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|  <p>THE ASSOCIATION OF REGISTERED NURSES OF PRINCE EDWARD ISLAND</p> | <p>Continuing Competency Program POLICY</p> |
| | <p>Date Effective: May 2017</p> |
| | <p>Revised:</p> |
| | <p>Next Review Due: May 2019</p> |

Background:

ARNPEI council requires all Registered Nurses and Nurse Practitioners to complete a continuing competency program to establish that the member has the qualifications and competence to practice in a manner that is conducive to the protection of the public.

Continuing competence is the ongoing ability of a Registered Nurse to integrate and apply the knowledge, skills, judgement and interpersonal attributes required to practice safely and ethically in a designated role and setting.

Purpose:

An important component of RN registration, licensure and professional practice is continuing competence. Continuing competence promotes good practice and contributes to the quality of Nursing practice and best possible client outcomes. Assessment of continuing competence assures the public that the nurse has the ability to practice safely, ethically and competently.

Policy:

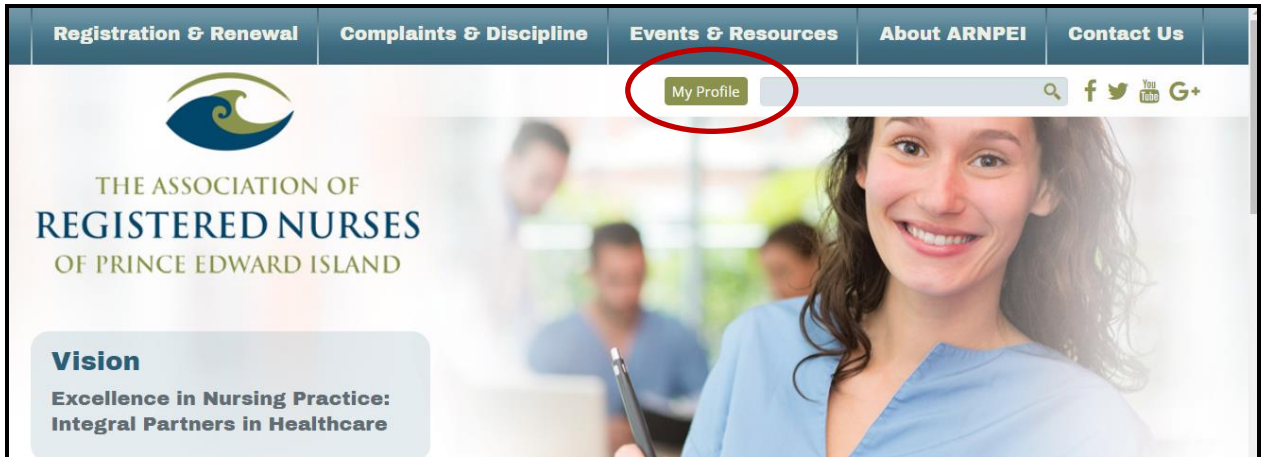
ARNPEI members must meet the continuing competence requirements as set forth by ARNPEI council.

ARNPEI member will be required to

- Complete an online continuing competency program by September 1st of each calendar year;
- Continuing competence program auditing will occur May-June each year;
- Make a written declaration and indicate whether he/she meets the practice hours requirement and the personal reflective review requirements declaration;
- Practice Hours requirement (in the 5 years preceding renewal). To satisfy the practice hours requirement, the member shall provide satisfactory evidence of having been engaged in the practice of nursing for at least 1125 hours, or successfully completed a basic nursing education at an approved program at an approved school of nursing, or successfully completed an approved Nursing refresher program.
- Beginning August 1, 2019, all members must complete the CCP online.

Procedure:

1. ARNPEI members access the CCP document on line through “MY Profile” which is on the ARNPEI [website](#).



2. The ARNPEI member enters their username and password

The user name is 00 plus the registration number. To change a [password](#) or if the member has forgotten their [registration number](#) access the system using the applicable hyperlink.

Association of Registered Nurses of Prince Edward Island
Unit 6 - 161 Maypoint Rd, Charlottetown, PE , Canada C1E 1X6
Tel: (902) 368-3764 || Fax: (902) 628-1430
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ARNPEI ONLINE SERVICES: LOGIN INSTRUCTIONS

My PROFILE: Login instructions

1. Members: for access to online registration, **use your registration number as your user name**, and the password you selected during MY PROFILE setup.

The **REGISTRATION NUMBER** is a 6 digit number starting with 2 zeros.

