The Clinical Competence Assessment (CCA) provides nurses the opportunity to demonstrate their knowledge, skills, and judgement in practice. It is an examination used to assess an individual’s practice for gaps in their ability to meet the Entry-Level Competencies for Registered Nurses in Manitoba. These are the minimum level of competencies required for entry-level registered nurses to provide safe, competent, compassionate, and ethical nursing care in various practice settings.

The candidate guide was created to assist nurses as they prepare for the CCA at the assessment centre in the College of Nursing at the University of Manitoba.

We welcome all candidates.

CCA Team
nurscomp@umanitoba.ca
INTRODUCTION
The assessment consists of:

- Written Diagnostic Exams
- Self-Assessment
- Objective-Structured Clinical Examination (OSCE)
- Clinical Judgment Scenarios (CJS)
- Chart Review and Development of a Nursing Care Plan

Candidates will complete the competency assessment over a total of four days:

1. Written Diagnostic Exams and Self-Assessment exams will be completed over three days.
2. Individual appointment which includes the Objective Structured Clinical Exams (OSCEs), Clinical Judgment Scenarios (CJS), and Nursing Care Plan. This will require one full day.

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

- Ambulatory care
- Community health
- Emergency care
- Geriatrics
- Medical
- Mental health
- Obstetrics
- Palliative care
- Pediatric and adolescent health
- Surgical

WRITTEN DIAGNOSTIC EXAMS

FORMAT
The candidates will write five exams over 2.5 days. Candidates are given 3.5 hours to complete each exam.

The written diagnostic exams include both multiple choice and short answer questions that assess:

- General nursing
- Maternal newborn nursing
- Child health nursing
- Mental health nursing

ON EXAM DAYS
- Arrive at Helen Glass Centre for Nursing no later than 0815. See Appendix A for directions and map.
- Please wait on the main level. An assessor will greet you and take you to the exam room.
- Bring your photo identification and the candidate letter which you received from us.
- You will be provided with a pencil, eraser and calculator.
- Morning exams begin at 0830. Afternoon exams begin at 1245 and end at 1615.

BENCHMARK STANDARDS
To pass the written exams you must achieve a score of 65% on each of the exams, and a score of 80% on dosage calculations.

ASSESSMENT
Exams assess the following entry-level competency categories.

Professional Responsibility and Accountability
- Demonstrates professional conduct and that the primary duty is to the client to ensure safe, competent, compassionate, ethical care.

Knowledge-Based Practice
- Has knowledge from nursing and other sciences, humanities, research, ethics, spirituality, relational practice and critical inquiry.

Ethical Practice
- Demonstrates competence in professional judgment and practice decisions guided by the values and ethical responsibilities as outlined in the Code of Ethics for Registered Nurses. Engages in critical inquiry to inform clinical decision-making and establishes therapeutic, caring and culturally safe relationships with clients and the health-care team.

Service to the Public
- Demonstrates an understanding of the concept of public protection and the duty to provide nursing care in the best interest of the public.

Self-Regulation
- Understands the requirements of self-regulation in the interest of public protection.
SELF-ASSESSMENT

This provides candidates with an opportunity to describe how they have met the professional standards during their nursing practice in their country of origin, and subsequently, will meet the annual requirements in Manitoba.

OBJECTIVE-STRUCTURED CLINICAL EXAMINATIONS (OSCE)

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

Candidates will complete a total of nine stations conducted in a simulated clinical practice setting, where they play the role of a registered nurse and interact with a standardized client or simulation manikin.

At the start of each station, the candidate will receive a brief written statement describing the presenting clinical situation, instructions, and the total time allotted for the station. Candidates 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 candidates during the client/manikin encounters.

The assessment centre is equipped with camera/video equipment that will record and be used to review the OSCEs and CJSs for quality assurance purposes by the CCA assessment team.

Candidates should be dressed in professional attire, appropriate for a clinical environment.

Please report to Helen Glass Centre for Nursing, Room 474 no later than 0815 this day.

NOTE

During the assessment, you will be required to turn off electronic devices 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 materials you will find inside the assessment room.

FORMAT (FOR EVERY OSCE STATION)

Total time allotted includes:

• Reading the presenting clinical situation and candidate instructions
• Client encounter/completion of tasks
• Responding to assessor's questions

Presenting Clinical Situation and Candidate Instructions
Candidates 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
Candidates will interact with the standardized client/manikin and complete the required tasks described in the candidate instructions. Standardized clients are proficient at replicating a client's signs and symptoms in a reliable and consistent manner. Candidates should interact with the standardized client/manikin as they would with an actual client in a real life setting.

