



March 15<sup>th</sup>, 2018

Greetings Licensed Practical Nurses.

RE: 2017 AGM Proposed CEP Revision in response to a member submitted resolution

Please review the following important information related to potential changes to the Continuing Education Portfolio program. Your feedback is valuable to us and we thank you in advance for the time taken to review this information.

The SALPN Council received a resolution from SALPN member, Brent Wagner at the 2017 Annual General Meeting (AGM) related to the Continuing Education Portfolio program. The resolution states;

***“I propose that Section 1 and Section 2 [See clause 10(1)(b) SALPN Regulatory Bylaws] be combined therefore allowing the individual LPN to accumulate... continuing education hours regardless [of]... Group Learning or Individual Learning...”.***

The SALPN Council is obligated to respond to the resolution before or at the following AGM and must respond in a manner reflective of the SALPN public interest mandate.

A series of questions and answers, an explanatory chart, and examples have been developed to help you understand the potential changes to the Regulatory Bylaws related to the CEP Program.

**1. Is the SALPN Council willing to make changes to regulatory bylaws related to the CEP program based on the resolution?**

The SALPN Council reviewed the program and regulatory bylaws and considered many factors including program effectiveness, comparability to other existing programs, member compliance with the existing program, and practicality.

The objective is a continuing education program that contributes to lifelong learning and enhances the quality and safety of care provided by LPNs. The SALPN Council is confident changes to the CEP program can be made while ensuring public protection efforts and a commitment to lifelong learning.

**2. When will the proposed bylaws be presented to the LPN membership?**

Proposed bylaw revisions will be presented at the AGM on May 9<sup>th</sup>, 2018 at 1:00 PM at the Saskatoon Inn. The AGM is free to attend. Members in attendance will have the opportunity to vote either in favor or not in favor of the proposed bylaw changes. The final draft of the proposed bylaw revisions will be made available no later than two weeks before the AGM.

Members can provide feedback regarding the information in this document. Please email general comments to [info@salpn.com](mailto:info@salpn.com) with the subject line “**CEP Bylaw Feedback**” or call (306) 525-8052 to discuss directly with SALPN, Executive Director Lynsay Nair. Comments will be shared and discussed with the SALPN Council. **Submit feedback before April 4<sup>th</sup>, 2018.**

**3. What did the SALPN Council learn from reviewing the CEP Program?**

The SALPN Council agrees there are several types of quality learning available which enhance quality and safety in LPN practice. One of the main differences between education formats is the ability to confirm full attendance or completion. There are formats of education in which this is easily done, and there are formats in which these are less easily verified. The SALPN is committed to ensuring LPNs complete continuing education and therefore have placed significant weight on learning, that can be confirmed as complete.

**4. How does the SALPN Council propose to acknowledge the quality learning available to LPNs and ensure their responsibility to the public is fulfilled?**

The SALPN Council proposes condensing and simplifying the current categories into two simpler categories; **Section A: Formal Activities and Section B: Informal Activities.** A sample of the complete chart and examples are included for review purposes.

**Section A: Formal Activities** - Section A: Formal Activities are easily verified as complete. It includes and addresses the multiple, but effective ways people learn. This includes the current “formal” and “self-directed learning,” but can also capture other high-quality workshops, initial certifications, and education formats available. The completion of a professional growth plan is also included in this section.

## Section A: Formal Activities (Report a minimum of 8 hours annually)

1. Activities with two or more of the following are considered a formal activity:
  - a) ends with an exam or quiz
  - b) requires completion of an assignment, a learning module, formal course work, a workbook, or project
  - c) includes a demonstration of competency
  - d) includes interactive group work
  - e) results in the earning of a credential
  - f) can be passed or failed
  - g) initial certification

*\*Does not include recertifications*
2. Completion of a Professional Growth Plan is an option considered a formal activity (16 reportable hours)

**Section B: Informal Activities** includes education or activities that can be difficult to confirm completion or full attendance. This section includes webinars and review of audio-visual internet sources. Recertifications, preceptorship, and participation on nursing or health care committees, although important, are best placed in this category to ensure there is an opportunity to embrace new learning.

## Section B: Informal Activities

Includes the following activities:

- a) recertifications
- b) preceptorship (8 Reportable hours per 36 hours of preceptorship)
- c) nursing/healthcare committees
- d) reading of articles
- e) audio-visual internet sources
- f) webinars
- g) activities that do not meet the criteria of "Section A; Formal Activities"

**5. How come the chart doesn't include SALPN events?**

SALPN events will be categorized based on the content of each event. The delivery formats of the event may change and therefore the classification would change as well. This allows SALPN to be flexible when planning educational events and the ability to provide workshops opposed to a traditional conference. Event material will indicate the placement of each SALPN hosted event.

