Step by step:
CONTINUING COMPETENCE

Objectives

- Overview of Continuing Competence Program (CCP)
- Practice permit requirements
- What are CCP requirements
- How to meet CCP requirements
- Review MyCCP record

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Why does CARNA have a Continuing Competence Program?

The *Health Professions Act* requires all regulated health professions to establish continuing competence programs that provide for members to maintain competence and enhance the provision of safe and competent service to the public.

Why does CARNA have a Continuing Competence Program?

CARNA’s Continuing Competence Program (CCP) is a crucial part of a nurse’s professional responsibility to provide the highest standards of patient care and safety, and to provide that care based on best practices and current research.
Why does CARNA have a Continuing Competence Program?

CARNA’s CCP:

- Promotes continuous learning among nurses.
- Encourages members to engage in continuing professional development towards practice excellence.
- Supports members to engage in competent, safe and ethical practice to the standards of the profession.

Why does CARNA have a Continuing Competence Program?

CARNA’s CCP is:

- dynamic, evolving to meet the changing demands of practice
- grounded in evidence
- credible and transparent to members
Continuing Competence Program

The program is designed to support members in maintaining their nursing competence through participation in:

- reflective practice
- continued professional development activities
- collection of feedback

How is the CCP related to obtaining a practice permit?
What is needed to be eligible for a practice permit?

- Complete your MyCCP record for the current year
- Submit your Practice Reflection for the upcoming year
- Submit a permit application form and payment

What are the CCP Requirements?

- Practice Reflection
- Continuing Professional Development
- Feedback
What is PRACTICE REFLECTION?

What is Practice Reflection?

Process that helps you identify and address your unique professional learning needs to grow and improve your practice.

The steps of Practice Reflection are entered in a new MyCCP record when you apply for a practice permit or to renew your practice permit.
What is Practice Reflection?

These two steps can be done in any order:

- Select a practice standards indicator based on a self-assessment of your own nursing practice.
- Develop a learning objective based on the practice standards indicator you choose.

How do I begin my Practice Reflection?
How do I complete a self-assessment?

Review CARNA’s *Practice Standards for Regulated Members* and their indicators

• NPs also review the NP Competencies

*Standards* represent the criteria against which the practice of all regulated members will be measured by CARNA, the public, clients, employers, colleagues and themselves.
CARN'A's Practice Standards

1. responsibility and accountability
2. knowledge-based practice
3. ethical practice
4. service to the public
5. self-regulation

How do I complete a self-assessment?

**Indicators** are expectations of how the standard is demonstrated in practice.

- Learn how each Practice Standards indicator relates to all domains of nursing practice in the companion document *Stand Up for Standards.*
Self-assessment example

Practice Standards indicator 3.1 states:

*The nurse practices with honesty, integrity and respect.*

The word *practice* may be interpreted as:

- *Provides* clinical care with honesty, integrity and respect.
- *Teaches* with honesty, integrity and respect.
- *Conducts research* with honesty, integrity and respect.
- *Provides administrative services* with honesty, integrity and respect.

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How do I complete a self-assessment?

- Consider how each indicator relates to your own role and practice setting
- Reflect on your own performance against these standards
- Consider what you need to learn and what is most important in your practice
Collection of Feedback

Feedback is written or verbal information you receive regarding how your behavior is perceived.

- Supports your competence and professional growth by providing valuable insights into your practice.
- Helps to validate or stimulate your own self-assessment.

Collection of Feedback

Feedback can be provided:
- Formally, as in a performance review with your supervisor.
- Informally, through casual conversation with your colleagues.
- Directly, through specific comments from others.
Collection of Feedback

Ask someone who is familiar with your practice and whose judgment you value and trust

Most useful when used to:
• Determine your learning needs.
• Evaluate your progress.
• Help guide your professional development.
• Develop skill and comfort in giving and receiving constructive feedback.

How do I select a Practice Standard indicator?

• Analyze your own performance against each Practice Standards indicator.

• Ensure you apply the indicator to your specific role and practice setting.
How do I select a Practice Standard indicator?