Candidates will be assessed on:

• Health history and data collection
• Physical assessment
• Implementation of care strategies
• Responsibility and accountability
• Communication
• Collaboration

Assessor Questions
Following completion of tasks, the assessor will ask oral questions. Candidates will be assessed on:

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

TIME IS UP

Candidates will be asked to step outside the assessment room and will be given three minutes before beginning the next station. Use of restrooms is permitted between stations.
CLINICAL JUDGMENT SCENARIOS (CJS)
The CJS is an interview style assessment to assess a candidate'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
Candidates are given a total of six scenarios; they have three minutes to read and verbally respond to each scenario.
Time allotted to complete: 18 minutes

CHART REVIEW AND DEVELOPMENT OF A NURSING CARE PLAN
Candidates are given a patient chart to review; they will develop a problem list, prioritize the list and develop a plan of care for the client.

FORMAT
Candidates work independently in the assessment centre.
Time allotted to complete: two hours

WHAT HAPPENS AFTER THE CCA?
Upon completion of the Written Diagnostic Exams, Self-Assessment, OSCEs, CJS, and Chart Review, a report will be completed that entails the candidate's ability to demonstrate meeting the entry-level competencies for RN's in Manitoba.

Numerical scores are not assigned to the individual competencies; candidates will receive a Met or Not Met for each competency.
The assessor will send the report to the CRNM for review.
Within six weeks of completion of the CCA, the CRNM will provide the candidate with its decision and the candidate copy of the CCA report.

To maintain confidentiality of the contents of the assessment centre diagnostic tools, candidates receive an abbreviated version.
The candidate's copy contains diagnostic exam marks, total numbers of Mets and Not Mets in each category, along with a narrative summary.

One of the following outcomes can be anticipated:
1. Eligible – candidate is eligible to proceed to the next step of either:
   • Writing the NCLEX-RN (and obtaining graduate nurse registration if you wish), or
   • Applying for registration in the RN membership class, if you have previously passed the NCLEX-RN
2. Not eligible – candidate does not currently meet registration requirements and are currently not eligible for registration as you require education (determined by the College and based on your CCA results) in order to acquire the entry-level competencies required of all registered nurses in Manitoba.

IMPORTANT CANDIDATE INFORMATION
PAYMENT
Payment for CCA is payable by bank draft, money order, debit, Visa, or MasterCard. Bank drafts or money orders should be payable to the University of Manitoba.
Cash and personal cheques are not accepted.
Payment must be received at least two weeks prior to the CCA or your appointment will be cancelled.
Payment can be made in person or by mail, using the form you will be emailed when you book your appointment. If you are mailing in your payment, please allow time to ensure payment reaches our office prior to the two-week deadline. If coming in person, please bring the candidate letter that you received from us.

CANCELLATION FEE
In the event you have to cancel, a non-refundable cancellation fee will be charged which must be paid in full prior 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 scheduled CCA)
CONFIDENTIALITY AND CONDUCT

Candidates will be asked to read and sign a confidentiality agreement stating that they will not disseminate or reveal any content of the CCA. Breaches include, but are not limited to:

- Comparing client and candidate 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. CRNM will be notified of any breaches.

CCA PREPARATION/HELPFUL RESOURCES

College of Registered Nurses of Manitoba: www.crnmb.ca
Canadian Nurses’ Association: www.cna-aiic.ca
Current textbooks (within the last five years, we do not endorse any specific publisher / author)
Strategies for identifying patient problems and developing a nursing care plan (e.g., review the nursing process)
NCLEX Prep guides
Dosage Calculations
Regulated Health Professions Act (RHPA)

QUESTIONS

Any questions related to CCA process can be directed to:

CCA Team
nurscomp@umanitoba.ca

or

Kimberly Workum RN, BScN, MEd
Director, Clinical Competence Assessment Centre
College of Nursing, Rady Faculty of Health Sciences
kimberly.workum@umanitoba.ca

We look forward to working with you.
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 THERE

By bus

Instructions can be found using Navigo: http://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 $11/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 is 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: http://umanitoba.ca/campus/parking/visitor/

Campus map: http://umanitoba.ca/maps
APPENDIX B

Below is a variety of equipment used in the assessment centre.
APPENDIX B  CONT’D

Assessment Centre  Patient Room

Simulation Manikin