Canadian Community Health Nursing Standards of Practice (CCHN Standards) Toolkit

Taking Action with the Standards Toolkit

Prepared for Community Health Nurses Association of Canada and Public Health Agency of Canada

By Elizabeth (Liz) Diem & Alwyn Moyer

Denotes slide taken from “An Introduction”
Workshop Developers

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- Ontario Community Health Nursing Standards Coalition
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  - Jo Ann Tober, Brant County Public Health Unit, ANDSOOOHA
  - Nancy Lefebre, Saint Elizabeth Health Care
  - Dianne LeClair, Ontario Nurses Association
  - Deborah Kauk, ComCare
  - Mary Lachapelle, Victorian Order of Nurses
- Project team: Alwyn Moyer, Jill MacNeil, Meg Wickett
Objectives of Workshop:

1. Introduce the purpose and components of the Canadian Community Health Nursing Standards of Practice (CCHN Standards) and Toolkit
2. Introduce the role of the Action Team
3. Introduce Toolkit steps 1 & 2 which initiate the integration of the Standards in an organization or agency
4. Consider how Toolkit steps 1 & 2 could work
5. Introduce Toolkit steps 3, 4 & 5 to complete the integration process
6. Consider how you might begin with Steps 1, 2 & 3 in your organization
Timing for Workshop

- Introduction, Toolkit Steps 1 & 2 - 45 min
- Individual & table work – 30 min
- Toolkit Steps 3, 4, 5 and resources – 20 min
- Teamwork, table work, and break – 60 min
- Report on group discussions – 30 min
- Summary of key points – 10 min
Development of the Canadian Community Health Nursing (CCHN) Standards & the Toolkit

- **1998**: initiation of work on Standards by CHNIG in Ontario (became Ontario CHN Standards Coalition)
- **2000**: initiation of work on Canadian Standards by CHNAC
- **2003**: release of CCHN Standards by CHNAC
- **2004**: series of workshops by Standards Coalition
- **2006**: Development of CCHN Standards Toolkit (CHNAC - with funding from Public Health Agency of Canada)
Why Standards?
They Define the Unique Nature of Community Health Nursing

CHNs promote, protect & preserve the health of individuals, families, groups, communities & populations...

View health as a resource & focus on capacities

Work at a high level of autonomy

...wherever people live, work, learn, worship & play....

...in a continuous versus episodic process

Marshal resources to support health by coordinating care & plan Nsg services, programs & policies

Have a unique understanding of the influence of the environmental context of health

Build partnerships based on primary health care principles, caring & empowerment

Combine specialized nursing, social and public health science with experiential knowledge
Canadian Community Health Nursing (CCHN) Standards, 2003

● 5 CCHN Standards

- Values & Beliefs
  - Caring
  - The principles of Primary Health Care
  - Multiple ways of knowing
  - Individual/community partnership
  - Empowerment

- Socio-political environment

- Community Health Nursing Process
  - Assess Plan Act Evaluate
Purpose of the CCHN Standards of Practice

- Define scope & expectations of community health nursing practice for safe, ethical care.
- Support the ongoing development of community health nursing.
- Demonstrate community health nursing as a Specialty.
- Provide a foundation for certification as a clinical specialty with Canadian Nurses Association.
- Inspire excellence in & commitment to community health nursing practice.
Types of Nursing Standards

- **College of Nurses of Ontario Standards of Practice apply to all nurses**
  - Defined and regulated by College of Nurses
  - Legal requirement to practice
  - Begin when hired into any nursing position

- **Specialty Standards of Practice (e.g. CCHN Standards)**
  - Defined by a national nursing organization associated with the Canadian Nurses Association
  - Provide standards specific to the practice of community nurses
  - Provide standards specific to a particular area of practice which may or may not be part of organizational policy
  - Require a defined period of practice in the specialty area (e.g. 2 years)
## Staging the Use of the CCHN Standards in the Career of a Community Health Nurse

