

Reserved Acts Requiring Additional Education Worksheet

Employer (e.g. company/institution/regional health authority name):

Contact (name, email and phone #):

Reserved Act (reserved act # and title of the reserved act):

Criterion 1 Plan:

There is a plan that demonstrates the need for the reserved act in the practice setting and ensures the RN is able to meet the learning objectives in order to perform the reserved act competently.

Self-Report:

Scoring Rubric

- Description of the practice setting including why the reserved act is required in the setting.
- Selection criteria defined (policy on learner selection criteria and rationale for criteria used).
- Available resources for the RN to perform the reserved act in practice, including resources to manage adverse outcomes.

Yes?

Criterion 2 Curriculum:

The curriculum provides a framework, which includes foundational elements applicable to registered nursing practice including client centered practice, collaboration, communication, documentation and ethical considerations.

Self-Report:

Scoring Rubric

- Name of course/instruction provided and course objectives included.
- Detailed description how the RN will achieve competence to perform the reserved act.
- Statement of the minimum length of learning time and learning methods used.
- Evidence of hands-on learning experience.
- Evidence-based the curriculum (based on expert sources such as textbooks, journals or evidence-informed guidelines).
- Does the curriculum contain a description of course content, learning objectives, learning activities, evaluation methods and a plan in place to support the maintenance of competency?

Yes?

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Criterion 3 Resources:

The additional education, course, program of study, training or other structured process provides quality education to the RN in order to meet the applicable standards and competencies.

Self-Report:

Scoring Rubric

Yes?

- Evidence of a process to ensure the educator has the knowledge, skill and judgment to provide additional education.
- Description of how the Educator maintains currency in knowledge and practice.
- Description of resources available to support the RNs (e.g. learning management system, journals, textbooks, websites, simulation).

Criterion 4 Evaluation:

The program and RN evaluation supports the RN to achieve the competence to perform the reserved act.

Self-Report:

Scoring Rubric

Yes?

- Process for RN evaluation including ongoing and final evaluation.
- Policy to deal with a RN who is unsafe with a process - including removing the RN from the education stream as necessary if competency cannot be gained.
- Educators, RN learners and other key stakeholders participate in timely evaluation of the education plan. This data is used to inform the education plan (include data collection plan and example of tool used to provide feedback.
- Is there a curriculum review schedule?
- Process for tracking records to include: RN name, registration number, area of practice and date of completion of additional education.

Date:

Completed by: