

BCCNM REGISTERED NURSES

Guidelines for Certified Practice Course Reviews

Last Updated: January 2023



Table of Contents

| | |
|---|---|
| Introduction..... | 3 |
| Part I: The Self-Evaluation Report Contents and Format | 4 |
| Table of Contents..... | 4 |
| Certified Practice Education Standards and Indicators..... | 4 |
| List of Appendices | 4 |
| List of Tables..... | 4 |
| Part II: Report Submission and Acceptance of the Report | 5 |
| Report Submission | 5 |
| Due Date and Time..... | 5 |
| Acceptance of the Report..... | 5 |
| Part III: Contact Information | 5 |
| Appendix A: Report Submission Checklist..... | 6 |
| Report..... | 6 |
| Bookmarks..... | 6 |

Introduction

This document is designed to assist certified practice course providers to prepare and submit evidence for a course review by the British Columbia College of Nurses and Midwives (BCCNM). It is used as a companion document with the policies identified in [RN Certified Practices Course Review Policies](#).

BCCNM Education Program Review Committee (EPRC) reviews and assesses courses against three certified practice education standards and the indicators of each standard. The certified practice education standards are:

- a) **Curriculum** – The curriculum builds upon the BCCNM Standards of Practice to provide the learning experiences necessary for Registered Nurses and nursing students to achieve the certified practice competencies and apply the Decision Support Tools.¹
- b) **Students** – Students demonstrate progress toward the achievement of the competencies and application of the Decision Support Tools.
- c) **Course Evaluation** – Certified practice course evaluations demonstrate student preparedness for practice upon course completion.

¹ Hereafter, the word *competencies* and the phrase *decision support tools* means the competencies and decision support tools for the specific certified practice course being reviewed. In March 2020, the Competencies and Decision Support Tools (DSTs) for Certified Practices are provided by the Nurses and Nurse Practitioners of BC (NNPBC).
<https://www.bccnm.ca/RN/CertifiedPractice/Pages/Default.aspx>

Part I: The Self-Evaluation Report Contents and Format

The content and format expected in the Self-Evaluation Report are outlined below. A report template is provided by BCCNM for either (a) new certified practice course, or (b) established certified practice course. All reports submitted to BCCNM must use the current template and be submitted using the formatting instructions below. To avoid misinterpretation, do not use acronyms and non-conventional abbreviations in the reports.

TABLE OF CONTENTS

The report requires a table of contents to help BCCNM Education Program Review Committee locate specific content addressed in the report.

CERTIFIED PRACTICE EDUCATION STANDARDS AND INDICATORS

This section addresses the main purpose of the report, which is to provide evidence of how the three certified practice education standards and each of the related indicators are met. All required evidence is organized under each indicator of the three certified practice education standards as illustrated in the Self-Evaluation Report template.

The template provides instructions for the required description of how the program is meeting the standard and/or indicator and indicates what evidence must be appended.

Standards: Each standard should be bookmarked (Curriculum, Students, Course Evaluation).

Indicators: Each indicator should be sub-bookmarked under the appropriate standard, and labeled (i.e., Indicator a, Indicator b).

LIST OF APPENDICES

Submissions for the demonstrate section of the template are included at the end of the report. Appendices are labeled with a capital letter (e.g., Appendix A, Appendix B, etc.) and titled with reference to the indicator and evidence provided.

References to appendices in the report should include the name of the appendix, with a short description of how the appendix demonstrates the evidence required for that indicator. In the case that evidence is not included for the Appendix, indicate "not submitted" with a 1-3 sentence rationale (e.g., Appendix A: "Not Submitted").

LIST OF TABLES

Tables may be useful in the report. They are an efficient way of presenting a significant amount of exact data in a small amount of space. They are incorporated in the body of the report with narrative about the tabular display just before or after the table. The text addresses the table highlights, and the interpretation and significance of the table data.

Any tables that are included as evidence should be sub-bookmarked under the appropriate standard and/or indicator; tables are numbered (e.g., Table 1, Table 2) and titled, and a List of Tables is provided at the end of the document.

Part II: Report Submission and Acceptance of the Report

REPORT SUBMISSION

BCCNM requires submission of the report compiled as one PDF document. See Appendix A for a checklist to ensure all report content and formatting requirements have been met before submission.

Templates are provided in Microsoft Word, and each template is formatted with headings that auto-populate to bookmarks when converting to PDF (see Figure A). If adjustments are made to these headings, ensure that when converting to PDF the bookmarks are named appropriately. Do not send files as separate, individual attachments. Bookmarks within the document should link to all standards, indicators, tables, and appendices and be named accordingly.

The report is to be password protected, and submitted to educationprogramreview@bccnm.ca. If the report is too large to send via email, please contact educationprogramreview@bccnm.ca to arrange to upload the report to BCCNM's secure portal.

Tip: When using BCCNM's templates in Microsoft Word, easily convert to a PDF with automatic bookmarks by choosing "save as Adobe PDF" (instead of "Save As") (see Figure A).

DUE DATE AND TIME

The report is submitted to the BCCNM Education Program Review department on the due date specified by BCCNM staff which is communicated to course providers. If a report cannot be submitted on or before the due date, contact the BCCNM Education Program Review department to discuss an extension.

ACCEPTANCE OF THE REPORT

Reports that do not provide sufficient evidence and/or do not meet the formatting requirements as outlined in the guidelines may be returned to the course provider for review and resubmission.

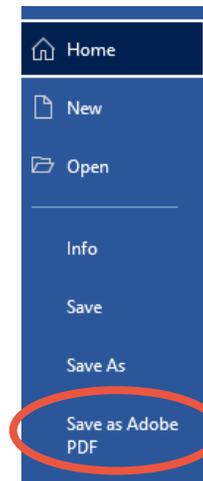


FIGURE A: CONVERTING FROM WORD TO A PDF

Part III: Contact Information

BCCNM Education Program Review staff are available to assist course providers to prepare the Self-Evaluation Report. When in doubt about any aspect of the course review process, providers should contact the BCCNM Education Program Review (educationprogramreview@bccnm.ca) with questions or to affirm plans.

Appendix A: Report Submission Checklist

REPORT

- The Certified Practice Course Self-Evaluation Report (“Report”) template is used.
- The Report includes a Table of Contents.
- The Report is paginated.
- Tables are numbered according to when they first occur in the report and are titled.
- Appendices are labeled according to when they first occur in the report and are titled (e.g. Appendix A, Appendix B, etc.).
- List of Tables and List of Appendices labels and titles match those in the report.
- 1.5 line spacing and 12-point typeface are used for the narrative part of the report.
- The active voice is used whenever possible.
- Layout contributes to report clarity.
- Repetition is avoided.
- The evidence provided in all documents is clear and succinct, and uses bulleted lists, tables, maps, flow charts, screen shots, pictures, etc., where appropriate.
- The Adobe PDF file format with bookmarks is used for the final version of the report.

BOOKMARKS

- Standards are bookmarked and labeled appropriately.
- Indicators are sub-bookmarked and labeled appropriately.
- Tables and appendices are sub-bookmarked and labeled.

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Effective date: January 9, 2023

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Pub. No. 788