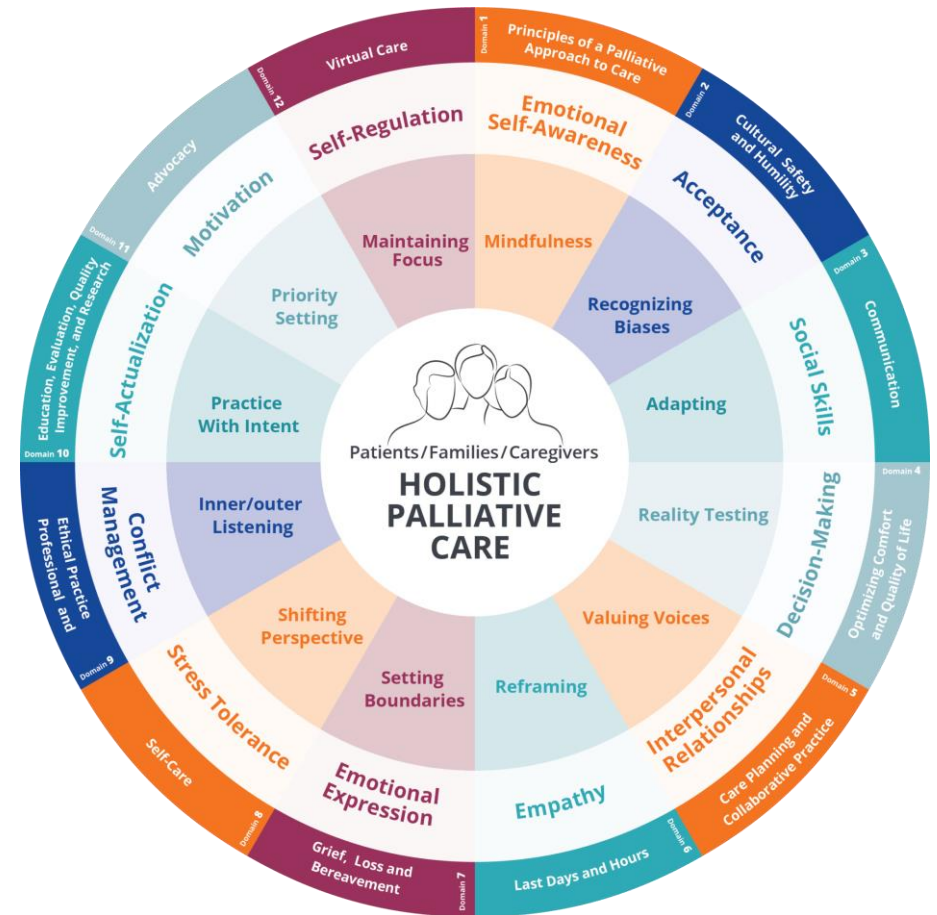


Self-Assessment Tool

<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!"

