

# Feedback Tool for Registrants

*In the Continuing Competence Standards, there are nine criteria under standard one that you must meet to renew your permit. You can use this document to get feedback on your nursing practice to meet criteria two - obtain feedback. **This tool is an optional resource.***

## How to Meet Criteria 1.2

Talk to a colleague, or another stakeholder, that can provide you with feedback about your practice. You can use your reflections to inform your next continuing competence steps (criteria 1.3 to 1.7).

## Choosing a Colleague to Request Feedback From

You should pick someone familiar with your practice and scope. They could be a fellow registered nurse or nurse practitioner, a manager or someone else.

Here are tips for providing and receiving feedback:

- Provide tailored feedback that is from direct observations rather than opinions or perceptions.
- Provide constructive feedback that is specific to help define improvement goals.
- Be honest while not coming off as judgemental. It can be challenging to give feedback, but this process is to help nurses continually improve.
- Recognize strengths in addition to improvement areas.
  - One option is to deliver positive feedback, then critical, then ending with positive feedback.
  - A second option is asking the registrant what went well, then by the feedback provider stating what went well. Then repeat this process for the improvements.
- Select a good time and private location to set up a discussion with them and provide them the option to decline.

## How to Receive Feedback

It may not be easy to receive feedback, here are some tips:

- You should embrace this as a learning opportunity.
- After each response from the feedback provider, pause to reflect before responding and clarify any doubts you may have.

- After your feedback session ends, you can contact your feedback provider to show how you tried their suggestions in practice.

## Questions You Can Ask

These are questions you can ask during your feedback session to reflect on your practice. You do not need to answer all of them, and you can add any additional questions you may like. Record your feedback provider's comments in each section below, and do not write any confidential or identifying information about anyone in the boxes.

1. Is there an area in my practice that I could improve on?
2. What are the strengths in my practice? Can any of those areas be developed further?

## Questions to Ask Yourself

Now that you have feedback, ask yourself the following questions.

1. What are some areas in my practice that could be improved?
2. Have you received any other suggestions on your nursing practice that are applicable to your further growth in the profession?

**Next Step:** Move to criteria 1.3 (develop and document a learning plan).