**QA Assessment Template**

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Name:       Date:

**Collection of Personal Information:** Please review the Privacy Policy on the College of Nurses of Ontario’s (CNO) website ([www.cno.org/privacy](http://www.cno.org/privacy)) to understand how your personal information will be used.

**Complete the following:**

**Section 1:** Learning Plan

**Section 2:** Code of Conduct Practice Activity

This document must be completed and uploaded to SharePoint by the date specified in your notification letter, unless you have been granted an extension or deferral by CNO.

If you have any questions please refer to our [QA Assessment templates, guides and example](https://www.cno.org/en/myqa/qa-resources/qa-case-example/)s webpage.

This page contains helpful resources to assist you in completing your QA Assessment. You can also contact QAassessment@cnomail.org or 416-963-3922 (toll-free 1-800 387-5526 ext. 3922) with any questions or concerns.

**Section 1:** Learning Plan

**Instructions:**

1. Reflect on your practice
2. Identify your learning needs
3. Develop **two** learning goals
4. Link your learning goals to CNO’s *Code of Conduct*
5. Describe your learning activities
6. Reflect on your learning plan

**Need help?** Read [*Quality Assurance: Your Guide to Self-Assessment*](https://www.cno.org/globalassets/docs/qa/qa-self-assessment-guide-en.pdf)for tips on how to create a Learning Plan.

# Reflect on your practice

* + Refer to CNO’s [*Practice Reflection question*s](https://www.cno.org/en/myqa/self-assessment/) to help you think about your experiences and identify areas of your practice that need professional development.

**Watch:** [*How to become a reflective practitioner*](https://www.youtube.com/watch?v=tPWjahqK1HA) for guidance on how to reflect.

# Identify your learning needs

## What are the most important areas in your nursing practice that need improvement?

Consider the following:

* + Talking with a peer(s) or colleague(s) from any practice setting about your learning needs.
	+ How will addressing your learning needs help you improve your nursing practice?



# Develop two learning goals

## Based on your areas of practice needing further development, what are your learning goals?

When defining your learning goals, consider the following:

* + What specific areas of your nursing practice are you going to address with this goal?
	+ How do you hope to enhance or improve your nursing practice?
	+ How will you benefit from these changes?
	+ Who else might benefit from these changes (e.g. clients, peers or other health care team members you interact with)?
	+ When do you hope to see results?

**Watch:** [*Are your learning goals SMART?*](https://www.youtube.com/watch?v=_FY4xrNW6gs)to enhance your learning goals.

# Link your learning goals to CNO’s Code of Conduct

**What principles of the Code of Conduct align with your learning goals font be changed to be consistent
with what is used in the document?**

* + Principle 1: Nurses respect clients’ dignity.
	+ Principle 2: Nurses provide inclusive and culturally safe care by practicing cultural humility.
	+ Principle 3: Nurses provide safe and competent care.
	+ Principle 4: Nurses work respectfully with the health care team to best meet clients’ needs.
	+ Principle 5: Nurses act with integrity in clients’ best interest.
	+ Principle 6: Nurses maintain public confidence in the nursing profession.

# Describe your learning activities

## Describe the learning activities you plan to complete to address your learning goals.

Consider the following:

* + How are you going to achieve your learning goals?
	+ What resources will you need to undertake this learning?
	+ How do you learn best? What is your learning style (e.g. visual, auditory etc.)?
	+ What might get in the way of you completing your learning activity?
	+ How will you overcome these obstacles?
	+ What is a realistic timeline to complete your activities?

# Reflect on your learning plan

## Use this section to reflect on your learning plan and evaluate changes to your practice.

Consider the following:

* + Did you accomplish your learning goals? If so, how will you apply your new knowledge into practice?
	+ If you did not accomplish your learning goals, what prevented you from achieving them?

**Note:** If you don’t accomplish your learning goals this year, you can carry them forward into your next learning plan.

