

Continuing Competency Program Guide

2022



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Continuing Competency Program Guide

Introduction

Welcome to the College's Continuing Competency Program (CCP). This guide will assist you in navigating the new CCP and provides step by step instructions and detailed suggestions and tips on how to complete each step of the new program. For further information on the regulatory requirements for the new CCP and the theoretical underpinnings of the program, please review the most current version of the CCP Framework found on the College's website.

Six Steps to Complete the New CCP

1. Conduct your own self-assessment: Initially and throughout the year (informal process)
2. Identify your learning needs (informal process)
3. Complete and evaluate the immediate impact of each learning activity
4. Record 24 hours of learning activities under My learning in the Alinity member portal
5. Complete a summative evaluation
6. CCP Audit





STEP 1 - Conduct Your Self-Assessment: Initially and Throughout the Year



Complete this step early in the new licensure year (e.g., early April) after you have completed your licensure renewal to identify learning needs. This step is an informal process involving a reflective exercise and **is not required to be recorded or submitted.**

RNs/NPs are encouraged to conduct a self-assessment as an initial step in CCP; however, your self-assessment may occur at different points throughout the year. Conducting a self-assessment allows you to strategically think about your professional practice and can help you to determine your personal and practice strengths and select specific competencies to improve or acquire.

Conducting a self-assessment helps you focus the learning opportunities you seek to enhance the knowledge, skills, and judgment required to competently meet your client's health needs, provide quality care, and improve client safety and health outcomes. Furthermore, reflecting on your professional practice demonstrates accountability for your professional development.

As you complete the CCP steps, take time to reflect on your current practice setting and consider:

1. how your nursing practice and roles are changing and evolving
2. how your standards of practice and code of ethics are the foundations for expected nursing practice and will assist you in reflecting on your current practice
3. how the learning activities you choose will support the development of nursing competencies
4. how you will evaluate learning activities undertaken to meet the CCP requirements and enhance your professional practice

Tips on How to Conduct a Self-Assessment (Informal Process)

Consider beginning with reviewing the Standards of Practice and Code of Ethics. Next, conduct your own self-assessment, initially and throughout the year as needed, recognizing that due to changes in your nursing practice and possible evolving roles, new learning needs may have emerged that you wish to pursue throughout the year.

Think about your current practice setting, your patient/client/resident population, your colleagues, and members of your collaborative, interprofessional health care team and consider the following reflections:

Think about your Standards of Practice and Code of Ethics:

- How do the Standards and Code of Ethics apply to your individual practice setting?
- Are you meeting your standards?
- Are you adhering to the Code of Ethics?
- What areas require strengthening?

Think about your individual competence:

- What knowledge, skills, judgment, and/or personal attributes (e.g., attitudes, abilities, beliefs, behaviors, and/or values) will you require to continue to practice safely and competently?
- What competencies do you do well or excel in?
- What could you strengthen?

- What do you need/want to learn more about?
- What do you need assistance with? Ask questions about?

Think about your nursing practice and roles and how both are changing and evolving:

- What do you need to do to remain current? Up to date?
- Is there something new in the practice environment that requires further learning (e.g., new patient treatment, technology, nursing interventions, or a streamlined care delivery method)?
- Is there a new or modified approach to enhance patient and family-centered care or to improve client quality of care?
- Is there a new model of care, care plan, or leadership approach?
- Are there new documents from the College or documents from external bodies/stakeholders (e.g., Canadian Association of Schools of Nursing (CASN), Canadian Nurses Protective Society (CNPS), or Canadian Nurses Association (CNA)) to review?
- Are there recent changes in regulation and/or legislation that may impact your practice?
- Are there traditional approaches to clinical interventions, teaching, management, or research that may warrant exploration of newer best practices?

Think about your collective roles in your practice setting:

- Recognizing that your practice encompasses the roles of Clinician, Professional, Communicator, Collaborator, Coordinator, Leader, Advocate, Educator, and Scholar, what roles would you like to learn more about? Develop new competencies for?



For further details, refer to the most current version of the entry level competencies documents found on the College's website.

