



COLLEGE OF  
LICENSED PRACTICAL NURSES  
OF NEWFOUNDLAND AND LABRADOR  
LPNS - A PRACTICAL APPROACH TO QUALITY CARE

## Continuing Competency Program

2016

The Continuing Competency Program (CCP) was approved by the Board of CLPNNL, April, 2016.

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## Continuing Competency Program Introduction

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL), in accordance with the Licensed Practical Nurses' Act (2005), is the regulatory body for Licensed Practical Nurses (LPNs) in Newfoundland and Labrador. As such, CLPNNL has the legislated responsibility for regulating the practice of Licensed Practical Nurses. The mission of the CLPNNL is to protect the public by promoting the provision of safe, competent, ethical and compassionate nursing care by LPNs. In keeping with its mandate, the CLPNNL is implementing a mandatory Continuing Competency Program (CCP) for LPNs in Newfoundland and Labrador. The CCP was developed in consultation with LPNs across the province.

A Continuing Competency Program (CCP) is a formal system of assessing the knowledge, skills and judgment of a professional practitioner. The CCP promotes safe, ethical and competent life-long nursing practice. It requires LPNs to identify opportunities to broaden their knowledge base, increase their skill capacity and enhance their individual scope of practice ultimately achieving professional growth and continually improving competence throughout their nursing career.

Beginning April, 2017, every LPN in every practice setting will be required to participate in the CCP every year to maintain their license. LPNs are accountable for their practice and actions at all times and have a professional obligation to attain and maintain competence relevant to their specific area(s) of practice.

Competence is continually acquired and maintained through lifelong learning, the integration of learning into nursing practice and reflective practice. Reflective Practice is a formal process in which LPNs think about and reflect on their nursing practice experiences with a goal of improving practice. Reflective practice helps LPNs maintain competence in a rapidly changing health care environment.

### Guiding Principles

The Continuing Competency Program for Licensed Practical Nurses of Newfoundland and Labrador is guided by the following principles:

- LPNs are competent nurses who are accountable for their own practice and actions.
- LPNs are responsible for maintaining a competent level of knowledge, skills, and ability in their area of practice.
- LPNs are expected to adhere to the Standards of Practice and Code of Ethics.
- Continuing Competency can be maintained through a variety of formal and informal methods.
- The CCP must be flexible enough to be used by all LPNs in Newfoundland and Labrador regardless of area of practice.
- Confidentiality of member's information must be maintained.

### Standards of Practice and Code of Ethics

The CLPNNL Standards of Practice and Code of Ethics outline the expectations for LPN practice. It is the responsibility for all nurses who hold a license, whether employed as a LPN or not, to complete the CCP.

- Standard 1.2 LPN's engage in ongoing self-assessment of their professional practice and competence, and seek opportunities for continuous learning.
- Principle 5.6 LPN's engage in opportunities for career-long learning to continuously develop the competencies required to meet the ethical and regulatory requirements of the profession.

## Continuing Competency Program Instructions

**It is mandatory that all LPN's in Newfoundland and Labrador meet the CCP in April, 2017.**

Each year LPNs who apply for licensure in Newfoundland and Labrador must meet the mandatory CCP requirements for the preceding year as follows:

