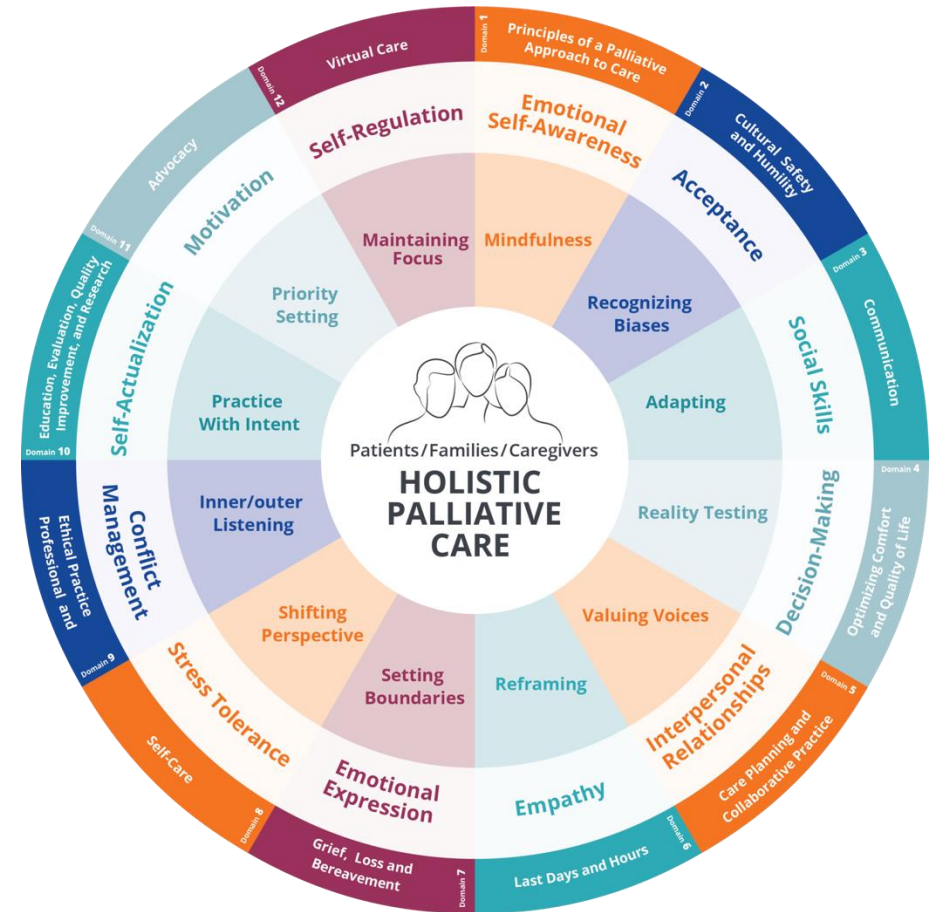


Self-Assessment Tool

<Guide>



Self-Assessment Tool

Hey there! This guide will show you how to use Microsoft Forms to easily gather information about all the domains you need.

Step 1: You will be provided with links that should be used for duplication. They should not be used to collect responses.

Step 2: Duplicate in one Microsoft account. If you don't have one, you need to create one.

Step 3: Manage your Form and share.

Step 4: Access all data collected.



"On the next few pages, we'll dive into more detail about these steps. Stay tuned!"

1 Principles of a palliative approach to care

Self-assessment for Nurses - Domain 1

- **Novice (N)** – may be experienced in psychosocial care but new to palliative care. Needs regular support.
- **Advanced beginner (B)** – can practice independently using some psychosocial skills specific to palliative care but still needs support.
- **Competent (C)** – mostly independent, occasionally seeks out support.
- **Proficient (P)** – autonomous practice, seeks out leadership opportunities.
- **Expert (E)** – highly proficient, is regularly sought out by others.

* Required

Name *

Enter your answer

Title/Role *

Enter your answer

Organization Name *

Enter your answer

Date *

Please input date (M/d/yyyy)

How do you identify yourself? *

Generalist

Specialist

Next

Page 1 of 2

Microsoft 365

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Microsoft Forms | AI-Powered surveys, quizzes and polls. [Create my own form](#)

[Privacy and cookies](#) | [Consumer Health Privacy](#) | [Terms of use](#)

Step 1

Click on the domain name in which you want to create your survey.

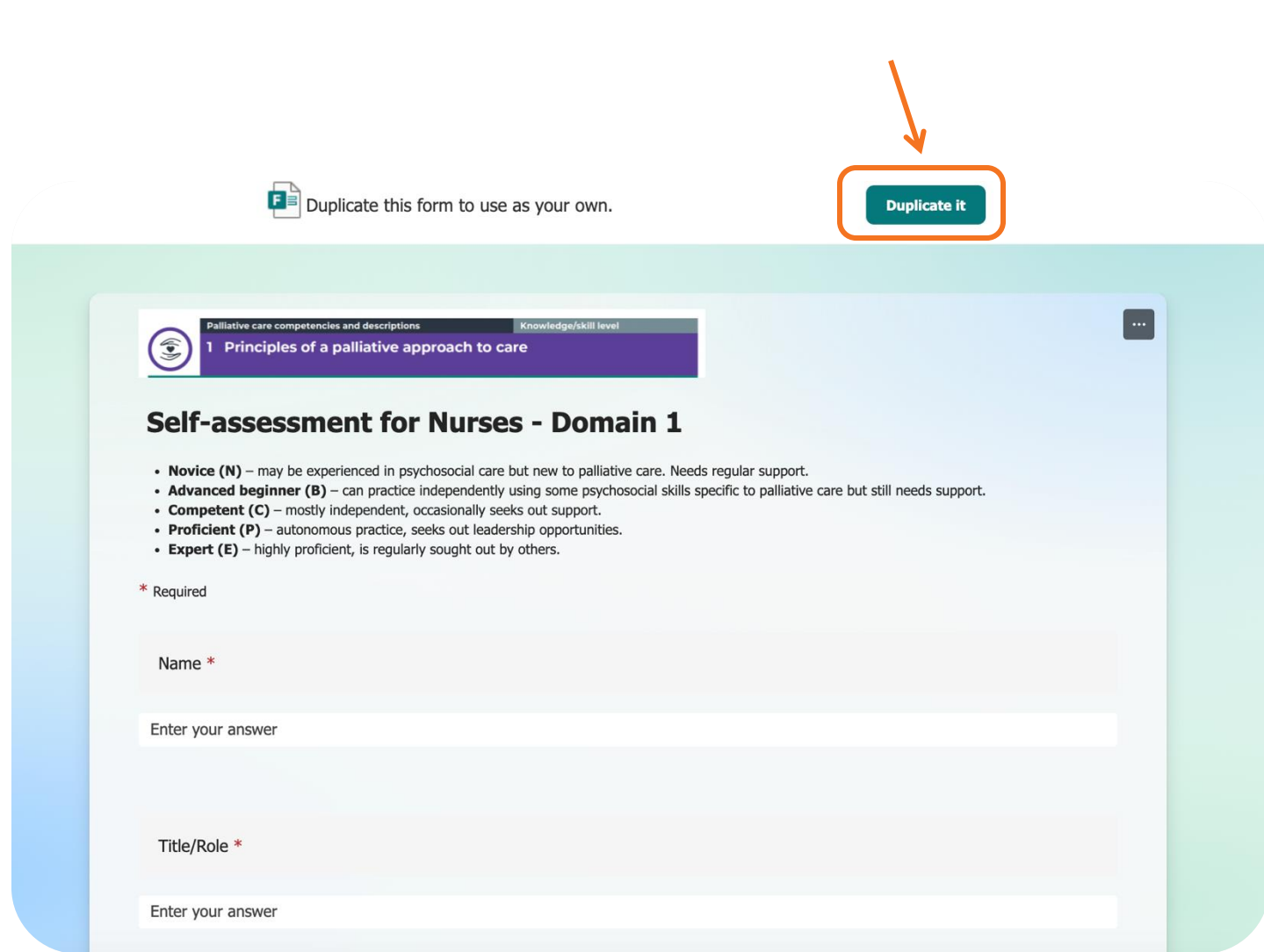
One webpage will be open! Let's look at the next page of this guidance.

- [Domain 1 - Nurse](#)
- [Domain 2 – Nurse](#)
- [Domain 3 - Nurse](#)
- [Domain 4 - Nurse](#)
- [Domain 5 - Nurse](#)
- [Domain 6 – Nurse](#)
- [Domain 7 - Nurse](#)
- [Domain 8 - Nurse](#)
- [Domain 9 - Nurse](#)
- [Domain 10 - Nurse](#)
- [Domain 11 - Nurse](#)
- [Domain 12 - Nurse](#)
- [Domain 1 - PSW](#)
- [Domain 2 – PSW](#)
- [Domain 3 - PSW](#)
- [Domain 4 - PSW](#)
- [Domain 5 - PSW](#)
- [Domain 6 – PSW](#)
- [Domain 7 - PSW](#)
- [Domain 8 - PSW](#)
- [Domain 9 - PSW](#)
- [Domain 10 - PSW](#)
- [Domain 11 - PSW](#)

Step 2

The image aside, at the top-right of the page, you can see a button named <Duplicate it>

Go ahead and click on this button!



Duplicate this form to use as your own.

Duplicate it

Palliative care competencies and descriptions Knowledge/skill level

1 Principles of a palliative approach to care

Self-assessment for Nurses - Domain 1

- **Novice (N)** – may be experienced in psychosocial care but new to palliative care. Needs regular support.
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- **Competent (C)** – mostly independent, occasionally seeks out support.
- **Proficient (P)** – autonomous practice, seeks out leadership opportunities.
- **Expert (E)** – highly proficient, is regularly sought out by others.

* Required

Name *

Enter your answer

Title/Role *

Enter your answer

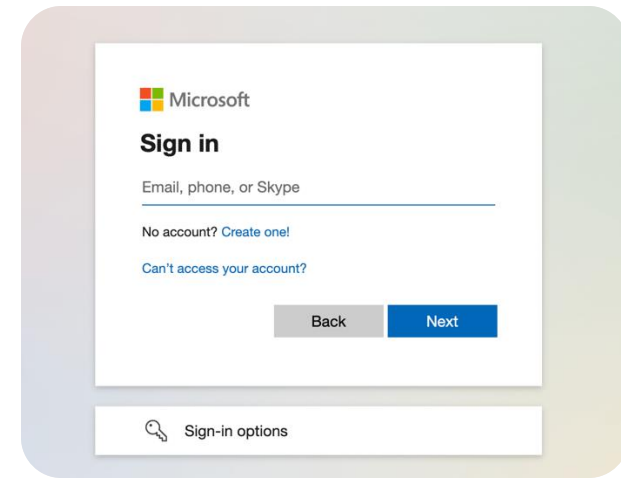
Step 2

Two possible scenarios could happen.

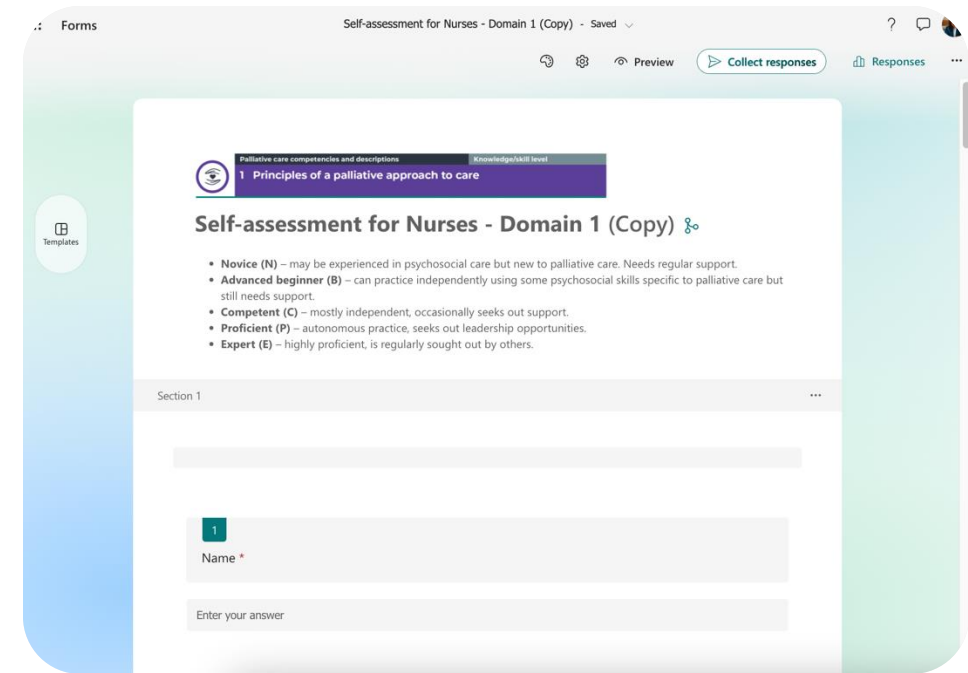
Scenario 1: You don't have a Microsoft account, so click on **<Create one!>** and follow the instructions to create an email account. After that, you can go to Step 3 on the next slide.

Scenario 2: You already have a Microsoft account and are logged on. So, you are good. Go ahead to Step 3 on the next slide.

1

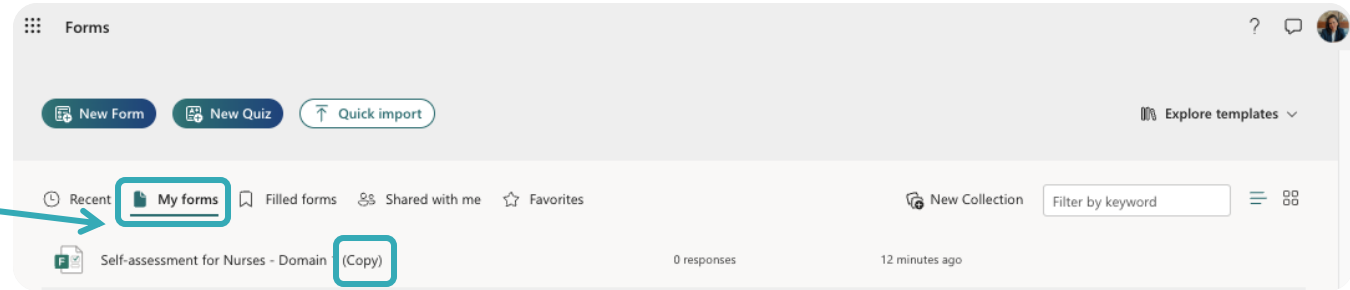


2



Step 3

You have already duplicated the form, as in the picture. You can view, manage, and share it in your <My Forms> space at <https://forms.office.com>



Note: The form name is the same, but it now has (copy) at the end. Click on your Form to open it and change the title.

"Let's take a look together and see how it'll be!"

