

Continuing Competence Program

Standard

Regulated members¹ of the College of Acupuncturists of Alberta (the College) on the general register and provisional register must maintain their **competence** in practice through participating in the College’s Continuing Competence Program (CCP).

Participation in the CCP is mandatory for all regulated members on the general register and provisional register and is a requirement for annual practice permit renewal.

Continuing Competence Program Policy

The Council may establish a continuing competence program policy governing:

- The number of CCP credits that regulated members must earn in a registration year;
- The CCP credits that may be earned for each continuing competence activity;
- The type and category of continuing competence activity that a regulated member may undertake to earn CCP credits;
- The continuing competence activities that regulated members must undertake in a registration year;
- The forms that must be completed for the purpose of the CCP;
- The criteria for selecting regulated members for a review and evaluation;
- The procedures for a review and evaluation; and
- The Continuing Competence Program.

Before the Council establishes a continuing competence program policy or makes amendments to the policy, the policy must be distributed by the Registrar to the regulated members registered on the general register and the provisional register for their review.

The Council may establish the policy and amendments to the policy 30 or more days after distribution and after having considered any comments received on the proposed policy or amendment.

The policy and any amendments to the policy must be made available by the Registrar to all regulated members and, on request to the Minister, regional health authorities and any person who requests them.

Expected Outcome

Patients can expect that regulated members, through participation in the CCP, maintain and enhance their professional competence in order to provide safe and effective care.

Definitions

(for the purpose of this standard)

Competence means the combined knowledge, skills, attitudes and judgment required to provide professional services.

Patients are recipients of acupuncture services, and may be individuals, families, groups, organizations, communities, or populations. In some circumstances, patients may be represented by their substitute decision-makers.

Regulated member means an individual registered on the general, provisional, or courtesy register with the College of Acupuncturists of Alberta.

Performance Expectations

The regulated members on the general register or the provisional register must:

¹ Words in the Definitions are **bolded** the first time they appear in this Standard.

- Successfully participate in the CCP approved by the Council. Successful completion, as defined in the continuing competence program policy, is a requirement for annual practice permit renewal.
 - Earn the number of CCP credits required by the continuing competence program policy and complete the following in a form satisfactory to the Registrar in each registration year:
 - a) a written record of the continuing competence activities undertaken by the regulated member during the registration year;
 - b) a written self-directed professional development plan and evaluation of the ways in which the regulated member's acupuncture practice has been changed or enhanced as a result of undertaking the continuing competence activities; and
 - c) any other documents required by the continuing competence program policy.
 - Retain a copy of every document required with respect to the CCP for at least five years after the end of the registration year to which the document relates.
 - When selected for a review and evaluation of the CCP, participate as required.
 - When required by the Registrar, undergo an assessment for the purpose of evaluating the regulated member's competence, which can include one or more of the following:
 - a) administer examinations;
 - b) interviews;
 - c) conduct practice visits; and
 - d) any other method of evaluation the Registrar considers appropriate.
 - When required, provide evidence of having met the requirements of the CCP for review.
- Direct a regulated member to undertake one or more actions as outlined in the continuing competence program policy within the time period specified by the Registrar.

Any action that a regulated member must undertake in response to a direction by the Registrar must be undertaken at the cost of the member.

Related Documents

- [Continuing Competence Program Policy](#)

Actions to be Taken

If a competence assessment is unsatisfactory or a regulated member fails to comply with the CCP requirements, the Registrar may:

- Deny annual permit renewal;
- Refer the regulated member to the Complaints Director; or