

QUALITY ASSURANCE ASSESSMENT

PART A/B: ASSESSMENT GUIDE



COLLEGE OF NURSES
OF ONTARIO
ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.



QUALITY
ASSURANCE

This guide provides information to all nurses who have been directed to complete the College of Nurses of Ontario’s (CNO’s) Quality Assurance Assessment: Part A – Knowledge Assessment and Part B – Practice Assessment.

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Quality Assurance Assessment: PART A/B: ASSESSMENT GUIDE

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1. How to access the Learning Management System (LMS)

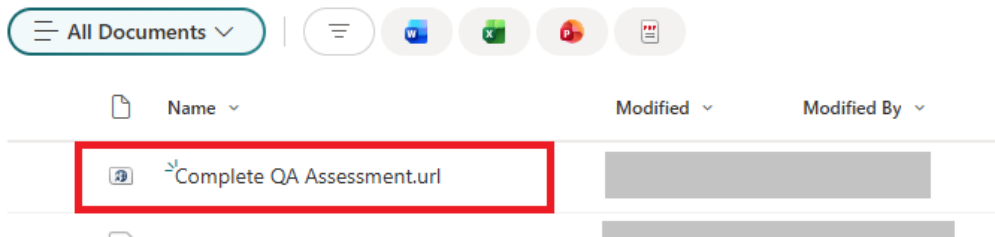
Step 1: Access your SharePoint folder.

A personalized access link to your SharePoint folder has been sent to your email address in the [Maintain Your Membership portal](#). You will find all communications and links to complete your Quality Assurance (QA) Assessment in your secure, personal SharePoint folder.

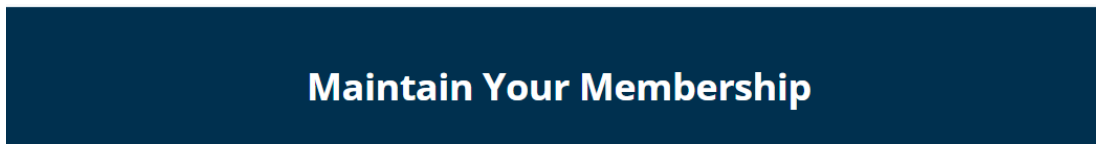
To protect your privacy and security, CNO uses a multi-factor authentication process to share documents with you via SharePoint. The following guides explain how this process works and how to use SharePoint:

- [Multi-Factor Authentication Guide](#)
- [SharePoint Guide](#)
- [SharePoint Tutorial Video](#)

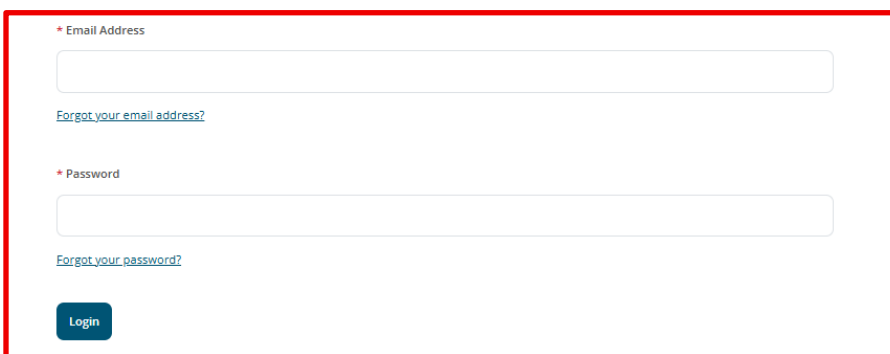
Step 2: Select the **Complete QA Assessment.url** link in your SharePoint folder. This will open up a separate window to the Maintain Your Membership sign on screen.



Step 3: Complete the mandatory fields with your email address and password. Select the **LOGIN** button to continue.