 **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.
- **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.

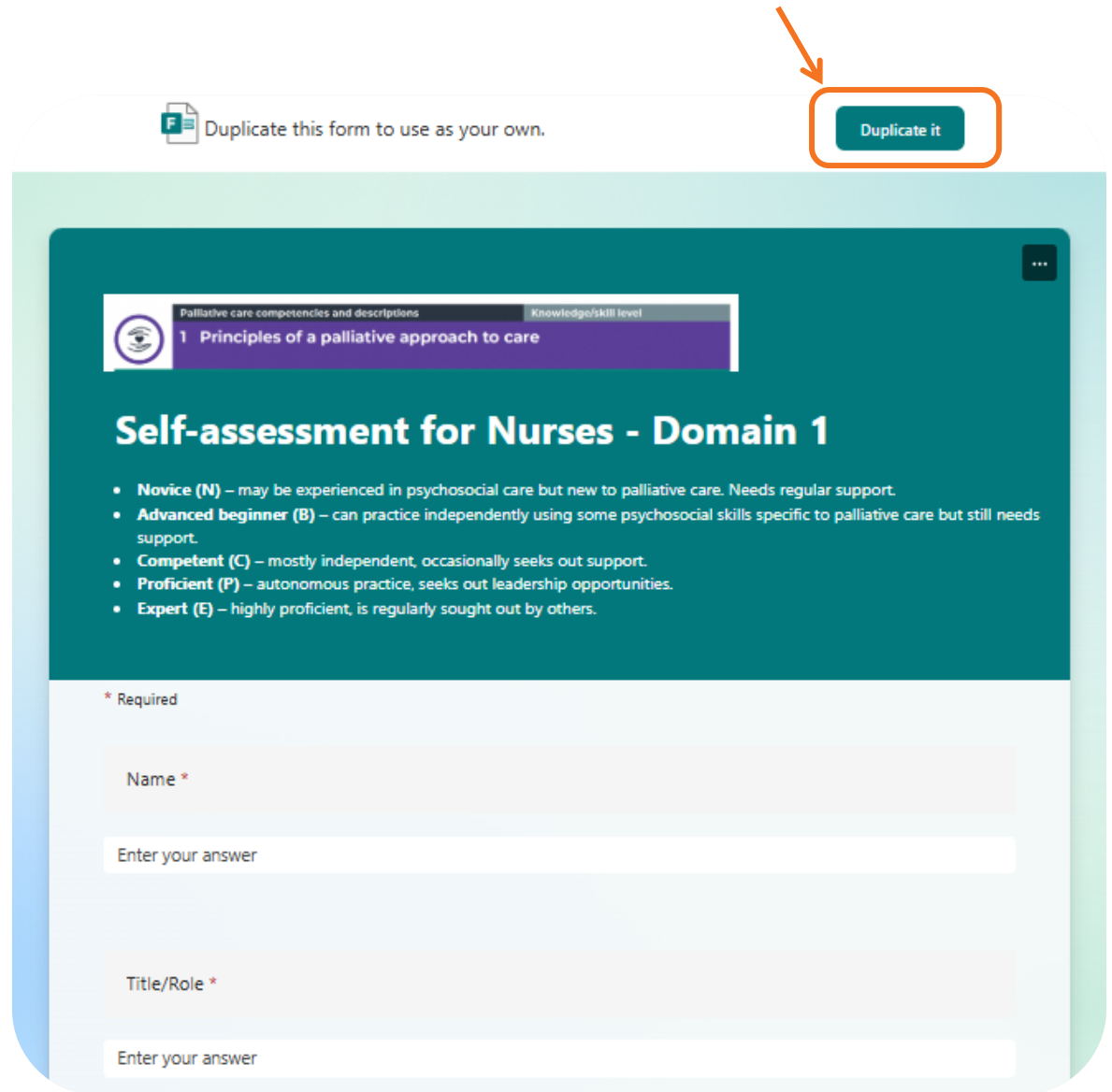
One webpage will be open! Let's look at the next page of this guidance.

- [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!



The screenshot shows a web interface for a self-assessment form. At the top, there is a header bar with a document icon and the text "Duplicate this form to use as your own." To the right of this bar is a button labeled "Duplicate it", which is highlighted with an orange border and an orange arrow pointing to it. Below the header, the main content area has a teal background. It features a logo on the left and a title "1 Principles of a palliative approach to care" in a purple box. The main heading is "Self-assessment for Nurses - Domain 1". Below this, there is a list of five competency levels: Novice (N), Advanced beginner (B), Competent (C), Proficient (P), and Expert (E), each with a brief description. At the bottom, there are two required input fields: "Name *" and "Title/Role *", each with a placeholder "Enter your answer".

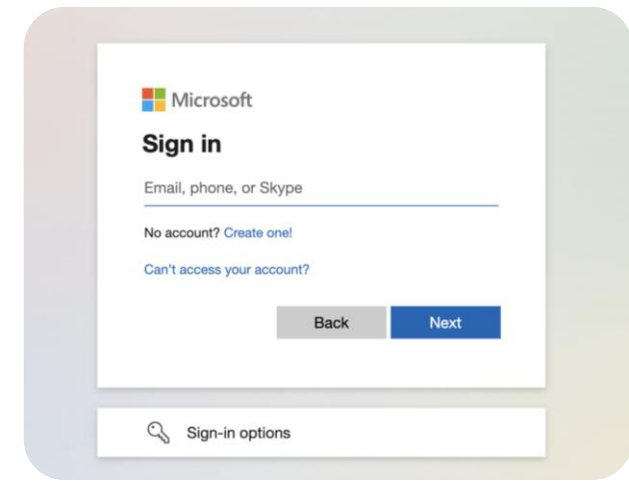
Step 2

Two possible scenarios could happen.

