

## Professional Development Checklist

### 1. HAVE I COMPLETED ALL REQUIREMENTS OF THE CONTINUING COMPETENCE PROGRAM (CCP)?

#### Self Assessment based on the Standards for Nursing Practice in the Yukon

► **Complete the self assessment at the beginning of the registration year. Keep it in your portfolio with records of learning activities.**

- Use the self-assessment worksheets, based on the Standards for Registered Nursing Practice in the Yukon.

#### Develop and Implement Learning Goal and Plan

- After completing the self assessment, identify your learning needs and think about how they can be met and the opportunities available to you to enhance your practice
- Review the list of suggested learning activities (p.18) and plan your approach
- Complete 'Step 3: Learning Goal and Yearly Plan' (p. 13) outlining the specific strategies you will implement during the year to address your learning needs
- Participate in and record your learning activities throughout the year

#### Evaluate the effects of your learning activities on your practice

- Ask yourself if the activities in which you participated are enhancing your practice
  - YES  NO → Are you satisfied with how well you met your learning goal?
  - YES  NO → Did you find that your goal changed as you progressed through the year?
- Keep a record of activities, ideas and their impact on your practice in a portfolio
- Keep your Continuing Competence Program records for a minimum of three years.

### 2. DO I HAVE ENOUGH PRACTICE HOURS?

- To renew your license each year, you must have 1125 hours of recognized nursing practice in the previous five year period (a January 1 — December 31 year). If you have any question as to whether you meet this requirement, or about whether your practice is recognized as nursing hours, contact YRNA.

### 3. HAVE I COMPLETED THE ANNUAL REPORTING FORM AND INCLUDED IT WITH MY LICENSE RENEWAL APPLICATION?

► **Complete the CCP Annual Reporting Form as the end of the license year approaches. Submit the signed form with your application for registration/licensure.**

**Each year, YRNA will audit a sample of practising registrants to monitor compliance with the Continuing Competence Program.**

