



Self-assessment worksheets

What is this all about?

The self-assessment process is one of the steps in the Continuing Competence Program. The self-assessment worksheets have been designed to assist Registered Psychiatric Nurses to assess their practice. The worksheets inside are for your use. **It is suggested that you photocopy them so that you can retain a master copy for your use on an annual basis.**

The self-assessment worksheets inside are based on the *Standards of Psychiatric Nursing Practice*, the *Components of Psychiatric Nursing Practice* and the *Psychiatric Nursing Competencies*. These documents guide the professional practice of RPNs and identify how RPNs provide therapeutically safe, competent and ethical psychiatric nursing care.

Do I have to use the worksheets provided?

You do not have to use these worksheets, but any self-assessment process you use must be grounded in the CRPNM approved *Standards* or *Competencies* documents. For example, RPNs at the Manitoba Developmental Centre already have a tool that has been specially developed for them.

How do I use these worksheets?

This self-assessment tool is divided into seven 'areas of psychiatric nursing competence' based on *Registered Psychiatric Nurses: A Competency Profile for the Profession in Canada*[®]. A standard statement is provided for each of the competency areas. Read the statement and think about how it applies to you.

You are asked to identify between one and six competency statements in each of the seven competency areas. There are some example competencies in section 3 of the folder. The examples might give you some ideas on how to write your competency statements.

After I have identified my competencies in an area, then what?

Space has been provided on the worksheet for you to write in your competency statement(s). Below this space you will find three columns. A sample is provided as 2.1.

As you reflect on your practice and your competency statement(s), answer the following:

1. **knowledge or theory base** (column 1): Do you feel that you have adequate knowledge or theory to explain what, why and how you do this or is this an area you need to develop? Provide a rating of how much knowledge or theory you have. (low, mod or high)
2. **skill base** (column 2): Consider the therapeutic or psychomotor skills needed. Do you feel that you have adequate skills related to this or is this an area you need to develop? Provide a rating on your skill level in this area. (low, mod or high)
3. **need for learning** (column 3): Given your level of knowledge and skills, how important is it for you to take action to improve in this area? A rating of 'high' in this column suggests you take a closer look at this competency. You may want to plan specific learning objectives or goals for those competencies.

A word on confidentiality

The self-assessment worksheets are your property and for your use. Please do not send them to the CRPNM unless you are asked to do. It is important to **RETAIN THESE WORKSHEETS FOR YOUR RECORDS.**

If you are asked to send any information, the CRPNM will review if you understand the requirements of the program and if you are complying with them. The information will not be used for any purpose other than ensuring that you have engaged in the processes that are a requirement for registration renewal.

Your continuing competence information is confidential. The CRPNM will not share your continuing competence information with your clients or with your employer. Your information would not be used for or against you in any disciplinary process. A disciplinary process would only occur if you were providing intentionally false information.



Self-assessment worksheet – sample

SAMPLE #1

Communication and Therapeutic Relationships

Registered Psychiatric Nurses use basic and advanced communication skills to establish, promote and maintain unique client-centered relationships. The therapeutic use of self is central to the therapeutic relationship. The RPN is aware of his/her self and any positive and negative attitudes engendered towards individuals and acts appropriately.

Date October 2003

My Communication and Therapeutic Relationship competencies:

Maintains appropriate boundaries in therapeutic relationships.

KNOWLEDGE	SKILLS	NEED TO LEARN
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

In this sample the RPN assessed a low knowledge or theory base and a moderate skill base with regards to boundaries. The RPN has assessed a high need for learning.

The RPN has used the examples found in section 3 to identify a competency statement in the areas of communication and therapeutic relationships. The worksheet assisted the RPN to identify a need to increase both knowledge and skills around the area of boundaries.

SAMPLE #2

Planning and Intervention

Registered Psychiatric Nurses engage in systematic problem solving approaches to develop individual, client-centered plans that are based on ongoing assessments and that have realistic and achievable outcomes. Knowledge and experiential bases are integrated into critical thinking and clinical judgment in planning and implementing psychiatric nursing interventions.

Date October 2003

My Planning and Intervention competencies:

Remains current in knowledge related to psychopharmacology and the administration of medications.