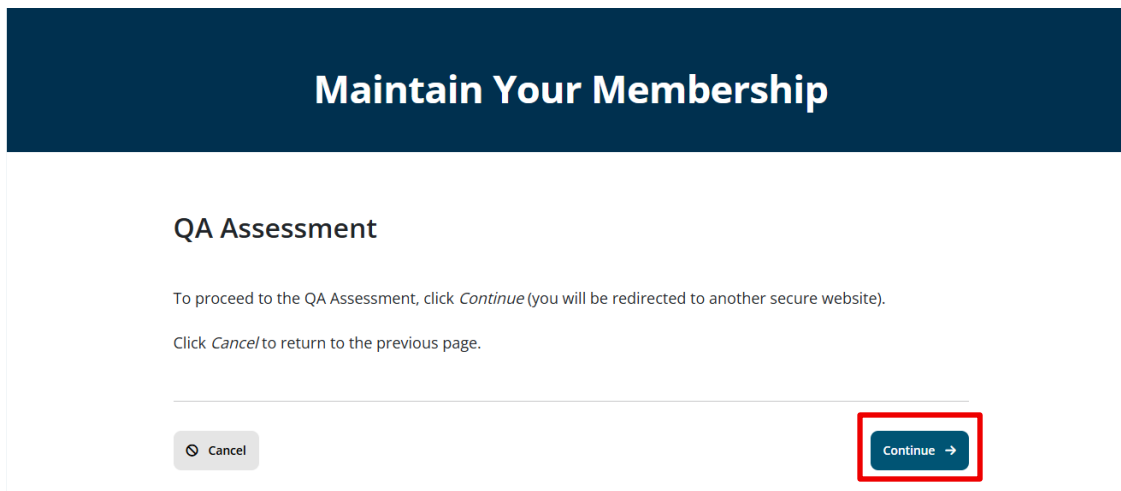
Login

A screenshot of a login form. It features two input fields: one for 'Email Address' and one for 'Password'. Both fields are preceded by an asterisk, indicating they are mandatory. Below each field is a blue link: 'Forgot your email address?' and 'Forgot your password?'. At the bottom of the form is a dark blue 'Login' button. The entire form area is enclosed in a red rectangular box.

[Don't have an account? Click here](#)

[Don't know if you have an account? Click here](#)

Step 4: Select the **CONTINUE** button.



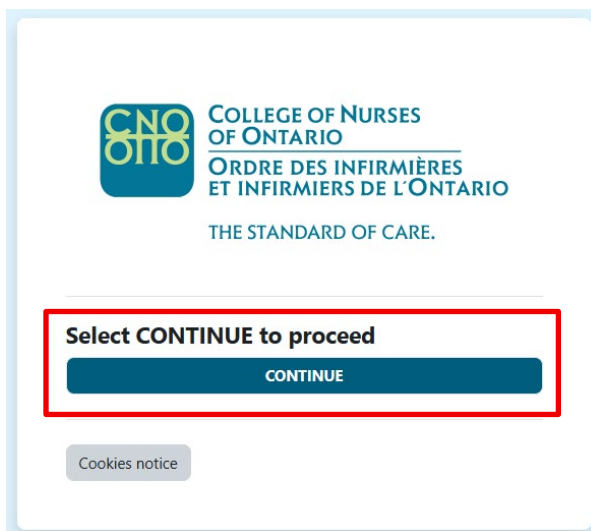
Maintain Your Membership

QA Assessment

To proceed to the QA Assessment, click *Continue* (you will be redirected to another secure website).

Click *Cancel* to return to the previous page.

Step 5: Select **CONTINUE** to proceed to the Learning Management System (LMS) landing page.

