

Continuing Competence Program

CCCP

learning in action

Section 4

Examples of Completed Worksheets



EXAMPLES OF COMPLETED WORKSHEETS

In this section, you will see examples of how RNs from different practice areas have chosen to reflect on their practice in order to meet the CCP requirements.

As you progress through the examples, you will meet the following RNs and explore how they chose to review their practice:

Annie is a staff nurse in a hospital,

Denise is a staff nurse in a nursing home,

Rachel is a new nurse manager, and

Sophie is an educator in a university setting.

These examples are intended to give you ideas of how you can make your continuing competence activities relevant.



EXAMPLES OF COMPLETED WORKSHEETS

Meet Annie Richard, Staff Nurse

Annie is a staff nurse on a busy surgical floor. She has started thinking about how she can complete her self-assessment and wants to do it soon so that her learning plan for the upcoming practice year is prepared.

When Annie completed her self-assessment, she questioned whether she was consistently ensuring her own fitness to practice, standard of practice indicator 5.9. She often feels overwhelmed and not on top of things. She is wondering if she is the only one feeling this way or if the stress is related to her practice environment. She also wondered whether work stress affected her ability to meet two related indicators, 1.2 responding to client's needs, and 1.5 maintaining collegial relationships. She decides to ask a colleague, Mona, for feedback about whether her stress is affecting her work. Mona tells her, "... the nursing care you give your patients hasn't changed. You are often short with staff. You seem tired all the time."



Annie Richard 2008
 Name Practice Year

Staff Nurse *Surgery*
 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 checked="" 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:

I'm not sure if work stress is affecting the way I interact with my clients and with my colleagues. When I asked a colleague about this, she told me: "The nursing care you give your patients hasn't changed. You are often short with staff. You seem tired all the time."



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:

I manage to keep up to date with any technology changes that affect my practice. The employer provides in-services as necessary.

Note to myself: Use Tracking Other Learning Worksheet to capture the learning activities that are not part of my CCP learning plan.



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:

*I do provide feedback to colleagues when they ask.
Indicator 3.3 - The CCP worksheets will help me reflect on my practice.*



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:

Indicator 4.1 may be something I would develop a learning plan for in terms of reading these two NANB documents to refresh my memory.



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 checked="" type="checkbox"/>

Notes:

I am feeling overwhelmed at work, I never feel like I'm on top of things. The feedback from Mona (see notes Standard 1) helped me understand that the stress is affecting my ability to be respectful with my colleagues. I need to learn how to deal with stress differently. I cannot change the stress; however, I can change how I respond to the stressors.



Annie Richard
 Name _____ Practice Year 2008
Staff Nurse
 Role (position) _____ Practice Setting Surgery

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)
5.9 + (1.5)	<i>To learn and to apply stress management techniques</i>	<ul style="list-style-type: none"> • <i>Attend stress management workshop</i> • <i>Read article/books on stress reduction and coping (attach list)</i> • <i>Keep stress journal to document stressful events and plan alternate coping strategies for next time</i> 	<p><i>June (T)</i> <i>May (C)</i></p> <p><i>Sept (T)</i> <i>Oct (C)</i></p> <p><i>June – Nov (T)</i> <i>Nov (C)</i></p>



Evaluate My Learning:

Did my learning activities make a difference to my practice? Please describe.

Understanding more about stress and stress reduction has helped me deal with stress differently. Keeping a stress journal really makes me think about how to cope with stressful events and how I can respond differently the next time. Feedback from my peers leads me to believe that my relationships with co-workers have improved. Overall, I deal with stress differently. I don't take things personally.

Relaxation techniques learned at the stress management workshop helped me somewhat.



EXAMPLES OF COMPLETED WORKSHEETS

Meet Denise Landry, Staff Nurse

Denise is a staff nurse in a nursing home. As Denise begins to reflect on her practice, she realizes that she needs to learn more about palliative care. Caring for dying residents is an increasing expectation in the nursing home and she believes she needs to increase her knowledge in caring for dying patients.



Denise Landry 2008
 Name Practice Year

Staff Nurse *Nursing Home*
 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:

Indicator 1.6 - Sometimes workload interferes with my ability to meet this indicator.



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 checked="" 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:

I want to learn more about palliative care. This is a broad subject and I may need to sub-divide it into more manageable topics (i.e. chronic pain management, supporting family members and symptom management).



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:

*I feel comfortable providing feedback to others as necessary and appropriate.
I encourage others to attend educational sessions.*



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:

Indicator 4.9 - I have not had the opportunity to be involved in any research.



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:

I enjoy mentoring students – their questions really make me think about what I’m doing and why I am doing it. I learn from the students as well.



