

CONTINUING COMPETENCE PROGRAM

Instruction Guide for
Manitoba's Licensed Practical Nurses

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Introduction

Lifelong learning is essential to a nurse's continuing competence. The Continuing Competence Program (CCP) ensures that Manitoba's Licensed Practical Nurses (LPNs) retain and continuously build their knowledge, judgment and skill.

As an LPN, participating in the program will help you remain up-to-date on evolving evidence and best-practice in your field. This contributes to high-quality, safe care for Manitobans. Building and maintaining your competence as a nurse will also help you to meet your professional Standards of Practice, and the requirements for registration in *The Licensed Practical Nurses Act* (the Act), and its Regulation.

All Manitoba LPNs participate in the CCP each year by creating, maintaining and following their individual professional learning plans. This requirement is set out in the [Practice Direction: Continuing Competence Program](#). As the regulator for Manitoba's LPNs, the College of Licensed Practical Nurses of Manitoba (CLPNM) provides information and resources to help LPNs meet their requirements.

Each year, as part of your annual registration renewal application, you will be asked to confirm that you completed all requirements of the CCP during the previous year. The CLPNM also conducts an annual review of its registrants' CCP activities, referred to as the CCP Audit. Each year, 10% of active practising LPNs are randomly selected to participate in the audit. The CCP Audit supports the CLPNM in meeting its mandate to ensure that LPNs provide safe, competent and ethical nursing care. The audit also assists you in meeting your professional obligation to maintain and build your competence relevant to your specific areas of practice.

About the Program

In order to maintain and continuously build their competence, all Manitoba LPNs undertake the following.

- **Practice Hours:** LPNs maintain and build their knowledge, judgment and skill through active practice. All LPNs must practise a minimum of 1000 hours in a four-year period.
- **Self-Assessment:** Each year, LPNs formally assess their knowledge, judgment, skill and learning to identify gaps and areas for further learning.
- **Learning Plans:** Each year, LPNs create two (2) formal learning plans outlining their learning goals, the relevance of those goals to their current or future areas of practice, and the activities they intend to complete to meet their goals. As the year progresses, they will update their learning plans to document the specific learning activities they have completed, and the impact of that learning on their nursing practice.
- **Professional Portfolio:** LPNs create and continuously update a portfolio of professional education materials gathered while achieving their learning goals. This portfolio serves as evidence of past learning, a compilation of current study materials, and as a reference for refreshing knowledge in future.

More information about each component of the program is provided below.

Practice Hours

Practice hours provide work experience that contributes to the knowledge, skill and judgment of an LPN. In order to maintain and build your competence, you must practice a minimum of 1000 hours in a four-year period. In order for your practice hours to qualify, you must have been on the CLPNM active practising register at the time the hours were accrued. Each year, when you renew your registration, you are asked to self-declare the hours you practised as an LPN between December 1 and November 30. You may also be asked to have your hours verified by your current and previous employers. For more information on Verification of Hours, please see page 9 of this document.

Self-Assessment

The CCP self-assessment is an opportunity to reflect on your nursing practice and knowledge. You will complete a self-assessment each year using the [Self-Assessment Tool](#) available on the CLPNM website. The CLPNM strongly encourages you to complete the self-assessment at the time of registration renewal. This will provide you with as much time as possible to complete your learning goals for the year before the next registration renewal deadline the following November.

The self-assessment template follows the Standards of Practice of the LPN profession in Manitoba. It will take you through the indicators that fall within each of the eight Standards. For each indicator, you will reflect on your LPN practice and assess your level of competence as one of the following:

1. Competent: I consistently meet the expectation of this indicator in my practice.
2. Satisfactory: I meet the expectation of this indicator in my practice.
3. Developing: I have identified areas requiring improvement related to indicator.
4. Intervention Required: This is a priority area of learning in my practice.
5. Not Applicable: This indicator is not part of my current practice.

To complete the self-assessment:

- Review the CLPNM's [Standards of Practice](#) and the [Code of Ethics](#) available on the CLPNM website. You might also wish to refer to the [Nursing Competencies for LPNs](#) document, also available on the website.
- Read each Standard of Practice and the indicators listed beneath it in detail.
- For each indicator, assess your level of competence using the scale (1-5) provided above.
- Document your self-assessment in the tool available from the CLPNM website. Identify strengths in your practice as either 1 (competent) or 2 (satisfactory). Identify areas for professional development in your practice as either 3 (developing) or 4 (intervention required).

For your reference, an example of a completed self-assessment is available [on the CLPNM website](#).