1. Starting in April 2017, begin the annual CCP process by reflecting on your nursing practice, and comparing your practice to the CLPNNL's Standards of Practice for LPNs (2013).
2. Complete the **\*CCP Self-Assessment Tool**.
3. Create a **\*Learning Plan** (Refer to **\*Learning Plan Instructions**).
4. Implement the learning plan.
5. As you complete the learning activities in your learning plan, record them on the **\*Record of Learning Activities Sheet**. You are required to complete 14 hours of learning activities, 7 of which must be formal learning. Some of the learning activities must relate directly to the learning plan. Refer to the **\*Sample Learning Activities List** for examples of learning activities that are formal and informal. In most cases, one hour on the clock is equal to one hour of learning activity. The CLPNNL does not need to approve the activities in advance.
6. As you complete the activities in your learning plan, evaluate the learning you have achieved. You should identify how you have used your new learning in your practice and how your practice has changed or been enhanced as a result of the learning.
7. Maintain a folder of information on education that you have availed of (for example, workshops, including on-line learning, telehealth and both formal and informal learning opportunities), as well as the documentation required for the CCP. You may use the **\*Education Tracking Form** to verify formal learning activity when necessary.
8. Keep a written record of all CCP activities (self-assessment, learning plan, and evaluation of learning), however, you will not be asked to send these records to the CLPNNL each year.
9. Each year, beginning in the 2018-2019 licensure year, the following will be required for licensure renewal:
  - a. Provide documentation of having worked as a LPN for 1,125 hours over the 5 years immediately preceding the licensure year OR 450 hours over the 2 years immediately preceding the licensure year.
  - b. Declare on the license renewal application that you have met the CCP requirements for the previous licensure year (April 1<sup>st</sup>, 2017 – March 31<sup>st</sup>, 2018).
10. The LPN will not be eligible to renew the license for the upcoming year unless the LPN is compliant with the CCP requirements.
11. Beginning in April, 2018, the CLPNNL will randomly select LPNs to participate in the annual audit process. Only the randomly selected LPNs will be required to provide their record of CCP activities to CLPNNL. As the selection process for the audit is random, it is possible to be selected two years in a row.

## Self-Assessment Tool

### Instructions for Completing the Self-Assessment Tool

The Self-Assessment Tool is based on the CLPNNL Standards of Practice (2013). Read each indicator and rate your individual competence using the following scale:

1. **Novice:** You have little or no experience with the practice associated with the indicator and need additional learning in order to meet it.
2. **Intermediate:** You have minimal experience with the practice associated with the indicator and need some additional learning in order to meet it.
3. **Proficient:** You satisfactorily meet this indicator because you have sufficient experience with the practice associated with it.
4. **Expert:** You confidently meet this indicator because you have a great deal of experience with the practice associated with it.

<b>STANDARD 1 : Professional Accountability and Responsibility</b>		
Licensed Practical Nurses are accountable for their practice and responsible for ensuring their practice and conduct meets the standards of the profession and legislative requirements.		
	<b>Indicators</b>	<b>Year 20__</b>
	<b>I understand my obligation to ...</b>	<b>Rating (1-4)</b>
1.1	...practice to my full range of competence.	
1.2	...engage in ongoing self-assessment of my professional practice and competence, and seek opportunities for continuous learning.	
1.3	...share knowledge and expertise with others (includes being a mentor or preceptor situations).	
1.4	...recognize my own practice limitations and consult others as necessary.	
1.5	...identify and report any circumstances that potentially impede my practice.	
1.6	...take action to avoid and/or minimize harm to clients.	
1.7	...incorporate safety principles and quality assurance/improvement activities into my practice.	
1.8	...advocate for practice environments that promote client-centered care.	
1.9	...practice in a manner consistent with ethical values and obligation of the Code of Ethics for Licensed Practical Nurses.	
1.10	...document and report according to legislation and employer policies.	
1.11	...advocate for and participate in the development of policies and procedures that support evidence-informed LPN practice.	

<b>STANDARD 2 : Knowledge-Based Practice</b>		
Licensed Practical Nurses possess knowledge obtained through practical nurse preparation and continuous learning relevant to their professional LPN practice.		
	<b>Indicators</b>	<b>Year 20__</b>
<b>I understand my obligation to ...</b>		<b>Rating (1-4)</b>
2.1	...possess current knowledge to support critical thinking and professional judgment.	
2.2	...make decisions based on nursing science, theory and evidence.	
2.3	...access and use relevant and credible information technology and other resources.	
2.4	...integrate nursing research findings into my practice.	
2.5	...maintain awareness of current issues, trends and issues impacting client or nursing outcomes.	
2.6	...evolve my own practice in response to changes and new developments affecting the profession.	
2.7	...understand my role as an autonomous practitioner practicing in collaborative relationships.	
2.8	...collaborate to develop, review, and revise client care plans and goals.	
2.9	...provide holistic nursing care by considering the whole person, the environment, and concepts of health promotion, illness prevention, health maintenance, restoration, and protection.	
2.10	...recognize how environmental factors may affect professional practice and client outcomes.	
2.11	...use critical inquiry to assess, plan, and evaluate client's responses to interventions.	
2.12	...practice in a culturally competent manner.	
2.13	...modify interventions based on an evaluation of client's response.	