[Click here to find your registration number](#)
[Click here if you have not yet created a profile](#)

ARNPEI Registered Nurse Verification: Login instructions

1. Employers: to verify a registration status, **use your email as your user name**, and the password you selected when you registered as a nursing employer.

User Name:
Password:

[Forgot your password?](#)
[Create my profile](#)

3. Creation of a new CCP Worksheet

In the “My Profile” account there is a box that states “CREATE NEW CCP WORKSHEET” this radio button is used to create a new CCP worksheet

Current Registration Status - 2018 REGISTERED NURSE

2018 - REGISTERED NURSE

1. [Download and print your registration license certificate and receipt \(2018\)](#)
2. [Download and print your completed online registration renewal form \(2018\)](#)

2017 - REGISTERED NURSE

1. [Download and print your registration license certificate and receipt \(2017\)](#)
2. [Download and print your completed online registration renewal form \(2017\)](#)

2016 - REGISTERED NURSE

1. [Download and print your registration license certificate and receipt \(2016\)](#)
2. [Download and print your completed online registration renewal form \(2016\)](#)

2015 - REGISTERED NURSE

1. [Download and print your registration license certificate and receipt \(2015\)](#)
2. [Download and print your completed online registration renewal form \(2015\)](#)

2014 - REGISTERED NURSE

1. [Download and print your registration license certificate and receipt \(2014\)](#)

— CONTINUING COMPETENCE PROGRAM

This new feature will allow you to create, edit, save and store your CCP Worksheets in this secure and confidential area. For more information about ARNPEI Continuing Competency Program or a paper version check ARNPEI website.

CREATE NEW CCP WORKSHEET

| Practice Year | Role (Position) | Practice Setting | Last Modified | | |
|---------------|---|-------------------------|---------------|------------------------|----------------------|
| 2017 | Acting Manager Charlottetown PHNsg/Executive Director | Health PEI PHNsg/ARNPEI | 2-Jan-2018 | Update | VIEW |
| 2018 | Executive Director | ARNPEI | 9-Jan-2018 | Update | VIEW |

4. The completed competency document, by practice year, appears in the box at the bottom of the screen, note that the member can **view** or **update** the CCP worksheet by using the hyperlink associated with the practice year.

Current Registration Status - 2018 REGISTERED NURSE

2018 - REGISTERED NURSE

1. [Download and print your registration license certificate and receipt \(2018\)](#)
2. [Download and print your completed online registration renewal form \(2018\)](#)

2017 - REGISTERED NURSE

1. [Download and print your registration license certificate and receipt \(2017\)](#)
2. [Download and print your completed online registration renewal form \(2017\)](#)

2016 - REGISTERED NURSE

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1. [Download and print your registration license certificate and receipt \(2014\)](#)

— CONTINUING COMPETENCE PROGRAM

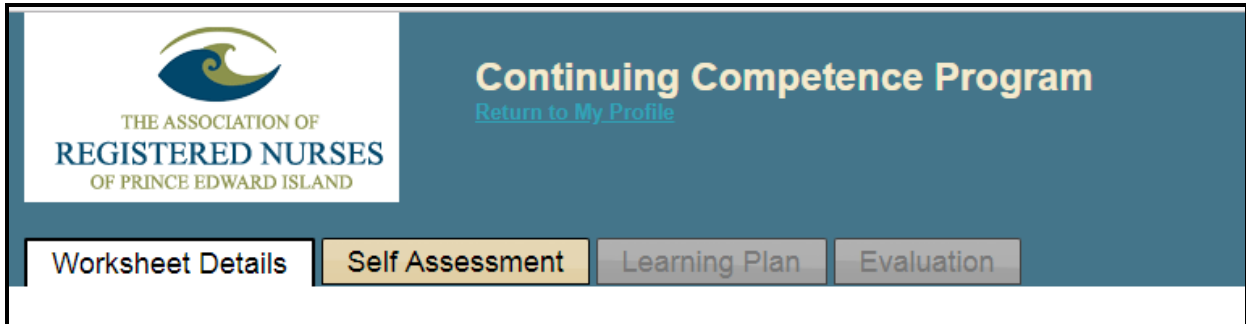
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5. Continuing Competence Program page

