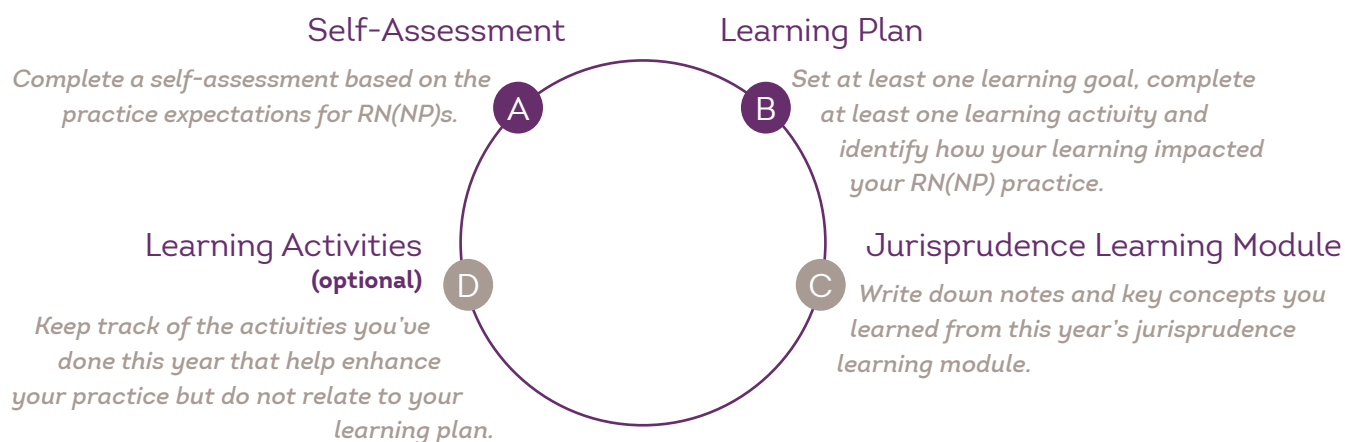




College of  
Registered Nurses  
of Manitoba

# 2025 RN(NP) Continuing Competency Program Forms

***A framework supporting registered nurse (nurse practitioner)s to maintain standards, enhance practice and promote high standards of knowledge and skill.***



*Completing Parts A and B of the CCP forms and the current year's jurisprudence module is required to renew your Certificate of Practice each year. The Regulated Health Professions Act identifies that CCP Forms must be kept for five years as proof of completion.*

FULL NAME: \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_

# Part A: Self-Assessment

## Instructions

Completing a self-assessment each year helps you review the practice expectations for RNs and monitor your progress from one year to the next. There are two steps to the self-assessment.

## STEP 1: NEW/UPDATED DOCUMENT REVIEW

### Additional resources

The following documents are available on the College website and reviewing them on a regular basis helps to ensure you are up to date. This table can help keep track of when you last reviewed them.

Document	Date Reviewed
<a href="#"><i>Practice and Prescribing Expectations for RN(NP)s</i></a> • Revised 2024	
<a href="#"><i>Entry-Level Competencies for RN(NP)s</i></a> • Revised 2023	
<a href="#"><i>Scope of Practice for RN(NP)s</i></a> • Revised 2024	
<a href="#"><i>Criteria for Reserved Acts Requiring Additional Education</i></a> • Revised 2021	
<a href="#"><i>Practice Expectations for RNs</i></a> • Revised 2022	
<a href="#"><i>Duty to Provide Care</i></a> • Reviewed 2024	
<a href="#"><i>Complementary and Alternative Health Care</i></a> Revised 2022 Currently under revision for 2025	
<a href="#"><i>Code of Ethical Conduct</i></a> • Published 2025	
<a href="#"><i>Practice Direction: Registered Nursing Agency Practice</i></a> • Published 2025	
<a href="#"><i>Practice Direction: Self-Employed Practice</i></a> • Published 2025	

REGISTRATION NUMBER: \_\_\_\_\_

## STEP 2: SELF-ASSESS YOUR PRACTICE

Reflect on your practice and rate yourself on a scale from 1-5 for each question below. You can use the space at the end of this section to write notes if needed.

