


LPN Continuing Competence Program

Self-Assessment Tool and Record of
Professional Development &
Learning Activities



College of Licensed Practical Nurses of Nova Scotia

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About the Continuing Competence Program (CCP)

Since 2010, every LPN in every practice context must participate in the CCP annually as a requirement of registration renewal. Participation includes conducting a self-assessment of one's competence, developing and implementing a professional learning plan, and reflectively evaluating the learning plan upon completion. Every year, a percentage of LPNs in Nova Scotia are randomly selected to participate in the CCP Audit Process. Those selected in the audit are required to submit their annual learning plan (from the previous year) to the College to have it evaluated for completeness.

About the Self-Assessment Component of CCP

The goal of the annual self-assessment is to encourage you to think about, or reflect, on your practice in the context of the Standards of Practice and Code of Ethics. (Click [HERE](#) to download a copy of the documents.) There are no wrong or right answers, but your answers do mean something. For instance, if you self-select a low score to one of the indicators, consider building your learning plan so you can increase your score over time.

You are required to complete a self-assessment annually – generally just before you renew your nursing licence – as part of the CCP. This tool can be used for 5-years' worth of self-assessments so you can look back over the years to monitor your own progress. **NOTE:** Keep your self-assessment tool in your personal files at home. You **ARE NOT** required to send it to the College as part of the CCP Audit Process.

Instructions for Completing the Self-Assessment Tool

The self-assessment tool is structured around the CLPNNS Standards of Practice and Code of Ethics documents. Read each indicator and rate your individual competence using the following scale:

1. **Novice:** You have little or no experience with the practice associated with the indicator and need additional learning in order to meet it.
2. **Intermediate:** You have minimal experience with the practice associated with the indicator and need some additional learning in order to meet it.
3. **Proficient:** You satisfactorily meet this indicator because you have sufficient experience with the practice associated with it.
4. **Expert:** You confidently meet this indicator because you have a great deal of experience with the practice associated with it.

Record of Professional Development and Learning Activities

Towards the back of this document, you will find several pages where you can keep track of your Professional Development and Learning Activities. It is important to remember not all learning activities are formal and professional activities (e.g. committee or board member work) and informal learning activities (e.g. unit in-services, staff meetings or mentorship) are valuable undertakings you should track and record.

Note: *Client as the recipient of nursing services is defined as individuals, families, groups or communities. For LPNs in non-clinical positions, such as education or management, client is the recipient of your services. For example as an educator, your client may be a student, nurse or other care provider. As a manager your client may be your team, individuals on your team, or policy. The health care team or (often written as 'collaborates with others') is inclusive of the client, family and any appropriate care providers.*

STANDARD 1: Professional Accountability and Responsibility

Licensed Practical Nurses are accountable for their practice and responsible for ensuring their practice and conduct meets the standards of the profession and legislative requirements.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
1.1	...practice to my full range of competence.					
1.2	...engage in ongoing self-assessment of my professional practice and competence, and seek opportunities for continuous learning.					
1.3	...share knowledge and expertise with others (includes being a mentor or preceptor situations).					
1.4	...recognize my own practice limitations and consult others as necessary.					
1.5	...identify and report any circumstances that potentially impede my practice.					
1.6	...take action to avoid and/or minimize harm to clients.					
1.7	...incorporate safety principles and quality assurance/improvement activities into my practice.					
1.8	...advocate for practice environments that promote client-centred care.					
1.10*	...document and report according to legislation and employer policies.					
1.11	...advocate for and participate in the development of policies and procedures that support evidence-informed LPN practice.					

**1.9 has been removed as it is duplicated elsewhere in this document.*

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:



STANDARD 2: Knowledge-Based Practice

Licensed Practical Nurses possess knowledge obtained through practical nurse preparation and continuous learning relevant to their professional LPN practice.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
2.1	...possess current knowledge to support critical thinking and professional judgement.					
2.2	...make decisions based on nursing science, theory and evidence.					
2.3	...access and use relevant and credible information technology and other resources.					
2.4	...integrate nursing research findings into my practice.					
2.5	...maintain awareness of current issues, trends and issues impacting client or nursing outcomes.					
2.6	...evolve my own practice in response to changes and new developments affecting the profession.					
2.7	...understand my role as an autonomous practitioner practicing in collaborative relationships.					
2.8	...collaborate to develop, review, and revise client care plans and goals.					
2.9	...provide holistic nursing care by considering the whole person, the environment, and concepts of health promotion, illness prevention, health maintenance, restoration, and protection.					
2.10	...recognize how environmental factors may affect professional practice and client outcomes.					
2.11	...use critical inquiry to assess, plan, and evaluate client's responses to interventions.					
2.12	...practice in a culturally competent manner.					
2.13	...modify interventions based on an evaluation of the client's response.					

