



# Continuing Competency Program Guide for RNs and RN(NP)s

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# Program Overview

*The continuing competency program (CCP) is a comprehensive program that exists in legislation and helps you maintain and enhance your practice. By completing the annual requirements, you assure the public that you are committed to maintaining and improving your competence as a registered nurse or registered nurse (nurse practitioner).*

## Program Goals

The program has three goals:

1. Encourage you to reflect on your practice and provide a framework you can use to integrate lifelong learning into your practice.
2. Identify areas to enhance your practice in relation to the practice expectations by using evaluative tools and feedback from the public and other RNs and RN(NP)s.
3. Address your learning needs in relation to practice expectations by providing education, recommendations and remediation in instances where client safety concerns are identified.

*The program **does**:*

- provide a process for you to demonstrate continuing competence in order to meet renewal requirements
- encourage you to reflect on your practice in relation to the practice expectations
- provide you with a framework to integrate self-directed learning into your practice
- provide you with the opportunity to obtain feedback about your practice from your colleagues and clients
- provide you with resources to maintain and enhance your practice in relation to the practice expectations
- ensure you are aware of relevant jurisprudence (i.e. legislation, regulations, standards, policies) that affects your practice

*The program **does not**:*

- assess your fitness to practise
- assess if you're meeting the requirements of your current/former employment
- address all areas of continuing competence (the responsibility to achieve continuing competence is shared by individual RNs and RN(NP)s, professional and regulatory nursing organizations, employers, educational institutions and governments)

## Beliefs and Principles

The program functions on the following beliefs and principles:

1. Continuing competence is essential to professional registered nursing practice – it promotes good practice, prevents poor practice and contributes to quality client care.
2. Competence is maintained and enhanced through self-reflection, lifelong learning and integrating learning into practice.
3. RNs and RN(NP)s have a professional obligation and responsibility to maintain and enhance competence.
4. The public expects RNs and RN(NP)s to be up-to-date in their practice.
5. RNs and RN(NP)s are competent, self-regulated professionals committed to lifelong learning.
6. Registered nursing practice expectations provide the foundation for the program.
7. The program should be:
  - administratively feasible
  - publicly credible
  - professionally supported
  - economically feasible
  - transparent
  - effective
  - flexible
8. The program should be applicable to all practice settings and provide RNs and RN(NP)s with options to demonstrate continuing competence.
9. The College supports RNs and RN(NP)s as they complete the program by clearly communicating program requirements and creating supportive resources.
10. All information the College receives related to an RN or RN(NP)'s continuing competence is kept confidential.

# Annual Program Requirements

*Want to track your progress? See our CCP Annual Planning Timeline available on page 9.*

**To renew your certificate of practice for the upcoming year, you will need to complete Parts A, B and C of the CCP forms (Part D is optional).** You'll be asked to declare completion of your forms on your online renewal application. *The CCP forms are available on our website.*

## Completing the CCP Forms

New CCP forms are created each year. We'll review the purpose of each component and how you can complete them in this section.

### Part A: Self-Assessment

#### What is the purpose of a self-assessment?

Practice expectations are outlined in the *Practice Expectations for RNs* and the *Practice Expectations for RN(NP)s*. The self-assessment allows you to reflect on and evaluate your practice in relation to these expectations. Remember, there are no right or wrong answers but evaluating yourself honestly will help you identify your strengths and any areas where you can improve.

It's your responsibility to understand and apply the practice expectations to your practice in any role or health-care setting. Taking the time to reflect on how you meet these expectations helps you maintain your practice by giving you the opportunity to:

- review the expectations the public has of you regardless of your practice setting, domain and/or role
- review the legal reference that describes reasonable and prudent nursing practice
- self-reflect on your practice and take action to improve where you may need to

#### Who is your client?

Identify who your client is before you complete your self-assessment. Remember, your client is the beneficiary of care and may be an individual, family, group, community or population.

In some clinical settings, client may be referred to as a patient or a resident. Depending on your registered nursing domain, client may also refer to a nursing student, research subject/participant or another RN or RN(NP).