Professional Practice	1 - Not at all			5 - Always			
I understand and apply applicable practice directions to my practice.	1	2	3	4	5	n/a	
I understand and apply applicable provincial and federal legislation to my practice.	1	2	3	4	5	n/a	
I take responsibility for my own actions and decisions.	1	2	3	4	5	n/a	
I ensure I have the necessary physical, mental or emotional capacity to practise safely and competently.	1	2	3	4	5	n/a	
I acknowledge my limitations in skill, knowledge and judgment and practise within those limitations.	1	2	3	4	5	n/a	
I manage my workload effectively to meet the needs of my clients.	1	2	3	4	5	n/a	
I respect and welcome the opinions, values and beliefs of others.	1	2	3	4	5	n/a	
I demonstrate professional behaviours (e.g. trustworthiness, respect, accountability, transparency).	1	2	3	4	5	n/a	
I promote a practice environment that supports responsibility, professional development and a respectful attitude.	1	2	3	4	5	n/a	
I establish and maintain appropriate therapeutic nurse-client and/or professional colleague relationships.	1	2	3	4	5	n/a	
I act as a mentor, coach, preceptor and/or resource to students, nursing colleagues and other members of the health-care team.	1	2	3	4	5	n/a	
I encourage, support, facilitate and/or participate in research relevant to the profession.	1	2	3	4	5	n/a	
I identify professional practice issues.	1	2	3	4	5	n/a	
I work to resolve any identified professional practice issues.	1	2	3	4	5	n/a	
I understand when I have a duty to report.	1	2	3	4	5	n/a	
I take action to develop and ensure that I have the competence required to meet the needs of my clients.	1	2	3	4	5	n/a	

REGISTRATION NUMBER: \_\_\_\_\_

	1 - Not at all			5 - Always			
I use current evidence from nursing science, other disciplines and other sources to improve and enrich my competence in registered nursing practice.	1	2	3	4	5	n/a	
I protect the privacy and confidentiality of information as required by legislation, my employer and the <i>Code of Ethical Conduct</i> .	1	2	3	4	5	n/a	
I demonstrate critical inquiry in planning for client needs and evaluating care (or services if applicable) provided.	1	2	3	4	5	n/a	

## Professional Communication

I introduce myself by full name and designation.	1	2	3	4	5	n/a	
I communicate and share the nursing perspective with the client, other health-care professionals and the public.	1	2	3	4	5	n/a	
I communicate (in all its forms) and collaborate with the client and other team members in a timely manner to promote continuity and delivery of safe, competent and ethical care.	1	2	3	4	5	n/a	
I identify barriers to clear communication and take steps to manage them.	1	2	3	4	5	n/a	

## Ethical Practice

I practise according to the following values:

• Providing safe, compassionate, competent and ethical care	1	2	3	4	5	n/a	
• Promoting health and well-being	1	2	3	4	5	n/a	
• Promoting and respecting informed decision-making	1	2	3	4	5	n/a	
• Honouring dignity	1	2	3	4	5	n/a	
• Maintaining privacy and confidentiality	1	2	3	4	5	n/a	
• Promoting justice	1	2	3	4	5	n/a	
• Being accountable	1	2	3	4	5	n/a	
I communicate with others and problem solve when needed to ensure that clients receive safe, competent and ethical care.	1	2	3	4	5	n/a	
I intervene when unsafe or unethical practice is identified.	1	2	3	4	5	n/a	
I anticipate client/population health problems or issues and advocate in the best interest of the public.	1	2	3	4	5	n/a	
I consult or collaborate with others to analyze and plan for complex issues.	1	2	3	4	5	n/a	
I follow policies and procedures when communicating with others within and across the health-care agency (i.e. when using email, fax, webinar, social media).	1	2	3	4	5	n/a	

REGISTRATION NUMBER: \_\_\_\_\_

## Client-Centered Practice

I apply the nursing process framework in my practice, which includes assessment, diagnosis or determination, planning, implementation and evaluation whether I am working in a clinical, administrative, education or research domain.

1 - Not at all

5 - Always

1 2 3 4 5 n/a

I provide client-centred care based on the client's needs, language, health literacy, abilities and culture.