<b>STANDARD 3 : Service to the Public and Self-Regulation</b>		
Licensed Practical Nurses practice nursing in collaboration with clients and other members of the health care team to provide and improve health care service in the best interests of the public.		
	<b>Indicators</b>	<b>Year 20__</b>
<b>I understand my obligation to ...</b>		<b>Rating (1-4)</b>
3.1	...engage clients in a therapeutic nurse-client relationship.	
3.2	...collaborate to develop, implement and evaluate client centered policies.	
3.3	...contribute to the development and maintenance of an environments that promotes and supports safe, effective, and ethical practice.	
3.4	...use established occupational health and safety and infection control practices to protect clients, myself, and colleagues.	
3.5	...provide relevant and timely information to clients and co-workers.	
3.6	...understand the principles of self-regulation.	
3.7	...attain and maintain professional registration/licensure.	
3.8	...practice according to relevant laws governing privacy and confidentiality of personal health information.	

<b>STANDARD 4 : Ethical Practice</b>		
Licensed Practical Nurses uphold, promote and adhere to the values and beliefs as described in the Canadian Council for Practical Nurses Regulators (CCPNR) Code of Ethics.		
<b>Indicators</b>		<b>Year 20__</b>
<b>I understand my obligation to ...</b>		<b>Rating (1-4)</b>
4.1	...practice in a manner consistent with ethical values and obligations of the Code of Ethics for LPNs.	
4.2	...recognize the impact of my values and beliefs on my practice.	
4.3	...identify ethical issues and communicate them to the team.	
4.4	...enhance my ability to make and take action on ethical decisions.	
4.5	...advocate for the clients' right to autonomy, respect, privacy, confidentiality, dignity, and access to information.	
4.6	...maintain professional boundaries in nurse/client therapeutic relationships.	
4.7	...communicate in a respectful, timely, open, and honest manner.	
4.8	...collaborate with colleagues to promote safe, competent, and ethical practice.	
4.9	...contribute to and support healthy and positive practice environments.	
4.10	...practice with honesty and integrity.	

**Identify your strengths and potential areas for development in each Standard.**

<b>Strengths</b>	<b>Areas for development</b>
<b>Standard 1</b>	
<b>Strengths</b>	<b>Areas for development</b>
<b>Standard 2</b>	
<b>Strengths</b>	<b>Areas for development</b>
<b>Standard 3</b>	
<b>Strengths</b>	<b>Areas for development</b>
<b>Standard 4</b>	

## Learning Plan Instructions and Sample

Your Learning Plan should include the following (see sample learning plan below):

**Section 1:** A minimum of two (2) specific learning objectives

- You may use the Competency Profile (2011) for guidance in developing learning objectives.

**Section 2:** The learning activities or steps you are going to take to accomplish your objectives.

- Identify the resources and strategies you will use (e.g., books, tutorials, telehealth sessions, videos, articles, courses, internet, in-services, etc.)

**Section 3:** The timeframe (or date) for completion of the learning activities.

**Section 4:** After the activities/steps are complete, evaluate your learning. To do this, reflect on what you have learned and identify how you have used your new learning in your practice and how your practice has changed or been enhanced as a result of the learning.

The following is an example of a reflective learning plan:

<b>Section 1 Learning Objectives</b> What do you want to accomplish or learn in the coming year?	<b>Section 2 Learning Activities</b> Identify the activities or steps you are going to take to accomplish your objective.	<b>Section 3</b> Indicate the <b>timeframe</b> to complete the activities?	<b>Section 4 Reflection/Evaluation</b> How has your practice improved as a result of completing the learning activities and accomplishing this objective?
<b>Sample Learning Plan</b>			
Improve my assessment skills	a) Review physical assessment in a recent nursing text book. b) Review assessment skills in the Mosby Video Series available at my workplace. c) Ask the respiratory therapist to guide me through a respiratory assessment. d) Ask another LPN to observe me completing a health assessment and give me feedback.	October 24, 2017	February 11, 2017: By enhancing my assessment skill, I have improved by ability to provide care that it based on an accurate assessment of the clients condition. By increasing my knowledge and understanding of physical assessment I have improved my ability to effectively communicate assessment findings with other health providers. I have also increased my ability to recognize subtle changes in the client’s condition that may impact the plan of care.

