



## Introduction

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

The CLPNM's CCP Annual Self-Assessment Tool assists you to self-assess against the nursing competencies for Manitoba LPNs. This is an opportunity for you to reflect on your nursing practice, your competence, and your knowledge of your standards and code of ethics, and identify areas for further learning and development as a professional.

Self-assessment is a process that encourages LPNs to reflect on the knowledge, judgment, skills, and attitudes they currently demonstrate in their nursing practice. By using this tool to guide the reflective process, you can identify areas of your practice that require an increase in knowledge, judgment, or skill, areas of interest where your practice may expand, and the areas in which further education is needed to enhance competence. This assessment is based on individual reflection, and the outcome of this process will differ between individual LPNs.

This tool encourages you to reflect on and identify priorities for learning, and then identify how those priorities fit within the broader competencies of your profession. This self-assessment tool will also ask you to reflect on and identify how the priorities for learning that you have identified will help you meet the Standards of Practice and Conduct and the Code of Ethics of your profession.

Manitoba's LPNs know that the practice of their profession is guided, always, by the legislated scope of practice, Standards of Practice and Conduct, the Code of Ethics and the practice directions of the CLPNM. All LPNs are accountable for adhering to their professional standards, which exist to ensure that LPN practice is carried out in a manner that serves and protects the public interest.

## Instructions

This tool highlights the 6 major competency domains and the 47 competency subdomains which make up the nursing competencies for LPNs in Manitoba. These competency domains and subdomains are from the CLPNM document *Nursing Competencies for Licensed Practical Nurses in Manitoba*. The full Nursing Competencies document is found on the CLPNM website and at this link: <https://www.clpnm.ca/for-registrants/practice-supports/competencies/>

Individual LPNs are not expected to possess all competencies listed within the nursing competencies document, and their degree of proficiency in each competency domain or subdomain may vary. Beyond the competencies required for entry into the profession, individual LPN competence can be specific to the area of practice, nursing experience, continuing professional development, and role and responsibility within the practice setting.

## Tips for Completing Your Self-Assessment

- Review each of the 6 major competency domains and the 47 competency subdomains listed in *Table 1*. below.

*Table 1: Major Competency Domains and Competency Subdomains for LPNs in Manitoba*

	LPN COMPETENCIES	
	DOMAIN	SUBDOMAIN
SCOPE OF PRACTICE	<b>1: People-Centred Care</b>	Communication and Relational Skills
		Respect, Dignity, and Human Rights
		Information Sharing and Capacity-Building
		Partnership with the Client
	<b>2: Collaborative Care</b>	Collaboration
	<b>3: Reflective Nursing Practice</b>	Critical Thinking
		Evidence-Based Practice
		Nursing Process
	<b>4: Knowledge-Based Nursing Practice</b>	Pharmacology
		Inflammation and Wound Healing
		Genetics
		Immune System
		Infection and Communicable Diseases
		Cancer
		Fluid, Electrolyte, and Acid-Base Imbalances
		Preoperative Care
		Intraoperative Care
		Postoperative Care
		Visual and Auditory System
		Integumentary System
		Respiratory System
		Hematological System
		Cardiovascular System
		Gastrointestinal System
		Urinary System
		Endocrine System
		Female Reproductive System
		Male Reproductive System
		Nervous System
		Musculoskeletal System
		End of Life Care
		Mental Health Nursing
		Community Health Nursing
		Maternal Health
		Neonate Health
	Pediatric Health	
	Emergency Nursing	
	Nursing Nephrology	
	Nursing Foot Care	
	<b>5: Safe and Ethical Care</b>	Integration of Professional Standards
		Documentation and Reporting
		Risk Management
		Safety
		Emergency Preparedness and Response
	<b>6: Leadership</b>	Management and Organizational Leadership
		Clinical Leadership
		Leadership in Education

- Read the full descriptions of the competency domains and subdomains in the full Nursing Competencies document, available on the CLPNM website at: <https://www.clpnm.ca/for-registrants/practice-supports/competencies/>
- Focus on and make note of any competency domains/subdomains that are or may be applicable to your current or future practice environment.
- Use the five self-assessment rating criteria and descriptions in *Table 2*. below (Novice, Developing, Competent, Expert, Not Applicable) to determine if a competency domain/subdomain is applicable to your current or future area of nursing practice.

