



Purpose

This document provides information to employers regarding the College of Licensed Practical Nurses of Manitoba's (CLPNM's) Continuing Competence Program (CCP), the CCP Audit that takes place each year.

About the CCP

The CCP is a structured process that assists Manitoba's LPNs to retain and continuously build upon their knowledge, skill and judgment. It also ensures that they remain up-to-date on evolving evidence and best-practice in their field. This contributes to high-quality, safe care for Manitobans.

All Manitoba LPNs participate in the CCP each year by maintaining a professional portfolio, practising a minimum number of hours, completing self-assessments and learning plans, and meeting their individualized learning goals.

CCP and Registration Renewal

Each year, all LPNs must renew their registration with the CLPNM by November 30 to remain authorized to practice. Participation in the CCP is one of the requirements for registration renewal.

The CLPNM confirms CCP participation during the renewal process in two ways. As part of their renewal application, all LPNs must complete a declaration confirming their participation in the CCP. This declaration may be verified by the CLPNM at any time. In addition, the CLPNM randomly selects 10% of Manitoba's LPNs each year for a detailed review of their CCP activities. This is referred to as the CCP Audit.

The LPNs selected for the CCP Audit are required to submit copies of their CCP materials to the CLPNM before the registration renewal deadline to remain authorized to practice. Registration renewal opens on September 1. Any LPN who has not met each of the requirements for registration renewal by November 30, including the requirement to submit CCP materials, will be unauthorized to practice after that date.

Provisional Registration

Those who submit the required documents by the deadline (and meet all other requirements for renewal) will be granted a provisional registration, pending the results of the audit. Employers should be aware that this provisional registration status does not impact the LPN's ability to practice during the audit. Once the LPN demonstrates that he or she has met the requirements of the CCP and the audit, the provisional registration will be converted to an approved registration. However, an LPN who does not meet the requirements of the CCP or who does not meet deadlines specified during the audit may have his or her provisional registration revoked.

About the Audit

Each year, the CCP Audit begins in January. The audit is conducted in three phases. This allows LPNs up to three opportunities to meet the program's requirements. These are as follows:

Phase 1: January to Mid-February

Phase 2: Late February to Early March

Phase 3: End of April to Early May

Audit materials will be reviewed by a group of their peers to confirm that their learning plan and professional development activities are contributing to their competence, are relevant to their area of practice, and meet all other requirements of the program.

An LPN who is deemed to meet the program's requirements during any of the phases will be finished with the audit, and will not be required to participate in the subsequent phases. At that point, the LPN's provisional registration will also be converted to an approved registration.

The Employer Role

Employers have a responsibility to ensure that the LPNs in their employment are licensed and authorized to practice in Manitoba before allowing them to do so. Section 66(1) of *The Licensed Practical Nurses Act* states:

No person shall knowingly employ or continue to employ a person to perform the practice of licensed practical nursing unless the person is a licensed practical nurse or a graduate practical nurse registered under this Act.

An LPN who is selected for the audit, but who does not participate in the audit or meet the audit deadlines, may have his or her provisional licence revoked. In addition, although it is rare, an LPN who does not successfully demonstrate continuing competence by the end of the audit may also have his or her provisional licence revoked. As such, employers must stay up-to-date on the registration status of the LPNs they employ throughout the course of the CCP Audit.

The CLPNM will make reasonable efforts to notify the employers on record when an LPN they employ is at risk of having his or her provisional licence revoked. This provides the opportunity to make arrangements to fill the LPN's upcoming shifts, if necessary. The CLPNM will also notify employers on record once an LPN's provisional licence has been revoked.

Employers who wish to do so may also check the CLPNM Employer Verification System (EVS) at any time to confirm whether the CCP provision remains on an LPN's licence or has been lifted. The EVS is accessible through the CLPNM website at www.clpnm.ca.

Further Questions

An employer with additional questions about the CCP or the CCP Audit is encouraged to visit the CLPNM website at www.clpnm.ca or to contact the CLPNM Practice Department at info@clpnm.ca, 204-663-1212 or 1-877-663-1212 toll free.