



Republic of the Philippines
DEPARTMENT OF HEALTH
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Self-Assessment Tool for Level 3 Certification in Pediatric Nursing

Name of Candidate: _____

Hospital of current employment: _____

Introduction: A nurse Candidate who seeks to be certified as a specialist in Pediatric Nursing, Level 3, will have to accomplish this self-assessment form and prepare the needed evidence to show proof of competence. Upon accomplishment of the form, the candidate will discuss the data and the evidence with his/her immediate supervisor for validation. It may be necessary to revise responses based on this discussion. The Candidate then submits to the Committee on Assessment and Certification the validated self-assessment tool and supporting evidence for review and assessment by the independent Assessors, who will determine competency or recommend development opportunities.

This Self-Assessment Tool is both formative and summative. As such it provides information as to the areas and levels of competency of the Candidate with respect to the standard performance criteria. It also informs on competency gaps and therefore provides the Candidate with leads on which learning and development interventions he/she should undertake.

Instructions: The first column in the table lists behavioural indicators that determine successful/outstanding performance in the workplace. In order to provide a calibrated picture of the Candidate's proficiency at demonstrating these behaviors, the tool uses a three-point rating scale that indicates standards of demonstrating a behavior in a given situation at the workplace.

After accomplishing the Self-Assessment Tool, take it for discussion and validation to your Immediate Supervisor, with the accompanying evidence to prove statements of competence. In your respective specialty area. Submit the validated tool and evidence to the Committee on Assessment and Certification.

Indicate with a tick mark in the corresponding box areas in the hospital where you are currently assigned (most of the time) to provide nursing services:

- | | | | | |
|-------------------------------|--------------------------------|----------------------------------|-------------------------------|--------------------------------------|
| <input type="checkbox"/> Ward | <input type="checkbox"/> OPD | <input type="checkbox"/> DR | <input type="checkbox"/> OR | <input type="checkbox"/> ER |
| <input type="checkbox"/> NICU | <input type="checkbox"/> PICU | <input type="checkbox"/> MICU | <input type="checkbox"/> SICU | <input type="checkbox"/> RR |
| <input type="checkbox"/> CCU | <input type="checkbox"/> CVLab | <input type="checkbox"/> Nursery | <input type="checkbox"/> PDU | <input type="checkbox"/> CAPD Clinic |
| <input type="checkbox"/> HDU | | <input type="checkbox"/> Others | _____ | |

Validated by:

Signature over Printed Name of Immediate Supervisor

Date Signed



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Place a tick mark in the corresponding standards column if you fulfill the corresponding evidences to the behaviors listed in the competency criteria. Consistency in demonstrating the specified behaviour while meeting the standard required for performance is gauged using the standards: *Satisfactory, Very Satisfactory, Outstanding.*

Competency Level 3: Collect relevant data about pediatric patient health status obtained from patient or significant others NCPEDL3A01 Task Description: Evaluates the candidate's ability to evaluate the patient for the purpose of identifying actual and/or potential nursing problem/s to serve as basis in planning patient care			
Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Assesses patient's health status accurately</p> <p>As evidenced by: Completely filled out vital signs sheet FDAR</p> <p>Documents collected data clearly and completely</p> <p>As evidenced by: Completely filled out vital signs sheet. Documentation of collected data about patient's health status on the nurse's notes. Updated KARDEX based on the current data extracted from the patient/significant others.</p> <p>Interviews patient's significant others</p> <p>As evidenced by: Documentation in the chart FDAR</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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Competency Level 3: Facilitate completion of relevant diagnostic procedures as ordered by the physician **NCPEDL3A02**

Task Description: Evaluates the candidate's ability to evaluate the patient for the purpose of identifying actual and/or potential nursing problem/s to serve as basis in planning patient care

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Carries out physician's orders on relevant diagnostic procedure for the patient are completely</p> <p>As evidenced by:</p> <ol style="list-style-type: none">1. Promptly carry out of physician's order on relevant diagnostic procedures (within 10-15 minutes).2. Completely filled out consent form for procedures (if applicable only).3. Completely prepare the patient and materials/supplies needed for the diagnostic procedure.4. Properly document completed diagnostic procedure on the nurse's notes.5. Follow up results of diagnostic procedures once available.	Able to accomplish 1-2 out of 5 evidences	Able to accomplish 3-4 out of 5 evidences	Able to accomplish 5 out of 5 evidences