Step 3

- Open your copy
- Delete word <Copy> & add Organization name.
- Click on the button <Collect responses>.
- A new box will open to allow share your form.

Self-assessment for Nurses - Domain 1 (Copy) - Saved

Collect responses

1 Principles of a palliative approach to care

Self-assessment for Nurses - Domain 1 (Copy)

- **Novice (N)** – may be experienced in psychosocial care but new to palliative care. Needs regular support.
- **Advanced beginner (B)** – can practice independently using some psychosocial skills specific to palliative care but still needs support.
- **Competent (C)** – mostly independent, occasionally seeks out support.
- **Proficient (P)** – autonomous practice, seeks out leadership opportunities.
- **Expert (E)** – highly proficient, is regularly sought out by others.

Section 1

Self-assessment for Nurses - Domain 9 - Saved

Send and collect responses

Anyone can respond

Copy link

https://forms.office.com/r/C1... Shorten URL Copy link

To: Email address...

You are invited to take this:
Self-assessment for Nurses - Domain 9

Hi! Would you mind taking 2 minutes to complete this form? It would be great if you can submit your response by Sep 26, 2024. Thank you!

Start now

Outlook
Invitation will be sent via Outlook

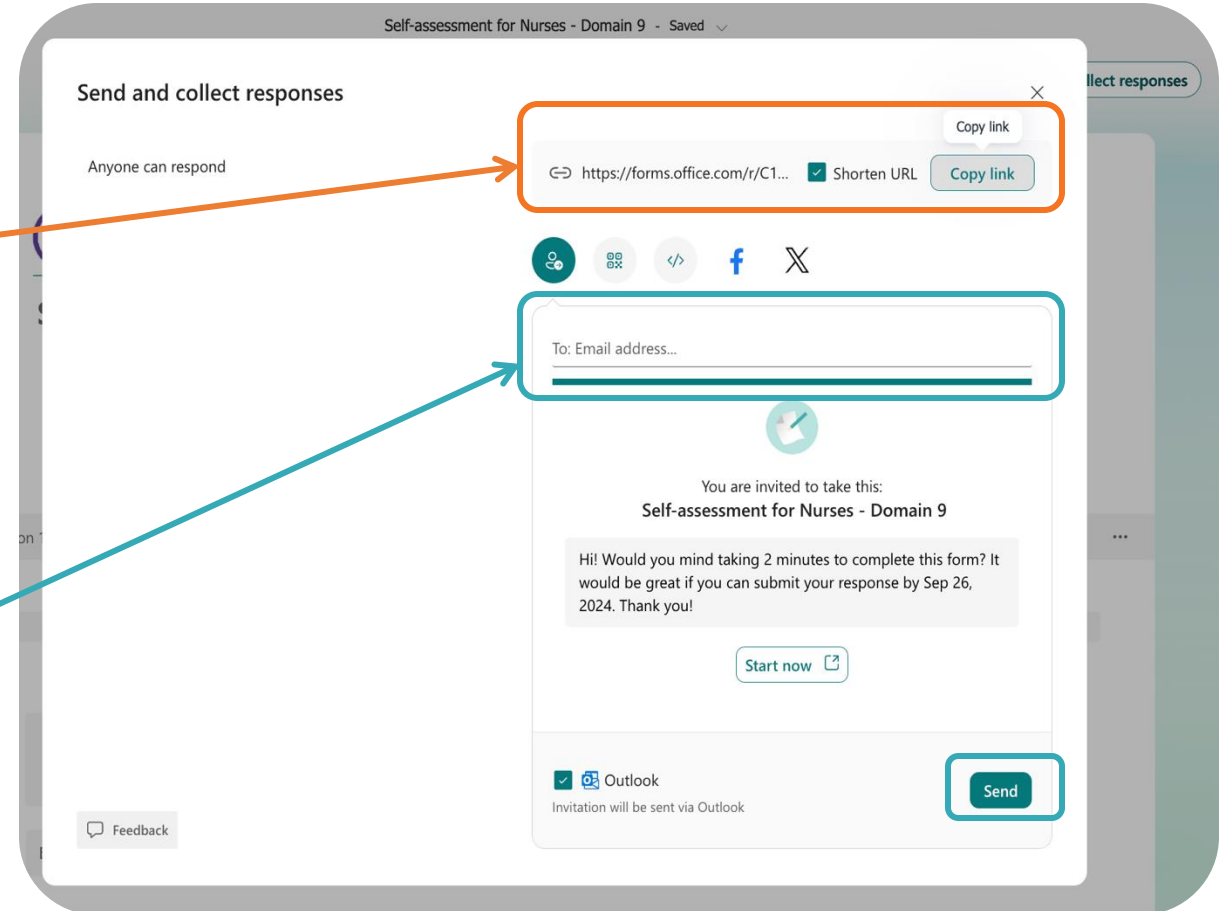
Send

Step 3

There are two ways to share a form.

- 1 The first way is more common, straight and simple. You can select <Shorten URL>, copy the link and share this link with all users who need to fill out this Form.

