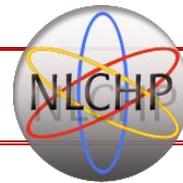


# Making Connections



September 12, 2014

Message from the Council Chair

Vol. 2, Fall 2014

We hope that you found the first edition of "Making Connections" informative. In keeping with the objectives to update registrants on the activities and directions of the NLCHP, we hope also that this communication will continue to keep registrants informed of issues and trends in professional regulation.

This second edition is focused on the continuing education (CE) and professional development (PD) requirements for registrants as articulated in the legislation. In particular we will focus on the policies adopted by the Council and the Colleges with respect to documentation of continuing education and professional development and the audit processes to ensure compliance with the requirements for renewal of registration.

We hope that after you read this edition you have a clear understanding of your responsibility as well as the consequences of non-compliance where CE/PD requirements are not met. If you require additional information or clarification of your responsibility please feel free to contact your college or the staff at the NLCHP.

Colin Power BSc, MLT

## Maintaining Competency

In today's health care environment we see rapid advancements in health technology and research resulting in an explosion of knowledge. Highly paced new information requires accurate and up to date understanding of health and health care. When the general public access health service they demand assurance that they are receiving effective health care and information from qualified and competent health care providers. So how does the NLCHP ensure the public they are receiving care by competent health professionals?

Each health professional college designated in the *Health Professions Act* (the Act) has established a scope of practice, standards of practice and a code of ethics that apply to all its members and is updated as necessary. As registered health professionals it is ultimately the registrant's responsibility to ensure that they abide by these standards and ensure that their practice is current. The NLCHP's role as the regulatory body is to ensure registrants not only meet the registration requirements for their profession but uphold the standards of the profession. The NLCHP carries out its responsibility through initial and yearly registration of registrants as well as its ongoing quality assurance program.

Health care professionals in the 21<sup>st</sup> century are expected to be lifelong learners, continually seeking information to maintain competency in their profession. Although some may assume competency is assured as long as they are employed and working in their field, others argue that work experience is not enough to maintain competency and skill given the continual advancement of knowledge, and changing standards and practices. Those who have been working within their profession for a number of years can attest to the many changes they have experienced in that time period. Regardless of the debate, the legislation is clear and sets out that registrants **MUST** participate in continuing education and professional development as one way of maintaining competency in their profession.

When an employer or a member of the general public hires or seeks the services of a registered health professional they expect that the registrant is appropriately educated and competent. Employers expect employees to maintain competency in their practice and that the regulatory body has mechanisms in place to ensure the competency of its registrants. It is generally accepted that entry level competence is gained through graduation from an approved education program and passing a national competency/registration exam. Ensuring ongoing competency is often more difficult to confirm but in the legislation governing the NLCHP, registrants are required to participate in continuing education and maintain a minimum number of hours of work in the profession. Hours of work and continuing education are confirmed through quality assurance activities such as audits conducted by the NLCHP. Registrants need to understand that at any time the Registrar or the NLCHP's QA committee can request an audit of your practice (with, or without a complaint regarding your practice) and registrants are required to comply with that request. Registrants with the NLCHP **MUST** understand the continuing education and professional development requirements for their profession. The NLCHP and the health professional colleges are two organizations that can assist you in understanding these requirements.

The NLCHP and the colleges have developed specific policies on continuing education and professional development

## SELF-REGULATION AND PUBLIC PROTECTION

Registrants with the NLCHP **MUST** understand the continuing education and professional development requirements for their profession.

requirements. In addition the Council has developed a policy on Audit of Continuing Education and Profession Development that outlines the consequences of non-compliance. To better understand the continuing education and professional development requirements for your profession please visit your college web site. For policies on registration requirements and the Quality Assurance Program, please visit the NLCHP web site [www.nlchp.ca](http://www.nlchp.ca).

## Frequently asked questions regarding the CE/PD requirements of your College and Council.

Question: Where do I find information on the requirements for CE/PD?

Answer: Many of the health professional colleges have information related to the CE/PD program on the college website.

Question: I'm a new graduate and just registered with the NLCHP, am I required to complete CE?

Answer: Registrants who have been registered for less than 12 months in the initial year of registration are exempt from the CE/PD requirements in their initial year of registration.

Question: I'm going on maternity leave during the year and I'm wondering if I'm required to complete the college CE/PD requirements?

