



LPN Continuing Competence Program Revised 2021

Self-Assessment Tool and
Record of Professional
Development & Learning
Activities

***College of Licensed Practical Nurses of Prince Edward
Island***

www.clpnpei.ca

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Self-Assessment Tool and Record of Professional Development and Learning Activities

About the Continuing Competence Program (CCP)

Since 2010, every LPN in every practice context have been declaring their participation in the CCP annually as a requirement of registration renewal. Participation includes conducting a self-assessment of one's competence, developing and implementing a professional learning plan, and reflectively evaluating the learning plan upon completion. Every year a percentage of LPNs in Prince Edward Island will be randomly selected to participate in the CCP Audit Process. Those selected in the audit are required to submit their annual learning plan (from the previous year) to the College to have it evaluated for completeness.

About the Self-Assessment Component of CCP

The goal of the annual self-assessment is to encourage you to think about, or reflect, on your practice in the context of the Standards of Practice and Code of Ethics. ([Click here](#) to download a copy of the documents.)

There are no wrong or right answers, but your answers do mean something. For instance, if you self-select a low score to one of the indicators, consider building your learning plan so you can increase your score over time. You are required to complete a self-assessment annually – generally just before you renew your nursing registration – as part of the CCP. This tool can be used for 5-years' worth of self-assessments so you can look back over the years to monitor your own progress. **NOTE:** Keep your self-assessment tool in your personal files at home. You **ARE NOT** required to send it to the College as part of the CCP Audit Process.

Instructions for Completing the Self-Assessment Tool

The self-assessment tool is structured around the CLPNPEI Standards of Practice and Code of Ethics documents. Read each indicator and rate your individual competence using the following scale:

1. **Novice:** You have little or no experience with the practice associated with the indicator and need additional learning in order to meet it.
2. **Intermediate:** You have minimal experience with the practice associated with the indicator and need some additional learning in order to meet it.
3. **Proficient:** You satisfactorily meet this indicator because you have sufficient experience with the practice associated with it.
4. **Expert:** You confidently meet this indicator because you have a great deal of experience with the practice associated with it.

Record of Professional Development and Learning Activities

At the back of this document, you will find several pages where you can keep track of your Professional Development and Learning Activities. It is important to remember not all learning activities are formal and professional activities (e.g. committee or Council member work) and informal learning activities (e.g. unit in-services, staff meetings or mentorship) are valuable undertakings you should track and record.

Note: Client as the recipient of nursing services is defined as individuals, families, groups or communities. For LPNs in non-clinical positions, such as education or management, client is the recipient of your services. For example as an educator, your client may be a student, nurse or other care provider. As a manager your client may be your team, individuals on your team, or policy. The health care team or (often written as 'collaborates with others') is inclusive of the client, family and any appropriate care providers.

STANDARD 1: Professional Accountability and Responsibility

LPNs are accountable and responsible for their practice and conduct to meet the standards of the profession and legislative requirements.

Indicators		Year	Year	Year	Year	Year
		20	20	20	20	20
LPNs:		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
1.1	Practice within applicable legislation, regulations, by-laws, and employer policies.					
1.2	Self-assess their professional practice and competence and participate in continuous learning.					
1.3	Share knowledge and expertise to meet client needs.					
1.4	Practice within LPN scope of practice and individual level of competence and consult and collaborate when necessary.					
1.5	Have a duty to report any circumstances that potentially and/or actually impede professional, ethical, or legal practice.					
1.6	Adhere to established client safety principles and quality assurance measures to anticipate, identify, evaluate, and promote continuous improvement of safety culture.					
1.7	Advocate for continuous improvements in healthcare through policies and procedures that support evidence informed practice.					
1.8	Are accountable and responsible for their own practice, conduct, and ethical decision-making.					
1.9	Document and report according to established legislation, regulations, laws, and employer policies.					
1.10	Provide leadership to support and/or participate in mentoring and preceptorship.					

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:

Standard 2: Evidence-informed Practice

Licensed Practical Nurses apply evidence- informed knowledge in practice.

Indicators		Year	Year	Year	Year	Year
		20__	20__	20__	20__	20__
LPNs:		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
2.1	Attain and maintain evidence-informed knowledge to support critical thinking and professional judgement.					
2.2	Integrate knowledge of trends and issues in healthcare and society into evidence-informed practice.					
2.3	Maintain relevance in practice, in response to changes affecting the profession.					
2.4	Understand the LPN role and its contribution to the collaboration with clients and inter- and intra-disciplinary teams to promote client safety.					
2.5	Collaborate in the development, review and revision of the plan of care to address client needs and preferences and to establish client centered goals.					
2.6	Develop and/or modify the plan of care based on the concepts of individual LPN competence, environmental supports and client need.					
2.7	Provide holistic evidence-informed practice that supports the concepts of health promotion, illness prevention, health maintenance and restorative care.					
2.8	Apply the nursing process (assess, diagnose, plan, implement and evaluate).					
2.9	Practice in a culturally safe manner respective of diversity, equity, and inclusion.					
2.10	Assess client and collaborate with the appropriate person(s) when client status is changed, new, or not as anticipated.					
2.11	Demonstrate continuing professional development, including compliance with jurisdictional requirements related to continuing competence (i.e. Continuing Competence Program, Quality Assurance Program).					