Think about your interactions/behaviors as a RN/NP within a collaborative, interprofessional team:

- What do you do well?
- What communication skills do you possess?
- What could you strengthen?
- What do you enjoy doing?
- What things do you not enjoy doing?
- What competencies are required to participate in collaborative teams?



STEP 2 - Identify Your Learning Needs



Complete this step early in the new licensure year, (e.g., generally in April or early May). **A formal learning plan is not required (informal process involving a reflective exercise)**; however, it may be helpful to record a list of learning needs or topics that you want to learn more about over the licensure year. A text box has been provided in Appendix A of this guide, if you wish to do so.

The self-assessment process in Step 1 can help RNs/NPs to identify their learning needs for the licensure year (April 1-March 31). By identifying learning needs, you can focus on specific areas of your practice you want to improve or learn more about. You may also identify additional learning needs throughout the licensure year as new client needs emerge or changes occur in your practice setting.

Consider asking yourself:

- What learning opportunities will foster professional growth?
- What do I need to learn to enhance or improve my practice?
- What are learning gaps that could improve my practice?
- What can I learn to positively impact client care or services in my practice setting?
- What do I want to learn more about (am curious about) related to nursing practice, administration, education, research, or policy?
- Is there information from peer feedback, performance appraisals, feedback from formal education courses, etc. that may help to identify specific learning needs?

What do I want to learn?

- You may wish to list the learning needs/topics you have chosen to work on this year. The College does not require you to submit your learning needs; however, you may record them in the text box provided in Appendix A for future reference and for completing further steps, e.g., summative evaluation.

Sample of Learning Needs/Topics

List topics/learning needs you want to work on/learn about in the licensure year (April 1 - March 31):

1. **Population Health and Vaccines**
2. **Virtual Nursing Practice/Telehealth**
3. **RN Prescribing**
4. **Standards of Practice for RNs & NPs**
5. **Medication Management**
6. **LEAN Process**
7. **New IV pump**
8. **New glucometer**
9. **Vacuum Assisted Closure Dressings**
10. **CNAR International Symposium**



STEP 3 - Complete and Evaluate the Immediate Impact of Each Learning Activity

You **must complete 24 hours of learning activities (an average of 2 hours per month)** during the licensure year (April 1 - March 31) and evaluate the immediate impact of the learning activity on your nursing practice.



If you average two hours of learning per month, you should have 12 hours completed by October 1; however, this is only a suggestion, and you may complete learning activities at your own discretion throughout the licensure year (April 1 - March 31). The impact statement should describe **what new knowledge or competency you gained AND what immediate impact did gaining this new knowledge or competency have on your nursing practice**. How will it immediately affect or change your practice.

See Appendix B for examples of potential CCP learning activities.

After completing a learning activity, you must evaluate the immediate impact of that activity. You may want to consider the following questions to help formulate your evaluation:

- What new knowledge did you gain from completing the learning activity?
- What new competencies did you gain from the session?
- What new piece of equipment/procedure/product did you learn about for your practice setting?
- How will this new knowledge help you implement something new in your practice?
- How is the learning activity valuable to your practice at this time?
- How will the learning activity immediately impact your nursing practice?
- How will you apply your new knowledge in your practice?
- How will the new knowledge help you improve or change something in your practice?



STEP 4 - Record Your 24 Hours of Learning Activities in My learning in the Alinity Member Portal

The **RN/NP must record details of each learning activity** in the appropriate section of My learning. A total of 24 hours of learning must be logged in My learning. The RN/NP will not be permitted to proceed to Step 5 before logging all 24 hours of learning.

The RN/NP must record details of each learning activity such as the title of the article and date read, the date and name of the workshop attended, or the name of the education session and date attended (e.g., conference/webinar/course, etc.) and the amount of time it took to complete each learning activity. One learning hour is equal to one clock hour.

It is suggested that you record each learning activity in My learning after its completion to aid in documentation in a timely fashion rather than having to enter all learning at a later date or at the time of licensure renewal.

Note: You are not required to distinguish between formal and self-directed (informal) learning activities.



All fields in My learning are required in order to record your activity.

Remember to note the amount of time it took to complete each learning activity. Activities can be logged in five-minute increments.

