



CANDIDATE GUIDE

Authorized Prescriber Diabetes Health

Clinical Competence Assessment (CCA)

CCA Team

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The Authorized Prescriber (AP) Clinical Competence Assessment (CCA) provides nurses the opportunity to demonstrate their prescribing knowledge, skills and judgement in practice. It is an examination used to assess an individual's practice for gaps in their ability to meet the Competencies for Nursing Authorized Prescribers in Manitoba.

The candidate guide was created to assist nurses as they prepare for the AP CCA at the assessment center in the College of Nursing at UM.

We welcome all candidates.

Introduction

The AP CCA consists of:

- A written diagnostic exam
- Objective-Structured Clinical Examinations (OSCE)

Candidates will complete the AP CCA in one day.

ASSESSMENT

The competencies for APs describe the integrated knowledge, skills and attributes that guide the Authorized Prescriber (RN or RPN) in order to incorporate prescriptive authority safely, competently and ethically into their practice.

AP CCA exam and OSCEs assess professional AP competencies grouped under the following headings:

Assessment and Diagnosis of Client Health/Illness Status

Pharmacotherapeutics and Other Therapeutic Interventions in Client Care

Professional Responsibilities and Accountabilities



Step 1 – Written Diagnostic Exam

FORMAT

Multiple choice

You will complete your exams on your computer at home. You will be monitored via your computer's web cam. Computer requirements are described later.

BENCHMARK STANDARDS

To pass the written exam you must achieve a minimum score of 65%.

Step 2 – Objective-Structured Clinical Examinations (OSCE)

The OSCEs are performance assessments used to evaluate a candidate's skills and ability to critically think in a variety of situations.

The OSCEs will be offered in-person or virtually, depending on the candidate's preference. When booking assessments, candidates will have the choice.

Candidates will complete a total of four stations conducted in a simulated clinical practice setting, where they play the role of a registered nurse (AP) and interact with a standardized patient.

For OSCEs conducted virtually, on Zoom, a computer software that allows people to see and talk to each other over the internet, the candidate will be moved through four "Zoom room" simulated practice setting stations. Each room will have a CCA assessor and a standardized patient in it.

In-person and virtual OSCE stations will follow identical procedures. At the start of each station, the candidate will receive a brief written statement describing the presenting clinical situation, instructions, and the total time allotted for the station.

Candidates should demonstrate how they would manage each presenting case as they would in a real-life practice setting. There are no hidden surprises or tricks. More details are found below.

CCA assessors will oversee the OSCEs; they will observe and take notes but will not interact with candidates during the encounters.

Candidates should be dressed in professional attire, appropriate for a clinical environment.

If you are engaging in an in-person OSCE, please report to Helen Glass Centre for Nursing, Room 424 no later than 0845 on your scheduled day. (Appendix A)

The assessment centre is equipped with camera/video equipment that will record both in-person and virtual OSCEs and be used to review the OSCEs for quality assurance purposes by the CCA assessment team.

FORMAT

Multiple choice

You will complete your exams on your computer at home. You will be monitored via your computer's web cam. Computer requirements are described later.

BENCHMARK STANDARDS

To pass the written exam you must achieve a minimum score of 65%.

If you are engaging in virtual OSCEs, Zoom links and instructions will be sent to you a week in advance of the assessment day.

NOTE

Electronic devices must be turned off prior to storing personal belongings within the center.

FORMAT (FOR EACH OSCE STATION)

Total time allotted includes:

- Reading the presenting clinical situation and candidate instructions
- Client encounter/ completion of tasks
- Responding to assessor's questions, if any

Presenting clinical situation and candidate instructions

Candidates will receive a written scenario, which will include information about the client, setting and instructions about tasks they are expected to complete.



Patient encounter/completion of tasks

Candidates will interact with the standardized patient/manikin and complete the required tasks described in the candidate instructions.

Standardized patients are proficient at replicating signs and symptoms in a reliable and consistent manner. Candidates should interact with the standardized patient/manikin as they would with an actual client in a real-life setting.

Candidates will be assessed on:

- Health history and data collection
- Responsibility and accountability
- Communication
- Implementation of care strategies
- Collaboration

Assessor questions

Following completion of tasks, the assessor will ask oral questions.

Candidates will also be assessed on:

- Use of diabetes specific knowledge, skill and judgment
- Analysis and interpretation of findings
- Prescribing drugs and devices
- Prioritization
- Ethical safety/advocacy
- Ordering screening and diagnostic tests
- Evaluation and monitoring of care
- Legal responsibilities

TIME IS UP

Candidates will be moved to the next virtual station by the program assistant, or will walk to next OSCE room (if in person).



What happens after the CCA?

Upon completion of the Written Diagnostic Exam and OSCEs, a report will be completed that entails the candidate's ability to demonstrate meeting competencies for APs in Manitoba.

Numerical scores are not assigned to the individual competencies; candidates will receive a Met or Not Met for each competency.

The assessor will send the report to the CRNM or CRPNM for review.

Within six weeks of completion of the CCA, the CRNM or CRPNM will provide the candidate with its decision and the candidate copy of the CCA report.

Based on the outcome of the (AP)CCA, the College will inform the candidate of the necessary next steps. There are 2 possible outcomes:

1. No gaps are identified. The candidate is eligible for approval of an AP notation for the applicable population.
 2. Gaps in AP competencies are identified in the CCA and must be addressed through remedial education. The candidate could be required to either:
 - a) Complete a course of instruction as identified by CRNM or CRPNM to address identified gaps prior to being eligible for the AP notation.
- OR
- b) Complete a full authorized Prescriber Program as identified by CRNM or CRPNM in order to be eligible for the AP notation.