RNs and RN(NP)s apply the nursing process in their practice, planning the needs of clients through assessment, diagnosis or determination, planning, implementation and evaluation. The principles of client-centred practice in a clinical practice setting also apply in other domains such as administration, education and research.

#### What else do you need to know?

- You need to complete the self-assessment in order to renew your certificate of practice.
- If you select “not applicable” to the indicators on your self-assessment, please get in touch with us as your practice may not be RN or RN(NP) practice.
- Keep your forms for the required five years and compare your scores from one year to the next to evaluate if you are maintaining or improving your practice in relation to the practice expectations.
- Looking for more tips on how to reflect on your practice? See our self-assessment reflection exercise available on page 8.

## Part B: Self-Development Plan

### What is the purpose of a self-development plan?

As a self-regulated professional, maintaining high standards and public trust is essential. Completing a self-development plan assures the public that you are engaged in lifelong learning and committed to enhancing your practice. By identifying learning goals and creating a plan to achieve those goals, you are able to focus on specific areas of your practice that you want to improve.

This part of your CCP forms helps you enhance your practice by giving you the opportunity to:

- grow as a professional by identifying a learning goal that is relevant to your practice setting and over and above the learning that is required to maintain your practice and/or is part of your current role
- plan learning activities that will help you achieve your learning goal
- document how your learning impacted your practice and assess whether your goal was met

### How do I complete the self-development plan?

This framework is available in Part B of your CCP forms.

We recommend following the SMART principle:

- **Specific:** Setting a specific learning goal will increase the chances of you being able to achieve your goal.
- **Measurable:** How will you know when you have achieved your goal? What results will you see when your goal is achieved?
- **Attainable:** Set a learning goal and learning activity that can be completed by Dec. 1 of the current year.
- **Relevant:** Is your learning goal related to your current role and responsibilities? If you are not currently working, make sure you choose a learning goal that helps prepare you for your return to work.
- **Timely:** Document an expected date of completion to keep yourself on track. Ensure you have enough time to complete and reflect on your learning before Dec. 1 of the current year.

For more information on setting SMART goals, see a resource from the College of Nurses of Ontario available on page 8.

### What are the components of the self-development plan?

*Set at least one learning goal to enhance your practice.*

If you are having difficulty identifying a learning goal, consider asking yourself:

- What do I need to learn to improve my practice?
- What can I learn to positively impact client care in my practice area?
- What do I need to learn to ensure that I am prepared to return to work after a leave of absence (if you are not currently working)?

Consider beginning your statement with:

- I will learn how to...
- I will enhance my knowledge related to...
- I will develop the new skill of...

Make sure your learning goal will enhance your practice. Ask yourself:

- Will my goal increase my knowledge?
- Will my goal increase my understanding?
- Will my goal improve my problem-solving or critical thinking skills?
- Will my goal impact my attitude, feelings or emotions?
- Will my goal enhance my nursing skills?

If you answer “no” to all of these questions, your goal may not be a learning goal. You are welcome to contact us if you need assistance creating a learning goal.

**An example of a specific learning goal is:** *I will learn at least five signs or symptoms of caregiver stress and two interventions related to managing it so that I can provide enhanced care to families at risk for or experiencing caregiver stress.*

**Complete at least one learning activity related to your learning goal.**

Mark down the date you expect to complete it by so that you can make sure it’s achievable by Dec. 1. Once you’ve completed the learning activity, mark that down too. If you’re selected for the CCP review, these dates will confirm you completed the activity on time.

Your learning activities can be formal or informal and may include:

- reading journal articles or textbooks
- attending workshops or conferences
- seeking peer feedback
- networking with subject matter experts
- attending seminars or in-services
- watching a video
- participating in a clinical case study
- enrolling in continuing education courses

Learning activities should be those above and beyond your job requirements and should reference any necessary titles, dates, sources, etc.

Your learning activity must be self-directed in order to meet the program requirements – this means it must be relevant to your self-directed goal and directed by you (not your employer). **The jurisprudence learning module should not be used as a learning activity as it is a separate requirement for renewal with the College and is therefore not self-directed.**

### **Document the impact on your practice.**

This section lets you reflect on your learning and evaluate if you met your goal.