<table>
<thead>
<tr>
<th>Career Stage</th>
<th>Education</th>
<th>Community Nursing Practice</th>
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</thead>
<tbody>
<tr>
<td>Registered nurses with 2 or more years community nursing experience</td>
<td>Gain knowledge and experience of community health nursing by applying the CCHN Standards in one or two practice settings</td>
<td>Reorient, confirm, maintain CCHN Standards across all aspects of practice</td>
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<tr>
<td>Registered nurses new to community nursing practice</td>
<td>Awareness of CCHN Standards and how to apply some aspects in community placement</td>
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<td>Nursing students</td>
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Relationship to CNA Certification for Community Health Nurses

- The first CCHN certification exams occurred in April 2006
- The CCHN Standards are the foundation for CNA certification
- The certification exams are voluntary and may be a goal that you want to achieve
- The CCHN Standards are relevant for all nurses working in community health and the organizations that employ them
Relationship to proposed Public Health core competencies

- Public Health core competencies will apply to public health nurses, inspectors, dietitians, physicians etc.
- The CCHN Standards are specific to all community nurses - public health, home health and others, who promote the health of individuals, groups & communities and an environment that supports health.
- The CCHN Standards provide public health nurses with a discipline specific perspective that complements the multidisciplinary public health core competencies.
Provincial/Territorial Standards for Nursing Practice and Specialty Standards

Adapted from: College of Registered Nurses of Nova Scotia (2003), Standards for nursing practice (effective Jan. 1, 2004) (3)
Why a CCHN Standards Toolkit?

● To provide a process and resources for implementing the Standards in organizations and nursing education to:
  ● Promote and maintain competent practice based on CCHN Standards
  ● Create an environment that supports CCHN Standards-based practice through:
    ● Continuing education and reflective practice
    ● Hiring practices, job descriptions and staff selection interviews
    ● Orientation and mentoring programs
    ● Performance appraisal
  ● To encourage the sharing of ideas and resources across organizations
Sections of the CCHN Standards Toolkit (2006)

Section 1
Integration Process
- A: Organizations
  - detailed steps with links to tools
- B: Baccalaureate programs

Section 2
Resources
- Tools (linked) to support the organizational integration process
- Additional resources such as web sites and specific resources for each Standards
Integration Process and linked resources in Toolkit

Integration Process:

The CCHN Integration Process

Resources linked with steps in process:

- Administrative tools for organizational team: worksheets, assessment tools, checklists
- Educational resources such as workshop packages (slide presentation, evaluation form)
- Example of policies and procedures
The CCHN Integration process...

Step 1: Getting Started

Step 2: Assessing Capacity

Step 3: Developing Plan

Step 4: Taking Action

Step 5: Evaluating Success
Action Team Roles:

- Serve as advocates for incorporating the CCHN Standards in nursing practice and administration
- Organize in a way that works for your organization
- Collaborate with management, administration and staff to make plans and take action according to the steps in the CCHN Standards integration process
What would full integration of the CCHN Standards using the Toolkit look like in an organization?
The first two steps in the integration process

- In the following slides, the first two steps in the process for incorporating the CCHN Standards will be described.
- You will then work with your team to consider how you might approach these steps in your organization.
Step 1. Getting Started

- Organize team within existing structures—e.g. nursing council, quality assurance team
- Develop terms of reference and reporting lines to senior management
- Review Toolkit
- Initiate Workplan
  (p. 12-16)
Step 2. Assessing Organizational Capacity

- Assessment includes review of stakeholders and an organizational environment scan that can be completed at the same time.

- Assessment ensures that you know what resources you can build on and what gaps you need to work on.

- Can vary from
  - extensive to narrow in scope
  - detailed to cursory in depth
Step 2 cont.
Two Parts to Assessment:

2a: Identifying and engaging stakeholders and assessing their readiness

- Tool: Stakeholder review worksheet (p. 20)

2b: Assessing organizational readiness

- Tool: Organizational environmental scan (p. 24)
## Stakeholder Work Sheet

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<tr>
<th>Stakeholder</th>
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<th>Strategy</th>
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<th>Possible Strategies</th>
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1. Identify key positions in your organization who should be involved in CCHN Standards integration and consider why it would be important to involve them.