Learning Plans

A learning plan is a personalized action plan designed to help you set, meet and evaluate your professional development goals. You will complete your learning plans using the [Learning Plan Template](#) available on the CLPNM website.

There are five components of a completed learning plan:

1. Goal
2. Projected Plan
3. Completed Interventions
4. Impact on Practice
5. Evaluation of Learning

1. Goal

Each year, you will initiate a minimum of two (2) new learning plans, each identifying one (1) new learning goal for the coming year. These projected learning goals should be based on the gaps you identified in your self-assessment.

Your learning goals should be SMART:

S	Specific to your needs and applicable to your nursing practice.
M	Measurable, real objectives that can be achieved through planned learning.
A	Attainable, accessible learning that can be accessed by you where you are.
R	Realistic for you to fit your learning needs, your life, and work environment.
T	Timely and achievable within the next few months or within the year.

Your learning goals should expand your body of knowledge and build your competence as a nurse. Reviewing entry-level competencies or learning you already completed, or renewing certifications that are required as a condition of your employment (e.g. CPR, WHMIS, lifts and transfers), are not appropriate learning goals for the purposes of the CCP.

2. Projected Plan

Once you've set your learning goals for the year, you will plan methods of acquiring the skills, knowledge and/or experience you need to achieve those goals. Options you might consider include:

- Attending education sessions, workshops, in-services, conferences
- Consulting with or observing other health care professionals in the workplace
- Developing an education session, and delivering the session for colleagues
- Completing a certificate course
- Participating in research
- Acting as a preceptor or mentor to students or new staff, or teaching in formal courses
- Researching current journal articles or other scientific publications
- Training other staff



3. Completed Interventions

Throughout the year, you will update your learning plan by listing the specific learning activities you completed to meet your goals. Make sure to record details such as:

- Dates and locations of workshops, conferences, or courses; the names of instructors or presenters; and the organizations that delivered the programs.
- Proper references for any material you reviewed, including author, title, volume or edition, date of publication, and/or website address if applicable.

You will also add information on any workshops, conferences or courses you attended to your professional portfolio. For more information about your professional portfolio, please see below.

4. Impact on Practice

As the year goes on and your learning goals are met, you will add to your learning plan, describing the impact of the newly gained knowledge on your practice. What have you learned that you did not know before? In what ways has the learning contributed to your competence as a nurse? How has your patient care changed and improved as a result? This insight may help you identify and plan additional learning activities for next year.

If a goal you initially set was not completed within the registration year, you have the option of carrying it over to the next year. You should still note any progress you made towards that goal in your learning plan. If you created only two projected learning plans at the beginning of the year, you will also need to develop, and meet, an additional learning plan to meet your minimum of two.

5. Evaluation of Learning

Finally, before completing your learning plan, you will evaluate your overall sense of your learning experience. The evaluation tool is included within the Learning Plan Template.

For your reference, an example of a completed learning plan is available [on the CLPNM website](#).

Professional Portfolio

All LPNs in Manitoba maintain and regularly update their professional portfolio. The professional portfolio is an organized collection of documents that chronicle your nursing career and efforts to assess, maintain and build your professional competence. Maintaining your portfolio is a required component of the CCP. The CLPNM may ask to review it at any time. It also may be requested during the CCP Audit.

Your professional portfolio could take many forms. Some prefer to keep their material in a binder, others in a box, and others in a digital file. Whichever method you choose, ensure that your portfolio is organized and easily accessible for ongoing updates throughout the year.

Examples of documents to keep in a professional portfolio include:

- Self-assessments and learning plans
- A record of practice hours
- A current resume and references
- Copies of diplomas or certificates
- Records of attendance to workshops, seminars, etc. with learning materials obtained
- Performance appraisals
- Reports you wrote and presentations you have made
- Awards, letters of appreciation, and letters of recommendation
- Copies of articles read in journals, professional magazines, reliable online sources, textbooks, etc.

You must also keep in your portfolio completed CCP documents for the last four years, as well as the current year's documents in development.

The CCP Audit

Every year as part of registration renewal, 10% of Manitoba's LPNs are randomly selected for a review of their CCP activities. This review is referred to as the CCP Audit. If you are selected for the audit, you will be advised of that fact through your annual registration renewal notice. You will also see a notice on the welcome page of your online registration renewal profile.

If you have questions about registration renewal or about how to login to your online registration renewal profile, please visit the [Annual Renewal](#) page of the CLPNM website.

The Audit and Your Renewal

If you are selected for the CCP Audit, submitting your CCP materials is part of your renewal application. Information on what to submit for the audit is outlined below. Your registration renewal application will not be processed until all of the required CCP documents are received, and late fees will apply if you do not meet the renewal deadline.

