



THE ASSOCIATION OF  
**REGISTERED NURSES**  
OF PRINCE EDWARD ISLAND

**CONTINUING COMPETENCE PROGRAM**

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## **BACKGROUND**

Registered nurses practice in a variety of settings in clinical, administrative, education and research roles, often overlapping. In the face of evolving technologies, dwindling resources, and increasing expectations, it is critical that registered nurses continue to develop professional knowledge and competence throughout their careers.

## **BELIEFS AND GUIDING PRINCIPLES**

### **Continuing Competence:**

1. The nursing profession, through its regulatory organizations, promotes the advancement of nursing practice, identifies standards of practice, and promotes professional development.
2. Registered nurses as competent professionals are committed to life-long learning.
3. Continuing competence promotes good nursing practice, assists in preventing poor practice, and contributes to positive client outcomes.
4. Competence is continually acquired and maintained through reflective practice, life-long learning, and integration of learning into nursing practice.
5. The individual registered nurse has a professional obligation and the primary responsibility for acquiring and maintaining competence.
6. Acquiring and maintaining competence requires support from others, including colleagues, employers, professional and regulatory nursing organizations, and government.
7. Continuing competence can be facilitated or hindered by the environment in which individuals practice.
8. Nursing colleagues, through their moral commitment to their profession and to one another, support each other in demonstrating, developing, and maintaining competence.

### **Continuing Competence Programs:**

1. The public has the right to expect that registered nurses demonstrate continuing competence throughout their careers. The role of the regulatory body is to establish mechanisms that promote the delivery of safe, ethical, and competent care by registered nurses throughout their careers.
2. Provincial and territorial standards of practice and code of ethics for registered nurses provide the foundation for continuing competence programs.

## **QUESTIONS AND ANSWERS ABOUT ARNPEI CONTINUING COMPETENCE PROGRAM (CCP)**

### **Why do we have a Continuing Competence Program?**

1. To support registered nurses in their professional commitment to life-long learning and excellence.
2. To identify areas of practice needing enhancement.
3. To demonstrate to the public that nurses are maintaining competence by engaging in life-long learning.
4. To ensure mobility of nurses across the country.

### **How do we measure compliance with the CCP?**

Five to ten percent (5-10%) of the active practicing membership will be randomly selected to participate in an annual audit to determine compliance with the CCP requirements.

### **What happens if I do not participate in the CCP?**

Participation in the CCP is mandatory for license renewal. If a member applying for licensure has not participated in the CCP, or has not complied with an audit request, only a temporary license may be granted (see below).

### **What happens if I am audited and I do not comply with the request for documentation (ie. proof of having met specific CCP requirements)?**

The deadline for submission of audit materials will usually be just before the end of the licensure year. If the required documentation is not provided by the license renewal deadline, a temporary license may be granted for a 90 day period, provided all other licensure requirements have been met. A member who is granted a temporary license may be charged a fee over and above the annual re-licensure fee. The member's employer(s) is/are notified of the status of the member's license. Only after the member who has been audited complies with all the audit requirements will a license be issued for the full licensure year.

## **CONTINUING COMPETENCE COMPONENTS**

### **ASSESSMENT**

Assessment of one's nursing practice has two major components: self assessment (reflection) and peer review. Both provide different perspectives and valuable insights about one's clinical practice.

#### **Self Assessment**

Standards of nursing practice, characteristic of self-regulation, are based on the values of the profession. To protect the public, the *Registered Nurses Act* mandates ARNPEI to set standards of practice. The values of the profession are articulated in the code of ethics for registered nurses. ARNPEI has adopted the Canadian Nurses Association *Code of Ethics for Registered Nurses*.

The Standards for Nursing Practice provide the basis for reflection on your nursing practice. By reviewing the Standards and reflecting on one's experiences in practice, nurses are able to identify strengths and areas for development. Practicing nurses use past experiences, seek advice and gain insight while meeting the challenge to respond to human needs.

#### **Peer Feedback**

Nurses (formally and informally) seek and receive feedback from colleagues related to client care. For employees it occurs with an annual performance appraisal. It also may include seeking out a knowledgeable, trusted colleague familiar with your practice area, who can respond to specific questions related to your professional growth.

