

Competency Assurance Program

# SMART Goals Guide

Supplemental to the Continuing  
Professional Development Tool



SASKATCHEWAN  
COLLEGE OF PHARMACY  
PROFESSIONALS

# Why Set Goals?

Setting goals enhances focus and provides direction toward something that you would like to accomplish. Goals can also encourage personal growth and provide motivation. Instead of having vague ideas of what you would like to accomplish, you can use the SMART framework to ensure your goal has the following criteria for success.

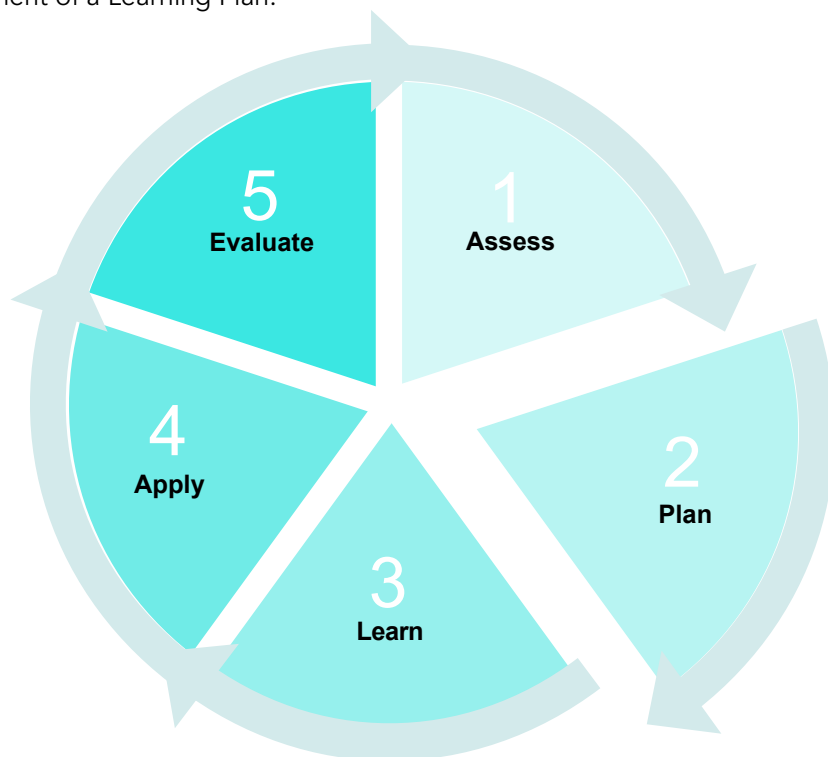
SMART is an acronym...

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**elevant
- **T**ime-Bound

## When Should You Create a SMART Goal?

SMART goals are typically created after the identification of a practice gap, learning requirement, or area of curiosity.

Note: If you are completing a CPD cycle using SSCP's Continuing Professional Development Tool, writing a SMART goal fits into Step 2: Development of a Learning Plan.



Date:

# SMART Goals Guide Worksheet

Begin by jotting down your initial thoughts and idea(s) about what you want to achieve. Then use the worksheet below, to help form your SMART goal.

Initial Thoughts: What do you want to achieve?

Instructions	My Notes	Tips
<p><b>SPECIFIC</b></p> <p>Be clear: <b>What</b> will you do? What exactly do you want to accomplish?</p>		<p>Include action words such as review, analyze, learn, counsel, develop, design, complete, conduct.</p>
<p><b>MEASURABLE</b></p> <p>Ask yourself: How much? How many? How will you <b>measure</b>, track progress, or determine when you have accomplished your goal?</p>		<p>Consider what to measure, and what number or percentage you can change from current status.</p> <p>Example: Increase confidence rating from 2 to 4 out of 5.</p>
<p><b>ATTAINABLE</b></p> <p>Is this a <b>realistic</b> goal within your practice setting?</p>		<p>Break down your goal into smaller tasks if needed. Consider the steps and skills/knowledge required to complete each task.</p>
<p><b>RELEVANT</b></p> <p><b>Why</b> do you want to accomplish this goal? How will it improve your practice? Make it meaningful and beneficial to you, your patients, or colleagues.</p>		<p>Aim to have a positive impact on patient health, patient experience, value, and/or health care provider joy at work.</p>
<p><b>TIME-BOUND</b></p> <p>Set a start date and choose a reasonable <b>timeframe</b> to complete your goal.</p>		<p>For example, will you start at the end of the day, week, month? When do you plan to finish?</p>

# Summarize

Using your answers on the previous page, write your SMART goal as a sentence or short paragraph.

