College of Alberta Dental Assistants

Continuing Competence Program

Objective and Learning Plan – How to Guide

This Guide is for You

You must record your competence program activities online – in the CADA Portal, including uploading your verification documents. To help you do that, we made this step-by-step guide to show you how. It covers the topics listed below. If you need more detailed help, contact the Regulatory Compliance Advisors at the College.

- Planning Your Learning
- Recording Your Objectives and Learning Plans
- Create a New Learning Objective Record
- Update/Change a Learning Objective Record
- Recording Completed Learning
- Record Your Results Statement
- About Uploads
- Learning Activities and Verification of Learning
- Changing Planned Learning

Planning Your Learning

Follow the **Assess ➤ Achieve ➤ Analyze** approach as you plan and complete your learning. It will help make your competence activities more meaningful to your practice.

Continuing Competence Process

Assess ➤ **Achieve** ➤ **Analyze**

Assess
- Where is there a need for improvement in my practice?
- How can I enhance the patient's experience?
- Do I lack confidence or knowledge in one area?
- How can I learn and grow?

Achieve
- Attend a seminar or webinar.
- Be mentored by a colleague or employer.
- Learn by using a textbook or website.
- Complete a continuing education course.

Analyze
- What can I do as a result of completing my learning objective?
- How has my learning improved my practice and confidence?
- Did I meet my learning needs?

The first step is figuring out what you need to learn to benefit your own practice. Start by **Assessing** your practice.

 Assess your dental assistant knowledge and abilities

- **Review the Competency Profile** and **complete a Self-Assessment** to help you identify learning topics that would benefit you.
- Use the topics you identify to create at least 2 learning objectives that you want to complete in the upcoming plan year (your proposed learning objectives).
- To help write your learning objectives, ask yourself these questions: **What do I plan to learn? Why have I chosen this Learning Objective (why is it important to my practice)?**

Recording Your Objectives and Learning Plans

Good to Know

- You must post your proposed learning objectives **in the Portal** on the Objectives & Learning Plans page before you renew each year.
- You may adjust your proposed learning objectives if your employment circumstances/ learning needs/ learning opportunities change.
- Are you new to the College? You must post your proposed learning objectives for the current year right away.

Once you identify what you plan to learn, this is how you post it online:

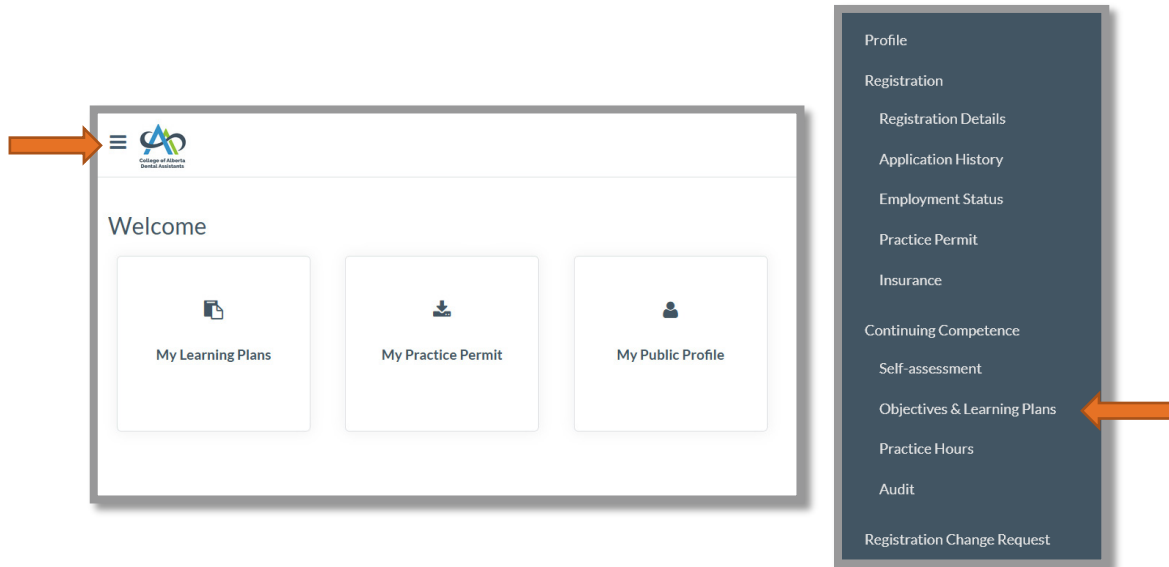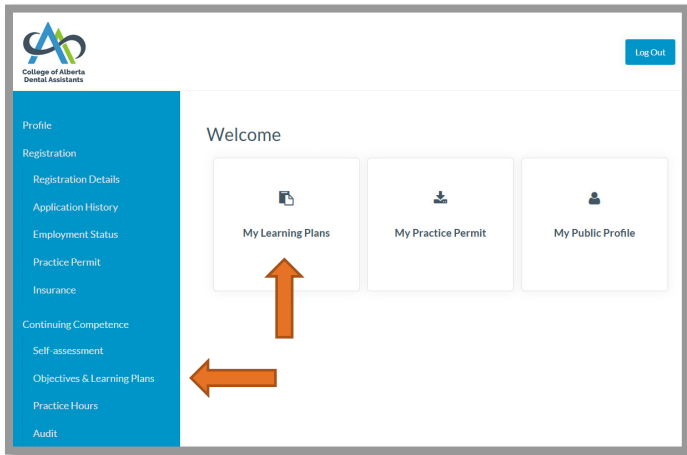# Create a New Learning Objective Record