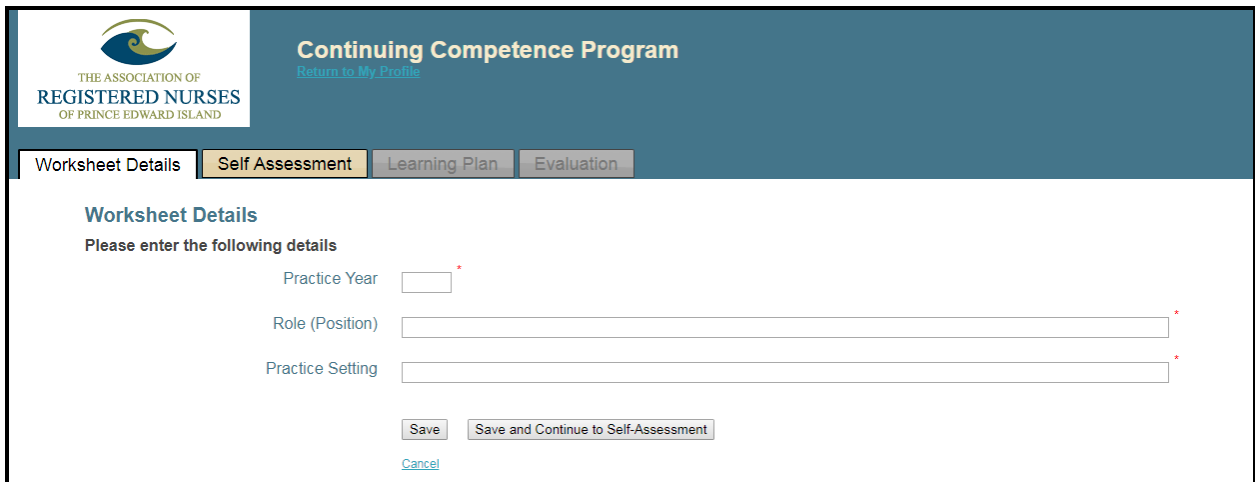
There are 4 tabs at the top of the Continuing Competence Program page, as seen below.



The screenshot shows the top section of the Continuing Competence Program page. On the left is the logo for The Association of Registered Nurses of Prince Edward Island, featuring a stylized wave. To the right of the logo, the text reads "Continuing Competence Program" in a large, bold font, with a link "Return to My Profile" below it. Below this header is a row of four navigation tabs: "Worksheet Details", "Self Assessment", "Learning Plan", and "Evaluation". The "Self Assessment" tab is highlighted in yellow, indicating it is the active section.

6. Worksheet Details

The member completes the "Worksheet Details" before moving to the next tab. The details include the practice year, the member's role (position) and the member's practice setting. Save or save and continue to self-assessment.




The screenshot shows the "Worksheet Details" form. The header is identical to the previous screenshot, but the "Worksheet Details" tab is now active. Below the header, the text "Worksheet Details" is followed by "Please enter the following details". There are three input fields: "Practice Year" (a small text box with a red asterisk), "Role (Position)" (a long text box with a red asterisk), and "Practice Setting" (a long text box with a red asterisk). Below the input fields are three buttons: "Save", "Save and Continue to Self-Assessment", and "Cancel".

7. Self-Assessment

The next step is the completion of the self assessment. The self-assessment includes 6 areas:

1. Code of Ethics
2. Unique Body of Knowledge
3. Competent Application of Knowledge
4. Responsibility and Accountability
5. Advocacy
6. Continuing Competence

Each area requires the completion of a drop-down list. The list includes standard of practice indicators that require a response about whether or not the member is meeting the expectations of the indicator consistently, on a scale of 1 (not to all) to 4 (always). There is also an option to choose n/a if the question is not applicable to the member's practice. Each standard also gives the member the option to choose the indicator as an area of focus for the year.



THE ASSOCIATION OF
REGISTERED NURSES
OF PRINCE EDWARD ISLAND

Continuing Competence Program

[Return to My Profile](#)

Worksheet Details
Self Assessment
Learning Plan
Evaluation

Self Assessment

Assess your practice based on ARNPEI's Standards of Practice for Registered Nurses

1. Code of Ethics
2. Unique Body of Knowledge
3. Competent Application of Knowledge
4. Responsibility and Accountability
5. Advocacy
6. Continuing Competence

1. Code of Ethics

The nurse in practice will demonstrate adherence to, understanding and promotion of the ethical standards of the profession as stated in the 2008 Canadian Nurses Association Code of Ethics for Registered Nurses.

** NOTE: You must enter a rating for each of the standard indicators, on all SELF ASSESSMENT pages, before you go to Learning Plan.

| How does each standard of practice indicator apply to my practice? <small>?</small> | Am I meeting expectations of this indicator consistently? <small>?</small> | | I will focus on this indicator this year. <small>?</small> |
|---|---|--------|---|
| | Not at all | Always | |
| 1.1 - I provide safe, compassionate, competent and ethical care. | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> n/a | | <input type="checkbox"/> |
| 1.10 - In a RESEARCHER role I: A. Ensure research is based on appropriate ethical codes for the use of human and animal subjects. B. Participate in the ongoing ethical review of research. | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> n/a | | <input type="checkbox"/> |

8. All areas of the self assessment are required to be completed. If any areas are incomplete a red message appears as below. A red line will also appear at the top of the assessment if the member has not completed all of the assessment.