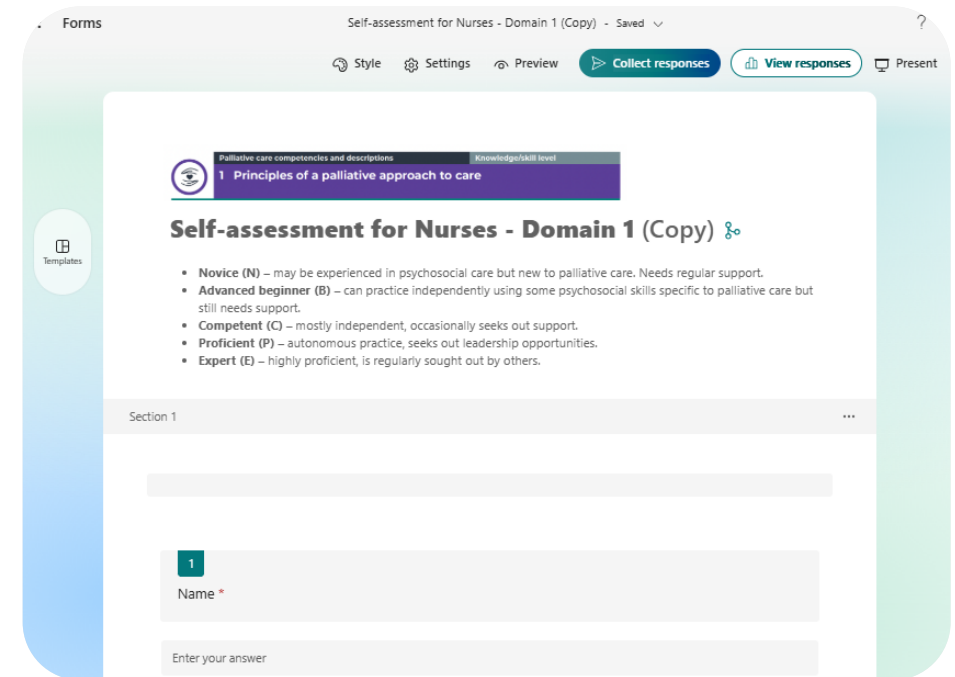
Scenario 1: You don't have a Microsoft account, so click on <Create one!> and follow the instructions to create an email account. After that, you can go to Step 3 on the next slide.

