

GUIDELINES

Continuing Competency Program

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INTRODUCTION (QUESTIONS/ANSWERS)

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

A. 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?

A. The Health Professions Act (HPA) states that all health professions through their regulatory body, "must establish, by Regulation, a continuing competency program" and it "must provide for regulated members to maintain competence and to enhance the provision of professional services" Health Professions Act, Section 50 (1) (2a), 2000.

Licensed Practical Nurses (LPNs) have been regulated under the HPA since April 2003.

Q. Is the CCP mandatory?

A. 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?

A. The Competency Profile for LPNs in Alberta is a description of the knowledge, skills, attitudes, and judgments ranging from novice to expert. The role of a LPN in Alberta varies depending on the setting, job description, and agency policy while the Competency Profile clearly delineates all the competencies performed by 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 Regulation and within the LPN scope of practice. The 2008 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?

A. 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 Assessment of Competence?

- A.** Annual 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 LPN should retain this booklet of Guidelines, the Self-Assessment Tool and annual Learning Plans as part of your CCP binder materials. The Self-Assessment Tool can be used from year to year. Your Learning Plan should be reviewed regularly and used when establishing next year's Learning Plan. The CCP Binder becomes your Professional Portfolio and should hold records of education that has been accessed during the year.

It is important to maintain these documents as CLPNA can request copies of the Self-Assessment Tool and the Record of Professional Activities for Validation through an annual random audit process. Because the selection process is random, it is possible a member may be selected for audit each year. The Validation process requests documents for the previous two year period; therefore, it is advisable to maintain records for a minimum of three years. Maintaining all records in the CCP binder or another organized format is recommended.

Q. What is a Learning Plan?

- A.** A Learning Plan is an outline of how a nurse will meet their learning needs. It should include:
- a) At least 2 specific learning objectives, chosen from the Competency Profile, to provide overall direction for learning
 - b) Resources or strategies for meeting the objectives such as; books, videos, articles, workshops, in-services, conferences, courses, etc.
 - c) A timeline for completing the learning plan
 - d) Success indicators outlining how the nurse will know that s/he has met the learning objectives and how this learning has changed his/her practice.

Q. When should I start the process?

- A.** You can begin the CCP as soon as you obtain registration with the college. It is a continuous process. Begin the process by familiarizing yourself with the Program before you begin your self-assessment.

If you currently hold an Active Practice Permit and your registration expires at the end of the year, be sure to complete your identified learning goals from the previous year. You must meet those requirements before you renew your registration for next year. If you completed learning goals other than what you projected, identify that, indicating what you learned instead and why you changed objectives.

Q. How can I get more information regarding the CCP and the Assessment Process?

- A.** You can contact the CLPNA if you have questions or comments.

Phone: 780-484-8886 or 1-800-661-5877
Fax: 780-484-9069
Website: www.clpna.com

HOW TO USE THE SELF-ASSESSMENT TOOL

The annual CCP process, using the Self-Assessment Tool, is a means for LPNs to assess competence and establish a learning plan to improve, maintain, and enhance professional practice.

As a mandatory component of Registration Renewal, LPNs complete the Self-Assessment process and submit a Learning Plan as evidence of their participation in CCP.

The Self-Assessment Tool is composed of three parts:

Step 1: Self-Assessment within Standards of Practice

Step 1 contains the competencies relevant and basic to all LPN roles and responsibilities. Rate yourself in each of these competencies outlined in the Self-Assessment Tool. See examples pg. 4-5.

Step 2: Self-Assessment of Specific Competencies

This step is to be completed related to specific areas of practice not assessed in Step 1. For example, an LPN who is employed in Emergency should complete Step 2 using the Competency Profile, **N-Emergency Nursing** as a reference. A LPN who is employed in Continuing Care should complete section **O-Gerontology and X-Leadership**. See examples pg. 6-8.

Step 3: Learning Plan

A Learning Plan is completed typically focusing on the areas rated **3-Requires Improvement** and **2-Competent**. However, an LPN may also establish goals for enhancing areas rated **4-Developmental**. The Learning Plan is submitted to CLPNA annually as part of annual Registration Renewal and must contain two learning objectives with all four columns completed. See examples Pg.9-10.

