



College of Dietitians of Alberta

Continuing Competence Program Update

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Overview

- Rationale for update
- Review of Integrated Competencies and CCP
- Update for the online and workbook components
- Review reflection writing
- Review and Audit Process



Why the change?

- Current version: Essential Competencies and Standards (for 2017/2018 learning plans)
- New version: Integrated Competencies for Dietetic Education and Practice (ICDEP) will comprise the new competency profile (for 2018/2019 learning plans)
- Update CCP Workbook, practice profile and self-assessment



Review of ICDEP related to CCP

- Areas of Competence:
 - Professional Practice
 - Communication and Collaboration
 - Nutrition Care
 - Population and Public Health
 - Management
- Selecting 2 learning plans each year (plus additional RA plans)



Process at Renewal March 2018

1. Reflection on CCP for 2017/2018 in March 2018 using the **existing process** (existing Workbook and online indicators)



Process at Renewal March 2018

2. Upcoming CCP for 2018/2019:
 - practice profile and self-assessment
 - **new process**, new *Workbook*
 - determine learning goals for 2018-2019
3. Insert chosen performance indicators online



Process throughout year and at Renewal 2019

- Workbook and worksheets are completed and saved (for records, audit) for 2018-2019 learning goals
- Reflections on learning entered online March 2019 based on completed goals, consistent with completed worksheets

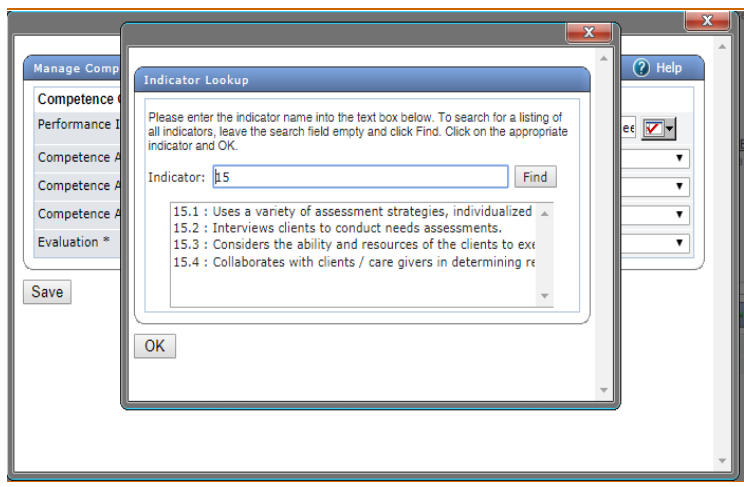


An example to illustrate

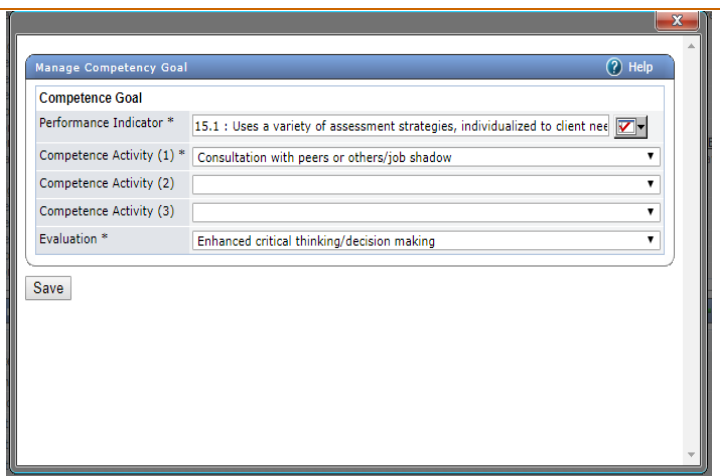
- March 2018
- To complete online reflection portion for 2017-2018 year:



Current (add/edit goals) Performance Indicator search



Current (add/edit goals) Required fields



Reflection

Add Reflection to each goal

Reflection not Completed
Reflection on the previous years Continuing Competency Plans has not been completed.

