

Continuing Competence Program Instruction Book



ANBLPN

Association of New Brunswick Licensed
Practical Nurses

AIAANB

L'Association des Infirmier(ère)s Auxiliaires
Autorisé(e)s du Nouveau-Brunswick

Mission

The Association of New Brunswick Licensed Practical Nurses ensures the public of their commitment to safe, competent, and compassionate, ethical care by regulating and enhancing the profession of practical nursing.

Acknowledgements

The Association of New Brunswick Licensed Practical Nurses would like to acknowledge the support of the College of Licensed Practical Nurses of Nova Scotia for permission to adapt their document for use in New Brunswick.

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Introduction

The Association of New Brunswick Licensed Practical Nurses (ANBLPN) is the regulatory body for Licensed Practical Nurses (LPNs) in New Brunswick. The Association's objective is to protect the public by promoting the provision of safe, competent, ethical, and compassionate nursing care by LPNs.

The Association meets its legislative mandate by:

- Establishing and enforcing requirements for entry into the profession;
- Maintaining an annual registration process, and;
- Developing Standards of Practice, Code of Ethics, and a **Continuing Competence Program (CCP)** for its members.

Continuing Competence is the ongoing ability through lifelong learning of a practitioner to integrate and apply the knowledge, skill, and judgment required to practice safely, ethically, and competently in their practice context. * Through the privilege of self-regulation each practical nurse is accountable for attaining and maintaining competence, along with personal, physical, social, and emotional fitness to practice.

*Practice context: wherever the LPN practices

Standards of Practice and Code of Ethics Related to Continuing Competence Program

Completion of a Continuing Competence Program (CCP) is an expectation of any practical nurse who holds an Active Practicing license, whether the individual is employed as an LPN or not, is expected to complete the CCP. This obligation is inherent in both ANBLPN Standards of Practice and Code of Ethics.

Standards of Practice

Standard 1 – Professional Accountability and Responsibility

1.2 Engage in ongoing self-assessment of their professional practice and competence and seek opportunities for continuous learning.

Code of Ethics

Principle 1: Responsibility to the Public

1.1 Maintain standards of practice, professional competence and conduct.

Principle 5: Responsibility to Self

5.6 Engage in opportunities for career-long learning to continuously develop the competencies required to meet the ethical and regulatory requirements of the profession.

Purpose of this Document

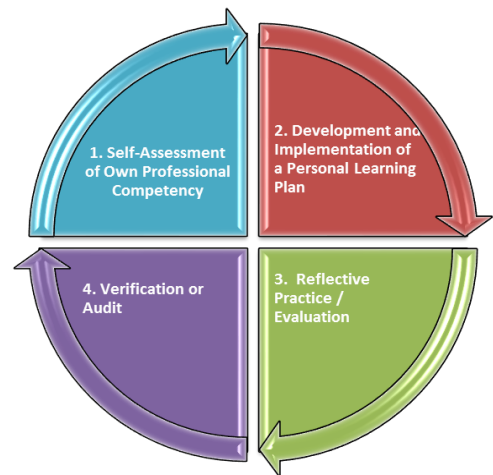
The following guidelines will assist you to meet your ongoing responsibility to participate in all components of the CCP.

The Continuing Competence Program

The Continuing Competence Program (CCP) is a formal system of assessing the ongoing knowledge, skills, and judgment of a professional practitioner. It is a quality assurance mechanism implemented to ensure practitioners are competent in their practice. Ultimately, a continuing competence program contributes to the Association's objective to protect the public.

The Continuing Competence Program has four components:

1. Self-Assessment
2. Learning Plan
3. Reflective Practice
4. Verification Audit



Self-Assessment

The self-assessment reflects your individual nursing practice and knowledge; this is to be completed annually.

Step ONE:

Review the Association's Standards of Practice and the Code of Ethics as it is important to understand them before you begin your self-assessment. They can be viewed (or printed) online: https://www.anblpn.ca/resources/Code_of_Ethics.pdf
https://www.anblpn.ca/resources/STANDARDS_OF_PRACTICE.pdf

Step TWO:

Complete the Self-Assessment Tool and Record of Professional Learning. A copy can be printed from the Association's website: <https://www.anblpn.ca/resources/CCP-SelfAssessmentTool.pdf>

You may use an employer's self-assessment tool instead of the ANBLPN tool. There is no need to duplicate work.

Step THREE:

Read each indicator in the self-assessment tool and assess your level of competence using the scoring system in the document. You will be rating yourself as Novice, Intermediate or Proficient during this exercise. This tool is designed to be used each year to assess your current rating against your previous rating.

Note the reasons for any changes in your year to year rating (i.e. your rating has improved because you have gained additional knowledge, or your rating has lowered because you moved to a new practice context. Along with any notes about changes in your rating, make comments on your strengths and opportunities for development as it relates to this group of standards.