The Learning Activity Description has a **minimum** character count of 20 characters and a **maximum** character count of 300 (i.e., 50 words). The Learning Impact has a **minimum** character count of 20 characters and a **maximum** character count of 1000 (i.e., 150 words).

You are able to review and edit your entry before or after it is submitted but only up to the point when you complete licensure renewal. You are also able to save for later if you want to edit or add to your Learning Activity before submitting it. In addition, you are able to delete a Learning Activity if you have not hit submit or save for later. If you have a Learning Activity that is not answered (i.e., could not be deleted), you must enter a date, enter hour and minutes sections as zero, and in the learning activity description and learning impact sections enter "Learning Activity entered in error" or an explanation that has at least 20 characters.

If you are near your total 24 hours and, on your last entry in My learning, you go over 24 hours, the CCP Log will accept these hours and your end total will be more than 24 hours. Otherwise, the total number of hours accepted by the CCP log is 24 hours, and you will then be directed to complete your summative evaluation. The summative evaluation appears after the 24 hours of learning is completed.

The CCP log in My learning only requires 24 hours of learning to be logged; however, that does not prevent you from completing further learning throughout the licensure year. You are also able to capture learning activities after you have completed licensure renewal.



Non-practicing, Lapsed, or Resigned Members must enter their 24 hours of learning in the Reinstatement Module, not in My learning, within 12 months of applying for a licence to practice.

Non-practicing members (including members on maternity, sick, or disability leave), members who let their membership lapse, or members who resigned their College membership and are applying to renew a licence, must meet CCP requirements for the 12-month period immediately preceding the application for licensure renewal. You must capture your learning activities in the reinstatement module, not in My learning. The reinstatement application must be initiated even though you may not be ready to return to practice in order to capture your learning activities.

Samples of a Completed Learning Activity (LA) in My learning:

Activity

* Completion date

2023-05-17

* Hours

1

* Minutes

30

Activities logged should be

- nursing related
- unique to each other
- descriptive

* Activity Description: What did you do?
(minimum 20 characters, max 300 characters)

CNAR International Symposium- Bradley Chisholm and Harry Cayton- Regulation for the future

* Learning Impact: What did you learn and what immediate impact did it have on your practice?
(minimum 20 characters, max 1000 characters)

In this session, I learned about compassionate discipline and regulation and changes in regulation in Canada. The knowledge gained can be used this fall for the strategic planning process and for finalizing our strategic plan.

Activity

* Completion date	* Hours	* Minutes
2023-04-26	1	0

Activities logged should be

- nursing related
- unique to each other
- descriptive

* Activity Description: What did you do?

(minimum 20 characters, max 300 characters)

Whistleblowing in Nursing-Whistleblowing Canada Research society

* Learning Impact: What did you learn and what immediate impact did it have on your practice?

(minimum 20 characters, max 1000 characters)

In this webinar, I learned that nurses are often left out of decision-making committees and as a result nurses may have blind spots that can contribute to increased safety risks. Nurse often experience ridicule and isolation when they whistleblow. I learned about 5 types of wrongdoing and five factors that influence nurses' decision to whistleblow. Even when nurses follow organizational policies and their manager's instructions they can still experience severe retaliation and discipline. also, federal and provincial legislation is notoriously weak and ineffective in relation to whistleblowing. The knowledge I gained in this session can be used to assist RNs/NPs during practice calls, especially when there is a professional practice issue. It also keeps me up to date on legislation and case law that I can immediately incorporate into my practice as a nursing consultant.



STEP 5 - Complete a Summative Evaluation of the Overall Impact of Your Learning Activities on Your Practice



You may complete this step before you begin your licensure renewal process (e.g., January-February). The deadline for licence renewal is March 1). You are required to complete your application for licensure renewal via the Alinity member portal by March 1st; however, you will be able to capture your learning activities in My learning up to March 31st. The registrant will be asked to complete an attestation that CCP requirements have not been met at the time of licensure renewal; however, you will need to complete CCP requirements before March 31st in order to be issued a licence to practice.

