

# Continuing Competence Program

# CCCP learning in action

## Section 3

### CCP Worksheets



Name	Practice Year
Role (position)	Practice Setting

**Standards of Practice for Registered Nurses**

**1) Professional Service to the Public**

*Each nurse promotes, facilitates and provides the best possible professional nursing service.*

How does each standard of practice indicator apply to my practice?	Am I meeting expectations of this indicator consistently?					I will focus on this indicator this year
	Not at all	Sometimes	Most of the time	Always	Not applicable	
1.1 I coordinate client care activities to ensure continuity of health services for clients.	1	2	3	4	n/a	<input type="checkbox"/>
1.2 I respond to the needs of clients in a way that fosters trust, respect, collaboration and innovation.	1	2	3	4	n/a	<input type="checkbox"/>
1.3 I collaborate with health care team members about the client's care.	1	2	3	4	n/a	<input type="checkbox"/>
1.4 I demonstrate knowledge of, and respect for, each other's roles, knowledge, expertise and unique contribution to the team.	1	2	3	4	n/a	<input type="checkbox"/>
1.5 I establish and maintain collegial professional relationships.	1	2	3	4	n/a	<input type="checkbox"/>
1.6 I promote team problem-solving, decision-making and interdisciplinary collaboration.	1	2	3	4	n/a	<input type="checkbox"/>
1.7 I articulate nursing's contribution to the delivery of health care services.	1	2	3	4	n/a	<input type="checkbox"/>
1.8 I use resources effectively and efficiently in the provision of nursing services.	1	2	3	4	n/a	<input type="checkbox"/>
1.9 I initiate and/or participate in quality improvement activities.	1	2	3	4	n/a	<input type="checkbox"/>

**Notes:**

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**Standards of Practice for Registered Nurses**

**2) Knowledge-Based Practice**

*Each nurse bases practice on the best evidence from nursing science and other sciences and humanities.*

How does each standard of practice indicator apply to my practice?	Am I meeting expectations of this indicator consistently?					I will focus on this indicator this year
	Not at all	Sometimes	Most of the time	Always	Not applicable	
2.1 I demonstrate competencies relevant to own area of nursing practice.	1	2	3	4	n/a	<input type="checkbox"/>
2.2 I practise within own level of competence.	1	2	3	4	n/a	<input type="checkbox"/>
2.3 I apply appropriate knowledge, skills, judgement and personal attributes in making practice decisions.	1	2	3	4	n/a	<input type="checkbox"/>
2.4 I demonstrate critical thinking in a) collecting and interpreting data, b) determining client status and responses to actual or potential health problems, c) planning, d) implementing and e) evaluating all aspects of nursing care.	1	2	3	4	n/a	<input type="checkbox"/>
2.5 I assign and delegate care appropriately based on assessment of client needs and competence of care provider.	1	2	3	4	n/a	<input type="checkbox"/>
2.6 I record and maintain timely and accurate documentation in accordance with agency policy and accepted professional standards, including but not limited to standards for documentation.	1	2	3	4	n/a	<input type="checkbox"/>
2.7 I encourage, support, facilitate, generate, disseminate and/or participate in research relevant to the profession.	1	2	3	4	n/a	<input type="checkbox"/>

**Notes:**

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**Standards of Practice for Registered Nurses**

**3) Continuing Competence**

*Each nurse possesses and continually acquires competencies relevant to own area of nursing practice.*

How does each standard of practice indicator apply to my practice?	Am I meeting expectations of this indicator consistently?					I will focus on this indicator this year
	Not at all	Sometimes	Most of the time	Always	Not applicable	
3.1 I determine and practise within own level of competence.	1	2	3	4	n/a	<input type="checkbox"/>
3.2 I continually assess own practice to identify learning needs and opportunities for improvement.	1	2	3	4	n/a	<input type="checkbox"/>
3.3 I use reflective thought and feedback from others to implement changes to own practice.	1	2	3	4	n/a	<input type="checkbox"/>
3.4 I meet the requirements for continuing competence including the investment of time, effort or other resources to contribute towards meeting identified learning needs.	1	2	3	4	n/a	<input type="checkbox"/>
3.5 I provide feedback to others to support their professional development.	1	2	3	4	n/a	<input type="checkbox"/>
3.6 I promote a learning environment that supports on-going professional development for competent nursing practice.	1	2	3	4	n/a	<input type="checkbox"/>