Worksheet Details | Self Assessment | Learning Plan | Evaluation

Self Assessment

Assess your practice based on ARNPEI's Standards of Practice for Registered Nurses

1. Code of Ethics | 2. Unique Body of Knowledge | 3. Competent Application of Knowledge | 4. Responsibility and Accountability | 5. Advocacy | 6. Continuing Competence

4. Responsibility and Accountability

Each nurse demonstrates responsibility and accountability to the public by providing competent, safe and ethical nursing practice.

**** NOTE: You must enter a rating for each of the standard indicators, on all SELF ASSESSMENT pages, before you go to Learning Plan.**

| How does each standard or practice indicator apply to my practice? | Am I meeting expectations of this indicator consistently? | I will focus on this indicator this year. |
|---|--|---|
| | Not at all Always | |
| 4.1 - I maintain current licensure. | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> n/a | <input type="checkbox"/> |
| 4.2 - I practice in accordance with the RN Act and its Regulations and Bylaws; the ARNPEI Standards for Nursing Practice; the CNA | | |

9. At the bottom of each self-assessment page there is a "Save" and "Save and Continue" radio button. One must be chosen to save the indicator data.

| | | |
|--|---|--------------------------|
| 1.5 - I recognize the importance of privacy and confidentiality and safeguard personal, family and community information obtained in the context of a professional relationship. | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> n/a | <input type="checkbox"/> |
| 1.9 - In an EDUCATOR role I: Encourage and support critical thinking and dialogue about ethical issues. | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> n/a | <input type="checkbox"/> |

Notes

Save Save and Continue

[Cancel](#)

10. Indicator to focus on this year

Any standard of practice indicator that is met at a level of 1, 2 or 3 should be considered as an indicator to focus on. NOTE - If no indicator is chosen to focus on, the member will be unable to complete the learning plan.

11. Learning Plan

The learning plan page will automatically populate the answers from the indicators to focus on answers from the self assessment pages. The indicators the member has specified to work on will appear as a list. The member must create learning objective(s).

The screenshot shows the 'Continuing Competence Program' interface for the 'Association of Registered Nurses of Prince Edward Island'. The 'Learning Plan' tab is active. The page title is 'Learning Plan'. Below the title, there is a paragraph: 'Based on your self assessment, it is now time to develop your learning plan. The learning plan is meant to be flexible and you may need to revise your plan throughout the year. As you implement your learning plan, you may modify learning objectives, add learning activities, or adjust target dates as changes or events arise in your practice setting or nursing responsibilities.'

A red box highlights the 'Learning Objective(s) What am I going to learn?' field, which contains the text 'EG To improve my research capability'. Below this, there is a list of 'Standards of Practice Indicator(s)' with checkboxes:

- 3.1 I use comprehensive assessment, critical inquiry, technology, and research to provide competent nursing services relevant to the area of practice.
- 3.3 I use communication processes to establish, maintain and conclude therapeutic and professional relationships.
- 5.10 In a RESEARCHER role I:
 - Utilize ethical guidelines to ensure the protection of participants.
 - Ensure that participants are supported and


12. Learning Activity

At the bottom of the learning plan page the member identifies a learning activity to accomplish the learning objective identified above and an applicable target date. The member can identify several learning activities with target dates. Save or Save and Continue to Evaluation.

The screenshot shows the 'Learning Activity' section of the 'Continuing Competence Program' interface. The 'Learning Plan' tab is active. The page title is 'Learning Plan'. Below the title, there is a paragraph: 'Based on your self assessment, it is now time to develop your learning plan. The learning plan is meant to be flexible and you may need to revise your plan throughout the year. As you implement your learning plan, you may modify learning objectives, add learning activities, or adjust target dates as changes or events arise in your practice setting or nursing responsibilities.'