Helpful Hint

Have everything ready to record before you start to create your record. When you create your proposed objective, you must fill in all fields before you can successfully save your record.
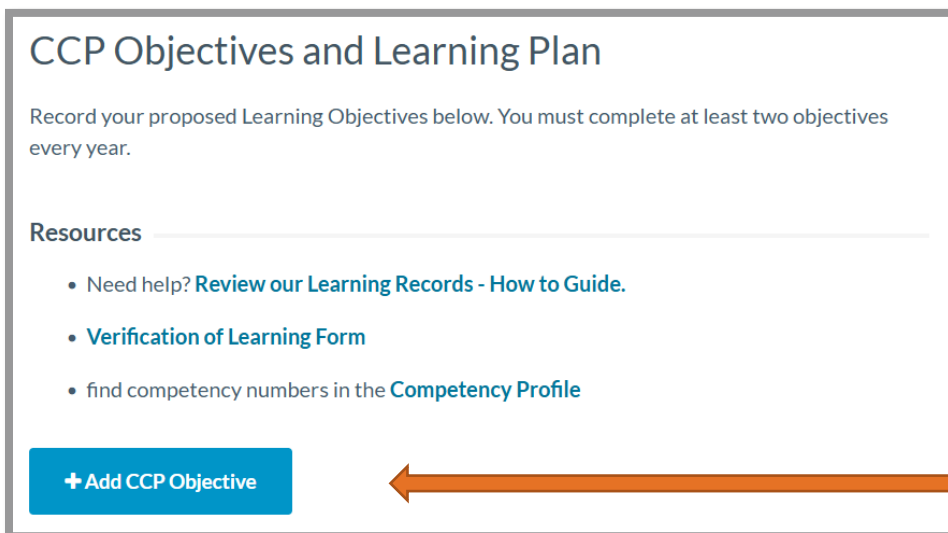
1.   Log in to the Portal.

2. Click on "My Learning Plans" on the Welcome screen. Or click "Objectives & Learning Plans" in the menu.

3. To create a new learning objective, click on "Add CCP Objective".

4. In your new learning objective record, complete these steps:
   - select a Plan Year (the plan year - December 1 through November 30 - you will complete the learning in)
   - enter a Competency Number (**find them in Competency Profile**)
   - enter your Learning Objective (what you plan to learn and why)
   - select a Learning Activity (how you plan to learn it)
   - select "Proposed" as the Status
   - click "Create"

New CCP Objective

Plan Year *	2022
Competency Number *	
Learning Objective *	
Learning Activity *	Select...
Status *	Select...

