

Continuing Competence Program

CCCP

learning in action

Section 2

Three-Step Guide to Meeting Continuing Competence Requirements



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

The three steps to meeting the CCP requirements are:

- 1. Self-Assessment:** Assessing your practice based on NANB's *Standards of Practice for Registered Nurses*.
- 2. Learning Plan:** Developing and implementing your learning plan.
- 3. Evaluation:** Evaluating the impact of your learning activities on your nursing practice.



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

Step 1 – Self-Assessment

Assessing your practice based on NANB's Standards of Practice for Registered Nurses

Self-assessment is a systematic process of reviewing your nursing practice using the NANB's *Standards of Practice for Registered Nurses* as a framework. It is an approach through which you will reflect in a formalized manner on your practice and identify learning needs at least once a year.

The *Standards of Practice for Registered Nurses* are statements that describe the level of performance expected of all registered nurses in their practice, regardless of their role and practice setting. With each standard of practice is a list of corresponding indicators which demonstrate how a standard may be applied. It is expected that all registered nurses will be able to explain how the indicators apply to their practice. Not all of the standards of practice indicators will apply to all nurses, at all times, in all situations. You may need to identify additional indicators to specifically describe your practice.

You are required to document your self-assessment at least once a year in the period preceding registration renewal. This self-assessment is meant to be an ongoing process throughout the year. You may need to revisit your self-assessment in the event of a change in your practice setting or nursing responsibilities.

The *Self-Assessment Worksheet* is a tool to document your self-assessment. See following sample.



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

Step 1 – Self-Assessment Continued

Assessing your practice based on NANB's Standards of Practice for Registered Nurses

SELF-ASSESSMENT WORKSHEET

SAMPLE

Standards of Practice for Registered Nurses

5) Professional Responsibility and Accountability

Each nurse is accountable to the client, the employer and to the profession and is responsible for ensuring that their practice and conduct meet legislative requirements and respect policies and standards relevant to the profession and the practice setting.

How does each standard of practice indicator apply to my practice?	Am I meeting expectations of this indicator consistently?					I will focus on this indicator this year
	Not at all	Sometimes	Most of the time	Always	Not applicable	
5.1 I am knowledgeable and practise in keeping with current legislation, policies and standards relevant to the profession and the practice setting.	1	2	3	4	n/a	<input type="checkbox"/>
5.2 I am accountable at all times for own actions and decisions.	1	2	3	4	n/a	<input type="checkbox"/>
5.3 I respond to and report professional practice problems.	1	2	3	4	n/a	<input type="checkbox"/>
5.4 I exercise reasonable judgement in practice.	1	2	3	4	n/a	<input type="checkbox"/>
5.5 I promote a practice environment that supports professional responsibility and accountability.	1	2	3	4	n/a	<input type="checkbox"/>
5.6 I share nursing knowledge and expertise with others to meet client needs.	1	2	3	4	n/a	<input type="checkbox"/>
5.7 I provide mentorship and guidance for the professional development of nursing students.	1	2	3	4	n/a	<input type="checkbox"/>
5.8 I maintain a current license to practice.	1	2	3	4	n/a	<input type="checkbox"/>
5.9 I assume primary responsibility for maintaining fitness to practice.	1	2	3	4	n/a	<input type="checkbox"/>



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

Step 1 – Self-Assessment Continued

Completing the Self-Assessment Worksheet

1. Review the five NANB standards of practice and corresponding indicators as outlined in the *Self-Assessment Worksheet*. Consider how each indicator relates to your specific role and practice setting. There is space to write notes as you reflect on each standard.

Ask yourself – “Does each standard of practice indicator apply to my practice?”

2. Assess your practice against each standard of practice indicator.

Rate your practice on a scale of 1 to 4 by circling the appropriate number.

Ask yourself – “Am I meeting the expectations of this indicator consistently?”

Is there some aspect of this indicator that you would like to focus on? If so, check the box in the last column and continue.

3. Once you have identified on the *Self-Assessment Worksheet* which indicator(s) you may not be meeting consistently, prioritize at least one indicator to focus on.

Ask yourself – “Which indicator(s) will I focus on?”

Record the indicator(s) chosen in the first column of the *Learning Plan Worksheet*. See Step 2: *Learning Plan*.



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

Step 2 – Learning Plan

Developing and implementing your learning plan

Based on your self-assessment and the indicator(s) you have chosen to focus on from Step 1, it is now time to develop your learning plan.

