

# Continuing Competence: Frequently Asked Questions

## CCP Materials

How can I keep my continuing competence documents updated so that it doesn't become a paperwork nightmare?

A 3 – ring binder can easily accommodate all your Continuing Competence Program documents. A cover page and a spine label are included with your CCP materials.

The “Completed Years” tab in your continuing competence program materials is specifically designed to help you keep your records all in one place. Add plastic sleeves to store smaller documents such as cards, certificates, notes. Update your records throughout the year as you complete learning activities.

Can I get electronic versions of the worksheets?

Yes, there is currently a PDF version of the worksheets available on the NANB website [www.nanb.nb.ca](http://www.nanb.nb.ca)

Will I receive new CCP worksheets with my registration renewal package in the fall?

Yes. You will receive blank copies of the *Self-Assessment Worksheet* and the *Learning Plan Worksheet* annually with your registration renewal form.

## Meeting CCP Requirements

Does the program require the completion of Continuing Education Units (CEUs)?

No. To provide maximum flexibility for members, NANB has chosen not to use this approach. Instead, we have asked you to reflect on your practice and, to develop and implement a learning plan that will meet your learning objectives. You may choose from a number of learning activities based on your learning style and the area in your practice you choose to work on this year.

What is reflective practice?

Reflective practice is the process of continually assessing your practice to identify learning needs and opportunities for growth. The NANB Continuing Competence Program (CCP) is based on the principle of reflective practice.



The Continuing Competence Program requires you to reflect on your nursing practice through self-assessment, to complete a learning plan, and to evaluate the impact of the learning activities. It is an approach through which you reflect in a formalized manner on your practice at least once annually using the NANB Standards of Practice for Registered Nurses.

Reflecting on your practice helps you plan professional learning that is relevant to your nursing practice.

### What do I have to do in 2007 to meet the mandatory CCP requirements for the 2008 practice year?

The NANB Continuing Competence Program becomes mandatory for the 2008 practice year (January 01 – December 31).

In order to renew registration for the 2008 practice year, you must:

- complete a self-assessment using the NANB *Standards of Practice for Registered Nurses* to determine your learning needs,
- develop a learning plan that outlines learning objectives and learning activities, and
- report on the registration renewal form that you have completed your self-assessment and developed a learning plan.

To renew registration for the 2009 practice year, you will be required to evaluate the impact of your learning plan that you developed for 2008, and then, complete a self-assessment, develop and implement a learning plan for the 2009 practice year.

### Do I have to send my CCP worksheets to NANB every year?

No. Do not send your completed CCP worksheets to NANB.

### Why are there additional requirements for nurse practitioners (NPs)?

Registered Nurses who wish to practice as NPs must meet additional continuing competence requirements. These additional requirements stem from the legislated scope of NP practice, the NP competencies and NP standards, which are beyond those required for RN practice.



## Standards of Nursing Practice and Indicators

### Why are the NANB *Standards of Practice for Registered Nurses* part of the Continuing Competence Program?

The *Standards of Practice for Registered Nurses* are benchmarks that describe the desirable and achievable level of performance expected of all registered nurses in their practice, regardless of their role. It is expected that all registered nurses will be able to articulate how the standards apply to their practice.

### What is an indicator?

To help you apply the 5 standards of practice, there are corresponding indicators that illustrate how the standards may be applied. You assess your practice using the standards of practice – including all of the indicators – and then you select priority indicator(s) for your professional learning focus.

You are expected to be able to articulate how the indicators apply to your practice. All of the indicators may not apply to your practice, at all times, and in all situations. You may further refine or develop additional indicators to specifically describe their application in a given area of practice.

## Learning Plan and Objectives

### How long will it take to develop a learning plan?

The amount of time required to develop a learning plan will depend largely on the individual. Some nurses have commented that it takes less than an hour.

