Read this guide for information about participating in Practice Assessment.

The information in this guide is for all nurses (Registered Nurses, Registered Practical Nurses and Nurse Practitioners [NPs]) who have been selected for Practice Assessment.

The guide includes information about:
- the Practice Assessment process
- what to include in your Learning Plan
- how your Learning Plan and tests are assessed
- how to prepare for writing the objective multiple-choice tests
- confidentiality
- how you get your results.

Are you an NP who has been selected for a clinical assessment?
We will send you more information regarding your Practice Simulation Assessment by email.

What is Practice Assessment?
Practice Assessment is a component of the College of Nurses of Ontario’s (CNO) Quality Assurance (QA) Program for which members are selected to complete.

All selected nurses have to:
- submit a 2019 Learning Plan
- write objective multiple-choice tests based on the practice standards, *Therapeutic Nurse Client-Relationship, Revised 2006* and *Documentation, Revised 2008*.

NPs must also take a third test based on the *Nurse Practitioner* practice standard and *Entry-to-Practice Competencies for Nurse Practitioners*.

You must complete and submit your Learning Plan and tests online using myQA, at [www.cno.org/myqa](http://www.cno.org/myqa).

A CNO-assigned Peer Assessor will assess your submitted Learning Plan and test results.

How do I prepare for Practice Assessment?
Review resources at [www.cno.org/qa-resources](http://www.cno.org/qa-resources), including the sample Learning Plan and *Developing SMART Learning Goals guide*, as well as the practice standards, *Therapeutic Nurse Client-Relationship, Revised 2006* and *Documentation, Revised 2008*.

NPs also have to review the *Nurse Practitioner* practice standard and the *Entry-to-Practice Competencies for Nurse Practitioners*.

How do I start?
Login to [myQA](http://myQA) using the same username and password that you use for renewing your membership. You will see two tabs on the myQA home page: Self-Assessment and Objective Tests.

Learning Plan
Access your Learning Plan in myQA by clicking on the Self-Assessment tab. Then, complete the Self-Assessment process, which includes the Practice Reflection Worksheet and your Learning Plan.
What should I include in my Learning Plan?

- You need to identify your learning needs based on your practice reflection and feedback from a colleague.
- You also must develop two professional learning goals and choose the CNO practice documents that relate to your goals.

You need to fill out all the required fields in your Learning Plan before clicking the “Submit” button.

You can submit your Learning Plan any time before the deadline of **11:59 p.m. on March 6, 2019**. You cannot submit a paper copy of your Learning Plan to CNO.

For more information about how your Learning Plan will be evaluated, read the Learning Plan Evaluation Criteria (Appendix A) at the back of the guide.

**Objective multiple-choice tests**

Access the tests in myQA by clicking on the Objective Tests tab. Please refer to the myQA User Guide for information on how to navigate myQA.

The multiple-choice tests assess your knowledge and application of the principles and indicators in the practice standards, *Therapeutic Nurse Client-Relationship, Revised 2006* and *Documentation, Revised 2008*.

Each test is based on one practice standard. Prepare for the tests by reviewing the relevant practice standards.

If you are an NP, you will also write a test that assesses your knowledge and application of the *Nurse Practitioner* and the *Entry-to-Practice Competencies for Nurse Practitioners*. The test uses clinical scenarios to give context to the questions and to help evaluate your knowledge of the core competencies.

NPs in all three specialties (Primary Health Care, Adult and Paediatrics) will complete the same general Nurse Practitioner test. You can prepare for the test by reviewing the applicable Nurse Practitioner resources on CNO’s website.

Another way to prepare for the tests is to watch the Objective Tests Tutorial in myQA. This presentation shows how the tests are formatted and how to navigate through the questions. In Appendix B of this guide you will find some sample questions.

Each test has 50 to 60 multiple-choice questions. Once you start a test, you have to finish it within the 75 minutes; you cannot stop or pause the test.

You have up to the deadline of **11:59 p.m. on March 6, 2019** to complete all the tests.