Keep a copy of your learning plan so that you can look back on it from year to year.

LPNs who are randomly selected for the audit process will be required to submit their learning plan for the past licensure year.



## Competency Profile (2011)

The Competency Profile (2011) may be used to assist you in developing your learning objectives.

- 1) The Competency Profile (2011) may assist you to determine personal objectives for example:
  - a. Consider your ability in relation to competencies applicable to all LPNs in all work settings, for example:
    - i. See Competency Profile Section A: Nursing Knowledge; Section B: Nursing Process; Section C: Safety; Section D: Communication; Section E: Nursing Practice,
  - b. Consider your ability in relation to competencies specific to your area of work, speciality, role and responsibility, for example:
    - i. If you work in Long-term Care, assess your knowledge, skill, and judgement using Section O: Gerontology Nursing.
    - ii. If your role in your employment setting includes Managing Intravenous Therapy, assess your knowledge, skill, and judgement using Section U: Infusion therapy.
    - iii. If you work in a Surgical Setting, assess your knowledge, skill and judgement using Section G: Surgical Nursing.

## Learning Plan Template

<b>Name</b>		<b>Date</b>	
<b>License Number</b>		<b>Licensure Year</b>	
<b>e-mail address</b>		<b>Phone Number</b>	

<b><u>Section 1: Learning Objective</u></b> What do you want to accomplish or learn in the coming year?	<b><u>Section 2: Learning Activities</u></b> Identify the activities or steps you are going to take to accomplish your objective.	<b><u>Section 3: Timeframe</u></b> Indicate the <b>timeframe</b> to complete the activities.	<b><u>Section 4: Reflection/Evaluation</u></b> How has your practice improved as a result of completing the learning activities and accomplishing this objective?
<b>Objective 1</b>			
<b>Objective 2</b>			

## Sample Learning Activities

Formal Activities		Self-Directed, Informal Activities
<p>Courses/modules leading to a certificate or diploma, for example:</p> <ul style="list-style-type: none"> <li>• Foot Care Program</li> <li>• IV Initiation Module</li> <li>• Wound Care Module</li> </ul> <p>Work related education such as:</p> <ul style="list-style-type: none"> <li>• Formal orientation program</li> <li>• Upskilling activities</li> <li>• CPR</li> <li>• Back Injury Prevention Program</li> </ul> <p>Self-pace Learning Modules such as:</p> <ul style="list-style-type: none"> <li>• Jurisprudence Module</li> <li>• Scope of Practice Module</li> </ul> <p>Visit <a href="http://www.practicenl.ca">www.practicenl.ca</a></p> <p>Conferences, Seminars, Teleconferences, Webinars, Workshops, for example:</p> <ul style="list-style-type: none"> <li>• Provincial Nursing Forum</li> </ul>	<p>Committee participation, for example:</p> <ul style="list-style-type: none"> <li>• CLPNNL Practice Committee</li> <li>• Workplace Committee</li> <li>• Hospital Accreditation Committee</li> </ul> <p>Precetorship and/or Mentorship, for example</p> <ul style="list-style-type: none"> <li>• Preceptoring PN students*</li> <li>• Mentoring a LPN orientating to a new work site</li> </ul> <p>*Preceptoring may be calculated as formal learning to a maximum of 7 hours.</p> <p>Work-related Activities, for example:</p> <ul style="list-style-type: none"> <li>• Nursing Rounds</li> <li>• Journal Club</li> <li>• Unit-based in-service, such as orientation to glucometer OR update to Medi-tech Program</li> </ul>	<p>Independent learning, for example:</p> <ul style="list-style-type: none"> <li>• Reading professional journals</li> <li>• Searching reputable electronic sites</li> <li>• Researching information for personal and/or professional growth (e.g.: enhancing time management skills; strategies to improve organization)</li> </ul> <p>Viewing/reviewing online learning resources, for example:</p> <ul style="list-style-type: none"> <li>• Mosby's Video Series</li> <li>• <a href="http://www.learningnurse.org">www.learningnurse.org</a></li> </ul> <p>Volunteer Activity, for example:</p> <ul style="list-style-type: none"> <li>• Health presentation to a seniors group</li> <li>• Camp Nurse</li> </ul>

