

myQA User Guide
College of Nurses of Ontario

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Overview

This guide will help you understand and use the College of Nurses of Ontario's (the College) Quality Assurance (QA) application, called myQA.

All the information you save on myQA is available for you to access, review, update and edit whenever you login; no information, data or comments are kept hidden in the application.

Screenshots – The screenshots shown in this user guide are for guidance only; the pages you see may look slightly different. It is recommended that you refer to the screens on your PC to see any differences as you work your way through this user guide.

Navigating myQA – All the tabs along the top are teal coloured except the tab you are currently visiting, which is green. Clicking a tab at any time during a process (for example, in the middle of submitting a Goal) brings you back to the default starting page of that tab. You may click the “Back” button in your browser at any time to return to the previous page, but if you are in the middle of a process you may lose any unsaved work.

Entering information – Any field in myQA that allows you to type text also allows you to copy, cut and paste if you have already saved information in a Microsoft Word (or similar) document. *Some formatting may be lost.*

If you have problems using myQ, contact the System Administrator by clicking the “Technical Support” link in the top right corner of the screen.

Home Tab

The screenshot displays the myQA Home Tab interface. At the top left, the myQA logo is visible. Below it, the user is logged in as 'Test Member' with a 'Registration Number' and 'Test Number' field. The navigation bar includes 'Home' (highlighted with a red box) and 'Self-Assessment' tabs. The main content area features a 'Resources' sidebar with links to 'Watch the QA Program Overview webcast', 'Watch the myQA: Self-Assessment webcast', 'QA Program', 'CNO website', and 'myQA User Guide'. The main content area is titled 'Home' and contains a link to the 'Collection of Personal Information statement', a welcome message, and a list of actions users can perform with myQA. A 'College QA News' section lists announcements, including a test on 2014-02-19 and a deadline on 2013-02-21.

The “Home” tab (as shown above) will appear after you log in. You will see your name in the top left corner under the myQA logo. If any other name appears, exit myQA and call the College at 416-928-0900, ext. 7570 or 1-800-387-5526, ext. 7570.

“Home” is your first stop. It provides information on the features of myQA, links to College resources and important announcements from the College.

Additional Links

Above the Tab Bar on the right side of the page you will see an “Exit QA” link. You can exit myQA and return to the Maintain Your Membership page by clicking this link. To securely end your session you must click “Logout” on the Maintain Your Membership page.

If you need help using myQA, click the “Technical Support” link at the bottom of the page. You will also find links to “Copyright”, “Privacy Policy” and “Terms of Use” at the bottom of the page.

Resources

On the left side of each screen you will see a list of Resource links that will help you as you use and navigate myQA. This list will differ depending on which tab you have selected, and may link you to other places within myQA, or to the College's website.

Please note that all links in the "Resources" section will open in a new window, so you may access them at any time without losing your work.

Self-Assessment Tab

To familiarize yourself with the Self-Assessment process, click the “Self-Assessment” tab. Then, begin Step 1 of Self-Assessment by clicking the Practice Reflection Worksheet link in the Resources list.

myQA

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ORDRE DES INFIRMIÈRES ET INFIRMIERS DE L'ONTARIO
THE STANDARD OF CARE.

Welcome Test Member
Registration Number: Test Number | [Exit QA](#) |

Home **Self-Assessment**

Resources

Watch the QA Program Overview webcast
[Watch Now](#)

Watch the myQA: Self-Assessment webcast
[Watch Now](#)

Practice Reflection worksheet

[My Learning Plan](#)

QA References
[All practice documents](#)
[Learning modules](#)
[QA Program](#)
[Entry-to-practice competencies](#)

Self-Assessment

There are two steps to the Self-Assessment process.

Step 1 Practice Reflection

Select the Practice Reflection worksheet link in the Resources menu to work through the reflection process. By reflecting on your practice and getting peer input, you will identify your learning needs.

Step 2 My Learning Plan

Select the My Learning Plan link in the Resources menu to work on your Learning Plan. Your identified learning needs are used to develop your learning goals - they must relate to a College practice document. This plan is evidence of your participation in the QA Program.

For more information on Self-Assessment, watch the myQA: Self-Assessment webcast. and develop learning goals to use in your Learning Plan.

| [Technical Support](#) | [Copyright](#) | [Privacy](#) | [Terms of Use](#) |

Practice Reflection Worksheet

Within the worksheet, choose the year from the dropdown menu. Then, continue filling out the form by typing your descriptions in each of the fields. If you have previously saved the information in a Word document, you can cut and paste it.



Welcome Test Member
Registration Number: Test number



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Home
Self-Assessment

Resources

Watch the QA Program Overview webcast

[Watch Now](#)

Watch the myQA: Self-Assessment webcast

[Watch Now](#)

Practice Reflection worksheet

[My Learning Plan](#)

QA References

[All practice documents](#)

[Learning modules](#)

[QA Program](#)

[Entry-to-practice competencies](#)

Practice Reflection Worksheet

Use this worksheet to reflect on your practice.

You do not have to submit this worksheet to the College if you are selected for Practice Assessment.

QA Year: 2014

Describe an experience, event or change in your practice or practice setting that was significant to you.

What happened?
What was your role?

Based on what you described above, what were your strengths and what were your areas for improvement?

Areas for improvement will inform your learning needs.

What input have you received from your peers about your practice?

Consider asking:
"Can you give me an example of what my learning needs might be?"

Consider any feedback you have received from clients.

Based on your own reflection and the input you received, what are your learning needs?