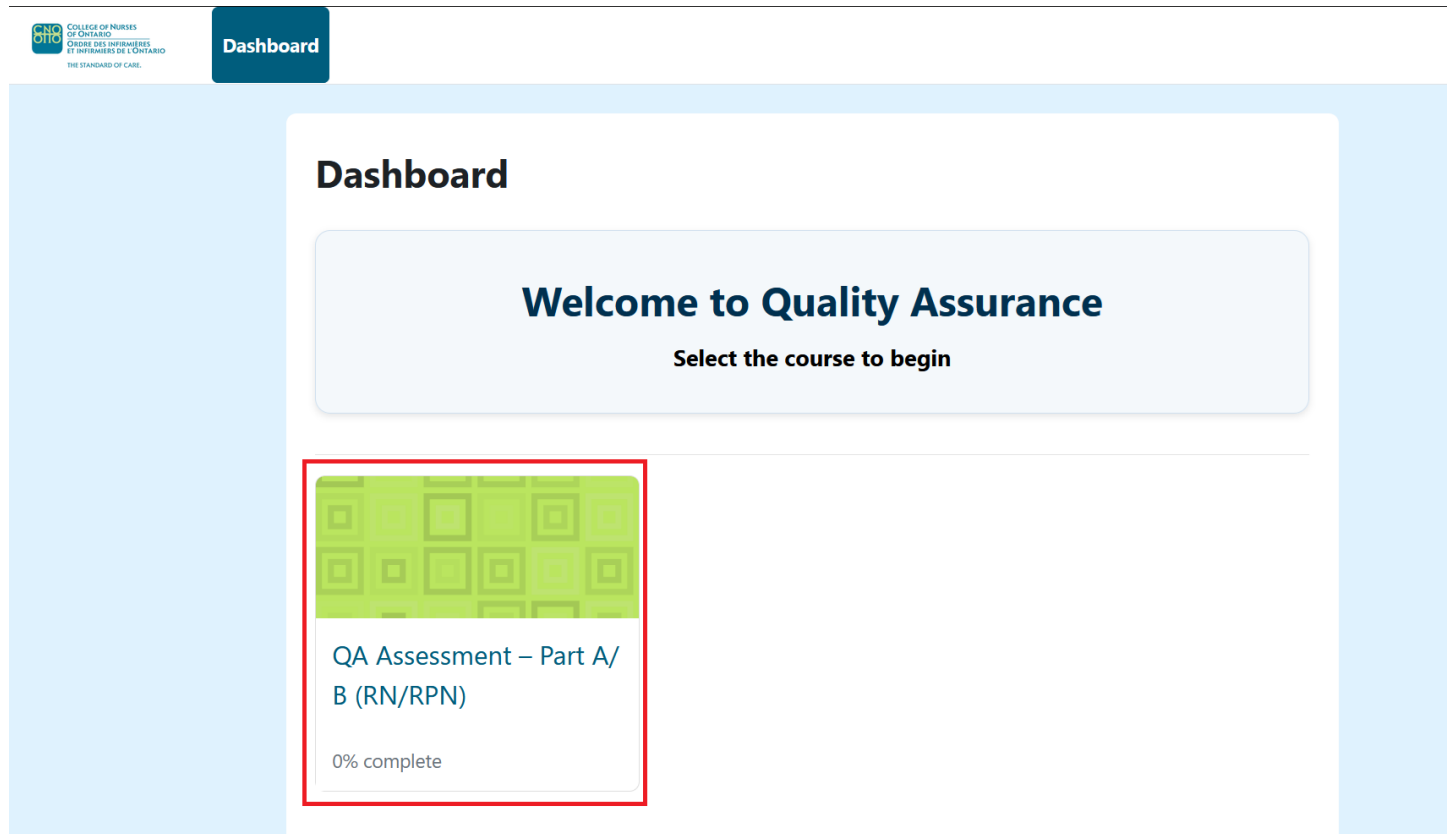


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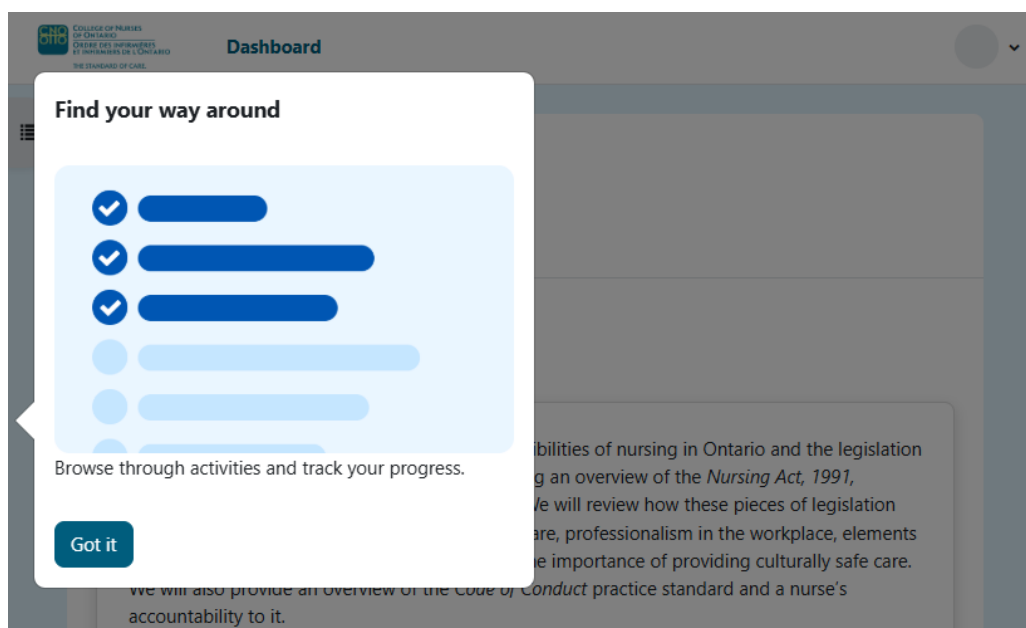
Select **CONTINUE** to proceed

2. How to access the QA Assessment – Part A/B Course

Step 6: Once you are logged into the LMS, you will land on the Dashboard. Click on the course titled: QA Assessment – Part A/B.



A pop-up notice will describe the sidebar, which can be used to move through the activities as they become available. Click anywhere to begin the course.



3. Part A

a. QA, Regulation and Nursing Professionalism Modules

Step 1: From the course homepage, select the **QA, Regulation and Nursing Professionalism Modules** to start.

▼ 1. Nursing Regulation

These modules will explore the roles and responsibilities of nursing in Ontario and the legislation that governs the practice and profession, including an overview of the *Nursing Act, 1991*, and *Regulated Health Professions Act, 1991*.

We will review how these pieces of legislation affect:

- nurses' scope of practice
- the standard of care
- professionalism in the workplace
- elements of the therapeutic nurse-client relationship
- the importance of providing culturally safe care

This section contains 3 modules. Each module includes one or two short videos and a required attestation. Please click **"NEXT"** at the lower right corner to navigate through the section. Once you complete this section, you will see instructions to proceed through your QA Assessment.



