

Continuing Competency Program

Toolkit



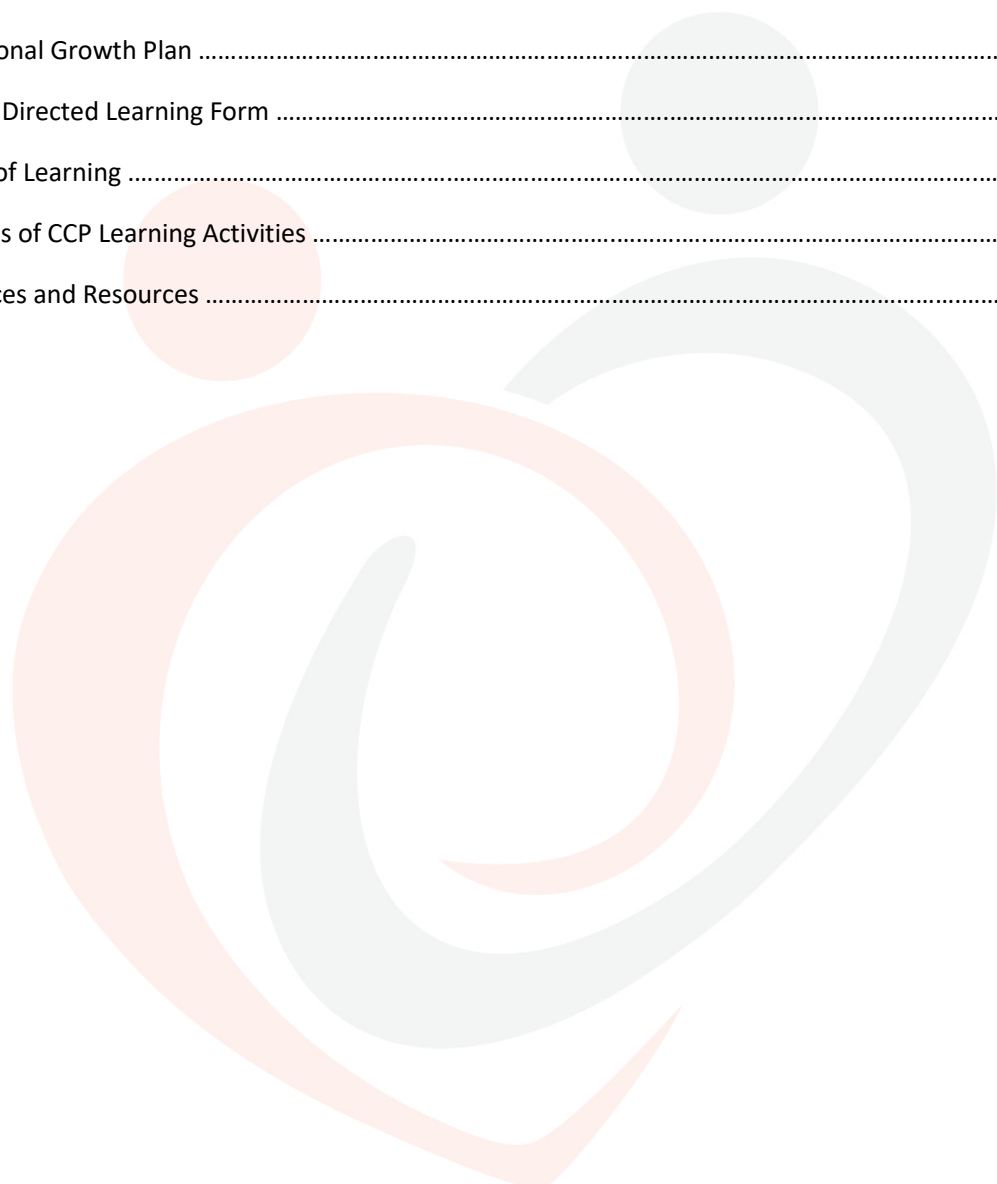
COLLEGE OF
LICENSED PRACTICAL NURSES
OF NEWFOUNDLAND AND LABRADOR
LPNS - A PRACTICAL APPROACH TO QUALITY CARE



The Continuing Competency Program (CCP) was approved by the Board of CLPNNL April 2016.
The CCP was revised in 2023.