Note: You can personalize messages/instructions the user will receive by email.
- 2 The second way is more restrictive, personalized, secure and private. You must add an email address and click the button <Send>.

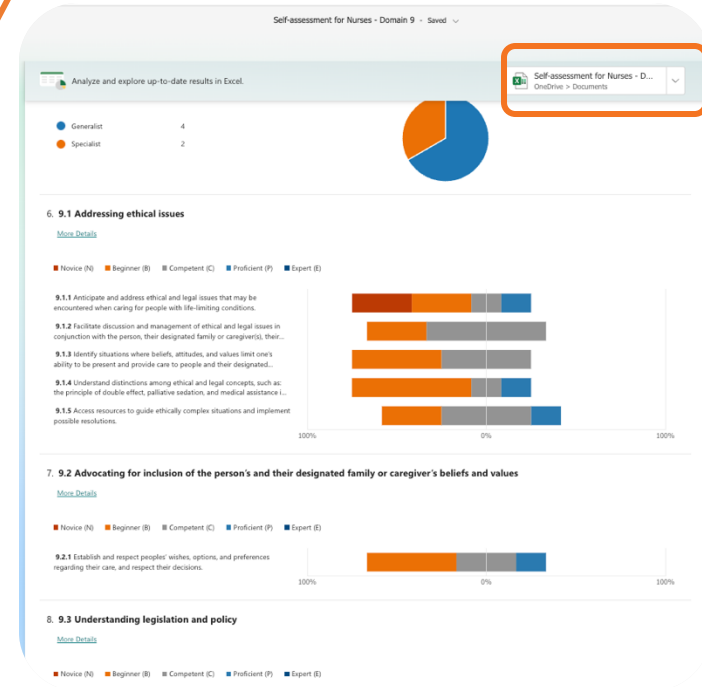
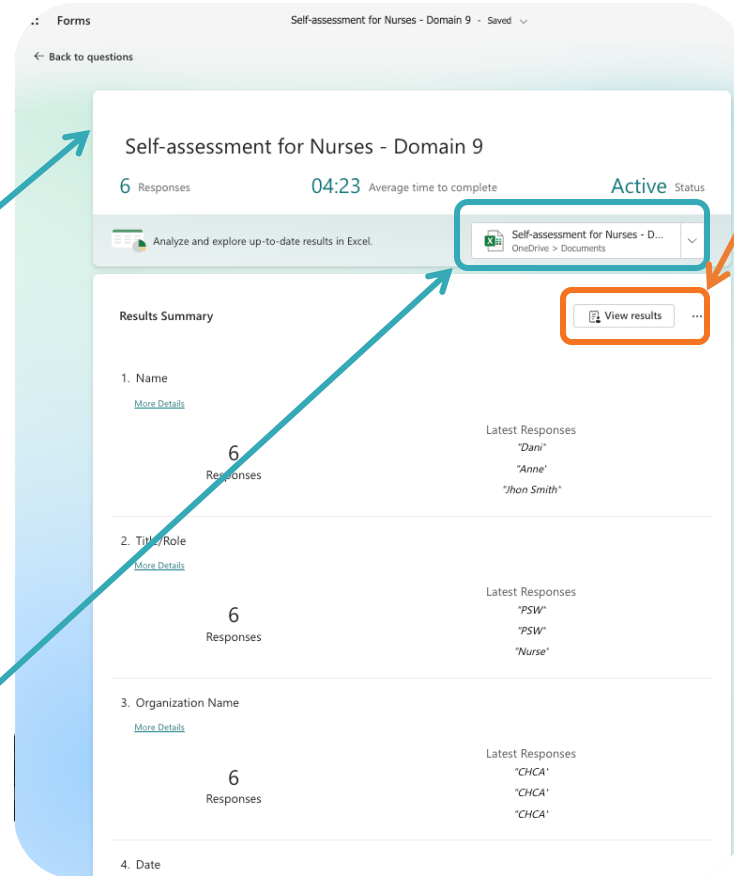
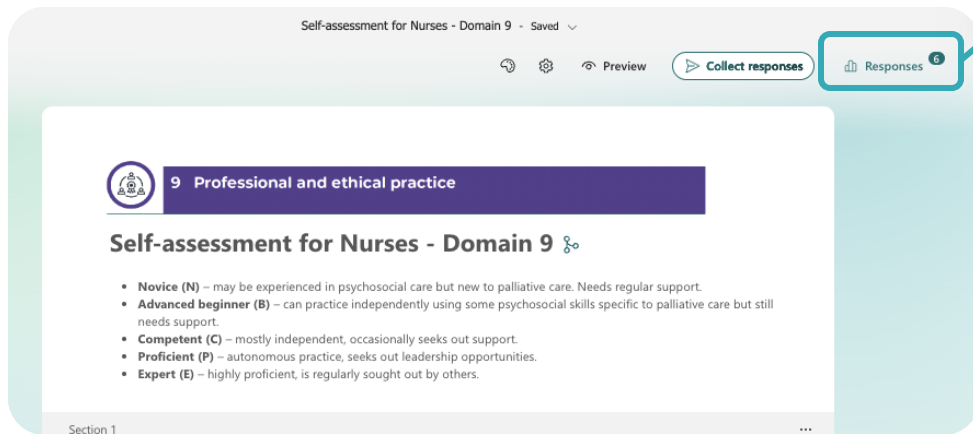


Step 4

"Great! You're all set to collect the data. In Microsoft Forms, there are many ways to view the data."

