Continuing Competence Program Information Guide
September 1, 2020 – August 31, 2021

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Program Overview

The Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT or the College) instituted the Continuing Competence Program (CCP) for the benefit of its members and the public and to be in compliance with the Health Professions Act (HPA). This act was brought into law in 2005.

Legislative rationale

The HPA states in Section 50(2) that a continuing competence program:

(a) must provide for regulated members to maintain competence and to enhance the provision of professional services.

Within the HPA, the Medical Diagnostic and Therapeutic Technologists Profession Regulation (the Regulation) institutes mandatory compliance with the program. S13.1(1) states that as part of the CCP, regulated members must complete, in each registration year, a reflective practice review.

A reflective practice review, as per S13.1(2) of the Regulation, consists of three components:

(a) a personal assessment of the regulated member’s own practice
(b) the development and implementation of a learning plan that follows the regulated member’s personal assessment of the regulated member’s practice
(c) a written evaluation of the result of the learning pursuant to the learning plan on the regulated member’s practice.

Program participation

Program participation is mandatory. Participation in each cycle has a direct effect on each member’s renewal of a practice permit. Non-compliance with the requirements of the CCP is deemed unprofessional conduct and could place a member’s practice permit at risk. Continued non-compliance may lead to suspension of the permit.

The current CCP cycle runs from **September 1, 2020, to August 31, 2021**.

Program timeline

In each year that you possess a full practice permit, you will need to show evidence of or attest to participation in the CCP. This CCP cycle begins on September 1, 2020, and continues through to August 31, 2021. This means that all entries must be completed on the My CCP platform by August 31 and you begin a new set of program documents on September 1 each year.

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Program process

The following diagram outlines the theoretical progression of the CCP. Starting with the self-assessment, one can identify possible areas of practice in which they would like to pursue additional learning. This leads to the personal learning plan where you would formally identify, through writing a learning objective, what you would like to learn about in the upcoming CCP cycle. Ideally, these two activities would be completed near the beginning of the cycle, although it is recognized that practice situations may change throughout the year, which may lead to additional learning objectives being added to the learning plan.

Identification of possible learning activities may lead to follow-through on these activities. A self-reflection is the basis of the reflective practice review and is where you explain, sometimes through explicit examples, how what you learned has impacted your professional practice.
Reflective practice review

At a basic level, reflective practice exists to provide guidance to help us look back over events that have happened and to turn them into learning experiences.

There are many models of reflective practice to explain this concept, but Boud’s model\(^1\) probably defines it best for our purposes of continuing medical education.

**Boud’s model**

![Diagram of Boud's model]

Completing an annual reflective practice review is a means to collating relevant information and learning activities that are part of the CCP. This will result in a collection of tangible evidence that reflects the practice and learning choices that you, the medical professional, make in support of maintaining competence to practice.

For each CCP cycle, the following documents are collated into your reflective practice review:

- Self-Assessment of Practice
- Personal Learning Plan
- Records of Learning Activities, which may include:
  - Single Learning Records
  - Multisource Learning Records
  - Multi-Session Learning Event Records
- Summary of Activities

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**Mandatory online participation**

All College members must record their CCP activities through our My CCP online platform. This application, created and supported by SkilSure (a division of Claymore that has been constructing these solutions for regulated health professions for over 10 years), has been built with our members’ needs at the forefront. In it, you will find easy-to-navigate pages that guide you through your CCP documentation process and link the CCP components together. The SkilSure servers, which house all the member information, are located in Canada.

**SkilSure portal login**

Locate and click on the blue **My CCP** box at the bottom of the College website (acmdtt.com). Remember that your username is your ACMDTT registration number.

Please be assured that the College has no access to any records on this site. In the case of audit, the member will authorize access to the particular CCP cycle undergoing audit.

**Program Components**

**Self-Assessment of Practice**

The HPA requires the College to provide a program for regulated members to maintain competence and to enhance the provision of professional services. A CCP supports this requirement with the Self-Assessment of Practice forming the foundation of the program.

The Self-Assessment of Practice is designed to assist you to personally reflect on your practice strengths and to identify potential areas for continued or new learning. In responding to the assessment statements, select the rating statement that most accurately describes your current abilities and circumstances.

**Completing the Self-Assessment of Practice**

Each member is required to complete a self-assessment in each CCP cycle.

The self-assessment aligns with the College’s Standards of Practice and is for use by members of all specialties regardless of practice environment or experience. This document asks you to evaluate:

- Whether or not you perform or support others in the performance of the applicable Standard indicator
- If you would like to enhance your knowledge of this indicator. **You must identify at least two indicators from at least two different Standard Areas for which you would like to gain knowledge.** These indicators are auto populated, by the online system, into your personal learning plan.

For each indicator listed, indicate the category of performance/knowledge that best describes your practice. In making these interpretations, aim to accurately reflect on your existing level of performance or knowledge.

As mentioned, for at least two of the listed indicators (from a minimum of two Standard Areas), you must indicate that you would like to enhance your knowledge in the indicated area. This indication leads to the population of a learning objective in your learning plan. As you complete your Self-Assessment of Practice, you may begin to identify areas for potential learning activities.

**Personal Learning Plan**

Part of a reflective practice review includes the development and implementation of a Personal Learning Plan. This follows the regulated member’s personal learning goals in their professional practice.

This aspect of the reflective practice review is meant to guide your learning activities for the forthcoming CCP cycle by requiring you to identify areas of learning based on your Self-Assessment of Practice. In the learning plan, you must identify at least two objectives that are relevant to your practice. At minimum, one of these objectives must be met through your learning activities in the corresponding CCP cycle.

**Completing the Personal Learning Plan**

You must identify a minimum of two learning objectives on your Personal Learning Plan. You must indicate that you have met at least one of your identified learning objectives in one of your learning activity records.

For your listed learning objectives, you are also required to identify possible ways in which you may meet the learning objective. Examples include, but are not limited to: formal course, workshop, journal article reading or self-directed study.

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**Where to find learning resources**

The College website lists several ideas on where to find suitable learning options. Visit acmdtt.com/learning to find information about:

- Courses and other resources from educational institutions
- Materials and resources from associations/professional organizations
- Web-based, print and journal options/resources
Learning Activities

All learning you undergo as a technologist that is linked to your profession may be counted towards your CCP requirements. Participation in specific learning activities could follow directly from ideas identified through the self-assessment. Examples of learning that may be counted towards your requirements include, but are not limited to:

- Attendance at educational events
  - Conferences/workshops
  - Rounds
- Courses (online or in person)
- Sharing knowledge
  - Preparation of a presentation/workshop
- Research participation
- Self-directed activities
  - Reading/reviewing journal articles/videos
- Volunteering
  - Professional and/or workplace committees
  - Profession-specific involvement in the general population (e.g., career fairs)
- Precepting students
- CPR recertification

Note: The Competence Committee has set policy on the suitability and/or time limit of some activities as satisfactory learning counted towards your CCP. Please see Appendix A for an adaptation of this College policy.

Activity sponsor examples include:
- An educational institution
- A product vendor
- A regulatory body (e.g., ACMDTT) or professional association (e.g., CAMRT or CAET)
- A journal
- Your employer

Self-reflection

A self-reflection is a personal evaluation of how a learning activity has impacted some aspect of your work duties, interactions with patients or colleagues or other areas of professional service. An example might include general communication strategies or you may describe, very specifically, how the learning has been used for a particular patient case, protocol or other department application. Remember to respect patient confidentiality at all times. The table below shows some examples of acceptable and unacceptable self-reflections.

It is important to detail the impact that the learning activity has on your professional practice as this is integral in the CCP and the reflective practice review.