1 2 3 4 5 n/a

I support my client in making informed decisions by providing information, resources and referrals as needed.

1 2 3 4 5 n/a

I support culturally safe practice environment(s).

1 2 3 4 5 n/a

## Clinical Practice

The care I provide includes:

- an assessment to determine the needs and circumstances of the client; 1 2 3 4 5 n/a
- a care or treatment plan with the client or their representative and any other person who the client wishes to involve, which takes into account the client's needs, circumstances, preferences, values, abilities and culture; 1 2 3 4 5 n/a
- an evaluation of the outcomes of the care or treatment plan and the modification or discontinuance of the care or treatment plan as required and as discussed with the client or their representative; 1 2 3 4 5 n/a
- sufficient and timely communication with the client or their representative that takes into account the client's needs, circumstances, understanding and use of health information and enables the client or their representative to make informed decisions about the client's health care; 1 2 3 4 5 n/a
- a referral of the client to another health-care professional when appropriate; and 1 2 3 4 5 n/a
- support for the client in self-management of their health care by providing information, resources and referrals to enable informed decision-making by the client or his or her representative. 1 2 3 4 5 n/a

REGISTRATION NUMBER: \_\_\_\_\_

## Collaborative Care

	1 - Not at all			5 - Always			
I work collaboratively and cooperatively with clients, caregivers and other health-care providers in providing for the needs of the client.	1	2	3	4	5	n/a	
I understand my role within the practice setting and context that I work in.	1	2	3	4	5	n/a	
I understand the role and recognize the skill, knowledge and judgment of those that I collaborate with.	1	2	3	4	5	n/a	
I explain to the client or their representative my role and responsibility in the context of my practice environment.	1	2	3	4	5	n/a	
I comply with employer policies, procedures and any collaborative care decision tool in place at my practice setting.	1	2	3	4	5	n/a	
I adhere to my responsibilities when assigning or delegating to others.	1	2	3	4	5	n/a	

## Practice Environment

I follow infection control procedures.	1	2	3	4	5	n/a	
I identify safety concerns in the environment.	1	2	3	4	5	n/a	
I take action to prevent harm from any safety concerns in the environment.	1	2	3	4	5	n/a	
I report near misses and errors to the appropriate authority.	1	2	3	4	5	n/a	
I report near misses and errors to the client.	1	2	3	4	5	n/a	

## Client Records

I follow the College of Registered Nurses of Manitoba Documentation Guidelines.	1	2	3	4	5	n/a	
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## Use of RN(NP) Additional Knowledge, Skill and Judgment

I synthesize relevant <b>additional</b> knowledge with use of critical inquiry (e.g. developmental and life stages, pathophysiology, psychopathology, pharmacology, epidemiology, environmental exposure, infectious diseases, behavioural sciences, demographics and family processes).	1	2	3	4	5	n/a	
I conduct thorough and accurate assessments, history taking and consultation with clients.	1	2	3	4	5	n/a	
I ensure an appropriate plan of care is developed in consultation with the client, family and other health-care professionals as needed, including a plan for follow-up/evaluation.	1	2	3	4	5	n/a	
I use current evidence related to my <b>additional</b> knowledge to support safe practice.	1	2	3	4	5	n/a	

REGISTRATION NUMBER: \_\_\_\_\_

## Consultation and Collaboration

	1 - Not at all			5 - Always		
I indicate the role and responsibilities of an RN(NP) as a member of the health-care team.	1	2	3	4	5	n/a
I collaborate to facilitate critical inquiry in my practice.	1	2	3	4	5	n/a
I establish consultative relationships with other health-care professionals appropriate for the clients I am providing care for.	1	2	3	4	5	n/a
I consult with other health-care professionals according to my practice setting and client needs (e.g. request for ongoing consultation from a health-care professional for client conditions that I do not typically address).	1	2	3	4	5	n/a
I consult with other health-care professionals, when needed, at any stage in the care of a client from initial assessment to evaluation of treatment effectiveness (e.g. request for a single-visit consultation by a health-care provider).	1	2	3	4	5	n/a
I fulfill consultation expectations in a timely manner.	1	2	3	4	5	n/a
During consultation with another health-care professional, I jointly decide on whether to transfer care to that health-care professional or remain as the primary health-care professional for that client.	1	2	3	4	5	n/a
I establish appropriate methods for keeping health-care professionals informed about mutual clients' health conditions and/or treatment decisions.	1	2	3	4	5	n/a
I maintain accurate information about my current employer and work contact information in my College member profile and other relevant health-care partners (e.g. Diagnostic Services of Manitoba).	1	2	3	4	5	n/a

