

# Continuing Competence Program

# CCP learning in action

## Examples of Completed CCP 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;

**Sophie** is an educator in a university setting;

**Rachel** is a new nurse manager;

**Marie** is a public health nurse working in the early childhood initiative program; and

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

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

## **EXAMPLES OF COMPLETED WORKSHEETS**

### **Meet Annie R., 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 1.6. 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 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 R

2014

Name

Practice Year

Staff Nurse

Surgery

Role (position)

Practice Setting

**Standards of Practice for Registered Nurses**

**1) Responsibility and Accountability**

*Each nurse is responsible for practising safely, competently and ethically and is accountable to the client, employer, profession and the public.*

| 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  |   |   | Always |     |  |
| 1.1 I maintain current registration.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.2 I practise in accordance with relevant legislation, standards and employer policies.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.3 I practise in accordance with the <i>Code of Ethics for Registered Nurses</i> .  | 1   | 2 | ③ | 4      | n/a |  |
| 1.4 I assume primary responsibility for continuing competence.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.5 I am answerable for nursing actions, decisions and professional conduct.   | 1   | 2 | ③ | 4      | n/a |  |
| 1.6 I take measures to maintain fitness to practise such that client safety is not compromised.  | 1   | ② | 3 | 4      | n/a | √  |
| 1.7 I recognize and take action in situations where client safety is actually or potentially compromised.  | 1   | 2 | 3 | ④      | n/a |  |
| 1.8 I fulfill my duty to report.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.9 I advocate for and contribute to the development and implementation of policies, programs and practices relevant to the practice setting and the nursing profession. | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

*I am feeling overwhelmed at work. I never feel like I'm on top of things. The feedback from Mona (see Standard 3) 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.*

*Indicator 1.2 and 1.3 may be something I would develop a learning plan for in terms of reading these documents to refresh my memory.*

Standards of Practice for Registered Nurses

**2) Knowledge-Based Practice**

*Each nurse practises using evidence-informed knowledge, skill and judgement.*

| 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  |   |   | Always |     |  |
| 2.1 I maintain and enhance my knowledge and skills.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.2 I use critical inquiry in collecting and interpreting data, in determining and communicating client status, in planning and implementing the plan of care and in evaluating outcomes. | 1   | 2 | 3 | ④      | n/a |  |
| 2.3 I recognize and practise within my level of competence and seek additional knowledge and assistance when needed.  | 1   | 2 | ③ | 4      | n/a |  |
| 2.4 I exercise reasonable judgement.  | 1   | 2 | 3 | ④      | n/a |  |
| 2.5 I initiate, maintain and conclude the therapeutic nurse-client relationship.  | 1   | 2 | 3 | ④      | n/a |  |
| 2.6 I assign and delegate nursing activities in accordance with client needs, the roles and competence of other providers and the requirements of the practice setting.                   | 1   | 2 | 3 | ④      | n/a |  |
| 2.7 I support colleagues and students by sharing nursing knowledge and expertise.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.8 I maintain timely and accurate documentation.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.9 I contribute to and support the analysis, development, implementation and evaluation of best practice.  | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

*I provide feedback to my colleagues when they ask.*

Standards of Practice for Registered Nurses

**3) Client-Centered Practice**

*Each nurse contributes to and promotes measures that optimize positive client health outcomes at the individual, organizational and system level.*

| 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  |   |   | Always |     |  |
| 3.1 I practise using a client-centered approach.   | 1   | 2 | 3 | ④      | n/a |  |
| 3.2 I communicate effectively and respectfully with clients, colleagues and others.                                      | 1   | ② | 3 | 4      | n/a | √  |
| 3.3 I assist clients in learning about the health care system and coordinate access to appropriate health care services. | 1   | 2 | 3 | ④      | n/a |  |
| 3.4 I engage in interprofessional and intersectoral collaboration.   | 1   | 2 | ③ | 4      | n/a |  |
| 3.5 I use resources effectively and efficiently in the provision of nursing services.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.6 I support innovation by implementing and evaluating new knowledge and technology.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.7 I advocate for and contribute to quality professional practice environments.   | 1   | 2 | 3 | ④      | n/a |  |

**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."*

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

Standards of Practice for Registered Nurses

**4) Public Trust**

*Each nurse upholds the public’s trust in the 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  |   | Always |   |     |  |
| 4.1 I demonstrate professional presence and model professional behaviour.   | 1   | 2 | ③      | 4 | n/a |  |
| 4.2 I act as a moral agent in providing nursing services.   | 1   | 2 | ③      | 4 | n/a |  |
| 4.3 I protect clients’ privacy and confidentiality.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.4 I endeavor to develop competence in nursing leadership.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.5 I advocate, individually and collectively, for healthy public policy and programs that are informed by the social determinants of health. | 1   | 2 | 3      | ④ | n/a |  |
| 4.6 I contribute to and support initiatives that improve the health system and population health.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.7 I participate in changes that inform and advance the profession of nursing in the interest of the public.                                 | 1   | 2 | 3      | ④ | n/a |  |