✗ Cancel   **✔ Create**

5. When you have successfully created a record, both you and College staff can see it.

CCP Objectives and Learning Plan

Record your proposed Learning Objectives below. You must complete at least two objectives every year.

Resources

- Need help? **Review our Learning Records - How to Guide.**
- **Verification of Learning Form**
- find competency numbers in the **Competency Profile**

Plan Year	Competency No.	Learning Objective	Status	Completion Date	
2022	G-4-3	I will learn to handle conflict with aggressive patients. I want to learn to deal with conflict in a positive way to help reduce the patient's stress and anxiety. This will make it easier for us to provide the best care possible.	Proposed	N/A	✏ Edit 🗑 Delete

+ Add CCP Objective

Update/Change a Learning Objective Record

1. You can update/change the records you create by clicking "Edit" on the record.

2. When you click "Edit" the record opens/expands to show all fields in the record. Remember to click "Save" after making your changes.

Now that you have posted your planned learning objectives, it's time to **Achieve** your plan.

 Achieve your learning objectives by completing learning activities

Good to Know

- You must complete at least 2 learning objectives for every whole or partial year that you hold a valid practice permit.
- This includes completing 2 learning objectives during the year before transferring to non-practicing status (Leave of Absence) or cancelling. These learning objectives will be subject to audit when you return to practice.

When you complete your learning, this is how you post it online:

Recording Completed Learning

A plan year starts December 1 and ends November 30. You must complete your learning objectives between these dates for any given plan year. Completed learning objectives may not be "carried over" from one year to another.

Helpful Hint

Have everything ready to record before you start to update your record. When you record your completion details, you must fill in all fields before you can successfully save your changes.

1. To update a proposed learning objective record, click on "Edit" to open/expand it.

2. Change the Status to "Completed"

Helpful Hint

Choosing "Completed" will make the completion date, verification and results statement fields appear so you can enter your information.

Edit CCP Objective

Plan Year *	2022
Competency Number *	G-4-3
Learning Objective *	I will learn to handle conflict with aggressive patients. I want to learn to deal with conflict in a positive way to help reduce the patient's stress and anxiety. This will make it easier for us to provide the best care possible.
Learning Activity *	Workshop/Seminar/Conference
Status *	Completed
Completion Date *	YYYY-MM-DD
Verification of Learning *	Select...
Result Statement *	

✕ Cancel   **✔ Save**

3. Enter the Completion Date

Helpful Hint

If you participated in more than one learning activity, record the completion date of the most recent activity.

Edit CCP Objective

Plan Year *	2022

Competency Number *	G-4-3

Learning Objective *	I will learn to handle conflict with aggressive patients. I want to learn to deal with conflict in a positive way to help reduce the patient's stress and anxiety. This will make it easier for us to provide the best care possible.

Learning Activity *	Workshop/Seminar/Conference

Status *	Completed

Completion Date *	2022-10-15

Verification of Learning *	Select...