Registrants are encouraged to not wait until March 31st to complete their CCP requirements for fear they encounter issues and would not have a licence to practice on April 1st. The RN or NP will not be issued a licence to practice for the upcoming year until all CCP requirements are met. Licensure renewal is complete when all steps are completed in the Alinity member portal. Completing CCP requirements is one step of the licensure process, so until you complete all steps, you can add or edit Learning Activities in My learning until the licensure renewal process is completed.



RNs/NPs are permitted to enter Learning Activities after licensure renewal is completed, up to the end of the licensure year (March 31, XXXX).

After completing the required 24 hours of learning activities and steps 1-4, you are required to complete a summative (summary) evaluation that describes the overall impact that **all** learning activities had on your nursing practice.

To complete the summative evaluation, you can start by reflecting on the learning needs you identified initially and the immediate impact the learning activities had on your practice. Next, summarize the overall impact/outcome(s) from the entirety of your learning.

You are not required to restate the immediate impact of each learning activity; instead, you are required to describe in a short paragraph how the entirety of your learning (24 hours) impacted or changed your nursing practice. This might be several paragraphs/summaries, or it could be just one paragraph. It is at the individual RN/NP's discretion to determine the appropriate length for the evaluation, however, there is a word limit.

The summative evaluation has a **minimum** character count of 20 characters and a **maximum** character count of 2000 (i.e., 250-300 words).

Consider the following questions:

- How did completing your learning activities impact your nursing practice overall?
- How did your practice change after completing the 24 hours of learning? What is different about your nursing practice?
- How did the learning activities (24 hours of learning) help you provide safe, competent, compassionate, or ethical client care?
- How did the 24 hours of learning support your practice?
- **If you are not currently working**, how did your learning help prepare you to return to your practice setting? Kept you up to date/current to safely return to work?

Sample of a Completed Summative Evaluation



Summative Evaluation

Describe the overall impact that all the learning activities you logged had on your nursing practice. Consider how your practice changed or how the learning supported your practice.

By completing my learning activities I strengthened my knowledge regarding the COVID-19 pandemic, how to care for patients with COVID-19, and the regulatory requirements for engaging in Virtual Nursing Practice/Telepractice. As a result, in my role as care facilitator, I was able to contribute to policy development for my unit ensuring there were no barriers to clients receiving care via Telepractice and that the policies met the College's expectations for engaging in Virtual Nursing Practice. I was also able to develop policies that were evidence-informed and was quickly able to adapt and revise the policies as new evidence emerged related to COVID-19.

I gained knowledge and skills that enhanced my role as an educator for the virtual technologies involved in client care. I feel more confident and competent in the skills required for teaching virtual technology and care of the client with vacuum assisted closure dressings. I am now proficient in Cisco Jabber software and the appointment software for booking virtual appointments and have the skills necessary to impart this knowledge to the nursing staff. Participating in College and CNPS teleconferences, prepared me to meet the professional, legislative and regulatory requirements required to provide safe, competent and ethical nursing practice. Going forward when I review or develop new policies and procedures, I will review legislative and regulatory requirements to ensure these requirements are appropriately addressed.

My 24 hours of learning has contributed to my professional development and improved my leadership skills. I feel more confident as a leader and educator. It has helped me gain insight in what it means to fulfill the "self" in self-regulation, assume responsibility for my practice, and has provided greater understanding of my accountability as a professional, regulated health care practitioner.

103 characters left

Submit

SUMMATIVE EVALUATION

* Describe the overall impact that all the learning activities you logged had on your nursing practice. Consider how your practice changed or how the learning supported your practice.

Overall, the 24 hours of learning has assisted me in keeping updated on best practices and trends in nursing, regulation, education, and technology; all of which are extremely important in my role as a nursing consultant.

Engaging in this learning has prepared me to be able to update or draft new College documents to meet the needs of RNs and NPs working within the current healthcare system. It has also allowed me to competently answer practice calls, give informed regulatory direction related to RN/NP practice and scope of practice, and be innovative when exploring new initiatives and ways of doing within my role. I feel I have gained new and valuable knowledge that will allow me to be a better chair/co-chair or participant in committee work. It has enhanced my leadership skills and has given me more confidence when engaging with global, national, and provincial leaders.

