

Competencies for Person-Centred Thinking Tools

The Learning Community for Person-Centred Practices

Core Person-Centred Thinking Tools to be included in all training

Learning log

Competency: Learning log

What is it? (Skill)

The learning log can be used to replace traditional progress notes. This person-centred thinking tool encourages staff to write about and learn what they have done, and reflect on what they have learned.

What do I need to know? (Knowledge)

- How a learning log is different from traditional ways to record progress (e.g. progress notes).
- When and where to use a learning log.
- How to encourage the person and their allies to record what they are learning, rather than a description of what has happened.
- How (and how often) to review the learning logs to see how this informs how the person is supported, leads to action, and what else is being learned about what matters to the person and what people appreciate about them (and this information is then added to the one page profile, person-centred plan or support plan).
- It can replace standard type progress notes.

What do I need to do to gather information and use it? (Behaviour/Attitude)

With an individual

- Decide what you want to learn and therefore when and where to use the learning log. Make sure that you do not just add the learning log as something new – have it replace something that people are already doing.
- Make sure that everyone understands the headings and when/how often to complete them.
- Decide when and how often to review what you are learning from the learning logs and what needs to now happen/change.
- Ensure that they are completed and learned from (actions developed and information added to the one-page profile or support plan/person-centred plan).

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Within a team

- Decide what you want to capture your learning about – for example develop a team learning log to help record how the team is progressing towards agreed outcomes, or use to as an evaluation tool for how a team is progressing with agreed projects.
- Ensure everyone is familiar with the headings and when/where to use the learning logs.
- Decide when, where and how often to review the learning logs.
- Ensure that they are completed and learned from (actions developed and information added to the one-page profile or support plan/person-centred plan)

What does 'good' look like (Standards)

- Learning logs are dated and signed
- Each column is completed in detail, in clear every-day language
- There are dates to review the Learning Logs and use them to inform SMART actions or changes in the way that the team works, or updating person-centred information about the individual
- When used about an individual, information recorded focuses on learning, rather than an account of the person's behaviour
- Information recorded is clear and specific (avoids vague statements unless phrased as clear questions), yet does not include unnecessary detail/verbatim accounts of what happened.

How can I demonstrate that I understand and practically apply the tools correctly? (How can this be assessed?)

The person can describe, by giving specific examples:

- How information from a learning log has informed change in what the team does, and the person-centred information about the individual
- How an action plan has been developed from a learning logs.
- How learning logs have replaced other methods of recording.
- How the headings can be made personal to take into account the preferred language, communication styles and systems of a person being supported.
- How information is used to develop/inform One-Page Profile, Person-Centred Plan or Support plan.

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What connects to this?

One-page profiles, person-centred plans and support plans, other tools – Working Not Working.

Advanced – further information and enhanced skills

- A Practical Guide to Delivering Personalisation - Person-Centred Practice in Health and Social Care.
- Planning in Health: tools to develop your support plan for your Personal Health Budget.
- Use examples and formats found on www.thinkandplan.com and www.thinkaboutyourlife.org.
- Essential lifestyle Planning for Everyone (2005) Michael Smull and Helen Sanderson.

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