

	COMPETENCY ASSESSMENT POLICY
	Date Effective: June 4, 2020
	Revised:
	Next Review Due: June 2023

Background

CRNPEI has a contract with the Nursing Community Assessment Service (NCAS) for referrals for competency assessments. An individual may be referred for a competency assessment as part of the application process for an Internationally Educated Nurse, a former registered nurse seeking reinstatement or renewal of registration, an RN in a discipline process, or for an RN undergoing a practice review for any other reason.

Purpose

The purpose of this policy is to outline the process of a referral for a competency assessment to NCAS.

1.0 Policy

- 1.1 The process of referral for an NCAS Assessment will vary based on the reason for the referral.
- 1.2 The costs associated with the NCAS Assessment will be paid by the individual taking the assessment.
- 1.3 The individual will be notified by email if a competency assessment is required as part of their application for registration.
- 1.4 If the requirement for a competency assessment is part of the discipline process, the individual will receive notice of this in the decision document from the Hearing Committee.
- 1.5 If CRNPEI has reason to be concerned about the practice of a registered nurse, the individual will receive written notice from CRNPEI of the need for a competency assessment as part of a practice review.
- 1.6 In each case above, CRNPEI will prepare a *Letter of Referral for Assessment*.

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- 1.7 The person undergoing a competency assessment is known as the *Assessment Taker*.
- 1.8 The assessment taker will receive a copy of the *Letter of Referral for Assessment*.
- 1.9 A signed consent form will be required from the assessment taker that will allow CRNPEI to release the assessment taker's name, registration number (if applicable), and the reason for referral.
- 1.10 The assessment taker will be required to send the completed consent form back to CRNPEI before the referral may proceed.
- 1.11 Once the referral is received by NCAS, NCAS will contact the assessment taker for booking, fee payments, and to provide information related to the assessment.
- 1.12 CRNPEI does not participate in the competency assessment process beyond the referral until the assessment is complete and CRNPEI receives the assessment report.
- 1.13 When the *NCAS Performance Report* is complete, a copy will be sent to CRNPEI and to the assessment taker by NCAS.
- 1.14 Additional education through the Registered Nurses Professional Development Centre (RNPDC) may be required based on the NCAS Performance Report regardless of the reason for referral.
- 1.15 If the competency assessment is part of an application for registration and the assessment taker does not consent to participate in an assessment, their application will be taken to Council by the Registrar.