## **LEARNING PLAN**

The plan may include both short and long term goals. Short term goals should be attainable within the upcoming practice year; long term goals may be achieved over several years. Continuing education activities are directed toward meeting the goals of your learning plan. Evaluate the effects of learning activities on your practice. Ask yourself if the learning activity was useful. Were you able to integrate it into your practice? If not, seek out a colleague who may know how to find the information you were seeking.

## **HOURS OF PRACTICE**

Registered nurses are required to practice 1125 hours over five years to maintain their knowledge, skill and judgement in nursing.

## **DEFINITIONS**

### **Competence**

The ability to apply the knowledge, skills, judgment, and personal attributes required to practice safely and ethically in a designated role and setting.

### **Competencies**

The specific knowledge, skills, judgment and personal attributes required for a registered nurse to practice safely and ethically in a designated role and setting.

### **Continuing Competence**

The ongoing ability of a registered nurse to integrate and apply the knowledge, skills, judgment and personal attributes required to practice safely and ethically in a designated role and setting. Maintaining this ongoing ability involves a continual process linking the code of ethics, standards of practice and life-long learning. The registered nurse reflects on his/her practice on an ongoing basis and takes action to continually improve that practice.

### **Continuing Competence Program**

A program that focuses on promoting competence among registered nurses throughout their careers.

### **Competence Assessment**

An evaluation of the registered nurse's ability to integrate and apply the knowledge, skills, judgment and personal attributes required to practice safely and ethically in a designated role and setting.

## SELF ASSESSMENT WORKSHEET USING STANDARDS OF PRACTICE

***For each standard (I – VI) check the number on the continuum that best describes your level of expertise in each of the indicators listed. A rating of “1” indicates you are developing in this area and further growth is needed. A rating of “5” indicates you are expert in this area. The indicators should be interpreted as broadly as possible to fit your role and setting.***

### **STANDARD 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*.

	<b>My Rating</b>				
<b>Indicators - Each nurse</b> demonstrates compliance with the Code of Ethics of the profession around the seven primary values that are central to ethical nursing practice:	1	2	3	4	5
<p><b>Providing Safe, Compassionate, Competent and Ethical Care</b> Nurses provide safe, compassionate, competent and ethical care.</p>					
<p><b>Promoting Health and Well-Being</b> Nurses work with people to enable them to attain their highest possible level of health and well-being.</p>					
<p><b>Promoting and Respecting Informed Decision-Making</b> Nurses recognize, respect and promote a person’s right to be informed and make decisions.</p>					
<p><b>Reserving Dignity</b> Nurses recognize and respect the intrinsic worth of each person.</p>					
<p><b>Maintaining Privacy and Confidentiality</b> Nurses recognize the importance of privacy and confidentiality and safeguard personal, family and community information obtained in the context of a professional relationship.</p>					
<p><b>Promoting Justice</b> Nurses uphold principles of justice by safeguarding human rights, equity and fairness and by promoting the public good.</p>					
<p><b>Being Accountable</b> Nurses are accountable for their actions and answerable for their practice.</p>					
<p><b>In addition, a nurse in an ADMINISTRATOR role:</b> a) Promotes and initiates measures to create practice environments that support client advocacy, promote collaboration and respect, and enable nurses to meet their ethical obligations.  (b) Creates environments that promote and support ethical practice.  (c) Upholds and supports others to uphold the values contained in the CNA Code of Ethics.  (d) Consistently practices and supports others to practice according to the ethical responsibilities within the CNA Code of Ethics.</p>					
<p><b>In addition, a nurse in an EDUCATOR role:</b> Encourages and supports critical thinking and dialogue about ethical issues.</p>					
<p><b>In addition, a nurse in a RESEARCHER role:</b> (a) Ensures research is based on appropriate ethical codes for the use of human and animal subjects.  (b) Participates in the ongoing ethical review of research.</p>					

**STANDARD 2 - Unique Body of Knowledge**

Each nurse possesses and continually strives to improve upon the specialized body of knowledge based on nursing science relevant to area of nursing practice.