Result Statement *	

✖ Cancel   ✔ Save

4. Select "Upload Verification" or "Website/Text Material Reference" as the Verification of Learning.

Edit CCP Objective

Plan Year *

> 2022

Competency Number *

> G-4-3

Learning Objective *

> I will learn to handle conflict with aggressive patients. I want to learn to deal with conflict in a positive way to help reduce the patient's stress and anxiety. This will make it easier for us to provide the best care possible.
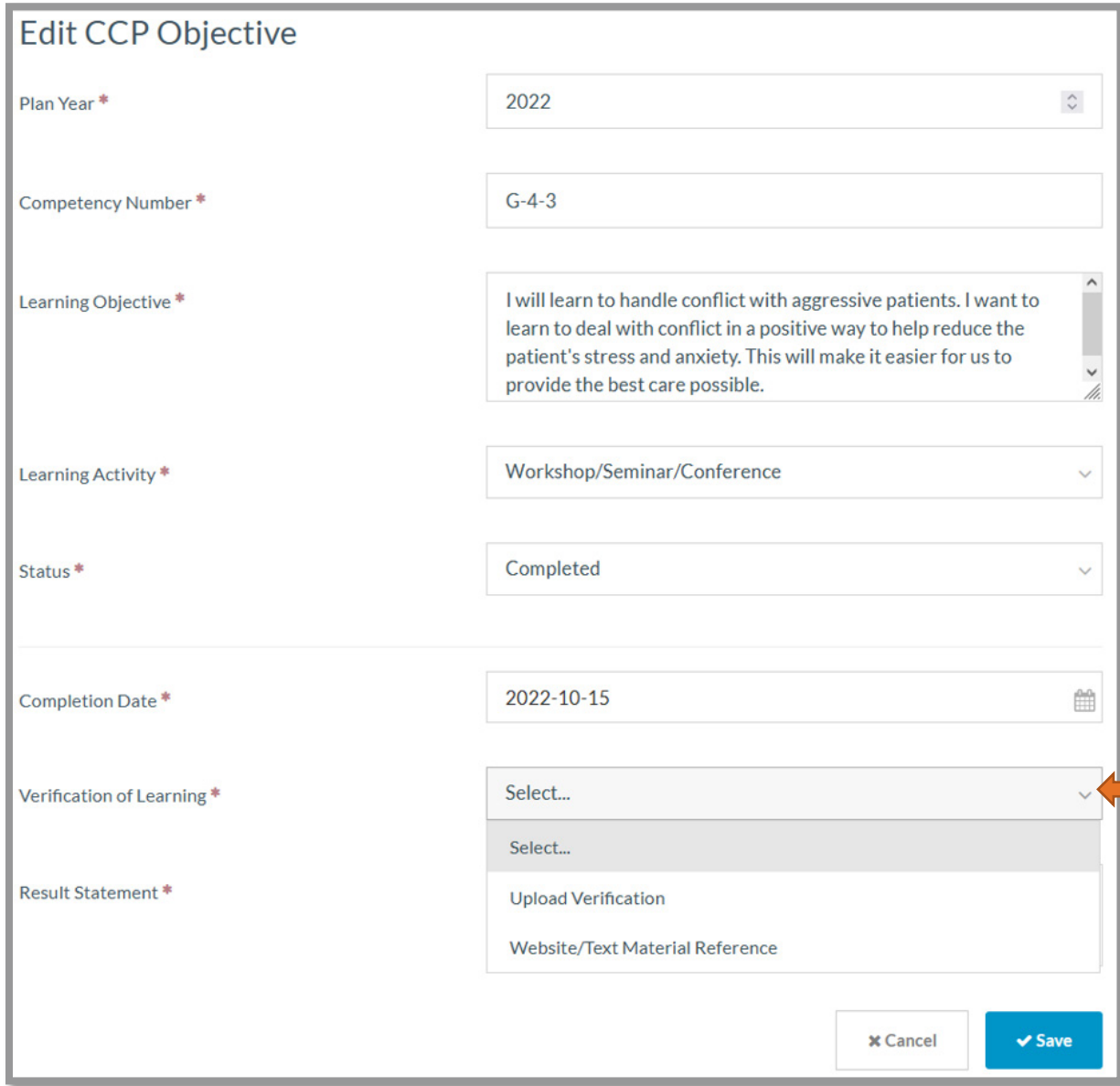
Learning Activity *

> Workshop/Seminar/Conference

Status *

> Completed

Completion Date *

> 2022-10-15

Verification of Learning *

> Select...