**Confidentiality**

The tests and assessments in Practice Assessment are confidential. You are not allowed to copy the test materials, take notes or tell people about the test questions and answers.

To make sure you maintain this confidentiality, you must accept a Confidentiality Agreement before you start the tests. By accepting this agreement you acknowledge that violating it would constitute an act of professional misconduct. This could result in you being referred to the College’s Inquiries, Complaints and Reports Committee.
What happens after I have completed Practice Assessment?
A CNO-assigned Peer Assessor will review your Learning Plan and test results, and write a report for the Quality Assurance (QA) Committee. The committee will review this report and decide if your assessments were satisfactory, or if you have to do remedial activities.

For example, if your result is unsatisfactory on one of the tests, you can show that you are able to meet the competencies related to that practice document by completing a remedial activity. This could include submitting a case example from your practice that relates to that practice document.

How will I be informed of my results?
The QA Committee will send you a copy of the Peer Assessor’s report. The report includes the results of your assessments. If you disagree with the content of the Peer Assessor’s report you may write a letter to the QA Committee explaining your concerns within 14 days of receiving the report.

The committee will consider the report and, if you respond to the report, your written submission. You will then receive a letter informing you of the committee’s decision. The letter will explain if your assessments were satisfactory or unsatisfactory, and whether you need to complete any remedial activities.

Deferring your participation in Practice Assessment
You may be able to delay your participation in Practice Assessment if you have an exceptional circumstance. To be considered for a deferral, first you must contact the QA Program to request a Deferral Request Form. Complete and submit the form and supporting documentation to the QA Committee. The committee will review your submissions and decide if you can delay your participation.

Who can I contact if I have questions?
Call or email the QA Program at QAassessment@cnomail.org, or 416 928-0900, ext. 7570 (toll-free in Canada at 1 800 387-5526).
Appendix A

Learning Plan Evaluation Criteria
Once you submit your Learning Plan, it will be evaluated by a CNO-assigned Peer Assessor. The Peer Assessor is looking for the following criteria in your plan:

▪ Have you identified two to three learning needs? Learning needs are areas for improvement in your practice, and inform the development of your learning goals.
▪ Are your goals based on your learning needs?
▪ Are your goals specific and measureable? If you want more information on writing learning goals, watch the Are Your Learning Goals SMART? video and read the Developing SMART Learning Goals guide.
▪ Did you identify a minimum of three specific learning activities that will help you achieve each goal?
▪ Are your learning activities detailed enough to show how they will support you achieving the goal?
▪ Did you include timeframes for completing each activity and goal? The timeframes must be within the current Practice Assessment year 2019.
Appendix B

Sample Objective Test Questions

Therapeutic Nurse-Client Relationship Objective Test
A nurse manager has assigned the care for Mr. Smith to a nurse; however, the nurse has a personal relationship with Mr. Smith and is his power of attorney. What should the nurse do in this situation?

A. Accept the assignment and be conscious of the personal relationship with Mr. Smith.
B. Inform the nurse manager of the nature of the relationship with Mr. Smith and decline the assignment.
C. Request that Mr. Smith change his power of attorney to one of his family members.
D. Suggest to Mr. Smith that he should request another nurse.

What is one component of ‘empathy’ in the nurse-client therapeutic relationship?

A. Validation
B. Uniqueness
C. Worth
D. Advocacy

Documentation Objective Test
The nurse makes a note on a piece of paper regarding a change in a patient’s health status. How should this change be documented?

A. Record the change into the physician’s communication sheet.
B. Transcribe the information into the daily report.
C. Write the change in the patient’s permanent record.
D. Attach the note to the patient’s file.

Nurse Practitioner Objective Test
A child tripped in a clinic waiting room and struck his head. An NP noted a laceration with moderate bleeding to the right parietal area of the head. The child only opens his eyes to speech, uses inappropriate words, and withdraws to pain. Current Glasgow Coma Scale is 10. What should the NP do?

A. Coordinate an urgent transfer to acute care.
B. Suture the wound.
C. Educate the child’s caregiver regarding head injury routine.
D. Monitor the child for nausea.