Need help? Copy one of these examples into the box below and replace the bracketed text "(...)" with your notes from the previous page.

1. In order to (**MEASURE**), I will do (**SPECIFIC** actions), every (**TIME**). This goal matters to me and my practice because (**RELEVANT**). I will achieve it by (**TIME**).
2. By (**TIME**), I will (**MEASURE**). I will use my newly acquired knowledge to (**SPECIFIC** action) for (**RELEVANT** population).
3. Within (**TIME**), I will (**SPECIFIC** action), so that I can (**RELEVANT/MEASURE**).
4. I will (**MEASURE**) using my (knowledge/skill/ability) to (**SPECIFIC** Action), by (**TIME**).

Now that you have created your goal, you're ready to complete your planned learning or practice changes. Ensure you check in on your goal periodically throughout your learning cycle to determine if any adjustments are needed.



# Example 1. Direct Oral Anticoagulants

Initial thoughts: What do you want to achieve? *A doctor called to discuss the differences in side effects of the Direct Oral Anticoagulant's (DOAC's) available in Canada. As a pharmacist practicing in a hospital, I want to update my knowledge about their differences.*

Instructions	My Notes	Tips
<p><b>SPECIFIC</b></p> <p>Be clear: <b>What</b> will you do? What exactly do you want to accomplish?</p>	<p><i>I will review the main differences in efficacy, tolerability, safety, convenience, and cost of each DOAC (apixaban, rivaroxaban, edoxaban, and dabigatran) regarding use for prevention of stroke and systemic embolism in A.fib.</i></p>	<p>Include action words such as review, analyze, learn, counsel, develop, design, complete, conduct.</p>
<p><b>MEASURABLE</b></p> <p>Ask yourself: How much? How many? How will you <b>measure</b>, track progress, or determine when you have accomplished your goal?</p>	<p><i>I can measure the progress by making a checklist of efficacy, tolerability, safety, convenience, and cost of each DOAC. Once my review of each of these is complete, I will be able to confidently answer questions pertaining to comparing and contrasting the 4 DOACs.</i></p>	<p>Consider what to measure, and what number or percentage you can change from current status.</p> <p>Example: Increase confidence rating from 2 to 4 out of 5.</p>
<p><b>ATTAINABLE</b></p> <p>Is this a <b>realistic</b> goal within your practice setting?</p>	<p><i>Yes, I have adequate time, and skills in the use of therapeutic alternative charts. I have access to, and know how to use relevant resources including eCPS, Lexicomp, RxFiles, Thrombosis Canada Guides, etc.</i></p>	<p>Break down your goal into smaller tasks if needed. Consider the steps and skills/knowledge required to complete each task.</p>
<p><b>RELEVANT</b></p> <p><b>Why</b> do you want to accomplish this goal? How will it improve your practice? Make it meaningful and beneficial to you, your patients, or colleagues.</p>	<p><i>A NAPRA standard of practice is to "Ensure that prescriptions are therapeutically and clinically appropriate for the unique needs, goals, and preferences of the patient before release." My patients and physician colleagues will get timely and accurate answers, and I will have better control over my workflow.</i></p>	<p>Aim to have a positive impact on patient health, patient experience, value, and/or health care provider joy at work.</p>
<p><b>TIME-BOUND</b></p> <p>Set a start date and choose a reasonable <b>timeframe</b> to complete your goal.</p>	<p><i>Within 1 week</i></p>	<p>For example, will you start at the end of the day, week, month? When do you plan to finish?</p>

**SMART Goal:** *To be able to confidently answer questions pertaining to comparing and contrasting the 4 DOACs, I will review the main differences in efficacy, tolerability, safety, convenience, and cost of each DOAC regarding use for stroke prevention and systemic embolism in A.fib. This goal is important to me and my practice because it's my responsibility to ensure that prescriptions are therapeutically and clinically appropriate for the unique needs, goals, and preferences of the patient. I will achieve this goal within 1 week.*

