



APPLICANT GUIDE

# Licensed Practical Nurse

Clinical Competence Assessment (CCA)

[umanitoba.ca/nursing](http://umanitoba.ca/nursing)

CCATeam

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The Clinical Competence Assessment (CCA) provides nurses the opportunity to demonstrate their knowledge, skills, and judgement in practice.

It is an evaluation used to assess an individual's practice for gaps in their ability to meet the Entry-Level Competencies for Licensed Practical Nurses in Manitoba. These are the minimum level of competencies required for entry-level licensed practical nurses to provide safe, competent, compassionate, and ethical nursing care in various practice settings.

The Applicant Guide was created to assist nurses as they prepare for the LPN CCA in partnership with World Citi Colleges and the University of Manitoba.

We welcome all applicants.

## **Introduction**

The assessment consists of:

- **safeMedicate®** Dosage Calculation Modules and Exam
  - Written Multiple Choice Exam
  - Objective-Structured Clinical Evaluations (OSCE)
  - Clinical Judgment Scenarios (CJS)
1. **safeMedicate®** Modules - you will have 2 weeks to complete (recommended).
  2. Written Multiple Choice Exam and **safeMedicate®** dosage calculation exam will be completed in ONE day online.
  3. Objective Structured Clinical Evaluations (OSCEs), and Clinical Judgment Scenarios (CJS) occur in 1 day, which could take about 4 to 5 hours to complete.

The CCA may include an assessment of skills and knowledge in the following areas:

- Ambulatory care
  - Community health
  - Emergency care
  - Medical
  - Geriatrics
  - Mental health
  - Obstetrics
  - Surgical
  - Pediatric and adolescent health
- ✓ Safe transition to community or home
- Palliative care
  - ✓ Advanced Care Planning (ACP) and goals of care

## **Step 1**

### **Written Exam**

The applicant will be given ONE day to complete TWO exams:

1. 2.5 hours to complete the multiple-choice exam
2. 1.5 hours to complete the **safeMedicate®** dosage calculation exam

The written exam consists of 125 multiple-choice questions assessing:

- General nursing
- Pharmacology and Medications
- Child health nursing
- Maternal newborn nursing
- Mental health nursing

### **safeMedicate® Modules**

An area of practice that applicants often demonstrate difficulty with is dosage calculation. In order for all applicants to be fully prepared for their CCA we encourage them to complete the online **safeMedicate** learning modules that will be provided to them. Modules are to be completed prior to the scheduled written exams. The practice modules cover:

- **SAFE GUARD MODULE** to understand the rights of safe medication preparation and administration and competence in applying the basic principles of safe medicines management practices.
- **ESSENTIAL SKILLS MODULE** for conceptual, calculation and technical measurement competence in tablet/ capsule, oral liquid medicine, injection and IV infusion of crystalloid/colloid/ blood product preparations and modes of administration.
- **BODYWEIGHT & BODY SURFACE AREA MODULE** to develop the competencies required for safe medication practice on both adult and child patient populations factoring in bodyweight or body surface area (BSA) into the problem-solving process.
- **INJECTABLE MEDICINES THERAPY MODULE** to develop the competencies required for with the more complex problem-solving and calculations associated with injectable medicine therapies involving IV bolus dose and intermittent and continuous infusion modes of administration.
- **WORD PROBLEM SKILLS MODULE** supports learners to undertake word-based dosage calculation problems.

#### ON EXAM DAYS

You will complete your exams on your computer at home. You will be monitored via your computer's web cam.

#### **NOTE:**

The safeMedicate® modules use certain methods to obtain final calculations. In the exam, only the final answer is required; there are a total of 60 questions. Method of calculations will not be graded in the exam.

#### BENCHMARK STANDARDS

Marks will not be made available to the applicant. They will be provided to the regulatory body with the report.

#### ASSESSMENT

Exams assess professional competencies grouped under the following headings:

**People-centered care:** The Licensed Practical Nurse uses a people-centered approach in responding to the needs of the client. People-centered care is further organized into the subdomains of Communication and Relational Skills; Respect, Dignity, and Human Rights; and Partnership with the Client.

**Collaborative care:** The Licensed Practical Nurse practices as a member of the health care team in the delivery of comprehensive and integrated health care services to clients.

**Knowledge-based practice:** The Licensed Practical Nurse critically appraises, analyzes, interprets, and synthesizes current knowledge, evidence, and best practice to provide rationale for effective nursing practice and for the provision of nursing care across the client continuum from low complexity to high complexity. The Licensed Practical Nurse employs current knowledge and evidence to provide care to stable and unstable clients with conditions that may have predictable or unpredictable outcomes. The Licensed Practical Nurse provides care within environments that may be stable or unstable, familiar, or unfamiliar, and predictable or unpredictable.

