



Continuing Competence Program

Learning Plan Instructions

The College's Continuing Competence Program (CCP) is a formal system of assessing the ongoing knowledge, skills and judgment of all members. Participation in CCP is a mandatory requirement of registration every year. You meet the requirements for CCP by declaring on your annual renewal form you will develop, implement and reflectively evaluate a learning plan over the upcoming licensing year.

One of the easiest ways of doing this is to time the development, implementation and reflection with your annual registration renewal.

- September:
 - Complete a [self-assessment](#) of your individual competence.
 - Review last year's learning plan.
- October:
 - Identify two learning goals for the coming year;
 - Establish a time frame for completing your learning goal;
 - Describe why you consider the learning goal to be relevant to your nursing practice;
 - Outline what you will do to meet your learning goal;
 - Clarify how your learning will help improve your practice and client outcomes; and
 - Begin the process of implementing your learning plan.
- August:
 - Identify what you have learned by meeting your learning goal; and
 - Reflect upon your success, thinking about how your practice and client outcomes have improved as a result of completing the learning plan.
- Repeat the process each year.

Every year the College randomly selects a number of LPNs in a CCP Audit Process. If selected, you are required to submit a copy of your learning plan **from the previous year**. The purpose of the audit is to verify your compliance with CCP and developed, implemented and evaluated a learning plan just as you indicated on your renewal form.

It is important to keep a full record your learning plans and self-assessments because audits are to review learning plans from the previous year.

You may use any template you wish to document your learning plan, however, for your convenience; the College has created [Fillable CCP Tools](#). You can type directly into the tool as you wish. When you are finished, either print the document for your personal files or save a copy to your computer.

Fillable documents can be saved to your computer and emailed as necessary. They cannot be submitted directly to the College in this form.

If you have questions or want guidance, please contact a practice consultant at 902-423-8517 (toll-free: 1-800-718-8517) or email at PracticeConsultant@clpns.ca.

NOTE: The word *client* is meant to refer to patients. For LPNs in non-clinical positions, such as education or management *client* means the recipient of your services. For example, as an educator, your client may be a student or colleague and as a manager, your client may be an entire team or individual team member.



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Learning Plan for Licensure Year

EXAMPLE

The following page is an example of a reflective learning plan. See the [Reflective Practice FAQ](#) for guidance and examples and a framework for writing a reflective evaluation.

THIS PAGE IS PROVIDED AS AN EXAMPLE ONLY

Start Date:	October 2016	Proposed Finish Date:	July 2017
Learning Goal 1 What do you want to learn?	I want to increase my knowledge of the action of antidepressants and how they impact other medications or body systems.		
Rationale Why do you want to meet this learning goal?	I am caring for an increased number of clients taking antidepressants and/or receiving treatment for other medical conditions.		
Objectives What activities are you going to do to achieve this learning goal?	I am planning to attend a workshop on mental health medications sponsored by our hospital pharmacist, review my nursing textbooks, & review the patient-information sheet on specific antidepressants.		
Client Outcomes How may this information help you improve your nursing practice and client outcomes?	More information about medications will help me make informed decisions about the care I provide to my clients.		
Fill in this section when you have finished your learning activities.			
New Knowledge Identify something specific you learned by meeting this learning goal.	Some antidepressants can affect a client's heart rhythm.		
Reflective Evaluation of Learning Goal Describe how you use this new knowledge to improve your practice and positively impact client outcomes.	When I am caring for a client taking antidepressants I make sure to compare my cardiovascular assessments to previous assessments. I do this so I can pick up on any changes in the assessment early and notify the appropriate person. The earlier I recognize and act on changes, the more likely it will prevent complications.		



Continuing Competence Program

Learning Plan for Licensure Year
November 1, 2017 – October 31, 2018

Name		Registration Number	
Start Date:		Proposed Finish Date:	
Learning Goal 1 What do you want to learn?			
Rationale Why do you want to meet this learning goal?			
Objectives What activities are you going to do to achieve this learning goal?			
Client Outcomes How may this information help you improve your nursing practice or client outcomes?			
Fill in this section when you have finished your learning activities.			
New Knowledge Identify something specific you learned by meeting this learning goal.			
Reflective Evaluation of Learning Goal Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			



Continuing Competence Program

Learning Plan for Licensure Year

November 1, 2017 – October 31, 2018

Name		Registration Number	
Start Date:		Proposed Finish Date:	
Learning Goal 2 What do you want to learn?			
Rationale Why do you want to meet this learning goal?			
Objectives What activities are you going to do to achieve this learning goal?			
Client Outcomes How may this information help you improve your nursing practice or client outcomes?			
Fill in this section when you have finished your learning activities.			
New Knowledge Identify something specific you learned by meeting this learning goal.			
Reflective Evaluation of Learning Goal Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			