

# RN Career Planning Tool – Version 1

Name:

Current Position:

Date:

## Part One: Knowing Yourself

The first step in reviewing your career plan is evaluating what you want from your work and your life in the next stage of development. Completing this Tool can help you to focus on factors that influence this.

| Aspirations | Strengths | Challenges | Interests | Drivers | Barriers | Other Influences |
|-------------|-----------|------------|-----------|---------|----------|------------------|
|             |           |            |           |         |          |                  |
|             |           |            |           |         |          |                  |
|             |           |            |           |         |          |                  |

For an objective assessment, seek guidance from others as well. We encourage you to discuss your ideas with various people e.g. your line manager, nurse educator, senior nursing colleagues, HR and mentors. Find out what other senior nurses consider to be important nursing workforce development needs in your area.

It is important that a formal discussion takes place with your line manager regarding your career aspirations, strengths and development needs. The normal process is for this to occur during the annual performance review. Self assessment is part of the necessary preparation. This tool is one resource. It is complemented by the *RN Career Planning* diagram and the *Indicative Educational Pathways* diagram.

**NB: Career planning is different from self-assessment against NCNZ Competencies for the RN Scope of Practice.** The first is about planning for the future; the second is a professional competency assessment process. However, both are necessary elements of the performance review process.

**Part Two: Explore the Possibilities**

This section is all about finding out what options are available. Research the possibilities and development pathways that are open and seem attractive to you. Use the table below to outline at least three options. Keep in mind both your aspirations and probable workforce development needs (as indicated in discussions with senior nursing advisors in your area)

| Options | Prerequisites |
|---------|---------------|
|         |               |
|         |               |
|         |               |

**Are you planning to progress to a senior nursing role in the future?**

Now is the time to review the CDHB'S "Indicative Educational Pathways" diagrams.  
📁 On the CDHB Intranet, go to Nursing- Home > Post Grad Education > Career Planning section.

**Part Three: Making Choices**

Now it is time to evaluate the suitability of each option. Take the time to discuss you ideas with a senior colleague or organisational mentor.

| Option | Barriers/Obstacles | Strategy for overcoming obstacles | Level of commitment involved | Outside of work commitments |
|--------|--------------------|-----------------------------------|------------------------------|-----------------------------|
|        |                    |                                   |                              |                             |
|        |                    |                                   |                              |                             |
|        |                    |                                   |                              |                             |

**Part Four: Make it Happen – eg at Annual Performance Review**

Next it is important to discuss your ideas with your line manager to determine which option is the best match between your aspirations and workforce needs. This should take place formally and the annual performance appraisal process is the ideal opportunity. You will need:

- Planned appointment time
- Completed Performance Review form
- Proposed goals (for discussion with your line manager). These may include both short term and long term goals.

**Goal(s) related to your future career plan**

- Based on the choices you have made, now may like to write 'draft' goal(s). Aim to make each goal as specific as you can.

| Goal | Steps required to achieve the goal |
|------|------------------------------------|
|      |                                    |
|      |                                    |
|      |                                    |

Finalisation of goals will be made during your performance review in conjunction with your line manager.

In order to achieve your next goals in your career development, you need to have an agreed course of action. You and your line manager need to share a clear understanding of what steps you will be taking, the commitment needed by both you and your line manager and relevant timeframes.