• Prioritize your assessment.

• Determine the most important area(s) to focus on for the upcoming practice year.

RNs: Select at least one Practice Standards indicator to report.

NPs: Select at least two indicators to report, against:
  • the Entry Level Competencies for Nurse Practitioners in Canada exclusively, or
  • One NP competency and one Practice Standards indicator
How do I develop a learning objective?

A clear learning objective gives direction to your plan and assists you in selecting learning activities that will help you meet your objective.

Your aim is to write a learning objective that describes:

• What you would like to learn?
• Why is this objective relevant to your practice?
• How this objective will improve your knowledge or support you in your current nursing role?
Steps to develop a learning objective

Step 1: THINK IT OUT
• What knowledge, skill or understanding do you want to achieve?
• How will you achieve it?
• How will you know you have achieved it?
• How will your practice change?

Step 2: WRITE IT OUT
• Specific
• Measureable
• Attainable
• Relevant
• Timely
Steps to develop a learning objective

Step 2: WRITE IT OUT
• Does my learning objective clearly state what I want to learn?
• How will I know if I have achieved my objective?
• Is it reasonable to think that I can accomplish this goal?
• Is this objective meaningful to my role and practice setting?
• Do my completion dates fall within the practice year?

Step 3: TEST IT OUT
• Does the objective clearly state what the learner wants to learn?
• Does the objective relate to the selected indicator?
• Is the objective relevant to the learner's role and practice setting?
Is your Practice Reflection complete?

☑ Completed a **self-assessment** of your nursing practice.
☑ Reported **feedback**.
☑ Selected a **practice standards indicator**.
☑ Developed a **learning objective**.
What is CONTINUED PROFESSIONAL DEVELOPMENT (CPD)?

Continuing Competence Program

The program is designed to support members in maintaining their nursing competence through participation in:
- ✓ reflective practice
- ❑ continued professional development activities
- ✓ collection of feedback
What is Continued Professional Development (CPD)?

Process that identifies the learning activities you completed and evaluate how your learning has influenced your practice.

The steps of CPD are entered in MyCCP after October 1 of the current practice year.

How do I complete My CPD?

There are two steps of CPD:

• **Report a learning activity** that you engaged in, which supports the learning objective you developed during Practice Reflection.

• **Evaluate the influence** your learning has had on your current practice.
Report a learning activity

What is a learning activity?

Any activity that helped you to achieve your learning objective and you completed the activity during the current practice year.

Learning activities may be:

- formal or informal
- self-directed or guided
- individual or group-oriented
Report a learning activity

Record at least one learning activity related to your learning objective and the practice standards indicator you chose.

Is my learning activity appropriate?

- Is the activity something outside what I have to do as a regular part of my current nursing position?
- Does the activity help me meet the learning objective I developed?
- Does the activity help me improve my knowledge or support me in my practice?
- Did I complete the activity during the current practice year?
Is my learning activity appropriate?

What do I do if I completed a learning activity that is not related to my learning objective?

You can record additional learning activities you completed in your MyCCP record under the My Other Learning Activities section.

How do I EVALUATE THE INFLUENCE of my learning?
Evaluate the influence of your learning

• What new knowledge did you gain from completing your learning activity?
• How did that knowledge change your nursing practice?
• How did meeting your learning objective help you implement something new in your practice?

Evaluate the influence of your learning

• How did it help you improve something in your practice?
• How did it help you provide better, more competent, ethical or safer patient care?
Evaluate the influence of your learning

What if I didn’t meet my learning objective?

Contact us at ccompetence@nurses.ab.ca if you have concerns about meeting your learning objective within the current practice year or the applicability of your learning activities.

MyCCP all year long

Access your MyCCP record as you:

- Receive feedback.
- Complete learning activities.
- Achieve your learning objective.
- Identify new learning needs.
- Recognize the need to add, delete or change previously entered information.
Is your Continuing Professional Development (CPD) complete?

☑️ Reported a learning activity that helped you achieve your learning objective.