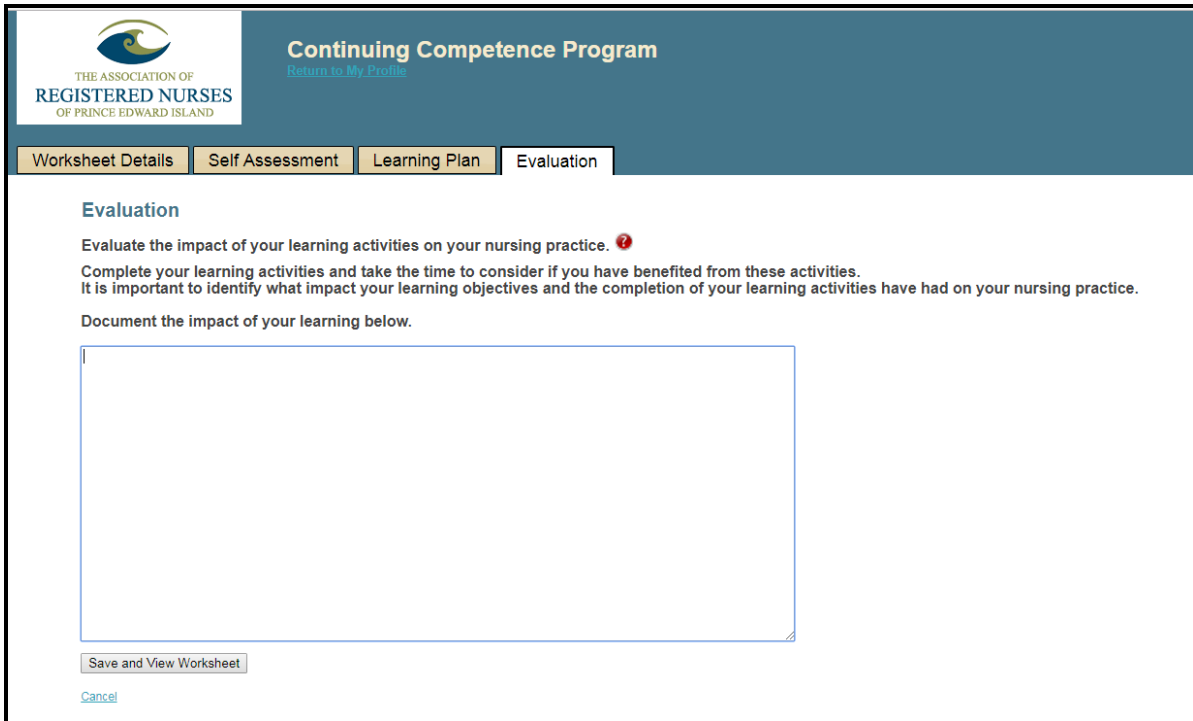
A red box highlights the 'Learning Activity How am I going to learn?' field, which contains the text 'EG To improve my research capability'. Below this, there are fields for 'Target Date' and 'Completed Date'. At the bottom, there is a blue star icon and a red question mark icon. Below the star icon, there is a button 'Add Another Activity'. Below the red question mark icon, there are buttons 'Save', 'Save and Continue to Evaluation', and 'Cancel'.

13. Multiple Learning Activities

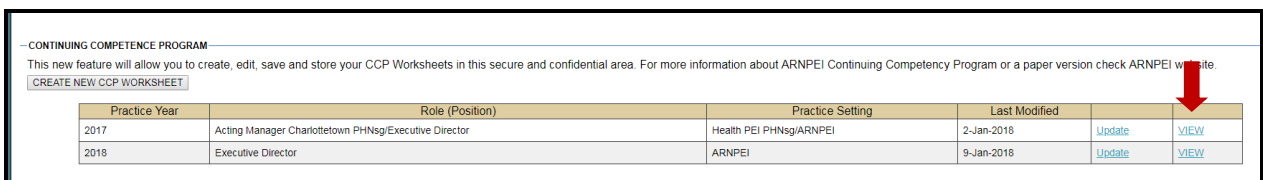
The member can add a number of learning activities by using the radio button “Add Another Activity”, and then Save or Save and Continue to Evaluation. See above at the blue star. 

14. Evaluation

The member completes an evaluation of the learning activities identified in the learning plan, based on the impact that those learning activities have had on the member’s nursing practice. Following completion of the evaluation, the radio button “Save and View Worksheet” is used to save the data.



15. The member can view the completed documents by clicking VIEW on the personal login page. The view tab is a read only document.



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16. The member can edit the documents at any time by clicking UPDATE on the personal login page.

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[CREATE NEW CCP WORKSHEET](#)

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17. The Continuing Competence online program allows members to create, edit, save and store CCP Worksheets in this secure and confidential area.

18. The ARNPEI mandatory Continuing Competence Program is described in detail with examples of completed CCP Worksheets at <https://www.arnpei.ca/registration-renewal/annual-renewal-rns-nps/>