Learning resources may include; formal education (certificate courses), employer provided education, precepting and mentoring, seminars and conferences. For a more detailed list of resources see the CCP section on the CLPNA website.

The Self-Assessment Tool including Steps 1, 2, and 3, and the Record of Professional Activities should be kept in your CCP binder for future reference. These records will be needed when you are selected to participate in Validation (Audit) to verify your participation in the CCP. This is a random selection process, so it is possible to be selected for audit each year.

The Competency Profile, 2nd Edition (2005), is a primary tool when completing your Self-Assessment. It is available in hard copy by contacting CLPNA or on-line at www.clpna.com.

STEP 1: SELF-ASSESSMENT WITHIN STANDARDS OF PRACTICE

The LPN is expected to self assess competence in relation to the Standards of Practice as outlined on the Self-Assessment Tool. Each competency is rated using the 5-point Rating Scale. The LPN determines his/her own level of competence by checking the appropriate rating.

RATING SCALE Use the following rating scale to complete your Self-Assessment.

1 Excellent	2 Competent	3 Requires Improvement	4 Developmental	5 Not Applicable
Demonstrates excellence in the expectations and / or requirements of the competency.	Meets the expectations and / or requirements of the competency.	Has identified weakness in areas of knowledge, skills, attitudes, or clinical judgment.	Requires education and/or orientation to meet the expectations and / or requirements of the competency.	Not applicable to current role and responsibility

Example: A newly graduated LPN

An LPN who is a new graduate may rate knowledge of microbiology, pathophysiology, medical terminology, and science and humanities as **1-Excellent** as his/her knowledge in these areas is recent and the LPN is able to apply this knowledge to the care of his/her clients.

The rating of **2-Competent** noted for adjusting care to growth and development of client indicates that the LPN feels comfortable adjusting care delivery to different ages of clients.

A rating of **3-Requires Improvement** for anatomy and physiology and pharmacology may indicate that the LPN has components of anatomy and physiology s/he feels require review to feel more competent or s/he may wish to become expert.

The LPN may rate self as **4-Developmental** in the nutrition competency as s/he is not yet completely comfortable with the diabetic diet and wants to learn more about diabetes to better teach clients and families.

A: Nursing Knowledge		Year 2008	Year 20__	Year 20__	Year 20__	Year 20__
A-1	Applies knowledge of anatomy and physiology of the human body to the assessment of client and delivery of nursing care.	3				
A-2	Applies knowledge of microbiology throughout care, disease prevention, and health promotion.	1				
A-3	Applies knowledge of pathophysiology to the nursing care of the client.	1				

A-4-4	Uses appropriate medical terminology to report and document client care.	1				
A-5-9	Adjusts nursing practice to the specific growth and development of the client.	2				
A-6	Applies principles of nutrition to the assessment and care of the client.	4				
A-7	Applies knowledge of pharmacology throughout client care and teaching.	3				
A-8-2	Integrates knowledge and skills from the sciences and humanities into the application of the nursing process.	1				

SUMMARY OF SECTION

At the end of each component of Step 1, summarize competency areas that require improvement, development or enhancement. The summary is an important step to keep track of the competencies, which must be identified for establishing a Learning Plan.

Example: Self-Assessment Summary

SELF-ASSESSMENT SUMMARY		
Year	Competency Number	Describe the competency areas you want to improve or develop. List all items rated 2 (Competent), 3 (Requires Improvement), or 4 (Developmental) in Step 1.
<u>2008</u>	A-1 A-7 A-6	Anatomy and physiology of the kidneys and renal system Pharmacology-common renal drugs used on my unit Nutrition related to diabetic clients-diabetic diets

STEP 2: SELF-ASSESSMENT OF SPECIFIC COMPETENCIES

Use the Competency Profile to determine whether there are other specific competencies in your role in the practice setting. Step 1 covers most of the general, basic competencies of a LPN, but a LPN working in a specialty area or role (such as Community Health) would need to complete a specific assessment. To complete this section, review the competency section(s) that are specific to your job and ask yourself:

- Is this competency in my job?
- How well do I perform this competency?
- Do I need to improve this competency?