# Example 2. Naloxone Kits

Initial thoughts: What do you want to achieve? *As a pharmacist practicing in a community, I would like to increase the number of patients I educate and provide naloxone kits to, who are identified as at actual or perceived risk of opioid overdose.*

Instructions	My Notes	Tips
<p><b>SPECIFIC</b></p> <p>Be clear: <b>What</b> will you do? What exactly do you want to accomplish?</p>	<p><i>I will identify patients using opioids chronically, discuss if they have a naloxone kit, and provide one to each of these patients (or caregivers) who do not already have one, and educate them on how to use it.</i></p>	<p>Include action words such as review, analyze, learn, counsel, develop, design, complete, conduct.</p>
<p><b>MEASURABLE</b></p> <p>Ask yourself: How much? How many? How will you <b>measure</b>, track progress, or determine when you have accomplished your goal?</p>	<p><i>My target is 90% of patients who fill chronic opioid prescriptions at my pharmacy this month.</i></p>	<p>Consider what to measure, and what number or percentage you can change from current status.</p> <p>Example: Increase confidence rating from 2 to 4 out of 5.</p>
<p><b>ATTAINABLE</b></p> <p>Is this a <b>realistic</b> goal within your practice setting?</p>	<p><i>I know my pharmacy fills chronic opioid prescriptions frequently, but I am not sure of the current % provided with Naloxone kits. Implementing this change may be complicated by barriers such as time and workflow considerations. My plan to address these barriers is:</i></p> <ul style="list-style-type: none"> <li><i>Ask my team to flag patients picking up chronic opioid prescriptions.</i></li> <li><i>Ensure stock of Naloxone kits and have handouts printed ahead of time.</i></li> </ul> <p><i>With these strategies, this goal is attainable.</i></p>	<p>Break down your goal into smaller tasks if needed. Consider the steps and skills/knowledge required to complete each task.</p>
<p><b>RELEVANT</b></p> <p><b>Why</b> do you want to accomplish this goal? How will it improve your practice? Make it meaningful and beneficial to you, your patients, or colleagues.</p>	<p><i>The Canadian National Consensus guidelines for naloxone prescribing by pharmacists recommend that pharmacists provide take-home naloxone kits proactively to all patients receiving opioids. As naloxone is instrumental in preventing opioid-related death, I anticipate benefits to patient health and my job satisfaction.</i></p>	<p>Aim to have a positive impact on patient health, patient experience, value, and/or health care provider joy at work.</p>
<p><b>TIME-BOUND</b></p> <p>Set a start date and choose a reasonable <b>timeframe</b> to complete your goal.</p>	<p><i>Over the next month.</i></p>	<p>For example, will you start at the end of the day, week, month? When do you plan to finish?</p>

**SMART Goal:** *I will identify patients using opioids chronically, discuss, provide, and educate on naloxone kits with 90% of these patients or caregivers in the next month. I will do this because proactively providing naloxone kits is a national guideline, and I anticipate benefits to patient health and my job satisfaction.*

# Example 3. Glucometers

Initial thoughts: What do you want to achieve? *With all the new and changing technology for blood glucose meters, I want to make sure I am up to date with all the meters that my pharmacy offers.*

