

SELF-ASSESSMENT TOOL

Continuing Competency Program

The background of the lower half of the page is an abstract graphic design. It features several overlapping, semi-transparent shapes in various shades of purple, blue, and green. The shapes are layered, creating a sense of depth and movement. The colors transition from dark purple on the left to lighter blue and green on the right. The overall effect is modern and professional.

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Self-Assessment Tool

This Self-Assessment Tool guides and supports you in your participation in the CCP. It formalizes the process most licensed practical nurses already participate in: reflecting on the LPN Standards of Practice¹, Code of Ethics² and the Competency Profile³; identifying strengths and learning needs; developing a learning plan; and implementing and evaluating your learning plan.

The Self-Assessment Tool will guide you through each of the four standards of practice. You will focus your assessment on your practice as a whole and on the competencies which are directly related to your role and responsibilities. Use the following rating assessment scale to complete your assessment for each competency, and select your level of competence based on the scale provided.

Rating Assessment Scale

1. **Expert** – I confidently demonstrate excellence in the expectations and/or requirement of the competency in my practice.
2. **Competent** – I satisfactorily meet the expectations and/or requirements of the competency in my practice.
3. **Requires Improvement** – I have identified learning needs in areas of knowledge, skills, attitudes or clinical judgment.
4. **Novice** – I recognize that I require education and/or orientation to meet the expectations and/or requirement of the competency.
5. **Not Applicable** – This competency is currently not part of my role and responsibility in nursing practice.

Standards of Practice Related to the Continuing Competence Program (CCP)

STANDARD 1: Professional Accountability and Responsibility

Licensed Practical Nurses are accountable for their practice and responsible for ensuring their practice and conduct meets both the standards of the profession and legislative requirements.

STANDARD 2: Knowledge-Based Practice

Licensed Practical Nurses possess knowledge obtained through practical nurse education and continuous learning relevant to their professional practice.

STANDARD 3: Service to the Public and Self-Regulation

Licensed Practical Nurses practice nursing in collaboration with client and other members of the health care team to provide and improve health care services in the best interests of the public.

STANDARD 4: Ethical Practice

Licensed Practical Nurses uphold, promote and adhere to the values and beliefs as described in the Canadian Council of Practical Nurse Regulators (CCPNR) Code of Ethics.

How to Complete the Self-Assessment Tool

Read the Standards of Practice and Code of Ethics for LPNs (2013). You may also reflect on the Competency Profile for LPNs, (3rd Ed.), 2015 while you complete your self-assessment. Having an understanding of these documents will assist you in completing a comprehensive assessment of your current knowledge, skills, behavior, attitudes and clinical judgment as a Licensed Practical Nurse.

Part 1: General Self-Assessment within Standards of Practice

- Overall assessment of nursing practice for all LPNs
- Review each associated Standard of Practice (i.e. Standard 1: Professional Responsibility and Accountability).
- Assess your level of knowledge, skills and competence of each competency statement for the current year using the 5-point rating assessment scale.
- You may want to ask yourself:
- *Do I feel confident in my ability to apply this competency statement in my current role in the practice setting?*
- Assess your current score against previous year's scores; note reasons for any change (improvement in knowledge, changed jobs, new position).
- Comment on strengths you have identified as expert or competent in your nursing practice
- Comment on learning needs you have identified as 'Requires Improvement' or 'Novice'.
- Complete a rating assessment score and self-assessment for all competencies in each standard.

Part 2: Self-Assessment of Specific Competencies

- Assess your level of knowledge, skills and competence in a specific area of work, role and responsibility using the 5-point rating assessment scale. Some examples of specific areas of practice may include mental health, maternal and newborn care, medication administration or dermatology.
- Using the Competency Profile, review the competency code and statement/learning objective for the applicable competency section for the area(s) of practice.
- Use the Ratings Assessment Scale to complete your assessment of knowledge or learning needs. Enter the rating in the table below.
- Comment on learning objectives you have identified as 'Requires Improvement' or 'Novice'.
- Complete a rating assessment score and self-assessment for all competencies in each standard.

The Self-Assessment (including Parts 1 and 2), the Learning Plan and your Records should be kept in your Competency Profile or another organized format (Professional Portfolio) for future reference. These records will be needed when you are selected to participate in Continuing Competency Program Validation (CCPV) to verify your participation in CCP. The CCPV is a random selection process, so it is possible to be selected each year.