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Unacceptable Reflections</th>
<th>Acceptable Reflections</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Recertification</td>
<td>• Job requirement</td>
<td>• Now that I have recertified my CPR, I am better able to handle or assist in an emergency situation should the need arise.</td>
</tr>
<tr>
<td></td>
<td>• My boss makes me do it</td>
<td>• I am now more equipped with how to take action should a patient require lifesaving intervention. Despite the hospital having a “code team”, there are still things than should be done immediately while waiting for the code team to arrive and take over.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I feel more confident that I can intervene to assist a patient if this becomes necessary.</td>
</tr>
<tr>
<td>Regulation Education Module</td>
<td>• Good to know</td>
<td>• I am now able to fully understand my responsibilities as a regulated professional, which will enhance my professionalism and patient care.</td>
</tr>
<tr>
<td></td>
<td>• Helps me meet my CCP hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• I was forced to do this by the Hearing Tribunal</td>
<td></td>
</tr>
<tr>
<td>Applications Training</td>
<td>• Learned how to operate new camera system; learned new software</td>
<td>• I learned how to operate the new vendor camera system so that I am able to perform the imaging that is required of me when I work at the hospital site at which I am employed.</td>
</tr>
<tr>
<td>Course on Cultural Competence</td>
<td>• I don’t deal with patients and so this has no bearing on my practice</td>
<td>• Although I do not deal with patients directly, the skills and tools that I have gained through this training will help me in my position as a manager as I manage technologists from many different cultures/backgrounds. It will assist me in understanding cultural trends in communication that will allow me to have more effective conversations with my employees.</td>
</tr>
</tbody>
</table>
Completing the Single Learning Record

A separate Single Learning Record form is required for each activity or session that you are including in your reflective practice review except those activities that are undertaken in a multisource or multi-session learning event (see below).

Itemize the main goals or objectives of the learning activity. If you have difficulty summarizing the information, you may gather information as identified by the following examples:

• A presenter may initially describe what topics will be reviewed in the presentation
• A journal article may identify the main points of discussion in the abstract
• Seminar information might list key learning outcomes

Include references
If your learning activity was to review a written article, cite the journal title, volume and date of issue to assist in locating the same information if required at a later date.

Multisource Learning Record

This form has been created in recognition that sometimes it is necessary to pull information from many different resources when researching a topic. This form should make the process easier for keeping track of these learning activities.

This record allows you to include all learning activities that relate to a specific topic. It requires:

• A detailed list of the resources involved in your learning activity
• You to complete a meaningful self-reflection on the information collated from the learning sessions
• You to indicate if this learning activity has met one of the objectives listed in your personal learning plan

There is no need to complete a separate Single Learning Record.

Completing the Multisource Learning Record

Please provide the topic being researched in as much detail as possible. Follow this with a list of resources utilized detailing the date accessed and the time spent learning from that resource.

In order for this record to stand on its own, you must complete a self-reflection on the learning conducted from the resources listed. Relate the learning concept or content back to your professional practice and how it has or will influence your work activities.

Finally, it is important that you recognize whether or not this learning experience has met one of the objectives that you listed in your Personal Learning Plan.
Multi-Session Learning Event Record

This form is used to document the learning that you do at events that have multiple speakers and/or topics. These events may include, but are not limited to, conferences, workshops and Branch Education Days. This form will reduce the amount of documentation that you are required to keep in your reflective practice review.

Completing the Multi-Session Learning Event Record

Please complete this form in as much detail as possible.

- At the top, indicate the overall event name and information.
- In the chart, list the topics of the sessions, presentations, etc. and provide a brief description of the content of the activity. This does not need to be extensive, but it should give the reviewer a good idea of what the purpose of the session was.
- Indicate the time spent in each session.
- The system calculates the total number of hours of learning and records this at the bottom of the form where indicated.
- Compose a meaningful self-reflection on one aspect or session of the multi-session learning activity to explain how what you learned has or will affect your professional practice.

Summary of Activities

This form is used to summarize the learning activities that you underwent in the CCP cycle for which you are compiling a reflective practice review. Although this form is not a mandatory component of the CCP, it may serve as a benefit to you.

Completing the Summary of Activities

On the MY CCP platform, the learning activities that you have entered as completed in the current CCP cycle will be auto-populated into the summary. It also calculates the total number of hours of learning that were completed and records this at the top of the form where indicated.

A full practice member who has been registered for the entire CCP cycle (September 1, 2020, to August 31, 2021) is responsible for 24 hours of continuing competence learning hours. This tool may help the technologist manage their learning in a more organized and efficient manner.

