



**College of Registered Psychiatric Nurses**

**Continuing Competency Program Information Package**

**Frequently Asked Questions**

**Self Reflection/Evaluation Guidelines**

**Learning Plan Guideline**

## FAQs about the CRPNBC Continuing Competency Practice Review Program

- 1) What is a continuing competency practice review?
  - ***A continuing competence practice review is a self reflection and evaluation of your psychiatric nursing practice based on the CRPNBC standards of practice. This self reflection allows you to:***
    - *identify your areas of strengths*
    - *identify competencies that you choose to enhance further*
    - *set continuing competency practice goals for yourself*
    - *develop a learning plan to assist you in meeting your continuing competency practice goals.*
  
- 2) Why do I have to participate in a continuing competency practice review program for the CRPNBC when I already receive performance appraisals at my place of employment?
  - ***The Health Professions Act requires all health professions to establish and maintain an effective continuous quality assurance and improvement framework that promotes safe, competent and ethical practice in order to protect the public. Continuing Competency Practice Reviews are a component of quality assurance programs that assures the continuing competency of registrants.***
  
  - ***Participation in the continuing competency practice review is a requirement for CRPNBC registration. Failure to comply with a request to provide a continuing practice review document will be dealt with in the same manner as failure to provide other registration documentation.***
  
- 3) Will the information contained in my Continuing Competency Review be shared with my employer?
  - ***These reviews are completely independent of your employment performance appraisal and will not be shared with your employer by the CRPNBC.***
  
- 4) Do I have to review all the CRPNBC Standards?
  - ***Yes, you are expected to review all the CRPNBC Standards.***

- 5) The CRPNBC will select a number of registrants annually for a continuing competency practice review. If I am selected for a continuing competency review, what do I do?
- *As part of your annual registration renewal, you will be asked to fill out and submit a confidential continuing competency practice review form that outlines and summarizes your continuing competency activities as they relate to the CRPNBC Standards of Practice.*
  - *The CRPNBC will then randomly select a number of registrants to submit evidence of their continuing competency activities. This may include your self-reflection process and any learning plans you may have created.*
- 6) What happens when my continuing competency review form is received by the CRPNBC?
- *After you have submitted your continuing competency review form with your registration, your form will be assigned a confidential number known only to the CRPNBC Registrar and all personal identifiers will be removed from all your documents. A team of RPN reviewers will evaluate your continuing competency review form based on continuing competency program criteria.*
  - *For the vast majority of registrants this will end the continuing competency review. In those instances where the reviewers recommend follow-up, the continuing competency review form is returned to the Registrar, who, in conjunction with the practice consultant, will contact the registrant who may be asked to submit further documentation*
- 7) How will my information be kept confidential?
- *Your continuing competency form will be reviewed using a blind study method (all identifying information will be removed). All your documentation and forms will be assigned a confidential number and will be returned to you to keep with your records. The CRPNBC recommends that your records be retained for a minimum of five years.*
- 8) Do I send my materials to the College on an annual basis?
- *No, the annual registration renewal process requires you to submit a completed Continuing Competency Practice Review form which will be included in your registration renewal package.*
  - *The expectation is that you are engaging in competency practice reviews on an annual basis and are keeping records of these reviews as well as any continuing competency review activities you have participated in. However, your materials and documentation are only submitted to the CRPNBC if you have been randomly selected to submit your documentation.*

9) Who will be conducting the review of my continuing competency activities and documents?

- ***CRPNBC will appoint RPN reviewers to review your continuing competency submissions. Reviewers will evaluate your continuing competency practice review form and evidence according to established CRPNBC continuing competency criteria and will make recommendations to the Registrar who will then contact you with the outcome of the evaluation.***

10) What are the possible outcomes of the continuing competency practice review process – can I fail, and if so what will happen to me? How will this affect my registration and employment?

- ***While this is not a pass or fail situation, some registrants may be required to work with the practice consultant to satisfy further requirements for future registration. It is possible that registration may be delayed or even denied for a period of time in situations where an RPN is unable to demonstrate evidence of efforts to maintain competency.***

11) How/Where do I get more information?