The learning plan allows you to list the standard of practice indicator(s) prioritized in Step 1, to identify learning objectives, to plan learning activities, to record target and completion dates, and to evaluate the impact of the learning activities.

The learning plan is meant to be flexible and you may need to revise your plan throughout the year. As you implement your learning plan, you may modify learning objectives, add learning activities, or adjust target dates as changes or events arise in your practice setting or nursing responsibilities.

The *Learning Plan Worksheet* is a tool to document your learning plan. See sample below.

LEARNING PLAN WORKSHEET		SAMPLE	
Name		Practice Year	
Role (position)		Practice Setting	
<p>Instructions: Create a learning plan for the standard indicator(s) you have chosen from your <i>Self-Assessment Worksheet</i> to focus on this year. Indicate in the first column below, which standard indicator(s) you will focus on. Develop your learning objective(s) and list the learning activities you plan to accomplish. Record target dates (T) for each learning activity, and the date which indicates that the learning activity is completed (C). Evaluate your learning plan before beginning to assess your practice for the next practice year.</p>			
Standards of Practice Indicator Number from Step 1	Learning Objective	Learning Activities	Dates
	What am I going to learn?	How am I going to learn?	Targeted (T) Completed (C)



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

Step 2 – Learning Plan Continued

Completing the Learning Plan Worksheet

1. Create a learning plan for the **standard of practice indicator(s)** that you prioritized in Step 1 using the *Learning Plan Worksheet*. Write the indicator(s) you selected in the left hand column *Standards of Practice Indicator Number*.
Ask yourself - "What am I going to learn?"
2. Using an action verb, write a learning objective for **each** indicator(s) you have selected. See section that follows: How to Write Learning Objectives.
Ask yourself – "What do I want to be able to do?"
3. Identify the specific **learning activities** that will help you meet each learning objective. The learning activities must be related to the work you are doing now or plan to do in the near future.
Ask yourself – "How am I going to learn?"
4. Identify **target dates** for each learning activity to help keep you on track.
5. Document the completion of each learning activity. Remember to enter dates of completion as you complete each learning activity.
6. As you implement your plan, you may identify other learning activities that assist you in meeting your established learning objective(s). Record these learning activities on your learning plan. See Section 7: Sample Worksheets for examples of completed learning plans.
7. During any year, you will take part in other learning activities that you did not include in your CCP Learning Plan. The *Tracking Other Learning Worksheet* is designed to help you keep track of these additional learning activities for your own information. See Section 7: Tracking Other Learning.

Learning activities may include:

- reading articles and/or textbooks,
- networking and consulting with experts in your facility or around the province,
- shadowing an expert nurse,
- attending clinical practice rounds, seminars, in-services or workshops,
- watching a video,
- attending or participating in a clinical case presentation,
- enrolling in continuing education courses,
- attending conferences,
- completing CNA certification in your specialty area,
- preceptoring students, and
- mentoring a peer.



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

Step 2 – Learning Plan Continued

How to Write Learning Objectives

Clear learning objectives can give direction to your learning plan and assist you in selecting learning activities. To get the most out of your learning plan, think carefully about what you want to accomplish:

- Describe each objective in terms of your desired outcome to be demonstrated at the end of this learning.
- Start each learning objective with an action verb that indicates an observable outcome.
- Learning objectives should be:
 - S – specific,
 - M – measurable,
 - A – acceptable,
 - R – realistic, and
 - T – timely with a deadline.

Some helpful action verbs

- | | | | |
|------------------|-------------|------------------|-----------------|
| • to demonstrate | • to apply | • to communicate | • to organize |
| • to develop | • to create | • to plan | • to coordinate |
| • to identify | • to learn | • to teach | • to implement |

- Your learning objective(s) may focus on various outcomes, such as:
 - knowledge,
 - understanding (application of knowledge),
 - higher level thinking skills (critical thinking, problem solving),
 - affective outcomes such as attitudes, feelings and emotions, and
 - performance outcomes (task or behavior).



THREE-STEP GUIDE TO MEETING CONTINUING COMPETENCE REQUIREMENTS

Step 3 – Evaluation

Evaluating the impact of your learning activities on your nursing practice

Complete your learning activities and take the time to consider if you have benefited from these activities. It is important to identify what impact your learning objectives and the completion of your learning activities have had on your nursing practice. Document the impact of your learning on the *Learning Plan Worksheet*.

As you evaluate your learning, you may identify areas of practice which will form the basis of your CCP requirements for the upcoming year.

Ask yourself: "Did the learning activities help meet my learning objective(s)?"

Ask yourself: "Did my learning activities make a difference to my practice?"

