

# **MANITOBA LICENSED PRACTICAL NURSE (LPN)**

## **CLINICAL COMPETENCE ASSESSMENT (CCA)**

### **GUIDE FOR APPLICANTS**



Université de Saint-Boniface (USB) - side and front entrance angle at Aulneau Street and Avenue de la Cathédrale

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USB – Simulation room

## What is a Clinical Competence Assessment and why is it necessary?

The Clinical Competence Assessment (CCA) measures your nursing competence, including your ability to make sound clinical judgments in a variety of clinical situations. The CCA evaluates your knowledge, skills, and judgments against the [Entry Level Competencies for the Licensed Practical Nurse in Manitoba](#). These are the competencies required for entry-level licensed practical nurses to provide safe, competent, and ethical care in a variety of practice settings to clients of all ages. All licensed practical nurses in Manitoba, including graduates from Manitoba education programs, must have demonstrated that they meet the entry-level competencies in order to practice.

There are a number of reasons why you might be directed by the College of Licensed Practical Nurses of Manitoba (CLPNM) to undergo a CCA. Here are just a few examples:

- You are applying to the CLPNM for a credential assessment.
- You are a graduate practical nurse who has not passed the Canadian Practical Nurse Registration Examination (CPNRE) after two attempts.
- You are applying to reinstate your active practicing registration with the CLPNM.
- You are a registrant of the CLPNM, and the CLPNM has directed you to undergo a CCA in response to questions or concerns about your nursing competence.

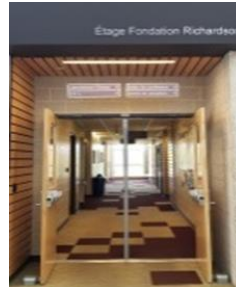
## Who administers the CCA and where does the assessment take place?

Université de Saint-Boniface (USB), through the Language Enrichment Service, administers the CCA for the College of Licensed Practical Nurses of Manitoba (CLPNM). The assessment takes place in USB's simulation laboratory in the Pavilion Marcel A. Desautels Room 1638 – 200, Avenue de la Cathédrale, Winnipeg, Manitoba R2H 0H7 (**use the 531 Aulneau Street entrance**).





531 Aulneau Street entrance



Hallway to Room 1638 - Marcel A. Desautels Pavilion

Although Université de Saint-Boniface is a French post-secondary institution, please note that your CCA will be administered ***in English only***.

USB is located in the heart of Saint-Boniface, near the Red River across from the Forks. \*\*\* Please note that you must use the side entrance at **531 Aulneau Street** near the Louis Riel statue. Should you have any specific accessibility requirements, please email the Language Enrichment Service at [spl@ustboniface.ca](mailto:spl@ustboniface.ca) no later than 48 hours before your CCA. (See **Appendix A** for a map / location and parking instructions and **Appendix C** for COVID-19 rules and regulations for entering the USB campus.)

## How should I prepare for the CCA?

The CCA looks at the Manitoba Licensed Practical Nurse (LPN) entry-level competencies; it does not look at expert levels of nursing practice. Even if you have practised in a highly specialized area, it is your knowledge and practice of the Manitoba LPN entry-level competencies that is being assessed. You will likely need to refresh your entry-level knowledge before you take the CCA. The CLPNM strongly suggests that you review the following documents on their website ([www.clpnm.ca](http://www.clpnm.ca)):

- [Entry-Level Competencies for LPNS](#)
- [Code of Ethics](#)
- [Standards of Practice and Conduct](#)
- [Practice Directions](#)

It is also strongly suggested that you review the primary methods for dosage calculation including dimensional analysis, ration/proportion, and formula (desired over method).

In addition, the CLPNM suggests you review Canadian nursing textbooks that have been published within the last five years, such as: *Fundamentals of Nursing*, *Anatomy and Physiology*, *Physical Examination & Physical Assessment for Nurses*, and *Medical / Surgical Nursing*.

## How is competence assessed during the CCA?

The CCA is conducted in a simulation laboratory environment. The assessment uses different elements to assess competence including, but not limited to:

- self-assessment
- performance-based assessments in the form of objective structured clinical examinations (OSCE)
- demonstrations of clinical judgements across the lifespan
- nursing care plan development

General nursing skills will also be assessed; this includes, but is not limited to:

- documentation
- medication administration
- pharmacology and dosage calculations

You will be expected to demonstrate how you would care holistically for clients based on the information provided to you in each of the scenarios.