The Competency Profile, 3rd Edition (2015), is a primary tool when completing your Reflection and Self-Assessment. It is available online at www.clpna.com or by contacting CLPNA.

All LPNs are expected to self-assess competence in relation to the Standards of Practice as outlined in the Self-Assessment Tool. Each competency is rated using the 5-point Rating Assessment Scale. The LPN determines his/her own level of competence by checking the appropriate rating.

RATING ASSESSMENT SCALE (Use the following rating scale to complete your Self-Assessment)

1 Excellent	2 Competent	3 Requires Improvement	4 Novice	5 Not Applicable
I confidently demonstrate excellence in the expectations and/or requirement of the competency in my practice.	I satisfactorily meet the expectations and/or requirements of the competency in my practice.	I have identified learning needs in areas of knowledge, skills, attitudes or clinical judgment.	I recognize that I require education and/or orientation to meet the expectations and/ or requirement of the competency.	This competency is currently not part of my role and responsibility in nursing practice.

Example of Self-Assessment Tool – Standard 1:

	Professional Accountability and Responsibility	Year 2015
Competency Code	Each Licensed Practical Nurse:	Rating Assessment (1-5)
D-1	Uses effective verbal and non-verbal communication techniques in the practice setting	1
D-2	Collaborates with health care team to function as an effective team member	2

Summary of Self-Assessment Tool

At the end of Part 1 and Part 2, summarize competency areas that require improvement, development or enhancement. This summary is an important step to keep track of the competencies, which must be identified for creating a Learning Plan.

Part 1: General Self-Assessment within Standards of Practice

STANDARD 1: Professional Accountability and Responsibility

Licensed Practical Nurses are accountable for their practice and responsible for ensuring that their practice and conduct meet both the standards of the profession and legislative requirements.

	Professional Accountability and Responsibility	Year 20__
Competency Code	Each Licensed Practical Nurse:	Rating Assessment (1-5)
D-1	Uses effective verbal and non-verbal communication techniques in the practice setting	
D-2	Collaborates with health care team to function as an effective team member	
D-5	Reports and documents following legal protocols, agency policy and procedure	
W-1	Understands the key components of the Health Professions Act-LPN Regulation	
W-2	Understands LPN scope of practice and restricted activity authorizations defined in Health Professions Act-LPN Regulation	
W-5	Demonstrates accountability and responsibility for own nursing practice	
W-7	Demonstrates ability to maintain physical, mental and emotional health of self	
W-8	Demonstrates commitment to life-long learning through ongoing professional development	
X-1	Demonstrates characteristics and attributes of an effective leader to assess, influence, and effectively model professionalism in nursing practice	
X-2	Models exemplary leadership practices through client advocacy, collaboration, communication, system and strategic thinking.	
X-3	Demonstrates the ability to lead and guide an organization in a manager/administrative role	

Strengths that I have demonstrated in this standard:

Areas for professional development in this standard:

STANDARD 2: Knowledge-Based Practice

Licensed Practical Nurses possess knowledge obtained through practical nurse preparation and continuous learning relevant to their professional LPN practice.

	Knowledge-Based Practice	Year 20__
Competency Code	Each Licensed Practical Nurse:	Rating Assessment (1-5)
A-1	Applies knowledge of anatomy and physiology of the human body to the assessment of client and delivery of nursing care.	
A-2	Applies knowledge of microbiology throughout care, disease prevention, and health promotion.	
A-3	Applies knowledge of pathophysiology during the nursing process and care of the client.	
A-4	Uses appropriate medical terminology to report and document client care.	
A-6	Applies principles of nutrition to the assessment and care of the client.	
A-7	Applies knowledge of pharmacokinetics and pharmacodynamics throughout client care and teaching.	
A-8	Integrates knowledge and skills from the social sciences and humanities in the application of the nursing process.	
A-9	Applies critical thinking and critical inquiry in validation and application of research supporting evidence informed practice.	

Strengths that I have demonstrated in this standard:

Areas for professional development in this standard:

STANDARD 3: Service to the Public and Self-Regulation

Licensed Practical Nurses practice nursing in collaboration with clients and other members of the health care team to provide and improve health care services in the best interests of the public.

