

Reflective Practice Worksheet

Summary: This worksheet is intended to help you reflect on the work you carried out on all aspects of the privacy and security assessment plan, audits and access policy throughout the course. You will identify three specific aspects of your activity that could be improved upon using the Reflection Template tables, and then you will indicate a corresponding goal for each using the Action Plan Template table.

Overview: Reflective practice is the process of studying one's experiences in order to improve how one works. Upon reflecting on one's experiences, action plans are developed and implemented to improve the thoughts, perceptions, and actions related to one's processes.

Reflective practice can be beneficial in:

- Increasing an individual's ability to be self-aware in given situations, tasks, and activities.
- Improving the quality of one's work.
- Assisting individuals in carrying out self-improvement and self-awareness techniques in order to improve interpersonal interactions.
- Improve work activities requiring individuals to collaborate to accomplish a unified goal.

There are several models for carrying out reflective practice, such as: Gibbs' reflective cycle, Johns' model, and Atkins and Murphy. Johns' model was developed for nursing practitioners and is based on five core questions that enable you to break down your experience and reflect on the process and outcomes. This worksheet uses a modified version of Johns' model that is more suited to health care informatics.

Reflection Template

Use the tables provided below to complete three reflections on specific aspects of your activity during the privacy and security assessment plan, audits and access policy that can be improved upon. An example reflection has been provided below. Use the blank reflection tables to complete your reflections.

Below are instructions on how to fill out each section.

- 1. Description** – Write a brief statement that addresses the following:
 - Write a description of the specific aspect of your activity that can be improved upon.
 - What key issues do you need to pay attention to in relation to this aspect?
- 2. Reflection** – Write a brief statement that addresses the following:
 - What were you trying to achieve?
 - Why did I act as you did?
 - What are the consequences of your actions for the project success or outcome, for yourself, or for the people you work with?
 - How did you feel about this experience when it was happening?
- 3. Influencing Factors** – Write a brief statement that addresses the following:
 - What internal factors influenced your decision making and actions?
 - What external factors influenced your decision making and actions?
 - What sources of knowledge influenced or should have influenced your decision making and actions?
 - Could you have dealt with the situation better?

- What other choices did you have and what would be the consequences of these other choices?
- What people, devices, or situations impacted your decision making?

4. Learning Point – Write a brief statement that addresses the following:

- How can you make sense of this experience in light of past experience and future practice?
- How do you feel about this experience now?
- Have you taken effective action to support others and yourself as a result of this experience?
- How has this experience changed the way you act or how you perceive or think about the event?
- How would you change systems, devices or strategies the next time you encounter the situation?

5. Miscellaneous – This area is for additional information you would like to add that does not relate to the other sections of the table.

EXAMPLE REFLECTION

Description	Reflection	Influencing Factors	Learning Point	Miscellaneous
Lack of understanding of HIPAA led me to have difficulty in successfully completing the desk audits	I was trying to understand the case study in terms of small practice requirements I didn't understand the extent and complexity of HIPAA regulations	Instructor feedback on access policy demonstrated my lack of knowledge of basic HIPAA compliance	In performing a desk audit for HIPAA compliance, I gained an understanding of the regulatory requirements for small practices	The regulatory environment is continually evolving and requires flexibility and prudence in reviewing policy and regulatory changes

Reflection 1

Description	Reflection	Influencing Factors	Learning Point	Miscellaneous
Lack of basic clear information regarding training of staff on policy and process	I was attempting to comprehend the case in terms of the needs for small practice training.	Lack of clear information in the initial interview	Performing a 2 nd onsite interview to collect more information and understanding.	

Reflection 2

Description	Reflection	Influencing Factors	Learning Point	Miscellaneous
Lack of proper policy and process regarding using or access personal devices in the clinic.	I think using and access all the personal devices and HIPAA regulation on this topic.	Staff can use their personal devices to access patient's ePHI	More in detail policy regarding personal devices should be implemented	No access of ePHI through personal devices should be prohibited

Reflection 3

Description	Reflection	Influencing Factors	Learning Point	Miscellaneous
policies and procedures for the physical protection of facilities and equipment	Understanding the policies and HIPAA regulation around the actual physical protection of equipment's.	access policy highlighted my understanding of fundamental HIPAA compliance	I learned about the regulatory requirements for small businesses by doing a audit to ensure HIPAA compliance.	

Action Plan Template

Now that you have identified three aspects of your privacy and security activity that can be improved upon, you need to create an action plan by establishing goals and actions to achieve them. Your action plan must include a reflection goal for each of the three reflections you completed in the Reflection Template. An example action plan has been provided below. Use the table on the last page of this worksheet to complete your action plan.

Below are instructions on how to fill out each section.

1. **Reflection Goal** – In this section, you will write a goal for each reflection for a total of three goals. Keep the goal statement brief and simple (i.e. no more than two sentences). Goals should be actionable and measurable.
2. **Actions I will implement** – This section describes what actions you would take to address each issue identified in your reflections.
3. **Possible Obstacles** – This section describes potential barriers or obstacles to implementing the actions you identified for achieving your goals.
4. **How I will know I've achieved my goal** – In this section, you will indicate the tangible evidence, acquired skills, knowledge or behaviours required to achieve your reflection goals.
5. **Target to meet goal/Review date** – In this section, you will indicate a target date for completing your goals. Then, indicate a follow up review date when you will check in to ensure the goals are continually being met.

EXAMPLE ACTION PLAN

Reflection Goal	Actions I will implement	Possible Obstacles	How I will know I've achieved my goal	Target to meet goal/ Review date
Expand knowledge of HIPAA regulations and compliance as they relate to small practice settings	Complete a government webinar on HIPAA updates and regulations, review monthly government bulletins related to regulatory changes, consider obtaining certification in privacy and security from AHIMA (www.ahima.org)	Allotting time to review HIPAA updates and regulations Financing certification in privacy and security from AHIMA	I will have an increased level of comfort and confidence in applying HIPAA regulations to small practice settings I will be able to successfully obtain certification from AHIMA	Establish 1 year as the target goal and a review date every 6 months

Action Plan

Reflection Goal	Actions I will implement	Possible Obstacles	How I will know I've achieved my goal	Target to meet goal/Review date
<p>Expanding the understanding on HIPAA regulation and how to develop privacy and security policy and process for small or big healthcare practice.</p>	<p>Understanding and learning in detail about privacy and security of electronic health information.</p> <p>review monthly government bulletins related to regulatory changes, consider obtaining certification in privacy and security from AHIMA (www.ahima.org)</p>	<p>Lack of understanding on actually conducting audit and getting maximum information in a interview.</p> <p>Lack of time to review regulation and laws for ePHI and HIPAA.</p>	<p>I will have enough knowledge about HIPAA and privacy and security of electronic health information and will be more confident in implementing or developing policy and process.</p>	<p>In next 6 months learn and gain all the knowledge and review the most recent information timely.</p>