

**VIRGINIA BOARD OF MEDICINE**  
**CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM**

**The Law**

In 1997, the General Assembly of Virginia passed a law (§ 54.1-2912.1) to ensure continuing competency of practitioners licensed by the Board of Medicine. It directed the Board to include in its regulations continuing education, testing, and/or any other requirement which would address the following: a) the need to promote ethical practice, b) an appropriate standard of care, c) patient safety, d) application of new medical technology, e) appropriate communication with patients and f) knowledge of the changing health care system.

**Rationale for the Regulation**

The Virginia board of Medicine recognizes that the professional responsibility of practitioners requires *continuous learning* throughout their careers, appropriate to the individual practitioner's needs. The Board also recognizes that practitioner's are responsible for choosing their own continuing education and for evaluating their own learning achievement. *The regulation of the Board is designed to encourage and foster self-directed practitioner participation in education.*

**What is "Continuing Learning"?** – Continuing learning includes processes whereby practitioners engage in activities with the conscious intention of bringing about changes in attitudes, skills, or knowledge, for the purpose of identifying or solving ethical, professional, community or other problems which affect the health of the public.

**Content of the Regulation**

**Number of Hours Required:**

In order to renew an active license **biennially**, the practitioner must complete the CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM, which is provided by the Board and must indicate completion of at least **60 hours of continuing learning activities**.

**30 hours** shall be **Type 1** continuing learning activities as documented by an accredited sponsor or organization sanctioned by the profession to designate learning activities for credit or other value. Of the 30 Type I hours, **at least 15** must be earned in face-to-face group settings, interactive courses or other interaction with peers. Remaining hours may be gained through self-study or other Type 1 activities. **All 60 hours required by the Board may be Type 1 hours.**

**30 of the 60 hours** may be **Type 2** continuing learning activities which may or may not be approved for credit by an accredited sponsor or organization sanctioned by the profession to designate learning activities for credit or other value. Physicians shall document their own participation in Type 2 learning activities.

**Maintenance and audit of records:**

The CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM must be used for recording continuing learning activities. The practitioner is required to retain in his or her records the **completed form with all supporting documentation** for a **period of six years** following the renewal of an active license.

The Board will periodically conduct a **random audit** of one to two percent of its active licensees to determine compliance. The practitioners selected for the audit must provide the completed CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM and any supporting documentation within 30 days of receiving notification of the audit.

**Instructions for Completing  
CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM**

**PART A: ACTIVITY**

**Learning Activity, Resources, Strategies & Experiences** – List resources, strategies & experiences that you used to develop or maintain the selected knowledge or skill listed in Part B; e.g., conferences, quality improvement teams, consultations, discussions with colleagues, preceptorship, teaching, reading peer reviewed journals and textbooks and self instructional media.

**Date(s) of Activities** – List the date(s) that you were engaged in the learning activity.

**PART B: ASSESSMENT (OPTIONAL)**

**Knowledge or Skills Maintained or Developed** – Think about questions or problems encountered in your practice. Describe the knowledge or skills you addressed during the learning activity listed in Part A. Consider ethics, standards of care, patient safety, new medical technology, communication with patients, the changing health care system and other topics influencing your practice.

**# HOURS/TYPE**

**Hours Actually Spent in Learning Activity:** List the hours actually spent in the learning activity to nearest ½ hour. Total hours should be at least 60 hours biennially.

**Types of Activities:** List the type of activity from the categories described below:

**Type 1 continuing learning activities**

**At least 30 hours required biennially**

Must be offered by an accredited sponsor or organization which is sanctioned by the profession and which provides documentation of hours to the practitioner (*For example: American Medical Association PRA category 1; American Osteopathic Association category 1; American College of Obstetricians and Gynecologists Cognates; American Academy of Family Physicians Prescribed credit; American Academy of Pediatrics credit hours toward the PREP educational award*) – **At least 15 of the Type 1 hours** must be earned in face-to-face group settings such as grand rounds, hospital staff meeting or scientific sessions of professional societies or in interactive courses. The **remaining hours** may be in any type of self-learning activity, provided they are documented by the accredited sponsor or sanctioned organization.

**Type 2 continuing learning activities**

**No more than 30 hours biennially**

May or may not be approved by an accredited sponsor or organization but shall be activities considered by the learner to be beneficial to practice or to continuing learning; physicians document their own participation on the attached form.

**PART C: OUTCOME (OPTIONAL)**

**Outcome** – Indicate whether you will: a) make a change in your practice, b) not make a change in your practice, and/or c) need additional information on this topic. (*You may include personal notes regarding the outcome of participating in this activity, e.g., learning activities you plan for the future, questions you need to answer or barriers to change.*)