**Notes:**

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**Standards of Practice for Registered Nurses**

**4) Ethical Practice**

*Each nurse understands, promotes and upholds the ethical standards of the nursing profession.*

How does each standard of practice indicator apply to my practice?	Am I meeting expectations of this indicator consistently?					I will focus on this indicator this year
	Not at all	Sometimes	Most of the time	Always	Not applicable	
4.1 I practise in accordance with accepted ethical standards, including, but not limited to the code of ethics and the standards for the therapeutic nurse-client relationship.	1	2	3	4	n/a	<input type="checkbox"/>
4.2 I demonstrate the values and beliefs of the profession in professional conduct.	1	2	3	4	n/a	<input type="checkbox"/>
4.3 I respond to and report situations which may be adverse for clients and/or health care providers, including incompetence, professional misconduct, and incapacity of nurses and of other health care providers to the appropriate person or body.	1	2	3	4	n/a	<input type="checkbox"/>
4.4 I act as an advocate to protect and promote a client's right to autonomy, respect, privacy, dignity and access to information.	1	2	3	4	n/a	<input type="checkbox"/>
4.5 I ensure that the nurse-client relationship is a therapeutic relationship.	1	2	3	4	n/a	<input type="checkbox"/>
4.6 I maintain appropriate boundaries in all interactions with clients at all times.	1	2	3	4	n/a	<input type="checkbox"/>
4.7 I recognize the impact of own attitudes, values and beliefs on practice.	1	2	3	4	n/a	<input type="checkbox"/>
4.8 I promote a practice environment that supports ethical practice.	1	2	3	4	n/a	<input type="checkbox"/>
4.9 I ensure research is based on and conducted using relevant ethical standards.	1	2	3	4	n/a	<input type="checkbox"/>

**Notes:**

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## Standards of Practice for Registered Nurses

### 5) Professional Responsibility and Accountability

*Each nurse is accountable to the client, the employer and to the profession and is responsible for ensuring that their practice and conduct meet legislative requirements and respect policies and standards relevant to the profession and the practice setting.*

How does each standard of practice indicator apply to my practice?	Am I meeting expectations of this indicator consistently?					I will focus on this indicator this year
	Not at all	Sometimes	Most of the time	Always	Not applicable	
5.1 I am knowledgeable and practise in keeping with current legislation, policies and standards relevant to the profession and the practice setting.	1	2	3	4	n/a	<input type="checkbox"/>
5.2 I am accountable at all times for own actions and decisions.	1	2	3	4	n/a	<input type="checkbox"/>
5.3 I respond to and report professional practice problems.	1	2	3	4	n/a	<input type="checkbox"/>
5.4 I exercise reasonable judgement in practice.	1	2	3	4	n/a	<input type="checkbox"/>
5.5 I promote a practice environment that supports professional responsibility and accountability.	1	2	3	4	n/a	<input type="checkbox"/>
5.6 I share nursing knowledge and expertise with others to meet client needs.	1	2	3	4	n/a	<input type="checkbox"/>
5.7 I provide mentorship and guidance for the professional development of nursing students.	1	2	3	4	n/a	<input type="checkbox"/>
5.8 I maintain a current license to practice.	1	2	3	4	n/a	<input type="checkbox"/>
5.9 I assume primary responsibility for maintaining fitness to practice.	1	2	3	4	n/a	<input type="checkbox"/>

**Notes:**

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Name

Practice Year

Role (position)

Practice Setting

**Instructions:** Create a learning plan for the standard indicator(s) you have chosen from your *Self-Assessment Worksheet* to focus on this year. Indicate in the first column below, which standard indicator(s) you will focus on. Develop your learning objective(s) and list the learning activities you plan to accomplish. Record target dates (T) for each learning activity, and the date which indicates that the learning activity is completed (C). Evaluate your learning plan before beginning to assess your practice for the next practice year.

Standards of Practice Indicator Number from Step 1	Learning Objective What am I going to learn?	Learning Activities How am I going to learn?	Dates Targeted (T) Completed (C)