- ***Contact the CRPNBC at 604-931-5200 or toll free at 1-800-565-2505. The CRPNBC Practice Consultant is available to assist registrants in meeting continuing competency requirements at any time.***
- ***Detailed information can also be found at [www.crpnb.ca](http://www.crpnb.ca)***
- ***For further information you may wish to refer to the CRPNBC Code of Ethics, Standards of Practice, Bylaws.***
- ***The Health Professions Act can be found at:***

***[www.health.gov.bc.ca/leg/pdfs/HPA\\_Unofficial\\_Consolidation\\_June\\_1\\_2009.pdf](http://www.health.gov.bc.ca/leg/pdfs/HPA_Unofficial_Consolidation_June_1_2009.pdf)***

## **SELF-REFLECTION/EVALUATION GUIDELINES**

Begin by reviewing and reflecting on your practice/professional performance during the past year. Focus on an area where you have special interest or where you want to gain new knowledge or skills. Assess objectively your strengths and what you need to learn.

## **CONFIDENTIALITY**

- Your record is for personal use. You do not have to share it with your employer or co-workers. If selected by the CRPNBC for a review only the reviewers will read your competency record with your personal identification removed.
- If your record includes personal or confidential information about clients or colleagues, **you must ensure** to maintain the anonymity of the individuals by deleting or blacking out any identifying information before submitting your documents to the CRPNBC.
- Retain documents that will help you demonstrate your commitment to continuing competency in your practice. Examples of what you may want to keep:
  - transcripts of formal education courses
  - education presentations
  - performance appraisals
  - letters from clients and families
  - letters of reference
  - certificates and diplomas
  - awards
  - membership information
  - information about future events you would like to participate in

### *Developing a Learning Plan*

- *When planning continuing competency activities work through the following process:*

#### **1. Reflect on and ask questions about your practice**

Based on the Standards of Practice for Registered Psychiatric Nurses in BC,

- what are my strengths?
- what areas would I like to focus on for professional development?
- what strengths would I like to develop further to enhance my practice?

#### **2. Self Reflection and Self Assessments**

- Conduct a self assessment of my learning needs based on the Standards of Practice for RPNs in BC. The CRPNBC Practice Standards and various self assessment formats are available on the CRPNBC web site.

*\*Several methods, guides and tools are available for this process but you can also use your own format. Your self assessment should guide you in developing your personal learning plan.*

#### **3. Set Your Practice Learning Goals/Outcomes**

Ask yourself: *What do I want to achieve with my learning plan?*

#### **4. Develop a Plan to meet your goals/outcomes**

Your learning plan will outline the specific learning activities.

##### Formal study/learning may include:

- University/College courses;
- Accredited self-directed study courses. This type of study provides a credit, diploma, or certificate of achievement or completion.

##### Informal study/learning may include:

- In-service education presentations;
- Internet research/literature searches/books/films/videotapes;
- Research projects/visit to clinical programs.

***\*\*NOTE: These are not exhaustive examples. We all enhance our knowledge in various ways. Don't hesitate to list other examples if they have furthered your competency.***

## **5. Implementation of the Learning/Action Plan**

Implementing your learning plan can be done individually or with colleagues. A wide variety of resources can be used to accomplish your plan including other health care professionals. Be creative and innovative.

## **6. Evaluate the influences of your Learning Plan on your Psychiatric Nursing Practice. Ask yourself questions such as:**

- Did I meet my learning goals/objectives?
- How did I meet my learning goals and objectives?
- Was the outcome valuable to me? Why or Why not?
- Who (aside from me) benefited from my learning plan – clients, colleagues?
- Have I or How will I share this learning experience with colleagues?
- How have been able to maintain and/or enhance my practice?

*\*You may find it helpful to document and keep the answers to these questions for your practice review.*

## **7. What if the goals of my learning plan are not met?**

If the goals of your planning are not met you need to ask yourself the following questions:

- What circumstances influenced the implementation of my learning plan?
- Was my learning plan realistic and doable?
- Are there alternative ways that I could meet my learning goals?
- Do I need to re-assess my learning needs and revise my goals?
- How will I revise my learning plan?

## **Professional Records**

Record your learning activities and outcomes. Keep these records in your professional development file for five years. The format of your professional records is an individual choice and will vary with each individual but should allow you to easily access the information and submit it to the CRPNBC as evidence of continuing competency if required.

**Sample Learning Plans are provided on the CRPNBC website on the Continuing Competency Program Page.**