<b>Indicators</b>	<b>My Rating</b>				
<b>Each nurse:</b>	1	2	3	4	5
Has appropriate theoretical knowledge and skills as needed in her/his area of practice.					
Utilizes theoretical knowledge as a basis for nursing practice.					
Knows how and where to find needed information.					
Recognizes the various nursing roles and their relationship to one another.					
Assists clients, colleagues, students, other professionals and the public to acquire new knowledge.					
Presents an informed view of the nursing profession and its relationship to the health care system to clients, colleagues, students, other professionals and the public.					
<b>In addition, a nurse in an ADMINISTRATOR role:</b>					
(a) Creates practice environments that support ongoing professional development.					
(b) Knows where and how to find needed information to support the provision of safe, appropriate ethical practice.					
(c) Shares nursing knowledge with clients, colleagues, students and others.					
(d) Interprets and uses current evidence from research and other credible sources to make administrative decisions.					
(e) Creates an environment in which cooperation, professional growth and mutual respect can flourish.					
<b>In addition, a nurse in an EDUCATOR role:</b>					
Provides a learning environment that supports professional development and life-long learning.					
<b>In addition, a nurse in a RESEARCHER role:</b>					
Promotes the identification of current research findings and integration into practice.					

**STANDARD 3 - Competent Application of Knowledge**

Each nurse demonstrates competency relevant to area of nursing practice

<b>Indicators</b>	<b>My Rating</b>				
<b>Each nurse:</b>	1	2	3	4	5
<p>Uses comprehensive assessment, critical inquiry, technology, and research to provide competent nursing services relevant to the area of practice.</p>					
<p>Uses current theoretical knowledge and professional judgment, critical inquiry and reflection in making decisions and implements actions relevant to the needs of the client and area of practice.</p>					
<p>Uses communication processes to establish, maintain and conclude therapeutic and professional relationships.</p>					
<p>Designs and develops action plans to address client’s needs in collaboration with the client and relevant others.</p>					
<p>Coordinates human resources and manages physical resources to promote quality services.</p>					
<p>Documents assessment, nursing activities, and client outcomes in an accurate, timely and thorough manner.</p>					
<p>Performs planned interventions in accordance with appropriate policies, procedures and service standards.</p>					
<p>Participates initiatives that promote quality nursing and health care.</p>					
<p>Uses current literature/research and performance indicators to support direct practice.</p>					
<p><b>In addition, a nurse in an ADMINISTRATOR role:</b></p>					
<p>(a) Collects information about organizational status from a variety of sources using assessment skills including observation and communication.</p>					
<p>(b) Identifies, analyzes and uses relevant and valid information when determining organizational problems.</p>					
<p>(c) Promotes and contributes to practice environments that encourage learning, application of nursing knowledge and research, and efficient use of resources; and</p>					
<p>(d) Establishes and maintains communication to support quality service and research.</p>					
<p><b>In addition, a nurse in an EDUCATOR role:</b></p>					
<p>(a) Promotes and initiates measures to create a learning environment that supports ongoing opportunities to obtain and maintain competencies relevant to the area of practice.</p>					
<p>(b) Promotes a learning environment conducive to ongoing demonstration and evaluation of competencies.</p>					
<p>(c) Provides feedback to colleagues and students to encourage professional growth and advance nursing practice.</p>					
<p>(d) Assists colleagues and students in the development of life-long learning skills.</p>					
<p>(e) Integrates evidenced-based theory and best practices into educational activities.</p>					
<p>(f) Critically analyzes and evaluates nursing practice and education.</p>					

**STANDARD 3 - Competent Application of Knowledge**

Each nurse demonstrates competency relevant to area of nursing practice

<u>Indicators</u>	<b>My Rating</b>				
Each nurse:	1	2	3	4	5
<b>In addition, a nurse in a RESEARCHER role:</b>					
(a) Promotes and evaluates practice through research.					
(b) Facilitates involvement of others in the research process.					
(c) Ensures high standards are used in the research process.					
(d) Disseminates research findings formally and informally.					
(e) Promotes and contributes to environments that encourage the application of research findings to professional practice.					
(f) Secures resources to answer research questions.					

