

# ***Continuing Competence Program Self-Assessment Tool***



**ANBLPN**

Association of New Brunswick Licensed  
Practical Nurses

**AIAANB**

L'Association des Infirmier(ère)s Auxiliaires  
Autorisé(e)s du Nouveau-Brunswick

## Mission

The Association of New Brunswick Licensed Practical Nurses ensures the public of their commitment to safe, competent, and compassionate, ethical care by regulating and enhancing the profession of practical nursing.

## Acknowledgements

The Association of New Brunswick Licensed Practical Nurses would like to acknowledge the support of the College of Licensed Practical Nurses of Nova Scotia for permission to adapt their document for use in New Brunswick.

A special thanks to the Continuing Competence Working Group – ANBLPN, who dedicated much time and effort in this process.

Hadrian Abbott, LPN Emergency Room  
Colleen McLaughlin, LPN Neurology  
Stacy Rainforth, LPN Family Medicine  
Jennifer Bickford, LPN Internal Medicine  
Anne Reid, LPN Education  
Isabelle Roy, LPN Education  
Donna Vautour, LPN Community Nursing  
Rob Burnett, LPN Instructor – Education  
Christie Ruff, LPN Correctional Nursing

Copyright – The Association of New Brunswick Licensed Practical Nurses – 2016 (Revised 2019) – All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval without prior written permission from publisher.

---

## About the Continuing Competence Program (CCP)

Every LPN must participate 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 LPN's in New Brunswick are randomly selected to participate in the CCP Audit Process. Those selected in the audit are required to submit their annual record of professional learning plan (from the previous year) to the Association 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 rating to one of the indicators, consider building your learning plan so you can increase your rating over time.

**NOTE: Keep your self-assessment tool in your personal files at home and DO NOT SEND it to the Association.**

---

## Instructions for Completing the Self-Assessment Tool

The self-assessment tool is structured around the ANBLPN 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 or ability with the practice associated with the indicator and need additional learning in order to meet it.
2. Intermediate: You have minimal experience or ability 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 or ability with the practice associated with it.

---

## Completing your Professional Learning Plan

Towards the back of this document, you will find two pages where you can keep track of your professional learning goals for the year. Learning goals can be met in a variety of ways; through formal and professional education as well as informal learning by participating on committee or boards, unit in-services, staff meetings or mentorship.

Establishing learning goals is an important part of meeting your continuing competence as a Licensed Practical Nurse. You are required to have two learning goals per year to meet the requirements of your licensure.

**STANDARD 1: Professional Accountability and Responsibility**

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

**Rating:** Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
1.1	Practice to my full range of competence.					
1.2	Engage in ongoing self-assessment of my professional practice and competence, and seek opportunities for continuous learning.					
1.3	Share knowledge and expertise with others (includes being a mentor or preceptor situations).					
1.4	Recognize my own practice limitations and consult others as necessary.					
1.5	Identify and report any professional, legal or ethical circumstances that potentially impede my practice.					
1.6	Take action to avoid and/or minimize harm to clients.					
1.7	Incorporate safety principles and quality assurance/improvement activities into my practice.					
1.8	Advocate for practice environments that promote client-centred care.					
1.10	Document and report according to legislation and employer policies.					
1.11	Advocate for and participate in the development of policies and procedures that support evidence-informed LPN practice.					

*NOTE: 1.9 has been removed as it is duplicated elsewhere in this document.*

**Strengths & 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.

**Rating:** Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
2.1	Possess current knowledge to support critical thinking and professional judgement.					
2.2	Make decisions based on nursing science, theory and evidence.					
2.3	Access and use relevant and credible information technology and other resources.					
2.4	Integrate nursing research findings into my practice.					
2.5	Maintain awareness of current issues, trends and issues impacting client or nursing outcomes.					
2.6	Evolve my own practice in response to changes and new developments affecting the profession.					
2.7	Understand my role as an autonomous practitioner practicing in collaborative relationships.					
2.8	Collaborate to develop, review, and revise client care plans and goals.					
2.9	Provide holistic nursing care by considering the whole person, the environment, and concepts of health promotion, illness prevention, health maintenance, restoration, and protection.					
2.10	Recognize how environmental factors may affect professional practice and client outcomes.					
2.11	Use critical inquiry to assess, plan, and evaluate client's responses to interventions.					
2.12	Practice in a culturally competent manner.					
2.13	Modify interventions based on an evaluation of the client's response.					