**6. Will the number of required hours change?**

No, the number of reported hours will remain 24 annually (pro-rated for those holding a non-practicing certificate for periods of the year or for those obtaining their initial SALPN licensure during the licensure year). **A minimum of 8 hours would be required annually in Section A: Formal Activities. The remainder of the required hours could be reported in either section.**

**7. Will the proposed changes include the option to carry-over CEP hours?**

Yes. The carry-over process will allow LPNs to continue to carry-over up to 8 hours of excess education (or one-third of your annual requirement if-prorated) into the following year. Carry-over hours is applied to the section it was originally obtained.

**8. Will the proposed changes make the renewal process easier?**

Yes. It will be much easier to classify education as there will be two categories. This will eliminate the need to sub-categorize education on renewal.

**9. Will I be able to upload verification of education completed directly to my member profile?**

Yes. SALPN is working with the database provider and this option will be available soon. Once available, members will be able to upload proof of education to your Member Profile as it's completed. This option will be made available regardless if changes are made to the program.

## SALPN CEP Program Education Classification

### Section A: Formal Activities

1. Activities with two or more of the following are considered a formal activity:
  - a) ends with an exam or quiz
  - b) requires completion of an assignment, a learning module, formal course work, a workbook, or project
  - c) includes a demonstration of competency
  - d) includes interactive group work
  - e) results in the earning of a credential
  - f) can be passed or failed
  - g) initial certification

*\*Does not include recertifications*
2. Completion of a Professional Growth Plan is an option classified as a formal activity (16 reportable hours)

### Section B: Informal Activities

- Includes the following activities:
- a) recertifications
  - b) preceptorship (8 Reportable hours per 36 hours of preceptorship)
  - c) nursing/healthcare committees
  - d) reading of articles
  - e) audio-visual internet sources
  - f) webinars
  - g) activities that do not meet the criteria of "Section A; Formal Activities"

### SALPN CEP Program: Individual Requirements

Length of time Practicing Licence is Held:	Minimum Amount of Total Hours to Report Annually	Hours required from Section A: Formal Activities	Carry Over Hours Allowed
<b>&lt;3 months</b>	6	2	2
<b>&gt;3 Months &lt;7 Months</b>	12	4	4
<b>&gt;7 Months</b>	24	8	8

## Examples of Education Classification:

- A) My employer is providing a two-hour education session about a new wound assessment process we are using on our unit. It includes a learning module; quiz and we are required to show we know how to use the system. Where will this be categorized?**

This would be categorized in Section A: Formal Activities because it includes two or more of the descriptors in that section. It ends with a quiz, includes a learning module, and includes a demonstration of competency. Report 2 hours.

- B) I attended a two-day (7-hour days) leadership development workshop. I received a certificate of completion. We worked through a workbook, and I was required to participate in group activities throughout the two days?**

This would be categorized in Section A: Formal Activities because it includes working through a workbook and involved participation in group activities. Report 14 hours.

- C) I attended the SALPN Annual Conference for 11 hours over two days. I received a certificate of attendance, but attendance was not necessarily monitored or required to receive the certificate.**

This would be categorized as Section B: Informal activities because there are not two or more of the descriptors required to be classified as Section A: Formal Activities. Report 11 hours.

- D) I am required at work to recertify in CPR, TLR, and WHMIS each year. Where is this classified? How many hours are counted?**

Recertifications would be classified in Section B: Informal Activities. Report the length of time taken to complete the recertification.

- E) I completed an online learning module about Lab Values. It took six hours, ended with a quiz, and required working through six modules. Where would this be classified?**

This would be categorized a Section A: Formal activities because it included a learning module and ended with a quiz. Report 6 hours.

- F) I am completing a Professional Growth Plan and am wondering where it is classified and how many hours can be reported?**

A professional growth plan is categorized in Section A: Formal Activities and 16 hours can be reported for a completed Professional Growth Plan.

**G) I am going to be a preceptor for a PN student for the next two weeks. We will work together for six – twelve-hour shifts? Where will this be categorized?**

SALPN acknowledges the learning and refreshment involved in acting as a preceptor. This can be reported in Section B: Informal activities. You can report 8 hours for every 36 hours of preceptorship, so in this case, 16 hours can be reported.

**H) I just received the WCC certification in wound care. This 40-hour course involved pre-course work, a classroom learning session, and a skills lab. Where would this be categorized?**

This education includes all the descriptors in Section A: Formal Learning and therefore is classified in Section A: Formal Learning. Report 40 Hours.

**I) I reviewed a peer-reviewed journal article about the nursing role in response to the opioid crisis? I spent one hour reading this article.**

This is classified in Section B: Informal Activities because it does not include two or more of the descriptors to qualify for Section A: Formal Activities. Report 1 hour.

**J) I completed a formal class through Saskpolytechnic. The class was 42 hours in length. Where would this be classified?**

This is classified in Section A: Formal Activities because it includes an exam, an assignment, course work, and can be passed or failed. Report 42 hours.