

CONTINUING COMPETENCE PRACTICE ENHANCEMENT PLAN

DO NOT SEND this form, retain for your records

First Name		Year	
Last Name		License #	

Your self-assessments, practice enhancement plans and any supporting documentation relevant to your Continuing Competence Program (CCP) must be kept for five years as evidence of your activities. **Do not send your continuing competence documents to CRPNA unless you are selected to participate in the audit.**

The Practice Enhancement Plan is required for the Continuing Competence Program (CCP). For more information see the CCP booklet. The CCP booklet is downloadable from the CRPNA website: <http://www.crpna.ab.ca/practice.php>

Completing the professional enhancement portion of your practice permit form is your professional commitment to enhance your practice of psychiatric nursing. The Practice Domain or Area of Practice can be located in the CCP booklet; the Indicator Numbers are listed under each Standard of Practice in each domain in the CCP booklet. If more space is required, please attach a separate sheet. **See reverse** for explanation of each section.

PSYCHIATRIC NURSING PRACTICE ENHANCEMENT PLAN											
SECTION 1 – Self Assessment											
Indicator number and CCP Practice Domain <table border="1"> <thead> <tr> <th>Indicator Number</th> <th>Practice Domain</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Indicator Number	Practice Domain									Learning Objective: Looking forward, what area/areas of my psychiatric nursing practice will I work on enhancing in the upcoming year?
Indicator Number	Practice Domain										
Section 2 – Practice Enhancement Plan											
Resources and Strategies: How will I achieve my learning objective – What is my learning plan? 											
Section 3 – Expected Outcomes											
How will this objective enhance my psychiatric nursing practice: 											
Section 4 - Evaluate											
<input type="checkbox"/> I have evaluated my last year's enhancement plan and <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> I <u>have met</u> my learning objectives <input type="checkbox"/> I <u>have not met</u> my learning objectives </div> <div> <input type="checkbox"/> I <u>have changed</u> my learning objectives and <u>have met</u> them. <input type="checkbox"/> I have changed my learning objective and / are still working on them </div> </div> Evaluation: After meeting my learning objective(s) what change(s) do I see in my practice / knowledge?											
Section 5 - Barriers											
If you encountered any barriers to achieving your last year's learning objective(s) please describe those barriers and any actions you took to address them. 											
Section 6 – Professional Portfolio											
Do you maintain a professional portfolio? <input type="checkbox"/> Yes <input type="checkbox"/> No What documentation do you keep in your professional portfolio? (Please check all that apply) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Annual self-assessment <input type="checkbox"/> Certificates </div> <div> <input type="checkbox"/> Resume/Curriculum Vitae <input type="checkbox"/> Letters of recommendation </div> <div> <input type="checkbox"/> Performance evaluation <input type="checkbox"/> Other _____ </div> <div> <input type="checkbox"/> Learning Plan <input type="checkbox"/> Record of learning activities </div> </div>											
RETAIN COPIES of your Self Assessment and your Psychiatric Nursing Practice Enhancement Plan for audit purposes on a yearly basis.											

STATEMENT OF ATTESTATION

A written acknowledgement of compliance with the standards and terms of the Continuing Competence Program. I certify that the information on this form is true and complete.

Signature: _____

Date: _____

INSTRUCTIONS

Complete all sections on your Continuing Competence Program (CCP) practice enhancement plan form and retain this form for your records for audit purposes.

Section 1 – Self Assessment – Identify your learning needs utilizing the standards of practice and indicators in the Continuing Competence Program (CCP) booklet found on the website at <http://www.crpna.ab.ca/practice.php>

There are four (4) self-assessment tools included in the Continuing Competence Program (CCP) booklet. These encompass your domains (or areas of practice). Choose the one(s) that apply to your practice.

- Direct clinical Practice
- Educator
- Administrator
- Researcher

A **domain** is a description of the main responsibility of your nursing practice. It is used simply to describe the main area of expertise used in nursing practice in that domain or practice area.

There are five (5) Psychiatric Nursing Standards of Practice. A **standard** may be defined as a "benchmark of achievement" which is based on a desired level of excellence. All standards of practice provide a guide to the knowledge, skills, judgment and attitudes that are needed to practice safely. They reflect a desired and achievable level of performance against which actual performance can be compared. Their main purpose is to promote, guide and direct professional psychiatric nursing practice.

Under each standard of practice, you will find a number of indicators that help you determine how to meet the standard of practice. An **indicator** is a statement to help illustrate how the standards can be met. There are five psychiatric nursing standards of practice, four domains (or areas of practice) and indicators under each standard, which are not meant to be all inclusive.

Take your CCP booklet, open to your domain of practice, review the five (5) standards of practice/indicators as well as all other pertinent CRPNA Psychiatric Nursing Standards of Practice (Appendix1). Reflect on your practice during this review. Identify your areas of strengths and any areas of improvement or enhancement you would like to work at achieving. Prioritize your learning needs which can be either knowledge or skill based and choose standard(s) and indicator(s) to develop a learning objective(s) for your practice enhancement plan. The CRPNA has not determined a "number" of required objectives to be recorded.

Fill in your Continuing Competence Practice Enhancement Plan with your learning objective, your CCP practice domain and your indicator number that supports your objective and your strategies to help you achieve your objective in the upcoming year.

Section 2 – Practice Enhancement Plan - developing your learning objective(s)

When writing your learning objective think in terms of:

- Specific – observable action or behaviour (use active verbs)
- Measurable – be able to define your end results in qualitative or quantitative terms
- Attainable – do you have the required resources or strategies to obtain your objective
- Relevant – how will this learning objective enhance your practice or increase your knowledge or skill base (also ask how are your strategies relevant to helping you achieve your objective).

Section 3 – Expected Outcomes - How will my learning objective enhance my practice? If you achieve your objective(s) will your practice knowledge improve, or will your clinical skill base be enhanced?

Sections 4 - 6 - These sections are completed using your **LAST YEAR'S** Practice Enhancement Plan

Section 4 – Evaluate –

Use your **LAST YEAR'S** Practice Enhancement Plan and indicate if you have met or changed your objectives / goals.

Section 5 – Barriers –

If you encountered any barriers as you worked to achieving your learning objective(s) (last year):

- What were they and how did you attempt to resolve them, and were they resolvable?
- Did these barriers prevent achievement of your objective?
- Did you have to rewrite an objective because of these barriers?
- Did you achieve your new objective if you had to rewrite an objective?

Section 6 - Professional Portfolio – A portfolio is simply a place to store all your documents.

Please **RETAIN COPIES** of your Self-Assessment and your Psychiatric Nursing Practice Enhancement Plan for audit purposes. Please **RETAIN COPIES** of all resources used in achieving your learning objectives.