☑️ Evaluated the influence your learning has had on your current practice.
MyCCP record

Access MyCCP record

Sign on to MyCARNA

Click on GO TO MyCCP
**MyCCP record(s)**

[Image of MyCCP record screen]

**MyCCP: Progress list**

RN Record - Practice Year: 2017

<table>
<thead>
<tr>
<th>Practice Reflection</th>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the Introduction</td>
<td>Add Learning Activities to Learning Plan(s)</td>
</tr>
<tr>
<td>Review the Privacy Policy</td>
<td>Evaluate Influence of Learning for each Indicator</td>
</tr>
<tr>
<td>Identify your Nursing Practice</td>
<td>Enter the Feedback you’ve collected</td>
</tr>
<tr>
<td>Select at least 1 Indicator</td>
<td>Optional: Enter other Learning Activities</td>
</tr>
<tr>
<td>Report your Practice Reflection</td>
<td>Report your CCP Record</td>
</tr>
</tbody>
</table>

[Image of MyCCP progress list screen]
Introduction to MyCCP

Introduction to MyCCP

Click "Review Introduction" to learn how to use MyCCP. To re-open the introduction after completion, click the green back arrow.

Tasks

Introduction 06/07/17

Review Introduction

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The College and Association of Registered Nurses of Alberta (CARN) is committed to maintaining the accuracy, confidentiality and security of the personal information collected from members and applicants. CARN’s privacy policy has been developed in compliance with the Personal Information Protection Act (PIPA). Questions about the collection, use or disclosure of personal information may be directed to the CARN Privacy Officer. CARN’s privacy policy is available online [here](#).

The information you enter in MyCCP will be used for assessing and monitoring compliance with Continuing Competence Program (CCP) requirements. Information related to your participation in CARN’s CCP is confidential and will only be accessed or used as necessary to carry out the powers and duties of the CCP.

By selecting the “I Agree” button below, you are stating that you understand this policy and consent to the collection, use and disclosure of the personal information submitted for the purposes listed above.
Privacy policy complete

My nursing practice
**My nursing practice**

To identify your nursing role and practice setting:

1. **Identify Practice.**
   - Use the drop-down menu to select your primary nursing role (or role that you are seeking employment in if unemployed).
   - Identify if you are Employed or Unemployed.
   - If employed, type in your specific title.
   - Use the drop-down menus to identify your practice setting and your area of responsibility. If you select "other" for either category please provide details.
   - **Complete.**

2. To enter additional positions click **Identify Practice** again.

To make changes or delete, click on the green undo arrow to undo the last entry or the trash can icon to delete. If there is only a green undo arrow click it and a trash can icon will also appear.

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**Select nursing role**

<table>
<thead>
<tr>
<th>Nursing Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff/Community Health Nurse</td>
</tr>
<tr>
<td>Instructor/Professor/Educator</td>
</tr>
<tr>
<td>Manager/Assistant Manager</td>
</tr>
<tr>
<td>Consultant</td>
</tr>
<tr>
<td>Clinical Nurse Specialist</td>
</tr>
<tr>
<td>Nurse Practitioner</td>
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<tr>
<td>Nurse Practitioner Adult</td>
</tr>
<tr>
<td>Nurse Practitioner Pediatric</td>
</tr>
<tr>
<td>Nurse Practitioner Primary Health</td>
</tr>
<tr>
<td>Chief Nursing Officer/Chief Executive Officer</td>
</tr>
<tr>
<td>Director/Assistant Director</td>
</tr>
<tr>
<td>Office/Occupational Health Nurse</td>
</tr>
<tr>
<td>Researcher</td>
</tr>
<tr>
<td>Supervisor/Coordinator</td>
</tr>
<tr>
<td>No Current Role</td>
</tr>
</tbody>
</table>
Select employment status

Use the button below to identify your employment status. You should only select *Unemployed* if you are currently unemployed. If you become employed during the practice year, don’t forget to update this record.

Nursing Role: Staff/Community Health Nurse

![Employed/Unemployed buttons]

Practice setting

Identify your practice setting below. If you worked in more than one practice setting during this practice year, you can add additional positions from the CC Record page after you have finished reporting your primary position, by clicking on *Identify Practice*.

