

# Professional Skills and Competencies Reference Guide

## Overview

There is a complex and varied set of clinical skills required to assume the expanded role responsibilities of nurses serving in Northern communities. Effective and efficient development of those skills requires a standardized process to ensure timely access to professional operating procedures. Access and maintenance pertains to self-development, mentoring, certification programs, protocols, Regional Physician directives, medical equipment manuals and local procedures.

## Control Form Definitions

PROFESSIONAL SKILLS AND COMPETENCIES REFERENCE GUIDE		Protocols, Guidelines, Procedures Resource List	Training Source	Certificate Req'd
#			M / C / S / IS	✓

## Clinical Skills

The skills listed are those required to achieve competency in an expanded role. This list should be updated or edited as requirements change or are added, to meet client needs. The inventory is not intended to cover Basic nursing skills, as these are a minimum requirement for employment.

## Protocol/Manual/Local Procedures Resource List

Refers to documentation available and accessible to staff.

## Training Source

Information entered by the I/C supervisor will reflect the delivery methodology.

Examples are:

Type	Code
Formal Training Course	C
Mentoring	M
In-Service	IS
Self-Directed	S

### **Authorization or Certification Primeship**

Evaluations, Authorization and if required certification approvals would be assigned to a prime individual or organization.

### **Control Process**

Initialization of the control form will establish a record of what is currently required and the associated documentation regarding the acquisition and maintenance of expanded role skills. Both the documentation and the requirements will be modified from time to time. A control process will provide a disciplined approach to ensure the information is both updated and disseminated.

### **Process Prime (Owner)**

It is a management responsibility to ensure that all staff has access to current and standardized nursing and administrative procedures/protocols. The Process owner will approve all changes, additions and deletions to the related documentation and the Control form on a regularly scheduled basis. The following is an example of a schedule to manage these revisions:

<b>Nature of Revision</b>	<b>Issue notice to affected personnel Immediately</b>	<b>Note Change on Control Document in appropriate Protocol Binder/Manual or Procedure Document</b>	<b>Revise and Re-issue all related Documentation</b>
Minor	✓	✓	
Major	✓	✓	✓
Addition	✓	✓	annually
Deletion	✓	✓	annually

An annual audit of all document control forms should be conducted by the Process Prime.