A Guide to the Quality Assurance Activities

For Registered Nurses
# Table of Contents

**Completing the Annual Quality Assurance Activities** 3

**Quality Assurance Activities** 4
- Registered Nurses 4
- Registered Nurses — Certified Practice 4

**Practice Hours Requirements for Registered Nurses** 5
- Eligible Practice Hours 5

**Self-assessment** 6
- The Questionnaire 6
- Continuous Professional Development 6
- Quality Assurance Profile 6

**Professional Development Plan** 7
- Getting Started 7
- Creating Your Professional Development Plan 7
- Setting SMART Goals 8
- Examples of Professional Development Activities 8

**Sample Professional Development Plan** 9

**Reporting Requirements** 10
Completing the Annual Quality Assurance Activities

Nurses are lifelong learners who continually assess and improve their practice. By participating in CRNBC’s Quality Assurance Program throughout the year, nurses indicate to the public that they are maintaining their competence to practise and that they take their professional development obligation seriously. Meeting this obligation is an important way to maintain the public’s trust in registered nurses.

The goals of the QA Program are to:

- promote high practice standards
- ensure that clients continually receive competent and ethical care

FEEDBACK
- Think about feedback from clients or peers
- Take time each year to ask others
- Validate and adjust your goals

SELF-ASSESSMENT
- Reflect on day to day practice
- Where can you develop and grow professionally?

PROFESSIONAL DEVELOPMENT
- What areas did you identify in your self-assessment and feedback?
- Be specific about your learning needs and goals
Quality Assurance Activities

To support their ongoing professional development and continued competence, registered nurses complete all of the following activities throughout the year. In order to be eligible to renew, reinstate or convert to practising registration, you will be asked to report on your completion of these quality assurance activities. For more information, go to [www.crnbc.ca/QA](http://www.crnbc.ca/QA).

**REGISTERED NURSES**

- meet [minimum practice hours](#) (1,125 hours over the last five years)
- complete a [self-assessment](#) using CRNBC’s Standards of Practice*
- seek and receive [peer feedback](#)
- create and implement a [professional development plan](#) based on their self-assessment and peer feedback
- evaluate the effect of last year’s professional development on their practice

**REGISTERED NURSES — CERTIFIED PRACTICE**

- meet [minimum practice hours](#) (1,125 hours over the last five years)
- complete a [self-assessment](#) using CRNBC’s Standards of Practice*
- seek and receive [peer feedback](#)
- create and implement a [professional development plan](#) based on their self-assessment and peer feedback
- evaluate the effect of last year’s professional development on their practice
- attest they have engaged in the applicable certified practice within the previous three years
- include at least one example related to certified practice in their self-assessment and in their professional development plan

Registered nurses who have not worked as a registered nurse in the previous year must meet the following quality assurance requirements:

- meet minimum practice hours (1,125 hours over the last five years)
- [complete a self-assessment](#) using CRNBC’s Standards of Practice
- create and implement a [professional development plan](#) based on their self-assessment
Practice Hours Requirements for Registered Nurses

Registered nurses must fulfill one of the following conditions in the five years immediately before they renew, reinstate or convert to practising registration:

- practise a minimum of 1,125 hours as a registered nurse
- successfully complete a registered nurse education program or a nursing re-entry program recognized by CRNBC
- successfully complete a supervised practice experience approved by CRNBC
- successfully complete a program leading to a degree in nursing or other related field recognized by CRNBC

**ELIGIBLE PRACTICE HOURS**

As a practising registered nurse, your practice hours may be credited toward meeting renewal requirements if:

- you held practising registration at the time the hours were acquired, and
- your practice falls within the definition of the practice of registered nursing (see the CRNBC *Scope of Practice for Registered Nurses: Standards, Limits and Conditions*).

You can count only those hours that you actually worked. Do not count time you were absent from work for reasons such as sickness or vacation. It is not necessary that practice hours be paid employment. Volunteer positions or committee work may also be counted as long as those activities fall within the definition of the practice of registered nursing.
Self-assessment

While nurses regularly engage in informal self-assessments during the course of their work, there is also value in approaching self-assessment in a structured way. The intent of the Quality Assurance Program's self-assessment requirement is to support nurses to use the Standards of Practice to complete a thorough assessment of their practice.

THE QUESTIONNAIRE

In 2012, the College introduced a self-assessment questionnaire as part of registration renewal. The questionnaire, based on the Professional Standards for Registered Nurses and Nurse Practitioners, encourages you to think about how effectively you are meeting the Professional Standards in your practice.

Nurses can review their answers to this questionnaire in their personalized Quality Assurance Profile.

CONTINUOUS PROFESSIONAL DEVELOPMENT

The self-assessment questionnaire is intended to be just the beginning. You will need to continue your reflection by focusing on the standards that have specific relevance to your practice.