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

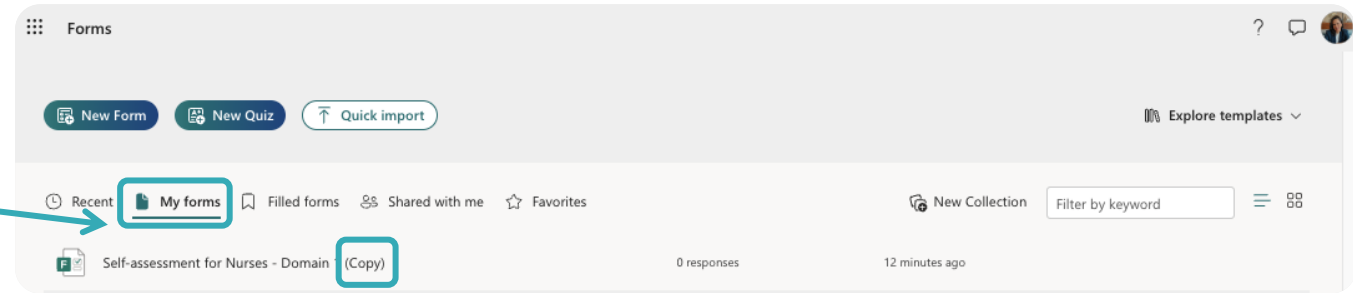


2



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>

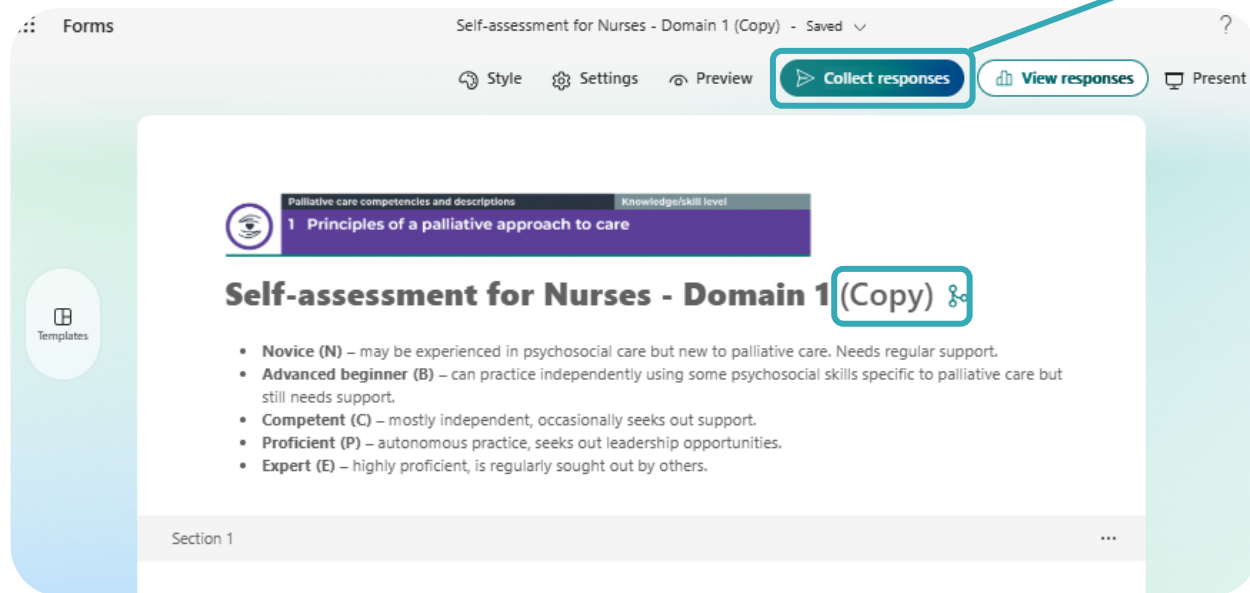


Note: The form name is the same, but it now has (copy) at the end. Click on your Form to open it and change the title.

"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.



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

Style Settings Preview **Collect responses** View responses Present

Palliative care competencies and descriptions Knowledge/skill level

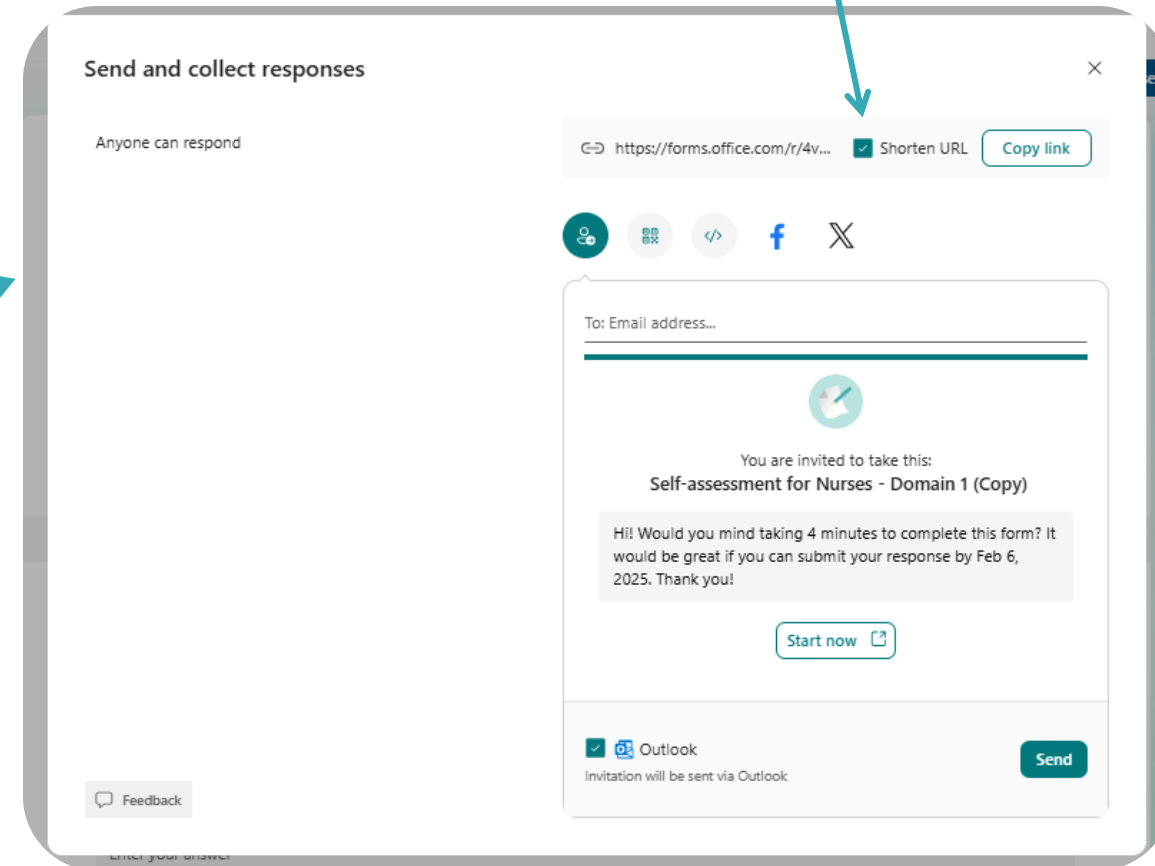
1 Principles of a palliative approach to care

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

Please, mark the “Shorten URL” option



Send and collect responses

Anyone can respond

https://forms.office.com/r/4v... ☒ Shorten URL Copy link

To: Email address...

