

# Updates to CCP and the Impact on 2023 Renewal

College of Dietitians of Alberta

November 21, 2022

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**AMENDED FEBRUARY 2023 - CORRECTED SLIDES NOTED IN RED**

# Webinar Agenda

- ▶ Overview of CCP
- ▶ Rationale for process updates
- ▶ CCP Regulations changes
- ▶ What is new for members
  - ▶ CCP Manual
  - ▶ How to meet requirements
  - ▶ Process updates / timelines for actions
- ▶ Review and Document Audits: RD & College requirements
- ▶ Resources for CCP
- ▶ Summary

# Continuing Competence Program & Process Overview

- ▶ Purpose: maintain and enhance competence and professional services
- ▶ College's role
- ▶ Timeline for RD actions
  - ▶ January/February: completing process for past year, writing reflections on learning
  - ▶ March: submitting reflections online; completing practice profile reflection (Appendix in CCP Manual) and self-assessment online for the coming year; entering new learning goals and benefit to practice online
  - ▶ April through following February: completing and documenting learning activities online, identifying and saving verification documentation

# Rationale for the 2022-2023 Updates

- ▶ Government requirements for transparent and clear processes
- ▶ Bill 46: Government requirement for CCP to be removed from *Regulations* and moved to *Standards of Practice*
- ▶ Government request for a CCP Manual to support the CCP Standard
- ▶ Continuing Competence Committee: Workbook was not working for completion of self-assessment prior to learning goal setting
- ▶ Alinity Registrant Portal capable of housing info for each member including CCP Self-Assessment, Learning Plans, and audit processes/outcomes.

# CCP *Regulations to Standards of Practice*

- ▶ Bill 46: relocated *Regulations to Standards of Practice*
- ▶ (Requirements for two goals and plans, plus RAs remains the same)
- ▶ NEW! CCP Manual
- ▶ Review of *Standards of Practice* and CCP goal setting

# Continuing Competence Program (CCP) Manual

- ▶ The College developed a CCP Manual which all regulated members should be familiar with. The CCP Manual contains comprehensive information on the following:
  - What is the Continuing Competence Program
  - Legislation and Regulatory Documents
  - Continuing Competence Requirements
  - How to Meet CCP Requirements
  - Resources Available to Regulated Members
- ▶ **It is the responsibility of all regulated members to ensure they have read the CCP Manual and are meeting all requirements of the program each year of registration.**
- ▶ CCP Manual is available on the College website throughout the pages under For Dietitians - Registration Renewal - Continuing Competence Program.

# *Standards of Practice: Indicators removed for goal setting*

- ▶ Standard 6 Competence has been removed from Self-Assessment
  - ▶ E.g. d). Maintain competence in present area(s) of practice, incorporating evidence into professional services.
- ▶ Standard 12. Professional Practice Obligations has been removed
  - ▶ E.g. a). Accept as their primary professional obligation, to protect and serve the public interest according to CDA Code of Ethics.
- ▶ Standard 14. Record Keeping: removed
  - ▶ E.g. a). Document, sign, and date complete, accurate, timely records related to professional services.

# Program Requirements

- ▶ Completion of the CCP **Self-Assessment** online through the Registrant Portal
- ▶ Completion of two (2) Continuing Competence **Learning Plans** online:
  - ▶ learning goal
  - ▶ benefit to practice
  - ▶ activity record (**NEW!** And more formalized)
  - ▶ reflection on learning
- ▶ Completion of one (1) Continuing Competence Learning Plan for each Restricted Activity (if applicable) online.
- ▶ Identify Continuing Competence Program learning goals for the upcoming registration year, based on the completed CCP Self-Assessment



# Completing Learning Plans in 2022

- ▶ Learning Plan forms are available online **now** to complete 2022-2023 learning goals, benefit to practice, and learning activities record
- ▶ Learning Goals: Guide to Writing Learning Goals (in CCP Manual)
- ▶ Learning Activities: Guide to Completing the Learning Activity Record (in CCP Manual)
- ▶ Reflection on Learning: Guide to Writing Reflections (in CCP Manual)
- ▶ Submitting Learning Plans at renewal and setting new learning goals based on CCP Self-Assessment