**Safe and ethical care:** The Licensed Practical Nurse protects the client and health care providers, including themselves, from psychological and physical harm, and upholds the ethical and practice standards of the profession. Safe and ethical care is further organized into the subdomains of Integrating Professional Responsibilities, Documentation and Reporting, and Safe Practice.

**Leadership:** The Licensed Practical Nurse provides leadership to maximize the health and well-being of the client, the nurse, the health care team, the organization, and society as a whole. Leadership is further organized into the subdomains of Principles of Effective Leadership, Clinical Leadership, and Health Promotion and Client Education.

## **Step 2**

Depending on the type of assessment you have booked, Step 2 is held either in-person at the Helen Glass Centre for Nursing (Manitoba), or virtually/online through World Citi Colleges in Quezon City, Philippines.

The contents of Step 2 are identical for in-person and virtual delivery.

## **Objective Structured Clinical Evaluations (OSCE)**

The OSCEs are performance assessments used to evaluate an applicant's clinical skills and ability to think critically in a variety of situations.

Applicants will complete OSCE stations conducted in a simulated clinical practice setting, where they play the role of a licensed practical nurse and interact with a standardized client on the computer screen, a virtual reality patient / family member, or in person with an actor / mannequin.

At the start of each station, the applicant will receive a brief written statement describing the presenting clinical situation, instructions, and the total time allotted for the station. Applicants should demonstrate how they would manage each presenting case as they would in a real-life practice setting. There are no hidden surprises or tricks.

CCA assessors will oversee the assessment day; they will observe but will not interact with applicants during the encounters.

Applicants should be dressed in professional attire, appropriate for a clinical environment. You will be allowed to keep applicable items such as a personal stethoscope to use during the assessment; however, the center is equipped with all the necessary supplies you will need. See **Appendix B** for information on items you will find inside the assessment room.

### **NOTE**

During the assessment, you will be required to turn off electronic devices (i.e. cell phone, laptops) prior to storing personal belongings within the center.

You will be allowed to keep applicable items such as a personal stethoscope to use during the assessment; however, the center is equipped with all the necessary supplies you will need.

See **Appendix B** for information on items you will find inside the assessment room.

FORMAT (FOR EVERY OSCE STATION) consists of:

- Reading the presenting clinical situation and applicant instructions
- Client encounter / completion of tasks
- Responding to assessor's questions, if any

### **Presenting clinical situation and applicant instructions**

Applicants will receive a written scenario, which will include information about the client, setting, and instructions about tasks they are expected to complete.

### **Client encounter/completion of tasks**

Applicants will interact with the standardized client, virtual client, or mannequin, and complete the required tasks described in the applicant instructions.

Standardized clients and mannequin responses are proficient at replicating a client's signs and symptoms in a reliable and consistent manner. Applicants should interact with the standardized client or mannequin as they would with an actual person in a real-life setting.

Applicants will be assessed on:

- Health history and data collection
- Physical assessment
- Implementation of care strategies
- Knowledge of Canadian Healthcare System
- Psychomotor skills
- Documentation, recording, and reporting
- Responsibility and accountability
- Communication
- Collaboration

### **Assessor Questions**

Following completion of tasks, the assessor may ask oral questions on items such as:

- Analysis and interpretation of findings
- Prioritization
- Evaluation and monitoring of care
- Care plan development
- Collaboration
- Ethical safety/advocacy
- Legal responsibilities

### **TIME IS UP**

Applicants will be asked to leave the room and wait in the hallway where a table and chair will be provided. Applicants may choose to have some water or snacks at this time.

## **Clinical Judgment Scenarios (CJS)**

The CJS is an interview style assessment to assess an applicant's ability to make sound clinical judgments in complex or rapidly changing situations. The scenarios assess their ability to think critically, apply essential and relevant knowledge, consider options, and take reasonable action.

### **FORMAT**

Applicants are given a total of seven scenarios; they have three minutes to read *and* verbally respond to each scenario.

Approximate time allotted to complete CJS: 21 minute

## **What happens after the CCA?**

Upon completion of the Written Exams, OSCEs, and CJS, a report will be completed that entails the applicant's ability to demonstrate meeting the entry-level competencies for LPNs in Manitoba.

Numerical scores are not assigned to the individual competencies; applicants will receive a Met or Not Met for each competency.

The assessor is unable to provide you with any feedback or results throughout your assessment day. The assessor sends a report to the CLPNM within 2-3 weeks from the date of the assessment. CLPNM will send you notification of your results within 8 weeks from the date the report was received. The CLPNM has sole authority to make decisions about the outcome of your CCA. The CLPNM will notify you via email of your results, advising you of any gaps noted in your nursing knowledge, skill, and/or judgment. If gaps are identified, you will be provided with information on the steps needed to remediate those gaps, which may include completing a prescribed course of study.