If you are currently working, you should allow enough time to integrate your learning into your practice prior to documenting it in this section of your forms. This will allow you to reflect upon and evaluate if integrating the learning enhanced your practice.

If you are not currently working, you can use this space to keep notes of key learning and create a plan for how you will integrate your learning into your practice when you return to work.

In order to begin the reflection process, you may consider asking yourself the following questions:

- What new information did you learn?
- Did you meet your goal?
- How do you know you met your goal?
- How are you integrating what you have learned into your practice? Provide a specific example of using your new knowledge in your practice. *If you are not currently working, anticipate how you will use your learning when you return to work.*
- Did you share your new knowledge with others?

We do not require additional proof showing you completed your activities. Any certificates and/or course completion letters that are sent to us are shredded.

### **How is my self-development plan evaluated?**

A scoring rubric (see page 10) is used to assess your self-development plan.

See examples of completed plans for scenarios when you are or are not working on page 8.

## Part C: Jurisprudence Learning Module

Jurisprudence is a legal term that refers to studying the law. For our purpose, jurisprudence is about ensuring you are aware of legislation, regulations, standards and policies that affect your registered nursing practice.

You can use this section of the forms to take notes while completing the current year's required module.

*More information about the jurisprudence learning modules is available on our website.*

## Part D: Learning Activities (Optional)

Use this section to keep track of any learning activities you complete that are not related to your self-development plan in Part B.

# CCP Review and Multi-Source Feedback

*Each year, RNs and RN(NP)s are randomly selected to complete the CCP review. Completing the CCP review assures the public that you are committed to maintaining and improving your competence as an RN or RN(NP). Our Continuing Competency Committee reviews the criteria for the program on an annual basis.*

The CCP review is a supportive process and not disciplinary in nature – our goal is to support RNs and RN(NP)s in demonstrating continuing competence in relation to the practice expectations. RNs and RN(NP)s selected for the CCP review are also required to participate in multi-source feedback, a tool that allows clients and colleagues to provide feedback on communication and professional behaviour.

*Questions about the CCP review? Read our FAQs available on page 8.*

## Timeline and Outcomes

### July

RNs and RN(NP)s selected for the review are notified by email at the beginning of July. If you receive an email letting you know you've been selected for the review, you should do the following:

1. Complete the multi-source feedback details form (the link to this is available in the email notification we send).
2. Review this CCP Guide.
3. Review the Multi-Source Feedback Guide (available on page 8).
4. Watch our CCP Forms Tutorial (available on page 8) to ensure that you are aware of the minimum requirements for completing your CCP forms.
  - You will be asked to enter information from your forms when completing your online renewal application. This means you will not need to send us your completed forms.

## September - December

Your multi-source feedback package will be mailed to you in September. When you receive your package, follow the instructions in the included letter and refer to the Multi-Source Feedback Guide.

### Oct. 1 - Dec. 1

You are able to complete your online renewal application during this time. Before you log in to renew, make sure you have already completed Parts A and B of your CCP forms as you will be asked to enter this information into your online renewal application.

In mid-December, your self-development plan will be evaluated using the scoring rubric and we'll enter the results into our database.

## January - February

The results from multi-source feedback are collated and your multi-source feedback report is created. We email you your results for both your self-development plan and multi-source feedback in January or February. See the list of possible outcomes of the review on page 8.

## March - May

At this time, we'll follow up with anyone who did not meet the review requirements and determine next steps based on their outcomes.

## May - June

During this time, the College's Continuing Competency Committee reviews all files of RNs or RN(NP)s who completed a competency-based interview. During this review, the Committee determines if there are any other remedial activities an RN or RN(NP) still needs to complete. These activities may include:

- completing course work
- attending a workshop
- writing a reflective paper
- any other remedial activity the Committee determines to be appropriate

RNs or RN(NP)s who are required to complete remedial activities will do so before Dec. 1 in order to apply to renew their registration.