This year, I have taken on a new role as lead for Education Approval and also sit on another working group from NPR-FIPP-NP Legacy Planning WG. I feel more prepared and competent to lead or participate in these processes.

The learning has also allowed me to be more creative and innovative when contributing to the College Board's new Strategic Plan and Outcomes and operational plan. I certainly feel I'm able to think more outside of the box and consider new and emerging ideas to move the College and my role forward. It has also allowed me to consider new content for Notes from the Practice Team.

This year my learning has exposed me to new technologies and, as a result, I feel less intimidated when I have to learn how to use new technologies in my role. This year, the College has implemented the new Alinity member portal, College Connection Podcast, and new platforms and I've been gaining some savvy in using these new software and platforms. It hasn't taken me as long to learn the new technologies and we even helped registration troubleshoot some of the issues encountered as RNs/NPs update their profiles in Alinity and capture their learning in My learning.

Finally, all of the learning has allowed me to be responsive to the ever changing nursing work environment and competing demands of my role. It has assisted me in preceptoring and mentoring new College staff and kept me agile and flexible to address competing priorities. Even being in this role for eight years, I need to keep up to date, keep abreast of new trends, and engage in a wide variety of continuous learning to be able to assist RNs/NPs in a wide variety of practice calls and development of needed resources.



STEP 6 - CCP Audit



Once you finalize and submit both your LA entries and summative evaluation in My learning, you will be able to continue to edit your entries until you have completed all steps of the licensure renewal process in the Alinity member portal.

Information submitted in My learning will form the basis for the content that is used for the College's CCP Audit.

All RNs/NPs complete the CCP annually. In addition, each year as part of a legislative requirement, the College conducts a CCP Audit.

All CCP requirements are recorded online within My learning in the Alinity member portal. Inclusion in the CCP Audit will occur automatically via a random selection of registrant entries in the online Alinity member portal and may occur at any time during the licensure year. After the audit is completed, the RN/NP will receive notification via the Alinity member portal on the outcomes of the audit anytime throughout the licensure year. RNs and NPs will need to log into their Alinity member portal to determine if they have met CCP Audit requirements or must modify their CCP Plan and resubmit to meet Audit requirements. There are no exemptions for the Audit.

Appendix A: Optional: List of learning needs or topics you may want to work on or learn more about during the licensure year.

Learning Needs/Topics:

