



College of
Registered Nurses
of Manitoba

Continuing Competency Program Workbook

ANNUAL CCP REQUIREMENTS: For all RNs

Program Overview	2
Annual Requirements	3
Learning Plan Scoring Rubric	10
CCP Planning Timeline	11
CCP Resources	11

CCP REVIEW SECTION: For RNs selected for the CCP Review

The CCP Review process is currently being redeveloped.

For the purpose of this document, the term RN also refers to RN(NP).

Program Overview

The [Regulated Health Professions Act \(RHPA\)](#) sets out our responsibilities. Under this legislation, we are required to have a continuing competency program (CCP) for registered nurses that promotes high standards of knowledge, skill and ethical practice.

RNs are required to complete the CCP every year. The program is an opportunity for you to reflect on your nursing practice and lead your own learning. Throughout the year, our CCP team is here to support you during the process.

The program is a supportive program; it promotes and supports opportunities for learning and development.

What does the College already believe and assume?

- All RNs are committed to obtaining the knowledge, skill and judgment they need in order to provide safe, competent and ethical care.
- Self-reflection improves empathy, listening, critical thinking and decision-making skills. It also allows RNs to improve their communication with others and enhances their leadership qualities.
- RNs maintain and enhance their competence through self-reflection, lifelong learning and integrating that learning into their practice.
- RNs who take time to reflect on their practice provide quality nursing care.
- Manitobans expect RNs to be current and competent in their practice.
- Our [Practice Expectations for RNs](#) provide a foundation for the program and describe reasonable and prudent nursing practice.

We keep all information about an RN's continuing competency confidential. You can choose to share this information with your employer(s) if you wish. While the program is a requirement under legislation, it's also intended to support you in your professional development and commitment to lifelong learning.

What are the goals of the program?

The CCP has three goals:

1. **Encourage self-reflection:** RNs are able to assess their nursing practice by completing a self- assessment, as well as receive feedback on their practice from peers and clients. Through self-reflection, RNs will develop skills in self-directed learning, increase their motivation to learn and improve the quality of care they provide.
2. **Enrich practice:** RNs have the opportunity to learn something new that they can use in their practice.
3. **Address learning needs:** RNs demonstrate a commitment to lifelong learning by taking action on what they discover about their practice (i.e. through self-reflection, feedback from others and goal setting).

*The program **does**:*

- involve a team at the College who is committed to supporting RNs as they complete the program
- encourage RNs to reflect on their practice in relation to the practice expectations
- provide RNs with a framework to integrate self-directed learning into their practice
- provide RNs with the opportunity to obtain feedback about their practice from their colleagues and clients
- provide RNs with resources to maintain and enhance their practice in relation to the practice expectations
- ensure RNs are aware of relevant jurisprudence (i.e. legislation, regulations, standards, policies) that affects their practice

*The program **does not**:*

- assess an RN's fitness to practise
- assess if an RN is meeting the requirements of their current or former employment

Annual Requirements for all RNs

Let's look at what RNs must complete as part of the program.

Each year, you document your ongoing learning in our [CCP forms](#), which have four parts:

1. **Part A: Self-assessment:** assess one's nursing practice through a questionnaire
2. **Part B: Learning plan:** set self-directed learning goals, decide on learning activities and explain how they impact nursing practice

- Legislation identifies that these forms must be kept for the current year and the previous four years.
3. **Part C: Jurisprudence learning module:** complete the module and record any key learning concepts
 4. **Part D: Learning activities (optional):** keep track of any extra learning activities completed beyond the learning plan

To practice in the upcoming year, you need to renew your certificate of practice by Dec. 1. As part of this process, you need to complete parts A, B of these forms and the mandatory annual jurisprudence module. We'll dive into these components over the next few pages.

Part A: Self-Assessment

What is the purpose of a self-assessment?

The self-assessment allows you to reflect on and evaluate your practice in relation to the *Practice Expectations*. Remember, there are no right or wrong answers. Completing a self-assessment helps you identify your personal and professional strengths and any areas where you can improve. It also allows you to reflect on your own beliefs, attitudes and values and consider how they influence your practice.

Who is your client?

Identify who your client is before you complete your self-assessment. Your client is the beneficiary of your care and/or service and may be an individual, family, group, community or population. Remember, your client is also an important member of the entire health-care team.

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).

You apply the nursing process in your 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 must complete the self- assessment applicable to your membership class and notation (if applicable). If you changed membership class or received a new notation (e.g. RN(AP)) prior to October 1 you must complete the self-assessment for the membership class or notation you wish to renew.
- 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 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.

Part B: Learning Plan

What is the purpose of a learning plan?

A key goal of regulation is ensuring that RNs practise in a safe, competent, and ethical manner. Registered nursing is a self-regulated profession, which means it's important we maintain high standards to serve and protect the public interest.

