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# Ask a Practice Consultant...

## About Registration Renewal and the Continuing Competence Program

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### QUESTION 1:

I am completing my registration renewal application and there is a question that asks: "Did you complete the CRNM Continuing Competence Program (CCP) documentation?" What happens if I answer no to this question?

### ANSWER:

Every year, registered nurses who wish to continue to practice in Manitoba are required to renew their registration with the College of Registered Nurses of Manitoba (CRNM). To be eligible for registration renewal, one of the requirements is that members have completed the College's Continuing Competence Program (CCP) on an annual basis.

The CCP was developed to fulfill the requirements of the Registered Nurses Act which was proclaimed in 2001. The Act requires that ALL registered nurses in Manitoba complete the Continuing Competence Program and comply with the requirements of the program to be eligible for registration renewal.

If you answered that you did not complete the CCP on your registration renewal application you are asked to provide the reason that you did not complete the CCP. Some valid reasons might be:

- you may have just completed an entry-level nursing education program or written the Canadian Registered Nurse Exam (CRNE) in this current year,
- you may have just reinstated to the practising register,
- you may have been on a leave of absence such as a parental leave or a long term disability leave, or
- you may have worked less than 90 days as an RN in Manitoba in the last year.

CRNM would then verify each of these responses and send you a letter and declaration form advising that your application for registration renewal was approved but a Continuing Competence Term has been placed on your registration. Within 90 days of

returning to work you are required to complete the CCP and sign and return the declaration to CRNM indicating that you have completed all of the components of the Continuing Competence Program before the CCP Term can be removed from your registration. Failure to satisfy these requirements could result in your registration being cancelled.

If you answered that you did not complete the CCP on your registration renewal application and the reason you provided was not a valid reason, CRNM will send you a letter advising that you are not eligible for renewal of your registration unless the CCP requirements have been met and a signed declaration form indicating that you have completed all of the components of the Continuing Competence Program is received by the College.

### QUESTION 2:

What does the declaration at the end of my registration renewal application mean and how does this declaration relate to my completion of the CRNM Continuing Competence Program?

### ANSWER:

The declaration at the end of the application states: "I declare that all of the information I have provided in my application or that has been provided on my behalf is complete and truthful. I understand that the CRNM will immediately cancel my application and I may be prohibited from applying in the future if:

1. I have provided any inaccurate information;
2. I have omitted required information

I have read and understand the information on this on-line form and agree to the terms stated herein.

I do solemnly declare that the information and statements are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath."



By agreeing to this declaration you are making a legal and binding statement that the information on your application is true. Therefore, if you have indicated that you have completed the CCP documentation you are indicating that you have completed all components of the CCP annually.

This includes:

### Self-Assessment

The first requirement of the CCP is to complete the self-assessment. Completing the self-assessment entails reflecting on the indicators for each Standard and noting where you feel your practice is on a scale of developing, refining/enhancing or highly developed. This initial reflection is meant to assist you in determining which indicator in each Standard is your area of strength and which indicator may be an area for self-development.

### Self-Development Plan

The second requirement is to complete the self-development plan based on your self-assessment. There are three parts to the plan:

1. your learning goal (at least one),
2. documentation of learning/professional development activities, and
3. an evaluation of the impact of learning on your nursing practice.

Document and date your learning/professional development activities as you complete them and work towards meeting your goal. Your documentation should be sufficient to remind you of what you learned or to communicate your learning in the event you are part of a Continuing Competence Program Audit. Learning activities that are frequently used are:

- journal reading,
- attending workshops, in-services and conferences,
- Internet research and
- attending formal courses.

The next requirement of the self-development plan is to document the impact of your learning/professional development activities on your practice. In other words, how did you apply what you learned to your nursing practice? How have you used the knowledge or skills that you learned during your professional development in your nursing practice? Provide one or two specific examples of what you learned during your professional development and comment on how you applied this to your practice.

### Peer Case Reviews (NPs)

Nurse practitioners (NPs) must also complete three peer case reviews. This consists of identifying and discussing the case histories, case management, best

practices and participants' feedback and application of the standards of practice and competencies for RNs on the EP register. Each case should be presented to at least three healthcare professionals in a similar role and caring for a similar population. Documentation must include reflection on the discussion/review.

### Quality of Care Evaluations (NPs)

In addition, NPs are required to complete a Quality of Care Evaluation. This component requires that NPs check to see if their clients' needs are being met. Clients complete a Client Quality of Care Form and the NP must respond to priority comments from at least three clients annually or the NP completes a Reflection of Quality of Care providing examples of how the client's needs were met.

### Strategies for Timely Completion of the CCP

As the Continuing Competence Program is linked to registration renewal, the program should be completed by the start of the registration renewal period. The following strategies will help you to ensure your CCP completion.

- Begin your CCP early in the New Year (January/February) by completing the self-assessment.
- Set your learning goal, and develop your learning plan (immediately after completion of the self-assessment).
- Complete and document your learning activities throughout the year.
- Evaluate the impact of your learning on your practice (immediately after completion of each of the learning activities).
- Document your CCP throughout the year to ensure completion of the CCP at registration renewal time.

Be sure to keep all of your CCP documents for five years for auditing purposes.

### Resources

- Contact a Practice Consultant for information or support at 774-3477 or visit [www.crnmb.ca/resources-askapracticeconsultant.php](http://www.crnmb.ca/resources-askapracticeconsultant.php)
- Continuing Competence Program Information: [www.crnmb.ca/memberinfo-continuingcompetence.php](http://www.crnmb.ca/memberinfo-continuingcompetence.php)
- Continuing Competence Program Tutorial: [www.crnmb.ca/articulate/ccp/player.html](http://www.crnmb.ca/articulate/ccp/player.html)
- *Continuing Competence Requirements for Registered Nurses* Fact Sheet available at [www.crnmb.ca](http://www.crnmb.ca)
- *Continuing Competence Requirements for Registration as a Registered Nurse (Extended Practice) RN(EP)/NP* Fact Sheet available at [www.crnmb.ca](http://www.crnmb.ca)

**Competence:  
A strategy for safe,  
competent  
practice and  
LIFE LONG LEARNING!**