CONTENTS

Introduction	2
Steps of the Continuing Competency Program.....	3
Self- Assessment Tool	6
Professional Growth Plan	10
CLPNNL Directed Learning Form	12
Record of Learning	13
Examples of CCP Learning Activities	14
References and Resources	15



INTRODUCTION

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) has the legislated responsibility, in accordance with the Licensed Practical Nurses Act (2005), to regulate the practice of Licensed Practical Nurses (LPNs) in Newfoundland and Labrador. In keeping with its mandate of public protection, the CLPNNL implemented a mandatory Continuing Competency Program (CCP) for LPNs in Newfoundland and Labrador in 2017. The CCP was revised in 2023.



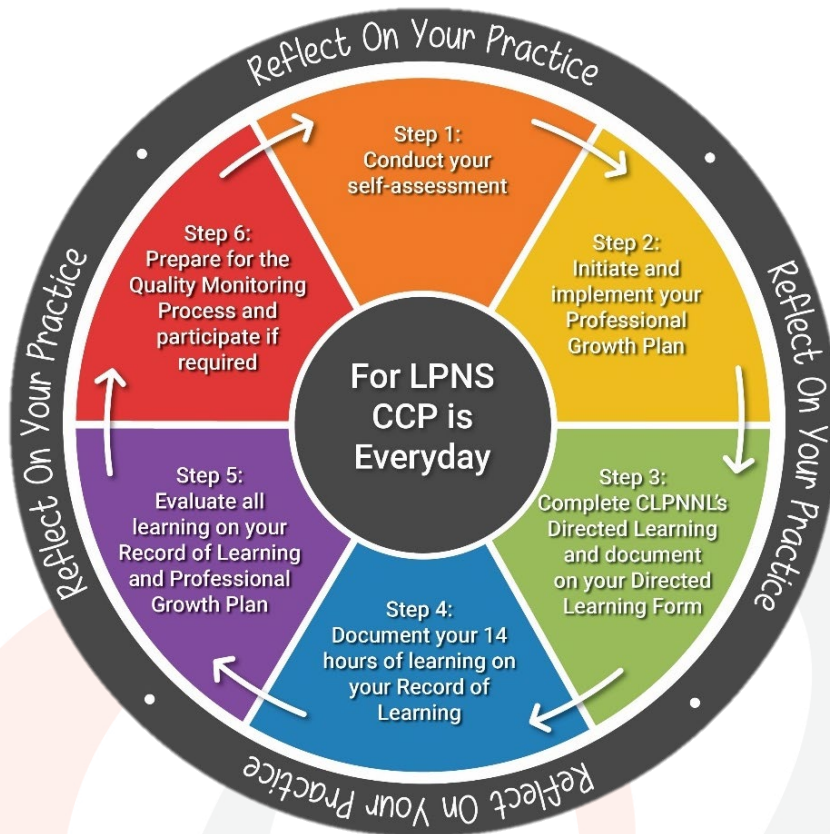
LPNs are required to demonstrate a commitment to continuing competence by meeting the requirements established through the Licensed Practical Nurses Regulations (2011), Standards of Practice for Licensed Practical Nurses in Canada (2020), and through the annual completion of CLPNNL’s Continuing Competency Program (CCP). Section 5. 1 (c) of the LPN Regulations states that “The Registrar may renew the license of a practical nurse who applies for renewal where the practical nurse has provided, in addition to the requirements set out in section 12 of the Act, proof that is satisfactory to the board of successful completion of a program of continuing competence as may be required by the board”. The Standards of Practice for LPNs states that “the LPN self-assess their professional practice and competence and participate in continuous learning”. Therefore, all LPNs, regardless of practice setting and employment status, are required to participate in the CCP each year in order to renew their license.

CLPNNL’s CCP is a regulatory program and a quality assurance element designed to assist LPNs to maintain and enhance their professional competence every year. It requires LPNs to reflect and identify opportunities to broaden their knowledge base, increase their skill capacity and enhance their individual scope of practice, ultimately achieving professional growth and continually improving competence throughout their nursing career. The CCP provides a level of assurance to the public that LPNs are continuously meeting their professional standards of practice.

