

## FAQ

# Continuing Competence Program

Have a question about the Continuing Competence Program (CCP)? NANB has collected general frequently asked questions (FAQs) about the program below.

### **Why are nurses required to participate in the CCP as part of their annual registration renewal?**

CCPs are considered best practice and they are not new or unique to the profession of nursing. Most regulated health professions in Canada have a CCP. As self-regulated professionals, nurses are accountable to maintain their competence throughout their nursing career to ensure they are prepared to provide safe and competent nursing care. The CCP is one way that NANB fulfills its mandate to protect the public, by ensuring that registered nurses and nurse practitioners in NB have the required knowledge skills and judgment to provide safe and competent nursing care.

### **Why do I have to do an annual self-assessment?**

In our evolving health-care system, nurses must continually enhance and expand their knowledge and skills to maintain the level of competence required for their role.

Under the standards of practice, all RNs and NPs have a responsibility to recognize and practice within their own level of competence. The self-assessment is a process of determining your areas of strength and identifying any learning needs

The standards of practice are used for the self-assessment because all RNs and NPs must practice in accordance with their regulatory standards and reviewing those standards on a regular basis allows for refamiliarization with the regulatory body's expectations and requirements for RN and NP practice in New Brunswick.

### **Why do I have to develop a learning plan?**

Learning plans are considered best practice as a way to develop meaningful strategies to address learning needs that have been identified either through formal feedback or through your own self-reflection.

### **Will I have to develop a learning plan next year?**

Yes. Each year nurses are required to complete all components of the CCP, including developing a learning plan.



## **Do the activities in my learning plan need to fall within specific dates?**

Yes. Learning activities must correspond with the registration year. If they do not, the learning plan won't meet the CCP requirements.

Please note that the CCP is a prospective process. Prior to your registration renewal for the upcoming practice year or at the beginning of the practice year, you should complete your self assessment and develop a learning plan with activities to work toward in the coming year. At the end of the practice year, or as you complete learning activities, you then evaluate the impact of the learning activities on your nursing practice.

## **What will happen if I don't participate in CCP either at renewal or during the CCP audit?**

If the CCP requirements have not been met, you will not be able to proceed with your registration renewal. Remember you cannot work as an RN or an NP without an active registration with the NANB.

## **I have completed a CCP in another jurisdiction this year. Do I need to participate in NANB's CCP?**

Yes. You will need to do the NANB self-assessment as it is based on the NANB *Standards of Practice for Registered Nurses* or *Standards for the Practice of Primary Healthcare Nurse Practitioners*. You may choose to use the same learning plan that you initiated in another jurisdiction (transfer the information into your NANB CCP file), or you may choose to create a new one. You will also need to complete the evaluation step in the CCP process at the end of the practice year, even if it was initiated in another province/territory.

It is required to indicate on your renewal or application for registration, that you have completed your CCP for the practice year.

## **Is completion of the learning module mandatory every year?**

Yes. The learning module is the third step of NANBs CCP and completion of the learning module is mandatory. If you haven't completed the module you will not be able to register for the coming year.

## **Why does NANB have a CCP audit?**

The purpose of the CCP audit is to ensure nurses are participating in the CCP as required. The audit is another way NANB meets its mandate of ensuring it's members are continuing to learn and maintain their competency as an RN or NP, which contributes to public safety.



## **What happens when I submit my learning plan for the CCP audit?**

Your CCP plan is reviewed for completeness and relevance to the learning needs identified in your self-assessment. NANB staff will reach out to you to address any gaps or issues, as required. NANB staff will review your plan to see if it meets the requirements of the program. There are two possible outcomes:

- Your plan meets all the requirements - you will be notified by e-mail and no further action is required.
- Your plan does not meet the requirements because more information is needed - you will be notified by e-mail or by phone, with a request to submit additional information.

## **Have I been selected to participate in the audit because there are concerns about my practice?**

No.

## **Can my CCP audit be used in a professional conduct process?**

No. The CCP is not meant to be punitive in nature. The program is meant to promote activities that will promote and maintain member's continuing competence. For these reasons, the content of your CCP (i.e. self-assessment, learning goals and evaluation of your learning goals) would not be used in a professional conduct process.

## **Should I send certificates of completion or attendance with my learning plan to the College?**

No. We do recommend keeping them in your personal files at home.

## **I haven't been registered in the last two years. How do I complete CCP?**

You will need to reflect on your past nursing practice, and your anticipated area of practice upon your return, and your learning needs for the future. When you reinstate your registration, you will begin participating in the CCP.

## **I haven't practiced nursing in the last year due to a medical leave of absence from work. Am I required to participate in CCP?**

Yes. If you need guidance please reach out to us at [nanb@nanb.nb.ca](mailto:nanb@nanb.nb.ca) for support as you begin your CCP.



**I'm going to be off on maternity leave and will only be working a few weeks in the registration year. Do I have to participate in CCP?**

Yes. To hold an active practice registration you must participate in all components of CCP.

**I'm a new graduate. Do I have to participate in CCP?**

Yes. When you get your initial licensure as a nurse, you'll begin participating in CCP. During your first annual renewal, you will complete the self-assessment and develop learning goals for the upcoming year.

**I'm retiring from my job and I'm planning to work casual after retirement. Do I need to participate in CCP?**

Yes. Every nurse is required to participate in the CCP if they hold a registration to practise as an RN or an NP, regardless of employment status or the number of hours they work each year.

**I'm going to be off for an extended period of time due to medical reasons. Am I required to participate in CCP?**

These situations are assessed on an individual basis. Please reach out to us at [nanb@nanb.nb.ca](mailto:nanb@nanb.nb.ca) to discuss your case.

**NANB directed me to substantially revise my learning plan and I need help! What should I do?**

We're here to help. Start by reviewing the feedback provided and the required learning plan criteria. Identify which criteria you didn't meet and revise your plan accordingly. If you still need help, please reach out to us at [nanb@nanb.nb.ca](mailto:nanb@nanb.nb.ca).

**Are education hours a mandatory requirement of CCP?**

No. Mandatory education hours aren't a requirement of the CCP at this time.

**Can I work with an expired licence?**

No.

**How do I get a full-year active licence?**

By meeting all the registration requirements, including CCP. You must provide us with proof that you completed all the requirements of the CCP.

*\*Adapted with permission from the Nova Scotia College of Nursing*