



Purpose

The audience for this document is any person who has been asked by a Manitoba LPN to provide feedback on their practice, for the purposes of the LPN's participation in the College of Licensed Practical Nurses of Manitoba's (CLPNM) Continuing Competence Program (CCP).

If you have been asked to provide feedback on an LPN's practice, this document will help you understand the purpose and the process for submitting feedback. This document also includes the form you are being asked to complete and submit to the CLPNM by September 1.

The Practice Feedback Form starts on page 4 of this document.

Background

The CLPNM is mandated in legislation to establish a program to:

- promote high standards of knowledge and skill, and
- provide for supervision of the practice of licensed practical nursing which may include:
 - reviewing the professional competence of members
 - conducting practice audits, and
 - requiring members to participate in programs for ensuring competence.

Beginning in 2023, the CCP for Manitoba's LPNs will include a new Quality Assurance (QA) Audit category, also referred to as Category 2 of the audit. LPNs selected for the QA Audit (Category 2) will be asked to obtain feedback on their competence and readiness to address practice risks from a person who is familiar with their practice. By default, the LPN must request this feedback from a current employer. If an LPN does not have a current employer who is a regulated health care professional, the LPN may request feedback from colleague who meets the criteria outlined below in this document.

The practice feedback will then be used by the LPN to inform the development of a CCP learning plan.¹ Approximately 80 LPNs, from across the province, will be asked to obtain practice feedback for this purpose each year, which corresponds to 2% of Manitoba's LPNs.

The objective of the QA Audit (Category 2) is to ensure that LPNs demonstrate the competence necessary to provide safe care in their current practice environment, particularly in settings or circumstances associated with added risk. Examples of practice circumstances that may be associated with added risk include: self-employed practice, agency practice, clinical practice in

¹ Those selected for the QA Audit will submit two learning plans in total: one will be based on a self-directed goal, the second based on practice feedback from an employer or colleague. Other LPNs selected for the CCP Audit will submit only one learning plan, based on a self-directed goal.

isolation from a team, being new to the CLPNM register, or practising in an area requiring a high degree of specialized competence within the LPN's professional scope.

In keeping with the CLPNM's responsibility to supervise the practice of practical nursing, practice feedback will contribute to confidence that Manitoba's LPNs are practising safely and competently.

Who is Eligible to Provide Feedback

By default, an LPN selected for the QA Audit (Category 2) is required to obtain documented feedback on their practice from an employer.

LPNs will be given the following criteria for selecting an employer to provide feedback.

- The individual must be a current manager or supervisor.
- The manager or supervisor must be a regulated healthcare professional, but need not be a nurse.

An LPN may request feedback from a colleague, instead of a manager/supervisor, in the following circumstances:

- The LPN is self-employed but works in collaboration with other regulated healthcare professionals.
- The LPN's only manager or supervisor is not a regulated health care professional, but the LPN works in collaboration with other regulated healthcare professionals.
- The LPN practises only/primarily through a nursing agency, and their supervisor at the agency is not as familiar with their practice as a manager/supervisor in a health care setting where the LPN has recently and frequently practised. In this case, the LPN may ask a manager or supervisor at a facility where they practise to provide feedback, even if they are not the LPN's employer.

Any colleague asked to provide feedback must be:

- Someone who has a current professional relationship with the LPN, and who knows the LPN's practice firsthand (e.g. a current co-worker, mentor, collaborator, consultant).
- Someone who understands what competent nursing care looks like in the context of the LPN's practice.

For the purposes of the QA Audit, the CLPNM will not accept practice feedback from someone who is not currently working in collaboration with the LPN in some capacity.

If an LPN has a manager or supervisor who is a regulated healthcare professional but does not know the LPN's practice well (e.g., a very new manager/supervisor), the LPN will still be required to obtain feedback from the manager/supervisor, but may choose to request additional feedback from a colleague.

If the LPN has more than one employer, the LPN will be advised to select a manager or supervisor from the practice environment that is associated with the most risk.

Process

LPNs will be advised by mid-June in any given year if they have been selected for the QA Audit (Category 2), in which case they will be required to obtain practice feedback.

Arranging for the feedback will be the LPN's responsibility. The LPN will request the feedback from an eligible individual and is responsible for referring them to this document to complete. The form must be submitted directly to the CLPNM by the person who documented the feedback by September 1 of the same year, providing two-and-a-half months for the LPN to obtain feedback. The CLPNM requests that the feedback also be provided to the LPN directly, to assist the LPN in developing a learning goal.

The September 1 due date is intended to ensure there is sufficient time for the LPN to reflect on the feedback and decide on a learning goal to submit as part of their registration renewal application, which is due near the end of October.

Refer to the table below for an overview of key dates.

By June 15	By September 1	By October 22 / October 31
<p>LPN advised they have been selected for the QA category of the CCP Audit.</p> <p>The LPN will be advised to obtain practice feedback using this Practice Feedback Form.</p>	<p>Feedback due to the CLPNM and must be submitted directly by the person providing feedback.</p> <p>Feedback should also be shared with the LPN it is about.</p>	<p>Deadline for the LPN to submit a learning goal and planned learning interventions as part of their renewal application.</p> <p>The learning goal and planned interventions must be selected after reviewing and reflecting on the practice feedback, which will have been provided by September 1.</p> <p>The LPN may submit up to and including October 31; however late fees will apply after October 22.</p>

If you are a person providing feedback, it is important for you to understand that your comments will not be kept confidential from the LPN the feedback is about. Whether or not you choose to share your feedback with the LPN directly yourself, the LPN will have access to your feedback in their online CLPNM registration profile, after you submit it to the CLPNM.