*Table 2. Five Self-Assessment Rating Criteria and Descriptions*

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Novice</b>	<b>Developing</b>	<b>Competent</b>	<b>Expert</b>	<b>Not Applicable</b>
I recognize that I require education and/or orientation to demonstrate competencies associated with this competency domain or subdomain, when required within my current or future practice environment to meet the needs of my clients.	I have identified learning required in areas of knowledge, judgment, skills, or attitudes, associated with this competency domain or subdomain. I intend to develop, improve, or build upon my competence in relation to my nursing practice, my clients, or emerging topics/issues within my current or future practice environment.	I satisfactorily demonstrate competencies associated with this competency domain or subdomain, when required within my current or future practice environment to meet the needs of my clients.	I demonstrate excellence and I am very confident in my ability to consistently demonstrate competencies associated with this competency domain or subdomain, when required within my current or future practice environment to meet the needs of my clients.	Competencies associated with this competency domain or subdomain are currently not part of my role and responsibility in nursing practice.

- Once you have determined that a competency domain or subdomain is applicable to your area of practice, you may ask yourself a series of questions to determine if you have the knowledge, judgement and skills to demonstrate the competence needed in your current or future practice environment to meet the needs of your clients, or if you require further learning. If you are assessing your competence relative to a practice environment you plan to move into in future, simply adjust the questions below to fit. Please review and try to answer the reflective questions below:
  - In what area of my practice would I say that I am a Novice learner or practitioner?
  - What area of my practice is Developing or needs enhancement?

- What learning do I need to do to demonstrate competence, confidence, or excellence associated with this competency domain/subdomain as it relates to my current or future nursing practice or practice environment?
  - Will this learning contribute to or build upon my nursing competence in this area of my nursing practice?
  - What are the consequences of not having competence in this area of my nursing practice?
  - As a result of my self-assessment, what will my learning goal(s) be for the year?
  - What learning activities will I engage in to improve or enhance my nursing knowledge, judgment, and skill associated with a certain competency domain/subdomain?
  - How can I access the learning activities that I need to engage in to meet my learning goal(s)?
  - How will I apply what I have learned to my area of nursing practice?
  - What will be the impact of my learning on my nursing practice?
- The five self-assessment criteria ranging from Novice to Not Applicable in *Table 2*. and the reflective questions above are intended to help you focus your learning goal and learning activities to develop or build upon your competence in your current or future area of nursing practice.
  - You may make notes in the designated area below, to summarize your overall observations about your areas of strength and areas for improvement, while prioritizing areas for further development of competence in your nursing practice.
  - Record the major competency domain, the *subdomain*, and the rating from *Novice to Not Applicable* that you gave to that applicable area of nursing practice in the designated area below, so that you can refer to it when developing your CCP learning goal(s) and selecting your learning activities for the year.
  - Refer to the *Standards of Practice and Conduct for Manitoba's Practical Nurses* document and record the associated category or categories of the Standards that are most related to the competency domain/subdomain that you wish to develop a CCP learning plan around. Please refer to the full Standards of Practice and Conduct document for more detail, which is available on the CLPNM website at: <https://www.clpnm.ca/for-registrants/practice-supports/standards-of-practice-and-conduct/>  
For reference, the seven Standards of Practice and Conduct categories are:
    - Category I. Professional Accountability
    - Category II. Competent Practice
    - Category III. Therapeutic Relationships
    - Category IV. Client-Centred Practice
    - Category V. Collaborative Care
    - Category VI. Client Records and Documentation, and
    - Category VII. Leadership
  - Refer to the CLPNM *Code of Ethics* document and record the associated ethical standard(s) that are most related to the competency domain/subdomain that you wish to develop a CCP learning plan around. Please refer to the full Code of Ethics document for more information and detail, which is accessible at: <https://www.clpnm.ca/for-registrants/practice-supports/code-of-ethics/>

For reference, the six Code of Ethics ethical standards for the LPN profession in Manitoba are:

1. People-centred approach: Nurses empower and enable people to maintain, promote, and protect their health and well-being.
2. Compassionate, safe, ethical, and competent care: Nurses are committed to providing quality, compassionate, safe, ethical, and competent care.
3. Ethical management of personal health information: Nurses manage the privacy and confidentiality of personal health information.
4. Collaboration with the health care team: Nurses encourage and support collaborative, comprehensive, and integrated health care.
5. Professional integrity and conduct: Nurses act with integrity and are mindful of their professional conduct.
6. Professional responsibility and accountability: Nurses, as members of a self-regulating profession, are responsible for knowing the Code of Ethics, are accountable for their actions and decisions, and are answerable to the CLPNM for their practice.