## **Important applicant information**

### **PAYMENT**

The cost for the LPN CCA is \$2540. Payment is payable by Debit, Visa, or MasterCard. Payment can be made online using the link you will be emailed when you book your CCA appointment.

### **CANCELLATION FEE**

In the event you have to cancel, a non-refundable cancellation fee will be charged and must be paid in full prior to re-booking your CCA.

Cancellation fees are as follows:

First Cancellation: \$300

Second Cancellation: \$400

Late cancellation: \$500 – if done less than two weeks before the scheduled CCA

### **CANCELLATION, AND REFUND POLICY**

Payment for cancellation is payable by debit, Visa, or MasterCard. Payments can only be made online.

### **CONFIDENTIALITY AND CONDUCT**

All Applicants must read, sign, and submit a confidentiality agreement prior to their Step 1 date stating that they will not disseminate or reveal any content of the CCA. Breaches include, but are not limited to:

- Comparing client and applicant responses with colleagues
- Sharing exam content
- Posting case information or exam questions online
- Cheating or dishonest behaviors during the exams

### **NOTE**

Any breach in confidentiality of CCA material may lead to disciplinary and legal measures, including invalidating your results. CLPNM will be notified of any breaches.



## Computer requirements for written exams

- Windows 10, 8, 7 or Mac OS X 10.12 or higher
- Web camera
- Reliable broadband internet connection

If you are in Winnipeg and do not have a computer with these specifications, the College of Nursing has one you may borrow during the exam days. A \$100 refundable deposit is required.

## CCA preparation/helpful resources

### QUESTIONS

Any questions related to CCA process can be directed to:

- CCA Team  
[nurscomp@umanitoba.ca](mailto:nurscomp@umanitoba.ca)
- Kimberly Workum  
RN, BScN, MEd, CCNE  
Director, Clinical Competence Assessment Centre,  
College of Nursing, Rady Faculty of Health Sciences  
[kimberly.workum@umanitoba.ca](mailto:kimberly.workum@umanitoba.ca)

We look forward to working with you.

- Entry Level competencies: <https://www.clpnm.ca/clpnm-doc/entry-level-competencies-2021/>
- Code of Ethics: <https://www.clpnm.ca/for-registrants/practice-supports/code-of-ethics/>
- Standards of Practice: <https://www.clpnm.ca/for-registrants/practice-supports/standards-of-practice-and-conduct/>
- Practice Directions: <https://www.clpnm.ca/for-registrants/practice-supports/practice-directions-and-guidance/>
- Current textbooks (within the last five years, we do not endorse any specific publisher/ author)
- CPNRE Prep guides
- ACP status resources for Staff and health professionals: <https://professionals.wrha.mb.ca/advance-care-planning/>
- MB Long-Term Care resources and information: <https://www.gov.mb.ca/seniors/index.html>
- Truth & Reconciliation Resources: <https://www.canada.ca/en/canadian-heritage/campaigns/national-day-truth-reconciliation.html>
- Canadian Health Care System: <https://www.canada.ca/en/health-canada/services/health-care-system/reports-publications/health-care-system/canada.html>
- University of Manitoba Nursing Skills videos: [www.youtube.com/channel/UCammamMeSUwsDID9lipIXzA/videos](https://www.youtube.com/channel/UCammamMeSUwsDID9lipIXzA/videos)



## **Appendix A**

### **LOCATION**

Both weekend and weekday assessments take place at the Helen Glass Centre for Nursing, located at 89 Curry Place on the Fort Garry Campus.

### **HOW TO GET HERE**

- By bus

Instructions can be found on Navigo:

[www.winnipegtransit.com/en/navigo](http://www.winnipegtransit.com/en/navigo)

- By car

From University Crescent, turn left on Dysart Road, right on Sidney Smith Street, and left on Ralph Campbell Road. From the parkade, the Helen Glass Centre for Nursing is through both sets of sliding doors.

- Parking

Please ensure you are aware of parking locations, payment methods, and parking fees prior to your CCA. The cost for the parkade behind the Helen Glass Centre for Nursing is \$13/day at your own expense. There are other parking options available, and you are free to choose whatever is most convenient.

### **Weekend Instructions**

Free parking is available in P Lot closest to the Helen Glass Centre for Nursing. Free use of P Lot applies to weekends only.

### **NOTE**

The building entrance doors are locked on weekends. If you enter through the parkade, please wait in front of the second set of sliding glass doors until an assessor comes to greet you.

### **Maps**

Visitor parking: [umanitoba.ca/campus/parking/visitor](http://umanitoba.ca/campus/parking/visitor)

Campus map: [umanitoba.ca/maps](http://umanitoba.ca/maps)



Helen Glass Centre for Nursing



Helen Glass Centre for Nursing  
89 Curry Place  
Front entrance view



# Appendix B

Below is a variety of equipment used in the assessment center.





**Appendix B** Cont'd