**Notes:**

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*Annie R*

*2014*

Name

Practice Year

*Staff Nurse*

*Surgery*

Role (position)

Practice Setting

**Instructions:** Create a learning plan for the standard indicator(s) that 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 | <b>Learning Objective</b><br><br>What am I going to learn? | <b>Learning Activities</b><br><br>How am I going to learn?   | <b>Dates</b><br><br>Targeted (T)<br>Completed (C)  |
|--|--|--|--|
| 1.6<br><br>3.2                                     | To learn and to apply stress management techniques.        | <ul style="list-style-type: none"> <li>• Attend stress management workshop.</li> <li>• Read article/books on stress reduction and coping.</li> <li>• Keep stress journal to document stressful events and plan alternate coping strategies for next time.</li> </ul> | <i>June (T)</i><br><i>May (C)</i><br><br><i>Sept(T)</i><br><i>Oct (C)</i><br><br><i>June-Nov (T)</i><br><i>Nov (C)</i> |



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|                    |                  |
|--------------------|------------------|
| <i>Annie R</i>     | <i>2014</i>      |
| Name               | Practice Year    |
| <i>Staff Nurse</i> | <i>Surgery</i>   |
| Role (position)    | Practice Setting |

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**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 L., 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 L

2014

Name

Practice Year

Staff Nurse

Nursing Home

Role (position)

Practice Setting

**Standards of Practice for Registered Nurses**

**1) Responsibility and Accountability**

*Each nurse is responsible for practising safely, competently and ethically and is accountable to the client, employer, profession and the public.*

| 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  |   | Always |   |     |  |
| 1.1 I maintain current registration.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.2 I practise in accordance with relevant legislation, standards and employer policies.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.3 I practise in accordance with the <i>Code of Ethics for Registered Nurse</i> .   | 1   | 2 | 3      | ④ | n/a |  |
| 1.4 I assume primary responsibility for continuing competence.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.5 I am answerable for nursing actions, decisions and professional conduct.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.6 I take measures to maintain fitness to practise such that client safety is not compromised.  | 1   | 2 | 3      | ④ | n/a |  |
| 1.7 I recognize and take action in situations where client safety is actually or potentially compromised.  | 1   | 2 | 3      | ④ | n/a |  |
| 1.8 I fulfill my duty to report.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.9 I advocate for and contribute to the development and implementation of policies, programs and practices relevant to the practice setting and the nursing profession. | 1   | 2 | ③      | 4 | n/a |  |

**Notes:**

1.9 Sometimes workload interferes with my ability to meet this indicator.

Standards of Practice for Registered Nurses

**2) Knowledge-Based Practice**

*Each nurse practises using evidence-informed knowledge, skill and judgement.*

| 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  |   | Always |   |     |  |
| 2.1 I maintain and enhance my knowledge and skills.   | 1   | 2 | 3      | ④ | n/a |  |
| 2.2 I use critical inquiry in collecting and interpreting data, in determining and communicating client status, in planning and implementing the plan of care and in evaluating outcomes. | 1   | 2 | 3      | ④ | n/a |  |
| 2.3 I recognize and practise within my level of competence and seek additional knowledge and assistance when needed.  | 1   | 2 | ③      | 4 | n/a | √  |
| 2.4 I exercise reasonable judgement.  | 1   | 2 | 3      | ④ | n/a |  |
| 2.5 I initiate, maintain and conclude the therapeutic nurse-client relationship.  | 1   | 2 | 3      | ④ | n/a |  |
| 2.6 I assign and delegate nursing activities in accordance with client needs, the roles and competence of other providers and the requirements of the practice setting.                   | 1   | 2 | 3      | ④ | n/a |  |
| 2.7 I support colleagues and students by sharing nursing knowledge and expertise.   | 1   | 2 | 3      | ④ | n/a |  |
| 2.8 I maintain timely and accurate documentation.   | 1   | 2 | 3      | ④ | n/a |  |
| 2.9 I contribute to and support the analysis, development, implementation and evaluation of best practice.  | 1   | 2 | 3      | ④ | n/a |  |

**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).*

*2.7 I feel comfortable providing feedback to others as necessary and appropriate. I encourage others to attend educational sessions. I enjoy mentoring students- their questions really make me think about what I'm doing and why I'm doing it. I learn from the students as well.*

Standards of Practice for Registered Nurses

**3) Client-Centered Practice**

*Each nurse contributes to and promotes measures that optimize positive client health outcomes at the individual, organizational and system level.*

| 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  |   |   | Always |     |  |
| 3.1 I practise using a client-centered approach.   | 1   | 2 | 3 | ④      | n/a |  |
| 3.2 I communicate effectively and respectfully with clients, colleagues and others.                                      | 1   | 2 | 3 | ④      | n/a |  |
| 3.3 I assist clients in learning about the health care system and coordinate access to appropriate health care services. | 1   | 2 | 3 | ④      | n/a |  |
| 3.4 I engage in interprofessional and intersectoral collaboration.   | 1   | 2 | ③ | 4      | n/a |  |
| 3.5 I use resources effectively and efficiently in the provision of nursing services.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.6 I support innovation by implementing and evaluating new knowledge and technology.                                    | 1   | 2 | ③ | 4      | n/a |  |
| 3.7 I advocate for and contribute to quality professional practice environments.   | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

