



*The Licensed Practical Nurses Act* requires that the College of Licensed Practical Nurses of Manitoba (CLPNM) carry out its activities and govern its members in a manner that serves and protects the public interest. This means that the CLPNM must ensure that only those individuals who have been deemed to have the competence necessary to practise practical nursing are eligible for registration in Manitoba.

One of the methods that the CLPNM uses to help determine eligibility for registration as a licensed practical nurse (LPN) in Manitoba is by referring applicants and registrants for a Clinical Competence Assessment (CCA), in accordance with CLPNM policy. The CCA provides an opportunity for the individual to demonstrate that they possess the required knowledge, skills and judgment to practise practical nursing in Manitoba.

Given the significance of the CCA in the process used to determine eligibility for registration as an LPN in Manitoba, the CLPNM has established the following CCA standards.

### Purpose

The purpose of these standards is to specify the requirements that a CCA service provider must meet in order to be authorized by the CLPNM to perform CCAs for the purpose of LPN registration. Any service provider selected by the CLPNM to carry out CCAs on its behalf will be evaluated against these standards.

### Overall Approach

1. CCA candidates are assessed against the current entry-level competencies for the licensed practical nurse in Manitoba, as defined by the CLPNM (hereafter referred to as the entry-level competencies). These competencies reflect the theoretical and practical education, knowledge, skills, judgment, and attitudes required of beginning practitioners to provide safe, competent, and ethical nursing care in a variety of practice settings to clients across the lifespan.
2. The CCA is one part of the CLPNM registration evaluation process, which is used to determine whether candidates meet the requirements for registration with the CLPNM.  
As such:
  - 2.1. All CCA materials and tools are the property of the CLPNM regardless of which party develops new materials, policies or processes.
  - 2.2. All revisions, additions to content, processes and policies are approved by the CLPNM in advance of implementation.
3. The service provider uses assessment tools, and follows the guidelines and processes, that have been approved by the CLPNM.

4. CLPNM staff may observe (as silent observers) any CCAs conducted by the service provider with or without advance notice.

## The Assessment Process

5. Simulation is used in all CCAs.
6. The assessment environment simulates common clinical settings and is as close to an actual LPN practice environment as possible.
7. Each assessment will include a variety of assessment formats to evaluate different domains of competence. Formats may include, but are not limited to: self-assessments, written responses, clinical scenarios, clinical judgment scenarios, and/or nursing care planning.
8. Every effort is made to recognize and minimize bias in the assessment process.
9. Clinical scenarios used in the CCA reflect current trends in health and wellness, legal and ethical considerations, diversity in client populations, evidence-based nursing practice, education and research, health service delivery, and society.
10. The service provider maintains a bank of assessment related scenarios and questions in a manner that mitigates the risk of over-exposure.

## Assessors

11. Assessors are nurses (LPN or RN) who:
  - 11.1. are registered in good standing with their Manitoba regulatory authority
  - 11.2. are skilled in the field of competence assessment and methodologies
  - 11.3. demonstrate that they are familiar with the current entry-level competencies and scope of practice for the licensed practical nurse in Manitoba as defined by legislation and the CLPNM, and
  - 11.4. are not currently employed, and have not been employed within the past five years, as educators or clinical facilitators in any approved practical nursing education program in Manitoba.
12. Assessors disclose conflicts of interest and do not assess individuals with whom they have or have had prior personal relationships.
13. Assessors do not teach or prompt candidates as they are conducting the CCA.
14. Assessors adhere to all policies and processes developed for the CCA, including all requirements for documentation and communication, as amended from time to time.
15. All assessors receive orientation and training from the service provider. Copies of orientation and training packages are provided to the CLPNM.
16. Assessors are provided with the opportunity and support needed to maintain their own competence related to administering the CCA.