Click <Responses> on your Form, and a new view will open as images. It is a Results Summary.

Let's take a look at how it appears in the next slide.



Please note that you can open all responses in an Excel file. We are almost there!

Step 4

Click on the <View results> button to have another view of your results.

This view lets you see each response as if it were in the Form.

Self-assessment for Nurses - Domain 9

6 Responses 04:23 Average time to complete Active Status

Analyze and explore up-to-date results in Excel. Self-assessment for Nurses - D...
OneDrive > Documents

Results Summary View results ...

Back

View results

Respondent: 6 Anonymous 19:59
Time to complete

1 Name *

Dani

2 Title/Role *

PSW

3 Organization Name *

CHCA

4 Date *

9/18/2024

Back

9 Professional and ethical practice

6

9.1 Addressing ethical issues

| | Novice (N) | Beginner (B) | Competent (C) | Proficient (P) | Expert (E) |
|--|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|
| 9.1.1 Anticipate and address ethical and legal issues that may be encountered when caring for people with life-limiting conditions. | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9.1.2 Facilitate discussion and management of ethical and legal issues in conjunction with the person, their designated family or caregivers), their care team, and institutional ethics review boards (or equivalent), where they exist. | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9.1.3 Identify situations where beliefs, attitudes, and values limit one's ability to be present and provide care to people and their designated families or caregivers. Collaborate with others to ensure optimal care is provided. | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9.1.4 Understand distinctions among ethical and legal concepts, such as: the principle of double effect, palliative sedation, and medical assistance in dying (MAID). | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9.1.5 Access resources to guide ethically complex situations and implement possible resolutions. | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Step 4

I guess that is the view you are looking for, right? 😎

Finally, all the responses are in Excel. You can download it, see all the answers, and create charts or graphs. Let's play with this information on the next slide!

Self-assessment for Nurses - Domain 9

6 Responses 04:23 Average time to complete Active Status

Analyze and explore up-to-date results in Excel.

Self-assessment for Nurses - D...
OneDrive > Documents

Results Summary View results

results in Excel.

Self-assessment for ...
OneDrive > Documents

Download a copy

Disconnect and sync to a new wor...

| Id | Start time | Completion time | Email | Name1 | Title/Role | Organization Name | Date | How do you identify yourself? | 9.1 Addressing ethical issues 9.1.1 Anticipate and address ethical and legal issues that may be encountered when caring for people with life-limiting conditions. | 9.1 Addressing ethical issues 9.1.2 Facilitate discussion and management of ethical and legal issues in conjunction with the person, their designated family or caregiver(s), their car | 9.1 Addressing ethical issues 9.1.3 Identify attitudes, and values and provide care to |
|----|-----------------|-----------------|-----------|------------|------------|-------------------|-----------|-------------------------------|--|--|---|
| 1 | 9/17/2024 12:17 | 9/17/2024 12:18 | anonymous | Dani | Nurse | CHCA | 9/17/2024 | Generalist | Novice (N) | Beginner (B) | Beginner (B) |
| 2 | 9/17/2024 12:18 | 9/17/2024 12:18 | anonymous | Nat | PSW | CHCA | 9/18/2024 | Specialist | Novice (N) | Competent (C) | Competent (C) |
| 3 | 9/17/2024 12:52 | 9/17/2024 12:52 | anonymous | test | Nurse | CHCA | 9/17/2024 | Generalist | Proficient (P) | Competent (C) | Beginner (B) |
| 4 | 9/19/2024 10:50 | 9/19/2024 10:54 | anonymous | Jhon Smith | Nurse | CHCA | 9/19/2024 | Specialist | Competent (C) | Competent (C) | Competent (C) |
| 5 | 9/19/2024 10:54 | 9/19/2024 10:55 | anonymous | Anne | PSW | CHCA | 9/20/2024 | Generalist | Beginner (B) | Beginner (B) | Competent (C) |
| 6 | 9/19/2024 10:55 | 9/19/2024 11:15 | anonymous | Dani | PSW | CHCA | 9/18/2024 | Generalist | Beginner (B) | Competent (C) | Beginner (B) |

| 9.1 Addressing ethical issues 9.1.5 Access resources to guide ethically complex situations and implement possible resolutions. | 9.2 Advocating for inclusion of the person's and their designated family or caregiver's beliefs and values 9.2.1 Establish and respect peoples' wishes, options, and preferences regard | 9.3 Understanding legislation and policy 9.3.1 A. Generalist Demonstrate knowledge of relevant legislation/policies – e.g. medical assistance in dying (MAID), Children and Family Services Act, Ad | 9.3 Understanding legislation and policy 9.3.1 B. Specialist Apply a comprehensive understanding of and contribute to the developme | 9.4 Understanding MAID 9.4.1 Respond to inquiries regarding MAID in accordance with the appropriat regulatory body's guidelines and standards |
|---|--|--|--|--|
| Competent (C) | Beginner (B) | Competent (C) | Beginner (B) | Beginner (B) |
| Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) |
| Beginner (B) | Beginner (B) | Beginner (B) | Novice (N) | Beginner (B) |
| Competent (C) | Competent (C) | Competent (C) | Proficient (P) | Competent (C) |
| Proficient (P) | Proficient (P) | Competent (C) | Proficient (P) | Competent (C) |
| Competent (C) | Competent (C) | Competent (C) | Beginner (B) | Beginner (B) |