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Competency Level 3: Formulate nursing care plan based on the actual clinical manifestations experienced by the patient **NCPEDL3A03**

Task Description: Evaluates the ability of the candidate to formulate nursing care plan parallel to and in support of medical care

Criteria	Satisfactory	Very Satisfactory	Outstanding
Prioritizes individualized plan of care properly As evidenced by: <ol style="list-style-type: none"> 1. Developed plan of care that is <ul style="list-style-type: none"> ✓ Specific ✓ Measurable ✓ Attainable ✓ Realistic ✓ Time-bound 2. Formulated nursing care plans that considered the following <ul style="list-style-type: none"> ✓ Availability of resources ✓ Cost-effectiveness ✓ Appropriateness of planned interventions ✓ Patient and patient's significant others involvement ✓ Inclusion of home/follow up care. 3. Consideration of the following in prioritizing nursing care plan: <ul style="list-style-type: none"> ✓ Circulation, Airway, Breathing (ABC for neonates) ✓ Actual, Risk, Potential 	Able to accomplish 1 out of 3 evidences	Able to accomplish 2 out of 3 evidences	Able to accomplish 3 out of 3 evidences



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Competency Level 3: Implement nursing care plans for actual health problems of the patient **NCPEDL3A04**

Task Description: Evaluates ability of the candidate to implement and consequently modify nursing care plan depending on outcomes and response of patient to treatment and care

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Nursing care plans for patient's actual health problems are implemented</p> <p>As evidenced by:</p> <ol style="list-style-type: none"> 1. Nursing care plans implemented are <ul style="list-style-type: none"> ✓ Specific ✓ Measurable ✓ Attainable ✓ Realistic ✓ Time-bound 2. Nursing care plans implemented have considered the following <ul style="list-style-type: none"> ✓ Availability of resources ✓ Cost-effectiveness ✓ Appropriateness of planned interventions ✓ Patient and patient's significant others involvement ✓ Inclusion of home/follow up care. 3. Nursing care plans showed consideration of the following: <ul style="list-style-type: none"> ✓ Circulation, Airway, Breathing (ABC for neonates) ✓ Actual, Risk, Potential 	<p>Able to accomplish 1 out of 3 evidences</p>	<p>Able to accomplish 2 out of 3 evidences</p>	<p>Able to accomplish 3 out of 3 evidences</p>



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Competency Level 3: Evaluate attainment of identified outcomes/patient’s response to nursing care plan based on actual health problems
NCPEDL3A05

Task Description: Evaluates the candidate’s ability to monitor and assess outcomes of care, and formulate recommendations

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Implements nursing care plans for patient’s actual health problems are evaluated</p> <p>As evidenced by:</p> <ol style="list-style-type: none"> 1. Implemented nursing care plans are evaluated based on <ul style="list-style-type: none"> ✓ Specificity ✓ Measurability ✓ Attainability ✓ Reality ✓ Time-boundliness 2. Implemented nursing care plans are evaluated in terms of <ul style="list-style-type: none"> ✓ Availability of resources ✓ Cost-effectiveness ✓ Appropriateness of planned interventions ✓ Patient and patient’s significant others involvement ✓ Inclusion of home/follow up care. 3. Implemented nursing care plans are evaluated in terms of its prioritization on <ul style="list-style-type: none"> ✓ Circulation, Airway, Breathing (ABC for neonates) ✓ Actual, Risk, Potential 	<p>Able to accomplish 1 out of 3 evidences</p>	<p>Able to accomplish 2 out of 3 evidences</p>	<p>Able to accomplish 3 out of 3 evidences</p>



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Competency Level 3: Implement health education plan that are relevant to the patient's condition to reinforce their understanding about health promotion and disease prevention **NCPEDL3B01**

Task Description: Evaluates the candidate's ability to provide patient-specific and additional information relevant to promotion of health, prevention and continuing care