The CCP is an integral part of the CLPNNL’s Quality Framework. As noted in the Quality Model below, it is one of the seven key elements which collectively supports LPNs in practicing safely, competently, compassionately, and ethically.



The Continuing Competency Program (CCP) is comprised of the following 6 steps:



Step 1: Conduct your Self-Assessment

- You need to conduct and document an assessment of your individual competence annually.
- Every April, you begin the annual CCP process by reflecting on your nursing practice using the CCP Self-Assessment Tool.
- The Self-Assessment Tool is based on the CLPNNL Standards of Practice (2020). Reflect on each indicator and identify the indicators you will work on this year.
- You are never required to submit your completed self-assessment to the College.

Step 2: Initiate and implement your Professional Growth Plan

- Your Professional Growth Plan enables you to set, meet and reflect on your professional development goal(s).
- You must identify and document at least one learning goal on your Professional Growth Plan.
- Identify the Standard of Practice and the indicator associated with your learning goal(s).
- Implement your Professional Growth Plan and identify the activities you are going to complete to achieve your goal(s).



Step 3: Complete CLPNNL's Directed Learning and document on your Directed Learning Form

- You are required to complete the directed learning set by the College. Annually the CLPNNL will identify specific regulatory learning(s) that each LPN must complete. For example, you may be asked to review specific regulatory documents identified by CLPNNL or complete an identified module.

Step 4: Document your 14 hours of learning on your Record of Learning

- You are required to complete a total of 14 hours of learning activities and required to record those hours on the Record of Learning. Some of your learning hours must relate back to your goal(s) identified on your Professional Growth Plan. CLPNNL does not need to approve the activities in advance.

Step 5: Evaluate all your learning on your Record of Learning and Professional Growth Plan

- You are required to evaluate how your new knowledge has influenced your nursing practice. You will describe how you will utilize this new knowledge to improve your practice and positively impact client outcomes.

Step 6: Prepare for the Quality Monitoring Process and participate if required

- CLPNNL is required to conduct quality monitoring as part of meeting the mandate of public protection. This confidential process is used to verify that LPNs are meeting the CCP requirements. The process examines the extent that learning has occurred and how that learning has been applied to your nursing practice.
- A randomly selected list of LPNs is generated in April. The selected LPNs are then notified by mail and email, and will have 30 days to submit the following (send copies and not original documents):
 1. **Professional Growth Plan** for the previous licensure year;
 2. **Record of Learning** for the previous licensure year; and
 3. **CLPNNL Directed Learning Form** for the previous licensure year.
- The documents submitted are reviewed by the CCP Quality Monitoring Committee. This committee is made of up practicing LPNs with support from the CLPNNL staff. The committee's role is to review the documents submitted and determine if they contain adequate information to validate that learning has taken place. Following this review, LPNs will be notified of the results by email/phone.
- LPNs who are late submitting required documents will automatically be re-entered into Quality Monitoring for the next licensing year.



Quality Monitoring results will fall into 1 of the 3 following categories:

Category 1: The documents provided verify compliance with CCP and no further action is required.

Category 2: The documents provided do not fully verify compliance with CCP and more information or clarification is required. Depending on the nature of what is required this may be done by phone or via regular/electronic mail. LPNs will be given 30 days to submit this information.

Category 3: The LPN failed to submit documentation, or the documents submitted do not indicate compliance with the CCP. The LPN will be given 30 days to gain compliance.

If the LPN does not comply within four weeks, a report may be filed by the Registrar of CLPNNL. The LPN may not be eligible to renew their license for the upcoming year unless the LPN is compliant with the CCP requirements.

If you require assistance with completion of the CCP, please contact the Practice Consultant at the CLPNNL, or visit www.clpnnl.ca.



SELF-ASSESSMENT TOOL

STANDARD 1: Professional Accountability and Responsibility			
LPNs are accountable and responsible for their practice and conduct to meet the standards of the profession and legislative requirements.			
	Indicators		
	Reflect upon how each indicator applies to my practice.	I have reflected on this indicator.	I will work on this indicator.
1.1	I practice within applicable legislation, regulations, by-laws, and employer policies.		
1.2	I self-assess my professional practice and competence and participate in continuous learning.		
1.3	I share knowledge and expertise to meet client needs.		
1.4	I practice within LPN scope of practice and individual competence and consult and collaborate when necessary.		
1.5	I have a duty to report any circumstances that potentially and/or actually impede professional, ethical, or legal practice.		
1.6	I adhere to established client safety principles and quality assurance measures to anticipate, identify, evaluate, and promote continuous improvement of safety culture.		
1.7	I advocate for continuous improvements in healthcare through policies and procedures that support evidence informed practice.		
1.8	I am accountable and responsible for my own practice, conduct, and ethical decision making.		
1.9	I document and report according to established legislation, regulations, laws, and employer policies.		
1.10	I provide leadership to support and/or participate in mentoring and precepting.		