*I attempt to keep up to date with changes that affect my practice. There are many changes in the workplace and sometimes it feels overwhelming considering the workload.*

Standards of Practice for Registered Nurses

**4) Public Trust**

*Each nurse upholds the public’s trust in the 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  |   | Always |   |     |  |
| 4.1 I demonstrate professional presence and model professional behaviour.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.2 I act as a moral agent in providing nursing services.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.3 I protect clients’ privacy and confidentiality.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.4 I endeavor to develop competence in nursing leadership.   | 1   | 2 | ③      | 4 | n/a |  |
| 4.5 I advocate, individually and collectively, for healthy public policy and programs that are informed by the social determinants of health. | 1   | 2 | ③      | 4 | n/a |  |
| 4.6 I contribute to and support initiatives that improve the health system and population health.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.7 I participate in changes that inform and advance the profession of nursing in the interest of the public.                                 | 1   | 2 | 3      | ④ | n/a |  |

**Notes:**

*Increasing my knowledge of palliative care will provide me with more tools to advocate for quality care in our environment.*

*Denise L*

*2014*

Name

Practice Year

*Staff Nurse*

*Nursing Home*

Role (position)

Practice Setting

**Instructions:** Create a learning plan for the standard indicator(s) that 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 | <b>Learning Objective</b><br><br>What am I going to learn?  | <b>Learning Activities</b><br><br>How am I going to learn?  | <b>Dates</b><br><br>Targeted (T)<br>Completed (C)   |
|--|---|---|---|
| 2.3  | To learn more about palliative care, specifically:<br>1) symptom management,<br>2) chronic pain management and<br>3) dealing with family members. | <ul style="list-style-type: none"> <li>• Complete a literature search through NURSEONE on palliative care in nursing homes</li> <li>• Read two research-based articles and/or guidelines on each of the 3 topics</li> <li>• Set up a meeting with expert nurse from palliative care unit (perhaps arrange to shadow her for a shift)</li> </ul> | <p><i>Jan (T)</i><br/><i>Jan (C)</i></p> <p><i>Mar(T)</i><br/><i>May (C)</i></p> <p><i>Jun (T)</i><br/><i>Jun (C)</i></p> |

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|                    |                     |
|--------------------|---------------------|
| <i>Denise L</i>    | <i>2014</i>         |
| Name               | Practice Year       |
| <i>Staff Nurse</i> | <i>Nursing Home</i> |
| Role (position)    | Practice Setting    |

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**Evaluate My Learning:**

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

*Signing on to the Canadian Nurses Portal (NURSEONE) 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 Sophie M., 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.

Sophie M

2014

Name

Practice Year

Educator

University Nursing Program

Role (position)

Practice Setting

**Standards of Practice for Registered Nurses**

**1) Responsibility and Accountability**

*Each nurse is responsible for practising safely, competently and ethically and is accountable to the client, employer, profession and the public.*

| 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  |   |   | Always |     |  |
| 1.1 I maintain current registration.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.2 I practise in accordance with relevant legislation, standards and employer policies.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.3 I practise in accordance with the <i>Code of Ethics for Registered Nurses</i> .  | 1   | 2 | 3 | ④      | n/a |  |
| 1.4 I assume primary responsibility for continuing competence.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.5 I am answerable for nursing actions, decisions and professional conduct.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.6 I take measures to maintain fitness to practise such that client safety is not compromised.  | 1   | 2 | 3 | ④      | n/a |  |
| 1.7 I recognize and take action in situations where client safety is actually or potentially compromised.  | 1   | 2 | 3 | ④      | n/a |  |
| 1.8 I fulfill my duty to report.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.9 I advocate for and contribute to the development and implementation of policies, programs and practices relevant to the practice setting and the nursing profession. | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

*I am aware of these indicators and incorporate this standard into my overall practice as well as in my teaching content.*

*I make an effort to keep up to date with policy relevant to the clinical areas where I am working with students. I help students interpret standards and policies.*

Standards of Practice for Registered Nurses

**2) Knowledge-Based Practice**

*Each nurse practises using evidence-informed knowledge, skill and judgement.*

| 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  |   |   | Always |     |  |
| 2.1 I maintain and enhance my knowledge and skills.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.2 I use critical inquiry in collecting and interpreting data, in determining and communicating client status, in planning and implementing the plan of care and in evaluating outcomes. | 1   | 2 | 3 | ④      | n/a |  |
| 2.3 I recognize and practise within my level of competence and seek additional knowledge and assistance when needed.  | 1   | 2 | 3 | ④      | n/a | √  |
| 2.4 I exercise reasonable judgement.  | 1   | 2 | 3 | ④      | n/a |  |
| 2.5 I initiate, maintain and conclude the therapeutic nurse-client relationship.  | 1   | 2 | 3 | ④      | n/a |  |
| 2.6 I assign and delegate nursing activities in accordance with client needs, the roles and competence of other providers and the requirements of the practice setting.                   | 1   | 2 | 3 | ④      | n/a |  |
| 2.7 I support colleagues and students by sharing nursing knowledge and expertise.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.8 I maintain timely and accurate documentation.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.9 I contribute to and support the analysis, development, implementation and evaluation of best practice.  | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

