

Continuing Competence Program (CCP)

Practice Direction

College of Licensed
Practical Nurses of Manitoba
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Practice directions assist licensed practical nurses (LPNs) to understand their responsibilities and legal obligations, enabling them to make safe and ethical decisions within their practice. LPNs are expected to comply with the information disseminated in practice directions. Failure to do so may result in investigation for misconduct and/or an audit of the nurse's practice.

Purpose

The purpose of this practice direction is to provide LPNs with information regarding the College of Licensed Practical Nurses of Manitoba's continuing competence program (CCP), and their related obligations as members of Manitoba's practical nursing profession.

About the CCP

Section 15 of *The Licensed Practical Nurses Act* (the Act) requires that the CLPNM establish a continuing competence program which provides for supervision of the practice of licensed practical nursing, and which includes but is not limited to: reviewing the professional competence of members, conducting practice audits in accordance with the Act, and requiring members to participate in programs for continuing competence.

The CLPNM's program for continuing competence requires that each member:

- maintain a professional portfolio
- apply their knowledge, judgment and skill through active practice (at least 1000 hours in the previous four-years)
- complete self-assessments of their professional competence, at least once a year and as necessary

- develop and implement at least two professional learning plans, each year, which advance their professional competence and are relevant to their area of practice, and
- regularly evaluate their learning experiences and the impact of the learning on their practice.

The CCP assists Manitoba's LPNs to retain and continuously build upon their knowledge, skill and judgment. By participating in the program, LPNs remain up-to-date on evolving evidence and best-practice in their field, which in turn, contributes to high-quality, safe care for Manitobans. All LPNs must participate in these activities each year that they remain on the active practising register, regardless of employment status.

CCP and Registration Renewal

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

The CLPNM confirms CCP participation during the renewal process in two ways. On 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.

LPNs selected for the audit are required to submit documentary evidence of their CCP activities by the renewal deadline. Specific direction on the documentation to be submitted is available on the CLPNM website. Any LPN, who does not meet each of the requirements for registration renewal, including the requirement to submit the required CCP documentation by the renewal deadline, will be unauthorized to practise after that date.

Provisional Registration

Registrants who meet all requirements for renewal and are required to participate in the CCP Audit will be granted a provisional registration, pending the results of the audit. Provisional registration status does not impact the LPN's ability to practise 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 a fully 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. An LPN whose registration is revoked is not entitled to practise.

The CCP Audit

During the audit, CCP documentation is reviewed and assessed by other active practising LPNs to identify whether each LPN's learning plans and professional development activities are contributing to their competence, relevant to their practice, and in keeping with other requirements of the program. The CCP Audit takes place from January to May each year and is conducted in three phases, allowing

LPNs up to three opportunities to meet the program's requirements. 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 subsequent phases.

Throughout the auditing period, LPNs selected to participate in the audit are required to:

- remain in communication with the CLPNM which includes:
 - ensuring their employers' contact information and personal contact information (including email address), is up-to-date in their CLPNM online registration profile, and
 - regularly checking email, voicemail and mail,
- provide any information or documentation related to their CCP activities that the CLPNM and/or CCP auditors direct them to provide, within the deadlines given, and
- view the online CCP information session and complete the related quiz, if directed by the CLPNM to do so.

Conclusion

As members of a self-regulating profession, LPNs must be well-aware of their ongoing obligation to meet all active practising registration requirements, which includes meeting the profession's CCP requirements. The CLPNM assists LPNs in meeting their CCP requirements by preparing documented resources and website content, including a recorded information session.

By understanding their CCP requirements and participating in the CCP, LPNs can help to protect and even strengthen the public's trust in the profession, while ensuring that Manitobans receive safe, competent and ethical care.

References

The following resources were consulted in the development of this document.

CLPNM (2004). *Standards of Practice*

CLPNM (2014). *Code of Ethics*

CLPNM (2016). *CCP Instruction Guide*

Government of Manitoba (2001). *The Licensed Practical Nurses Act*

Government of Manitoba (2002). *The Licensed Practical Nurses Regulation*

For More Information

Additional information and resources on the CCP and the CCP Audit are available on the CLPNM website at clpnm.ca/continuing-competence/.

Contact us with questions at
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About the CLPNM

The CLPNM is the governing body for the licensed practical nursing profession in Manitoba. Mandated to govern its members in a manner that serves and protects the public interest, the CLPNM establishes practice requirements for the provision of safe and effective nursing care.