Desnie Landry 2008
 Name Practice Year
Staff Nurse Nursing Home
 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)
2.1	To learn more about palliative care, specifically: 1) symptom management, 2) chronic pain management and 3) dealing with family members	<ul style="list-style-type: none"> Complete a literature search through NURSING on palliative care in nursing homes Read two research-based articles and/or guidelines on each of the 3 topics. Set up a meeting with expert nurse from palliative care unit (perhaps arrange to shadow her for a shift) 	Jan (T) Jan (C) Mar (T) May (C) June (T) June (C)



Evaluate My Learning:

Did my learning activities make a difference to my practice? Please describe.

Signing on to the Canadian Nurses Portal (NURSONE) and learning to navigate the system was a major learning event for me! I am not used to using on-line resources. I was able to find relevant, current and research-based articles (guidelines) for all three topics. Reading these expanded my knowledge. When I met with the expert nurse from the palliative care unit I was able to ask focused questions. I have arranged for her to come to the nursing home to speak to the nursing staff. I plan to share my new knowledge with colleagues as well. I have developed new skills in supporting family members and helping them participate in the care of their loved one. I am more confident in advocating for residents regarding the management of their pain.



EXAMPLES OF COMPLETED WORKSHEETS

Meet Rachel Savoie, Nurse Manager

Rachel has worked as a staff nurse on the oncology unit for 14 years. Four years ago she was certified in oncology through the CNA certification program. Now she is ready for a new challenge. When the nurse manager position becomes vacant her co-workers encourage her to apply. She does apply and is offered the job. She accepts the position knowing that her employer will support her as she develops the new skills necessary to function in a first line supervisory position.

Rachel knows that her learning plan now needs to reflect her new position. She completes a self-assessment of her work as a nurse manager.



<i>Rachel Savoie</i>	2008
Name	Practice Year
<i>Nurse Manager</i>	<i>Oncology</i>
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:

I meet this standard as a manager rather than as a direct care provider. As I get more experience being a manager I will improve my ability to team build (indicator 1.6), manage resources (indicator 1.8), and initiate quality improvement and activities (indicator 1.9). This may be something I want to work on.



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 checked="" 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:

I'm not comfortable with having to do performance appraisals. I wonder if my inexperience as a manager will affect my ability to gain my co-workers' respect.



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 checked="" 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 checked="" type="checkbox"/>

Notes:

I need to develop skills related to indicator 3.5 and indicator 3.6 in order to do effective performance appraisals.



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:

I understand ethical standards, and will role model appropriate behaviors.

As a nurse manager, my role is to support staff in understanding and meeting these indicators.



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:

As a nurse manager, I am familiar with, comply with, and ensure staff compliance with NANB standards, employer policies and legislation relevant to this practice setting.



Rachel Savoie 2008
 Name Practice Year
Nurse Manager
 Role (position) Oncology
 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)
2.1 (3.5) (3.6)	To do effective performance appraisals	<ul style="list-style-type: none"> • Contact human resources department • Speak with other managers • Read management textbooks and articles • Read agency policy and procedures on performance appraisals • Ask staff for feedback after participating in their performance appraisal 	<p>June (T) March (C)</p> <p>June (T) May (C)</p> <p>April - May (T) May (C)</p> <p>Sept (T) Sept (C)</p> <p>Oct - Dec (T) Oct - Dec (C)</p>



Evaluate My Learning:

Did my learning activities make a difference to my practice? Please describe.

The opportunity to work on this learning objective made a difference. I now understand the performance appraisal process from a manager's perspective and my role as a leader in motivating people and providing a quality environment. Talking with my peers and the HR department helped make the theory come alive. I felt awkward at first but am feeling more comfortable with the format as I gain more experience. The feedback from staff has been valuable. I plan to continue asking staff for feedback.



EXAMPLES OF COMPLETED WORKSHEETS

Meet Sophie Martin, Educator

Sophie is an educator and teaches baccalaureate nursing students in the classroom and in a clinical setting. Sophie has been assessing her practice as an educator and realizes that she has not invested as much time as she would like in developing her teaching strategies.

Sophie shared some thoughts with a colleague about her teaching practice and how she would like to enhance her teaching. While her colleague did not initially feel comfortable sharing her thoughts about how Sophie might improve her teaching or develop new strategies, Sophie's questions and openness quickly put her at ease. They had a discussion about teaching strategies that was very helpful to Sophie as she later prepared her learning plan. In fact, Sophie included peer feedback in the classroom as one of her learning activities.



<i>Sophie Martin</i>	2008
Name	Practice Year
<i>Educator</i>	<i>University Nursing Program</i>
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:

As an educator, I do not provide direct care to clients; however, I facilitate care through the students. I help students meet this standard by providing relevant theory and application of theory in the clinical setting. I role model in clinical setting.



