The Clinical Competence Assessment (CCA) provides nurses the opportunity to demonstrate their 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 Entry-Level Competencies for Registered Nurses in Manitoba. These are the minimum level of competencies required for entry-level registered nurses to provide safe, competent, compassionate, and ethical nursing care in various practice settings.

The candidate guide was created to assist nurses as they prepare for the CCA at the assessment centre in the College of Nursing at the University of Manitoba.

We welcome all candidates.

CCA Team
nurscomp@umanitoba.ca
INTRODUCTION
The assessment consists of:
• Written Diagnostic Exams
• Self-Assessment
• Objective-Structured Clinical Examination (OSCE)
• Clinical Judgment Scenarios (CJS)
• Chart Review and Development of a Nursing Care Plan

Candidates will complete the competency assessment over a total of four days:
1. Written Diagnostic Exams and Self-Assessment exams will be completed over three days.
2. Individual appointment which includes the Objective Structured Clinical Exams (OSCEs), Clinical Judgment Scenarios (CJS), and Nursing Care Plan. This will require one full day.

The CCA may include an assessment of skills and knowledge in the following areas:
• Ambulatory care
• Community health
• Geriatrics
• Medical
• Mental health
• Obstetrics
• Palliative care
• Pediatric and adolescent health
• Surgical
• Geriatrics
• Medical
• Mental health
• Obstetrics
• Palliative care
• Pediatric and adolescent health

WRITTEN DIAGNOSTIC EXAMS - STEP 1

FORMAT
The candidates will write five exams over 2.5 days. Candidates are given 3.5 hours to complete each exam.
The written diagnostic exams include both multiple choice and short answer questions that assess:
• General nursing
• Maternal newborn nursing
• Child health nursing
• Mental health nursing

ON EXAM DAYS
• Arrive at Helen Glass Centre for Nursing no later than 0815. See Appendix A for directions and map.
• Please wait on the main level. An assessor will greet you and take you to the exam room.
• Bring your photo identification and the candidate letter which you received from us.
• You will be provided with a pencil, eraser and calculator.
• Morning exams begin at 0830. Afternoon exams begin at 1245 and end at 1615.

BENCHMARK STANDARDS
To pass the written exams you must achieve a score of 65% on each of the exams, and a score of 80% on dosage calculations.

ASSESSMENT
Exams assess professional competencies grouped under the following headings:

Clinician: Registered nurses are clinicians who provide safe, competent, ethical, compassionate, and evidence-informed care across the lifespan in response to client needs. Registered nurses integrate knowledge, skills, judgment and professional values from nursing and other diverse sources into their practice.

Professional: Registered nurses are professionals who are committed to the health and well-being of clients. Registered nurses uphold the profession’s practice standards and ethics and are accountable to the public and profession.

Communicator: Registered nurses are communicators who use a variety of strategies and relevant technologies to create and maintain professional relationships, share information, and foster therapeutic environments.

Collaborator: Registered nurses are collaborators who play an integral role in the health care team partnership.

Coordinator: Registered nurses coordinate point-of-care health service delivery with clients, the health care team, and other sectors to ensure continuous, safe care.

Leader: Registered nurses are leaders who influence and inspire others to achieve optimal health outcomes for all.

Advocate: Registered nurses are advocates who support clients to voice their needs to achieve optimal health outcomes. Registered nurses also support clients who cannot advocate for themselves.

Educator: Registered nurses are educators who identify learning needs with clients and apply a broad range of educational strategies towards achieving optimal health outcomes.

Scholar: Registered nurses are scholars who demonstrate a lifelong commitment to excellence in practice through critical inquiry, continuous learning, application of evidence to practice, and support of research activities.
STEP 2

SELF-ASSESSMENT

This provides candidates with an opportunity to describe how they have met the professional standards during their nursing practice in their country of origin, and subsequently, will meet the annual requirements in Manitoba.

OBJECTIVE-STRUCTURED CLINICAL EXAMINATIONS (OSCE)

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

Candidates will complete a total of nine stations conducted in a simulated clinical practice setting, where they play the role of a registered nurse and interact with a standardized client or simulation manikin.

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.

CCA assessors will oversee the assessment day; they will observe, but will not interact with candidates during the client/manikin encounters.

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

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

Please report to Helen Glass Centre for Nursing, Room 474 no later than 0815 this day.

NOTE

During the assessment, you will be required to turn off electronic devices prior to storing personal belongings within the center. You will be allowed to keep applicable items such as a personal stethoscope to use during the assessment; however, the center is equipped with all the necessary supplies you will need.

See Appendix B for information on materials you will find inside the assessment room.

FORMAT (FOR EVERY OSCE STATION)

Total time allotted includes:

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

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.