If you hold a certified practice designation, you will need to think about examples related to your certified practice as part of your self-assessment.

The self-assessment questionnaire is available on the next pages. You may want to review the questions and think about your answers before completing your annual registration renewal.

Honest answers to these questions may help you identify opportunities for professional development.

Quality Assurance Profile

Your Quality Assurance Profile provides a summary of your responses to the self-assessment questionnaire, as well as links to related CRNBC resources and reflective questions to help you continue building your professional development plan.

If you’re curious, you can also use the “How did other nurses respond?” button to see the combined responses from nurses across B.C.

Go to https://rnqareport.crnbc.ca/home to view your QA Profile. You'll need your username (email address) and password.

If you can’t find the information you’re looking for, or just want to tell us what you think, drop us a line at quality@crnbc.ca. We're really interested to hear your feedback!
Professional Development Plan

Your professional development plan is a confidential document you create that guides and records the activities you undertake to meet the CRNBC Standards of Practice, as well as your employer’s expectations.

Creating a professional development plan is one way nurses indicate to the public that they are maintaining their competence to practise and take their professional development obligation seriously. This commitment is an important part of being self-regulated.

GETTING STARTED

The foundation of a professional development plan is self-assessment and peer feedback: this is how you will identify the areas you want to focus on.

Registered nurses holding a certified practice designation need to include at least one professional development activity related to their certification in their professional development plan.

CREATING YOUR PROFESSIONAL DEVELOPMENT PLAN

Reflect on your self-assessment and peer feedback, ask yourself:

- What do I need to learn?
- What do I want to learn?
- What goals do I have for my professional development?

Then using SMART goals, plan:

- How will I achieve my learning needs and goals?
- What is the best way to document my plan?
- How will I measure my success?

Regularly evaluate your progress and ask yourself:

- Am I reviewing my plan regularly to check my progress?
- Do I need to change my goals?
- Is there something I need to add?
SETTING SMART GOALS

Make your goals:

- **Specific** — what will you do?
- **Measurable** — How will you know you have succeeded?
- **Attainable** — Can I achieve this?
- **Realistic** — Is this appropriate for my practice or career stage?
- **Time bound** — When will I achieve this by?

EXAMPLES OF PROFESSIONAL DEVELOPMENT ACTIVITIES

- Review and discuss case studies
- Attend conferences, workshops or in-service education
- Take an online course or attend a course in person ♦
- Self-directed research from journals or electronic resources ♦
- Organize a meeting to address issues in your workplace
- Visit the [CRNBC Library](#)
Sample Professional Development Plan

*Example only*

Based on my self-assessment and peer feedback, document my learning needs and goals.

Learning Needs & Goals (example)

What is the most effective way to relieve acute pain in pediatric patients i.e. burns or trauma?

Which CRNBC Professional Standard(s) does this relate to?

Knowledge-based practice (Standard 2)

Client centred provision of service (Standard 3)

Now set some SMART goals

S: Locate and critically review two recent journal articles on pediatric acute pain management

M: Improved understanding of pain management principles, changes to personal practice, and act as a resource for colleagues. Possibly give an in-service education session.

A: Goal is within reach

R: May not be attainable to change the practices of an entire unit / ward

T: Locate and review articles by August 2013

Evaluation

Located and reviewed articles by August, 2013

Gave a small in-service to four colleagues

Use the principles I learned to advocate for analgesia when patients are in acute pain
Reporting Requirements

At the time of registration renewal, all registered nurses are required to answer the personal practice review questions to confirm that they have completed their Quality Assurance activities.

Based on your renewal application type e.g. non-practising to practising, you will be asked the questions relevant to your situation. Make sure you are familiar with your requirements before starting your registration renewal so that you can answer the questions accurately, and be granted status.

The Personal Practice Review questions are:

- In the past year, did you complete a self-assessment of your practice using the CRNBC Standards of Practice?
- In the past year, did you obtain peer feedback about your practice?
- In the past year, did you develop and implement a professional development plan based on your self-assessment and peer feedback?
- In the past year, did you evaluate the impact of the previous year's learning on your practice?

CRNBC-Certified Practice Nurses must also answer two additional questions:

- In the past year, did you practise in your certified practice area?
- In the past year, did you complete at least one learning activity related to your certified practice area?

What if I can’t answer all the personal practice review questions?

Nurses who do not complete the required activities will be issued a three-month provisional registration to allow them to additional time to meet the requirements.

Keeping track of your Quality Assurance Activities

You must maintain and retain records of your practice hours and other quality assurance activities for the last five years of your practice. To maintain the confidentiality of others, do not document any information that could be used to identify clients, family members or colleagues.