



CANDIDATE GUIDE

Registered Nurse

Clinical Competence Assessment (CCA)

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 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 center in the College of Nursing at the University of Manitoba.

We welcome all candidates.

Introduction

The assessment consists of:

- safeMedicate® Dosage Calculation Modules and Exam
- Two Written Exams (Generalist and Specialist Populations)
- Objective-Structured Clinical Examinations (OSCE)
- Clinical Judgment Scenarios (CJS)

***** Please Note:**

- The safeMedicate® Exam MUST be completed on day 1 of the Step 1 dates.
- The Generalist and Specialist Populations Written Exams may be completed over the span of two days.
- Individual appointment occurs in one day - the Objective Structured Clinical Exams (OSCEs) and Clinical Judgment Scenarios (CJS), which may take up to 4-5 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
 - ✓ Safe transition to community or home
- Palliative care
 - ✓ Advanced Care Planning (ACP) and goals of care
- Mental health
- Obstetrics
- Surgical
- Pediatric and adolescent health

Step 1

safeMedicate Modules

An area of practice that candidates often demonstrate difficulty with is dosage calculation. In order for all candidates 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 HANDS MODULE to develop and assess the core areas of health numeracy that underpin and inform the safe practice.

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.

Written Exams

FORMAT

The candidates will normally write three exams in 1 day. Candidates are given 2.5 hours to complete the multiple choice, and 1.5 hour to finish the **safeMedicate** dosage calculation exam. If the candidate chooses to write their exams over a span of 2 days that is also an option.

The written exams are predominantly multiple-choice questions assessing:

- Dosage Exam
- General Nursing
- Specialty Nursing
 - Child health nursing
 - Maternal newborn nursing
 - Mental health nursing

ON EXAM DAYS

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

BENCHMARK STANDARDS

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

ASSESSMENT

Exams assess professional competencies grouped under the following headings:

Clinician: Registered nurses are clinicians who provide safe, competent, ethical, compassionate, and evidence-informed care across the lifespan in response to client needs. Registered nurses integrate knowledge, skills, judgment, and professional values from nursing and other diverse sources into their practice.

Professional: Registered nurses are professionals who are committed to the health and well-being of clients. Registered nurses uphold the profession's practice standards and ethics and are accountable to the public and profession.

Communicator: Registered nurses are communicators who use a variety of strategies and relevant technologies to create and maintain professional relationships, share information, and foster therapeutic environments.

Collaborator: Registered nurses are collaborators who play an integral role in the health care team partnership.

Coordinator: Registered nurses coordinate point-of-care health service delivery with clients, the health care team, and other sectors to ensure continuous, safe care.

Leader: Registered nurses are leaders who influence and inspire others to achieve optimal health outcomes for all.

Advocate: Registered nurses are advocates who support clients to voice their needs to achieve optimal health outcomes. Registered nurses also support clients who cannot advocate for themselves.

Educator: Registered nurses are educators who identify learning needs with clients and apply a broad range of educational strategies toward achieving optimal health outcomes.

Scholar: Registered nurses are scholars who demonstrate a lifelong commitment to excellence in practice through critical inquiry, continuous learning, application of evidence to practice, and support of research activities.

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, or virtually/online through World Citi Colleges in Quezon City, Philippines.

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

Objective-Structured Clinical Examinations (OSCE)

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

Candidates will complete a total of eight 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 center 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. Online assessments are also recorded. Candidates should be dressed in professional attire, appropriate for a clinical environment.

If your step 2 is in person in Winnipeg, please report to Helen Glass Centre for Nursing, Room 424, no later than 15mins before your scheduled time (8:15am or 1pm). If your Step 2 is virtual/ online, you will be provided with specific instructions and links to your assessment environment.

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 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
- Psychomotor skills
- Client teaching
- 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 CJS: 20 minutes.

What happens after the CCA?

Upon completion of the Written Exams, OSCEs, and CJS, a report will be provided to the regulatory body about the candidate's ability to demonstrate meeting the entry level competencies for RNs in Manitoba.

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

Within six weeks of completion of the CCA, the regulatory body will provide the candidate with its decision and a candidate copy of the CCA report.

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

Currently, the CCA is fully funded. There is no direct cost to the candidate.

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)

CANCELLATION, AND REFUND POLICY

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

CONFIDENTIALITY AND CONDUCT

Candidates will be asked to read and sign a confidentiality agreement stating 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. The regulatory body 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. A \$100 refundable deposit is required.