	Service to the Public and Self-Regulation	Year 20__
Competency Code	Each Licensed Practical Nurse:	Rating Assessment (1-5)
A-5	Adjusts nursing practice to the specific growth and development of the client across the life span	
B-1	Performs health assessment of client using a systematic process and multiple data sources	
B-2	Identifies and determines nursing diagnosis from data of comprehensive holistic assessment	
B-3	Utilizes best available data, resources and evidence, in collaboration with client, to develop plan of care	
B-4	Implements nursing interventions to carry out nursing care plan	
B-5	Evaluates and modifies plan of care based on client needs, priorities and expectations	
C-1	Applies critical thinking and critical inquiry when responding to urgent and emergent situations	
C-2	Effectively uses personal protective equipment and workplace safety equipment to protect client, self, and others	
C-3	Applies concepts of infection prevention and control reducing transmission of pathogenic micro-organisms	
C-4	Demonstrates nursing knowledge and clinical judgment to maintain safety principles applicable to self, client, inter-professional team and others	
C-5	Demonstrates strategies to identify and reduce risk of physical and psychological injury of self and others	
E-3	Effectively manages time and ability to prioritize and manage client care	
W-3	Understands the Standards of Practice for Licensed Practical Nurses in Canada	

Strengths that I have demonstrated in this standard:

Areas for professional development in this standard:

STANDARD 4: Ethical Practice

Licensed Practical Nurses uphold, promote and adhere to the values and beliefs as described in the Canadian Council for Practical Nurse Regulators (CCPNR) Code of Ethics.

	Ethical Practice	Year 20__
Competency Code	Each Licensed Practical Nurse:	Rating Assessment (1-5)
D-3	Appropriately establishes, maintains, and closes the therapeutic nurse-client relationship	
D-4	Applies health teaching and coaching principles to client, family and others	
D-7	Ability to recognize and effectively manage conflict situations	
W-4	Adheres to the Code of Ethics for Licensed Practical Nurses in Canada	

Strengths that I have demonstrated in this standard:

Areas for professional development in this standard:

Part 2: Self-Assessment of Specific Competencies

In this section, reflect, assess, describe and rate the competencies you would require in your specific area of work, role and responsibility. The Competency Profile will guide your assessment. Select the competency code and statement/learning objective for the applicable competency section, use the Ratings Assessment Scale (p. 5) to complete your assessment of knowledge or learning needs in practice that you may want to address in your learning plan. Enter the rating in the table below. Once you have completed your review, enter these competency codes/objectives into your learning plan.

Example from Competency Profile:

Competency: **M – Mental Health and Addiction Nursing**

Competency Code: **M-1-4**

Specific Competency Statement/Objective: **Demonstrate knowledge and ability to differentiate between mental illness and mental wellness.**

Rating Assessment (see Rating Assessment Scale, p. 5): **3 – Requires improvement**

Example: LPN working in Mental Health and Addictions

Year 20__		
Competency Code (from Competency Profile)	Describe Specific Competencies	Rating Assessment (1-5)
M-1-4	Define the difference between mental illness and mental wellness	2
M-1-5	Understand the meaning of schizophrenia	3
M-2-8	Improve the ability to recognize stressors that become barriers in recovery from a mental illness	4

Other specific competency areas for review (include clinical skills and applications applicable to your area of practice) such as:

- E: Nursing Practice
- F: Respiratory
- U: Medication Administration
- V: Infusion Therapy

Self-Assessment of Specific Competencies

Year 20__		
Competency Code (from Competency Profile)	Describe Specific Competencies	Rating Assessment (1-5)

Strengths that I have demonstrated in specific competencies (list within my role and responsibility)

Areas for professional development (list specific competencies that you will need to enhance or achieve within your role and responsibility):

References

1. Canadian Council for Practical Nurse Regulators. (2013). *Standards of Practice for Licensed Practical Nurses in Canada*. Retrieved from http://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Standards_of_Practice.pdf
2. Canadian Council for Practical Nurse Regulators. (2013). *Code of Ethics for Licensed Practical Nurses in Canada*. Retrieved from http://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Code_of_Ethics.pdf
3. College of Licensed Practical Nurses of Alberta. (2015). *Competency Profile for Licensed Practical Nurses, (3rd ed.)*. Edmonton, AB: Author.