QA, Regulation, and Nursing Professionalism Modules

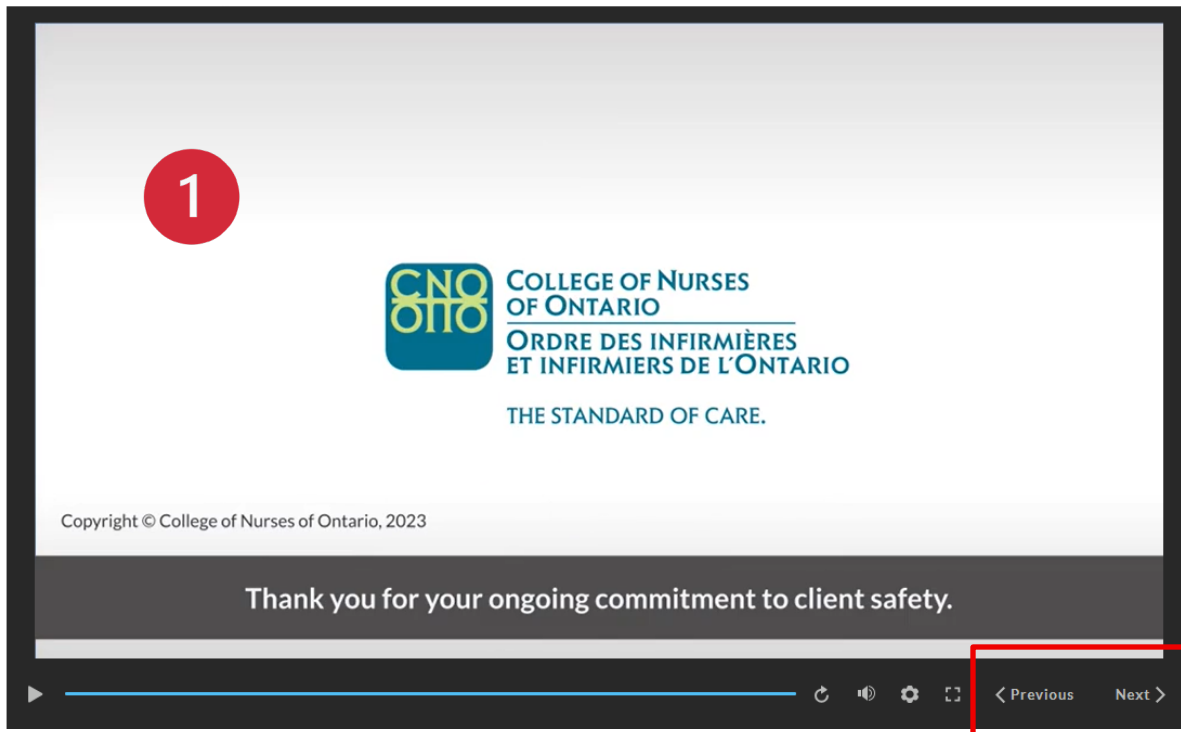
To do: Complete the activity

How to navigate the player controls

1. Content area: The first video will start automatically. Then, follow the on-screen instructions to complete each activity. The content area includes videos, attestations and instructional pages.

2. Previous/Next buttons: You will be able to move through the activity by using the **Previous/Next** buttons. You may revisit previous activities after they have been completed.

QA, Regulation, and Nursing Professionalism Modules



b. Practice Standard Modules

Once you have completed the QA, Regulation, and Nursing Professionalism Modules, you will have the choice to complete the **Documentation Module** or the **Professional Boundaries and Nurse-Client Relationships Module**.

Thank you for taking the time to review the Nursing Regulations Module.

You are required to complete one of the two modules below to continue with your QA Assessment. To begin, please select one module below.

You will have the option to complete the other module after completing the Part A requirements.

Documentation Module

Professional Boundaries and Nurse-Client Relationships Module

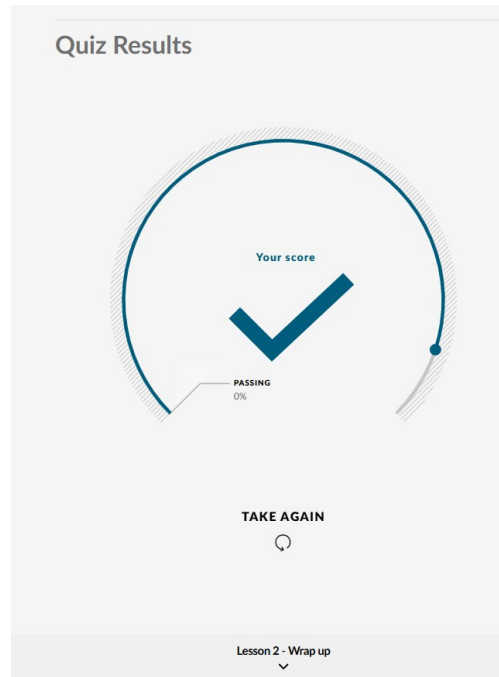
You will be shown a PDF version of the selected Practice Standard. Once you have reviewed the selected Practice Standard, click **Continue** to proceed to the overview.

This will open the Practice Standard Overview activity. As you progress, flip the cards to reveal answers and information before clicking **CONTINUE** to move forward. Once you complete the Overview, click **Next** to proceed to the Practice Standard Knowledge Check.

Once you complete the Practice Standard Knowledge Check, you will receive your score.


There is **no minimum score required to progress to the next activity**.


On the Quiz Results page, click **Lesson 2 – Wrap up**, and then click **Next** to continue to the Code of Conduct Module.



c. Code of Conduct Module


The title page of the Code of Conduct Module contains instructions to complete the module. Click the **START** button to begin the module.

 **Code of Conduct Module**



THE CODE OF CONDUCT PRACTICE STANDARD

To navigate in this course, use the **Back** and **Next** buttons at the bottom right unless instructed to do otherwise. Complete all content and follow the exit instructions at the end of the course to ensure your completion is registered in our Learning Management System.

This course contains audio on some slides; a Closed Caption button will appear in the bottom right when there is audio present .

Click the **Start** button to begin:


START

To navigate in the module, click the **Next** button at the bottom right unless instructed to do otherwise.

d. Code of Conduct Knowledge Check

The knowledge check is a multiple-choice quiz which is open book. You may click **View Code of Conduct Practice Standard** to open the document in a separate pop-up window. When you are ready, click **Begin attempt**.

QA Assessment – Part A / Code of Conduct Knowledge Check

 **Code of Conduct Knowledge Check**

There are 10 questions in the Knowledge Check. You must click **Submit answer** before moving to the next question. You are required to get 100%, however, you may change your response and re-submit your answer to each question before moving to the next question.

Please click the button below to view the *Code of Conduct Practice Standard*. This will open in a pop-up window, you may keep this document open while you complete your Code of Conduct Knowledge Check.

View Code of Conduct Practice Standard

Begin attempt

Once you begin the knowledge check, select an answer and click **Submit answer**. You will then be able to view the question feedback. If your answer is not correct, you will be required to select another answer and then click **Submit answer** again. Once you have selected the correct answer, click **Next question** to go to the next question.

You may navigate back to previous questions by clicking **Previous question**. On the final question, once you click **Finish attempt**, you will not be able to change your responses.

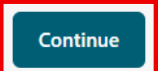
To complete the Knowledge Check portion of the assessment, **you are required to obtain a score of 100%**. You have **unlimited attempts** to complete the Knowledge Check.

If you need to pause the knowledge check, you may click **Exit and finish later**. Once you are ready to resume, log back into the LMS, go to the **Code of Conduct Knowledge Check** and click **Continue your attempt**.

Once you have obtained a score of 100%, click **Continue** to proceed to the Code of Conduct Attestation.

Begin new attempt

Summary

Attempt	State	Feedback
1	Finished Submitted Friday, 5 September 2025, 4:42 PM	Well done! You have passed the knowledge check! Please continue to the Code of Conduct Attestation to complete your QA Assessment – Part A. 


e. Code of Conduct Attestation

Select **Begin activity** to open the **Code of Conduct Attestation**. You will be required to agree to the attestation and click **Submit**.

QA Assessment – Part A / Code of Conduct Attestation



Code of Conduct Attestation

Begin activity

Once you have completed the attestation, select **Continue** located at the bottom of the page.

QA Assessment – Part A / Code of Conduct Attestation / Complete a feedback



Code of Conduct Attestation

Thank you for completing this activity. ×

Continue

f. Completion Page

Once you reach the completion page, you have satisfied all the requirements for QA – Part A. When you are ready, click **Continue** to begin Part B.

QA Assessment – Part A/B (RN/RPN) / Part A Completion Page



Part A Completion Page

✓ **Done:** View

Quality Assurance - Part A Complete

Congratulations on completing all of the requirements for your Quality Assurance Assessment, Part A.

For Part B, you will be required to submit a Learning Plan using the template provided in the next activity. After you have submitted your learning plan, you will attempt the Scope of Practice Knowledge Check. Please click below to continue to your Learning Plan.

Continue

4. Part B

Part B is the practice assessment portion of the Quality Assurance program. It includes the submission of your **Learning Plan**, as well as the **Scope of Practice Module** and **knowledge check**. Nurses selected for Part A/B are required to complete all the activities included in both Part A and Part B.

a. Learning Plan

Once you have completed Part A, you will be redirected to the Part B portion of the Part A/B course homepage.

▼ Part B

1. Learning Plan

Based on your practice reflection, you will need to identify two learning goals. You may consider asking for input from your colleagues to provide you with a greater awareness of your strengths and to make sure your goals are relevant to your practice.

- Once you have determined your learning goals, you must identify learning activities to achieve your goals.
- Your learning activities should be specific and relevant based on what is realistic within your time frame.
- Please ensure your learning goals are based on your individual learning, not that of others.