Participating in self-reflection and completing a learning plan demonstrates to 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 can focus on specific areas of your practice that you want to improve.

Your learning plan gives you the opportunity to:

- grow as a professional by identifying a learning goal that is relevant to **your** practice setting, but one that is **beyond what your employer requires** you to complete (i.e. your learning needs to be self-directed so choosing a learning goal that your employer already requires you to do would not meet expectations)
- document how your learning impacted your practice and assess whether you met your goal.

You're learning and activities need to be self-directed so choosing a learning goal or activity that your employer already requires you to do would not meet expectations.

- ***Examples include keeping up to date on procedures, CPR courses, ACLS, PALS, etc.***

What are the components of the learning plan?

Goal Setting: Set one learning goal to enhance your current practice

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

- What learning opportunities foster meaning and professional growth?
- What can I learn to enhance my practice?
- What can I learn to positively impact client care in my practice area?
- What am I curious about?

Consider beginning your statement with:

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

To make sure your learning goal will enhance your practice. Ask yourself:

- Will my goal **increase** my knowledge and 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 practice?

If you answer “no” to all these questions, your goal may not be a learning goal. You are welcome to contact us at ccp@crnm.mb.ca if you need help creating a learning goal.

When setting a goal, we recommend you follow the SMART principle, which informs the reader the specific **what** you want to learn, **why** you want to learn it, **how** you are going to attain the knowledge, and **when** this will occur:

- **Specific:** Setting a specific learning goal will increase the chances of you being able to achieve your goal. The reader must clearly understand exactly what you want to learn.
- **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:** Tracking your progress ensures you stay on track and have enough time to complete and reflect on your learning before Dec. 1 of the current year.

An example of a SMART learning goal: I will learn at least three signs or symptoms of caregiver stress and two interventions related to managing it by Oct. 1. This will help me provide enhanced care to families at risk of or who are already experiencing caregiver stress.

Why is this a good goal?

- It is specific - the reader can clearly understand what the individual wants to learn
- It is self-directed – this is not something the individual is expected to do
- It is attainable – this is something that can be completed within the time frame
- It is relevant – it demonstrates how this care will be able to improve their current practice

Learning Activities: Complete at least one learning activity related to your learning goal.

Learning activities need to occur during the current year and be completed by December 1st (when renewal closes). Activities that occur outside this time frame would not allow you to meet criteria.

Activities need to be self-directed. They enhance your learning above and beyond what is already provided or expected of you, and they help you attain your goal. For example, identifying a wound care course on the learning management system (LMS) that is already required is not a self-directed activity.

How many activities do you need to have? This depends on you. You are the one that will know when you have accomplished your goal, and if one activity allows you to accomplish your goal and provide an impact on your practice. Then one goal is enough.

Your learning activities can be formal or informal, but you must document information about them on your CCP form. You cannot state – I read 3 articles; I watched a video. Here are some ideas:

- reading journal articles or textbooks (identify topic titles/journals/textbooks)
- attending workshops or conferences (identify name of workshop or conference)
- seeking peer feedback (identify the type of feedback you sought, and the response you received)
- networking with subject matter experts (identify title of individual such as pharmacist, Occupational Health Nurse)
- attending seminars or in-services (identify name of seminar or in-service)
- watching a video (include title, and URL if online)
- reviewing online information (include title and URL)
- participating in a clinical case study (identify information on the study)
- enrolling in continuing education courses (identify the course)

We do not require proof of the activities, but they must be clearly identified, and able to be searched.

- **Reminders:**
- you cannot use the jurisprudence modules as a learning activity; this is an annual requirement and therefore not considered self-directed.
- Do not state your activities as a learning goal, for example, I will read three articles on depression. This would not meet criteria as you need to identify why you are reading these articles.

Impact on Practice: Documenting the impact on your practice.

This section provides an opportunity for you to reflect on your learning and evaluate if you met your goal and identify the impact on your practice. You are identifying what you learned and the impact of this learning on your practice. It is not a retelling of what you did.

If you are currently working, you should allow enough time to integrate your learning into your practice before 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 or you have not been in a situation to implement your learning, you will identify the key learning(s) and identify how you will integrate your learning(s) into your practice and the expected outcome.

To begin the reflection process, you may consider asking yourself the following questions:

- Did I meet my goal? If your goal does not relate to what you learned, change your goal to represent what you learned.
- What new information did I learn?
- How am I integrating what I've learned into my practice, or how will I implement it into practice?
- What am I going to do differently?
- Did I share my new knowledge with others?
- The impact statement is **not** the retelling of what you did to meet your goal. A well-developed impact statement clearly articulates that your learning goal was met, and your practice was enhanced due to your learning.

How can I evaluate my learning plan to make sure it meets expectations?