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:

I work closely with the students and unit nurses. The students are expected to maintain ongoing communication with primary care nurses.



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 checked="" 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:

I would like to improve my teaching skills in order to meet expectations of indicator 3.2.



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:

Application of these indicators means I am familiar with ethical standards and teach students accordingly. Role modeling is important.



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:

I'm meeting expectations of indicator 5.1. I make an effort to keep up to date with the policy relevant to the clinical area where I take the students. I help students interpret standards and policies.



Sophie Martin 2008
 Name Practice Year
Educator *University Nursing Program*
 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)
3.2	<i>To learn and competently apply new teaching strategies</i>	<ul style="list-style-type: none"> • <i>Subscribe to nursing education journals</i> • <i>Observe three colleagues teaching</i> • <i>Request peer feedback in class</i> • <i>Use student evaluation forms throughout the year</i> • <i>Complete course on computer technology</i> 	<p><i>May (T)</i> <i>March (C)</i></p> <p><i>Mar - June (T)</i> <i>May (C)</i></p> <p><i>Mar - June (T)</i> <i>June (C)</i></p> <p><i>Sept - June (T)</i> <i>June (C)</i></p> <p><i>Nov (T)</i> <i>Dec (C)</i></p>



Evaluate My Learning:

Did my learning activities make a difference to my practice? Please describe.

The feedback from colleagues and students really make me think about my teaching techniques and how I can improve with practice. I have a good rapport with students and I am well prepared with presentations. I'm learning to encourage more group involvement by incorporating case studies as a learning tool. I now make an effort to clarify the link between group work and course outline and relevance to students' nursing practice. Reading the journals every month keeps me up to date on issues in nursing education. Observing three colleagues' teaching was useful. We all have different styles and can learn from each other.

I have included new techniques in my teaching practice but I want to focus on this area further as I am not comfortable with new techniques yet and still feel awkward in intergrading them in my teaching style.



NEW EXAMPLES OF COMPLETED WORKSHEETS*

Marie is a public health nurse working in the early childhood initiative program.

Ray is a community mental health nurse working on the long-term care team.

***Note: These two new examples are not in the paper version of the Continuing Competence Program manual.**



NEW EXAMPLES OF COMPLETED WORKSHEETS

Meet Marie Allain, Public Health Nurse

Marie has worked as a Public Health Nurse for the last twelve years. She carries a full time Early Childhood Initiatives (ECI) caseload, and is scheduled for two Immunization Clinics and one 3.5 Preschool Clinic per month. Marie also volunteers for additional projects throughout the year.

After having completed her self-assessment, Marie decides to focus her learning on the nurse-client therapeutic relationship. The client's home feels like an informal environment so she wants to be clearer about the boundary between a therapeutic relationship and a social relationship. She wants to learn more about this relationship and its relevance to her public health nursing practice.



<i>Marie Allain</i>	<i>2008</i>
Name	Practice Year
<i>Public health nurse</i>	<i>Community</i>
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:

I do collaborate with other team members when the opportunity to do so presents itself.

I sit on the continuous quality improvement committee in my region.



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:

My documentation is not always completed on the same day as the visit or clinic, but I do make this a priority on the following work day.

I would participate in a research project if asked.

My ECI case load does not lend itself to assigning or delegating.



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 my 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:

I am always available to mentor the less experienced nurses as needed. This continuing competence program will make me think about meeting my own learning needs.



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 <i>Code of Ethics</i> and the <i>Standards for the Therapeutic Nurse-Client Relationship</i> .	1	2	3	4	n/a	<input checked="" 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 checked="" 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:

I need to learn more about the nurse-client relationship, especially related to home visits. What are the accepted boundaries?



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 practise.	1	2	3	4	n/a	<input type="checkbox"/>
5.9 I assume primary responsibility for maintaining fitness to practise.	1	2	3	4	n/a	<input type="checkbox"/>

NOTES:

Luckily I have not been in a situation where I would have to report professional practice problems. I work closely with other PHNs and we have really created a supportive work environment. Our office currently does not have student placements.



Marie Allain *2008*

Name Practice Year
Public Health Nurse *Community*

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)
4.1	<i>To learn more about the nurse-client relationship and assess my own practice.</i>	<ul style="list-style-type: none"> ▪ <i>Read the NANB Standard for the Therapeutic Nurse-Client relationship documents</i> 	<i>T – Feb C – Feb 6</i>
4.5	<i>To understand and apply principles maintaining a therapeutic relationship</i>	<ul style="list-style-type: none"> ▪ <i>Research current articles on the subject</i> ▪ <i>Identify real situations from past home visits</i> ▪ <i>Discuss and share concerns and questions with my PHN colleagues</i> ▪ <i>Assess my own past practice</i> ▪ <i>Journal my thoughts and learning throughout</i> 	<i>T- Feb C – Mar10 T – Mar C – Apr 15 T – May C – Jun 20 T – Sept C – Sep16 Ongoing</i>



Evaluate My Learning:

Did my learning activities make a difference to my practice? Please describe.