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:

STANDARD 3: Protection of the public through self-regulation

Licensed Practical Nurses collaborate with clients and other members of the healthcare team to provide safe care and improve health outcomes.

Indicators		Year	Year	Year	Year	Year
		20__	20__	20__	20__	20__
LPNs:		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
3.1	Establish, maintain, and appropriately end the professional therapeutic relationship with the client and their families.					
3.2	Collaborate in the analysis, development, implementation, and evaluation of practice and policy to guide evidence informed client-centered care.					
3.3	Lead and contribute to a practice culture that promotes safe, inclusive, and ethical care.					
3.4	Provide relevant, timely, and accurate information to clients and healthcare team.					
3.5	Understand and accept the responsibility of self-regulation by following the standards of practice, the code of ethics, and other regulatory requirements.					
3.6	Attain and maintain professional registration/licensure with the provincial/territorial regulatory authority in the jurisdiction(s) they practice.					
3.7	Maintain their physical, mental, and emotional fitness to practice in order to provide safe, competent, and ethical nursing care.					

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:

STANDARD 4: Professional and Ethical Practice

Licensed Practical Nurses adhere to the ethical values and responsibilities described in the Canadian Council for Practical Nurse Regulators (CCPNR) Code of Ethics.

Indicators		Year	Year	Year	Year	Year
		20__	20__	20__	20__	20__
LPNs:		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
4.1	Identify personal values, beliefs, and biases and take accountability for the impact they may have on professional relationships and nursing practice.					
4.2	Identify ethical issues and respond in the interest of the public.					
4.3	Advocate for the protection and promotion of clients' right to autonomy, confidentiality, dignity, privacy, respect, and access to care and personal health information.					
4.4	Maintain professional boundaries in the nurse/client therapeutic relationship.					
4.5	Demonstrate effective, respectful, and collaborative interpersonal communication to promote and contribute to a positive practice culture.					
4.6	Demonstrate practice that upholds the integrity of the profession.					
4.7	Demonstrate characteristics and attributes of a leader, and the ability to apply formal and informal leadership competence.					

Strengths I have demonstrated in this standard:

Areas for professional development in this standard:

PRINCIPLE 1: Responsibility to the Public

Licensed Practical Nurses, as self-regulating professionals, commit to provide safe, effective, compassionate, and ethical care to members of the public.

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
1.1	...maintain standards of practice, professional competence, and conduct.					
1.2	...provide only those functions for which I am qualified by education or experience.					
1.3	...understand that community, society, and the environment are important factors in the health of individual clients.					
1.4	...respect the rights of all individuals.					
1.5	...provide care directed toward the health and well-being of the person, family, and community.					
1.6	...promote the health and well-being of individuals, families, and the public.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:

PRINCIPLE 2: Responsibility to Clients

License Practical Nurses provide safe and competent care for their clients.

Indicators		Year	Year	Year	Year	Year
		20__	20__	20__	20__	20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
2.1	...respect the right and responsibility of clients to be informed and make decisions about their health care.					
2.1.1	...respect and support client choices.					
2.1.2	...assist and support client participation in decision making.					
2.1.3	...adhere to legislation on capacity assessment and substitute decision-makers.					
2.1.4	...ensure care plan is consistent with client wishes or advanced directives.					
2.2	...advocate for fair and equitable access to services and resources for clients.					
2.3	...protect client confidentiality.					
2.3.1	...safeguard health and personal information by collecting, storing, using, and disclosing it in compliance with legislation and policies.					
2.3.2	...report any situation where confidential information is accessed or disclosed without consent or authority, whether deliberately or through error.					
2.3.3	...ensure that communication (verbal, written, or electronic) is respectful and protects client privacy.					
2.3.4	...maintain professional boundaries in the use of electronic media.					
2.4	...act appropriately (which includes disclosure) and promptly to any harmful situation.					
2.5	...take action (which includes reporting) in a timely manner when unethical or incompetent care is suspected.					
2.6	...provide care to client recognizing their individuality and their right to choice.					
2.7	...develop trusting, therapeutic relationships while maintaining professional boundaries.					
2.8	...use evidence and judgement to guide nursing decisions.					
2.9	...identify and minimize risks to clients.					
2.10	...use new knowledge, technology, and scientific advances to promote safety, client satisfaction, and well-being.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle.

PRINCIPLE 3: Responsibility to the Profession

Licensed Practical Nurses have a commitment to their profession and foster the respect and trust of their clients, health care colleagues and the public.