Step 4

Important notes about Excel File

- The first eight columns (A to H) are not questions about the domains.
- Column I is only to identify how many generalists and specialists you have. You can count using an Excel Formula*
- Columns J to R are critical. Note that we have to differentiate which competencies each column corresponds to. Look at the image on the side:
 - Columns J to N belong to the same competency (9.1).
 - Column O is competency (9.2).
 - Columns P and Q are competency (9.3).
 - Column R is competency (9.4).
- If a competency has specific questions for generalists and specialists, please note that there may be blank answers.

| | A | B | C | D | E | F | G | H |
|---|----|------------------|------------------|---------------------------|-------|------------|-------------------|-----------|
| | ID | Start time | Completion time | Email | Name1 | Title/Role | Organization Name | Date |
| 1 | | | | | | | | |
| 2 | 1 | 9-17-24 12:17:27 | 9-17-24 12:18:05 | anonymou: Dani Silva | | Nurse | CHCA | 9-17-2024 |
| 3 | 2 | 9-17-24 12:18:08 | 9-17-24 12:18:34 | anonymou: Nathy Moss | | Nurse | CHCA | 9-18-2024 |
| 4 | 3 | 9-17-24 12:52:16 | 9-17-24 12:52:50 | anonymou: Margaret Atwood | | PSW | CHCA | 9-17-2024 |
| 5 | 4 | 9-19-24 10:50:45 | 9-19-24 10:54:52 | anonymou: Jhon Smith | | Nurse | CHCA | 9-19-2024 |
| 6 | 5 | 9-19-24 10:54:56 | 9-19-24 10:55:30 | anonymou: Anne Frank | | PSW | CHCA | 9-20-2024 |
| 7 | 6 | 9-19-24 10:55:34 | 9-19-24 11:15:33 | anonymou: Eleanor Atwood | | PSW | CHCA | 9-18-2024 |

| | J | K | L | M | N | O | P | Q | R |
|-------------------------------|--|--|--|---|---|--|--|---|--|
| How do you identify yourself? | 9.1 Addressing ethical issues 9.1.1 Anticipate and address ethical and legal issues that may be encountered when caring for people with life-limiting conditions. | 9.1 Addressing ethical issues 9.1.2 Facilitate discussion and management of ethical legal issues in conjunction with the person, their designated family or caregiver(s), their car | 9.1 Addressing ethical issues 9.1.3 Identify situations where beliefs, attitudes, and values limit one's ability to be present and provide care to people and their designated families | 9.1 Addressing ethical issues 9.1.4 Understand distinctions among ethical and legal concepts, such as the principle of double effect, palliative sedation, and medical assistance in d | 9.1 Addressing ethical issues 9.1.5 Access resources to guide ethical complex situations and implement possible resolutions. | 9.2 Advocating for inclusion of the person's and their designated family or caregiver's beliefs and values 9.2.1 Establish and respect peoples' wishes, options, and preferences regard | 9.3 Understanding legislation and policy 9.3.1 A. Generalist Demonstrate knowledge of relevant legislation/policies – e.g. medical assistance in dying (MAID), Children and Family Services Act, Ad | 9.3 Understanding legislation and policy 9.3.1 B. Specialist Apply a comprehensive understanding of and contribute to the development and refinement of legal, ethical, and professional standards | 9.4 Understanding MAID.9.4.1 Respond to inquiries regarding MAID in accordance with the appropriate regulatory body's guidelines and standards |
| Generalist | Novice (N) | Beginner (B) | Beginner (B) | Beginner (B) | Competent (C) | Beginner (B) | Competent (C) | Beginner (B) | Beginner (B) |
| Specialist | Novice (N) | Competent (C) | Competent (C) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) |
| Generalist | Proficient (P) | Competent (C) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | Novice (N) | Beginner (B) |
| Specialist | Competent (C) | Competent (C) | Competent (C) | Proficient (P) | Competent (C) | Competent (C) | Competent (C) | Proficient (P) | Competent (C) |
| Generalist | Beginner (B) | Beginner (B) | Competent (C) | Competent (C) | Proficient (P) | Proficient (P) | Competent (C) | Proficient (P) | Competent (C) |
| Generalist | Beginner (B) | Competent (C) | Beginner (B) | Beginner (B) | Competent (C) | Competent (C) | Competent (C) | Beginner (B) | Beginner (B) |

