

SRNA Continuing Competence Program (CCP)

Registered Nurses (RN) are lifelong learners. Like the work environment, nursing professional practice is continuously changing and evolving.

The SRNA's mandate is to protect the public through the regulation of registered nursing practice. In *The Registered Nurses Act, 1988*, one of the requirements of the SRNA is to have a process by which members continue to learn and grow throughout their career. This is supported by the implementation of a Continuing Competence requirement for RNs.

The Continuing Competence Program (CCP) measures the ongoing ability to integrate and apply knowledge, skills, judgment and expertise required to practice safely and ethically in a designated role and setting. Yearly participation is **mandatory**; however, the program is flexible and allows each member to reflect and focus on what is important to their practice. Completion of the four mandatory components of the CCP — personal assessment, feedback, learning plan and evaluation — and linking the four components to achieve a specific goal demonstrates the RN's commitment to ongoing education and maintaining competency.

Each year a random sample of practicing RNs, RN(AAP)s and NPs are selected to participate in the CCP audit. Members must retain their CCP documents for the past five years in the event that they are audited — this includes retirees, non-practicing, inactive and those on leave from an employer. Criteria for the CCP audit will be determined by the Registrar or delegate and will require the member to provide evidence that they are meeting the requirements of the CCP. Submitted documents will be blinded to ensure confidentiality is maintained. Once blinded, all submitted documents will be reviewed by a CCP audit panel consisting of RNs, RN(AAP)s, and NPs appointed by the SRNA Registration and Membership Committee. The auditors provide written feedback to the audited members upon review of the submitted CCP documents.

Questions and Answers

1. What is the timeline for completing the CCP?
 - CCP is ongoing throughout the registration year. You must complete your mandatory requirements before you submit your registration renewal form for the upcoming licensure year.
2. What resources are available regarding CCP?
 - Information on CCP requirements can be found on the SRNA website under the License and Membership tab. The four components of the CCP and examples on how to complete your CCP can be located on the website.
 - Practice Advisors are also available to respond to questions: practiceadvice@srna.org
3. How many indicators should I choose for my learning plan?
 - One to two goals per indicator are suggested; however, the number of indicators chosen is a personal decision. Caution should be exercised when choosing the number to ensure that the learning plan goals can be accomplished in the time frame. Ensure that

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the indicator you chose is indicated in the column *What do I want to learn* either as the number (i.e. 4) or written out as it appears in the *Personal Assessment Form*.

- Your goals should support how you are planning to reach the indicator. Goals should be **Specific, Measurable, Attainable, Relevant and Timely (SMART)**. Goals that are too broad and not relevant to your practice do not meet the requirements of CCP.
4. What is the responsibility of my employer with CCP?
 - CCP is the **professional responsibility** of all RNs. The employer is not obligated to provide resources (paid registration, time off) to support CCP activities.
 - Some employers may provide you with opportunities to work with other colleagues in the workplace to complete projects or activities that may not only benefit the organization, but can also be used as a CCP learning goal(s).
 - The employer **cannot** require you to share your CCP documents with them.
 5. I have been on a leave of absence from work for an extended period (maternity, disability, etc.). What do I need to complete to be eligible for registration?
 - Complete a personal assessment and learning plan **prior** to registration renewal (Note: you do not have to complete CCP during your leave).
 6. I am a retired RN. Do I have to keep my CCP documents?
 - Retired RNs need to keep their CCP for five years **prior** to the year they have retired (example: Those retired in 2020 must retain their CCP documents from 2015 to 2020, in the event of an audit).
 - In the event you do decide to register as an active practicing RN, you must complete a personal assessment and learning plan **prior** to registration renewal.
 7. I am an RN in my first year of practice. What do I have to complete?
 - If you register at the beginning of the registration year (December 1-May 1), you will need to complete all four components of the CCP (personal assessment, learning plan, feedback and evaluation).
 - If you register after May 1, you need to complete a personal assessment and develop a learning plan to be eligible to register.
 8. I am an RN who holds an inactive license. What do I have to complete?
 - Complete a personal assessment and learning plan **prior** to registration renewal (Note: you do not have to complete CCP while inactive).
 9. I am a practicing RN, working outside of Saskatchewan. What do I need to complete?
 - If you are licensed in Saskatchewan, you need to complete the four SRNA CCP requirements (self-assessment, learning plan, feedback and evaluation) in addition to any other CCP documents required by other provinces in which you are registered.

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10. Does the requirement to complete CCP include RNs practicing in education, administration or research?
- Yes, RNs practicing in all domains must complete CCP.
11. I am a GN licensing with the SRNA. What do I need to complete?
- New graduates are not required to complete any CCP requirements if requesting a GN license for the first time, as upon successful completion of your nursing program you have met your entry-level competencies.
 - If you are requesting a second GN extension, you will need to complete the personal assessment, obtain feedback and develop a learning plan.
12. Are annual mandatory requirements (CPR, WHIMIS, PART, FIRE SAFETY) considered a part of CCP?
- These can be included upon **initial completion** of the course. Learning requirements identified as an ongoing requirement of your job description (e.g. renewing CPR is not included unless there is new knowledge/change in practice, then it would be appropriate).
13. Can my CCP learning plan goal(s) be revised during the year if I change jobs/roles/ duties?
- Your learning plan is a living document that can be changed throughout the year.
 - Look at creative ways to learn and develop professionally while enhancing safe and competent provision of care.
14. Why do I have to obtain feedback, as asking for it makes me uncomfortable?
- Written feedback is a mandatory component of CCP and must be obtained each year. Feedback helps to evaluate your learning needs and will help achieve your goals and ongoing professional development.
 - Feedback can be obtained by anyone in your work setting who understands your learning plan and can assess if you have been successful in achieving your goals (colleagues, social worker, physician).
 - Feedback can be obtained from colleagues, attendance at a conference/workshop or performance evaluations, if they align with your learning plan.
15. How do I know if/when I will be audited?
- Annual audits are completed using a **random** sample of practicing RNs, RN(AAP)s and NPs pulled from the SRNA register.
 - Those selected are notified and requested to submit specific documents related to their CCP. To ensure that you receive all notifications from the SRNA, please update any changes in your contact information on your member profile.
16. Who selects the CCP auditors?
- The SRNA appoints the RNs, RN(AAP)s and NPs from a list of members who submit applications to be on the panel.

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17. What happens if I am audited and do not submit the documents?

- You will not be able to renew your license until the documents are received and approved.
- If a member fails to comply with the CCP requirements, the Registrar may suspend their license until such time that evidence of compliance is provided.

Take the CCP Challenge

Do you look at the CCP as another thing that needs to be done or do you look at it as an opportunity to take time to care for your professional well being? Through self-reflection and using the questions and suggestions listed below as a guide, challenge yourself on how you can use the CCP to continue to grow professionally as an RN:

- What learning opportunities foster meaningful and professional growth for you?
- Take time to network with other colleagues on continuing competence ideas.
- Think about who can support you with your learning. What resources can support you – manager, colleagues, primary health care teams, committee members?
- Find someone who has similar interests to you and work together.
- Include evidence as part of your plan. How is the practice area you are learning about improving patient outcome?

After you learn something:

- What are you going to do differently?
- Will you change/improve your practice?
- Who can you transfer this new knowledge to?

What is in it for you?

- Support in practicing according to the current SRNA standards and competencies.
- Structured assistance in helping you identify your learning needs and a commitment to remain accountable to them.
- Job satisfaction.
- Increased confidence in your practice
- Maintaining your competence and ability to provide safe, competent and ethical care to the public.