You are invited to take this:
Self-assessment for Nurses - Domain 1 (Copy)

Hi! Would you mind taking 4 minutes to complete this form? It would be great if you can submit your response by Feb 6, 2025. 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.
- 2 The second way is more restrictive, personalized, secure and private. You must add an email address and click the button <Send>.

Note: You can personalize messages/instructions the user will receive by email.

The screenshot shows the 'Send and collect responses' window for a Microsoft Forms survey. The title is 'Self-assessment for Nurses - Domain 9 - Saved'. The window is divided into two main sections. The top section, 'Send and collect responses', has a sub-header 'Anyone can respond'. It contains a URL 'https://forms.office.com/r/C1...' with a 'Shorten URL' checkbox checked. There are two 'Copy link' buttons. The bottom section is for email distribution. It has a 'To: Email address...' input field. Below this is a preview of the email invitation, which includes the survey title, a personalized message: '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!', and a 'Start now' button. At the bottom right of the email distribution section is a 'Send' button. An orange arrow points from the 'Shorten URL' checkbox in the first list item to the 'Shorten URL' checkbox in the screenshot. A teal arrow points from the 'Send' button in the second list item to the 'Send' button in the screenshot.

Step 4

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

Click <Reponses> on your Form, and a new view will open as images. It is a Responses Overview. You can see all the summary responses on the same page grouped by question.

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

Self-assessment for Nurses - Domain 9 - Saved

Style Settings Preview Collect responses View responses

9 Professional and ethical practice

Self-assessment for Nurses - Domain 9

- **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.

Responses Overview Active

Responses 7 Average Time 03:50 Duration 144 Days

1. Name 7 Responses Latest Responses "Maureen", "Dawn", "Aene", ...

2. Title/Role 7 Responses Latest Responses "Nurse", "PSW", "PSW", ...

3. Organization Name 7 Responses Latest Responses "CHCA", "CHCA", "CHCA", ...

Insights and actions

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

Self-assessment for Nurses ... OneDrive > Documents

Check individual results

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.

9.1.2 Facilitate discussion and management of ethical and legal issues in conjunction with the person, their designated family or...

9.1.3 Identify situations where beliefs, attitudes, and values limit one's ability to be present and provide care to people and their...

9.1.4 Understand distinctions among ethical and legal concepts, such as: the principle of double effect, palliative sedation, and...

9.1.5 Access resources to guide ethically complex situations and implement possible resolutions.

7. 9.2 Advocating for inclusion of the person's and their designated family or caregiver's beliefs and values

Novice (N) Beginner (B) Competent (C) Proficient (P) Expert (E)

9.2.1 Establish and respect peoples' wishes, options, and preferences regarding their care, and respect their decisions.

Insights and actions

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

Self-assessment for Nurses... OneDrive > Documents

Check individual results

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

Step 4

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

This view lets you see each response as if it were in the Form. The response is shown by the person.

Responses Overview Active

Responses

7

Average Time

03:50

Duration

144 Days

1. Name

7 Responses

Latest Responses
"Maureen"
"Dani"
"Anne"
...

More details

Insights and actions

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

Self-assessment for Nurses ...

OneDrive > Documents

Check individual 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 caregiver(s), 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!

Forms Self-assessment for Nurses - Domain 9 - Saved

← Back to questions

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...

Self-assessment for Nurses - Domain 9

Search for tools, help, and more (Option + Q)

FileHomeInsertSharePage LayoutFormulasDataReviewViewHelpDraw

CommentsCatch upEditingShare

H23

	A	B	C	D	E	F	G	H	I	J	K	
1	Id	Start time	Completion time	Email	Name1	Title/Role	Organization Nam	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
2	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)
3	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)
4	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)
5	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)
6	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)
7	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)

	N	O	P	Q	R
	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 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
Competent (C)	Beginner (B)	Competent (C)	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

1. The first eight columns (A to H) are not questions about the domains.
2. Column I is only to identify how many generalists and specialists you have. You can count using an Excel Formula*
3. 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:
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

I	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 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 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.*
- 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)")`

Support Excel formulas:
[Overview of formulas in Excel](#)

Column2	How do you identify yourself?
	Generalist
	Specialist
	Generalist
	Specialist
	Generalist
	Generalist
How Many Generalist =	4
How Many Specialist =	2

	Generalist
	Specialist
	Generalist
	Specialist
	Generalist
	Generalist
<code>=COUNTIF(L2:L7,"Generalist")</code>	

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.

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	2	4	2
11	• Proficient - P	1	0	0	1	1	1	0	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>."