Criteria	Satisfactory	Very Satisfactory	Outstanding
Implements health education plans in relevance to the patient's condition As evidenced by: <ol style="list-style-type: none">1. Discussion of the rationale and description of the topic for health education.2. Ability to make the target audience understand the objectives of the health education session.3. Identification of topics that are relevant, accurate, and updated4. Administration of pre-test and post-test about the topic to measure effectiveness of the health education session.5. Utilization of appropriate IEC materials.6. Encourage audience' interactive participation7. Adherence to time allotted for the delivery of the content of the health education session.8. Review of achieved vis-à-vis the target objectives.	Able to accomplish 1-3 out of 8 evidences	Able to accomplish 4-6 out of 8 evidences	Able to accomplish 7-8 out of 8 evidences



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Competency Level 3: Respond to the patient's/significant other's questions relative to their condition, and the nursing care and management that they need **NCPEDL3C01**

Task Description: Evaluates the ability of the candidate to provide the patient and his/her family all information relevant to the patient's care and elicit collaboration from them to achieve positive outcomes

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Answers patient's/significant other's questions relative to their condition, and the nursing care and management accordingly</p> <p>As evidenced by:</p> <ol style="list-style-type: none"> 1. Responses given are: <ul style="list-style-type: none"> <input type="radio"/> Accurate <input type="radio"/> Factual <input type="radio"/> Informative <input type="radio"/> Well-explained <input type="radio"/> Apt <input type="radio"/> Sequential <input type="radio"/> Sensitive and emphatic <input type="radio"/> Encouraging <input type="radio"/> Reaffirming <input type="radio"/> Relevant 2. Feedback are given within an allowable time frame (at least 10-15 minutes or as soon as information is available) 3. Documentation of feedback given by the nurse to the patient's inquiries on the nurses' notes 	<p>Able to accomplish 1 out of 3 evidences</p>	<p>Able to accomplish 2 out of 3 evidences</p>	<p>Able to accomplish 3 out of 3 evidences</p>



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Competency Level 3: Establish collaborative working relationships within nursing and other members of the health care team in planning and providing care for the clients **NCGENL3D01**

Task Description: Evaluates the ability of the candidate to contribute to the services, decisions and actions of the healthcare team in delivering care to the patient

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Refers to members of the multidisciplinary team based on the needs of the patient</p> <p>As evidenced by:</p> <ul style="list-style-type: none"> Documentation in Nurses' Note and Treatment Record Sheet Accomplished Nursing Care Plan Completed referral Forms Other related forms <p>Documents proper attachments or appropriate forms for referrals made</p> <p>As evidenced by:</p> <ul style="list-style-type: none"> Documentation in Nurses' Note and Treatment Record Sheet Completed Referral Forms Accomplished Informed Consent Forms Other means <p>Attends to the needs of the patients promptly based on the referrals made</p> <p>As evidenced by:</p> <ul style="list-style-type: none"> Documentation in Nurses' Note and Treatment Record Sheet Accomplished Nursing Care Plan Evaluation in Patient Feedback Form Other means 	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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Competency Level 3: Apply institutional policies and regulations regarding client care and professional decorum while making prudent decisions **NCGENL3E01**

Task Description: Evaluates the candidate's knowledge of and ability to abide by ethical rules of conduct in dealing with patient

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Complies with standard operating procedures and work instructions on ethical patient care</p> <p>As evidenced by: Documented Nursing Audit Accomplished feedback report Summary of Customer Satisfaction Survey Form Performance Evaluation of Superior Other forms</p> <p>Utilizes appropriate documentation of any interventions involving ethical decision-making</p> <p>As evidenced by: Proper documentation in Nurses' Note and Treatment Record Sheet Accomplished feedback report Other forms</p> <p>Performs nursing interventions and related patient care guided by ethical principles and patient rights</p> <p>As evidenced by: Documented witnessed consents Documented discussion on patient rights</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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Competency Level 3: Maintain availability and functionality of equipment and supplies to meet patient care needs **NCGENL3F01**

Task Description: Evaluates the candidate's ability to use, maintain, organize and properly dispose of resources that contribute to the best nursing care/ services for the patient