The CLPNM strongly recommends that you renew as early as possible, particularly if you have been selected for the CCP Audit. This allows sufficient time for you to submit any missing or incomplete information before the renewal deadline, and still avoid late fees.

If you are selected for the audit, and meet all other requirements for registration, you will be granted a provisional licence for the coming year. A provisional licence means that your ongoing registration depends on your participation in, and the results of, the audit.

A provisional licence does not restrict you from practising during the audit. As long as you participate in the audit, meet all related deadlines and directions, and successfully demonstrate your continuing competence, your provisional licence will be converted to an approved licence.

If you do not participate in the audit, fail to meet deadlines, or fail to demonstrate your continuing competence, your provisional licence may be revoked.

What to Submit

All LPNs

All registrants selected to participate in the audit are required to submit each of the following by the registration renewal deadline.

- **Completed Learning Plans**

A minimum of two (2) learning plans that you completed during the registration year that is ending. For example, if you are applying to renew your registration for 2019, you must submit two learning plans that you completed in 2018. Access the template [here](#).

- **Projected Learning Plans**

A minimum of two (2) new learning plans that identify your projected learning goals for the upcoming registration year. For example, if you are applying to renew your registration for 2019, you must submit two projected plans identifying the learning goals you intend to meet in 2019. Note: sections of the learning plan template that ask about completed interventions do not need to be filled out in your projected learning plans. You will complete those sections throughout the coming year. Access the template [here](#).

Be sure to use the current template available on the CLPNM website. Previous templates may not be accepted. If the template does not provide enough space, simply write out your learning plans in another document. Be sure to provide all the required information.

A sample learning plan is available on the [CLPNM website](#) to help guide you.

Note: the CCP Audit Questionnaire (Form A) is no longer required.

LPNs in Independent Practice

LPNs who work in independent, self-employed practice must submit the documents listed above, as well as the following documents, by the registration renewal deadline.

- **Policy Manual Excerpts**

Excerpts from the policy manual of the LPN's independent practice including, at minimum, all of the following:

- The table of contents
- One (1) policy that pertains to the specific area of nursing care he or she provides
- One (1) billing policy
- One (1) policy on documentation and record keeping , including storage, retention, and destruction of health records
- One (1) policy outlining infection control practises

- **Nursing Care Documentation Tools / Templates**

Blank copies of tools or templates used by the independent practising LPN in the provision of nursing care, including at least one (1) of each of the following:

- a nursing care plan template
- an assessment/care flow template, and
- a nurse's notes template.

Be sure not to submit completed templates that include client information.

Note: the CCP Independent Practice Audit Questionnaire (Form B) is no longer required.

For further information and guidance on independent practice, please see the CLPNM's [Practice Direction: Independent Practice](#) available on the CLPNM website.

How to Submit

Be sure to note your CLPNM registration number on all the documents you submit. Any materials submitted without a registration number cannot be used to verify your compliance with the CCP, and as such, will be destroyed. To ensure that your materials remain anonymous when reviewed by CCP auditors, please do not add your name or any other identifying information to your documents.

Also be sure that you do not submit any identifiable client information on your documents. For example, LPNs in independent practice who must submit nursing care documentation tools must ensure they submit empty templates, not copies that include actual client information. All LPNs must comply with privacy legislation including the *Personal Health Information Act* when submitting material for the CCP Audit.

Submit your materials by email to ccp@clpnm.ca or by mail or in person to the CLPNM office at 463 St. Anne's Road, Winnipeg, MB, R2M 3C9. [See our office hours here.](#) Be sure to keep your original copies and submit photocopied or scanned copies only, as all material submitted for the audit is destroyed once the audit is complete. Photographed documents will not be accepted, nor will documents that are illegible or that have missing pages. Make sure your submission package is complete to avoid delaying your registration renewal, negatively impacting your audit results.

Important Dates

September 1	Annual registration renewal opens. As part of your renewal, you must declare whether you have participated in the CCP over the past year.
November 1	Registration renewal deadline. Your CCP materials are due today. Late submissions will be accepted up to November 30, but will result in late fees.
November 30	Registration expires. If your CCP materials have not been submitted, your renewal will not have been processed and you will not be authorized to practise after this date.

The Audit Process

Between January and May of each year, your CCP materials will be reviewed to see if they comply with the program's standards. All CCP auditors are active practising LPNs. They have all been educated on audit guidelines and have signed confidentiality agreements. Your materials will be independently reviewed by a minimum of two auditors. They will look to ensure that your documentation is complete, and for evidence that you've completed learning activities that contribute to your goals, add to your knowledge, and augment your practice as a nurse. The auditors may verify the references you've cited, and confirm your attendance at in-services, courses and workshops.