Learning Plan Activity

To do: Complete the activity

Click **Learning Plan Activity**, then **Begin Activity** to launch the activity.



Learning Plan Activity

Begin activity

Follow the instructions within the Learning Plan Activity. You will be required to fill in all required fields for the **First Learning Goal** before you may click **Next page** and proceed to fill in all required fields for the **Second Learning Goal**. Required fields are identified by a red notice symbol. All required fields must be filled in before clicking **Next page** and proceeding through the activity.

 Required

Next page

Cancel

If you would like to save the information you have entered in the activity, to exit and resume later, you may click **Save progress and exit**.

Save progress and exit

Once you complete the required fields of your second learning goal, you may click **Submit** to complete the activity and submit for assessment. **Please note, you will not be able to make changes to your Learning Plan after you click Submit.**

Previous page

Submit

Cancel

After you submit your learning plan, click Continue.

QA Assessment – Part A/B (RN/RPN) / Learning Plan Activity / Complete a feedback



Learning Plan Activity

Thank you for completing your Learning Plan. Please click Continue to view the next steps.

Continue

b. Next Steps page

The Next Steps page outlines the assessment outcomes of the Part AB course. When ready, click **Continue to Scope of Practice Learning Module**.

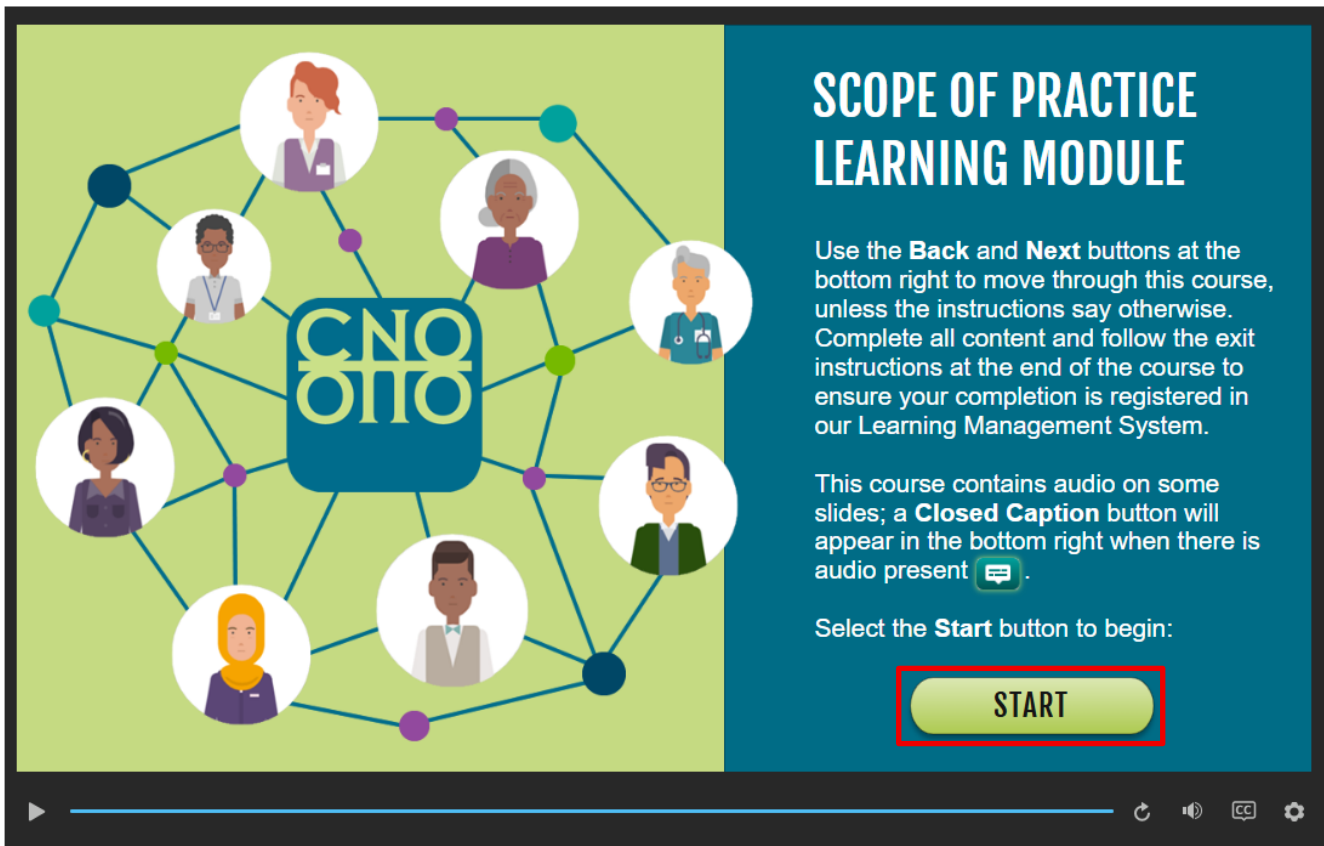
Continue to Scope of Practice Learning Module

c. Scope of Practice Learning Module

Following the same navigation methods as the Code of Conduct Module, follow the instructions to progress through the module.