Use the appropriate section of the Competency Profile as a guide and summarize all competencies which are rated **2 – Competent**, **3 – Require Improvement**, or **4 – Developmental**. There is no need to rewrite ALL the competencies. Only note the competencies that you rate 2, 3 or 4.

You can be as specific or general in Step 2 as desired. The important step is to review all the competency areas that are specific to your job and determine areas for improvement or development for the Learning Plan.

PEER REVIEW & FEEDBACK

In addition to completing Step 2 of the Self-Assessment, it is very valuable to seek out peer review and feedback. Seeking feedback from another health professional, preferably someone you practice with on a regular basis will assist you in seeing your practice from an external point of view. This is not a mandatory step in the CCP process, however; you are encouraged you to take the time prior to developing your learning plan to seek out a different perspective on your nursing practice.

SUGGESTIONS FOR IDENTIFYING SPECIFIC COMPETENCIES

LPN Role / Area of Work	Possible Specific Competencies
1. Continuing Care <ul style="list-style-type: none"> ➤ General ➤ Self care unit ➤ CHOICE / Day Program ➤ Dementia / Alzheimer's ➤ Supervision / Team Leading 	O – Gerontology Nursing O – Gerontology Nursing R – Community Based Care O – Gerontology Nursing R – Community Health N – Emergency Nursing (some areas) Q – Rehabilitation Nursing O – Gerontology Nursing M – Mental Health Nursing Pay attention to C–Safety & D-Communication X – LPN Leadership Role
2. Home Care / Community Care / Transition and Sub Acute Programs	R – Community Health Q – Rehabilitation Nursing O – Gerontology Nursing <i>May also include specifics:</i> F – Respiratory Care G – Surgical Nursing H – Orthopedic Nursing I – Neurological / Neurovascular Nursing J – Cardiovascular Nursing M – Mental Health Nursing
3. Rural Hospitals	<i>Will likely include:</i> F – Respiratory Care G – Surgical Nursing H – Orthopedic Nursing I – Neurological / Neurovascular Nursing J – Cardiovascular K – Maternal / Newborn Care L – Pediatrics M – Mental Health Nursing N – Emergency Nursing
4. Operating Room	Z – Perioperative Nursing Specialty
5. Dialysis	AA – Dialysis Nursing Specialty
6. Ophthalmology Clinic / Surgical Area	FF – Ophthalmic Nursing
7. Physician Offices, Clinics	R – Community Health S – Clinic Based Nursing GG – Immunization Specialty
8. Leadership and Supervision	X – LPN Leadership Role

Example #1: An LPN who works in Community Health:

Using the Competency Profile, describe, assess and rate the competencies specific to your area of work, specialty, role and responsibility.

Year	Competency Number	Describe & Assess Specific Competencies	Rating (1-5)
2008	R-1-2	Promote collaboration within Community Nursing	2
	R-5-4	Improve participation in case/family conferences	3
	R-7	Seek additional client teaching opportunities	4

Example #2: An LPN who works in Continuing Care:

Using the Competency Profile, describe, assess and rate the competencies specific to your area of work, specialty, role and responsibility.

Year	Competency Number	Describe & Assess Specific Competencies	Rating (1-5)
2008	O-1-6	Assess cognitive changes	4
	O-2-2	Improve knowledge of personal directives	2
	O-2-3	Develop knowledge and skill regarding referrals to community agencies	3

STEP 3: LEARNING PLAN

The LPN now chooses at least two competencies identified for improvement to develop a Learning Plan using the prepared form. This process is simply prioritizing learning needs. Choose the learning objectives that are most important to your practice as your first priorities.

A Plan, which is focused and specific, is more likely to be followed and met. A simple rule to remember as you develop your Learning Plan is to be **SMART**:

S	Specific - to your needs and applicable to your practice.
M	Measurable - real objectives that can be achieved through planned learning
A	Attainable - accessible learning that can be accessed by you where you are
R	Realistic - real for you to fit your learning needs, your life, and work environment
T	Timely - achievable within the next few months or within the year.