If the auditors find there is not enough information in your plan, they may ask you to submit additional documentation, as well as a copy of your self-assessment and/or your professional portfolio. The auditors and the CLPNM will work with you to ensure you receive the information and guidance you need throughout the audit process.

There are three phases to the audit. This provides you up to three opportunities to demonstrate that your learning activities meet the requirements of the program. After each phase, you will be notified of your results by email. If the auditors determine that you've met the requirements of the CCP during any of the three phases, you will not need to participate in any of the subsequent phases. If the auditors determine that follow-up is needed and that you are required to participate in the next phase, you will receive their direction by email, along with any associated deadlines.

It is essential that your email address, and all other contact information on file with the CLPNM, remain accurate and up-to-date throughout the audit to ensure you do not miss time-sensitive communication that could affect your licence. Maintaining accurate contact information is an expectation of the audit, and also a requirement of all CLPNM members as per the CLPNM By-Laws. It is also important that you regularly check your email throughout the audit, including your junk folder.

If you will not have access to email for an extended period of time during the audit, you are responsible for contacting the CLPNM to verify your results. All LPNs selected for the audit are expected to meet audit deadlines, regardless of work or vacation schedules.

Meeting all deadlines and directions given by the CLPNM and the CCP auditors during the audit is necessary to maintain your registration in good standing. A registrant who does not participate in the audit, or who does not meet audit deadlines, is at risk for having his or her provisional registration revoked. As well, any registrant who does not demonstrate their continuing competence by the end of the three-phase audit is at risk for having his or her provisional registration revoked.

This occurs rarely. The CCP is not meant to be a punitive process, nor is the audit. The CLPNM and peer auditors endeavor to support LPNs throughout the process, and the vast majority of LPNs are successful.

Audit Phase	Audit Timeline		Outcomes of Auditors' Reviews	
	Takes place	Results are sent	If your materials are acceptable	If your materials have deficiencies
Phase 1	January	End of January or early February	<ul style="list-style-type: none"> You have successfully completed the audit. No further action required. 	<ul style="list-style-type: none"> You will participate in Phase 2. Further direction will be provided. Viewing the recorded CCP information session is recommended.
Phase 2	End of February	Early March	<ul style="list-style-type: none"> You have successfully completed the audit. No further action required. 	<ul style="list-style-type: none"> You will participate in Phase 3. Further direction will be provided. Viewing the recorded CCP information session is mandatory. Completing a quiz to reinforce your understanding of the CCP is mandatory.
Phase 3	End of April	End of April or early May	<ul style="list-style-type: none"> You have successfully completed the audit. No further action required. 	<ul style="list-style-type: none"> Continuing competence has not been demonstrated. Your provisional licence may be revoked.

Verification of Hours

Practising a minimum of one thousand (1000) nursing hours in the past four years is a requirement for registration renewal. Every year, out of the total number of registrants selected for the CCP Audit, 15% will also be randomly selected for a verification of their practice hours. Those who are selected must have all employers from the past four (4) years provide documentation verifying the LPN's practice hours directly to the CLPNM.

The CLPNM will advise the LPNs who are selected for this process by email, and at that time, will provide them with the form their employer(s) must complete. This form must be sent by employers directly to the CLPNM. Forms submitted to the CLPNM by LPNs themselves will not be accepted. The LPN is, however, responsible for ensuring that their employer(s) submit the form to the CLPNM before the stated deadline.

Independent practising registrants, who are required to complete the verification of hours process, will be required to complete a statutory declaration related to their independent practice hours. The CLPNM will provide guidance on this process, along with any other specific direction necessary, by email. For more information on the CLPNM's requirements for LPNs in independent practice, please refer to the [CLPNM Practice Direction: Independent Practice](#).

For More Information

If you have read through this Instruction Guide and still have questions, you can access further information on CLPNM website at:

- clpnm.ca/continuing-competence/
- clpnm.ca/continuing-competence/about-the-ccp/
- clpnm.ca/continuing-competence/ccp-fags/
- clpnm.ca/continuing-competence/about-the-ccp-audit/

You also have the option of viewing a recorded information session about the CCP, titled Continuing Competence Program Overview, which is accessible at clpnm.ca/continuing-competence/#01

You may also contact the CLPNM by email at ccp@clpnm.ca or by phone at 204-663-1212 or 1-877-663-1212 toll free.