KNOWLEDGE	SKILLS	NEED TO LEARN
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

In this sample the RPN assessed a moderate knowledge base and a moderate skill base. The RPN also assessed a high need for ongoing learning.

Once again the RPN used the examples in section 3 to help identify and write a competency statement that was relevant to his or her practice.

It is fully recognized that some competencies might be gained or lost due to concentration in specific areas of practice. That is, you may be stronger in some areas than in others based on where you have concentrated your practice. Once you have identified your competencies and have decided that this is a priority area, work directly on the learning plan.



Self-assessment worksheet

Communication and Therapeutic Relationships

Registered Psychiatric Nurses use basic and advanced communication skills to establish, promote and maintain unique client-centered relationships. The therapeutic use of self is central to the therapeutic relationship. The RPN is aware of his/her self and any positive and negative attitudes engendered towards individuals and acts appropriately.

Please reflect on YOUR practice of psychiatric nursing. Can you think of competencies from your current practice in this area? Some competencies are maintained by practice. Are there areas for you that are well developed? Are there areas you feel you need to work on?

Provide from one to six competency statements. There are some example competencies in section 3 of this folder. Refer to that section to help you to identify your competencies. The examples might give you some ideas on how to write your competency statements.

Date _____

My Communication and Therapeutic Relationship competencies:

1. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

2. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

3. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

4. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

5. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

6. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

Right now, is enhancing or expanding your competency in the area of Communication and Therapeutic Relationships a priority for you?

YES NO

If this competency area is a priority, what are your objectives? Is it knowledge that you need, is it practice, is it both? How might you achieve those objectives?

HINT! The learning plan can be found at the front of this folder. If this area is a priority, write your learning objective(s) directly on to the learning plan.



Self-assessment worksheet

Assessment

Knowledge of psychology, behaviour, development, personality, psychosocial models and the biophysical sciences provide Registered Psychiatric Nurses with a framework for organizing and synthesizing assessment data. RPNs engage in comprehensive and holistic assessments of individuals.

Please reflect on YOUR practice of psychiatric nursing. Can you think of competencies from your current practice in this area? Some competencies are maintained by practice. Are there areas for you that are well developed? Are there areas you feel you need to work on?

Provide from one to six competency statements. There are some example competencies in section 3 of this folder. Refer to that section to help you to identify your competencies. The examples might give you some ideas on how to write your competency statements.

Date _____

My Assessment competencies:

1. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

2. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

3. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

4. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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5. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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6. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

Right now, is enhancing or expanding your competency in the area of Assessment a priority for you?

YES NO

If this competency area is a priority, what are your objectives? Is it knowledge that you need, is it practice, is it both? How might you achieve those objectives?

HINT! The learning plan can be found at the front of this folder. If this area is a priority, write your learning objective(s) directly on to the learning plan.



Self-assessment worksheet

Planning and Intervention

Registered Psychiatric Nurses engage in systematic problem solving approaches to develop individual, client-centered plans that are based on ongoing assessments and that have realistic and achievable outcomes. Knowledge and experiential bases are integrated into critical thinking and clinical judgement in planning and psychiatric nursing interventions.

Please reflect on YOUR practice of psychiatric nursing. Can you think of competencies from your current practice in this area? Some competencies are maintained by practice. Do you have competencies in this area that are well developed? Are there areas you feel you need to work on?

Provide from one to six competency statements. There are some example competencies in section 3 of this folder. Refer to that section to help you to identify your competencies. The examples might give you some ideas on how to write your competency statements.

Date _____

My planning and intervention competencies:

1. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

2. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

3. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

4. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

5. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

6. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

Right now, is enhancing or expanding your competency in the area of Planning and Intervention a priority for you?

YES NO

If this competency area is a priority, what are your objectives? Is it knowledge that you need, is it practice, is it both? How might you achieve those objectives?

HINT! The learning plan can be found at the front of this folder. If this area is a priority, write your learning objective(s) directly on to the learning plan.



Self-assessment worksheet

Evaluation

Registered Psychiatric Nurses evaluate the effectiveness of the problem solving process and interventions as well as the effectiveness of psychiatric nursing.

Please reflect on YOUR practice of psychiatric nursing. Can you think of competencies from your current practice in this area? Some competencies are maintained by practice. Do you have competencies in this area that are well developed? Are there areas you feel you need to work on?