QA Assessment – Part A/B (RN/RPN) / Scope of Practice Learning Module

Scope of Practice Learning Module



SCOPE OF PRACTICE LEARNING MODULE

Use the **Back** and **Next** buttons at the bottom right to move through this course, unless the instructions say otherwise. Complete all content and follow the exit instructions at the end of the course to ensure your completion is registered in our Learning Management System.

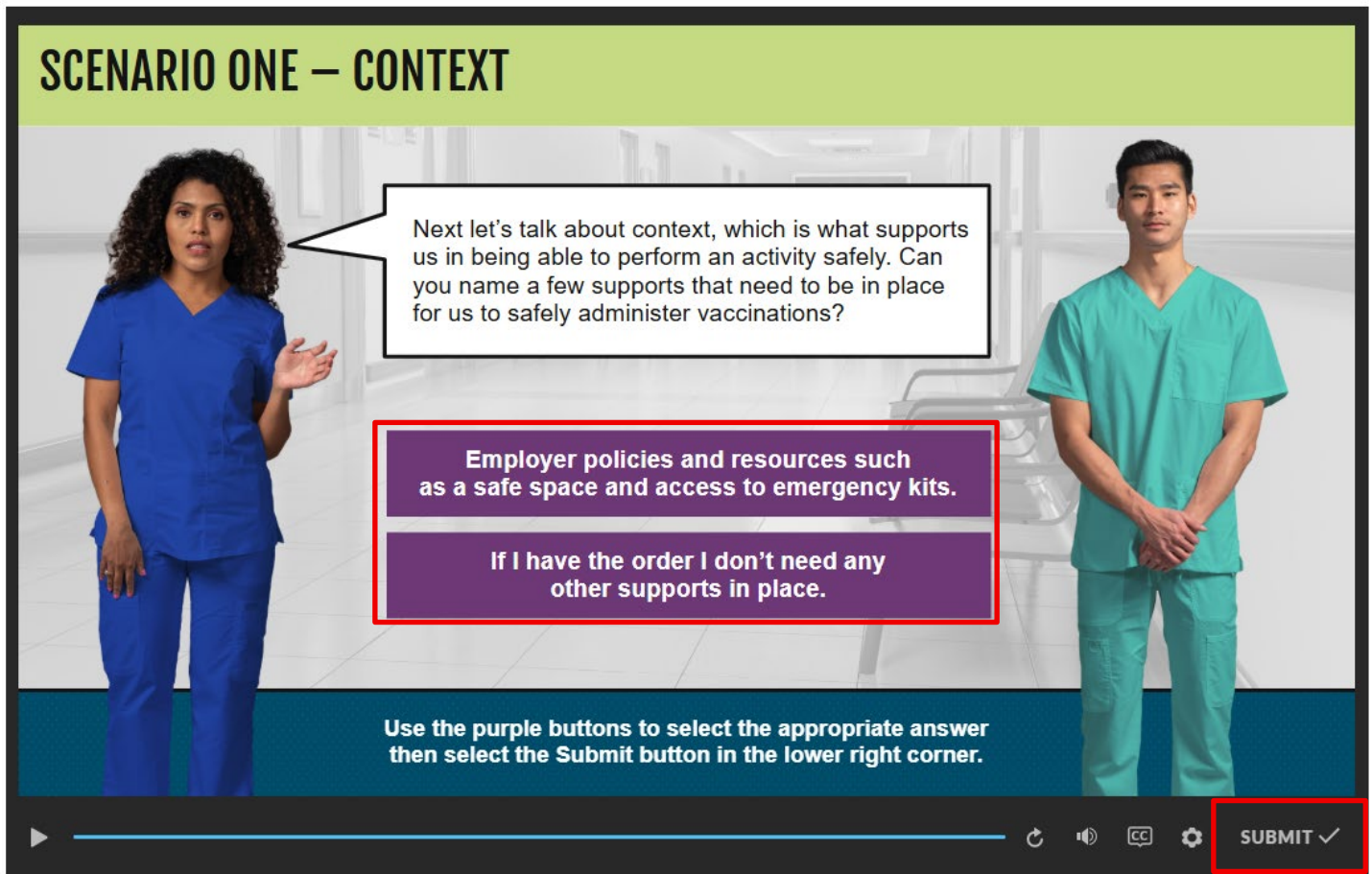
This course contains audio on some slides; a **Closed Caption** button will appear in the bottom right when there is audio present .

Select the **Start** button to begin:

START

In the Scope of Practice Learning Module, you will be presented with four scenarios. You will be required to review at least two scenarios to complete the Module. In the scenarios, you must wait until the question is asked before answering and clicking **SUBMIT**.