# Resources

- [CCP Forms](#)
- [CCP Forms Tutorial](#)
- [Self-Assessment Resources & Reflection Exercise](#)
- [Example self-development plan \(working\)](#)
- [Example self-development plan \(not working\)](#)
- [CCP review FAQs](#)
- [CCP review outcomes](#)
- [Practice Expectations for RNs](#)
- [Practice Expectations for RN\(NP\)s](#)
- [Multi-Source Feedback Guide](#)
- [Competency-Based Interview Guide](#)
- [Developing SMART Learning Goals](#) (College of Nurses of Ontario)



# CCP Annual Planning Timeline

For all RNs and RN(NP)s, participating in the continuing competency program (CCP) is a requirement for renewal. This includes completing your self-assessment, goals and activities for the year prior to renewing your certificate of practice. Below is a suggested timeline to help with planning and implementing your continuing competency activities:

Dec. 1 - January

- Download the CCP forms for the upcoming year
- Complete your self-assessment, begin your self-development plan by setting learning goal(s) and planning learning activities

March

- Complete the current year's jurisprudence learning module
- Ensure your CRNM profile shows that the module is complete

April

- Review and update your self-development plan
- Is your learning goal(s) still applicable? Are you on target to complete your learning activity(ies)?

July

- RNs and RN(NP)s selected to participate in the CCP review are notified by email (if you are selected for the review, see our website for more information)

September

- Complete your self-development plan, including an explanation of how your learning impacted your practice

October - Dec. 1

- Complete your online renewal application
- Ensure your CCP requirements are complete before you declare it on your online renewal application
- Ensure you've completed the necessary jurisprudence learning modules

# Self-Development Plan Scoring Rubric

CCP reviewers use the following rubric to evaluate an RN or RN(NP)'s self-development plan.

CCP Forms	No	Yes	Consider for Exemplary
<p><b>Does the self-development plan include a learning goal that enhances the quality of practice?</b></p> <p><b>(i.e. that goes above and beyond the learning that is required to maintain practice)</b></p>	<ul style="list-style-type: none"> <li>There is no learning goal listed</li> <li><b>or</b></li> <li>The goal listed is too vague to provide evidence that a learning need was self-identified</li> <li><b>or</b></li> <li>The goal listed is not relevant to the activities or impact</li> </ul>	<ul style="list-style-type: none"> <li>A specific learning goal is listed</li> </ul> <p><i>*It is recommended that goals be SMART (Specific, Measurable, Attainable, Relevant and Timely). However, SMART goals are not required.</i></p>	<ul style="list-style-type: none"> <li>The learning goal(s) is clearly self-directed, specific and directly related to the RN or RN(NP)'s learning activity(ies) and impact on practice</li> <li>The learning goal is unique or innovative</li> </ul>
<p><b>Does the self-development plan include evidence of at least one completed learning activity?</b></p>	<ul style="list-style-type: none"> <li>There is no evidence of a completed learning activity from Dec. 1 to Dec. 1 of the registration year</li> </ul>	<ul style="list-style-type: none"> <li>A completion date between Dec. 1 and Dec. 1 of the registration year is documented</li> <li><b>and/or</b></li> <li>Evidence exists within the impact on practice section regarding the completion of a learning activity within the previous year</li> </ul>	<ul style="list-style-type: none"> <li>The specific titles and completion dates for the learning activity(ies) clearly relate to the goal and impact on the RN or RN(NP)'s practice</li> </ul>
<p><b>Does the self-development plan identify that completing the learning activity impacted or will impact the RN or RN(NP)'s practice?</b></p>	<ul style="list-style-type: none"> <li>There is no evidence of learning that impacted the RN or RN(NP)'s practice</li> </ul>	<ul style="list-style-type: none"> <li>There is evidence that the RN or RN(NP) completed learning that impacted their practice</li> </ul>	<ul style="list-style-type: none"> <li>The self-development plan had excellent flow, presentation and the impact on the RN or RN(NP)'s practice is clearly articulated</li> <li><b>and/or</b></li> <li>It is evident that client care has been improved as a result of the RN or RN(NP)'s learning</li> </ul>



College of  
Registered Nurses  
of Manitoba

## Contact Information

We're here to support you as you complete your annual CCP requirements.

Please feel welcome to contact us any time at [cep@crnm.mb.ca](mailto:cep@crnm.mb.ca)