Provide from one to six competency statements. There are some example competencies in section 3 of this folder. Refer to that section to help you to identify your competencies. The examples might give you some ideas on how to write your competency statements.

Date _____

My Evaluation competencies:

1. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

2. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

3. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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4. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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KNOWLEDGE	SKILLS	NEED TO LEARN
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6. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

Right now, is enhancing or expanding your competency in the area of Evaluation a priority for you?

YES NO

If this competency area is a priority, what are your objectives? Is it knowledge that you need, is it practice, is it both? How might you achieve those objectives?

HINT! The learning plan can be found at the front of this folder. If this area is a priority, write your learning objective(s) directly on to the learning plan.



Self-assessment worksheet

Leadership and Collaboration

Please reflect on YOUR practice of psychiatric nursing. Registered Psychiatric Nurses have specific skills in communication, facilitation, and consultation. RPN's develop collaborative relationships with others and assume leadership roles in the design and delivery of integrated mental health services.

Please reflect on YOUR practice of psychiatric nursing. Can you think of competencies from your current practice in this area? Some competencies are maintained by practice. Do you have competencies in this area that are well developed? Are there areas you feel you need to work on?

Provide from one to six competency statements. There are some example competencies in section 3 of this folder. Refer to that section to help you to identify your competencies. The examples might give you some ideas on how to write your competency statements.

Date _____

My Leadership and collaboration competencies:

1. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

2. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

3. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

4. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

5. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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6. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

Right now, is enhancing or expanding your competency in the area of Leadership and Collaboration a priority for you?

YES NO

If this competency area is a priority, what are your objectives? Is it knowledge that you need, is it practice, is it both? How might you achieve those objectives?

HINT! The learning plan can be found at the front of this folder. If this area is a priority, write your learning objective(s) directly on to the learning plan.



Self-assessment worksheet

Mental Health Promotion and Community Development

Registered Psychiatric Nurses utilize health teaching and mental health promotion in all components of psychiatric nursing to build on existing strengths of individuals, families, groups and communities.

Please reflect on YOUR practice of psychiatric nursing. Can you think of competencies from your current practice in this area? Some competencies are maintained by practice. Do you have competencies in this area that are well developed? Are there areas you feel you need to work on?

Provide from one to six competency statements. There are some example competencies in section 3 of this folder. Refer to that section to help you to identify your competencies. The examples might give you some ideas on how to write your competency statements.

Date _____

My Mental Health Promotion and Community Development competencies:

1. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

2. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

3. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

4. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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5. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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6. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

Right now, is enhancing or expanding your competency in the area of Mental Health Promotion and Community Development a priority for you?

YES NO

If this competency area is a priority, what are your objectives? Is it knowledge that you need, is it practice, is it both? How might you achieve those objectives?

HINT! The learning plan can be found at the front of this folder. If this area is a priority, write your learning objective(s) directly on to the learning plan.



Self-assessment worksheet

Legal Issues and Professional Practice

Registered Psychiatric Nurses must understand and apply relevant legislation to the practice of psychiatric nursing. RPNs have a professional responsibility to remain current and competent in practice and to uphold the Standards and Code of Ethics of the profession.

Please reflect on YOUR practice of psychiatric nursing. Can you think of competencies from your current practice in this area? Some competencies are maintained by practice. Do you have competencies in this area that are well developed? Are there areas you feel you need to work on?

Provide from one to six competency statements. There are some example competencies in section 3 of this folder. Refer to that section to help you to identify your competencies. The examples might give you some ideas on how to write your competency statements.

Date _____

My Legal Issues and Professional Practice competencies:

1. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

2. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

3. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

4. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

5. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

6. _____

KNOWLEDGE	SKILLS	NEED TO LEARN
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LOW MOD HIGH	LOW MOD HIGH	LOW MOD HIGH

Right now, is enhancing or expanding your competency in the area of Legal Issues and Professional Practice a priority for you?

YES NO

If this competency area is a priority, what are your objectives? Is it knowledge that you need, is it practice, is it both? How might you achieve those objectives?

HINT! The learning plan can be found at the front of this folder. If this area is a priority, write your learning objective(s) directly on to the learning plan.