SCENARIO ONE – CONTEXT



Next let's talk about context, which is what supports us in being able to perform an activity safely. Can you name a few supports that need to be in place for us to safely administer vaccinations?

Employer policies and resources such as a safe space and access to emergency kits.

If I have the order I don't need any other supports in place.

Use the purple buttons to select the appropriate answer then select the Submit button in the lower right corner.

SUBMIT ✓

The image shows a video player interface for 'Scenario One - Context'. It features two healthcare professionals in scrubs (one in blue, one in teal) standing in a hospital hallway. A speech bubble contains a question about supports for safe vaccination. Below the question are two purple buttons with white text: 'Employer policies and resources such as a safe space and access to emergency kits.' and 'If I have the order I don't need any other supports in place.' A red box highlights these buttons. At the bottom right, a 'SUBMIT ✓' button is also highlighted with a red box. The video player includes a progress bar and standard controls.

Once you have completed at least two scenarios, click **Select to proceed to Summary Slide** to progress through the Module.

SCENARIO INTRODUCTION

In this next section you can explore four distinct nursing scenarios that highlight various roles within clinical and non-clinical streams. Each scenario presents unique challenges and opportunities for professional growth. Before proceeding to the summary slide, please review at least **two scenarios** relevant to your role.

Scenario One (Clinical Stream - Providing influenza vaccine in a hospital)	<input checked="" type="checkbox"/> Scenario Two (Clinical Stream - Performing catheterization in a LTC home)
<input checked="" type="checkbox"/> Scenario Three (Non-Clinical Stream - Developing a mental health resource guide)	Scenario Four (Leadership Stream - Implementing RN prescribing in the community)

Select to proceed to Summary slide

PREV

The image shows a 'Scenario Introduction' slide within a video player. It lists four scenarios with checkboxes. Scenario One and Scenario Three have green checkmarks. Scenario Two and Scenario Four do not. A red box highlights a button at the bottom that says 'Select to proceed to Summary slide'. The video player interface includes a progress bar and a 'PREV' button.

d. Scope of Practice Knowledge Check

QA Assessment – Part A/B (RN/RPN) / Scope of Practice Knowledge Check



Scope of Practice Knowledge Check

This knowledge check has 20 questions. **The minimum passing score is 16 out of 20 (80%). You will have two attempts to pass.** You must complete your first attempt before starting your second attempt. Please note that once you select "Check" after you input your answer, you will not be able to change it until the next attempt.

Begin attempt

Select the **Begin attempt** button to start your knowledge check.

QA Assessment – Part A/B (RN/RPN) / Scope of Practice Knowledge Check



QUIZ

Scope of Practice Knowledge Check

Exit and finish later

Question 1 of 20:

(Select all that apply.)

-
-
-
-
-

Submit answer

Next question

Once you begin the knowledge check, select the appropriate answer(s) and click **Submit answer**. You will then be able to view the question feedback.

Note: In the Scope of Practice Knowledge Check, you will not be able to select another answer after clicking **Submit answer**. Once you have submitted your answer, click **Next question** to continue. You may navigate back to view previous questions by clicking **Previous question**.

To pass the Scope of Practice Knowledge Check, **you are required to obtain a score of 80% (16 marks out of 20)**. You have **two attempts** to pass the Knowledge Check.



QUIZ

Scope of Practice Knowledge Check

Exit and finish later

If you need to pause the knowledge check, you may click **Exit and finish later**. Once you are ready to resume, log back into the LMS, go to the **Scope of Practice Knowledge Check** and click **Continue your attempt**.

Summary

Attempt	State	Feedback
1	Finished	Well done, you have passed the Knowledge Check!

Continue

Once you have obtained a score of 80% or completed two attempts, click **Continue** to proceed to the QA Assessment Review Process.



You have completed your Part A and Part B activities required for the Quality Assurance program.

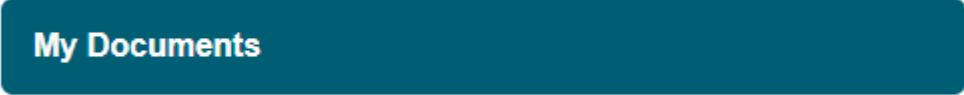
Please wait for your Peer Coach to assess your submission.

Your QA Assessment activities will now be sent to your Peer Coach for assessment and you will see a notification at the top of the course page.

e. Next steps

Once you receive an email that your QA Assessment has been assessed, return to the course and you will see a notification when you sign into the course clearly outlining the result of your Peer Coach's assessment and next steps. Please follow the steps outlined in the notification box for your next steps.

f. Download your documents



My Documents

After your QA Assessment activities have been assessed by your Peer Coach, please scroll down to the **My Documents** button to download your activities and your Peer Coach Report. You should keep a record of your QA Assessment activities for two (2) years.



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