REGISTRATION NUMBER: \_\_\_\_\_

## Prescribing Drugs and Devices

1 - Not at all      5 - Always

I prescribe drugs for clients for whom I have relevant knowledge of the client's health history based on assessment obtained through direct client contact.

1      2      3      4      5      n/a

In exceptional circumstances where direct client contact by me is not feasible for the client, I facilitate access to care based on a timely assessment and recommendation of another regulated health-care professional. In these circumstances, I ensure:

a) I am satisfied that the prescription is appropriate for the client,      1      2      3      4      5      n/a

b) I document provision of client care, and      1      2      3      4      5      n/a

c) I provide timely access for the client to follow-up.      1      2      3      4      5      n/a

I complete prescriptions accurately, completely and legibly and include:

a) date of issue,      1      2      3      4      5      n/a

b) name and address of the person for whom the drug is prescribed,      1      2      3      4      5      n/a

c) weight of client if client is a child or weight has bearing on the dosage of the prescribed drug,      1      2      3      4      5      n/a

d) age of the client if age has bearing on the dosage of the prescribed drug,      1      2      3      4      5      n/a

e) name, strength and quantity of the prescribed drug,      1      2      3      4      5      n/a

f) directions for use, including the dosage, frequency, route of administration, duration of drug therapy, and special instructions,      1      2      3      4      5      n/a

g) the number of allowable refills and interval between refills, where applicable. If a prescription includes more than one drug, I clearly identify the number of allowable refills for each drug,      1      2      3      4      5      n/a

h) prescriber's name, regulated title, address, telephone number and fax number,      1      2      3      4      5      n/a

i) the treatment goal and/or diagnosis and/or clinical indication, and      1      2      3      4      5      n/a

j) my signature in one of the following formats:      1      2      3      4      5      n/a

i. hand-written signature      1      2      3      4      5      n/a

ii. electronic image if the prescription is sent directly to a single pharmacy of the client's choice through an approved electronic medical record, and there is no hard copy of the prescription.      1      2      3      4      5      n/a

REGISTRATION NUMBER: \_\_\_\_\_

	1 - Not at all			5 - Always			
I educate clients about prescription and non-prescription drugs, including:							
a) expected action of the drug,	1	2	3	4	5	n/a	
b) importance of compliance with prescribed frequency and duration of the drug therapy,	1	2	3	4	5	n/a	
c) potential side effects,	1	2	3	4	5	n/a	
d) signs and symptoms of adverse effects and actions to take if they occur (e.g. allergic reactions),	1	2	3	4	5	n/a	
e) potential interactions between the drug and certain foods, other drugs or substances such as natural health products or herbal remedies,	1	2	3	4	5	n/a	
f) specific precautions to take or instructions to follow, and	1	2	3	4	5	n/a	
g) recommended follow-up.	1	2	3	4	5	n/a	
I monitor the client's response to drug therapy and based on the client's response, I decide to continue, adjust, withdraw the drug or consult with another health-care professional.	1	2	3	4	5	n/a	
I document the client's response to drug therapy including a record of all prescriptions and refills.	1	2	3	4	5	n/a	
I securely store blank prescriptions.	1	2	3	4	5	n/a	
I do not provide any person with a blank, signed prescription.	1	2	3	4	5	n/a	
I do not prescribe for myself or family members.	1	2	3	4	5	n/a	
I only send a prescription to a pharmacy in one of the following ways:	1	2	3	4	5	n/a	
a) Provide the client with a written prescription to bring to a pharmacy of their choice.	1	2	3	4	5	n/a	
b) Provide all verbal prescriptions (new and refills) directly to the pharmacist.	1	2	3	4	5	n/a	
c) Facsimile to a pharmacy when the prescription is in compliance with the joint statement <i>Facsimile Transmission of Prescriptions</i> .	1	2	3	4	5	n/a	
d) Send an electronic transmission to pharmacy when the prescription is in compliance with the joint statement <i>Electronic Transmission of Prescriptions</i> .	1	2	3	4	5	n/a	
I monitor adverse drug reactions and report in accordance with Health Canada reporting requirements.	1	2	3	4	5	n/a	
I only prescribe devices listed in the Specified Drugs Regulation, M.R. 6/95 when appropriate for my client.	1	2	3	4	5	n/a	