Indicators		Year	Year	Year	Year	Year
		20__	20__	20__	20__	20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
3.1	...conduct myself in a manner that upholds the integrity, and maintains the standards of the profession.					
3.2	...participate in activities allowing the profession to evolve.					
3.3	...practise in a manner that is consistent with the privilege and responsibility of self-regulation.					
3.4	...promote workplace behaviours and policies that facilitate professional practice.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:

PRINCIPLE 4: Responsibility to Colleagues

Licensed Practical Nurses develop and maintain positive, collaborative relationships with nursing colleagues and other health professionals.

Indicators		Year	Year	Year	Year	Year
		20__	20__	20__	20__	20__
I understand my obligation to...		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
4.1	...take appropriate action to address the unprofessional conduct of others.					
4.2	...collaborate with others in a cooperative, constructive, and respectful manner.					
4.3	...engage in opportunities to inform colleagues and others about the LPN role and capabilities.					
4.4	...acknowledge colleagues' roles and their unique contribution to the inter-professional team.					
4.5	...respect the expertise of colleagues and share my own expertise and knowledge.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:

PRINCIPLE 5: Responsibility to Self

Licensed Practical Nurses recognize and function within their personal and professional competence and value systems.

Indicators		Year 20	Year 20	Year 20	Year 20	Year 20
		Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)	Rating (1 - 4)
I understand my obligation to...						
5.1	...demonstrate honesty, integrity, and trustworthiness in all interactions.					
5.2	...perform only the nursing functions that fall within my scope of practice and for which I am competent.					
5.3	...act consistently with the standards, legislation, and principles to which I am accountable.					
5.4	...disclose to my employer when a conflict makes it difficult for me to participate in an intervention.					
5.5	...inform the appropriate authority in the event of becoming unable to practise safely, competently or ethically.					
5.6	...engage in opportunities for career-long learning to continuously develop the competencies required to meet requirements of the profession.					
5.7	...prevent or manage conflict of interest.					
5.8	...maintain the required mental and physical wellness to meet the responsibilities of my role.					

Strengths I have demonstrated in this principle:

Areas for professional development in this principle:

Name:		CLPNPEI Reg. #:	
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Instructions for completing the Record of Professional Development and Learning Activities

The following space is provided for you to keep a record of all your professional development and learning activities.

You may use this tool, or the Learning Plan tool to complete your annual CCP requirement. **However you should be aware**, this tool is designed for tracking and as such **may not** contain enough detail to satisfy the requirements of the CCP Audit Process. If you are unsure contact CLPNPEI staff by email at info@clpnpei.ca or call (902) 566-1512.

Below is an **example** of how to use the document to track your learning activities. Fill in the first three sections immediately after the activity. It is important to link your learning to improving outcomes for clients so make sure you indicate how the information in your activity will do this.

The most important part of your activity is the reflective evaluation of your learning and reflection requires time. So come back to this section in 6 to 8 months and describe *how* you have been using this information to improve your practice and make a positive difference for clients.

Date	Feb 16, 2014
Professional Development Activity _____ Describe your learning activity.	In-service on mental health medications given by our hospital pharmacist.
New Knowledge _____ Identify something specific that you learned by doing this activity.	Some antidepressants can affect a client's heart rhythm.
Client Outcomes _____ How may this information help you improve your nursing practice and client outcomes?	More information about medications will help me make informed decisions about the care I provide to my clients.
Reflective Evaluation of Learning _____ Describe how you use this new knowledge to improve your practice and positively impact client outcomes.	I am vigilant when doing cardiovascular assessments. When I am caring for a client taking antidepressants, I compare my CV assessments to previous assessments. I am looking for any changes in assessments over time. Early recognition of change means earlier intervention and better outcomes for the client.

<p>Date</p>			
<p>Professional Development Activity</p> <p>Describe your learning activity.</p>			
<p>New Knowledge</p> <p>Identify something specific that you learned by doing this activity.</p>			
<p>Client Outcomes</p> <p>How may this information help you improve your nursing practice and client outcomes?</p>			
<p>Reflective Evaluation of Learning</p> <p>Describe how you use this new knowledge to improve your practice and positively impact client outcomes.</p>			

Date of Activity			
Professional Development Activity Describe your learning activity.			
New Knowledge Identify something specific that you learned by doing this activity.			
Client Outcomes How may this information help you improve your nursing practice and client outcomes?			
Reflective Evaluation of Learning Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			

Date of Activity			
Professional Development Activity Describe your learning activity.			
New Knowledge Identify something specific that you learned by doing this activity.			
Client Outcomes How may this information help you improve your nursing practice and client outcomes?			
Reflective Evaluation of Learning Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			

Date of Activity			
Professional Development Activity Describe your learning activity.			
New Knowledge Identify something specific that you learned by doing this activity.			
Client Outcomes How may this information help you improve your nursing practice and client outcomes?			
Reflective Evaluation of Learning Describe how you use this new knowledge to improve your practice and positively impact client outcomes.			