



CANADA

Tools for your Toolbox: Assessment and Documentation of Advanced Nursing Competencies

Nan Cleator – National Practice Consultant, VON Canada

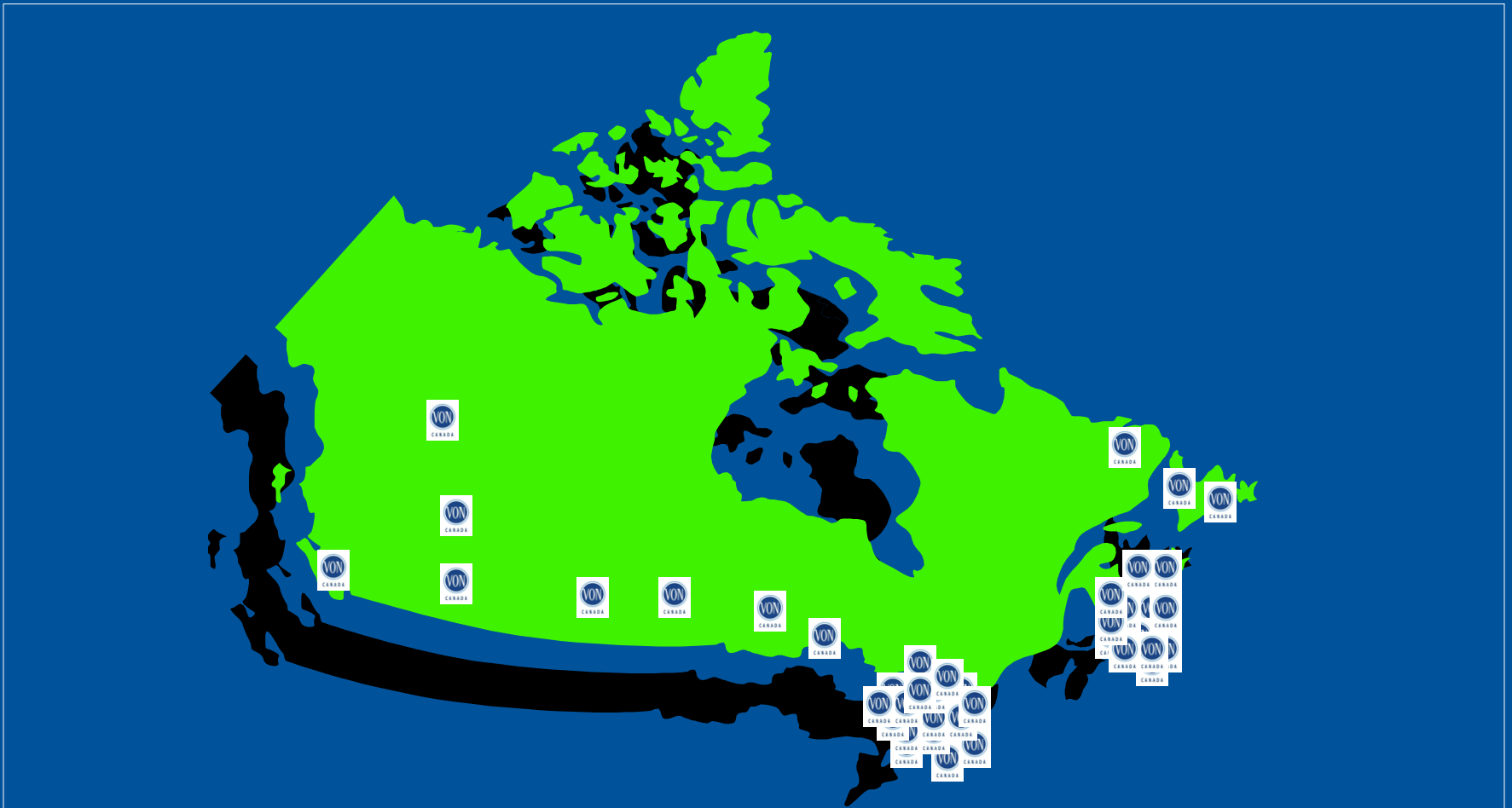
Heidi Carr – National Director, Practice Education, VON Canada