**Strengths & 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.

**Rating:** Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
3.1	Engage clients in a therapeutic practical nurse-client relationship.					
3.2	Collaborate to develop, implement and evaluate client centered policies.					
3.3	Contribute to the development and maintenance of environments based in safe, effective, and ethical practice.					
3.4	Use established occupational health and safety and infection control practices to protect clients, myself, and colleagues.					
3.5	Provide relevant and timely information to clients and co-workers.					
3.6	Understand the principles of self-regulation.					
3.7	Attain and maintain professional registration/licensure.					
3.8	Practice according to relevant laws governing privacy and confidentiality of personal health information.					

**Strengths & 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.

**Rating:** Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
4.1	Practice according to the Code of Ethics for LPNs.					
4.2	Recognize the impact of my values and beliefs on my practice.					
4.3	Identify ethical issues and communicate them to the team.					
4.4	Enhance my ability to make and take action on ethical decisions.					
4.5	Advocate for the clients' right to autonomy, respect, privacy, confidentiality, dignity, and access to information.					
4.6	Maintain professional boundaries in practical nurse/ client therapeutic relationships.					
4.7	Communicate in a respectful, timely, open, and honest manner.					
4.8	Collaborate with colleagues to promote safe, competent, and ethical practice.					
4.9	Contribute to and support healthy and positive practice environments.					
4.10	Practice with honesty and integrity.					

**Strengths & 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.

**Rating:** Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
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 & areas for professional development in this standard:**



**PRINCIPLE 2: Responsibility to Clients**

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

**Rating:** Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
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 & areas for professional development in this standard:

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.

Rating: Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
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	Practice 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 & areas for professional development in this standard:

**PRINCIPLE 4: Responsibility to Colleagues**

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

Rating: Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
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 & areas for professional development in this standard:**

**PRINCIPLE 5: Responsibility to Self**

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

**Rating:** Novice (N) Intermediate (I) Proficient (P)

Indicators		Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
Reflect on the following indicators and determine your level of competence in each indicator:		Rating	Rating	Rating	Rating	Rating
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 practice 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 & areas for professional development in this standard:**

---

## Completing your Professional Learning Plan

The following two pages are provided for you to keep a record of your professional learning plan for the year. You may use this tool to complete your annual CCP requirement.

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.



## Record of Professional Learning Plan for Licensure Year

December 1<sup>st</sup>, 20\_\_ - November 30<sup>th</sup>, 20\_\_

Name:	Registration #:	Date Goal Completed:
-------	-----------------	----------------------

**Professional Learning Goal #1:** What new knowledge/goal do you want to achieve?

**Projected Outcomes:** How will achieving this goal help improve your nursing practice and client outcomes?

**Objectives/Activities:** How do you plan to achieve this goal? What activities will you complete to achieve this goal?

**Fill in this section once you have completed your learning goal**

**Did you receive a certificate of attendance or participation while achieving this goal?**

YES ☐

NO ☐

*A certificate of attendance is not required, however, if you have received one, keep it in your files. **DO NOT** send it to the Association.*

**New Knowledge:** Identify something specific you learned by achieving this learning goal

**Reflective Evaluation:** Describe how you use this new knowledge to improve your practice and positively impact your patient outcomes.

For questions, call 506-453-0747 or 1-800-942-0222 or email [practiceconsultant@npls.ca](mailto:practiceconsultant@npls.ca)

**\*\*Keep this in your personal learning folder. Only send document if you have been audited.\*\***



## Record of Professional Learning Plan for Licensure Year

December 1<sup>st</sup>, 20\_\_ - November 30<sup>th</sup>, 20\_\_

Name:	Registration #:	Date Goal Completed:
-------	-----------------	----------------------

**Professional Learning Goal #2:** What new knowledge/goal do you want to achieve?

**Projected Outcomes:** How will achieving this goal help improve your nursing practice and client outcomes?

**Objectives/Activities:** How do you plan to achieve this goal? What activities will you complete to achieve this goal?

**Fill in this section once you have completed your learning goal**

Did you receive a certificate of attendance or participation while achieving this goal?

YES ☐

NO ☐

*A certificate of attendance is not required, however, if you have received one, keep it in your files. **DO NOT** send it to the Association.*

**New Knowledge:** Identify something specific you learned by achieving this learning goal

**Reflective Evaluation:** Describe how you use this new knowledge to improve your practice and positively impact your patient outcomes.

For questions, call 506-453-0747 or 1-800-942-0222 or email [practiceconsultant@npls.ca](mailto:practiceconsultant@npls.ca)

**\*\*Keep this in your personal learning folder. Only send document if you have been audited.\*\***

**The Association of New Brunswick Licensed Practical Nurses**

384 Smythe Street, Fredericton NB E3B 3E4

Phone: 1-506-453-0747 Toll Free: 1-800-942-0222

Fax: 1-506-459-0503 Email: [practiceconsultant@npls.ca](mailto:practiceconsultant@npls.ca)

Website: [www.anblpn.ca](http://www.anblpn.ca)