



Effective Date: January 2022

Signature

Review Date: January 2025

New Policy _____

Revision: Partial X **Complete** _____

Applies To: All RNANT/NU members 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 Plan. This policy is in addition to Registration Policy R11: Continuing Competence Plan (CCP).

Policy:


1. Audit Frequency

Ten percent of the active RNANT/NU membership (RNs and NPs) will be audited annually.

2. Audit Process

- a) A list of the active members will be created, and a random sample will be generated.
- b) The Registrar will notify the members by email that they have been randomly selected to submit their CCP to RNANT/NU.
- c) Members will be given 30 days after the notification email was sent to submit their CCP to the Registrar.
- d) CCPs will be reviewed by the Registrar and Registration Committee for content, completeness, and accuracy. The Registrar and Registration Committee will use an audit assessment tool.
- e) An audit record will be noted on the member's file indicating the date and outcome of the audit.
- f) If a submitted CCP is deemed unsatisfactory by the Registration Committee or Registrar, the Registrar will provide the member with written feedback and may request revision and/or additional information that must be provided within 30 days after the resubmission request email was sent.
- g) Failure to comply with the Continuing Competence Program requirements may result in the registrant's application for reinstatement/renewal being denied. A formal complaint may be forwarded to the Professional Conduct Committee.

Conditions and Exceptions:

 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 2 of 2</p>	<p>Registration Policy</p> <p>Policy Description: Continuing Competence Plan (CCP) Audit</p> <p>Policy Number: R12</p>
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none

Authority and Accountability:

This policy is issued under the authority of the RNANT/NU Board of Directors and as governed by the NU Nursing Act (2004), Section 2; NT Nursing Profession Act (2004), 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, revised May 2010. Revised January 2022.