## What is assessed during the CCA?

Observing how you respond to various clinical scenarios allows the assessor to evaluate your ability to think deliberately and critically through a variety of nursing situations and to apply essential and relevant nursing knowledge and judgment, while considering all possible options, in order to make reasonable, reflective, and insightful decisions. The knowledge, skill, and judgment necessary for practice in a number of clinical environments will be assessed. These environments include, but are not limited to:

- acute care nursing
- geriatric/long term care nursing
- maternal and newborn nursing
- child health nursing
- mental health nursing
- community nursing

The areas of knowledge, skill, and judgment assessed in the CCA may include, but are not limited to, the following:

- general and/or specialty nursing knowledge
- health assessments
- pharmacology and the principles of safe medication administration
- pathophysiology
- clinical skills, including the use of current technology
- clinical judgment and critical thinking skills, including prioritization and evidence-based practice
- documentation, recording, and reporting
- lifespan considerations
- therapeutic communication
- leadership
- legalities and ethics in nursing
- knowledge of the Canadian health system
- collaborative or interprofessional practice
- cultural competence

## What should I expect on the assessment day?

The assessment takes place in a controlled real-world simulation environment. You and a member of the Assessment Team will be together for the entire day (approximately 8 hours in total), including breaks.

Please note that video cameras record the entire assessment day. Prior to your CCA, you will be asked to sign a waiver authorizing USB to video record your assessment and to share the recording with the Assessment Team and CLPNM for validation and quality assurance purposes.

## What components are involved in the assessment?

### Before the assessment day components

The following documents will be sent to the applicant via email:

- Self-Screening Declaration
- Confidentiality Agreement
- Audio / Visual Recording Consent Form
- Confirmation of Identification Form
- Self-Assessment
  - This document **must** be completed **before** the assessment and must be handed in on the day of the assessment. Assessors will have an opportunity to assess your understanding of the Manitoba LPN Entry Level Competencies as well as how your past nursing experience has shaped your professional experience.

**Please note:** If all of these documents are not completed and submitted at the beginning of your assessment day, you will not be allowed to continue with the assessment.

### Assessment day components (8 hours)

1. Objective Structured Clinical Examination (OSCE)
  - During this component, you will actually be simulating the LPN working with patients, using a manikin and role-play.

- The OSCE is broken-down into six (6) scenarios that will require a specific responsibility, task, skill, or communication to be performed. Before you start each scenario, you will be given three (3) minutes to read the scenario, outlined instructions, and prepare for your encounter with the patient before starting the simulation and role-play. This 3-minute preparation time may be used as you wish – review resources, write notes, or prepare any necessary supplies. The allotted time for each scenario varies between 15 and 30 minutes, depending on the tasks/skills or responsibilities required.
- **Appendix B** provides photos of supplies and equipment that you may encounter during the OSCE component.

## 2. Clinical Judgments Across the Lifespan

- The assessor will provide you with short written scenarios. You will have a total time of four (4) minutes to read the instructions for each scenario **and** provide an oral response. The assessment day will include a total of 18 scenarios; these are divided up into three (3) parts of six (6) scenarios within each part.

## 3. Pharmacology Test

- This test is a combination of Pharmacology Knowledge and Pharmacology Calculations. You will have 60 minutes to complete the test. The assessor will provide you with a basic calculator for this component.

## 4. Nursing Care Plan

- You will be presented with a detailed scenario. Based on this scenario, you will have 60 minutes to write a complete nursing care plan, individualized for the patient in the scenario.



## What to wear / What to bring?

- You should wear appropriate nursing attire for the assessment day.
- Do not forget to bring proof of identification. Valid government-issued photo identification is required. Examples include permanent resident card, Canadian citizenship card, Canadian passport, Manitoba driver's license.
- You may also want to bring food and drink with you, as you will be at USB for a full day.
- **Note:** There is a refrigerator available for you to use and there are microwaves available near the Student Centre (your assessor will be able to direct you).

## What happens after the CCA?

The assessor is unable to provide you with any feedback or results throughout your assessment day. The assessor sends a report to the CLPNM within 2-3 weeks from the date of the assessment. CLPNM will send you notification of your results within 8 weeks from the date the report was received.

The CLPNM has sole authority to make decisions about the outcome of your CCA. The CLPNM will notify you via email of your results, advising you of any gaps noted in your nursing knowledge, skill, and/or judgment. If gaps are identified, you will be provided with information on the steps needed to remediate those gaps, which may include completing a prescribed course of study.

## Payment / Cancellation Fee / Contact information

**The cost of the CCA is \$1495.00** and is ***non-refundable***; fees are subject to change.

Once USB has received payment, you will be invited to choose a date and book your assessment. Once a date has been confirmed, it cannot be changed without permission from the CLPNM. Please note that if for any reason you are unable to attend your CCA on the date provided, you must:

- contact the Language Enrichment Service at [spl@ustboniface.ca](mailto:spl@ustboniface.ca) to inform us that you will not be attending your CCA, **and**
- contact Kathy Halligan, Registration Consultant, CLPNM at [khalligan@clpnm.ca](mailto:khalligan@clpnm.ca) to provide a reason for not attending your scheduled CCA. Proof of extenuating circumstances will be required at this time. The CLPNM will then determine your next steps.