*I would like to improve my teaching skills in order to meet expectations of indicator 2.3.*

*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 settings.*

Standards of Practice for Registered Nurses

**3) Client-Centered Practice**

*Each nurse contributes to and promotes measures that optimize positive client health outcomes at the individual, organizational and system level.*

| 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  |   |   | Always |     |  |
| 3.1 I practise using a client-centered approach.   | 1   | 2 | 3 | ④      | n/a |  |
| 3.2 I communicate effectively and respectfully with clients, colleagues and others.                                      | 1   | 2 | 3 | ④      | n/a |  |
| 3.3 I assist clients in learning about the health care system and coordinate access to appropriate health care services. | 1   | 2 | 3 | ④      | n/a |  |
| 3.4 I engage in interprofessional and intersectoral collaboration.   | 1   | 2 | 3 | ④      | n/a |  |
| 3.5 I use resources effectively and efficiently in the provision of nursing services.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.6 I support innovation by implementing and evaluating new knowledge and technology.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.7 I advocate for and contribute to quality professional practice environments.   | 1   | 2 | 3 | ④      | n/a |  |

**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

**4) Public Trust**

*Each nurse upholds the public’s trust in the 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  |   | Always |   |     |  |
| 4.1 I demonstrate professional presence and model professional behaviour.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.2 I act as a moral agent in providing nursing services.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.3 I protect clients’ privacy and confidentiality.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.4 I endeavor to develop competence in nursing leadership.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.5 I advocate, individually and collectively, for healthy public policy and programs that are informed by the social determinants of health. | 1   | 2 | 3      | ④ | n/a |  |
| 4.6 I contribute to and support initiatives that improve the health system and population health.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.7 I participate in changes that inform and advance the profession of nursing in the interest of the public.                                 | 1   | 2 | 3      | ④ | n/a |  |

**Notes:**

*Application of these indicators means that I am striving for professionalism, ethical behaviour and advancement of the profession of nursing.*

*Sophie M*

*2014*

Name

Practice Year

*Educator*

*University Nursing Program*

Role (position)

Practice Setting

**Instructions:** Create a learning plan for the standard indicator(s) that 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 | <b>Learning Objective</b><br><br>What am I going to learn? | <b>Learning Activities</b><br><br>How am I going to learn?   | <b>Dates</b><br><br>Targeted (T)<br>Completed (C)   |
|--|--|--|---|
| 2.3  | To learn and competently apply new teaching strategies     | <ul style="list-style-type: none"> <li>• Review nursing education journals</li> <li>• Observe three colleagues teaching</li> <li>• Request peer feedback in class</li> <li>• Use student evaluation forms throughout the year</li> <li>• Complete course on computer technology</li> </ul> | May (T)<br>March (C)<br><br>Mar - June(T)<br>May (C)<br><br>Mar - June (T)<br>June (C)<br><br>Sept – June (T)<br>June (C)<br><br>Nov (T)<br>Dec (C) |

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|                 |                                   |
|-----------------|-----------------------------------|
| <i>Sophie M</i> | <i>2014</i>                       |
| Name            | Practice Year                     |
| <i>Educator</i> | <i>University Nursing Program</i> |
| Role (position) | Practice Setting                  |

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**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 for presentations. I'm learning to incorporate more group involvement by incorporating case studies as a learning tool. I now make an effort to clarify the link between group work and the course outline as well as relevance to the students' 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 one another.*

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

## **EXAMPLES OF COMPLETED WORKSHEETS**

### **Meet Rachel S., 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.



Rachel S

2014

Name

Practice Year

Nurse Manager

Oncology

Role (position)

Practice Setting

**Standards of Practice for Registered Nurses**

**1) Responsibility and Accountability**

*Each nurse is responsible for practising safely, competently and ethically and is accountable to the client, employer, profession and the public.*

| 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  |   |   | Always |     |  |
| 1.1 I maintain current registration.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.2 I practise in accordance with relevant legislation, standards and employer policies.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.3 I practise in accordance with the <i>Code of Ethics for Registered Nurses</i> .  | 1   | 2 | 3 | ④      | n/a |  |
| 1.4 I assume primary responsibility for continuing competence.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.5 I am answerable for nursing actions, decisions and professional conduct.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.6 I take measures to maintain fitness to practise such that client safety is not compromised.  | 1   | 2 | 3 | ④      | n/a |  |
| 1.7 I recognize and take action in situations where client safety is actually or potentially compromised.  | 1   | 2 | 3 | ④      | n/a |  |
| 1.8 I fulfill my duty to report.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.9 I advocate for and contribute to the development and implementation of policies, programs and practices relevant to the practice setting and the nursing profession. | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

