



**Q. I am planning to retire next year, am I required to complete the CCP?**

Yes. If you are currently working, you are required to meet the CCP requirements.

**Q. What if I fail to meet the CCP requirements?**

If you indicate on your CLPNNS registration renewal form that you have not met the CCP requirements, a CLPNNS representative will contact you to assist you through the process following which if you do not meet the CCP requirements, you will be given a 3-month conditional license to meet the requirements. Failure to meet the requirements during this phase may require a suspension of your license until you meet the CCP requirements.

**Q. Who is able to answer my questions about CCP?**

The College's Professional Practice Consultant or the Executive Director will answer your questions and help with your process. (contact: [jylene@clpnns.ca](mailto:jylene@clpnns.ca) or [ann@clpnns.ca](mailto:ann@clpnns.ca)) or call toll free 1-800-718-8517

Ref: College of LPNs Alberta (2009); College of Registered Nurses of BC (2007)



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## Continuing Competency Program

For Licensed Practical Nurses

*“Frequently Asked Questions”*

(August 2010)

### Q. What is a Continuing Competency Program (CCP)?

CCP is a formal system of assessing the ongoing knowledge skills, attitudes and judgment of a professional practitioner.

CCP promotes safe, ethical and competent practice, and identifies opportunities to pursue and achieve professional growth throughout a professional's career. Ultimately, continuing competence contributes to public protection.

### Q. Why does the College have a CCP?

The LPN Act states that the regulatory body “must establish a continuing competency program” and “applicants for a license must complete the requirements of the CCP in accordance with the Regulations”.

### Q. Is the CCP mandatory?

Yes, LPNs are expected to assess, maintain, and/or enhance competence on an ongoing basis and report annually. Participation in CCP demonstrates commitment by members of the profession to maintain and/or improve knowledge and skill.

### Q. How is the Competency Profile related to the CCP?

The Competency Profile for LPNs in NS is a description of the knowledge, skills, attitudes and judgments ranging from novice to expert. The role of an LPN in NS varies depending on the setting, job description and agency policy while the Competency Profile clearly delineates competencies expected of LPNs. The Competency Profile states which competencies are expected of the new graduate and the LPN who has advanced education and experience.

All the identified competencies are within the LPN legislation and within the LPN scope of practice. The Standards of Practice are congruent with the Competency Profile.

A key purpose of the Competency Profile is to provide the foundation for the CCP. It is the fundamental assessment tool within the program.

### Q. How is the CCP related to the Standards of Practice?

Standards of Practice are defined as statements that describe the desirable and achievable level of performance expected of nurses, against which actual performance can be measured. Standards are necessary to demonstrate to

the public, government and other stakeholders that a profession is dedicated to maintaining public trust and upholding the criteria of its professional practice. The Standards provide a framework for the CCP.

### Q. Why Annual Self-Assessment of Competence?

Annual self-assessment of competence is a process of determining your areas of strength and identifying any learning needs through self-reflection. In our evolving health care system, nurses must continually enhance and expand their knowledge and skills to maintain a level of competence commensurate with their role.

The Self-Assessment Tool and Annual Learning Plans are part of your CCP materials. The Self-Assessment Tool can be used from year to year. You Learning Plan should be reviewed regularly and used when establishing next year's Learning Plan. The CCP Tools become part of your Professional Portfolio and should hold records of education that has been achieved during the year.

It is important to maintain these tools as CLPNNS can request to see them as a part of the validation process. Because the selection process is random, it is possible a member may be selected for validation every 2-3 years. The validation process requires the member to demonstrate that they have been participating in the continuing competence program, therefore, it is advisable to maintain records for a minimum of three years. Maintaining all records in a portfolio or another organized format is recommended.

### Q. What is a Learning Plan?

A Learning Plan is an outline of how a nurse will meet their learning needs. It should include:

- At least 2 specific learning objectives, chosen following assessment from the Competency Profile or Standards of Practice, to provide overall direction for learning
- Resources or strategies for meeting the objectives such as: Books, articles, workshops, in-services, conferences, courses, etc.
- A timeline for completing the learning plan
- Success indicators outlining how the nurse will know

that she/he has met the learning objectives and how this learning has changed her/his practice.

### Q. When should I start the process?

The process to begin the CCP started with proclamation of the new LPN Act and Regulations (2006). It will be a continuous process. You begin the process by familiarizing yourself with the program before you begin your self-assessment.

If you currently hold an Active Practicing License and your registration expires at the end of the licensing year, be sure to complete your self-assessment and learning plan. You must meet those requirements before you renew your registration for next year. You may be asked to show evidence of completion.

### Q. What is the CCP Validation?

Every year LPNs will be randomly selected to provide documentation that confirms completion of learning for the previous year(s). The Validation process examines to what extent your learning has occurred and how you've applied this to your practice. To verify the learning, documentation may include: certificates, letter of attendance, transcripts, and conference agenda(s) including date of learning and hours involved.

### Q. What if I am a New Graduate?

When you attain initial licensure as an LPN, you will commence CCP. You will be expected to have the CCP documents completed by the next registration renewal date.

### Q. What documents do I submit?

None. You will need to provide your documentation only if requested by CLPNNS. Beginning in 2012, CLPNNS will randomly select members to verify compliance with CCP.

### Q. I have not practiced this year, but, I am planning to go back to work soon. How can I complete the CCP?

You will need to reflect on your past nursing practice and the anticipated new learning needs for the future. You will be required to participate and meet all of the CCP requirements, once you return to work.