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:

STANDARD 3: Service to the Public and Self-Regulation

Licensed Practical Nurses practice nursing in collaboration with clients and other members of the health care team to provide and improve health care services in the best interests of the public.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
3.1	...engage clients in a therapeutic nurse-client relationship.					
3.2	...collaborate to develop, implement and evaluate client centered policies.					
3.3	...contribute to the development and maintenance of environments based in safe, effective, and ethical practice.					
3.4	...use established occupational health and safety and infection control practices to protect clients, myself, and colleagues.					
3.5	...provide relevant and timely information to clients and co-workers.					
3.6	...understand the principles of self-regulation.					
3.7	...attain and maintain professional registration/ licensure.					
3.8	...practice according to relevant laws governing privacy and confidentiality of personal health information.					

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:

STANDARD 4: Ethical Practice

Licensed Practical Nurses uphold, promote and adhere to the values and beliefs as described in the Canadian Council for Practical Nurse Regulators (CCPNR) Code of Ethics.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
4.1	...practice according to the Code of Ethics for LPNs.					
4.2	...recognize the impact of my values and beliefs on my practice.					
4.3	...identify ethical issues and communicate them to the team.					
4.4	...enhance my ability to make and take action on ethical decisions.					
4.5	...advocate for the clients' right to autonomy, respect, privacy, confidentiality, dignity, and access to information.					
4.6	...maintain professional boundaries in nurse/client therapeutic relationships.					
4.7	...communicate in a respectful, timely, open, and honest manner.					
4.8	...collaborate with colleagues to promote safe, competent, and ethical practice.					
4.9	...contribute to and support healthy and positive practice environments.					
4.10	...practice with honesty and integrity.					

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:

PRINCIPLE 1: Responsibility to the Public

Licensed Practical Nurses, as self-regulating professionals, commit to provide safe, effective, compassionate, and ethical care to members of the public.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
1.1	...maintain standards of practice, professional competence, and conduct.					
1.2	...provide only those functions for which I am qualified by education or experience.					
1.3	...understand that community, society, and the environment are important factors in the health of individual clients.					
1.4	...respect the rights of all individuals.					
1.5	...provide care directed toward the health and well-being of the person, family, and community.					
1.6	...promote the health and well-being of individuals, families, and the public.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:

PRINCIPLE 2: Responsibility to Clients

License Practical Nurses provide safe and competent care for their clients.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
2.1	...respect the right and responsibility of clients to be informed and make decisions about their health care.					
2.1.1	...respect and support client choices.					
2.1.2	...assist and support client participation in decision making.					
2.1.3	...adhere to legislation on capacity assessment and substitute decision-makers.					
2.1.4	...ensure care plan is consistent with client wishes or advanced directives.					
2.2	...advocate for fair and equitable access to services and resources for clients.					
2.3	...protect client confidentiality.					
2.3.1	...safeguard health and personal information by collecting, storing, using, and disclosing it in compliance with legislation and policies.					
2.3.2	...report any situation where confidential information is accessed or disclosed without consent or authority, whether deliberately or through error.					
2.3.3	...ensure that communication (verbal, written, or electronic) is respectful and protects client privacy.					
2.3.4	...maintain professional boundaries in the use of electronic media.					
2.4	...act appropriately (which includes disclosure) and promptly to any harmful situation.					
2.5	...take action (which includes reporting) in a timely manner when unethical or incompetent care is suspected.					
2.6	...provide care to client recognizing their individuality and their right to choice.					
2.7	...develop trusting, therapeutic relationships while maintaining professional boundaries.					
2.8	...use evidence and judgement to guide nursing decisions.					
2.9	...identify and minimize risks to clients.					
2.10	...use new knowledge, technology, and scientific advances to promote safety, client satisfaction, and well-being.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle.