Note: you do not have to rate yourself against every competency domain/subdomain in the full Nursing Competencies document. This document is not an exhaustive list of all of the competencies that may fall within the scope of the profession. Health care is dynamic, and as new techniques, technology, and training opportunities arise, an individual LPN's knowledge, judgment, and skills may grow to include competencies not listed, while still remaining consistent with the scope of practice statement of the profession.

This tool is meant to help guide LPNs to:

- reflect on their current or future nursing practice,
- develop learning goals that are relevant to their nursing practice,
- engage in learning activities that will help to enhance competence,
- evaluate the impact of their learning on their practice, and
- optimize their competence to practice at the outer limits of the scope of the profession.

In addition to the *Nursing Competencies for Licensed Practical Nurses in Manitoba*, the *Standards of Practice and Conduct for Manitoba's Practical Nurses*, and the *Code of Ethics* documents, it is recommended that LPNs review the following resources:

- the recorded CLPNM Jurisprudence Education Module, and
- CLPNM Practice Directions.

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

Note: all LPNs are expected to document a self-assessment of their competence each year. If you are selected for the CCP Audit, this completed tool does not need to be submitted for review by the CCP auditors, unless you are specifically directed to submit it.

More information about the CCP is available in the CCP Instruction Guide, which is found on the CLPNM website at: <https://www.clpnm.ca/for-registrants/continuing-competence/continuing-competence-audit/>

An example of a completed and recorded self-assessment is available below for your reference. You will also see a blank version of the tool for LPNs to use and record their self-assessment for the year.

### Example of a Completed and Recorded Self-Assessment

<p><b><i>Area(s) of strength that I have identified include:</i></b></p> <p>Major Competency Domain: 1. People-Centred Care Competency Subdomain: 1.2 Respect, Dignity, and Human Rights</p> <p>Major Competency Domain: 5. Safe and Ethical Care Competency Subdomain: 5.1 Integration of Professional Standards</p>
<p><b><i>Area(s) for further development that I have identified include:</i></b></p> <p>Major Competency Domain: 4. Knowledge-Based Nursing Practice Competency Subdomain: 4.2 Inflammation and Wound Healing</p> <p>Major Competency Domain: 4. Knowledge-Based Nursing Practice Competency Subdomain: 4.18 Endocrine System</p> <p>Major Competency Domain: 6. Leadership Competency Subdomain: 6.2 Clinical Leadership</p>
<p><b><i>The Major Competency Domain I have chosen to prioritize for further competency development is:</i></b></p> <p>6. Leadership</p>
<p><b><i>The Competency Subdomain I have chosen to prioritize for further competency development is:</i></b></p> <p>6.2 Clinical Leadership</p>
<p><b><i>Self-Assessment Rating (1 - Novice, 2 – Developing, 3 - Competent, 4 - Expert, 5 - Not applicable):</i></b></p> <p>2 – Developing</p>
<p><b><i>Associated Standards of Practice and Conduct:</i></b></p> <p>Category V. Collaborative Care Category VII. Leadership</p>
<p><b><i>Associated Code of Ethics ethical standard(s):</i></b></p> <p>4. Collaboration with the health care team: Nurses encourage and support collaborative, comprehensive, and integrated health care.</p>
<p><b>Date of Self-Assessment:</b> January 18, 2023</p>
<p><b><i>CLPNM Registrant Number:</i></b> 012345678</p>

<i>Areas of strength that I have identified include:</i>
<i>Priority areas for further development that I have identified include:</i>
<i>The Major Competency Domain I have chosen to prioritize for further competency development is:</i>
<i>The Competency Subdomain I have chosen to prioritize for further competency development is:</i>
<i>Self-Assessment Rating (1 - Novice, 2 - Developing, 3 - Competent, 4 - Expert, 5 - Not applicable):</i>
<i>Associated Standards of Practice and Conduct:</i>
<i>Associated Code of Ethics ethical standard(s):</i>
<i>Date of Self-Assessment:</i>
<i>CLPNM Registrant Number:</i>

Note: If this tool does not provide you with enough space to record your completed self-assessment, please record your assessment in a separate area/document and be sure to include the headers from the tool above. Keep any separate self-assessment documents with this tool in your professional portfolio for future reference. Please be advised that the CLPNM may ask you to submit your completed self-assessment tool and/or your professional portfolio for CLPNM review at any time, including during the CCP Audit.