# Updating Plans starting in November 2022

2022/2023 LEARNING PLANS

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**LEARNING PLAN 1**

Standard of practice  
**Standard 3**  
Indicator  
**A. Acknowledge and respect the rights, dignity, and uniqueness of each client (e.g., ethnic/cultural background, religion, age, gender, social status, marital status, sexual orientation, political beliefs, physical/mental ability, corporate mission, and values).**

Learning Goal

\* Specific to the identified performance indicator, my learning goal is: [?](#)

Maximum 500 characters

**Benefit to Practice**

\* Benefit to practice

-

**Learning Plan 1 Activity Record**

[Add](#) Click here to add a new Learning Record

← Add Learning Goal

← Add Benefit to Practice

← Start Logging Learning Activities

# Add Learning Goal / Benefit to Practice

**Learning Goal**

\* Specific to the identified performance indicator, my learning goal is: ?

Maximum 500 characters

**Benefit to Practice**

\* Benefit to practice

-

- ▶ Learning Goals: Guide to Writing Learning Goals
  - ▶ Something you can demonstrate you have completed
- ▶ Example
  - ▶ Learning goal: This year I want to learn about collaboration and negotiation principles as it relates to interprofessional health care teams.
  - ▶ Benefit to practice: Enhanced critical thinking/decision making

# Learning Goals are not...

- ▶ NOT an appropriate learning goal:
  - ▶ I want to create a new dining standard in a continuing care setting.
  - ▶ ✓ Learning Goal: I want to learn about best practices in dining standards for a continuing care setting (by reviewing the national standards and reviewing recent research in this area).

# Start to Complete and Log Learning Activities

### Learning Plan 1 Activity Record

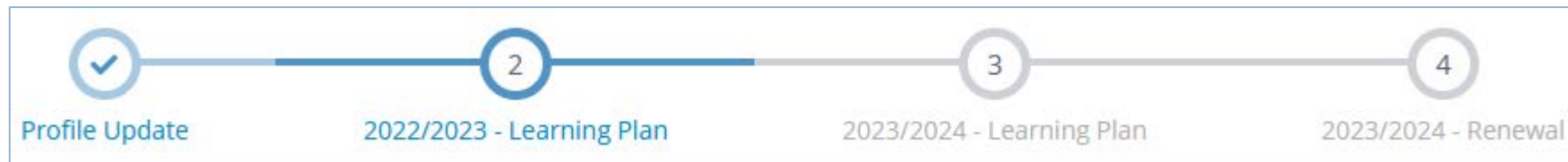
[Add](#) Click here to add a new Learning Record

* Date completed	* Title	* Speaker/Host
<input type="text" value="yyyy-mm-dd"/>	<input type="text"/>	<input type="text"/>
* Activity		
<input type="text" value="-"/>		

- ▶ Learning Activities: Guide to Completing the Learning Activities Record
- ▶ Example
  - ▶ Learning goal: This year I want to learn about collaboration and negotiation principles as it relates to interprofessional health care teams.
  - ▶ Activity Record: *Date Completed - Title - Speaker/Host*
    - ▶ 8/7/2022 - Online workshop on collaboration and conflict - X PCN
    - ▶ 9/14/2022 - Notes on “Working on working together” - Taylor and Francis online
    - ▶ 9/14/2022 - Read: Solid Negotiation Skills - Cleverley Associates

# CCP Submissions during Renewal

- ▶ Submit past year's Learning Plans (Tab 2)
- ▶ Create upcoming year's Learning Plans (Tab 3), based on CCP Self-Assessment



# Completing Learning Plans at Renewal

- ▶ Reflection on Learning at Renewal 2023:
  1. A summary of learning from the activities completed (and recorded in the Activity Record), i.e. “what you learned from your learning activities”, and
  2. “How your practice or competence has been enhanced”, which elaborates on the benefit to practice. The reflection can also include how you applied your learning in your practice, how your knowledge/skill changed your practice, etc.
- ▶ \*Please note, for those *not currently practicing dietetics*, consider and explain how your new learning enhances your current competence and how the learning will be used in practice when you return.
- ▶ Reflection on Learning: Guide to Writing Reflections

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# Completing Learning Plans at Renewal