The scoring rubric that is used to assess your learning plan is available on page 10. Use these resources to make sure your learning plan meets the criteria.

If you're still not sure that you completed your learning plan correctly, feel free to get in touch with us so we can help. Remember, we're here to support you throughout this process.

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.

Jurisprudence is an annual requirement; therefore, it cannot be used as an activity for your learning plan.

More information about the jurisprudence learning module 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 learning plan in Part B.

Learning Plan Scoring Rubric

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

Learning plan	No	Yes	Exemplary
<p>Does the learning plan include a self-directed learning goal that enhances the quality of current practice?</p> <p><i>(Needs to go above and beyond the learning that is required to maintain practice both by employer and)</i></p>	<ul style="list-style-type: none"> There is no learning goal listed (activities are not learning goals) or The goal is not self-directed or The goal is too vague to identify the learning need or The goal listed is not relevant to the activities or impact statement 	<ul style="list-style-type: none"> The learning goal is clearly self-directed, specific and directly related to the RN or RN(NP)'s learning activity(ies) and impact on practice <p><i>It is recommended that goals be SMART (Specific, Measurable, Attainable, Relevant and Timely). SMART goals help to clearly identify what you are learning, and why this is important.</i></p>	<ul style="list-style-type: none"> The learning goal is clearly self-directed, specific, and directly related to the RN or RN(NP)'s learning activity(ies) and impact on practice and The learning goal is unique or innovative
<p>Does the learning plan include evidence of at least one completed learning activity?</p>	<ul style="list-style-type: none"> There is no evidence of a completed learning activity from Jan. 1 to Dec. 1 of the registration year or The activity(ies) do not reflect the goal or The activity(ies) are not self-directed or The activity(ies) are not clearly identified (state article was read, or a webinar attended but do not identify the names or include the URL) 	<ul style="list-style-type: none"> A completion date between Jan. 1 to Dec. 1 of the registration year is documented and Evidence exists within the impact on practice statement regarding the completion of a learning activity(ies) and Activity(ies) are clearly identified 	<ul style="list-style-type: none"> 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
<p>Does the learning plan identify that completing the learning activity impacted or will impact the RN or RN(NP)'s practice?</p>	<ul style="list-style-type: none"> There is no evidence of learning that impacted the RN or RN(NP)'s practice 	<ul style="list-style-type: none"> There is evidence that the RN or RN(NP) completed learning, and demonstrate how this impacted, or will impact their practice 	<ul style="list-style-type: none"> The learning plan had excellent flow, presentation and the impact on the RN or RN(NP)'s practice is clearly articulated and/or It is evident that client care has been improved because of the RN or RN(NP)'s learning

CCP Planning Timeline

Below is a suggested timeline to help you plan and complete your CCP activities:

Dec. 1 - January	<ul style="list-style-type: none"> • Download the CCP forms for the upcoming year • Complete your self-assessment • Begin your learning plan by setting at least one learning goal and activity
March	<ul style="list-style-type: none"> • Review and update your learning plan • Is your learning goal still applicable? Are you on target to complete your learning activity?
April	<ul style="list-style-type: none"> • Complete the current year's jurisprudence learning module, and ensure your CRNM Profile shows the module is complete
July	<ul style="list-style-type: none"> • RNs selected to participate in the CCP review are notified by email
September	<ul style="list-style-type: none"> • Complete your learning plan, including an explanation of how your learning impacted your practice
October - Dec. 1	<ul style="list-style-type: none"> • 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 module

CCP Resources

- [CCP forms](#)
- [Continuing Competency Program](#)
- [CCP Forms Tutorial](#)
- [CCP Journey](#)
- [Self-Assessment Resources & Reflection Exercise](#)
- [Examples of learning plans](#)
- [CCP review FAQs](#)
- [CCP review outcomes](#)
- [Practice Expectations for RNs](#)
- [Practice Expectations for RN\(NP\)s](#)
- [Practice Expectations for RN\(AP\)s](#)

CCP Review (and Multi-Source Feedback)

Each year, all RNs are required to complete their CCP requirements (jurisprudence, self-assessment, and learning plan). In addition to this, there are RNs who are randomly selected to participate in the CCP Review, which includes a review of the learning plan and participation in multi-source feedback.

The review is a **supportive process** and is not disciplinary in nature. How one does in the review, does not impact an RN's licence. Rather, it's an opportunity to learn more about your practice as you receive feedback from your clients and colleagues.

The CCP Review process is currently being redeveloped to make it more supportive and userfriendly for registrants. Nurses who are selected to participate in the 2026 CCP Review will be required to submit their learning plan to the College as part of the process.

Contact Us

We're here to support you throughout the entire CCP process.

Please contact us any time at ccp@crnm.mb.ca or 204-774-3477 ext 657