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

Standards of Practice for Registered Nurses

**2) Knowledge-Based Practice**

*Each nurse practises using evidence-informed knowledge, skill and judgement.*

| 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  |   |   | Always |     |  |
| 2.1 I maintain and enhance my knowledge and skills.   | 1   | 2 | ③ | 4      | n/a |  |
| 2.2 I use critical inquiry in collecting and interpreting data, in determining and communicating client status, in planning and implementing the plan of care and in evaluating outcomes. | 1   | 2 | 3 | ④      | n/a |  |
| 2.3 I recognize and practise within my level of competence and seek additional knowledge and assistance when needed.  | 1   | 2 | 3 | ④      | n/a |  |
| 2.4 I exercise reasonable judgement.  | 1   | 2 | 3 | ④      | n/a |  |
| 2.5 I initiate, maintain and conclude the therapeutic nurse-client relationship.  | 1   | 2 | 3 | ④      | n/a |  |
| 2.6 I assign and delegate nursing activities in accordance with client needs, the roles and competence of other providers and the requirements of the practice setting.                   | 1   | 2 | 3 | ④      | n/a |  |
| 2.7 I support colleagues and students by sharing nursing knowledge and expertise.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.8 I maintain timely and accurate documentation.   | 1   | 2 | 3 | ④      | n/a |  |
| 2.9 I contribute to and support the analysis, development, implementation and evaluation of best practice.  | 1   | 2 | 3 | ④      | n/a |  |

**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) Client-Centered Practice**

*Each nurse contributes to and promotes measures that optimize positive client health outcomes at the individual, organizational and system level.*

| 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  |   |   | Always |     |  |
| 3.1 I practise using a client-centered approach.   | 1   | 2 | 3 | ④      | n/a |  |
| 3.2 I communicate effectively and respectfully with clients, colleagues and others.                                      | 1   | 2 | 3 | ④      | n/a |  |
| 3.3 I assist clients in learning about the health care system and coordinate access to appropriate health care services. | 1   | 2 | 3 | ④      | n/a |  |
| 3.4 I engage in interprofessional and intersectoral collaboration.   | 1   | 2 | ③ | 4      | n/a |  |
| 3.5 I use resources effectively and efficiently in the provision of nursing services.                                    | 1   | 2 | ③ | 4      | n/a |  |
| 3.6 I support innovation by implementing and evaluating new knowledge and technology.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.7 I advocate for and contribute to quality professional practice environments.   | 1   | 2 | 3 | ④      | n/a |  |

**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 work with interprofessional and intersectoral teams, manage resources and advocate for quality professional practice environments. These may be areas I want to work on in the future.*

Standards of Practice for Registered Nurses

**4) Public Trust**

*Each nurse upholds the public’s trust in the 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  |   |   | Always |     |  |
| 4.1 I demonstrate professional presence and model professional behaviour.   | 1   | 2 | 3 | ④      | n/a |  |
| 4.2 I act as a moral agent in providing nursing services.   | 1   | 2 | 3 | ④      | n/a |  |
| 4.3 I protect clients’ privacy and confidentiality.   | 1   | 2 | 3 | ④      | n/a |  |
| 4.4 I endeavor to develop competence in nursing leadership.   | 1   | 2 | ③ | 4      | n/a | √  |
| 4.5 I advocate, individually and collectively, for healthy public policy and programs that are informed by the social determinants of health. | 1   | 2 | 3 | ④      | n/a |  |
| 4.6 I contribute to and support initiatives that improve the health system and population health.   | 1   | 2 | 3 | ④      | n/a |  |
| 4.7 I participate in changes that inform and advance the profession of nursing in the interest of the public.                                 | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

*I understand that ethical standards are one aspect of obtaining public trust. I will model appropriate behaviours. As a nurse manager, my role is to support staff in understanding and meeting these indicators. My activities towards confidence in doing performance appraisals will help me become a better leader and guide to staff.*

*Rachel S*

*2014*

Name

Practice Year

*Nurse Manager*

*Oncology*

Role (position)

Practice Setting

**Instructions:** Create a learning plan for the standard indicator(s) that 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 | <b>Learning Objective</b><br><br>What am I going to learn? | <b>Learning Activities</b><br><br>How am I going to learn?  | <b>Dates</b><br><br>Targeted (T)<br>Completed (C)   |
|--|--|---|---|
| 4.4  | To do effective performance appraisals                     | <ul style="list-style-type: none"> <li>• Contact Human Resources department re: training sessions</li> <li>• Speak with other managers</li> <li>• Read management textbooks and articles</li> <li>• Read agency policy and procedures on performance appraisals</li> <li>• Ask staff for feedback after participating in their performance appraisal</li> </ul> | <p><i>June (T)</i><br/><i>March (C)</i></p> <p><i>June(T)</i><br/><i>May (C)</i></p> <p><i>April-May (T)</i><br/><i>May (C)</i></p> <p><i>Sept (T)</i><br/><i>Sept (C)</i></p> <p><i>Oct-Dec (T)</i><br/><i>Oct-Dec (C)</i></p> |

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|                      |                  |
|----------------------|------------------|
| <i>Rachel S</i>      | <i>2014</i>      |
| Name                 | Practice Year    |
| <i>Nurse Manager</i> | <i>Oncology</i>  |
| Role (position)      | Practice Setting |

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**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 Marie A., 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.