**STANDARD 4 - Responsibility and Accountability**

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

<u>Indicators</u>	<b>My Rating</b>				
<b>Each nurse:</b>	1	2	3	4	5
Maintains current licensure.					
Practices in accordance with the RN Act and its Regulations and Bylaws; the ARNPEI <i>Standards for Nursing Practice</i> ; the CNA <i>Code of Ethics</i> ; other relevant ARNPEI position statements, guidelines and documents; other relevant Acts and legislation; and individual competence and ability to evaluate own practice.					
Has the current knowledge, skill and judgment needed to practice in her or his setting.					
Is responsible and accountable for her/his actions and decisions at all times.					
Exercises reasonable judgment in decision making.					
Follows established policies and procedures.					
Participates in developing health policies and procedures which guide nursing practice.					
Responds to and reports situations which may be adverse for clients and/or health care providers, including incompetence, misconduct and incapacity of registered nurses and/or other health care providers.					
<b>In addition, a nurse in an ADMINISTRATOR role:</b>					
(a) Maintains a standard of personal health and safety such that the ability to practice is not compromised.					
(b) Participates in the identification and resolution of professional practice issues, conflicts, and ethical dilemmas.					
<b>In addition, a nurse in an EDUCATOR role:</b>					
(a) Promotes learning opportunities for students to enable them to acquire the knowledge, skill and clinical experience to practice competently.					
(b) Promotes evaluation and ensures learning outcomes for students.					
(c) Promotes and initiates measures to create a learning environment that supports professional accountability.					
<b>In addition, a nurse in a RESEARCHER role:</b>					
(a) Ensures ethical guidelines are followed so that research participants are protected.					

**STANDARD 5 - Advocacy**

Each nurse demonstrates advocacy for clients in their relationship with the health system by responding to their needs in a way that supports, protects and safeguards the client's rights and interests.

<b>Indicators</b>	<b>My Rating</b>				
<b>Each nurse:</b>	1	2	3	4	5
Acts as an advocate to protect and promote a clients' right to self-determination, autonomy, respect, privacy, dignity and access to information.					
Assists clients in the expression of individual needs, values and choices (e.g. cultural beliefs, sexual orientation, age and gender) and ensures that the client's perspective is made known so as to provide appropriate services.					
Shares relevant information with clients regarding health and refers the client to other sources for information when appropriate.					
Supports the client to make informed decisions regarding health.					
Develops and sustains collaborative partnerships with clients, colleagues, health providers and the public, which promote advocacy.					
Supports the development and implementation of policies which ensure the client's rights are respected.					
Communicates, collaborates and consults with nurses and other members of the health team about the provision of health care services.					
<b>In addition, a nurse in an ADMINISTRATOR role:</b>					
(a) Promotes a practice environment that supports client advocacy.					
(b) Uses information to ensure that human and other resources are used efficiently to maintain client safety.					
(c) Advocates and develops policies that clearly outline the responsibility and accountability for all involved in assignment and delegation.					
(d) Supports staff and others in the planning and delivery of health care services as appropriate.					
<b>In addition, a nurse in an EDUCATOR role:</b>					
Promotes a learning environment that supports client advocacy.					
<b>In addition, a nurse in a RESEARCHER role:</b>					
(a) Utilizes ethical guidelines to ensure the protection of participants.					
(b) Ensures that participants are supported and informed though-out the research process.					

**STANDARD 6 - Continuing Competence**

Each nurse demonstrates responsibility for maintaining competence, fitness to practice and integrating new knowledge and skills in own area of practice.

<b>Indicators</b>	<b>My Rating</b>				
<b>Each nurse:</b>	1	2	3	4	5
Maintains and enhances current knowledge by investing time, effort, or other resources to attain the knowledge and skills required for practice.					
Models commitment to continuing competence through life-long learning, reflective practice and integration of learning into practice.					
Seeks out and uses feedback from others in assessing own practice, and provides feedback to others to support their professional development.					
Uses relevant knowledge of changing trends in nursing, health, society, and the environment to advance/improve practice.					
Demonstrates theoretical knowledge related to own practice area.					
Applies problem-solving processes in decision-making and evaluates these processes.					
Demonstrates competence in skills related to own practice area.					
Assesses personal competence and assumes responsibility in meeting own professional learning needs, and assumes responsibility to acquire knowledge and skills to improve personal practice.					
Shares knowledge with clients, colleagues, health care providers and the public.					
Has knowledge of changing trends in nursing, health and society that impact on own practice.					
Practices within own level of competence.					
<b>In addition, a nurse in an ADMINISTRATOR role:</b>					
(a) Promotes a practice environment that supports continuous professional development of competent nursing practice.					
(b) Actively participates in quality improvement activities and seeks input from consumers related to nursing care provided.					
<b>In addition, a nurse in an EDUCATOR role:</b>					
(a) Promotes a learning environment that supports continuous professional development of competent nursing practice.					
(b) Provides feedback to colleagues and consumers about practice and learning.					
<b>In addition, a nurse in a RESEARCHER role:</b>					
Promotes the identification and integration of research findings into the practice environment.					