VON – Who we are

- Canada's largest, national, not-for-profit, charitable home and community care organization
- Employs over 2000 home care nurses across Canada's 10 provinces from 56 site offices
- Provide care to clients in urban centers, rural municipalities, in homes and clinics

VON – Where we are



Our responsibilities

- **Provide education to support professional nursing practice:**
 - To meet standards of care
 - To respond to changes in practice
 - Ensure evidenced-based practice
- **All this to a geographically dispersed workforce**

Challenges

- **Autonomous Practice**
 - Nurses are geographically dispersed
 - Infrequent office entry & face-to-face education
- **Technological challenges**
- **Inconsistent understanding of:**
 - Employer/nurse accountabilities for competent practice
 - Which practices require assessment/documentation
 - How to assess, develop, document competencies

Meeting the challenges

- Intranet-based National Learning Centre
- Self-assessment and documentation of competencies
- Process for assessment and documentation of Advanced Competencies



Intranet Based National Learning Centre

National Learning Centre

- Password protected
- Specific area for nurses - clear lay out
- Allows nurses access to education any time and anywhere:
 - From home
 - VON Site - designated learning area/computer



National Learning Centre



Homepage

- My VON
- Planning Centre Consolidation**
- Quick Links
- Cognos BI
- Business Development
- CEO / Corporate Affairs
- Finance
- Fund Development
- IT
- Legal
- LIFE (Leveraging Information Forging Excellence)
- People & Organization
- Practice, Quality and Risk
- Public Affairs &

Welcome to the VON CANADA Intranet

Font size: A A A

Learning Centre

All Employees	All Employees + Add to My Favourites
E-Learning	← “Education in this section is for ALL EMPLOYEES but separated into Functional Areas for ease in searching.”
Education Calendar & Events	Education related to IT / IS
Information on the Learning Centre	+/- Using Microsoft Office at VON
Leadership	+/- Using Procura
Nursing	+/- Infrature E-Learning Courses
Resource Library	Education related to Practice
Resources for Employees in Educator Roles	+/- Consent
Unregulated Care Providers	+/- Hand Hygiene
Volunteers & Community Support Staff	+/- Infection Prevention & Control Learning Resources



National Learning Centre

- **Why?**
 - Easily accessible central repository
 - “One stop shopping” for all education
 - Processes in place to ensure quality:
 - Currency
 - Authorship
 - Adult education principles
 - Standardized templates



National Learning Centre (cont'd)

- **Education available in a variety of modalities:**
 - Power point presentation (requires facilitator)
 - Tutorial (self learning)
 - Information hand out sheets (print hard copies)
 - Webinar with pre-recorded audio presentation





**Assessment and
Documentation of
Advanced Competencies**

Professional Practice

Nurses are accountable for:

- Their nursing practice
- Maintaining competence to practice safely/ethically
- Continually enhancing their competencies through:
 - Education
 - Experience
 - Ongoing self assessment & reflective practice

(CNA, 2007)

- **Employers are accountable to provide a quality practice setting**

(CNA, 2006)



Competencies



- *Competencies are the specific knowledge, skill, judgment, and personal attributes required of a nurse to practice safely and ethically in a designated role/setting (CNA, 2005)*
- *VON National Competency Self-Assessment of Skills and Knowledge for Nurses (RN/LPN/RPN)*



Advanced Competencies



Competencies identified by VON that are high risk and/or problem prone, posing an additional risk to client safety which require additional education, assessment and documentation

(VON, 2010)



Who and how is it decided what is an advanced competency?



