

# CONTINUING COMPETENCE PROGRAM GUIDE - 2019



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## INTRODUCTION

The College of Licensed Practical Nurses of Alberta (CLPNA) is mandated through the Health Professions Act (HPA) to regulate Licensed Practical Nurses (LPNs) in a manner that protects and serves the public interest. As a part of this process the HPA identifies the requirement for regulators to develop a Continuing Competence Program. The CLPNA's Continuing Competence Program is a process of ensuring that LPNs maintain their competence as defined by the HPA. The HPA states that competence is, "the combined knowledge, skills, attitudes and judgment required to provide professional services."<sup>1</sup>

As part of registration with the CLPNA, LPNs must consistently maintain and enhance their competence and be aware of strengths and areas in need of improvement. Continuing competence is essential in meeting the demands of evolving practice environments and client needs.

The Program provides LPNs with a framework for assessing competence. The Program supports LPNs to achieve and demonstrate continuing competence through ongoing learning and remaining current in practice. By completing the annual requirements, the public can be assured LPNs are maintaining the knowledge, skills, abilities and judgment required to practice as a nurse.

In accordance with Section 22(1) of the Licensed Practical Nurses Profession Regulation, the program consists of the following three requirements:

22(1)

- (a) a self-assessment based on the competence profile indicating the areas where continuing competence activities are to be undertaken for the next registration year;
- (b) a learning plan that states the continuing competence goals for the next registration year and the continuing competence activities to be undertaken during that year to achieve the continuing competence goals;
- (c) a list of continuing competence activities undertaken during the past registration year.<sup>2</sup>

LPNs must meet the continuing competence requirements to renew their practice permit on an annual basis.

This guide will provide information specific to the Continuing Competence Program requirements.

<sup>1</sup> Health Professions Act, RSA 2000, page 8.

<sup>2</sup> Licensed Practical Nurses Profession Regulation, Section 22(1), Alta Reg. 81/2003

## IMPORTANT CHANGE

Effective 2019, practice hours will be a component of the Continuing Competence Program. Over the next three years the CLPNA will be developing specific policies to assist in the reporting of practice hours. The CLPNA will be providing regular communication on the new policies that will be implemented. By 2021, LPNs who do not meet the minimum of 1000 practice hours in the preceding four years may be unable to maintain their eligibility for a practice permit.

# FRAMEWORK FOR THE CONTINUING COMPETENCE PROGRAM



## SELF-ASSESSMENT

Self-assessment is the process where LPNs reflect on the knowledge, skills, attitudes and judgments they currently demonstrate. Using the Competency Profile for LPNs to guide this process, LPNs can identify areas of practice that require an increased skill or knowledge; areas of interest where practice can expand; and the areas in which further education is needed in order to maintain competence. The process of self-assessment is based on individual reflection. The process and the outcome may differ between individual LPNs. LPNs are encouraged to complete their self-assessment every year prior to completing their Registration Renewal application in order to best identify the learning plan for the upcoming year.

### Sample Self-Assessment Process

When reflecting on nursing competencies, the following rating scale may be used to identify specific competency areas that require improvement.

1	2	3	4	5
<b>Expert</b>	<b>Competent</b>	<b>Requires Improvement</b>	<b>Novice</b>	<b>Not Applicable</b>
I confidently demonstrate excellence in the expectations and/or requirement of the competency in my practice.	I satisfactorily meet the expectations and/or requirements of the competency in my practice.	I have identified learning needs in areas of knowledge, skills, attitudes or clinical judgments.	I recognize that I require education and/or orientation to meet the expectations and/or requirement of the competency.	This competency is currently not part of my role and responsibility in nursing practice.