CLIENT ENCOUNTER/COMPLETION OF TASKS

Candidates will interact with the standardized client/manikin and complete the required tasks described in the candidate instructions. Standardized clients are proficient at replicating a client’s signs and symptoms in a reliable and consistent manner. Candidates should interact with the standardized client/manikin as they would with an actual client in a real life setting.

CANDIDATES WILL BE ASSESSED ON:

• Health history and data collection
• Physical assessment
• Implementation of care strategies
• Responsibility and accountability
• Communication
• Collaboration

ASSESSOR QUESTIONS

Following completion of tasks, the assessor will ask oral questions. Candidates will be assessed on:

• Analysis and interpretation of findings
• Prioritization
• Evaluation and monitoring of care
• Care plan development
• Collaboration
• Ethical safety/advocacy
• Legal responsibilities

TIME IS UP

Candidates will be asked to step outside the assessment room and will be given three minutes before beginning the next station. Use of restrooms is permitted between stations.
CLINICAL JUDGMENT SCENARIOS (CJS)

The CJS is an interview style assessment to assess a candidate's ability to make sound clinical judgments in complex or rapidly changing situations. The scenarios assess their ability to think critically, apply essential and relevant knowledge, consider options and take reasonable action.

FORMAT

Candidates are given a total of six scenarios; they have three minutes to read and verbally respond to each scenario.

Time allotted to complete: 18 minutes

CHART REVIEW AND DEVELOPMENT OF A NURSING CARE PLAN

Candidates are given a chart to review; they will develop a problem list, prioritize the list, and develop a plan of care for the client.

FORMAT

Candidates work independently in the assessment centre.

Time allotted to complete: 1.5 hours

WHAT HAPPENS AFTER THE CCA?

Upon completion of the Written Diagnostic Exams, Self-Assessment, OSCEs, CJS, and Chart Review, a report will be completed that entails the candidate's ability to demonstrate meeting the entry-level competencies for RN's 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 for review.

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

One of the following outcomes can be anticipated:

1. Eligible – candidate is eligible to proceed to the next step of either:
   - Writing the NCLEX-RN (and obtaining graduate nurse registration if you wish), or
   - Applying for registration in the RN membership class, if you have previously passed the NCLEX-RN

2. Not eligible – candidate does not currently meet registration requirements and are currently not eligible for registration as you require education (determined by the College and based on your CCA results) in order to acquire the entry-level competencies required of all registered nurses in Manitoba.

IMPORTANT CANDIDATE INFORMATION

PAYMENT

The cost for both Step 1 and Step 2 is $2,400. If CRNM refers you for only Step 2 the cost is $1,235. 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.

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)

PAYMENT, CANCELLATION, AND REFUND POLICY

1. Payment for CCA is payable by debit, Visa, or MasterCard. Payment must be received at least two weeks prior to the CCA or your appointment will be cancelled.

2. Payments can only be made online (See Appendix C).

CONFIDENTIALITY AND CONDUCT

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 CCA material may lead to
disciplinary and legal measures, including invalidating your results. CRNM will be notified of any breaches.

CCA PREPARATION/HELPFUL RESOURCES
College of Registered Nurses of Manitoba: www.crnm.mb.ca
Canadian Nurses' Association: www.cna-aic.ca
Current textbooks (within the last five years, we do not endorse any specific publisher / author)
Strategies for identifying patient problems and developing a nursing care plan (e.g., review the nursing process)
NCLEX Prep guides
Dosage Calculations
Regulated Health Professions Act (RHPA)

We look forward to working with you.

LOCATION
Both weekend and weekday assessments take place at the Helen Glass Centre for Nursing, located at 89 Curry Place on the Fort Garry Campus.

HOW TO GET THERE

By bus
Instructions can be found using Navigo: http://winnipegtransit.com/en/navigo

We look forward to working with you.

University of Manitoba Nursing Skills videos: https://www.youtube.com/channel/UCqmmgmgMeSUwsDiD9jplXzA/videos

QUESTIONS
Any questions related to CCA process can be directed to:
CCA Team
nurscomp@umanitoba.ca
or
Kimberly Workum RN, BScN, MEd
Director, Clinical Competence Assessment Centre
College of Nursing, Rady Faculty of Health Sciences
kimberly.workum@umanitoba.ca
APPENDIX A

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.

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

Campus map: http://umanitoba.ca/maps
APPENDIX B

Below is a variety of equipment used in the assessment centre.
APPENDIX C

CCA ONLINE FEE PAYMENT INSTRUCTIONS

Step 1: Website
Go to the following link to make your payment: http://umanitoba.ca/faculties/nursing/cca_payment.html

Step 2: Select items to purchase
1) Select the option labelled “CCA Fees: Step 1 & 2 - $2,400.00”. 2) 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.

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.