CCA preparation/helpful resources

- College of Registered Nurses of Manitoba: www.crnmb.mb.ca
- Canadian Nurses' Association: www.cna-aiic.ca
- Current textbooks (with in the last five years, we do not endorse any specific publisher / author)
- Strategies for identifying patient problems and developing a plan of care (e.g., review the nursing process)
- NCLEX Prep guides
- Regulated Health Professions Act (RHPA)
- ACP status resources for Staff and health professionals:
- <https://professionals.wrha.mb.ca/advance-care-planning/>
- Truth & Reconciliation Resources: <https://www.canada.ca/en/canadian-heritage/campaigns/national-day-truth-reconciliation.html>
- MB Long-term Care resources and information
- <https://www.gov.mb.ca/seniors/index.html>

QUESTIONS

Any questions related to CCA process can be directed to:

- CCA Team
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

We look forward to working with you.

- Canadian Health Care System:
[https://www.canada.ca/en/health-canada/services/health-care-**system/reports-publications/health-care-system/canada.html**](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/UCqmmgmMeSUwsDID9ljpIXzA/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 THERE

By bus

Instructions can be found on Navigo:

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 \$12/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**.

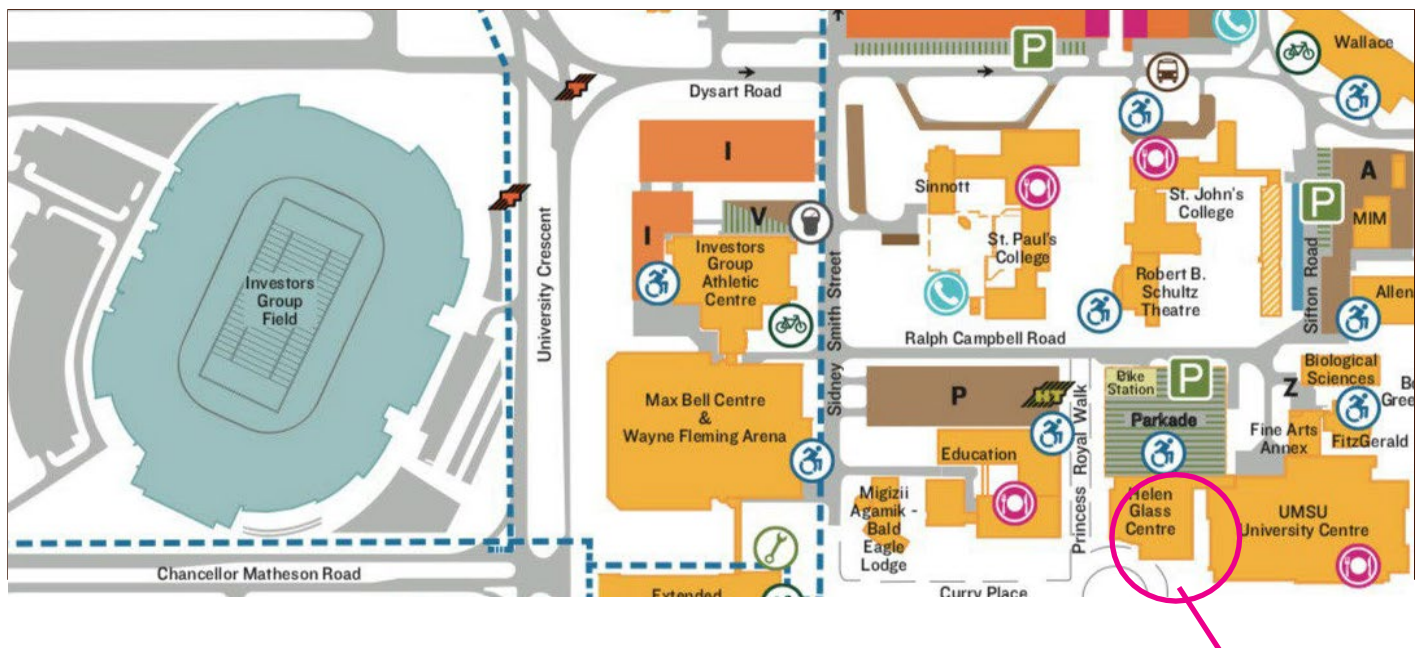
NOTE

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

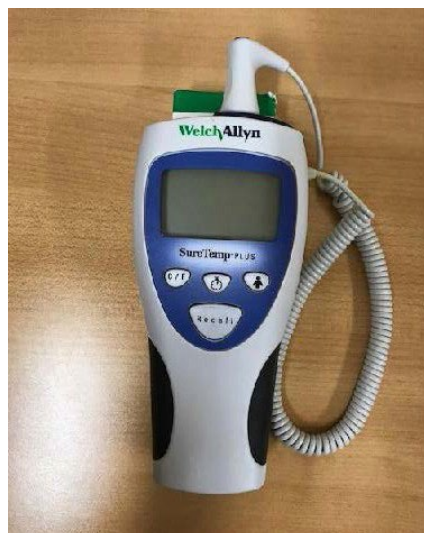
Campus map: umanitoba.ca/maps



Helen Glass Centre for Nursing

Appendix B

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



Appendix B Cont'd