**ASSOCIATION OF REGISTERED NURSES OF PEI  
CONTINUING COMPETENCE PROGRAM**

**PEER REVIEW**

Name \_\_\_\_\_

Licensure Year \_\_\_\_\_

**Instructions to nurse:**

Ask a nurse with whom you work frequently and whose opinion you respect to:

- consider your practice
- complete this form (to list 3 things you do very well and 1 thing that would benefit your practice)
- discuss your practice with you.

**THREE STARS (three things you do well as a professional nurse)**

1.

2.

3.

**ONE WISH (one thing that would benefit your practice)**

1.

**PEER REVIEWER'S NAME** \_\_\_\_\_

**DATE DISCUSSED** \_\_\_\_\_

***Remember to keep all documentation associated with continuing competence for five (5) years.***

**ASSOCIATION OF REGISTERED NURSES OF PEI  
CONTINUING COMPETENCE PROGRAM**

**LEARNING PLAN**

Name \_\_\_\_\_

Licensure Year \_\_\_\_\_

After completing each Standard for your self assessment, reflect on the rating of each indicator and consider possible areas of your practice that you would like to build on. List these below as a learning goal under "What I Want to Learn." These identified learning objectives may form the basis of your questions for Peer Feedback. Your peer may advise on the priority of your learning goals and suggest ways to meet them. Evaluating the effect of your learning activity on your practice and adding the date are final steps to building your personal continuing competence record.

What I Want to Learn (Learning Goals)	How I Plan to Learn It (Method)	Target Date	Date completed / Evaluation

***Remember to keep all documentation associated with continuing competence for five (5) years***



**ASSOCIATION OF REGISTERED NURSES OF PEI  
CONTINUING COMPETENCE PROGRAM**

**Verification of Hours Audit Form**

Verification of RN Hours Worked in the Past 5 Years (To Be Released to ARNPEI)

**From:**

\_\_\_\_\_  
RN Surname                      Given Name(s)                      ARNPEI Registration No.

**To:**

\_\_\_\_\_  
Name of Employer/Agency

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

**Consent**

I have been randomly selected by the Association of Registered Nurses of PEI (ARNPEI) to provide verification that I have practised as a Registered Nurse. I hereby grant consent and request that Payroll/HR complete the bottom portion of this form providing documentation of my hours worked as a RN and **RETURN TO ARNPEI**.

\_\_\_\_\_

\_\_\_\_\_

**RN Signature**

**Date**

**Payroll/HR: Please return to ARNPEI. Do not include leave(s) of absence. Include overtime only as actual time worked. Do not count "on call" hours, only actual RN hours worked.**

\_\_\_\_\_  
EMPLOYER NAME

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
JOB TITLE

The above named RN is:     Full-time     Part-time     Casual     Other: \_\_\_\_\_

AS PER ARNPEI's Membership Year	RN Hours of Work	Comments
2010: Nov 1, 2009 - Oct 31, 2010		
2009: Nov 1, 2008 - Oct 31, 2009		
2008: Nov 1, 2007 - Oct 31, 2008		
2007: Nov 1, 2006 - Oct 31, 2007		
2006: Nov 1, 2005 - Oct 31, 2006		

I confirm that the above employee has been working as a Registered Nurse

\_\_\_\_\_  
*Signature, Payroll/ Human Resources*

\_\_\_\_\_  
*Title*

Please feel free to attach documentation that will verify practice hours.

**Audit Program – ARNPEI, 53 Grafton St, Charlottetown PE C1A 1K8  
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