Marie A

2014

Name

Practice Year

Public Health Nurse

Community

Role (position)

Practice Setting

**Standards of Practice for Registered Nurses**

**1) Responsibility and Accountability**

*Each nurse is responsible for practising safely, competently and ethically and is accountable to the client, employer, profession and the public.*

| 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  |   |   | Always |     |  |
| 1.1 I maintain current registration.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.2 I practise in accordance with relevant legislation, standards and employer policies.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.3 I practise in accordance with the <i>Code of Ethics for Registered Nurses</i> .  | 1   | 2 | 3 | ④      | n/a |  |
| 1.4 I assume primary responsibility for continuing competence.   | 1   | 2 | ③ | 4      | n/a |  |
| 1.5 I am answerable for nursing actions, decisions and professional conduct.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.6 I take measures to maintain fitness to practise such that client safety is not compromised.  | 1   | 2 | 3 | ④      | n/a |  |
| 1.7 I recognize and take action in situations where client safety is actually or potentially compromised.  | 1   | 2 | 3 | ④      | n/a |  |
| 1.8 I fulfill my duty to report.   | 1   | 2 | 3 | ④      | n/a |  |
| 1.9 I advocate for and contribute to the development and implementation of policies, programs and practices relevant to the practice setting and the nursing profession. | 1   | 2 | 3 | ④      | n/a |  |

**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 have really created a supportive work environment.*

*On occasion my peers have prompted me to review situations that would be useful to consider when doing continuing competence activities.*



Standards of Practice for Registered Nurses

**2) Knowledge-Based Practice**

*Each nurse practises using evidence-informed knowledge, skill and judgement.*

| 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  |   | Always |   |     |  |
| 2.1 I maintain and enhance my knowledge and skills.   | 1   | 2 | 3      | ④ | n/a |  |
| 2.2 I use critical inquiry in collecting and interpreting data, in determining and communicating client status, in planning and implementing the plan of care and in evaluating outcomes. | 1   | 2 | 3      | ④ | n/a |  |
| 2.3 I recognize and practise within my level of competence and seek additional knowledge and assistance when needed.  | 1   | 2 | ③      | 4 | n/a |  |
| 2.4 I exercise reasonable judgement.  | 1   | 2 | 3      | ④ | n/a |  |
| 2.5 I initiate, maintain and conclude the therapeutic nurse-client relationship.  | 1   | 2 | ③      | 4 | n/a | √  |
| 2.6 I assign and delegate nursing activities in accordance with client needs, the roles and competence of other providers and the requirements of the practice setting.                   | 1   | 2 | 3      | ④ | n/a |  |
| 2.7 I support colleagues and students by sharing nursing knowledge and expertise.   | 1   | 2 | 3      | ④ | n/a |  |
| 2.8 I maintain timely and accurate documentation.   | 1   | 2 | ③      | 4 | n/a |  |
| 2.9 I contribute to and support the analysis, development, implementation and evaluation of best practice.  | 1   | 2 | 3      | ④ | n/a |  |

**Notes:**

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

*This continuing competence program will make me think about meeting my own learning needs.*

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

*I am always available to mentor the less experienced nurses as needed.*

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

Standards of Practice for Registered Nurses

**3) Client-Centered Practice**

*Each nurse contributes to and promotes measures that optimize positive client health outcomes at the individual, organizational and system level.*

| 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  |   |   | Always |     |  |
| 3.1 I practise using a client-centered approach.   | 1   | 2 | 3 | ④      | n/a |  |
| 3.2 I communicate effectively and respectfully with clients, colleagues and others.                                      | 1   | 2 | 3 | ④      | n/a |  |
| 3.3 I assist clients in learning about the health care system and coordinate access to appropriate health care services. | 1   | 2 | 3 | ④      | n/a |  |
| 3.4 I engage in interprofessional and intersectoral collaboration.   | 1   | 2 | 3 | ④      | n/a |  |
| 3.5 I use resources effectively and efficiently in the provision of nursing services.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.6 I support innovation by implementing and evaluating new knowledge and technology.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.7 I advocate for and contribute to quality professional practice environments.   | 1   | 2 | 3 | ④      | n/a |  |

