2025**

Learning objective(s) that this activity achieves:

Objective 2: My goal is to learn three new acupuncture protocols by the end of 2023 from practitioners with experience treating car accident injuries, in order to gain knowledge about current treatment information and resources.