Welcome Profile Employment Confirmation Continuing Competence Declarations Payment

Reflection on Continuing Competence Plans For Apr-01-2017 to Mar-31-2018

2017	
Competence Plan 1	
Performance Indicator	15.1 : Uses a variety of assessment strategies, individualized to client needs. Clients may include but are not limited to patients, residents, care givers' >
Knowledge Indicator	
Competence Activity (1)	Consultation with peers or others/job shadow
Competence Activity (2)	
Competence Activity (3)	
Evaluation	Enhanced critical thinking/decision making
Reflection	



Complete Practice Reflection and Self-Assessment

- Determine learning goals for 2018-2019
 - **NEW** Practice Profile/Reflection and Self-Assessment of learning needs
- Sections of workbook:
 - Practice Profile Reflection
 - Self-Assessment
 - Learning Plan Worksheets



Enter Performance Indicators online

- Self-Assessment: Identify indicators for learning plans for 2018-2019
- Minimum 2 goals
- 1 goal for each restricted activity you have authorization for
- Enter online following completion of 2017-2018 reflections



Add Continuing Competence Learning Plans

Competency Entry Error X
Exactly two non-restricted activity competencies are required for the upcoming continuing competence plans. ✓

1 Welcome 2 Profile 3 Employment 4 Confirmation 5 Continuing Competence 6 Declarations 7 Payment

Upcoming Continuing Competence Plans For Apr-01-2018 to Mar-31-2019 + Add Help

IMPORTANT: Once you have submitted the online renewal form, you will not have access to your reflections for the past year's CCP. You may wish to print this page for your records before proceeding to the Declarations tab to Submit your form.

Next



Add Continuing Competence Learning Plans

Manage Competency Goal ? Help

Competence Goal

Related Authorization:

Area of Competence: **1 - Professional Practice**

Practice Competency: **1.02 - Comply with regulatory requirements relevant to dietetic practice.**

Performance Indicator: **1.02.a - Demonstrate knowledge of bylaws and regulations relevant to practice**

Learning Activity (1) *: **Internet-based research**

Learning Activity (2): **Work with College/professional association**

Learning Activity (3): **Literature review - journal articles, books**

Benefit to Practice *: **Increased knowledge/skill/competence**

Save Developed program/process/product
Enhanced accountability
Enhanced critical thinking/decision making
Improved communication skills
Improved work environment
Increased confidence
Increased knowledge/skill/competence



Home Login/Logout View Your Profile Renewal Permits & Receipts

1 Welcome 2 Profile 3 Employment 4 Confirmation 5 Continuing Competence 6 Declarations 7 Payment

Reflection on Continuing Competence Plans For Apr-01-2017 to Mar-31-2018 + Add ? Help

2017		Edit Remove Reflect
Competence Plan 1	18.1 : Uses a variety of assessment strategies, individualized to client needs. Clients may include but are not limited to: patients, residents, care givers >	
Knowledge Indicator		
Competence Activity (1)	Consultation with peers or others/job shadow	
Competence Activity (2)		
Competence Activity (3)		
Evaluation	Enhanced critical thinking/decision making	
Reflection		
Competence Plan 2		Edit Remove Reflect
Performance Indicator	23.3 : Identifies and implements strategies for reaching individuals and populations that do not access available community services.>	
Knowledge Indicator		
Competence Activity (1)	Consultation with peers or others/job shadow	
Competence Activity (2)		
Competence Activity (3)		
Evaluation	Improved work environment	
Reflection		

Upcoming Continuing Competence Plans For Apr-01-2018 to Mar-31-2019 + Add ? Help

2018		Edit Remove
Competence Plan 1		
Performance Indicator	1.03 : Practice according to organizational requirements.	
Knowledge Indicator	1.03.b : Provide services in compliance with designated role within practice setting.	
Competence Activity (1)	Internet-based research	
Competence Activity (2)	Develop/deliver presentations, materials	
Competence Activity (3)	Case studies/rounds	
Evaluation	Increased confidence	
Competence Plan 2		Edit Remove
Performance Indicator	1.02 : Comply with regulatory requirements relevant to dietetic practice.	
Knowledge Indicator	1.02.a : Demonstrate knowledge of bylaws and regulations relevant to practice.	
Competence Activity (1)	Internet-based research	
Competence Activity (2)	Work with College/professional association	
Competence Activity (3)	Literature review - journal articles, books	
Evaluation	Increased knowledge/skill/competence	

IMPORTANT: Once you have submitted the online renewal form, you will not have access to your reflections for the past year's CCP. You may wish to print this page for your records before proceeding to the Declarations tab to Submit your form.