### Notes:

1. You are required to complete 14 hours of learning activities, 7 of which must be formal learning.
2. Some of the learning activities must relate directly to the learning plan.
3. In most cases, one hour on the clock is equal to one hour of learning activity.
4. The CLPNNL does not need to approve the activities in advance.
5. Have formal learning validated by the presenter, school or group when possible (see Education Tracking Record).

## Record of Learning Activities

<b>Name:</b>	<b>CLPNNL Licensure Number:</b>
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**LPNs are required to complete 14 hours of learning activities, 7 of which must be formal learning.**

**All activities *must* occur between April 1<sup>st</sup> & March 31<sup>st</sup> of the licensure year.**

<b>Date of Activity</b>	<b>Time</b>	<b>List Activity</b>	<b>New learning/knowledge obtained</b>
		For example, in-service, workshop, committee participation, course work, preceptorship.	Identify what you learned from participating in this event and indicate how it will contribute to your nursing practice.

If you are selected to participate in the audit process, sign below to verify the accuracy of your participation in the activities listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Education Tracking Form

If you attend an education session where a certificate of participation is not provided, this form may be used to verify attendance.

Please complete the form and have it signed by the presenter, your nursing manager or a colleague who attended the session with you and can verify that you attended the session.

<b>LPN Name:</b>	
<b>Date of Session:</b>	
<b>Topic:</b>	
<b>Length of session:</b>	
<b>Provided by (organization name):</b>	
<b>Presenter (name and title):</b>	
<b>Signature of person verifying your attendance:</b>	<b>Date</b>

## Audit Process

The CLPNNL will complete an annual audit of CCP. The audit is used to verify that LPNs are meeting the CCP requirements. The auditing process examines the extent that learning has occurred and how that learning has been applied to nursing practice.

Each year LPNs will be chosen at random to provide documentation to confirm completion of the CCP for the previous year. LPNs who are selected to participate in the audit will be notified by letter that they are required to submit the following to CLPNNL within 30 days:

- 1) The Declaration of completion of the CCP.
- 2) Learning Plan for the previous year (send a copy of your learning plan; do not send original).
- 3) Record of Learning Activities completed in the previous year (send a copy of your record; do not send original).
- 4) Supporting documentation of formal learning activities such as:
  - a. Certificates, letter of attendance, transcripts, and conference agenda(s) including date of learning and hours involved.

The documents submitted are reviewed by the Continuing Competency Committee. This committee is made of up practicing LPNs in Newfoundland and Labrador with support from CLPNNL staff. The committees' role is to review the documents submitted and determine if the learning plan contains adequate information to validate that appropriate learning has taken place. Following this review, LPNs will be notified of the results by mail (generally 30-60 days upon receipt of your documents).

Results will fall into 1 of the 3 following categories:

Category 1: The documents provided verify compliance with CCP and no further action is required.

Category 2: The documents provided do not fully verify compliance with CCP and more information or clarification is required. Depending on the nature of what is required this may be done by phone or via regular/electronic mail.

Category 3: The documents provided do not indicate compliance with the CCP. The LPN will be given 90 days to gain compliance. If the LPN does not comply within 90 days, an allegation of "professional misconduct" may be filed by the Registrar of CLPNNL.

The LPN will not be eligible to renew the license for the upcoming year unless the LPN is compliant with the CCP requirements.

## References and Resources

Association of Registered Nurses of Newfoundland and Labrador. (2015). *Continuing Competence Program framework (Revised)*. Retrieved May 30, 2016 from

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