## APPENDIX A – Map / Location and Parking information

### Location:

- Marcel A. Desautels Pavilion. Room 1638 – 200, de la Cathédrale Avenue, Winnipeg, Manitoba R2H 0H7 (**531 Aulneau Street Entrance**)



- Université de Saint-Boniface is located in the heart of Saint-Boniface, near the Red River across from The Forks.

Please note that you must use the side entrance on **531 Aulneau** Street near the Louis Riel statue; it is **the only accessible entrance**. Should you have any specific accessibility requirements, please e-mail the Language Enrichment Service at [spl@ustboniface.ca](mailto:spl@ustboniface.ca) no later than 48 hours before your CCA.

### Parking:

#### The following parking options are available:

- Parking is **ONLY** free on weekends **or after** 5 p.m. Your vehicle will be towed if you are parked in a restricted parking space, and USB will not be held responsible should you be towed.
- Paid parking is available at the St. Boniface Cathedral parking lot at a cost of \$5 per day. The parking meter uses a credit card, or you can download the Secunik application (zone: CATB) on your phone.

Additional parking is available on side streets around the University. However, please note that some streets have 1-hour or 2-hour parking restrictions. *(See MAP of entrance and St. Boniface Cathedral parking on next page.)*



## APPENDIX B - Supplies & Equipment you may encounter during your CCA



High-Fidelity Manikin  
(remotely programmable by assessor)



Manual BP Cuff  
(remotely programmable by assessor)



Wall Mounted Oxygen Regulator (functioning)



Single Channel Baxter Colleague IV Pump





Clear Link System Primary IV Tubing



Clear Link System Secondary IV Tubing



One Link Needless Catheter Extension Set



Thermometer



Stethoscope



Syringes



Needles



Blunt Needles



Prima Sure / Mefix Soft Cloth Tape



Sterile Gauzes





Sterile Solution Bottles



Sterile Solution Vials



50 mL IV Mini-Bag



100 mL IV Mini-Bag



Sterile Culture & Sensitivity (C&S) Swab



External Package of Sterile Dressing Tray



Internal Contents of Sterile Dressing Tray



## APPENDIX C – SPECIAL COVID 19 Rules and Restrictions

- USB suspended its Covid-19 Vaccination policy on May 1, 2022. You will ***no longer be required*** to provide your vaccination status in order to gain access to the USB campus. ***Medical grade masks*** are recommended on campus.
- USB continues to monitor the current situation and reserves the right to reinstate the Covid-19 Vaccination policy to ensure the safety of students, staff, and visitors. In such circumstances, USB will communicate this information to the you and the CLPNM.
- **Prior** to entering USB at 531 Aulneau Street (near the Louis Riel statue), you should monitor yourself for symptoms using the screening tool <https://sharedhealthmb.ca/covid19/screening-tool/> and answer the questionnaire online.
- Upon arrival at USB, you must present:
  - the **signed** Self-Screening declaration form to the assessor who will greet you at the 531 Aulneau entrance
  - the **completed** CCA Self-Assessment form to the assessor
  - the **signed** “Consent to Sharing Information and Videotaping During Clinical Competence Assessment” form to the assessor
  - the **signed** “Confidentiality Agreement and Code of Conduct” form to the assessor
  - the **completed** “Identity Confirmation” form to the assessor who will sign upon presentation of your valid photo ID

**N.B. If you are exhibiting COVID-19 symptoms, you must notify the Language Enrichment Service by email [spl@ustboniface.ca](mailto:spl@ustboniface.ca) prior to entering the campus and the assessment will be rescheduled.**

**\*If your assessment is scheduled on a Saturday or a Sunday or you need to contact the Language Enrichment Service on the morning of your assessment, please send a text or call the after-hours number 204-806-1116.**

- By maintaining a physical distance of two metres from others, you must wait for the assessors at the 531 Aulneau Street entrance.
  - The assessor will meet you 20-30 minutes before your planned CCA start time.
  - While waiting for the assessor, you must sign the Visitor Log.
- Once you have completed your CCA, you must exit the building by the same entrance at 531 Aulneau Street.
  - You must sign the Visitor Log to indicate the sign-out time.

#### ***Access to the Simulation Centre for a CCA***

- You will be required to disinfect and wash your hands before and after a hands-on CCA simulation and to follow standard respiratory hygiene practices with respect to handwashing and disposal of tissues and alcohol rubs.
- Upon entering the Simulation Centre, the assessor will provide plastic “personal bins” where you can place your personal items. Only necessary materials will be allowed in the Simulation Centre.
- Only you and the assessor are allowed in the Simulation Centre.
- Only the assessor is allowed in the control room.
- You are allowed in the assigned patient room only.
- You are advised to bring a bagged lunch and will be allowed to remain in the patient room for break. If a refrigerator is required, you may use the refrigerator in the Simulation Centre.
  - If you bring a reusable beverage container, it must be disinfected with a Lysol wipe prior to entering the simulation room.
  - Reusable beverage containers must not be left on surfaces used for the assessment. They shall remain in the “personal bin” at all times.
- You will have access to a washroom and water dispenser that are located down the hall.