



# Continuing Competence Program Annual Self-Assessment Tool

## Introduction

Each year, all active practising LPNs in Manitoba complete a self-assessment against their Standards of Practice as one component of the College of Licensed Practical Nurses of Manitoba's (CLPNM's) Continuing Competence Program (CCP).

The Standards of Practice describe minimum professional expectations for all LPNs in Manitoba. This self-assessment is an opportunity for you to reflect on your nursing practice and your knowledge of your standards and identify areas for further learning and development as a professional.

## Instructions

This self-assessment tool follows the Standards of Practice and Conduct of the LPN profession in Manitoba. It will walk you through each of the Standards, which are organized into seven categories.

To complete the self-assessment.

- Review and reflect on each indicator listed below in this tool, and rate the extent to which you meet the professional expectation it describes using a rating scale of 1-3 as follows:
  1. I consistently meet the expectation of this indicator.
  2. I sometimes meet the expectation of this indicator.
  3. I rarely meet the expectation of this indicator. This is a priority area of development for me.
- Make notes, summarizing your overall observations about your areas of strength, and areas for further development.
- Unless you assess that you consistently meet each indicator, you are encouraged to review:
  - The recorded CLPNM Jurisprudence Education Module
  - The CLPNM Code of Ethics
  - CLPNM Practice Directions

Each of these resources is available on the CLPNM website at [www.clpnm.ca](http://www.clpnm.ca).

Note: if you were selected for the CCP Audit, your completed self-assessment does not need to be submitted for review by the CCP auditors, unless you were specifically directed to submit it.

More information about the CCP is available in the [CCP Instruction Guide](#).

<b>Category I: Professional Accountability</b>		Rating (1-3)
Licensed practical nurses conduct themselves as professionals and make decisions that are in the interest of their clients and the public. Licensed practical nurses accept accountability for their practice and their conduct. As an LPN you must:		
1	Accept accountability* for your nursing practice including the care you provide based on your own assessments and determinations, the care you provide that is initiated by other health care providers, and the care you provide that is delivered as part of a collaborative* team.	
2	Identify, respond to and report situations of unsafe, unprofessional, unethical, or illegal practice or professional misconduct to appropriate authorities.	
3	Comply with legislation, regulations, professional standards, and employer policies and protocols relevant to the context of practice* when making decisions.	
4	Accept accountability and take responsibility* for your own professional conduct, decisions, practice, and errors.	
5	Demonstrate governability* by cooperating with CLPNM processes affecting your registration and practice.	
6	Conduct yourself in a manner that upholds the public's trust in the profession.	
7	Take responsibility for your fitness to practice* by taking appropriate action to ensure your physical and mental health does not negatively affect your ability to provide safe, competent, compassionate, and ethical* care.	
8	Adhere to the College of Licensed Practical Nurses of Manitoba's Code of Ethics.	
9	Act honestly, transparently, respectfully and with integrity in all professional interactions, including interactions with the regulator.	
10	Treat people fairly, with dignity, and without discrimination, bullying or harassment.	
11	Consider the impact of colonization on the cultural, social and spiritual lives of Indigenous people and take action to ensure your conduct and nursing care does not harm Indigenous people.	

<b>Category II: Competent Practice</b>		Rating (1-3)
Licensed practical nurses are responsible for safe, compassionate, and ethical nursing practice that is informed by evidence and demonstrates competence. As an LPN you must:		
12	Only engage in practical nursing if you are legally permitted, competent, and fit to do so.	
13	Acknowledge your limitations in skill, knowledge*, and judgment*, and ensure that you practise nursing within those limitations.	
14	Consistently and competently apply, as a framework, the nursing process, which is the systematic approach to practice that encompasses all steps taken by nurses to meet the needs of the client*, including assessment, diagnosis or determination, planning, implementation, and evaluation.	
15	Demonstrate the knowledge, skill, and professional and clinical judgment necessary for practising in a safe, competent, compassionate*, and ethical manner.	
16	Use critical thinking* when collecting and interpreting data, and when planning, implementing, and evaluating nursing care.	
17	Apply knowledge and critical inquiry* in the problem-solving and decision-making processes.	
18	Provide holistic nursing care considering the whole person, the environment, and the concepts of health promotion*, illness prevention, health maintenance, restoration, and protection.	
19	Develop and maintain the knowledge, skill, and judgment required to use technology* in the practice setting in an appropriate, safe, competent, and ethical manner.	
20	Support client learning through the application of teaching and learning strategies that are based on current evidence*.	
21	Develop your practice through reflection* on experiences, knowledge, actions, feelings, and beliefs to identify how these shape practice.	
22	Incorporate established client safety* and quality improvement* principles into practice.	
23	Identify potential and actual risk and take action to safeguard clients.	
24	Demonstrate procedures that appropriately safeguard the hygiene and sanitation of the practice environment and the hygiene and sanitation of the equipment used in that nursing care.	
25	Coordinate, distribute, and utilize resources within your control to provide effective and efficient care.	
26	Access, evaluate, and use the best available evidence that includes research findings to inform decision making and to support safe, quality practice.	
27	Demonstrate an understanding of trends in nursing, health, health care, and society, which impact practice.	
28	Keep your knowledge and skills* up to date by regularly taking part in educational and professional development activities that aim to maintain, develop, and enhance competence*, relevant to your practice area, including compliance with the CLPNM Continuing Competence Program.	
29	Engage in learning to enhance your knowledge and ability to provide nursing care for Indigenous people, through learning resources developed by or in collaboration with Indigenous people.	

<b>Category III: Therapeutic Relationships</b>		Rating (1-3)
Licensed practical nurses establish therapeutic relationships and maintain professional boundaries at all times. As an LPN you must:		
30	Establish, maintain, and appropriately end* professional, therapeutic relationships with clients and their families in consideration that the nurse – not the client or family* – is responsible for establishing and maintaining professional boundaries.	
31	Use a wide range of effective communication* strategies and interpersonal skills to appropriately establish, maintain, re-establish, and end the therapeutic relationship.	
32	Protect the client’s dignity, autonomy, and privacy irrespective of the context or duration of the relationship.	
33	Demonstrate trust and respect for the client, by displaying caring actions and caring attitudes <sup>7</sup> .	
34	Ensure that the client’s therapeutic needs remain the focus of the therapeutic relationship.	
35	Protect the client from harm by ensuring that abuse is prevented or stopped and reported.	
36	Not engage in any form of sexual behaviour* or behaviour that could reasonably be perceived as sexual in nature, with a client, the client’s family, or any other person who acts as a support person for the client.	

<b>Category IV: Client-Centred Practice</b> Licensed practical nurses provide nursing services that are client centred. As an LPN you must:		Rating (1-3)
37	Advocate* for your clients by actively supporting, protecting, and safeguarding their rights and interests.	
38	When engaging in practical nursing in a clinical practice setting, provide nursing care that includes: <ol style="list-style-type: none"> <li>a. an assessment to determine the needs and circumstances of the client</li> <li>b. a care or treatment plan developed with the client or their representative and any other person who the client wishes to involve, which considers the client's needs, circumstances, preferences, values*, abilities, and culture*</li> <li>c. an evaluation of the outcomes of the care or treatment plan, and the modification or discontinuance of the care or treatment plan as required, and as discussed with the client or their representative</li> <li>d. sufficient and timely* communication with the client or their representative that considers the client's needs, circumstances, culture, understanding and use of health information and enables the client or their representative to make informed decisions about the client's health care</li> <li>e. a referral of the client to another nurse or health care professional when appropriate</li> <li>f. support for the client in self-management of their health care by way of the provision of information, resources, and referrals to enable informed decision making by the client or their representative.</li> </ol>	
39	Respect the client's informed decision to use traditional or complementary approaches in their own health care.	
40	Apply the principles of client-centred practice* when working in domains of nursing outside of clinical practice settings, such as education and administration.	