2. Identify strategies you might use to involve those who might be reluctant to get involved.

3. What challenges could you encounter when introducing the CCHN Standards? How might you work around them?
Step 3. Developing an Action Plan

- Analyze assessment
  - To determine areas of interest
  - To identify opportunities
  - To assess the feasibility of taking action
    - Consider resources
    - Consider barriers

- Decide on type of activities for the coming six months - examples are given in next slides

- Decide on specifics of activities using tools: budget (p. 57) and logic model (p. 40)

- Determine evaluation measures

- Communicate results to staff and management

- Document with timelines in action workplan
Example of **Minimal Action**

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<td>1. Form <em>action</em> team &amp; initiate process</td>
<td>Scope: Nursing</td>
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<td>2. Assess stakeholders and environment</td>
<td>Cost: low</td>
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<td>3. Identify feasible project: e.g.</td>
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<td>a) preceptor orientation, <em>or</em></td>
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<td>b) encourage use of CCHN Standards with CNO Quality Assurance</td>
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## Example of Moderate Action

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<td><strong>Scope</strong>: Nursing</td>
</tr>
<tr>
<td>2. Assess stakeholders and environment</td>
<td><strong>Cost</strong>: moderate-high</td>
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<td>3. Identify feasible project: <strong>e.g. a series of staff workshops on the CCHN Standards</strong></td>
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## Example of Extensive Action

### Example(s)

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| **3. Identify feasible project:**  
  *series of staff workshops on the CCHN Standards, and*  
  *revise polices and procedures and implement changes* | **Scope:** Nursing & Human Resources  
**Cost:** High |

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Two possible examples for steps 1 to 3

**Organization A:** Assessment data: Staff has limited knowledge of the Standards.
Plan- offer and evaluate an introductory workshop

**Organization B:** Assessment data:
- Individual staff have some knowledge of CCHN Standards, but Standards are not used in teamwork
- The hiring procedures, orientation, and performance appraisal do not reinforce the Standards and have limited relationship to each other.
Plan- offer and evaluate teamwork workshop; modify the policies and procedures.
Final two steps of integration process

- Step 4: Taking Action - carry through with the plan formed in Step 3
- Step 5: Evaluating Success - evaluate action
Step 4. Taking Action

- Make arrangements for chosen activities
- Prepare necessary materials
  - **Organization A**: Adapt professional development resources in toolkit
  - **Organization B**: Adapt policies and procedure resources in toolkit
- Document process for later evaluation
Toolkit Resources
Professional Development

- Learning needs assessment
- Education Workshop 1: Introduction to the CCHN Standards examples from Home, Public, and Community Health Nursing Practice
  - Evaluation for workshop 1 (p. 56)
- Education Workshop 2: Application of the CCHN Standards in Team Practice-examples for Public Health
Toolkit Resources

Policies & Procedures

- Presentation for management
- Position descriptions or profiles
- Hiring interview guide
- Performance appraisal
Step 5. Evaluating Success

- Summarize lessons learned from process evaluation
- Conduct outcome evaluation at specified time using criteria from logic model
- Analyze results of outcome evaluation
- Incorporate results in plans for additional action
- Complete documentation in workplan
3 Interrelated Guiding Principles for using the Toolkit

1. The process is cyclical and needs to be repeated for each new activity

2. 3 types of activities work together to integrate the CCHN Standards:
   a. Instituting team & process of assessing, planning, taking action and evaluating
   b. Providing educational workshops according to assessment
   c. Revising policies & procedures according to assessment

3. No ‘Cherry Picking’
Team Work - 20 minutes

On the relevant slides or workplan given in final section of Toolkit binder:

1. Step 1- Indicate results for what you have already done and dates for what you need to complete

2. Step 2- Indicate preliminary ideas on how you might go about completing the stakeholder review and organizational environmental scan- consider who you might talk to and in what order, amount and method of collecting data, number of people and levels or categories of people that you might involve

3. Step 3- Indicate what you might be able to accomplish in the next 6 months
Table Work- 40 minutes (includes break)

1. Share ideas about what your team may be able to accomplish in the next six months
2. Give your reasons for your chosen approach
3. Discuss the key challenges you anticipate and suggestions on how to overcome them
4. Prepare a report on your findings for your table
Review and Summary of findings from Groups

- Facilitator from each table
Release the Standards in your Organization!