STANDARD 2: Evidence-Informed Practice			
Licensed Practical Nurses apply evidence – informed knowledge in practice.			
	Indicators		
	Reflect upon how each indicator applies to my practice.	I have reflected on this indicator.	I will work on this indicator.
2.1	I attain and maintain evidence – informed knowledge to support critical thinking and professional judgement.		
2.2	I integrate knowledge of trends and issues in healthcare and society into evidence-informed practice.		
2.3	I maintain relevance in practice, in response to changes affecting the profession.		
2.4	I understand the LPN role and its contribution to the collaboration with clients and inter- and intra-disciplinary teams to promote client safety.		
2.5	I collaborate in the development, review, and revision of the plan of care to address client needs and preferences and to establish client centered goals.		
2.6	I develop and/or modify the plan of care based on the concepts of individual LPN competence, environmental supports, and client need.		
2.7	I provide holistic evidence-informed practice that supports the concepts of health promotion, illness prevention, health maintenance, and restorative care.		
2.8	I apply the nursing process (assess, diagnose, plan, implement and evaluate).		
2.9	I practice in a culturally safe manner respectful of diversity, equity, and inclusion.		
2.10	I assess client and collaborate with the appropriate person(s) when client status is changed, new, or not as anticipated.		
2.11	I demonstrate continuing professional development, including compliance with jurisdictional requirements related to continuing competence (i.e., Continuing Competence Program, Quality Assurance Program).		





College of Licensed Practical Nurses of Newfoundland and Labrador

STANDARD 3: Protection of the public through self-regulation			
Licensed Practical Nurses collaborate with clients and other members of the healthcare team to provide safe care and improve health outcomes.			
	Indicators		
	Reflect upon how each indicator applies to my practice.	I have reflected on this indicator.	I will work on this indicator.
3.1	I establish, maintain, and appropriately end the professional therapeutic relationship with the client and their families.		
3.2	I collaborate in the analysis, development, implementation, and evaluation of practice and policy to guide evidence-informed client centered care.		
3.3	I lead and contribute to a practice culture that promotes safe, inclusive, and ethical care.		
3.4	I provide relevant, timely, and accurate information to clients and healthcare team.		
3.5	I understand and accept responsibility of self-regulation by following the standards of practice, code of ethics, and other regulatory requirements.		
3.6	I attain and maintain professional registration/licensure with the provincial/territorial regulatory authority in the jurisdiction(s) I practice.		
3.7	I maintain my physical, mental, and emotional fitness to practice in order to provide safe, competent, and ethical care.		

STANDARD 4: Professional and Ethical Practice			
Licensed Practical Nurses adhere to the ethical values and responsibilities described in the Canadian Council for Practical Nurses Regulators (CCPNR) Code of Ethics.			
Indicators			
Reflect upon how each indicator applies to my practice.		I have reflected on this indicator.	I will work on this indicator.
4.1	I identify personal values, beliefs, and biases and take accountability for the impact they may have on professional relationships and nursing practice.		
4.2	I identify ethical issues and respond in the interest of the public.		
4.3	I advocate for the protection and promotion of clients' right to autonomy, confidentiality, dignity, privacy, respect, and access to care and personal health information.		
4.4	I maintain professional boundaries in the nurse/client therapeutic relationship.		
4.5	I demonstrate effective, respectful, and collaborative interpersonal communication to promote and contribute to a positive practice culture.		
4.6	I demonstrate practice that upholds the integrity of the profession.		
4.7	I demonstrate characteristics and attributes of a leader, and the ability to apply formal and informal leadership competence.		