There are two basic steps to developing a learning plan:

1. Deciding what you want to learn, and
2. Deciding how you can learn it.

### Can I use the learning plan I have developed at my workplace?

### Can I use the learning plan I have developed for maintaining a national certification?

If you already have a system which meets all the steps of reflective practice (self-assessment, development and implementation of a learning plan, and evaluation), you



are encouraged to continue to use it. Remember that the NANB *Standards of Practice for Registered Nurses* must form the basis for assessing your practice.

#### What constitutes a valid learning activity?

Your learning objectives are determined by your self-assessment using the *Standards of Practice for Registered Nurses* as a framework. Learning activities chosen should help you meet your learning objectives. Certain certifications and re-certifications may offer some or all of the learning activities to meet your learning needs as outlined in your learning plan.

#### What is the *Tracking Other Learning* section for?

The CCP is based on the principle that registered nurses continually learn and participate in learning activities. During any year, you will take part in other learning activities that you did not include in your CCP learning plan. Some of these additional learning activities may include annual certifications required by your employer. The *Tracking Other Learning Worksheet* is designed to help you keep track of these additional activities for your information which will help you keep your curriculum vitae (CV) up to date.

#### How many activities do I have to have in my learning plan? Do they have to be approved by NANB?

The number of learning activities you choose will depend on your learning objective(s) and will vary, e.g. reading relevant articles and textbooks; consulting with co-workers; attending workshops/in-services/conferences; participating in nursing grand rounds; keeping a journal; observing; shadowing an expert; formal courses.

NANB does not approve your learning activities. The learning activities you choose are determined by your learning objectives and should have the potential to meet your learning objectives.

### **Out of Province Applicant, New Graduate and Leave of Absence**

#### I am moving to New Brunswick, what are the CCP requirements?

#### I am a new graduate, what are the CCP requirements?



Nurses moving to New Brunswick from another province or country and new graduates will be required to meet the CCP requirements the year following their entry/re-entry to practice at the time they renew their registration

I took a year's maternity leave, but the year I took off is not the same as the registration year. What will I be expected to do to meet the CCP requirements?

I haven't practiced this year, but I retained my registration. I am planning to go back to work soon. How can I meet the CCP requirements?

Upon return to work you are expected to do a self-assessment and develop a learning plan in relation to the area/setting you will be working in.

### **Monitoring Compliance**

What if I just don't do it?

If you indicate on the renewal form that you have not met the CCP requirements, you will be granted a three month period to meet the requirements. Should you not meet the CCP requirements at the end of the three month period, you will be issued a non-practising membership until you meet the requirements. Your employer/s will be notified of your non-practising status.

Could my CCP worksheets be used in a disciplinary hearing?

No. NANB Bylaws specifically state that:

"All information obtained relating to the participation in the continuing competence program by an individual nurse shall be confidential and used only for the purposes of (a) ensuring compliance with the continuing competence program; (b) determining the member's eligibility for renewal of registration or non-practising membership; and (c) monitoring and analysing the continuing competence program in summarized or statistical form such that it is not possible to relate the information to any identifiable person."

### **Auditing Processes**

How will NANB know if nurses are meeting the CCP requirements?

Compliance with the CCP will be monitored through an audit process. Each year NANB will randomly select a sample of members to receive the auditing documents.



If you are selected for an audit, you will be asked a series of questions to illustrate what learning activities you have implemented, how they relate to your self-assessment, and how the learning activities informed and influenced your professional practice.

How long do I keep my completed CCP materials?

It is suggested that you store your completed CCP materials for future reference for a period of five years.

### **Miscellaneous Questions**

Am I required to meet the continuing competence program requirements every year?

Yes. Registered nurses are expected to reflect on their practice in a formalized manner at least once annually.

Does the continuing competence program replace the requirements for hours of practice?

No. The Continuing Competence Program is required in addition to the minimum number of hours.

A continuing competence provision that has been in place since 1984 is the requirement to have practised a minimum number of hours within a specified period of time. Currently, 1125 hours of practice within the previous five years are required for registration. For Registered Nurses on the NP register, 600 hours of the 1125 hours must be nurse practitioner practice in the immediate two years preceding renewal.