Required CCP Hours

Full members

Those members having held a full practice permit for an entire CCP cycle are required to complete a minimum of 24 hours of learning.

Full members for less than 12 months

Those members who have not held a full practice permit for an entire CCP cycle are required to complete learning for those months, or part thereof, in which they held a full permit. For a breakdown of required hours, please see the chart below.

Members with temporary practice permits

Members practicing with a temporary practice permit (TPP) are not required to participate in the CCP for the months in which they hold a TPP; however, it is highly encouraged that these members partake in reflective learning during this time.

Associate members

Associate membership is a non-regulated category and as such these technologists are not required to participate in the CCP for the months in which they hold associate membership.

Breakdown of minimum CCP hours required

<table>
<thead>
<tr>
<th>First Month of Registration</th>
<th>Months with Full Practice Permit</th>
<th>Total Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>October</td>
<td>11</td>
<td>22</td>
</tr>
<tr>
<td>November</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>December</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>January</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>February</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>March</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>April</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>May</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>June</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>July</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>August</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
Appendix A: Continuing Competence Learning Activities

As adapted from ACMDTT Administration Policy E-1.1 (Continuing Competence Learning Activities)

Background
Learning activities that contribute to a member’s own professional development are considered satisfactory learning under the Continuing Competence Program (CCP) of the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT). The Competence Committee of the College has considered varied learning activities that have been submitted through the CCP audit process. As such there are learning activities that the Committee has deemed to be satisfactory, satisfactory with time restrictions and unsatisfactory.

Policy
Without limiting the scope of the statements above, the Committee has determined the following guidelines:

Satisfactory learning activities with time restrictions
- Cardiopulmonary resuscitation (CPR) time may be counted for up to four hours per CCP cycle. Any CPR hours that exceed the four hours are not considered to add to the satisfactory learning requirement.
- ACMDTT courses, including the Regulation Education Module, Protection of Patients from Sexual Abuse and Sexual Misconduct, Heightening Professional Boundaries and Occupational Health & Safety in the Health Care Environment may be counted for up to four hours each towards a CCP cycle.
- College/Association newsletters, and articles contained therein, may be counted for up to one hour of learning collectively, per issue, towards a CCP cycle.
- College members who complete peer-to-peer image/recording reviews may use a maximum of four hours towards a CCP cycle.
- College members who participate in the act of clinical precepting may use a maximum of five hours towards a CCP cycle.
- Job/performance evaluations may be counted for up to one hour of learning per CCP cycle.
- Participation in tradeshows for the purpose of public awareness of the profession may be used for a maximum of eight hours per CCP cycle.
- The My CCP tutorial may be used for a maximum of one half hour of satisfactory learning.
- N95 mask fitting may be used for a maximum of 15 minutes per CCP cycle.

Satisfactory learning activities
- When a member delivers a presentation/lecture, it is recognized that this involves professional learning. In light of this, the member may use the time spent in preparation for this activity and the time spent delivering this presentation/lecture one time towards the CCP requirements.

Unsatisfactory learning activities
- A learning activity submitted without adequate self-reflection is not considered satisfactory learning.
- Time spent completing ACMDTT CCP documentation is not considered satisfactory learning.
- Learning for personal improvement (i.e., yoga, wellness activities), not related to professional improvement, is not considered a satisfactory learning activity.
- Time spent learning software/systems required by an employer for administrative purposes such as shift management, expense tracking, payroll education or tracking continuing education is not considered satisfactory learning.
- Online video learning (i.e., YouTube) will not be considered satisfactory learning unless supported with appropriate citation and appropriate self-reflection.
- Staff/committee meetings, without adequate self-reflection for each individual meeting, are not considered satisfactory learning.
- Meetings restricted to the content of contract negotiations/pension plans are not considered satisfactory learning.
- Personal financial planning activities and union meetings are not considered satisfactory learning.
- Research completed on peer-edited websites (e.g., Wikipedia or derivatives) is not considered satisfactory learning.
- Time spent completing an examination is not considered satisfactory learning.
- Time spent on social media networking is not considered satisfactory learning.
- Learning activities recorded in duplicate (or other multiples) will only be counted once towards the member’s CCP cycle.