## Confidentiality and Security

17. The service provider implements processes to protect the security and confidentiality of the CCA and all of its components. These safeguards include, at minimum:
  - 17.1. ensuring all staff involved in the CCA sign a confidentiality agreement
  - 17.2. ensuring that all CCA tools and related documents are maintained in a secure

- environment, and
- 17.3. establishing and implementing processes to protect the CCA tools and related components from over exposure.
  18. Prior to each assessment, the candidate will be asked to sign a confidentiality agreement to not disclose any information about the content assessed during the CCA or the assessment process. Any candidate who does not agree will not be permitted to complete the CCA.

## Quality Assurance

19. The service provider establishes, maintains, and carries out a five-year evaluation plan to provide for the systematic evaluation of the CCA.
20. When a five-year evaluation of the CCA program identifies the need for revisions to CCA tools or methodology, the service provider will work with the CLPNM to implement any CLPNM-approved revisions.

## CCA Referrals and Bookings

21. The service provider ensures adequate staffing and availability of CCA appointments to facilitate timely assessments.
22. The service provider implements policies and procedures to support accurate, timely and consistent documentation, scheduling, record keeping, and communication related to CLPNM referrals and CCA bookings.
23. The service provider maintains a system to track all CCA referrals and their current status.
24. No candidate, who is ready and willing to be assessed, waits more than four months for their CCA.

## Documentation and Reporting

25. CCA results are documented in a manner that includes both standardized and narrative descriptions of the candidate's abilities and/or deficits compared to the entry-level competencies.
26. Assessment results note strengths and weaknesses in relation to the entry level competencies, at the point in time that the assessment occurs; assessment results do not include subjective judgments.
27. Documentation of CCA results is thorough, clear, objective, unbiased, and clearly identifies and describes all gaps related to the entry-level competencies.
28. CCA results are documented as the CCA takes places, or at most, within 48 hours.
29. CCA results are submitted to the CLPNM within two weeks of the assessment date.

## Recording

30. All assessments are video recorded, and recordings will be securely stored.
31. The CLPNM is provided with access to the recordings upon request.
32. Candidates are asked to sign a waiver authorizing the recording of their assessment, and the sharing of that recording with the CLPNM, prior to commencing their assessment. As recording of the CCA is essential to ongoing reliability and quality assurance, any candidate

who does not provide consent will not be permitted to complete the CCA.

## Policies & Processes

33. The service provider's policies and processes address, at minimum:
  - 33.1. confidentiality and security, including
    - 33.1.1. the prevention of over-exposure, and
    - 33.1.2. management of a suspected breach or confirmed breach
  - 33.2. conflict of interest
  - 33.3. contingency planning, including
    - 33.3.1. succession planning
  - 33.4. communication with
    - 33.4.1. the individual to be assessed, and
    - 33.4.2. the CLPNM
  - 33.5. scheduling, and
  - 33.6. conducting the assessment.
34. The service provider adheres to its policies and procedures, and shares copies of all policies and procedures with the CLPNM.

## Program Reporting

35. The service provider submits an annual report to the CLPNM each year outlining:
  - 35.1. assessment program / staff achievements
  - 35.2. goals / strategic proposals for the future of the assessment
  - 35.3. content or process changes implemented over the last year, or proposed for the coming year
  - 35.4. general data / statistics collected regarding numbers of referrals received, numbers of assessments completed, number of staff, wait lists for assessment appointments, and trends analyzed
  - 35.5. documented evidence demonstrating that the standards have been met, and
  - 35.6. any other information deemed important or requested by the CLPNM in response to issues that arise.

## For More Information

Visit the CLPNM website at [www.clpnm.ca](http://www.clpnm.ca)

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## About the CLPNM

The CLPNM is the governing body for the licensed practical nursing profession in Manitoba. Mandated to govern its members in a manner that serves and protects the public interest, the CLPNM establishes practice requirements for the provision of safe and effective nursing care.

## References

The following documents were consulted during the development of these standards.

CLPNM (2016). *Entry Level Competencies for Licensed Practical Nurses in Manitoba*

CRNM (2013). *Standards for RN Clinical Competence Assessment*