Learning Plan

A learning plan is a personalized action plan designed to help you set, meet and evaluate your professional development goals. Learning needs or goals may be identified as a result of your self-assessment. The learning plan has four (4) components; however, the 4th and final component (reflective practice) will be discussed separately in the next section.

- Learning Goal
- Objectives
- Timelines
- Reflective Practice (knowledge gained)

To start identifying your goals, ask yourself the following questions:

- *What is my current level of practice as an LPN?*
- *What are my future goals as an LPN?*
- *How can I achieve these goals?*

The planning process can help you investigate methods of acquiring the skills, knowledge, and/or experience that is required for your role.

When thinking about achieving your goals, ask yourself the following question: **What actions could I take to meet my goal?** Keep in mind, not every learning goal needs to be achieved by completing a formal education program. Often, learning can result from informal ways, such as, staff meetings or consultations with other care providers such as a registered nurse (RN), nurse practitioners (NP), occupational therapists (OT), physical therapist (PT), speech pathologists, dietitians or pharmacists. Precepting/mentoring learners or new graduates/employees can be a source of great learning, as well as participation in a unit-based project or in the case of the preparation and delivery of case presentations. Learning can also come from participation on a committee or board of directors. Remember, actions must be aligned with learning goals!

Every year each LPN is expected to identify a **minimum of two (2) learning goals** for the coming year. Throughout the year, you are expected to update your learning plan by listing specific learning interventions and activities that you have completed for meeting your goals. Blank learning goals are found in the back of the Self-Assessment Tool.

Name:	Registration #:		Date Goal Completed:
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Professional Learning Goal #1: What new knowledge/goal do you want to achieve?	
Projected Outcomes: How will achieving this goal help improve your nursing practice and client outcomes?	
Objectives/Activities: How do you plan to achieve this goal? What activities will you complete to achieve this goal?	
Fill in this section once you have completed your learning goal	
Did you receive a certificate of attendance or participation while achieving this goal? YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>A certificate of attendance is not required, however, if you have received one, keep it in your files. DO NOT send it to the Association.</i>
New Knowledge: Identify something specific you learned by achieving this learning goal	
Reflective Evaluation: Describe how you use this new knowledge to improve your practice and positively impact your patient outcomes.	

Keeping a **record of professional activities** can help you keep track of what you have completed. Include information such as the name of the session, the date and place the session took place as well as copies of materials presented. It is also important that you keep a summary of key learning points from each activity. This will be helpful at the end of the year when you are reflecting on the overall impact your learning has had on your practice.

Reflective Practice

Reflective practice is a continual process where the practical nurse analyzes and evaluates professional experiences as a means to promote professional growth and gain insight. It is the most critical component of continuing competence because this is where the practical nurse links learning to improved client outcomes.

The reflection phase is where you assess the success of your plan and ask and answer questions such as:

- Did I achieve what I set out to achieve?
- How did my practice change or improve as a result of my plan?
- How would I change my practice in the future based on what I have learned?

Validation (Audit) Process

The validation audit is the method that the Association uses to ensure LPNs are meeting CCP requirements. Every year a computer-generated, random selection of active practicing registrants are chosen for the audit. Registrants selected for audit are advised via letter. The audit process is always in relation to the *previous year*. For example, the review committee will only review activities that have ***been completed in the previous licensing year***, not lists of activities that have yet to be done. Learning activities that fall outside the audit year dates **cannot** be included in consideration of compliance.

What to Submit if Selected for the Audit?

Members who have been selected to participate in the audit are required to submit two documents to the CCP Committee for review.

- ☐ **The first is the CCP Audit Questionnaire.** This is a 1-page, 3-question questionnaire. It takes less than 5 minutes to complete. This will be sent to you if you are audited.
- ☐ **The second document** that must be submitted to the CCP committee is a copy (NEVER SEND ORIGINALS) of last year's learning plan. Click the link to view the Record of Learning document https://www.anblpn.ca/resources/CCP-Record_of_Learning.pdf

All documents submitted to the Association as part of the audit process are reviewed by members of the CCP Committee. This committee is made of up practicing LPNs in New Brunswick. The committee's role is to review your submission and determine if the learning plan contains adequate information to validate that appropriate learning has taken place.

Once the committee has reviewed your documents, you will be notified of the results by mail (generally 30-60 days upon receipt of your documents). Results will fall into 1 of 3 categories:

1. The committee is satisfied with your documents; compliance was achieved and there is no further action required.
2. The committee cannot fully verify compliance and more information or clarity/follow-up is required. Depending on the nature of what is required this may be done by phone or via regular/electronic mail.
3. There is no indication of compliance. Your license is suspended, and your employer will be notified of this and disciplinary action will be taken by the Association.

The Association has numerous supports in place so every practical nurse can be successful with the CCP process. However, LPNs that choose not to participate in the CCP process will not be permitted to hold an active license.

Click the link to view Frequently Asked Questions (FAQ) about CCP: www.anblpn.ca/ccp

Still have questions?

Contact the Association of New Brunswick Licensed Practical Nurses office:

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References

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