

## LTCSP Self-Assessment Skill Building Tool Instructions

### Purpose

The self-assessment tool is designed to help a new surveyor identify strengths and areas for development to implement key components of the nursing home LTCSP. The tool encourages new surveyors to become more engaged and empowered in their own learning working towards proficiency of the LTCSP. Completion of the tool is in collaboration with the PC, FM and TU for monitoring and tracking the successful progression of a new surveyor's training in the LTCSP seven-part workflow. The process will assist in building a personal Nursing Home Surveyor Professional Development Plan.

### Before you begin the LTCSP Self-Assessment

Take time to reflect on the experience, knowledge and training gained so far. Any long term care experience? Number of LTCSP surveys been a part of? Awareness or understanding of the components under each section of the LTCSP 7-part workflow. Observation of each component occurred at least once? Articulate the basic principles of the components to easily explain it to someone else? Ensure each will be part of a consist practice? Any questions from the experiences, computer trainings, or classroom trainings so far?

### Step 1

The initial self-assessment will be completed at the end of Session I Classroom Training. With the reflective thoughts as noted above, work through the key components of the LTCSP placing your initial self-assessment selection into the first "SA" box. Select one of the following five choices that most closely represents your current skill level. Also, write something in the notes and/or goals for proficiency areas. **Those items with an asterisk\* require a review of the detailed components in the Procedure Guide.**

Remember, this is your self-assessment and identification of your learning needs, so be honest and as specific as possible.

STATUS	DESCRIPTION	STATUS	DESCRIPTION
0	Not applicable / Not observed	3	Has a basic understanding of the LTCSP and the ability to perform the tasks/skills consistently and accurately; requires minimal coaching; able to survey independently
1	Has limited knowledge and understanding of tasks / skills; requires maximum coaching and supervision; unable to survey independently	4	Has ability to perform tasks/skills with structure; demonstrates proficiency and insight; able to coach others
2	Has fundamental knowledge and understanding of tasks / skills; requires limited coaching and supervision; unable to survey independently		

#### ABBREVIATIONS

SA .....	Self-Assessment	PC .....	Peer Coach	FM .....	Field Manager
TU .....	Training Unit	TM .....	Team Member	TC .....	Team Coordinator

### Step 2

Prior to your first participatory survey, share your initial self-assessment selections and goals with your PC and FM to initiate a personal Professional Development Plan. Speak freely and openly with your PC and FM to develop goals for a basic understanding of the LTCSP. This is your opportunity to formally let your FM and PC know how you feel about your LTCSP skills and communicate any professional development goals or needs that you may have. The PC and FM have the opportunity to document in this area too.

### Step 3

Upon completion of each survey, meet with your PC and FM for their collaborative feedback regarding each skill building criteria, selecting one of the five choices regarding your skill level. The PC and FM should document specific notes or goals moving you towards a basic understanding in the provided area.

### Step 4

Prior to all subsequent surveys during the skill building process, be sure to work through the list of skill building criteria within each part of the LTCSP. Be sure to select one of the five choices that most closely represents your skill level at the time of that specific survey.

### Step 5

Continue to repeat Step 4 after each survey and Step 5 before each survey during the skill building process.

### Step 6

The FM will share the new surveyor's self-assessment with the TU as needed seeking assistance in the areas determined to require additional training. When the FM determines you are adequately prepared, they will request a trainer join a survey to provide feedback and coaching as needed.

### Step 7

Prior to completing Basic Training and the SMQT, then the SMQT, the TU will observe you on one or more surveys.