- WHO - the National Practice team
- HOW - will take into consideration the following when deciding advanced competencies
 - frequency
 - prone to problems
 - risk level



Support for advanced competencies



- **Advanced competencies require the following to be available and/or developed:**
 - Detailed written process for assessment and documentation
 - Reflective practice forms
 - Learning resources to facilitate competence



Detailed written process for assessment and documentation



- **Resource for nurse managers**
 - Provide consistent approach
 - Step-by-step process
 - Who – What – How – Where - When - Why





Process for Assessment and Documentation of Advanced Competency Peripherally Inserted Central Catheter (PICC) Line Removal

Notes:

- o This process must be facilitated by a Nurse Manager or a nurse experienced in PICC lines.
 - o Nurse who don't remove PICC lines are not required to complete this process.
1. Check that the site copy of Perry and Potter clinical skills text is current within 5 years. Locate the Perry and Potter clinical skills text in a centralized and accessible office location and let nurses know where to find it.
 2. Check that each nurse has a current **Professional Field Guide** to carry and use in the field.
 3. Provide the region-specific protocols, guidelines, tools or educational material regarding PICC removal or for specific clients, provide the referring hospital protocol where the client had the PICC inserted to maintain continuity.
 4. Nurses will require 3 hours to complete the following:
(**Please note:** the times allotted for education are approximate and may vary according to nurses' previous experience and knowledge)
 - Nurses must read the following (approx. 1 hour):
 - o Perry & Potter, Clinical Nursing Skills/Techniques, 2006/2010- chapter on IV/Vascular Access Therapy
 - o Local Hospital Protocol (identify by name, date etc.)
 - o Observation Learning Tool – PICC Line Removal
 - The nurse manager/competent nurse provide direct observation of nurses demonstrating practical skills (approx. 2 hours) related to PICC line removal using **one** of the following methods.
 - o A competent nurse at a local hospital/clinic observes the nurse demonstrating the practical skills.
 - OR
 - o The nurse manager/competent nurse conduct joint visits to observe nurses demonstrating the practical skills. If the Nurse Manager is not competent in the skills, select a nurse (s) that has demonstrated skill competencies to observe nurses performing the skills.
 - An practical experience component is required for:
 - o All nurses new to VON
 - o All nurses new to the skill
 - o Experienced VON nurses where there are concern regarding practice (eg: nurse has not performed the skill recently; client/funder complaints)
 - Observation learning tools are available to be used for observation of PICC line removal procedures.
 5. Print off the Reflective Practice Form and provide to each nurse and ask them to complete and sign the *PICC Line Removal Reflective Practice Form* and provide to their manager; retain a copy for their personal reflective practice file.
 6. Manager (or designate) is to sign the Reflective Practice form and file in nurses' employee file.

Reflective Practice Forms



- **Learner resource for nurses:**
 - Orientation, initial and/or annual review
 - Review practice against competencies
 - Review listed resources
- **Practical component (if applicable)**
- **Documented evidence of competency**
- **Benefits nurse and nurse manager**



REFLECTIVE PRACTICE FORM – ADVANCED COMPETENCY Peripherally Inserted Central Catheter (PICC) Line Removal

Name of employee:	
Date (s) education/information received/reviewed:	
Questions answered by:	
Practical experience observed by:	

Educational Component (annual review not required):

All nurses must review the education and resource material outlined below initially.