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Sustains availability and functionality of equipment and supplies</p> <p>As evidenced by: Accomplished inventory report on medical supplies, medical equipment, and medicines Request forms for monthly stocks of supplies Other related documentation</p> <p>Checks functionality of medical equipment regularly</p> <p>As evidenced by: Records of repair requisitions for nonfunctioning medical equipment Maintenance logbooks of medical equipment or similar record Monitoring tool for equipment and supplies Other related documentation</p> <p>Facilitates preventive maintenance and calibration of existing equipment</p> <p>As evidenced by: Updated calibration stickers of medical equipment Preventive maintenance and calibration logbooks or similar record Other related documentation</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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Competency Level 3: Complete a comprehensive documentation and recording of all data obtained from assessment and care using standard methods, forms, and protocols, while maintaining confidentiality of the client **NCGENL3G01**

Task Description: Evaluates the candidate's ability to document, store, and make available relevant, accurate and complete data concerning the patient and patient care in a timely manner using appropriate methods and tools

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Applies all standard guidelines and institutional protocols regarding records management</p> <p>As evidenced by: Inquiry of knowledge on institutional policies on safekeeping, handling, confidentiality and disposal of records Performance Feedback Forms No incidences of non-compliance to recordkeeping policies Other related documentation</p> <p>Accomplishes all necessary records and forms of patient/s</p> <p>As evidenced by: Properly and accurately filled-up regular chart forms and forms for special patient scenarios Accomplished Performance Feedback Forms Documentation in Nurses' Note and Treatment Record Sheet Patient Monitoring Records Other related documentation</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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<p>Compiles completely all forms of patient records to be submitted to the Medical Records Section as per institution's/hospital's policy</p> <p>As evidenced by: Chart Receiving Logbook between Nursing Area and Medical Records department or similar report (e.g. Nurses' Report Book) Accomplished Performance Feedback Forms Other related documentation</p>			
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<p>Competency Level 3: Participate in the formulation of guidelines and activities of the following: NCGENL3H01 ISO 9001:2015 (if applicable) CQI Nursing Service Audit</p> <p>Task Description: Evaluate the candidate's ability to constantly practice gathering and using of actual data on patient care for improving care processes, procedures, standards, and systems</p>			
Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Performs a role in monitoring the continuous quality improvement (CQI) indicators involving nursing practice</p> <p>As evidenced by: CQI or KPI report monitoring Copy of Minutes of the Meeting about CQI monitoring Accomplished Performance Feedback Forms Other related documentation</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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<p>Performs a role in the regular nursing service audit</p> <p>As evidenced by: Nursing Service Audit monitoring or similar record Copy of Minutes of the Meeting regarding Nursing Audit Accomplished Performance Feedback Forms Other related documentation</p> <p>Attends trainings, seminars and conferences involving quality improvement and enhancement in the nursing practice</p> <p>As evidenced by: Proof of training/seminars/conferences attended which are related to psychiatry or psychiatric nursing, such as attendance or certificates List of training/seminars/conferences attended Post training activity insight Other related documentation</p>			
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Competency Level 3: Practice patient care consistent with safety goals, national laws on health, the Philippine Nursing Act and hospital policies, rules and regulations **NCGENL3I01**

Task Description: Evaluates the candidate’s ability to make judgment, decisions and actions in patient care that complies with national laws on health, the Philippine Nursing Act, and with hospital policies, rules, and regulations, even as appropriate care is provided to the patient

