

Continuing Competency Program (CCP) Registrant Guide

As per the Registered Respiratory Therapists Regulation 342/88R located in The Registered Respiratory Therapists Act (C.C.S.M. cR115), the Manitoba Association of Registered Respiratory Therapists (MARRT) is required to ensure that a Registered Respiratory Therapist (RRT) completes a minimum of 24 hours of continuing education in each license year, with 48 hours being the recommend amount for which to strive.

Each year, a minimum of 10% of RRTs will be selected to complete the CCP audit. Additionally, all registrants who fail to renew their license by the January 15 deadline will also be automatically selected for the CCP audit. If you are selected, you will be notified via email and are required to submit your CCP documentation to the MARRT. Completing your CCP and completing the audit, if selected, assures the public that you are committed to maintaining and improving your competence as an RRT.

The MARRT licensing year runs from February 1 to January 31 the following year.

PERSONAL PORTFOLIOS

RRTs should maintain a personal portfolio throughout their career. This portfolio will be requested by MARRT if you are selected as part of the annual CCP audit and may be requested due to a complaint or investigation.

Your professional portfolio should contain:

- your learning goal for the license year (Appendix A)
- a log of your continuing educational activities (Appendix B)
- records and certificates corresponding to the log above, when applicable

Please note that if you are selected for the audit through the CCP, you are required to submit all of the items listed above that comprise your personal portfolio.

GOAL SETTING

Having intentional goals and learning objectives is an important part of effective continuing education. There is a template below, with an example, to aid in the goal setting process – Appendix A. Your goal is to be set at the beginning of each licensing year. While goal setting is important to help guide your education activities, not all of these activities are required to be in relation to this goal.

EDUCATIONAL HOURS

A minimum of 24 continuing education hours are required each license year. For continuing education hours to be granted, the material learned must be applicable to the individual's job as a RRT and/or to the individual's career development in Respiratory Therapy.

Routine work at a paid position is generally not eligible for hour accumulation, however some exceptions will apply. The intent of the CCP is for the individual to maintain and grow their competency over and above that for which they are receiving remuneration.

The category list below, while extensive, is not all encompassing and will continue to evolve as the profession does. Activities not identified under the category list may be eligible to count towards hours. The Registration and Quality Assurance Committee will determine the relevance of any submitted activity and

assign an hour value to it.

Hours will not be carried over from year to year. Every RRT's hour total will return to zero at the beginning of the audit year. Graduate Respiratory Therapists (GRTs) will be exempted from accumulating hours until the start of the next audit year from the year of their graduation.

All activities require the completion of a Learning Statement when they are entered into your Learning Log. See the example in Appendix B. While not all accepted educational activities will produce a traditional certificate or record of the activity, please do record and attach to your Learning Log when they are available.

EDUCATIONAL CATEGORIES AND ALLOTTED HOURS

Analysis, goal setting, and planning for annual CCP

- The time an individual spends analyzing, setting goals, and planning yearly CCP objectives
- 2 hours

Courses taken through a recognized institution

- A 3-credit hour course generally involves approximately 50 hours of lecture time
- 60 hours per 3-credit hour course successfully completed

Certifications

- For example, ACLS
- 1 hour per hour of training, including reasonable time for preparation

Grand rounds

- 1 hour per hour attended

In-services, presentations, podcasts, webinars

- 1 hour per hour attended/listened
- If the presenter: 2 hours per hour of presentation (to allow for prep time)

Conference attendance

- Hours granted will reflect the continuing education credits determined by the conference facilitator

Survey completion

- Hours granted will be determined by the organization conducting the survey

Journal articles

- 1 hour per journal article read and corresponding learning statement included in learning record
- Must provide a citation for each article

MARRT Annual General Meeting

- 1 hour

Involvement in professional association

- Includes committee or board membership
- 2 hours per position held; maximum 4 hours total

Equity, diversity and inclusion

- Education, promotion, or related activities
- 1 hour per hour of time spent

APPENDIX A – CCP GOAL SETTING TEMPLATE (EXAMPLE AND BLANK FORM)

[CCP Goal Setting Template - EXAMPLE](#)

[CCP Goal Setting Template – BLANK FORM](#)

APPENDIX B – LEARNING LOG (EXAMPLE AND BLANK FORM)

[Learning Log – EXAMPLE](#)

[Learning Log – BLANK FORM](#)