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| **Learning goal 1**Identify your learning needs, define your learning goal and describe your learning activities. Provide a timeline for when you intend to complete your learning activities. |
| Learning needs:      |
| Learning goal:      |
| Learning activities and timelines:      |
| What principles of the [*Code of Conduct*](http://www.cno.org/globalassets/docs/prac/49040_code-of-conduct.pdf) align with your learning goal? |
| [ ]  | Principle 1: Nurses respect clients’ dignity. |
| [ ]  | Principle 2: Nurses provide inclusive and culturally safe care by practicing cultural humility. |
| [ ]  | Principle 3: Nurses provide safe and competent care. |
| [ ]  | Principle 4: Nurses work respectfully with the health care team to best meet clients’ needs. |
| [ ]  | Principle 5: Nurses act with integrity in clients’ best interest. |
| [ ]  | Principle 6: Nurses maintain public confidence in the nursing profession. |

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| **Learning goal 2**Identify your learning needs, define your learning goal and describe your learning activities. Provide a timeline for when you intend to complete your learning activities. |
| Learning needs:      |
| Learning goal:      |
| Learning activities and timelines:      |
| What principles of the [*Code of Conduct*](http://www.cno.org/globalassets/docs/prac/49040_code-of-conduct.pdf) align with your learning goal? |
| [ ]  | Principle 1: Nurses respect clients’ dignity. |
| [ ]  | Principle 2: Nurses provide inclusive and culturally safe care by practicing cultural humility. |
| [ ]  | Principle 3: Nurses provide safe and competent care. |
| [ ]  | Principle 4: Nurses work respectfully with the health care team to best meet clients’ needs. |
| [ ]  | Principle 5: Nurses act with integrity in clients’ best interest. |
| [ ]  | Principle 6: Nurses maintain public confidence in the nursing profession. |

**Reflect on your plan**

Use this section to reflect on your learning plan and evaluate changes to your practice. If you do not accomplish your learning goals this year, you can carry them forward into your next learning plan.

**Section 2:** Code of Conduct Practice Activity

CNO’s [*Code of Conduct*](https://www.cno.org/globalassets/docs/prac/49040_code-of-conduct.pdf)is an overarching practice standard that describes the accountabilities nurses are expected to uphold. The purpose of this activity is to consider two (2) different principles and explain how you demonstrate these principles in your practice.

For complete instructions, including expectations for your submissions, please refer to the [QA Assessment Guide](https://www.cno.org/globalassets/docs/qa/44046-qa-assessment-guide.pdf).



**Instructions:**

1. Review the [*Code of Conduc*t](https://www.cno.org/globalassets/docs/prac/49040_code-of-conduct.pdf) principles.
2. Select **two different principles** that best reflect your role and practice setting. Take time to review

the specific statements under each principle to best inform your understanding about the principle and its application to you practice.

1. For each principle you select, write about a specific time in **your own practice** where you applied the principle.

This can be an interaction, an event, or an experience. Each example should demonstrate at least one of the principle’s statements. Do not include any confidential information in your responses. This includes any information that can identify a client, family member, or colleague.

**The six principles of the *Code* *of Conduct*:**

* + Principle 1: Nurses respect clients’ dignity.
	+ Principle 2: Nurses provide inclusive and culturally safe care by practicing cultural humility.
	+ Principle 3: Nurses provide safe and competent care.
	+ Principle 4: Nurses work respectfully with the health care team to best meet clients’ needs.
	+ Principle 5: Nurses act with integrity in clients’ best interest.
	+ Principle 6: Nurses maintain public confidence in the nursing profession.

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| Example 1 |
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| Example 2 |
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**Nurse Practitioners (NPs) are required to fill out an additional template, the NP Case Example.**

The template can be found on the [QA Assessment, templates, guides and examples page](https://www.cno.org/en/myqa/qa-resources/qa-case-example/).

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