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Recognizes policy inconsistencies in patient care practices</p> <p>As evidenced by: Nurses’ Reflection Notes or Nurses’ Diary Actual scenario presentation and inquiry Accomplished Performance Feedback Forms Performance evaluation Other related documentation</p> <p>Possesses skills and knowledge on the institutional processes involving situations that challenge compliance with policies and legislations</p> <p>As evidenced by: Actual query of candidate’s judgment with a sample case scenario Nurses’ Reflection Notes or Nurses’ Diary Accomplished Performance Feedback Forms Other related documentation</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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<p>Practices best nursing care in line with local and national health goals, laws and policies</p> <p>As evidenced by:</p> <ul style="list-style-type: none"> Nurses' Reflection Notes or Nurses' Diary Accomplished Performance Feedback Form Feedback from peers records Other related documentation 			
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<p>Competency Level 3: Participate in a research study that addresses general nursing problems, needs, and issues NCGENL3J01</p> <p>Task Description: Evaluates the candidate's application of clinical inquiry, critical thinking, and analysis in nursing practice and the use of clinically obtained data and information to improve practice</p>			
Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Identifies general nursing problems or issues applicable to current practice</p> <p>As evidenced by:</p> <ul style="list-style-type: none"> Problem List for Nursing Research Research Intention Form or similar Nurses' Reflection Notes Other related documentation <p>Prepares a study proposal that addresses a general nursing problem, need or issue</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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<p>Identifies general nursing problems or issues applicable to current practice</p> <p>As evidenced by: Problem List for Nursing Research Research Intention Form or similar Nurses' Reflection Notes Other related documentation</p> <p>Prepares a study proposal that addresses a general nursing problem, need or issue</p>			
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<p>Competency Level 3: Delegate appropriate tasks and assignments to staff and allied nursing personnel NCGENL3K01 Task Description: Evaluates the candidate's ability to provide direction and leadership to lower level personnel and facilitate their learning to include improvements in care management as well in the management of nursing teams or units</p>			
Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Identifies tasks for patient care to be accomplished</p> <p>As evidenced by: Shift Management Reports or similar records Endorsement logbooks/Nurses' Report Book Accomplished Performance Feedback Forms Feedback from peers and other personnel Nurses' Reflection Notes/Nurses' Diary Other related documentation and similar forms used in the institute</p>	<p>Able to accomplish 1 out of 4 criteria</p>	<p>Able to accomplish 2-3 out of 4 criteria</p>	<p>Able to accomplish 4 out of 4 criteria</p>



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Determines appropriate staff-patient ratio based on the Patient Classification System

As evidenced by:

- Shift Management Reports or similar records
- Endorsement logbooks/Nurses' Report Book
- Accomplished Performance Feedback Forms
- Other related documentation (Primary Nursing Board, Patient Assignment Board) and similar forms used in the institute

Identifies necessary competencies for a specific task to be accomplished

As evidenced by:

- Actual case scenario presentation and inquiry of the candidate
- Unit Management Reports or similar reports
- Endorsement logbooks/Nurses' Report Book
- Accomplished Performance Feedback Forms
- Other related documentation and similar forms used in the institute

Communicates goals for task delegation clearly



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<p>As evidenced by:</p> <p>Shift Management Reports or similar Accomplished Performance Feedback Forms Endorsement logbooks/Nurses' Report Book Nurses' Reflection Notes/Nurses' Diary Other related documentation and similar forms used in the institute</p>			
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<p>Competency Level 3: Participate actively in different professional and personal development programs/activities NCGENL3L01 Task Description: Evaluate the candidate's ability to demonstrate engagement in continuing education and self-development</p>			
Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Participates actively on programs related to continuing staff development needs</p> <p>As evidenced by:</p> <p>Training Needs Assessment and Evaluation Form or similar Accomplished Personal Development Forms or similar Employee Satisfaction Survey Nurses' Reflection Notes/Nurses' Diary Feedback from peers and superiors Other related documentation</p> <p>Explores development opportunities based on work</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>



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<p>performance and functions/roles/responsibilities in the organization</p> <p>As evidenced by: Performance Evaluation or similar Accomplished Performance Feedback Forms Other documentation/proof of professional developmental activities/programs attended</p> <p>Provides active feedback based on improvement in work performance</p> <p>As evidenced by: Nurses' Reflection Notes/Nurses' Diary Self-feedback Forms Consultation notes with peers Other related documentation</p>			
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Competency Level 3: Demonstrate professional values and decorum in all aspects of nursing practice **NCGENL3M01**

Task Description: Evaluate the candidate's ability to demonstrate critical characteristics and behaviors that a specialist nurse should exhibit as a role model of expertise, excellent performance, and professionalism

Criteria	Satisfactory	Very Satisfactory	Outstanding
<p>Demonstrates positive work attitude at all times</p> <p>As evidenced by: Commendation letters from peers and superiors Feedback from other personnel Customer Satisfaction Survey Other related documentation</p> <p>Practices work punctuality in all aspects of nursing practice</p> <p>As evidenced by: No ill records of tardiness/absences Accomplished Performance Evaluation Forms Feedback from peers and superiors Other related documentation</p>	<p>Able to accomplish 1 out of 3 criteria</p>	<p>Able to accomplish 2 out of 3 criteria</p>	<p>Able to accomplish 3 out of 3 criteria</p>