Important candidate information

PAYMENT, CANCELLATION AND REFUND POLICY

The cost is: \$2,448.00. Payment for CCA is payable by debit, Visa or MasterCard. Payment can be made online using the link you will be emailed when you book your appointment. Payment must be received at least two weeks prior to the CCA or your appointment will be cancelled. Payments can only be made online (see Appendix B).

CANCELLATION FEE

In the event you have to cancel, a non-refundable cancellation fee will be charged which must be paid in full prior re-booking your CCA.

Cancellation fees are as follows:

First cancellation: \$300 Second cancellation: \$400

Late cancellation: \$500 (if done less than two weeks before scheduled CCA)

Questions

Any questions related to CCA process can be directed to:

AP CCA Team
APnurscomp@umanitoba.ca

Kimberly Workum,
RN, BScN, MEd, CCNE
Director, Clinical Competence
Assessment Centre,
College of Nursing, Rady Faculty
of Health Sciences

kimberly.workum@umanitoba.ca

We look forward to working with
you.

CONFIDENTIALITY AND CONDUCT

Upon booking an AP CCA, candidates will be asked to read and sign a confidentiality agreement stating that they will not disseminate or reveal any content of the CCA. Breaches include, but are not limited to:

- Comparing client and candidate responses with colleagues
- Sharing exam content
- Posting case information or exam questions online
- Cheating or dishonest behaviors during the exams

NOTE: Any breach in confidentiality of AP CCA material may lead to disciplinary and legal measures, including invalidating your results. CRNM or CRPNM will be notified of any breaches.

Computer requirements for written exams

- Windows 10, 8, 7 or Mac OS X 10.12 or higher
- Web camera
- Reliable broadband internet connection

If you do not have a computer with these specifications, the College of Nursing has one you may borrow. A \$100 refundable deposit is required. You will receive more information on this when you book your assessment.

CCA preparation/helpful resources

College of Registered Nurses of Manitoba: <http://www.crnmb.ca>

- <https://www.crnmb.ca/wp-content/uploads/2022/01/PracticeExpectationsforAPs.pdf>
- <https://www.crnmb.ca/wp-content/uploads/2022/01/Competencies-for-RNAPs.pdf>
- https://www.crnmb.ca/wp-content/uploads/2022/01/RNAP-Scope-of-Practice_mar232022.pdf

Full 2018 Diabetes Clinical Practice Guidelines:
<https://guidelines.diabetes.ca/cpg>

Quick reference tool:
<http://guidelines.diabetes.ca/fullguidelines/cpgrefguide>

2020 updates:
<http://guidelines.diabetes.ca/2020-Update>

2021 updates:
<http://guidelines.diabetes.ca/2021-Update>

Appendix A

LOCATION

In-person assessments take place at the Helen Glass Centre for Nursing, located at 89 Curry Place on the University of Manitoba Fort Garry Campus.

HOW TO GET THERE

By bus

Instructions can be found using Navigo: www.winnipegtransit.com/en/navigo

By car

From University Crescent, turn left on Dysart Road, right on Sidney Smith Street, and left on Ralph Campbell Road. From the parkade, the Helen Glass Centre for Nursing is through both sets of sliding doors.

Parking

Please ensure you are aware of parking locations, payment methods, and parking fees prior to your CCA. The cost for the parkade behind the Helen Glass Centre for Nursing is \$11/day at your own expense. There are other parking options available and you are free to choose whatever is most convenient. Please note, the assessment centre is not responsible for tickets incurred due to unauthorized parking.

WEEKEND INSTRUCTIONS

Free parking is available in P Lot closest to the Helen Glass Centre for Nursing. Free use of P Lot applies to weekends only.

NOTE: The building is locked on weekends. If you enter through the parkade, please wait in front of the second set of sliding glass doors until an assessor comes to greet you.

MAPS

Visitor parking: umanitoba.ca/campus/parking/visitor

Campus map: umanitoba.ca/maps



Appendix B

CCA ONLINE FEE PAYMENT INSTRUCTIONS

Step 1: Website

Go to the following link to make your payment:

umanitoba.ca/faculties/nursing/cca_payment.html

Step 2: Select items to purchase

Select the option labelled “AP CCA Fees:\$2,448”.

Select which method of payment you will use. Please note there is an extra \$1.00 charge if using a Debit Card.

Step 3: Candidate Information

Enter the information for the candidate that will be taking the Clinical Competency Assessment (CCA). Please ensure you provide the same information as what was provided to CRNM or CRPNM.

Step 3: Purchaser information

Enter the information for the card holder that is making the payment. If this is the same information as Step 3, please select the “Same as above” option at the top of this section.

Step 4: Submit and proceed to payment page

Click the submit button and you will be taken to the payment page.

You will be sent a confirmation email once this information has been submitted, but you will need to complete the payment page (Step 5) for your fee to be fully processed. Not completing Step 5 will result in an incomplete payment.

Step 5: Payment page

Enter the card details on this page and submit payment. You will receive another email confirming that your payment has been processed.

Please be advised that replacement receipts are not provided by the CCA Centre. It is the responsibility of the candidate to ensure they keep their original receipt.