There are four elements to the Learning Plan:

- Learning Objectives
- Resources and Strategies
- Target Date
- Evaluation

Learning Objectives (What I am going to learn?) <small>Please state specific objective</small>	Resources & Strategies (What will I do to meet objectives?)	Target Date (Time frame for achievement)	Evaluation (How will I know I learned it?)
<ul style="list-style-type: none"> • Using the Competency Profile identify the exact Competency Number (W-9-4) you would like to address in your learning. • With a general statement describe what you want to learn. 	<ul style="list-style-type: none"> • Think of how you learn when deciding on resources. • Resources could be people, literature, courses, policies and procedures, etc. For a detailed list of resources see the CCP section on the CLPNA website. 	<ul style="list-style-type: none"> • This helps you coordinate your learning with work, family, personal time, and other projects. • With target dates that are vague, regularly review your learning plan to ensure learning goals are being met. 	<ul style="list-style-type: none"> • Here you state how you will demonstrate you have met your objectives. • The best way to do this is to answer “How will I show others what I have learned?” • Try to assess how you will apply this new knowledge and skill to your practice.

LEARNING PLAN

YEAR 2008

Example: Learning Plan

Learning Objectives (What I am going to learn?) Please state specific objective	Resources & Strategies (What will I do to meet objectives?)	Target Date (Time frame for achievement)	Evaluation (How will I know I learned it?)
D-7-5 To effectively use communication skills to manage conflict	Check for courses available	Within next month	Improved communication skills Decreased conflict with others Improved therapeutic relationships
V-7-3 Understand normal lab values pertaining to blood transfusion	Educational Instructor/lab staff	By December	Enhanced knowledge of blood transfusion rational
W-9-4 Examine evidence based practice and participate in continuous quality improvement	Review research and CLPNA CARE Magazine Attend learning fair / nursing rounds monthly / renew necessary certifications	Quarterly Ongoing throughout the year	Able to apply research based practice changes to client care Improved understanding of practice environment reducing risk to my clients
Name: _____		CLPNA Registration #: _____	

RECORD OF PROFESSIONAL ACTIVITIES

The Record of Professional Activities provides a tool that you can use to document and record all continuing education and learning activities you have undertaken in the past year. The Record will help you in reporting to CLPNA during the Validation process and with your completion and success of the Learning Plan. It is suggested that you maintain the Record on an ongoing basis keeping certificates, summaries, and other documents in either the CCP binder or a another organized format for safekeeping and future reference.

Your CCP binder becomes your Professional Portfolio which is very useful in tracking and maintaining your continued learning throughout your career. The Portfolio can be taken to job interviews to share your competencies with perspective employers and discuss what additional education you have accessed throughout your career. If you are randomly selected for annual Validation, this information will be required to verify that you have actively participated in the CCP of the CLPNA.

The following pages include information and an example of a completed Record of Professional Activities. Blank Records can be accessed at www.clpna.com.

DIRECTIONS FOR USING RECORD

Complete all three columns to record the continuing education and learning activities that you have undertaken in the past year.

RECORD OF PROFESSIONAL ACTIVITIES

Date	Professional Activity (include course, seminar, research, hours, details)	Summary of Learning
Provide date of the activity.	List all activities you have undertaken to maintain competence and to enhance your learning and performance in the past year. Specifically note the activities that have addressed the learning objectives you selected on your last learning plan. Provide number of hours spent in activity.	Most importantly, summarize what you have learned, and how this learning has changed your practice.

RECORD OF PROFESSIONAL ACTIVITIES

Example: Record of Professional Activities

Date	Professional Activity (include course, seminar, research, hours, details)	Summary of Learning
Feb. 16, 2008	A-6 Research on Internet re: Nutrition and Diabetes 2 hours	Reviewed principles of nutrition and diabetics so that I am more aware of these with my residents.
Sept. 12, 2008	G-5-3 Workshop: Wound Management 8 hours	I can demonstrate removal of Penrose drains and I have improved my aseptic technique for surgical wounds
Sept. 20, Oct. 2 & Oct. 16, 2008	Buddied with Team Leader to review Wound Management techniques 1 hour X 3	I understand and can apply specific techniques for wounds used in our own facility.

Name: _____	CLPNA Registration #: _____
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CONCLUSION

You are now ready to start your Self-Assessment.

If you have comments or questions, please contact the CLPNA at 780-484-8886 or toll free at 1-800-661-5877 or visit our website at www.clpna.com .