Education/Information received and questions answered to my satisfaction on the following:

- Requirement to have a medical order for PICC removal
- Indications for PICC removal (e.g therapy discontinuation, no complications)
- Contraindications for PICC removal in the home setting (e.g. complications, ineffective emergency response, anticoagulant therapy).
- Procedure for PICC removal - (precautions to prevent air embolism, achieving hemostasis at site, site care and dressing application to site)
- Potential complications (e.g. air embolism, resistance during removal, bleeding)
- How to manage outcomes – expected and unexpected
- Documentation about PICC removal – assessment, nursing interventions & client response

The following resource materials have been provided or made available to me to support my competency development:

- Perry & Potter, Clinical Nursing Skills/Techniques, 2006/2010- chapter on IV/Vascular Access Therapy
- Local Hospital Protocol (identify by name, date etc.) _____
- Observation Learning Tool – PICC Line Removal

Practical Component (annual review not required):

The following nurses must complete the practical experience component:

- All nurses new to VON
- All nurses new to the skill
- Experienced VON nurses where there are concern regarding practice (eg: nurse has not performed the skill recently; client/funder complaints)

I have been provided with the opportunity for practical experience with PICC removal and have completed the following independently (*initial*) _____ PICC line removal on a client

I recognize and accept responsibility for ongoing competency in PICC line removal. I am aware that information/education related to PICC line removal is available and I will seek out learning opportunities, review appropriate materials or request an appointment with appropriate clinical resources for review if required.

Signatures

Signature of Employee

Date

Manager (or Designate)

Date

Learning resources to facilitate competence



- **Handout information sheets**
- **E-Learning**
 - Internal resources - available in various modalities
 - External resources – BPG, web pages, learning modules
- **Learning/observation tools**



Learning/Observation Tool

This observation/learning tool expires on: April 7, 2014

PICC Line Removal

- Nurses may use this as personal learning resource to guide practice and knowledge development.
- This tool may also be used for observation of PICC line removal procedures and to identify ways to improve education, processes, procedures, systems and resources in order to provide a supportive practice environment.
- Information provided in this tool is not inclusive and is not intended to be a prescriptive procedure; keep in mind practices may vary according to local protocols and physician preferences.

Purpose: to remove a PICC (Peripherally Inserted Central Catheter) line following the completion of therapy.

Responsibilities:

- Complete the Reflective Practice Form for CVAD Care and PICC removal
- Ensure the client has an effective emergency response

Equipment Required:

- 10 cc syringe with Normal Saline
- Alcohol swab
- Chlorahexidine swab sticks/preps
- Sterile occlusive dressing
- Sterile scissor/suture removal kit (if required to remove sutures)
- Antiseptic ointment
- 2X2's
- Gloves (clean)



Procedure:
Assessment
1. Check for physician's order for PICC removal.
2. Check that the client does not have risks for home PICC removal: <ul style="list-style-type: none">• PICC line complications (e.g. infection, occlusion, extravasation)• Altered coagulation status (i.e. bleeding tendency)
3. Explain procedure to the client.
4. Position client in supine position; abduct client's arm to 90 degrees.
Aseptic Technique and Site Preparation
5. Perform hand hygiene and maintain aseptic technique throughout the procedure.
6. Apply warm compress to upper arm along the catheter tract for 10 minutes to facilitate removal.
7. Open and prepare supplies using aseptic technique
8. Apply non-sterile gloves.
9. Clean hub with alcohol - flush and withdraw blood to check that PICC is functioning properly.
10. Remove PICC dressing, securement device/steristrips. Inspect site for complications.
11. Cleanse site with Chlorahexidine swabs – start at insertion site; circle out 8 -10 cm; repeat X2.

Important Outcomes



- Managers and Nurses find the process clear and easy to follow
- “Great to have learner resources identified and in one place”
- Managers are identifying other advanced practices
- Building capacity



Looking to the future...



- Excellence in practice
- Continue to identify advanced competencies and develop supports



For questions contact:



Nan Cleator – National Practice Consultant

nan.cleator@von.ca

Heidi Carr – National Director, Practice Education

heidi.carr@von.ca



References



Canadian Nurses Association. (2006). *Practice environments: Maximizing client, nurse and system outcomes* . Ottawa: Author.

Canadian Nurses Association. (2007). *Framework for the practice of registered nurses in Canada*. Ottawa: Canada.

Canadian Nurses Association. (2005). *Competency definition*. Ottawa: Author.