Answer: If you have registered with NLCHP during the year (other than first time registrants in their initial registration year), you are required to compete **ALL** of the CE/PD requirements. The college requirements for CE/PD apply to all registrants regardless of the number of hours worked in that registration year.

Question: I'm a non-practicing registrant do I need to complete the CE/PD requirements?

Answer: Yes. All registrants of the NLCHP regardless of category of registration **MUST** comply with the CE/PD requirements for their college.

Question: How does the NLCHP know if I have completed the required CE/PD?

Answer: As part of the renewal registration you are asked to declare the number of CE/PD credit hours you completed in the previous calendar year (January-December). If you don't have enough CE/PD credits or credit hours you will be contacted and given 30 days to complete the required shortfall. You will then be automatically placed into the audit for CE/PD documentation for the next year. (See policy Audit-Confirmation of Continuing Education). For additional details, please access: <http://www.nlchp.ca/level2.php?id=20>

In addition to declaring the number of CE/PD credits or credit hours on your yearly renewal of registration, the Quality Assurance Committee will conduct random audits of CE/PD portfolios each year to ensure that the declaration made on your renewal of registration is accurate. You will be audited at a minimum once every 4 years.

**Question:** What happens if the declaration on my renewal of registration is not supported in my CE/PD portfolio?

**Answer:** Registrants are expected to maintain documentation to support their attendance at CE/PD. This documentation must be kept and available for audit for a minimum of 5 years. If your portfolio has insufficient documentation and the documented activities do not meet the CE/PD criteria you will be given 30 days to complete the shortfall and will be subject to a fine of \$100 for the first offence. You will also be audited in the following year. If during future audits the registrant does not meet their CE/PD documentation despite declaring an appropriate number of CE/PD credits on their renewal application, the registrant will be subject to a \$500 fine and a QA Assessment to determine their competency to practice (NLCHP Policy: Audit-Confirmation of CE/PD Portfolios).

**Question:** What happens if I am late submitting my portfolio for the CE/PD audit?

**Answer:** There is a late submission fee of \$50 for first offence and your CE/PD portfolio will be automatically audited in the next audit year.

**Question:** What happens if I do not submit any documentation when requested for the CE/PD portfolio audit?

**Answer:** You will be provided an additional 30 days to submit your documentation. If you do not comply with the request of the QA Committee your registrant file will indicate "Not in Good Standing for CE/PD". In addition you will be required to complete a program of continuing education as defined by the college, subject to a fine of \$50 and automatically audited for CE/PD in the next registration year (**NLCHP Policy** Audit-Confirmation of Continuing Education and Professional Development Portfolios).

## **Contact Information**

**The Newfoundland and Labrador  
Council of Health Professionals (NLCHP)**

[www.nlchp.ca](http://www.nlchp.ca)

[secretary@nlchp.ca](mailto:secretary@nlchp.ca)

[contact@nlchp.ca](mailto:contact@nlchp.ca)

## The Colleges:

### **College of Chinese Medicine Practitioners and Acupuncturists**

#### **Newfoundland and Labrador**

47 Leslie Street St. John's NL

A1E 2V7

[www.ctcmpanl.ca](http://www.ctcmpanl.ca)

Ethne Munden, Chair

### **College of Audiologists and Speech-Language Pathologists**

#### **Newfoundland and Labrador**

Suite 435, Unit 50 Hamlyn Road Plaza

St. John's, NL

A1E 5X7

[www.caslplnl.ca](http://www.caslplnl.ca)

Chris Murphy, Chair

#### **Newfoundland and Labrador**

### **College of Dental Hygienists Inc**

390 Topsail Road

P.O. Box 39008

St. John's NL

A1E 5Y7

[www.nlcdh.com](http://www.nlcdh.com)

Dan Mercer, Chair

#### **Newfoundland & Labrador**

### **College of Respiratory Therapists**

Suite # 133

Unit 50 Hamlyn Road Plaza

St. John's, NL

A1E 5X7

[www.nlcrt.ca](http://www.nlcrt.ca)

Bonnie O'Leary, Chair

#### **Newfoundland & Labrador College for Medical Laboratory Sciences**

P.O. Box 39057

St. John's, NL

A1E 5Y7

[www.nlcmls.ca](http://www.nlcmls.ca)

Colin Power, Chair

## *HEALTH PROFESSIONS ACT, 2010*

- Support the quality and safety of Health Services;
- Enhance public protection;
- Improve patient safety;
- Strengthen the regulatory system;
- Facilitate patient-centered, interprofessional collaboration and care.