REGISTRATION NUMBER: \_\_\_\_\_

## Ordering Screening and Diagnostic Tests

**1 - Not at all**      **5 - Always**

I only order screening and diagnostic tests to:

a) confirm a diagnosis as suggested by the client's history and/or physical findings,	1	2	3	4	5	n/a
b) assess/monitor ongoing conditions of clients with chronic illnesses, and	1	2	3	4	5	n/a
c) carry out screening activities.	1	2	3	4	5	n/a
I have developed efficient processes for receiving and tracking the results of screening and diagnostic tests.	1	2	3	4	5	n/a
I consider best practice evidence on appropriateness, contraindications, safety and cost-effectiveness when ordering screening and diagnostic tests.	1	2	3	4	5	n/a
I explain to clients the reasons for ordering specific screening and diagnostic tests and the associated risks and benefits.	1	2	3	4	5	n/a
I adhere to provincial or agency standards for ordering, documenting and reporting results of screening and diagnostic tests.	1	2	3	4	5	n/a
I seek information to ensure my understanding of test results and diagnostic interpretation by specialist(s) and follow-up as necessary.	1	2	3	4	5	n/a

REGISTRATION NUMBER: \_\_\_\_\_

**Notes (optional):**

Use this space to identify strengths, areas for improvement and any plans to improve your scores.

*Example: When reflecting on the question about reporting near misses and errors, I realize that I did not report a near miss fall to the client or their caregiver. I think it would have been beneficial for the client and their family to know that there was a potential for a fall. I recognize the importance of involving and informing the client and their caregivers to prevent a similar situation from happening in the future. I plan to focus on better informing the client and their caregiver about potential safety risks.*

REGISTRATION NUMBER: \_\_\_\_\_

# Part B: Learning Plan

Instructions:

- 1. Set **one self-directed** learning goal related to RN(NP) scope of practice.
- 2. Complete at least **one self-directed** learning activity related to your goal.
- 3. Identify how your learning impacted your RN(NP) practice.

**Tips:** Goals and activities required by your role and/or employer are not self-directed.

Your goal needs to be able to affect your **current** practice.

It is recommended that your learning plan be SMART (Specific, Measurable, Attainable, Relevant and Timely). Check out the CCP Workbook for details.

Learning Goal(s) and Activity(ies)

Learning goal(s)	Learning activity(ies) <small>(be as specific as possible)</small>	Expected date of completion	Date completed

REGISTRATION NUMBER: \_\_\_\_\_

### Impact on my Nursing Practice

How did completing your learning activities impact your RN(NP) practice? Include at least one specific example. If you are not currently working, anticipate how your learning will impact your practice when you return to work.

REGISTRATION NUMBER: \_\_\_\_\_

## Part C: Jurisprudence Learning Module

Completing this year's jurisprudence learning module is mandatory. Use this section to take notes while completing the module. Consider recording any new information, interesting topics, potential areas for improvement in your practice, topics that you would like more information about or topics that you would like to discuss with your colleagues.

*Note: completing this notes section is optional.*

REGISTRATION NUMBER: \_\_\_\_\_

# Part D: Learning Activities (optional)

Use this section to document learning activities that are not related to your learning plan (e.g. required certifications for employment such as CPR, orientation dates, informal or unplanned learning opportunities).

*Note: completing this section is optional.*

Activity	Date Completed	Notes

REGISTRATION NUMBER: \_\_\_\_\_