This was a very good learning experience. I have learned that boundary issues are much broader than we think. I looked carefully at actions that I have taken in the past to families in great need and would go about it differently in the future.

I feel better equipped to deal with future situations related to the nurse-client therapeutic relationship. I also think that my co-workers and I benefited from the discussions we had on the subject at the end of a work day or at a morning break.



NEW EXAMPLES OF COMPLETED WORKSHEETS

Meet Ray Flèche

Ray has previously worked for 5 years in in-patient psychiatry, and now, in community mental health, for 3 years. He just moved to New Brunswick from Ontario six months ago, has registered with NANB, and is getting ready for the coming year.

Ray is adjusting to the differences in geography, services and mandates compared with his previous, rather urban, setting. He feels he needs to better understand the delivery of mental health services in a rural community and the roles and responsibilities of the various health disciplines. He also notes that he does not have a full understanding of quality improvement activities from the program level.



<i>Ray Flèche</i>	<i>2008</i>
Name	Practice Year
<i>Mental health nurse</i>	<i>Community</i>
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 checked="" type="checkbox"/>

NOTES:

1.9 QA does not seem present on a daily basis here. I think knowing more about this could help my own practice.



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 checked="" 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:

2.5 We might use a different model of service delivery using the skill mix of providers we have (HSW, psychologist, SW, RN).

2.7 I share information from the Canadian Association of Psychosocial Rehabilitation Society (CAPSRS).



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 my 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:

3.3 I sometimes ask my supervisor to shadow a client visit.

3.4 I have not yet been funded to go to a professional conference, but I am taking courses on-line – reimbursed through the government & Union agreement.

3.6 Others have become interested in joining CAPSRs or finding out more about my on-line courses through Mohawk College.



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 <i>Code of Ethics</i> and the <i>Standards for the Therapeutic Nurse-Client Relationship</i> .	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:

4.9 I have heard of research projects in my workplace, but have not had an opportunity to participate yet.



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 practise.	1	2	3	4	n/a	<input type="checkbox"/>
5.9 I assume primary responsibility for maintaining fitness to practise.	1	2	3	4	n/a	<input type="checkbox"/>

NOTES:

5.6 In addition to sharing journal articles and things I learn from my courses with other nurses, I also share with other staff when they show interest, or with clients as it helps to work with them.

5.7 We usually only get psychology or SW students, and they tend not to spend time with people outside their discipline. But I would if asked, whether with them or with nursing students.



LEARNING PLAN WORKSHEET

Ray Flèche

2008

Name

Practice Year

Mental Health Nurse

Community

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)
1.9	<i>What is quality assurance? I want to know how to apply this at work and what it means for our clients.</i>	a) <i>I will volunteer for the Regional QA Committee.</i> b) <i>Being a member of the committee should also lead to the required QA training.</i>	<i>T – within the next year</i>
2.5	a) <i>Review the roles and responsibilities of</i> - RN - LPN - Care Aide/HSW - SW - Psychologist - Psychiatrist b) <i>More about models of treatment and care delivery in rural community mental health.</i>	a) <i>Using internet and print resources, I will refresh my understanding of each discipline's role and responsibilities in community mental health: E.G. through job descriptions; Codes of conduct or ethics; practice standards; and by direct questioning of current co-workers.</i> b) <i>Using internet and Regional Library Services, I will gather information about various collaborative practice service delivery models in community mental health (to discuss with colleagues).</i>	<i>T- End of March C – End of February T – End of June C – End of September (had to wait for summer vacations to be over)</i>



Evaluate My Learning:

Did my learning activities make a difference to my practice? Please describe.

1.9 *By the end of this year, I was finally able to join the QA Committee. Training in QA is not available for a few months yet, so I intend to carry this over to next year's CCP plan.*

2.5 *When I reviewed the roles & responsibilities of disciplines, I realized that I over-estimated the scope and role for Care Aides/HSWs, and was perhaps less knowledgeable about the SW and psychology role than I thought. I also have a better sense of where our roles overlap as well as differ. Lately, I believe I am making more appropriate requests for input or actual services for clients based on this new appreciation.*

The employer had a policy about what model of treatment delivery we were to use, but no one had ever been educated about it except the psychologist on the team. From looking at other models, we (the team) felt the differences between models are small. This did lead to a team request for formal training in the use of the designated model. No word yet on the employer's response. My personal studies will give me some information about it. For the coming year, I intend to ask the psychologist to coach me in this model.

