**COLLEGE OF DIETITIANS
OF ALBERTA**

Follow-up College Communication re Webinar:
"Updates to CCP and the Impact on 2023 Renewal"
(November 2022)

AMENDED FEBRUARY 2023 – CORRECTED INFORMATION IN RED

During the live presentation of the College's webinar "Updates to CCP and the Impact on 2023 Renewal", the College received over 130 questions from regulated members. The webinar reviewed the updated processes related to CCP that members on the General Register can start work on immediately (2022) within the registrant portal. Below is a summary of the webinar, including information pertaining to the questions posed, and information on how and where to access information on these topics.

All important documents tied to Registration Renewal and the Continuing Competence Program (CCP) are available on the College website under **For Dietitians – Registration Renewal – Important Resources for Renewal and CCP**, which includes the link to the webinar, a copy of the slides, the CCP Manual, Demo videos for CCP processes and a Guide for Using the Registrant Portal. Additional information is also available on the **FAQ on Renewal and CCP** page of the College website.

Overview:

Compliance with the Continuing Competence Program of the College is a requirement under the *Health Professions Act*. Regulated members are required to participate in the program, therefore it is tied to annual registration renewal. The CCP of the College is based on an assessment of learning needs tied to the *Standards of Practice*. Complying with the *Standards of Practice* is a requirement throughout a registrant's career. Setting learning goals related to the *Standards of Practice* ensures that professional competence is maintained and enhanced. A broad interpretation of the *Standards of Practice* is required when setting learning goals that enhance a registrant's area specific practice.

Beginning with the 2023/2024 competence year, the CCP Workbook will no longer be utilized or required as part of the annual competence requirements as all CCP processes are moving online. Please keep your Workbook (and other CCP documentation) this year, and for a minimum of three years. For those members who wish to have a physical copy to refer to throughout the year, the College has included the components of the CCP Workbook (Practice Profile, Learning Plan Worksheets, and *Standards of Practice* and Restricted Activities Indicators) as Appendices in the CCP Manual.

CCP Self-Assessment:

The CCP Self-Assessment is a mandatory component of the CCP. It is based on the *Standards of Practice*, which is applicable to all registrants at all stages of their career.

Update: The CCP Self-Assessment was paused due to technical issues, but then re-opened early February 2023. The CCP Self-Assessment can **optionally** be completed to adjust Standards and Indicators for **2022/2023 Learning Plans**. The Self-Assessment for 2023/2024 can be completed when renewal opens March 1, 2023.

Beginning with the 2023/2024 competence year, Standards 6 and 12 will not be included in the CCP Self-Assessment. Please note that those Standards are still available to complete 2022/2023 Learning Plans.

The CCP Self-Assessment can be completed in more than one sitting. Registrants may select as many indicators as necessary as "an area for development and learning" based on what they feel their potential learning needs could be for the upcoming year. The list created upon completion of the CCP Self-Assessment (shows "Recommended" indicators) is the list used when choosing indicators and learning goals for the upcoming year.

For the 2022/2023 (current) year, your CCP Self-Assessment was completed at renewal in March 2022 as part of the CCP Workbook.

Resources for CCP Self-Assessment:
- Pages 17-18 in the CCP Manual
- Demo video "How to Complete the CCP Self-Assessment (2:43)"
- Appendix 4 of the CCP Manual for the list of Indicators included in the online CCP Self-Assessment

Learning Plans:

Learning Plans, including learning goals, benefits to practice and activity records, may be modified throughout the year. For information, please refer to page 17 of the CCP Manual.

For 2022/2023 ONLY, if the Standard and/or Indicator has changed, you will note the change in the Learning Goal and/or Reflection on Learning field of the Learning Plan. Or, you can **optionally** complete the CCP Self-Assessment which will be assigned to the open/current Learning Plan (check year along the top of the completed Self-Assessment) to update your Standards and Indicators for 2022/2023 Learning Plans.

Resources for Learning Plans:
- Pages 19-29 in the CCP Manual
- Demo Video "How to Create Learning Plans (during the year)"
- For information on writing Learning Goals, please see pages 20-22 (Guide to Writing Learning Goals) in the CCP Manual

Activity Records:

If an activity cannot be verified it should not be included in the Activity Record. If an activity does not pertain to your current College learning goals, do not record it in the Activity Record.

Verification of activities via the registrant portal only occurs when a registrant is selected for a Document Audit and a request to upload verification documentation is received from the College.

The College strongly suggests keeping dated **notes** as a form of activity verification for any activity completed.

Resources for Activity Records:
- Pages 23-25 in the CCP Manual
- Demo Video "How to Update Activity Record"

Audits:

Review audits are completed on 1/3 of registrants annually, and 10% of those are selected for Document Audit. Only the past year's CCP Learning Plans are reviewed, unless otherwise indicated. Registrants are rarely audited two years in a row (unless otherwise advised).

Please remember that all CCP documentation must be kept for a minimum of 3 years. The College suggests keeping electronic documentation including a record of learning goals, learning activities, and verification of activities.

Resources for Audits:
- Pages 30-32 in the CCP Manual

Summary of Timelines for access to the updated processes:

Effective November 21, 2022: 2022/2023 Learning Plans are available for updating now via the registrant portal. Please compose and enter learning goals, identify, and check the benefit to practice, and enter learning activities already completed. Maintain the details of relevant learning activities going forward into 2023. Note that your CCP Self-Assessment for 2022/2023 was completed at renewal in 2022 via the CCP Workbook.

Beginning January 1, 2023: The CCP Self-Assessment was paused mid-January due to technical issues. In February 2023, the CCP Self-Assessment was re-opened for regulated members on the General Register to optionally complete the Self-Assessment towards 2022/2023 Learning Plans. This is not a requirement prior to Renewal.

March 2023: Completion of 2022/2023 Learning Plans (including refining learning goals, benefits to practice, learning activity records and completing reflections on learning) on Tab 2 of the Renewal Form. Completion of the CCP Self-Assessment online for identification of new Standards/Indicators and Learning Goals for 2023/2024 competence year on Tab 3 of the Renewal Form.

- For information on writing reflections, please see pages 26-28 (Reflection on Learning: Guide to Writing Reflections) in the CCP Manual
- For more information on submitting learning plans, please see page 29 in the CCP Manual

Questions?

The College encourages all regulated members to review the resources available on the College website. If, upon review of the resources, you have questions, please contact Shannon Eklund, Director of Professional Practice by email at ppc@collegeofdietitians.ab.ca or by calling the College office at 780-448-0059.