**Notes:**

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

Standards of Practice for Registered Nurses

**4) Public Trust**

*Each nurse upholds the public’s trust in the 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  |   | Always |   |     |  |
| 4.1 I demonstrate professional presence and model professional behaviour.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.2 I act as a moral agent in providing nursing services.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.3 I protect clients’ privacy and confidentiality.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.4 I endeavor to develop competence in nursing leadership.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.5 I advocate, individually and collectively, for healthy public policy and programs that are informed by the social determinants of health. | 1   | 2 | 3      | ④ | n/a |  |
| 4.6 I contribute to and support initiatives that improve the health system and population health.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.7 I participate in changes that inform and advance the profession of nursing in the interest of the public.                                 | 1   | 2 | 3      | ④ | n/a |  |

**Notes:**

*I have studied the social determinants of health while completing the PHAC Skills Enhancement Modules which are based upon the core competencies for Public Health. I am able to apply the knowledge and skills acquired from these modules to my work in health promotion.*

Marie A

2014

Name

Practice Year

Public Health Nurse

Community

Role (position)

Practice Setting

**Instructions:** Create a learning plan for the standard indicator(s) that 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 | <p><b>Learning Objective</b></p> <p>What am I going to learn?</p>   | <p><b>Learning Activities</b></p> <p>How am I going to learn?</p>   | <p><b>Dates</b></p> <p>Targeted (T)<br/>Completed (C)</p>  |
|--|---|---|--|
| 2.5  | <p>To learn more about the nurse-client relationship and assess my own practice</p> <p>To understand and apply principles of maintaining a therapeutic relationship</p> | <ul style="list-style-type: none"> <li>• Read the NANB Standard for the Therapeutic Nurse-Client relationship documents</li> <li>• Research current articles on the subject</li> <li>• Identify real situations from past home visits</li> <li>• Discuss and share concerns and questions with my PHN colleagues</li> <li>• Assess my own past practice</li> <li>• Journal my thoughts and learning throughout</li> </ul> | <p>Feb (T)<br/>Feb 6 (C)</p> <p>Feb(T)<br/>Mar 10 (C)</p> <p>Mar (T)<br/>Apr 15 (C)</p> <p>May (T)<br/>Jun 20 (C)</p> <p>Sept (T)<br/>Sept 16 (C)</p> <p>Ongoing</p> |

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|                            |                  |
|----------------------------|------------------|
| <i>Marie A</i>             | <i>2014</i>      |
| Name                       | Practice Year    |
| <i>Public Health Nurse</i> | <i>Community</i> |
| Role (position)            | Practice Setting |

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**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 with families with many needs 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 coworkers and I benefited from the discussions we had on the subject at the end of a work day.*

## **EXAMPLES OF COMPLETED WORKSHEETS**

### **Meet Ray F, Mental Health Nurse**

Ray has previously worked for five years in in-patient psychiatry, and now, in community mental health, for three 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.

Ray F

2014

Name

Practice Year

Mental Health Nurse

Community

Role (position)

Practice Setting

**Standards of Practice for Registered Nurses**

**1) Responsibility and Accountability**

*Each nurse is responsible for practising safely, competently and ethically and is accountable to the client, employer, profession and the public.*

| 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  |   | Always |   |     |  |
| 1.1 I maintain current registration.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.2 I practise in accordance with relevant legislation, standards and employer policies.   | 1   | 2 | ③      | 4 | n/a |  |
| 1.3 I practise in accordance with the <i>Code of Ethics for Registered Nurses</i> .  | 1   | 2 | 3      | ④ | n/a |  |
| 1.4 I assume primary responsibility for continuing competence.   | 1   | 2 | ③      | 4 | n/a |  |
| 1.5 I am answerable for nursing actions, decisions and professional conduct.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.6 I take measures to maintain fitness to practise such that client safety is not compromised.  | 1   | 2 | ③      | 4 | n/a |  |
| 1.7 I recognize and take action in situations where client safety is actually or potentially compromised.  | 1   | 2 | 3      | ④ | n/a |  |
| 1.8 I fulfill my duty to report.   | 1   | 2 | 3      | ④ | n/a |  |
| 1.9 I advocate for and contribute to the development and implementation of policies, programs and practices relevant to the practice setting and the nursing profession. | 1   | 2 | ③      | 4 | n/a |  |

**Notes:**

*I am responsible for my own competence. However, I seek input and feedback from other team members. On occasion, I have asked my supervisor to shadow a client visit.*

Standards of Practice for Registered Nurses

**2) Knowledge-Based Practice**

*Each nurse practises using evidence-informed knowledge, skill and judgement.*

| 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  |   | Always |   |     |  |
| 2.1 I maintain and enhance my knowledge and skills.   | 1   | 2 | ③      | 4 | n/a |  |
| 2.2 I use critical inquiry in collecting and interpreting data, in determining and communicating client status, in planning and implementing the plan of care and in evaluating outcomes. | 1   | 2 | ③      | 4 | n/a |  |
| 2.3 I recognize and practise within my level of competence and seek additional knowledge and assistance when needed.  | 1   | 2 | ③      | 4 | n/a |  |
| 2.4 I exercise reasonable judgement.  | 1   | 2 | 3      | ④ | n/a |  |
| 2.5 I initiate, maintain and conclude the therapeutic nurse-client relationship.  | 1   | 2 | ③      | 4 | n/a |  |
| 2.6 I assign and delegate nursing activities in accordance with client needs, the roles and competence of other providers and the requirements of the practice setting.                   | 1   | ② | 3      | 4 | n/a | √  |
| 2.7 I support colleagues and students by sharing nursing knowledge and expertise.   | 1   | 2 | ③      | 4 | n/a |  |
| 2.8 I maintain timely and accurate documentation.   | 1   | 2 | ③      | 4 | n/a |  |
| 2.9 I contribute to and support the analysis, development, implementation and evaluation of best practice.  | 1   | 2 | 3      | ④ | n/a |  |