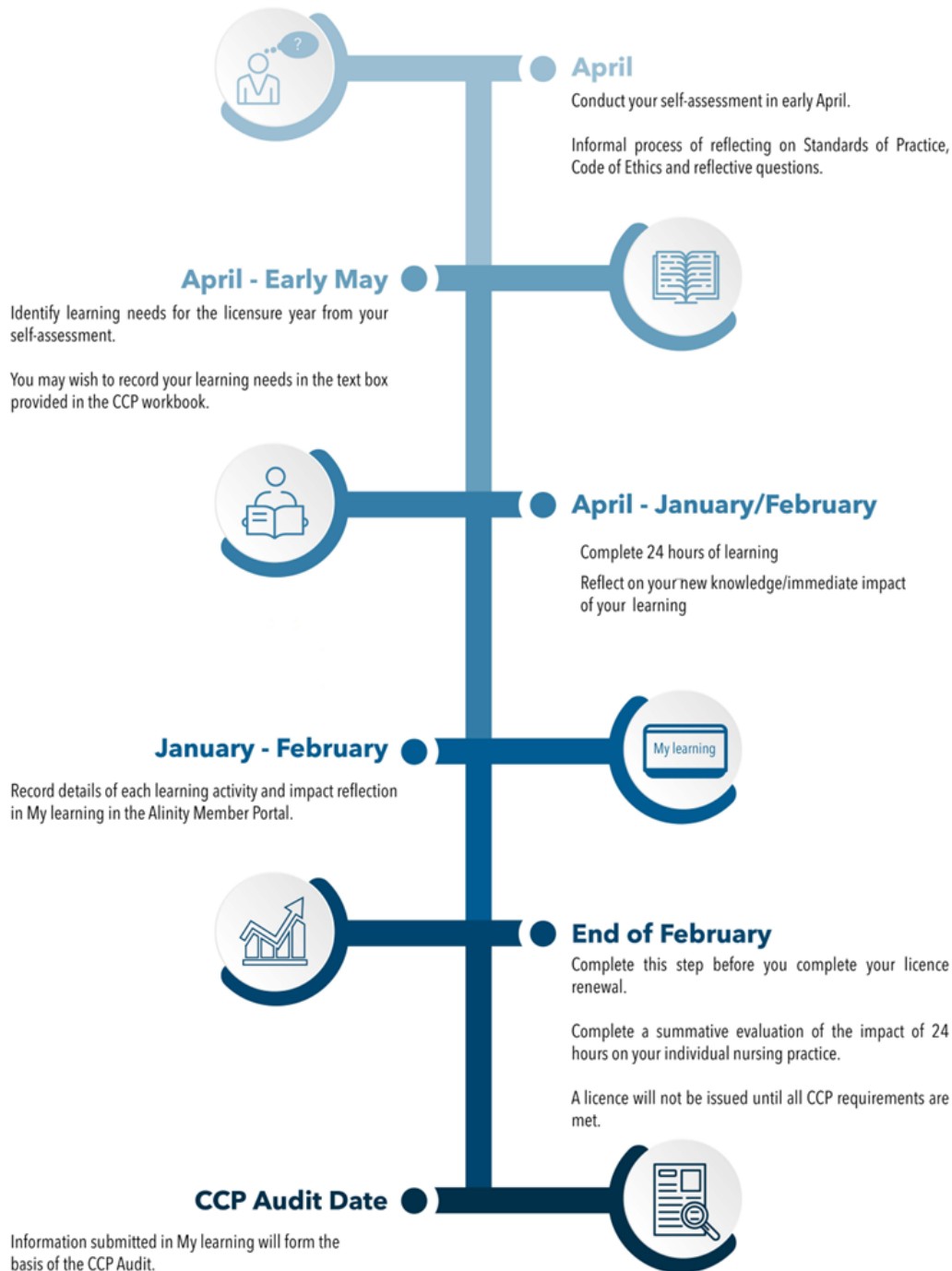
Appendix B: Examples of Continuing Competence Program Learning Activities

Learning hours are calculated as one learning hour per one clock hour of learning activity. For each learning activity, it is the responsibility of the individual RN/NP to reflect on how that learning activity is important to their practice and **record accurately the number of hours** in which learning occurred.

Examples of Learning Activities (not all inclusive):

- Learning at the bedside with the clinical educator, nurse practitioner, physician, or another health care professional
- Accessing resources such as e-Therapeutics, Mosby's, Up to Date, etc.
- Listening to recordings on the College Connection Podcasts and/or Archived Events
- Conferences, teleconferences, symposiums, seminars, webinars, workshops, rounds: e.g., client, grand nursing, medical, morbidity and mortality rounds, etc.
- University, College, Speciality Certification Courses (e.g., CNA certification courses)
- Education Modules, In-services, and Web-based Courses: e.g., controlled drugs and substances education course or program, CASN module(s), CAMH or BCCSU OAT courses, etc.
- Professional Committees and Special Interest/Provincial/National Groups
- Professional Journal Publishing and Research
- Independent learning including, but not limited to, reading journal articles, participating in journal clubs, researching online internet sites, reviewing textbooks, equipment or policy manuals, and electronic resources
- Employer Required Course (including, but not limited to): e.g., ACLS, TNCC, MoreOB, CTAS, NRP, Safe Patient/Client/Resident Handling, BLS, LEADS, LEAN, Conflict Resolution, etc.
- Preceptorship/Mentorship/Supervision/Teaching/Presenting (including, but not limited to, reviewing literature, reviewing policies & procedures, reviewing manuals, reviewing course materials, reviewing medications and their product monographs, etc. involved in preparing to be a preceptor, mentor, or provide supervision to new or novice nurses, teach a course, deliver an orientation, or present to a committee/conference, etc.) (**i.e., Preparatory work only**)

Appendix C: Timeline infographic





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