[Next](#)

Throughout the year...

- Document
 - learning activities, dates completed
 - verification documentation and location (for example, file in office; electronic file, etc.)
 - Workbook and online



Overview: CCP Timeline March

- Submit previous year's plan
- Prompted to identify
 - New plans: area of competence; practice competency; and performance indicator
 - Learning activities
 - Anticipated benefit to practice
- From Workbook Self-Assessment





Overview: CCP Timeline April to January

- Document completed learning activities in the CCP Workbook
- If your learning goals change throughout the year, update online CCP profile as well as the CCP Workbook documentation



Overview: CCP Timeline February

- By now, you have completed your learning plan documentation, evaluated the benefit to your practice, and will reflect on learning
- Complete Worksheets in Workbook
- Refer to the College's submission tips online!





Important Things to Remember

- Continuing Competence Program is online → you must maintain good records
- Keep hard (or printable) copies of all activity verifications (certificates, notes, written summaries, email correspondence, etc.)
- Required to keep CCP records for 3 years



Review of Reflection Writing

- Purpose of reflection writing???
 - CCP reflection vs Practice Profile/Reflection





Review of Reflection Writing

Make it easy! Four parts:

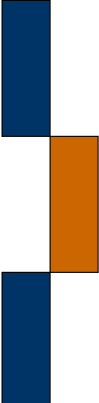
1. Learning objective/goal:
 - What I wanted to learn
2. Learning activities:
 - Briefly summarize
3. What I learned: again briefly!
4. How I applied my learning
 - or how I know I'm more competent, or how it influenced my practice...



Example of a good reflection

My **learning goal** was to increase my understanding of diet trends in Irritable Bowel Syndrome (IBS) specifically the FODMAP diet. I attended a conference on emerging trends in GI diseases and disorders, reviewed research papers, read the book "IBS-free at last", used the low FODMAP diet app, and I summarized my learning (**learning activities**). I increased my knowledge about the different foods in the FODMAP diet, how they affect the gut and best practices in client education; I also learned the importance of individualizing diet based on tolerances while achieving a balanced, nutritionally adequate diet (**what I learned**). I am confident in my new knowledge because I was able to discuss appropriate use of low FODMAP foods with another RD and an MD, and provided basic information incorporating tolerances to a patient with IBS (**how I know I'm more competent**).





Overview of CCP Review and Audit process

- **Review:**
- Every three years each member has their **online program** (i.e. reflections) **reviewed** against the previous criteria
- Letters outlining the outcome are sent to each reviewed member



Annual Review process

- Continuing Competence Committee (4-5 members of the College)
- Gives feedback to Director of Professional Practice on outcome
- Director of Professional Practice writes the final letters on outcome





Annual Review process cont.

- Reflections are:
 - Approved,
 - Approved with feedback, or
 - Not approved and must be re-submitted
- If reflections require resubmission, the member's online program is automatically reviewed the following year (a "directed" review)



Annual Audit process

- 10% of members who are selected for review are randomly selected for audit each year (35-40 members)
- Continuing Competence Committee's primary role is audit review





Annual Audit process (cont.) Submission Requirements

- Online program/reflections
 - Give separate feedback
- Completed Workbook (practice profile, self-assessment, worksheets for all learning plans)
- Activities (dated) completed and verified
- Outcome provided to Director of Professional Practice to write letters



Annual Audit process (cont.) Outcomes

- Approved
- Approved with recommendations
- Not approved, re-submission required
 - Re-submission evaluated
 - **Directed review** the following year
- Reflections given separate feedback



Annual Audit process (cont.)

- All audit materials are submitted in hard copy to the office; all documents are returned
- New additions to submission 2018:
 - Option to submit a cover letter, table of contents to support audit materials submitted
 - Option to submit CV or materials to support work context



Overview

- Updated processes for online CCP management
- Updated Workbook: practice profile, self-assessment and Worksheets
 - Available online January 2018
 - writeable
- Reviewed reflection writing
 - Four components



Overview contd.

- Review and Audit processes
- Use the website for CCP questions!
- Online submissions section



Questions?



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