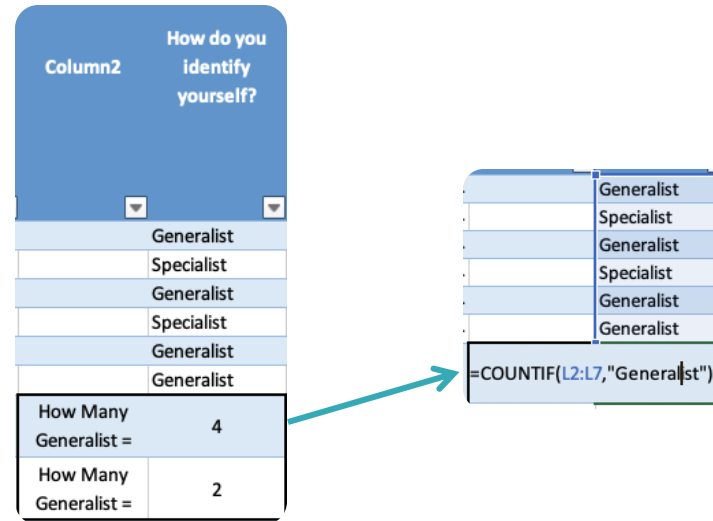
*Take a breath and look at the Excel Formulas on the next slide 😊

Blank

Step 4

Excel Formulas:

- To count how many Generalist and Specialist have:
 - `=COUNTIF(L2:L7,"Generalist")`
 - `=COUNTIF(L2:L7,"Specialist")`
 - Note: L means the column, and 2:7 is the interval of the lines that have the answers.*



Note: In this example, extra columns have been added to write a description aside the formula for better understanding. You are free to design your Excel file as you wish.

- To count the answers for each option to column N, which has 9.1.1 questions:
 - Novice: `=COUNTIF(N2:N7,"Novice (N)")`
 - Beginner: `=COUNTIF(N2:N7,"Beginner (B)")`
 - Competent: `=COUNTIF(N2:N7,"Competent (C)")`
 - Proficient: `=COUNTIF(N2:N7,"Proficient (P)")`
 - Expert: `=COUNTIF(N2:N7,"Expert (E)")`

I'll stay here, and I hope this guide has helped you!

| Column1 | 9.1.1 Anticipate and address ethical and legal issues that may be encountered when caring for people with life-limiting conditions. | 9.1.2 Facilitate discussion and management of ethical and legal issues in conjunction with the person, their designated family or caregiver(s), their care team, and Institutional ethic... | 9.1.3 Identify situations where beliefs, attitudes, and values limit one's ability to be present and provide care to people and their designated families or caregivers. Collaborate ... | 9.1.4 Understand distinctions among ethical and legal concepts, such as: the principle of double effect, palliative sedation, and medical assistance in dying (MAID). | 9.1.5 Access resources to guide ethically complex situations and implement possible resolutions. | 9.2.1 Establish and respect peoples' wishes, options, and preferences regarding their care, and respect their decisions. | 9.3.1 A. Generalist Demonstrate knowledge of relevant legislation/policies – e.g. medical assistance In dying (MAID), Children and Family Services Act, Adult Protection Act, and Personal Directive... | 9.3.1 B. Specialist Apply a comprehensive understanding of and contribute to the development and refinement of legal, ethical, and professional standards to the provision of quality palliative care. | 9.4.1 Respond to inquiries regarding MAID in accordance with the appropriate regulatory body's guidelines and standards |
|---------|---|---|--|---|--|--|---|--|---|
| 1 | | | | | | | | | |
| 2 | Novice (N) | Beginner (B) | Beginner (B) | Beginner (B) | Competent (C) | Beginner (B) | Competent (C) | Beginner (B) | Beginner (B) |
| 3 | Novice (N) | Competent (C) | Competent (C) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | | Beginner (B) |
| 4 | Proficient (P) | Competent (C) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | Beginner (B) | Novice (N) | Beginner (B) |
| 5 | Competent (C) | Competent (C) | Competent (C) | Proficient (P) | Competent (C) | Competent (C) | Competent (C) | Proficient (P) | Competent (C) |
| 6 | Beginner (B) | Beginner (B) | Competent (C) | Competent (C) | Proficient (P) | Proficient (P) | Competent (C) | Proficient (P) | Competent (C) |
| 7 | Beginner (B) | Competent (C) | Beginner (B) | Beginner (B) | Competent (C) | Competent (C) | Competent (C) | Beginner (B) | Beginner (B) |
| 8 | • Novice - N | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 9 | • Advanced beginner - B | 2 | 2 | 3 | 4 | 2 | 3 | 2 | 4 |
| 10 | • Competent - C | 1 | 4 | 3 | 1 | 3 | 4 | 0 | 2 |
| 11 | • Proficient - P | 1 | 0 | 0 | 1 | 1 | 0 | 2 | 0 |
| 12 | • Expert - E | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



"Thank you for using this tool!
If you require assistance, please
reach out to me via email at
<dsilva@cdnhomecare.ca>."