Please move on to complete pages 4 to 9 of this document and submit those pages to the CLPNM by September 1.



Continuing Competence Program
Quality Assurance Audit
Practice Feedback Form

Completed By	
Name	
Title	
Facility and Nursing Unit	
Email Address	
Phone	
Date Completed	

Completed Regarding	
Registrant Name	
Registration Number	

Relationship to Registrant	
What is the length of your of relationship to the LPN?	_____ (months or years)
What is the nature of your professional relationship to the LPN?	Supervisor/manager Colleague (please describe)
If you are a colleague, in what ways do you currently collaborate with the LPN?	
What is the LPN's position?	
Please describe the client population the LPN cares for.	
If you are an employer, please describe the typical staffing complement when the LPN is working.	
If you are an employer, is support and collaboration consistently available to the registrant?	Yes No Comments:



Please apply the following criteria when evaluating the LPN's competence.

Competent (C)

The LPN has demonstrated consistent competence to the level required for safe and competent practice in this practice environment. The LPN may be competent, proficient or expert in this area of their practice.

Developing (D)

Competence in this area, relative to the expectations of the practice environment, is not yet fully demonstrated but the LPN is developing through feedback and support. The LPN may be a novice or advanced beginner or may require review/refresher/remediation.

Unsatisfactory (U)

Competency in this area, relative to the expectations of the practice environment, is not yet fully demonstrated and competency gaps are:

- persistent despite feedback and support and/or
- beyond those that can be addressed through the resources available in the LPN's practice environment.

Not Known (N)

I am unable to assess the LPN's competence in this area.

Please select only one option per row.

Competency Areas	C	D	U	N	Comments
People-Centred Care					
Acts as an advocate for the client, without bias or discrimination, to ensure that competent and ethical care is provided.					
Treats clients with dignity and respect.					
Establishes, maintains, and appropriately concludes therapeutic relationships while maintaining professional boundaries.					
Collaborative Care					
Uses appropriate communication strategies and interpersonal skills.					
Communicates clearly and effectively.					
Integrates culturally safe communication strategies.					
Applies conflict management and resolution skills in their nursing practice.					
Understands their role within the interdisciplinary health care team.					



Reflective Practice					
Uses best practice and current evidence in the provision of quality nursing care and interventions.					
Applies sound critical thinking and problem-solving processes in decision-making.					
Makes accurate, timely and appropriate clinical decisions.					
Knowledge-Based Practice					
Applies the principles of safe medication administration.					
Demonstrates pharmacological knowledge.					
Adheres to universal precautions and the principles of asepsis.					
Conducts comprehensive and systematic health assessments.					
Demonstrates effective and safe use of equipment.					
Demonstrates appropriate knowledge, skill, and judgment relevant to the practice area.					
Safe and Ethical Practice					
Demonstrates ethical decision-making and conduct.					
Documents accurately and comprehensively.					
Applies orders, clinical decision tools and protocols appropriately.					
Informs appropriate health professionals of changes in a client's condition.					
Identifies, reduces, prevents, and communicates risks in the practice environment.					
Leadership					
Organizes workload and applies time management skills to meet requirements of the plan of care.					
Prioritizes workload based on client needs, clinical assessments, acuity, and optimal time for interventions.					
Responds appropriately to unexpected or rapidly changing clinical situations.					



Accepts accountability and takes responsibility for his/her own professional conduct and decisions.					
Demonstrates an understanding of the scope of practice and expectations of members of the LPNs profession in Manitoba.					
Demonstrates appropriate leadership behaviours and strategies when providing guidance to other members of the health care team.					

Evaluation of Practice-Specific Competency & Risks

Are LPNs in the practice environment required to demonstrate nursing competencies that go beyond the foundational competencies of the profession? ☐ Yes ☐ No ☐ I don't know

If yes, how do LPNs in this practice area acquire the additional required competencies? Please select all that apply.

Unstructured mentorship/support from other staff/colleagues ☐

A structured in-house education or training program ☐

Third-party education or training program ☐

Please describe/name the program(s):

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If you are an employer:

Has the LPN been given access to the additional education required of LPNs to be competent in this practice area (i.e., the additional education listed above)?

☐ Yes ☐ No ☐ Not yet, but scheduled

Has the LPN satisfactorily completed the additional education listed above?

☐ Yes ☐ No ☐ Not yet, but scheduled

Comments:

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Please list key areas of competence required in the practice environment and your evaluation of the LPN's competence in each area.

(C) Competent (D) Developing (U) Unsatisfactory (N) Not Known

Select One Per Row

Practice-Specific Competency Areas	C	D	U	N	Comments

Evaluation of Registrant's Commitment to Learning

Select one per row

Commitment to Learning	Consistently	Sometimes	Rarely	Not Known/ Unable to Assess	Comments
Registrant demonstrates appropriate insight into the limits to their individual competence, and practices within those limits.					
Registrant seeks / embraces opportunities to learn					



Continuing Competence Program
Quality Assurance Audit
Practice Feedback Form

and develop their competence.					
Registrant takes part in educational and professional development activities offered within the practice environment.					

Do you have any other comments you would like to share with the registrant and/or the CLPNM regarding the registrant's competence and preparedness to manage risks in their practice?

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I have reviewed this feedback with the registrant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	
Date	

Please provide a copy of this form to the registrant and submit a copy directly to the CLPNM prior to September 1, 2023. This form can be submitted by email to practice@clpnm.ca