Nursing Role: Staff/Community Health Nurse

Position Title:

Practice Setting: Select Practice Setting

Area of Responsibility: Select Area of Responsibility

![Complete/Update Employment Status buttons]
Other setting/responsibility

My nursing role
(+ ) Show more information

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RN Practice Standard Indicator

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NP Competency Indicator

Description of Indicator

The nurse engages in and supports others in the continuing competence process.

Indicator: P66.7
Description: The nurse engages in and supports others in the continuing competence process.
Explanation: The CAIRNA Continuing Competence Program focuses on promoting the maintenance and enhancement of nurses’ competence throughout their career and supports nursing practice by encouraging professional development. You might consider: How do you keep current with knowledge, skills, policies, procedures, and technology that apply to your practice area? How do you support your co-workers in the continuing competence process?
Enter learning objective

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Practice Reflection completed

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From October 1 to September 1

Enter Continued Professional Development (CPD) Information

Practice Reflection completed
Enter learning activity

Evaluate influence of learning
Evaluate influence of learning

The nurse coordinates client care activities to promote continuity of health services.

Indicator: PS4.1
Description: The nurse coordinates client care activities to promote continuity of health services.

Learning Objective: How to ensure the client with sleeping problems is provided and benefits from particular interventions from different members of the treatment team.

Learning Objective Importance: If I am able to help the treatment team work more collaboratively to address a particular problem the outcomes for the client should improve.

Evaluate Influence of Learning  Did Not Implement Plan  Change Objective

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Review learning plan

The nurse coordinates client care activities to promote continuity of health services.

Indicator: PS4.1

Description: The nurse coordinates client care activities to promote continuity of health services.

Learning Objective: How to ensure the client with sleeping problems is provided and benefits from particular interventions from different members of the treatment team.

Learning Objective Relevance: If I am able to help the treatment team work more collaboratively to address a particular problem, the outcomes for the client should improve.

Evaluation of Influence of Learning on Practice:

Complete Update Evaluation Cancel

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My feedback

Click Add Feedback

Feedback can be optional at any time throughout the practice year during either Practice Reflection or Continuing Professional Development. You will need to add at least one feedback entry prior to the end of the practice year.

1. Click Add Feedback.
   - Specify if the feedback was written or verbal.
   - Select the source of your feedback from the drop-down menu.
   - Enter the feedback name (pseudonym).
   - Enter the date the feedback was received, and click complete.

2. Click Add Feedback to enter additional feedback (optional).
To make changes or delete, click on the green undo arrow to undo the last entry or the blue check icon to delete. If there is only one green undo arrow, click it, and another can icon will also appear.

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Select feedback type

Enter feedback
My other learning activities

My Other Learning Activities

Show More Indicators
Click the ‘Mem’ icon in the section title for checklists, click the green add arrow to add the last entry.

Add Other Activity

My Other Learning Activities

Show Less Indicators
This section is optional. During the practice year, you may choose to enter (or complete) learning activities here that are not related to your selected objective(s) or applicable to your learning plan(s).
To make changes or delete, click on the green add arrow to add the last entry or the trash can icon to delete. If there is only a green add arrow click it and a trash can icon will also appear.

Add Other Activity

Other Learning Activity: Not related to your Learning Objective

This optional section is for learning activities that are not related to your learning plan(s) but that you wish to track. Please do not count toward any learning objectives. This section is purely for your personal use.

Learning Activity:

Select Learning Activity Type

Activity Topic, Title, or Description:

Enter 500 characters, 300 characters remaining

Completion Date:

MM/DD/YYYY

Learning Activity Completed
Not Completed Yet
Did Not Complete

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COLLEGE & ASSOCIATION OF REGISTERED NURSES OF ALBERTA
Complete but missing required fields

Incomplete but missing required fields
Review objectives

- Overview of Continuing Competence Program (CCP)
- Practice permit requirements
- What are CCP requirements
- How to meet CCP requirements
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Questions?
Need more help?

Contact us at
ccompetence@nurses.ab.ca