



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Registration Policy

Policy Description: Continuing Competence Plan
(CCP) Audit

Policy Number: R12

Effective Date: January 2021

Signature

Review Date: January 2024

New Policy _____

Revision: Partial X **Complete** _____

Applies To: All RNANT/NU registrants that have had their Continuing Competence Plan (CCP) requested by RNANT/NU for audit purposes.

Purpose: This policy outlines the audit process of the continuing competence program that will occur on an annual basis. This policy is in addition to Registration Policy R11: Continuing Competence Plan (CCP).

Policy:

1. Audit Frequency

Three percent of each nursing profession of RNANT/NU will be audited annually.

2. Audit Process

- a) Registrants must submit their CCP to RNANT/NU during renewal as per Registration Policy R11: Continuing Competence Plan.
- b) Three percent of registrants will be notified that they have been randomly selected for audit in January.
- c) CCPs will be reviewed by the Registration Committee for content, completeness, and adherence to the RNANT/NU Standards of Practice (2019) using an audit assessment tool.
- d) Registrants will be notified if their CCP does not meet the satisfactory requirements set by the Registration Committee and Registrar.
- e) Registrants will be provided feedback from the Registration Committee and be given 14 calendar days to resubmit a satisfactory CCP in accordance with Bylaw 4.
- f) Audited registrants who are required to resubmit their CCP may request assistance from the Registrar and/or a member of the Registration Committee.
- g) An audit record will be noted on the registrant's file indicating the date and outcome of the audit.
- h) If a registrant does not complete a satisfactory CCP as requested by RNANT/NU, the application for reinstatement/renewal may be denied.
- i) Non-compliance to the CCP program may result in a formal complaint forwarded to the Professional Conduct Committee.

Conditions and Exceptions:

none

Authority and Accountability:



This policy is issued under the authority of RNANT/NU Board of Directors and as governed by the Consolidation of the Nursing Act (1998), Section 2; Nursing Profession Act (2003), Section 29; RNANT/NU Bylaw 2, Section 5 (4) (c) and Bylaw 4. The Board of Directors has the authority to revise this policy as required.

The Director of Regulatory Services and Policy and the Registration Committee are accountable to the Board of Directors, and ultimately to the membership for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy replaces the former policy: R12: Professional Development Plan (PDP) Audit

Revisions: May 2010; January 2021