PROFESSIONAL GROWTH PLAN

Name		Date	
License Number		Licensure Year	
E-mail address		Phone Number	

<p><u>Personal Learning Goal</u></p> <p>On your self-assessment tool, you identified an indicator(s) that you will work on this year. What is a learning goal(s) you wish to achieve based on this?</p>	
<p><u>Related Standard and Indicator</u></p> <p>What CLPNNL Standard and Indicator align with your goal(s)?</p>	
<p><u>Learning Activities</u></p> <p>Identify the activities you are going to complete to accomplish your goal(s).</p>	



Professional Growth Plan Continued . . .

<p>EVALUATION: Complete the below section once you have completed your learning goal(s).</p>
<p><u>New Knowledge:</u> Identify something specific you learned by achieving this goal(s).</p>
<p><u>Reflective Evaluation:</u> How has this new knowledge influenced your nursing practice? Describe how you use this new knowledge to improve your practice and positively impact client outcomes?</p>
<p>Check the statement(s) that may apply to your new learning.</p> <p><input type="checkbox"/> I feel more confident that my nursing practice is consistent with current evidence.</p> <p><input type="checkbox"/> I incorporated my new knowledge into my practice.</p> <p><input type="checkbox"/> I shared my new knowledge with colleagues and clients.</p> <p><input type="checkbox"/> I received positive feedback on my learning from clients, colleagues, and/or managers.</p> <p>Other:</p>
<p>Signature:</p>



CLPNNL DIRECTED LEARNING FORM

Name		Date	
License Number		Licensure Year	
E-mail address		Phone Number	

<p>Regulatory Activity:</p> <p>Attend CLPNNL's webinar on the Revisions to the Continuing Competency Program (CCP) - written/in-person/recorded.</p> <p>Time allotted for this activity:</p> <p>1 Hour</p> <p>Date Reviewed:</p>	<p>Two learnings:</p>
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RECORD OF LEARNING

Name:	CLPNNL License Number:
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LPNs are required to complete 14 hours of learning activities.

Date of Activity	Time	List Activity	New Learning/Knowledge Obtained
All activities must occur between April 1 st and March 31 st of the licensure year.	Length of the activity.	Provide specifics on activity – name, type and location of activity (website, book title, in-service, etc.).	Identify your learning from participating in this activity and indicate how it will contribute to your nursing practice.

If you are selected to participate in the quality monitoring process, sign below to verify the accuracy of your participation in the activities above.

Signature: _____ Date: _____



Examples of CCP Learning Activities (not all inclusive):

- Conferences, teleconferences, seminars, webinars, workshops, rounds (e.g., client, grand nursing, medical, morbidity and mortality rounds, CLPNNL virtual workshop).
- University, College, Specialty Certification Courses (e.g., CNA certification courses).
- Courses/education modules leading to a certificate or diploma (e.g., foot care program, IV initiation module, CLPNNL's Test your Knowledge: Regulating LPN Practice module, LPN scope of practice module, jurisprudence module).
- Employer Related Education (e.g., formal orientation programs, upskilling activities, unit-based in-services, learning at the bedside with the clinical educator, nurse practitioner, physician, or another health care professional, ACLS, TNCC, NRP, Safe Patient/Client/Resident Handling, BLS, LEADS, LEAN, LEARN, Conflict Resolution, etc.).
- Professional Committee participation (e.g., CLPNNL committees, Workplace Committees).
- Preceptorship and/or Mentorship including preceptoring PN students or mentoring an LPN to a new work site (LPNs can obtain a maximum of 7 hours when preceptoring/ mentoring a student or co-worker and only when the preceptoring and mentoring occurs over an extended period (i.e., 2 weeks, cannot receive credit for 1 single shift)).
- Independent learning (e.g., reading professional journal articles, participating in journal clubs, researching online internet sites, reviewing online learning resources, reviewing textbooks, equipment or policy manuals, and electronic resources).
- Volunteer Activities (e.g., health presentation to a senior's group, camp nurse).



REFERENCES AND RESOURCES

College of Registered Nurses of Newfoundland and Labrador (2022). *Continuing Competency Program Guide*.

College of Registered Nurses of Newfoundland and Labrador (2022). *Continuing Competency Program Framework*.

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Nova Scotia College of Nurses (2022). *NSCN Continuing Competency Program for Nurses*.

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