> Select...
> Upload Verification
> Website/Text Material Reference

Result Statement *

✖ Cancel   ✔ Save

Complete these steps if you chose "Upload Verification":

- click on the "Upload File"
- *if using a computer/laptop* a window will open in which you need to find, then select the document/file/photo you want to upload
- *if using a smartphone/tablet* you will be given choices that allow you to select a photo/document already on your device or to take a photo using the device's camera

Complete these steps if you chose "Website/Text Material Reference":

- record the URL (web address/link) for the website(s) you used and/or the publication information about the text material(s) you used

Edit CCP Objective

Plan Year *   2022

Competency Number *   G-4-3

Learning Objective *   I will learn to handle conflict with aggressive patients. I want to learn to deal with conflict in a positive way to help reduce the patient's stress and anxiety. This will make it easier for us to provide the best care possible.

Learning Activity *   Self-Study

Status *   Completed

Completion Date *   2022-10-15

Verification of Learning *   Website/Text Material Reference

Result Statement *

×Cancel   ✔Save

Record Your Results Statement

Before you're finished updating your Objective, you must record your Results Statement. It helps you ensure that the learning you completed met your learning needs. To do that, you need to **Analyze** what you planned to learn and what you actually learned.

Analyze the outcome of your learning to confirm you have met your learning needs

If your learning met your needs, record your results statement. Your results statement should:

- explain how your learning enhanced or impacted your practice
- answer either of these questions:
  - What can I do as a result of completing this learning objective?
  - How has completing this learning objective improved my practice and confidence?

Remember to click "Save" when you are done.

Edit CCP Objective

Plan Year *
```
2022
```

Competency Number *
```
G-4-3
```

Learning Objective *
```
I will learn to handle conflict with aggressive patients. I want to learn to deal with
conflict in a positive way to help reduce the patient's stress and anxiety. This will
make it easier for us to provide the best care possible.
```

Learning Activity *
```
Workshop/Seminar/Conference
```

Status *
```
Completed
```

Completion Date *
```
2022-10-15
```

Verification of Learning *
```
Upload Verification
```

⬆ Upload File

1 file uploaded.

Verification of G 4 3 October 2022.pdf ✖

Result Statement *
```
I am now able to handle conflicts and keep them from getting worse. When I notice
a patient is feeling anxious I use my new skills to help reduce their stress before a
conflict happens.
```

✖ Cancel ✔ Save

Helpful Hint

When you record completion details, you must have entries in all fields before you can successfully save the record. Have everything ready to record before you start to update your record.

About Uploads

Uploads may be PDF, JPG, PNG, GIF or TIF files.

When you successfully upload your file, you will see it listed below the Upload File button.

Edit CCP Objective

Plan Year *	2022
Competency Number *	G-4-3
Learning Objective *	I will learn to handle conflict with aggressive patients. I want to learn to deal with conflict in a positive way to help reduce the patient's stress and anxiety. This will make it easier for us to provide the best care possible.
Learning Activity *	Workshop/Seminar/Conference
Status *	Completed
Completion Date *	2022-10-15
Verification of Learning *	Upload Verification
	⬆ Upload File
	1 file uploaded.
	Verification of G 4 3 October 2022.pdf
Result Statement *	I am now able to handle conflicts and keep them from getting worse. When I notice a patient is feeling anxious I use my new skills to help reduce their stress before a conflict happens.

✖ Cancel   ✔ Save

Learning Activities and Verification of Learning

Here are some ideas for possible learning activities. You may find other sources for learning as well.

- formal education – credit courses
- workshops/seminars/conferences
- industry-sponsored events
- in-office mentoring/tutoring
- study group/committee/club
- self-study – textbook, Internet

We accept these as Verification of Learning:

- the signature of a presenter/sponsor/employer on the **Verification of Learning Form**
- a signed letter or certificate of completion
- a transcript/certificate/diploma
- references to websites/dental journals/textbooks

Changing Planned Learning

If you have recorded a proposed Learning Objective but find that you will not be completing it, you can do one of the following:

- change the Plan Year to a future year if you intend to complete the Learning Objective later
- change the Status to "Postponed" or "Cancelled"
- delete the record