TRACKING TOOL

Continuing Competency Program

Tracking Tool

There are now two ways to track your learning. The **Record of Learning** is an online tool in your College of Licensed Practical Nurses of Alberta (CLPNA) member profile that can be used to document and record all continuing education and learning activities you complete any time during the year . If you prefer to record your learning on a paper form, the **Record of Professionals Activities** document is on page 6 and 7. Both Records will help you with record keeping and completion of your Learning Plan. You can also develop your own method of tracking. You only need to use **ONE method** of tracking. Remember: It doesn't matter how you track, it only matters that you do.

It is suggested you maintain a Record on an ongoing basis keeping certificates, summaries and other documents in a "Professional Portfolio" for easy reference. Your Professional Portfolio is useful in maintaining records of your continued learning throughout your career. The Portfolio can be useful in 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 Continuing Competency Program Validation (CCPV), this information will be required to verify completion of your learning objectives in your learning plan and to demonstrate your participation in CLPNA's Continuing Competency Program.

How to Use the Online Record of Learning Tool

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

a. **LEARNING ACTIVITY –** Describes the continuing education you completed. Use a title that you will easily remember in future (i.e. communication, pharmacology, diabetes, etc.).

b. **REGISTRATION YEAR** – The year the learning was completed.

c. **LEARNING OBJECTIVE/COMPETENCY CODE/STATEMENT** – (from Competency Profile) Select the code from the drop down menu that relates to completed learning activity.

d. **RESOURCES/STRATEGIES USED** – Select the code that describes the resources/strategies used to achieve learning.

e. **MONTH COMPLETED** – Select the code for the month the learning took place**.**

f. **TRANSFER OF LEARNING** – Select the code that best indicates how you changed your thinking as you completed the learning objective. Measure the increase in your nursing knowledge before and after completion of the learning.

g. **IMPACT ON PRACTICE** – Select the code that defines how you applied the learning and changed your on-the-job behavior because of the completed learning objective. Consider how you will implement this learning back into your nursing practice. This can be immediate or may occur several months after continuing education.

h. **SUMMARY OF LEARNING** – Summary of learning validates how your thinking and behavior as a professional nurse has changed. It also confirms how completion of the learning objective(s) has enhanced your nursing practice. Provide a detailed *evaluation* of your learning. Explain and give example(s) of how your completed learning has influenced, impacted and enhanced your practice. Why did you choose this learning objective? What did you learn? How has the learning changed the way you think and behave in your practice? How will the learning affect your practice in the future? If you partially complete a learning objective, reflect on these questions based on the learning you completed in the year you are reporting.

How to Complete Your Online Record of Learning

Complete all of the fields to record the continuing education and learning activities you have undertaken in the past year.

Record of Learning example

Learning Activity	Documentation
Registration Year	2015
Learning Objective	D-5-Legal Protocols, Documenting and Reporting
Resources and Strategies	01-CLPNA website
Month Completed	Apr
Transfer of Learning	02-New or enhanced knowledge and/or skills
Impact on Practice	06-Enhanced critical thinking/decision-making
Summary of Learning	I chose this learning objective to increase my documentation skills. By completing this course, I have a clearer understanding of acceptable abbreviations in best practices of nursing. I feel more confident in the legalities of documentation including the importance of documenting as soon as I complete a procedure (i.e. wound care on leg ulcer). I know that I have to comply with employer policy and procedures. The impact this learning will have on my practice is that I will try to document in a timely manner. I will ensure accurate, concise and complete documentation when noting client response to nursing care. I will adapt my documentation and reporting to my employer's requirements and know what the employer's policy is for documentation standards. My goal is to share this information with peers and nursing students.

How to Keep a Record of Professional Activities

The Record of Professional Activities is another tool that you can use to document and record all continuing education and learning activities. Complete all four columns to record the continuing education and learning activities that you have undertaken in the past year.

   a. **Date** learning was completed.

   b. **Competency Code** of learning objective that relates to completed learning activity, using the Competency Profile

   c. **Resources/Strategies** used for all activities you have undertaken to maintain competence and to enhance your learning and performance in the past year

   d. **Summary of Learning** validates how your thinking and behavior as a professional nurse has changed. It also confirms how completion of the learning objective(s) has enhanced your nursing practice. Provide a detailed *evaluation* of your learning. Explain and give example(s) of how your completed learning has influenced, impacted and enhanced your practice. Why did you choose this learning objective? What did you learn? How has the learning changed the way you think and behave in your practice? How will the learning affect your practice in the future? If you partially complete a learning objective, reflect on these questions based on the learning you completed in the year you are reporting.

The following page includes information and an example of a completed Record of Professional Activities. Blank Records can be photocopied or accessed at www.clpna.com.

RECORD OF PROFESSIONAL ACTIVITIES (example)

Date (date learning completed)	Competency Code (from Competency Profile)	Describe learning activity/ resources/strategy used (ie. Title of seminar/in-service/course/ journal/article, details of website - list of suggested learning activities at www.clpna.com)	Summary of Learning (Summary of learning shows how your thinking and behavior as a professional nurse has changed and how completion of the learning objective(s) has enhanced your nursing practice. Provide a detailed *evaluation* of your learning. Explain and give example(s) of how your completed learning has influenced, impacted and enhanced your practice. Why did you choose this learning objective? What did you learn? How has the learning changed the way you think and behave in your practice? How will the learning affect your practice in the future?)
09/10/12	W-3 W-4	Review Professional Standards and Code of Ethics - CLPNA Website www.clpna.com - CLPNA Code of Ethics and Standards of Practice	I chose this learning objective as I believe it is critical that as an LPN I am constantly aware of my Standards of Practice and familiar with our Code of Ethics and how it relates to my own beliefs and values. I now have a better understanding of my responsibilities and accountability according to the Code of Ethics and Standards of Practice of my profession. After review, my knowledge of the values and ethical commitment I have toward patients and families, co-workers, employers and myself are reinforced. I understand and can apply the six standards; knowledge, accountability, patient safety, continuing competence, collaboration and leadership, to my nursing practice. I engage in reflection and self-assessment of my practice to identify ongoing professional development, by following the Code of Ethics and Standards of Practice. This will affect my future practice as I am more sensitive to ethical issues such as cultural beliefs, religious beliefs, and more aware of confidentiality issues, etc.
10/25/12	D-1	Effective communication in the workplace Employer In-Service	I chose this learning objective as I wanted to be better able to communicate both with my colleagues and patients. I took an in-service on effective communication in the workplace. It helped me to understand my communication style, identify and respond to other communication methods and techniques so that I can interact with other health care providers effectively. I learned to express positive and negative ideas and feelings in a transparent, welcoming and direct manner – to state clearly and without defense what I need and want. I learned to listen without judgment. Effective communication skills helped me build an awareness of my communication skills and abilities and how to deal confidently with the different people around me, which will have a great impact on my future practice. These new skills will help me to approach and deal with patients in a more constructive and positive manner, and also help colleagues with communication issues they may have.

Name: _____   CLPNA Registration #: _____

RECORD OF PROFESSIONAL ACTIVITIES

Date	Competency Code	Describe the learning activity and resources used	Summary of Learning

Name: _____   **CLPNA Registration #: _____**

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Date	Competency Code	Describe the learning activity and resources used	Summary of Learning

Name: _____   **CLPNA Registration #: _____**