



Career Plan

Name:

Current Position:

Ward/Department/Employer:

Date:

Part One: Knowing Yourself

The first step in planning your career is evaluating and understanding who you are and what you want from your work and life. The following table is provided to help you focus on factors that influence this. If you are early in your career you are less likely to have defined a specific career direction, and it is acceptable for you to keep your options open.

Aspirations	Strengths	Challenges	Interests	Drivers	Barriers	Other Influences

To assist with an objective self-evaluation, you will need to seek guidance from others. A discussion regarding your career aspirations, strengths and development needs is regarded as a minimum. Informal discussions throughout the year with various people are encouraged.

Who have you discussed your career with?

- | | |
|--|---|
| <input type="checkbox"/> Career Development Professional | <input type="checkbox"/> Professional/Clinical Supervisor |
| <input type="checkbox"/> Educator | <input type="checkbox"/> Professional Leader |
| <input type="checkbox"/> Line Manager | <input type="checkbox"/> Tutor (at tertiary institution) |
| <input type="checkbox"/> Mentor | <input type="checkbox"/> Other (please state) _____ |



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Part Two: Explore the Possibilities

This section is all about finding out what career options are available. Research the possible career pathways that are open and attractive to you. Consider your self assessment outcomes, and, in consultation with your Line Manager, review local health workforce needs for the future. Use the table below to outline at least three options.

Option	Prerequisites	Requirements



Part Three: Making Choices

Now it is time to consider the suitability of each of the above options and decide (in consultation with your Line Manager) which option is the best match for your aspirations and for the local workforce.

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

Which of my options corresponds best to my employer and workforce needs?

Goals

Based on the choices you have made, indicate your goal(s) for how you might achieve these. Aim to make each goal as specific as you can.

Goal	Required to achieve the goal



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Part Four: Make it Happen

In order to achieve your goals you need to have an agreed course of action. You and your manager need to have a clear understanding of what steps you will be taking, the commitment needed by both you and your manager, and any relevant timeframes. You are now ready to complete the career plan.

This section is included as a component of your performance appraisal.

Objective (Skill/Experience/Knowledge to be gained)	How will this be gained? (e.g. on the job experiences; seminars; conferences; PG study)	Provider (e.g. Nurse/Midwife Educator on the Ward; SM0; University)	Start Date	Completion Date
Professional Development				
Key Performance Indicators/ roles and responsibilities				



Career Plan

Comments:

Manager:

Employee:

Manager/Supervisor sign-off:

Name:

Title:

Signature:

Date:

Staff Member Confirmation:

Name:

Title:

Signature:

Date:

Review Date:

WEST COAST DISTRICT HEALTH BOARD			
TITLE: Career Plan			Page 5 of 5
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