

Self-Assessment Overview Tool

Use this tool to develop learning goals that you can use in your Quality Assurance Program [Learning Plan](#).

How to use this tool

Step 1 Identify the practice standard or guideline on which you are focusing.

At the top of the tool, write the name of the practice document that you are using. Note that each practice document requires its own Self-Assessment Overview Tool.

Step 2 Review the behavioural indicators.

Read each behavioural indicator and think about how you apply the practice document in your practice.

Step 3 Identify your areas of strength and the areas you need to improve.

After reviewing each behavioural indicator, use the box beside the statement to show whether the indicator is an area of strength or an area you need to improve.

If you need more space to write your examples, print additional copies of the tool or use extra paper.

- **Area of strength:** If you choose this box, provide an example of how or why this is an area of strength for you.

For example: You are a nurse manager working on a surgical unit and you complete the tool for the *Infection Prevention and Control* practice standard. You choose the “area of strength” box for the second behavioural indicator—*I currently apply the standard to my practice*—and use as an example: “I consistently provide educational opportunities to staff and evaluate the outcomes with respect to following organizational policies about infection prevention and control.”

- **Area of improvement:** If you choose this box, provide an example of why it is an area requiring improvement and how you can improve this area in your practice.

For example: You are a nurse working in research and you complete the tool for the *Ethics* practice standard. You choose the “area of improvement” box for the seventh behavioural indicator—*I feel comfortable teaching or discussing this standard with nursing and non-nursing colleagues and/or the public*—and write: “Though the standard has direct impact on my practice, I realize that I still need to improve my knowledge related to resolving ethical conflicts.”

Step 4 Use the information on the Self-Assessment Overview Tool to develop learning goals you can use on your Learning Plan form.

Once you have identified your areas of strength and the areas you need to improve, you can create your learning goals and start developing your Learning Plan.

Create your goal statement by starting with a phrase, for example:

“I want to share my knowledge/expertise about ...” (for areas of strength); or

“I want to work on/learn how to ...” (for areas of improvement).

Then add the applicable behavioural indicator that was noted as an area of improvement or strength. This information forms the basis for the activities you document in the “Activities to achieve my goal” section of the Learning Plan form. Click here for the College’s [Learning Plan form](#).

Remember to incorporate the following four elements into your self-assessment and the development of your [Learning Plan](#):

- advances in technology;
- changes in the practice environment;
- entry-to-practice competencies; and
- interprofessional care.

Self-Assessment Overview Tool

Practice standard/guideline: _____

Behavioural indicators These statements are applicable to any College practice standard.	Identify whether the behavioural indicator is an area of strength, with an example, or an area you need to improve, with an example of how that area can be improved.	
	Area of strength	Area of improvement
I have previously applied this practice standard to my practice.		
I currently apply this practice standard to my practice.		
My practice setting has policies in place addressing this practice standard.		
I have regular performance evaluations at my place of employment related to this practice standard.		
I regularly receive peer and/or interprofessional input about my practice related to this practice standard.		
I feel comfortable teaching or discussing this practice standard with nursing and interprofessional colleagues and/or the public.		

I integrate the entry-to-practice competencies into my practice (for NPs, RNs or RPNs).		
I feel comfortable using the latest technology (computer and related applications, capillary glucose monitors, phone, etc.) related to this practice standard.		
During the Self-Assessment process, incorporate the following four elements into your reflection.		
	Area of strength	Area of improvement
Entry-to-practice competencies: Expectations that all nurses must maintain throughout their career. The RN, RPN and NP competency statements are available at www.cno.org/qa .		
Advances in technology: The introduction of new, innovative or different skills, processes or knowledge into a nurse's practice setting. For example, learning how to use a new electronic documentation system.		
Changes in the practice environment: Changes that require additional knowledge, skill and judgment for a nurse to deliver safe, effective and ethical nursing care. For example, changes in the client population, nursing care delivery systems or legislation.		

Interprofessional care: The provision of comprehensive health services to patients by multiple health caregivers who work collaboratively to deliver quality care within and across settings.		