- ▶ For 2022/2023...
- ▶ What if my Indicators/goals have changed??? I can't change them now!
  - ▶ If your goals/indicators have changed, *you will document the change in your learning plan or reflection on learning at renewal*
  - ▶ *You may optionally complete the CCP Self-Assessment prior to renewal to update your Standards and Indicators*
    - ▶ *If you previously entered learning plan content, this will not be affected by the change to Standard or Indicator.*
- ▶ In 2023-2024 and future years
  - ▶ If you have changed to an indicator that does not fall within your selected list of indicators from your Self-Assessment, you *may adjust your completed Self-Assessment to include the relevant indicator(s).*



# Reflection on Learning

- ▶ Reflection on Learning: Guide to Writing Reflections
- ▶ Example

I learned that collaboration for best patient outcomes takes understanding of all team members roles, trust and shared leadership and trust within teams. I learned that negotiation and conflict resolution skills work best when team members know one another and have a vested interest in patient outcomes. I also gained experience role playing with two of my team members during the PCN workshop which enhanced my confidence in my negotiating skills. I know I am more competent in this area and within my team, as I am more confident having difficult discussions within the team, and in my performance review, my manager acknowledged my leadership in this area and how it led to enhanced collaboration to meet patient care needs.

**LEARNING PLAN 1**

Standard of practice  
**Standard 4**  
Indicator  
**D. Consult with and/or refer as required, when the needs of clients may be more appropriately met by another Registered Dietitian or team member.**

**Learning Goal**

\* Specific to the Identified performance indicator, my learning goal is: ?

This year I want to learn about collaboration and negotiation principles as it relates to interprofessional health care teams.

**Benefit to Practice**

\* Benefit to practice  
Developed program/process/product

**Learning Plan 1 Activity Record**

Add Click here to add a new Learning Record

* Date completed	* Title	* Speaker/Host
2022-08-07	workshop on collaborati	X PCN
* Activity Attend conferences/workshops/in-se		
2022-09-14	Notes on "Working on wor	Taylor and Francis online
* Activity Internet-based research - webinars,		
2022-09-14	Read: Solid Negotiation S	Cleverley Associates
* Activity Literature review - journal articles, b		

**Reflection on Learning**

\* Reflect on the impact of your learning goals and activities to the enhancement of your practice as a professional. Maximum character count is 1000 characters. ?

I learned that collaboration for best patient outcomes takes understanding of all team members roles, trust and shared leadership and trust within teams. I learned that negotiation and conflict resolution skills work best when team members know one another and have a vested interest in patient outcomes. I also gained experience role playing with two of my team members during the PCN workshop which enhanced my confidence in my negotiating skills. I know I am more competent in this area and within my team, as I am more confident having difficult discussions within the team, and in my performance review, my manager acknowledged my leadership in this area and how it led to enhanced collaboration to meet patient care needs.

- ▶ A completed Learning Plan will contain:
  - ▶ Learning Goal
  - ▶ Benefit to Practice
  - ▶ Activity Record (at least 1 activity per Learning Plan)
  - ▶ Reflection on Learning
- ▶ Mandatory 2 Learning Plans, plus a Learning Plan for each Restricted Activity Authorization

# CCP Submissions during Renewal

- ▶ Submit past year's Learning Plans (Tab 2)
- ▶ Create upcoming year's Learning Plans (Tab 3), **based on CCP Self-Assessment**

The screenshot displays a four-step progress bar at the top. Step 1, 'Profile Update', is completed with a checkmark. Step 2, '2022/2023 - Learning Plan', is also completed with a checkmark. Step 3, '2023/2024 - Learning Plan', is the current step, indicated by a circle with the number '3'. Step 4, '2023/2024 - Renewal', is pending, indicated by a circle with the number '4'. Below the progress bar, the main content area is titled 'INSTRUCTIONS' and contains the following text: 'When submitting your Continuing Competence Program, Learning Plans will use the *Standards of Practice* (Standard and Indicator) as determined through completion of the Self-Assessment. Each Learning Plan Form will consist of two (2) learning plans (mandatory) and an additional learning plan for each restricted activity (as required). Registrant'. Below the instructions, the section is titled '2023/2024 LEARNING PLANS'. A message box states: 'You are required to complete a self-assessment prior to selection of specific learning goals. [CLICK HERE](#) to go to self assessment.' At the bottom right of the form, there are two buttons: 'Next' and 'Save for later'.