Category V: Collaborative Care		Rating (1-3)
Licensed practical nurses practice in partnership* with clients and a team of health care providers using a participatory, collaborative, and coordinated approach. <sup>8</sup> As an LPN you must:		
41	Document in the client's record the nursing care you provide with enough information for another health care professional to be sufficiently informed of the care provided.	
42	Provide relevant and timely information to clients and other members of the health care team*.	
43	Plan and facilitate the safe transition of clients between caseloads, practitioners, settings, and services.	
44	Manage differences of professional opinion with colleagues by respectful discussion and informed debate, respecting their views and opinions and by always behaving professionally.	
45	Seek information and advice, when necessary, from authorized individuals who are competent to provide that information or advice.	
46	Demonstrate respect for diversity*, and practice in a manner that promotes a culturally safe environment* for clients and members of the health care team.	
47	Demonstrate cultural humility*, sensitivity to the dynamics of power, and provide culturally competent* care in all areas of nursing practice.	
48	Choose effective communication tools and techniques that facilitate discussions and interactions that enhance team functioning.	
49	<p>When involved in providing for the health care of a client:</p> <ol style="list-style-type: none"> <li>Work collaboratively and cooperatively with the client, their family, and other health care providers, and communicate effectively and appropriately with them, to facilitate the client's health care.</li> <li>Ensure that you understand your role and the role of other health care providers in providing for the client's health care.</li> <li>Explain to the client, their representative, and any other person the client chooses to involve in their health care your role and your responsibility in providing for the client's health care.</li> <li>Give your name to the client, their representative, and any other person the client chooses to involve in their health care.</li> <li>Comply with any collaborative care decision tool in place at the practice setting where you and other health care providers are providing for the health care of the client.</li> <li>Treat other health care providers with respect.</li> <li>Recognize the skill, knowledge, judgment, and roles of others involved in the client's care.</li> </ol>	

Category VI: Client Records and Documentation		Rating (1-3)
Licensed practical nurses document all client care and safeguard client health information. As an LPN you must:		
50	Document in a record specific to each client.	
51	Document client care and observations in a manner that is chronological, legible, clear, timely, accurate, comprehensive, and concise.	
52	Follow employers' guidelines and policies respecting the care and custody of client records, when those guidelines and policies are consistent with applicable legislation, including <i>The Personal Health Information Act</i> .	
53	Advocate for employer guidelines and policies that are consistent with the standards of the profession and legislation respecting care and custody of client records.	
54	<p>When practicing in a self-employed capacity:</p> <ol style="list-style-type: none"> <li>a. Establish policies and procedures for the collection, retention, confidentiality, security, and confidential destruction of client records.</li> <li>b. Retain client records for at least 10 years after the date of the last entry on the record, and client records of minors for at least 10 years after the date the minor becomes 18 years old.</li> <li>c. Ensure that any client request to transfer a record to another health care professional is completed as promptly as required in the circumstances but not later than 30 days after you receive the request.</li> <li>d. Notify clients prior to closing your practice, providing information on how they may request a copy of their record, or request to transfer their record.</li> </ol>	

<b>Category VII: Leadership</b>		Rating (1-3)
Licensed practical nurses apply leadership* competencies in their practice, whether or not they practice in formal leadership positions. As an LPN you must:		
55	Coordinate, distribute and utilize material and human resources within your control to provide effective and efficient care.	
56	Advocate for practice and conduct that is consistent with professional standards.	
57	Exercise professional judgment and critical thinking when assuming a charge role — and when supporting, supervising, and delegating* to other health care providers, family members, and students — to ensure care is client-centred, is provided as per the plan of care, and is provided in accordance with institutional policies, protocols, and guidelines.	
58	Understand when to take on a lead role, when to take on a complementary role and when to refer/consult.	
59	Act as a role model, resource, and mentor to those who are learning within the practice environment.	
60	Advocate for and contribute to practice environments, which support the mental, physical, and psychological well-being of other registrants and all members of the health care team.	
61	Advocate for and contribute to practice environments that promote safety, support, and respect for all persons in the practice setting.	
62	Challenge any forms of racism* and discrimination* in the practice environment.	
63	Utilize collaborative and constructive approaches to resolving differences among members of the health care team that affect care.	
64	Advocate for change when policies, protocols, organizational practices, or the condition of the practice environment impedes any team member, including a member of the profession, from meeting client needs and delivering safe, ethical, and competent client care.	
65	Demonstrate an understanding of issues facing marginalized and vulnerable clients and act as an advocate, by challenging poor practice and discriminatory attitudes* and behaviours* relating to their care.	
66	Collaborate with colleagues to evaluate the quality of your practice and that of the health care team.	



Areas of strength that I have identified include:

--

Priority areas for development that I have identified include:

--

Date of Self-Assessment

CLPNM Registrant Number