**Notes:**

*2.6 Since I have moved from a different system in Ontario, I am learning a new model of service delivery using the skill mix of the providers we have (HSW, psychologist, SW, RN).*

*2.7 I have shared information from the Canadian Association of Psychosocial Rehabilitation Society (CAPSRS) and others have expressed an interest in joining too. I have not gone to a professional conference but I am taking courses on-line and a co-worker has recently signed up for one at Mohawk College.*



Standards of Practice for Registered Nurses

**3) Client-Centered Practice**

*Each nurse contributes to and promotes measures that optimize positive client health outcomes at the individual, organizational and system level.*

| 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  |   |   | Always |     |  |
| 3.1 I practise using a client-centered approach.   | 1   | 2 | ③ | 4      | n/a |  |
| 3.2 I communicate effectively and respectfully with clients, colleagues and others.                                      | 1   | 2 | 3 | ④      | n/a |  |
| 3.3 I assist clients in learning about the health care system and coordinate access to appropriate health care services. | 1   | 2 | 3 | ④      | n/a |  |
| 3.4 I engage in interprofessional and intersectoral collaboration.   | 1   | 2 | ③ | 4      | n/a |  |
| 3.5 I use resources effectively and efficiently in the provision of nursing services.                                    | 1   | 2 | ③ | 4      | n/a |  |
| 3.6 I support innovation by implementing and evaluating new knowledge and technology.                                    | 1   | 2 | 3 | ④      | n/a |  |
| 3.7 I advocate for and contribute to quality professional practice environments.   | 1   | 2 | ③ | 4      | n/a |  |

**Notes:**

*Respectful communication with all team members and the client is the basis for quality care.*

*Client goals are mutually agreed upon, and determined through discussion with the client.*

Standards of Practice for Registered Nurses

**4) Public Trust**

*Each nurse upholds the public’s trust in the 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  |   | Always |   |     |  |
| 4.1 I demonstrate professional presence and model professional behaviour.   | 1   | 2 | ③      | 4 | n/a |  |
| 4.2 I act as a moral agent in providing nursing services.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.3 I protect clients’ privacy and confidentiality.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.4 I endeavor to develop competence in nursing leadership.   | 1   | 2 | ③      | 4 | n/a |  |
| 4.5 I advocate, individually and collectively, for healthy public policy and programs that are informed by the social determinants of health. | 1   | 2 | ③      | 4 | n/a |  |
| 4.6 I contribute to and support initiatives that improve the health system and population health.   | 1   | 2 | 3      | ④ | n/a |  |
| 4.7 I participate in changes that inform and advance the profession of nursing in the interest of the public.                                 | 1   | 2 | ③      | 4 | n/a |  |

**Notes:**

*I feel that maintaining client privacy and confidentiality is very important in creating a trusting relationship.*

Ray F

2014

Name

Practice Year

Mental Health Nurse

Community

Role (position)

Practice Setting

**Instructions:** Create a learning plan for the standard indicator(s) that 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 | <b>Learning Objective</b><br>What am I going to learn?   | <b>Learning Activities</b><br>How am I going to learn?   | <b>Dates</b><br>Targeted (T)<br><br>Completed (C)   |
|--|--|--|---|
| 2.6  | To increase my knowledge of:<br>a) the roles and responsibilities of the team members in order to make more appropriate referrals<br><br>b) models of treatment and care delivery in rural community mental health | <ul style="list-style-type: none"> <li>• Review organizational documents: job descriptions of team members: RN/ LPN/ HSW/ SW/ Psychologist/ Psychiatrist.</li> <li>• Facilitate discussion with current co-workers.</li> <li>• On-line and library search for information on collaborative practice service delivery modes in community mental health.</li> <li>• Discuss findings with colleagues.</li> </ul> | Mar (T)<br>Feb (C)<br><br>May (T)<br>Jun (C)<br><br>Mar(T)<br>May (C)<br><br>May (T)<br>Jun (C) |

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|                     |                  |
|---------------------|------------------|
| Ray F               | 2014             |
| Name                | Practice Year    |
| Mental Health Nurse | Community        |
| Role (position)     | Practice Setting |

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**Evaluate My Learning:**

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

*When I reviewed the roles and responsibilities of disciplines, I realized that I over-estimated the scope and roles for Care Aides/HSWs and was perhaps less knowledgeable about the Social Work 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.*