Instructions	My Notes	Tips
<p><b>SPECIFIC</b></p> <p>Be clear: <b>What</b> will you do? What exactly do you want to accomplish?</p>	<p><i>I will review how each glucometer functions, identify any special features or unique technology, and look up the cost of initial purchase and ongoing supplies, as well as coverage from government plans (SPDP, NIHB).</i></p>	<p>Include action words such as review, analyze, learn, counsel, develop, design, complete, conduct.</p>
<p><b>MEASURABLE</b></p> <p>Ask yourself: How much? How many? How will you <b>measure</b>, track progress, or determine when you have accomplished your goal?</p>	<p><i>My comfort and confidence in identifying the differences between the meters will increase to at least 8/10 after each patient interaction.</i></p>	<p>Consider what to measure, and what number or percentage you can change from current status.</p> <p>Example: Increase confidence rating from 2 to 4 out of 5.</p>
<p><b>ATTAINABLE</b></p> <p>Is this a <b>realistic</b> goal within your practice setting?</p>	<p><i>Yes, I have access to demo meters that I can use and will be able to take the time this week.</i></p>	<p>Break down your goal into smaller tasks if needed. Consider the steps and skills/knowledge required to complete each task.</p>
<p><b>RELEVANT</b></p> <p><b>Why</b> do you want to accomplish this goal? How will it improve your practice? Make it meaningful and beneficial to you, your patients, or colleagues.</p>	<p><i>My pharmacy team fields questions from patients about blood glucose meters and their differences almost every day. I want to understand how the options support patient health, patient experience, and provide value. Having this experience will assist me in educating patients when they have questions.</i></p>	<p>Aim to have a positive impact on patient health, patient experience, value, and/or health care provider joy at work.</p>
<p><b>TIME-BOUND</b></p> <p>Set a start date and choose a reasonable <b>timeframe</b> to complete your goal.</p>	<p><i>Start: Today. During: Spend 15-30 minutes with each demo meter, as needed and able. End: Finish within 1 week</i></p>	<p>For example, will you start at the end of the day, week, month? When do you plan to finish?</p>

**SMART Goal:** *Within one week, I will take the time to review and identify the differences between the types of blood glucose meters that my pharmacy offers. This will help to increase my confidence when answering questions and educating patients on blood glucose meters.*

# Example 4. Improve Adherence

Initial thoughts: What do you want to achieve? *An article in Pharmacy Times described improved medication adherence in people who have diabetes, high blood pressure, and high cholesterol using compliance packaging. It inspired me to identify patients in my practice who may also benefit.*

Instructions	My Notes	Tips
<p><b>SPECIFIC</b></p> <p>Be clear: <b>What</b> will you do? What exactly do you want to accomplish?</p>	<p><i>I will generate a list of my patients who have been prescribed our three most frequently dispensed medications to treat diabetes (specifically: metformin, glyburide, or sitagliptin), and high blood pressure (specifically: ramipril, candesartan, or nifedipine) and aren't already using compliance packaging. I will discuss the features of compliance packaging as well as potential benefits with the patients on this list.</i></p>	<p>Include action words such as review, analyze, learn, counsel, develop, design, complete, conduct.</p>
<p><b>MEASURABLE</b></p> <p>Ask yourself: How much? How many? How will you <b>measure</b>, track progress, or determine when you have accomplished your goal?</p>	<p><i>Discuss compliance packaging with 100% of the patients on the identified list.</i></p>	<p>Consider what to measure, and what number or percentage you can change from current status.</p> <p>Example: Increase confidence rating from 2 to 4 out of 5.</p>
<p><b>ATTAINABLE</b></p> <p>Is this a <b>realistic</b> goal within your practice setting?</p>	<p><i>I have the communication skills and knowledge about compliance packaging to call and discuss the features and benefits use of compliance packs with these patients. Steps to overcoming barriers: If they do not answer the call, I will leave a pop-up message on their patient file to discuss with them on their next visit.</i></p>	<p>Break down your goal into smaller tasks if needed. Consider the steps and skills/knowledge required to complete each task.</p>
<p><b>RELEVANT</b></p> <p><b>Why</b> do you want to accomplish this goal? How will it improve your practice? Make it meaningful and beneficial to you, your patients, or colleagues.</p>	<p><i>According to the article <u>Multimed Packaging Shown to Improve Medication Adherence</u>, compliance packaging improves medication adherence, and improved medication adherence can create savings in healthcare. Patient health and patient experience may also improve at our pharmacy</i></p>	<p>Aim to have a positive impact on patient health, patient experience, value, and/or health care provider joy at work.</p>
<p><b>TIME-BOUND</b></p> <p>Set a start date and choose a reasonable <b>timeframe</b> to complete your goal.</p>	<p><i>I plan to get through my list within 3 months.</i></p>	<p>For example, will you start at the end of the day, week, month? When do you plan to finish?</p>

**SMART Goal:** *To help improve medication adherence, I will speak to 100% of my patients on metformin/ glyburide/ sitagliptin, and ramipril/ candesartan/ nifedipine about the features and benefits of compliance packaging within 3 months.*