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# Upcoming Learning Plans based on CCP Self-Assessment

- ▶ CCP Self-Assessment is online and is mandatory
    - ▶ Access to CCP Self-Assessment will begin January 1, 2023 for optional completion towards 2022/2023 Learning Plans.
    - ▶ Access to CCP Self-Assessment for 2023/2024 will occur with Renewal, March 2023
  - ▶ Review Standards and Indicators and identify each as:
    - ▶ an area for development and learning, OR
    - ▶ not identified for learning at this time
- Note: list of Standards and Indicators has been reduced for CCP
- ▶ Standards 6 and 12 primarily
- ▶ Creates list of potential indicators for learning for the upcoming year
  - ▶ Select indicators to Create each Learning Plan

## Questions

### Standard 1: Assessment and Interventions

Registered Dietitians competently select and interpret assessment data, develop and/or implement goals/plans/tools, and implement appropriate interventions in the provision of client-centred, professional services.

#### Question 1 of 98 **1.A**

A. Obtain client consent for professional services.

- This is an area for development and learning.
- This is not identified for learning at this time.

#### Question 2 of 98 **1.B**

B. Obtain, review, and interpret relevant assessment data.

- This is an area for development and learning.
- This is not identified for learning at this time.

# Audits: Review Audit

- ▶ **Review Audit**
- ▶ Meets requirements:
  - ▶ Is the learning goal clear? Is what the member wants to learn about clearly identified and tied to the selected indicator?
  - ▶ Is the Activity Record satisfactory? Are Activities relevant to the identified learning goal?
  - ▶ Is the Reflection on Learning adequate? Was a summary of learning from activities identified, and was there evidence that the learning was applied in practice (or practice enhanced)?
- ▶ 3 outcomes

# Audits: Document Audit

## ▶ Document Audit

- ▶ Verification of Activities:
  - ▶ Submit/upload dated evidence for each documented activity
    - ▶ demonstrates completion of a learning activity related to the planned learning goal.

## ▶ Outcomes:

- ▶ meets requirements (no further follow-up required);
  - ▶ meets requirements but requires a review of the learning plan/reflection writing/activity record writing or submission process; or
  - ▶ does not meet requirements and must re-submit requested components of the CCP Learning Plan in a Word document directly to the Director of Professional Practice.
- ▶ Directed Review Audit

# Audits and Learning Activity Records

- ▶ DOCUMENT AUDIT ONLY requires upload of verification
- ▶ Upload verification as one pdf or image file (5MB max) per activity
- ▶ The document you choose to upload as activity verification must **demonstrate** that you completed the activity that you said you completed in the activity record.



# Resources for CCP

## For Dietitians - Registration Renewal - Important Resources for Renewal and CCP

- ▶ Continuing Competence Program (CCP) Manual
- ▶ Guide for Using the Registrant Portal
- ▶ Demo Videos for Registrant Portal
  - ▶ How to Update CCP Activity Record (1:47)
  - ▶ How to Submit CCP Learning Plans (Renewal) (2:12)
  - ▶ How to Complete the CCP Self-Assessment (2:49)
  - ▶ How to Create CCP Learning Plans (Renewal) (2:08)
  - ▶ How to Create CCP Learning Plans (during the year) (2:28)
  - ▶ How to Complete Jurisprudence Learning Module (2:06)
- ▶ College website → For Dietitians - Registration Renewal

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# Summary & timelines

- ▶ RD CCP processes are all online
- ▶ November 21, 2022: Update Learning Plans in the registrant portal
- ▶ January 2023: **Optional:** Online Self-Assessment for **2022/2023** will be available
- ▶ January and February 2023: Updating Learning Plans, completing activities, filling in Activity Record, drafting Reflections on Learning
- ▶ March 2023:
  - ▶ Renewal, complete learning plans including inserting Reflections on Learning **(Tab 2)**.
  - ▶ Complete Self-Assessment **for 2023/2024 (Tab 3 link)**.
  - ▶ Begin new Learning Plans for 2023-2024- choosing indicators for learning plans from online Self-Assessment list, write learning goal, identify benefit to practice **(Tab 3)**.
- ▶ April 2023 forward: complete learning activities, note them in learning plans etc

# Questions?

▶ Contact:

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