Utilizing the rating scale, the LPN then reviews the Competency Profile for LPNs to determine their level of competence. An LPN may choose to structure their self-assessment as follows:

*Major Competency Area: M – Mental Health and Addiction*

*Competency: M-3 – Aggressive Behavior*

*Competency Statement: M-3-3 – Demonstrate knowledge and ability to recognize and manage aggressive behaviors*

*Rating Assessment: 3 – Requires Improvement*

## LEARNING PLAN

Through the self-assessment process, the learning plan will be developed. The learning plan guides the learning to be implemented by the LPN over the upcoming registration year. By answering the questions asked on the Registration Renewal application, LPNs identify a learning plan including two (2) competencies using the Competency Profile for LPNs.

The learning plan includes four components:

- **Continuing Competence Goal(s):** The LPN will identify the major competency area, the competency and the competency statement as listed in the Competency Profile for LPNs to determine the learning.
- **Resources and Strategies:** The LPN will identify how the Continuing Competence Goal will be achieved. Various sources can be used to meet the goal including: books, videos, articles, workshops, in-services, conferences, courses, etc.
- **Target Date:** The LPN will identify a timeline for completing the Continuing Competence Goal.
- **Evaluation:** The LPN will identify how knowledge, skills, abilities and judgments may change as a result of meeting the stated learning.

### NOTE

Meeting the mandatory requirements of the Continuing Competence Program Learning Plan includes:

- identifying a Learning Plan for the upcoming registration year, and
- declaring compliance with the Learning Plan for the previous registration year.

## CONTINUING COMPETENCE ACTIVITIES

Two requirements are needed to fulfill the Continuing Competence Activity expectation to maintain registration:

- Learning
- Practice Hours

### Learning

As the LPN completes the activities in the learning plan, it is important to document the learning. This includes keeping evidence that the LPN participated in the activity. The CLPNA's member website, [www.myCLPNA.com](http://www.myCLPNA.com), offers a structured format to manage documentation of learning activities through the Continuing Education option. Alternatively, LPNs may choose to document their learning using other organized formats.

Evidence of a learning activity may include but is not limited to the following:

- Transcripts
- Certificates
- Attendance records
- AHS Learning Link records
- Workshop or conference programs
- Learning verification letter from employer
- Pictures or screen shots of books, web pages, journal articles

### Practice Hours

Practice hours worked during the registration year are declared on the Registration Renewal application. This declaration includes the hours the LPN expects to work until the end of the year. These hours are utilized as a way for ensuring ongoing competence as an LPN. LPNs are required to practice a minimum of 1000 hours in the preceding four year period. The hours reported may be validated through the Continuing Competence Program Audit process.

### NOTE

LPNs are required to retain Continuing Competence information including their self-assessment, learning plan, and evidence of continuing competence activities for a minimum of four years.



## AUDIT

The Continuing Competence Program Audit process verifies LPNs have met the requirements of the program. Each year, LPNs are selected to participate in the Audit process.

The Audit validates compliance with the declaration made on the Registration Renewal application that the learning plan(s) have been completed and practice hours have been accurately reported. Verification includes the submission of documentation and/or the response to questions posed on the Audit form.

The CLPNA currently has three Audit selection categories:

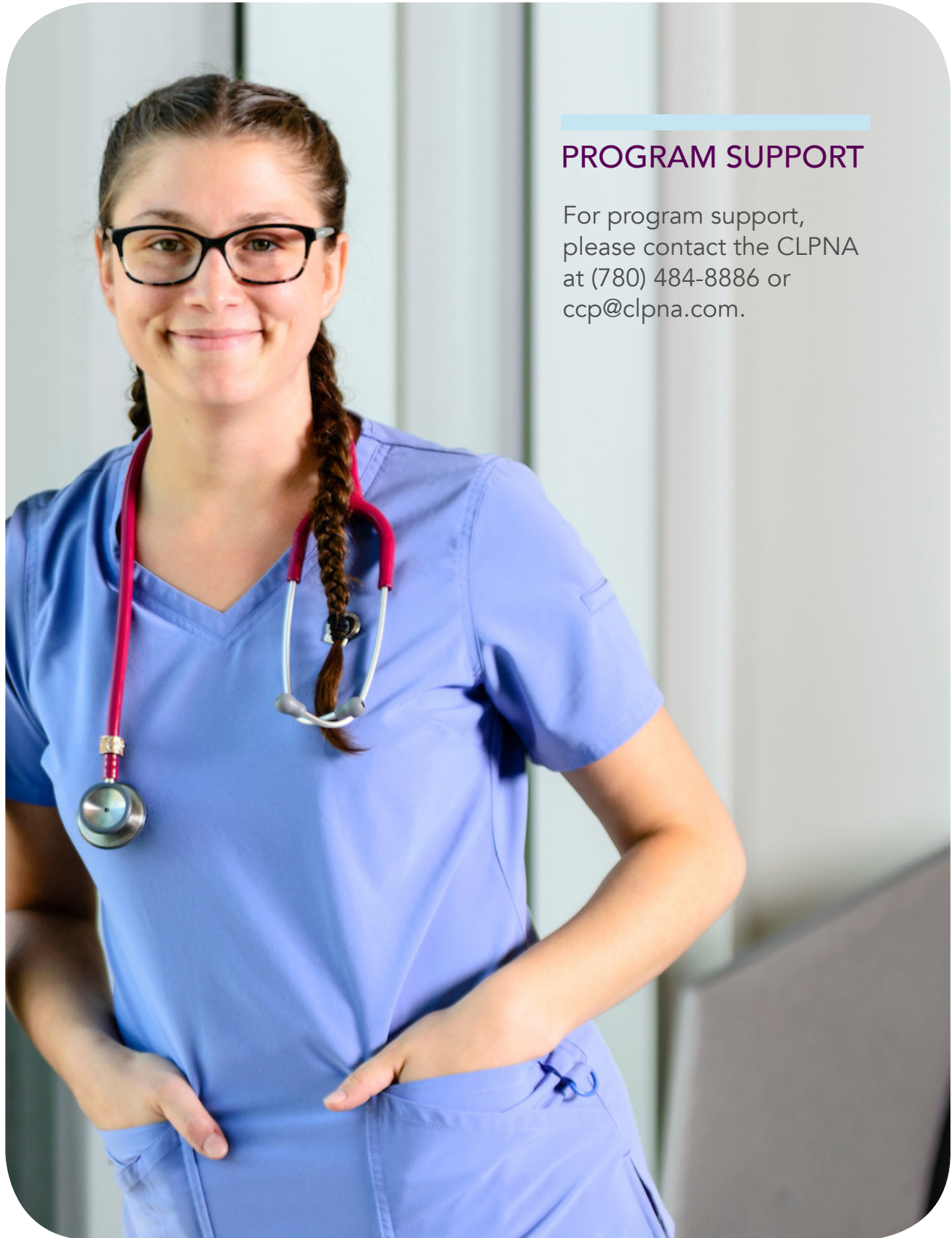
- **BASIC** - This Audit category requires validation of the learning plan by answering questions posed on the form.
- **FULL** - This Audit category requires validation of the learning plan by answering questions posed on the form. The full audit also includes the submission of evidence to support the responses to the questions.
- **DIRECT** - This Audit category requires validation of the learning plan by answering questions posed on the form. LPNs selected for direct audit have been identified by through criteria approved by Council.

### Non-Compliance with the Continuing Competence Program

LPNs who do not meet the requirements of the Continuing Competence Program at the time of renewal may have their practice permit suspended for the upcoming registration year. The submission of the Registration Renewal application's requirement of learning and practice hours is considered a declaration of compliance. If it is determined through the audit process that the LPN provided false information, the LPN may be referred to the Complaints Director.

### NOTE

CLPNA will begin to audit nursing practice hours of selected LPNs in 2020.



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## PROGRAM SUPPORT

For program support,  
please contact the CLPNA  
at (780) 484-8886 or  
[ccp@clpna.com](mailto:ccp@clpna.com).

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