PRINCIPLE 3: Responsibility to the Profession

Licensed Practical Nurses have a commitment to their profession and foster the respect and trust of their clients, health care colleagues and the public.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
3.1	...conduct myself in a manner that upholds the integrity, and maintains the standards of the profession.					
3.2	...participate in activities allowing the profession to evolve.					
3.3	...practise in a manner that is consistent with the privilege and responsibility of self-regulation.					
3.4	...promote workplace behaviours and policies that facilitate professional practice.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:

PRINCIPLE 4: Responsibility to Colleagues

Licensed Practical Nurses develop and maintain positive, collaborative relationships with nursing colleagues and other health professionals.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
4.1	...take appropriate action to address the unprofessional conduct of others.					
4.2	...collaborate with others in a cooperative, constructive, and respectful manner.					
4.3	...engage in opportunities to inform colleagues and others about the LPN role and capabilities.					
4.4	...acknowledge colleagues' roles and their unique contribution to the inter-professional team.					
4.5	...respect the expertise of colleagues and share my own expertise and knowledge.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:

PRINCIPLE 5: Responsibility to Self

Licensed Practical Nurses recognize and function within their personal and professional competence and value systems.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
5.1	...demonstrate honesty, integrity, and trustworthiness in all interactions.					
5.2	...perform only the nursing functions that fall within my scope of practice and for which I am competent.					
5.3	...act consistently with the standards, legislation, and principles to which I am accountable.					
5.4	...disclose to my employer when a conflict makes it difficult for me to participate in an intervention.					
5.5	...inform the appropriate authority in the event of becoming unable to practise safely, competently or ethically.					
5.6	...engage in opportunities for career-long learning to continuously develop the competencies required to meet requirements of the profession.					
5.7	...prevent or manage conflict of interest.					
5.8	...maintain the required mental and physical wellness to meet the responsibilities of my role.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:



Continuing Competence Program

Record of Professional Development and Learning Activities

Name:		CLPNNS Reg. #:	
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Instructions for completing the Record of Professional Development and Learning Activities

The following space is provided for you to keep a record of all your professional development and learning activities.

You may use this tool, or the Learning Plan tool to complete your annual CCP requirement. **However you should be aware**, this tool is designed for tracking and as such **may not** contain enough detail to satisfy the requirements of the CCP Audit Process. If you are unsure contact a College Practice Consultant by email at PracticeConsultant@clpnns.ca or call (902) 423-8517 (toll-free in NS at 1-800-718- 8517).

Below is an example of how to use the document to track your learning activities. Fill in the first three sections immediately after the activity. It is important to link your learning to improving outcomes for clients so make sure you indicate how the information in your activity will do this.

The most important part of your activity is the reflective evaluation of your learning and reflection requires time. So come back to this section in 6 to 8 months and describe *how* you have been using this information to improve your practice and make a positive difference for clients.

Date	Feb 16, 2014
Professional Development Activity Describe your learning activity.	In-service on mental health medications given by our hospital pharmacist.
New Knowledge Identify something specific that you learned by doing this activity.	Some antidepressants can affect a client's heart rhythm.
Client Outcomes How may this information help you improve your nursing practice and client outcomes?	More information about medications will help me make informed decisions about the care I provide to my clients.
Reflective Evaluation of Learning Describe how you use this new knowledge to improve your practice and positively impact client outcomes.	I am vigilant when doing cardiovascular assessments. When I am caring for a client taking antidepressants, I compare my CV assessments to previous assessments. I am looking for any changes in assessments over time. Early recognition of change means earlier intervention and better outcomes for the client.

Date			
Professional Development Activity <hr/> Describe your learning activity.			
New Knowledge <hr/> Identify something specific that you learned by doing this activity.			
Client Outcomes <hr/> How may this information help you improve your nursing practice and client outcomes?			
Reflective Evaluation of Learning <hr/> Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			

Date of Activity			
Professional Development Activity Describe your learning activity.			
New Knowledge Identify something specific that you learned by doing this activity.			
Client Outcomes How may this information help you improve your nursing practice and client outcomes?			
Reflective Evaluation of Learning Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			

Date of Activity			
Professional Development Activity Describe your learning activity.			
New Knowledge Identify something specific that you learned by doing this activity.			
Client Outcomes How may this information help you improve your nursing practice and client outcomes?			
Reflective Evaluation of Learning Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			

Date of Activity			
Professional Development Activity Describe your learning activity.			
New Knowledge Identify something specific that you learned by doing this activity.			
Client Outcomes How may this information help you improve your nursing practice and client outcomes?			
Reflective Evaluation of Learning Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			