What do you need to learn to improve your practice?

Which elements relate to your learning needs?

- Advances in technology
- Changes in the practice environment
- Entry-to-practice competencies
- Interprofessional care

Print Form

Cancel

Save



Next, scroll down to “Which elements relate to your learning needs?” Answer this question by clicking the checkboxes next to the appropriate answer(s). **Note:** You may check all boxes that apply.

When you are finished, click “Save”. You may also print a hard copy of the form using the “Print Form” button. To abandon the form *without* saving your changes, click “Cancel”.

My Learning Plan

You are now ready to start Step 2 of Self-Assessment. Begin by clicking the My Learning Plan link in the Resources list. Within the form, select your “QA Year”, “Current Practice Setting” and “Client Population” using the dropdown menus at the top of the page.

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| Exit QA |

Home Self-Assessment

Resources

- Watch the QA Program Overview webcast
[Watch Now](#)
- Watch the myQA: Self-Assessment webcast
[Watch Now](#)
- [Practice Reflection worksheet](#)
- [My Learning Plan](#)**

QA References

- [All practice documents](#)
- [Learning modules](#)
- [QA Program](#)
- [Entry-to-practice competencies](#)

My Learning Plan

QA Year: 2014 Date Created: Last Saved:

Current Practice Setting: * (Select one...)

Client Population: * (Select one...)

Learning Needs *
What learning needs did I identify through practice reflection and peer input?
Identify a minimum of two to three learning needs.

Haven't done practice reflection yet?
Use the Practice Reflection worksheet to help you identify your strengths and learning needs.

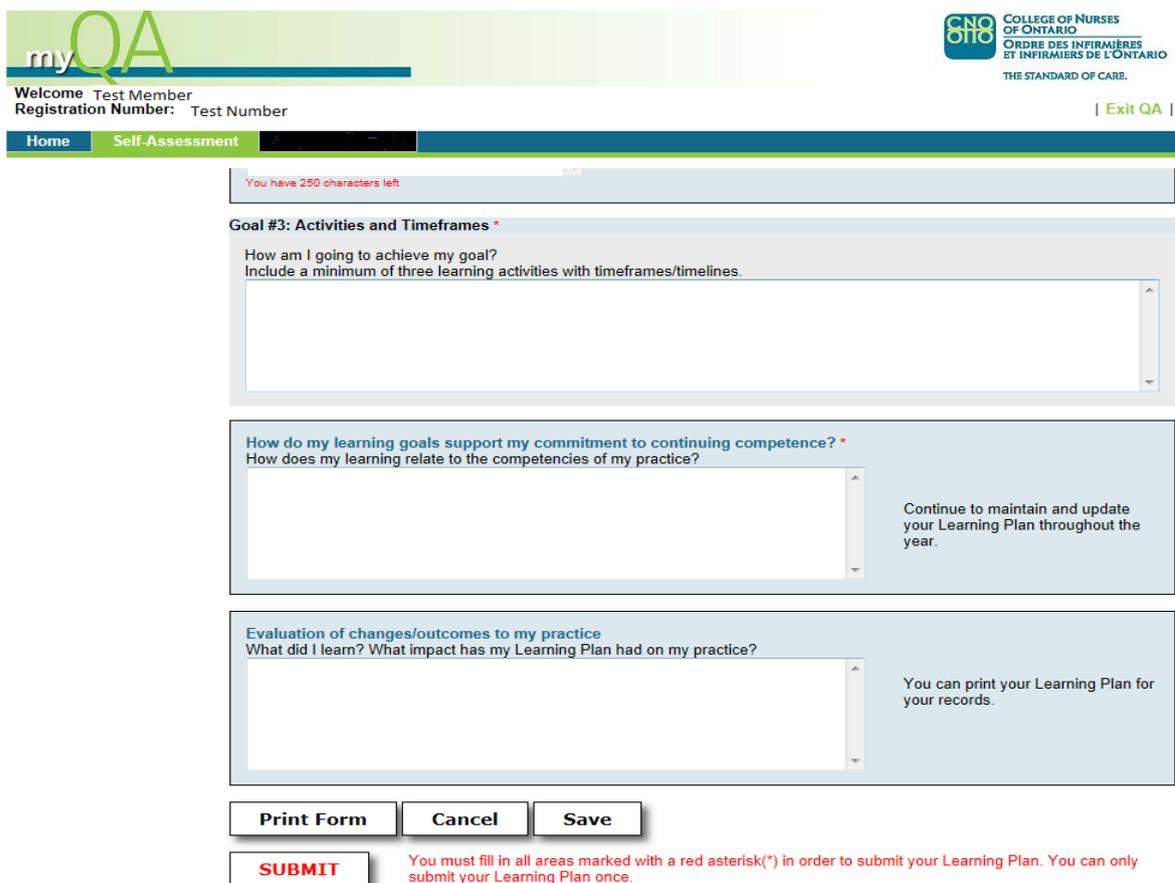
Learning Goal #1 *
My goal must be based on my learning needs.

Need help creating a goal? Review the *Developing SMART Learning Goals* guide.

Your learning goal must be based on your current practice setting and one of the College's practice documents. *

(Select One...)

You have 250 characters left



You have 250 characters left

Goal #3: Activities and Timeframes *

How am I going to achieve my goal?
Include a minimum of three learning activities with timeframes/timelines.

How do my learning goals support my commitment to continuing competence? *
How does my learning relate to the competencies of my practice?

Continue to maintain and update your Learning Plan throughout the year.

Evaluation of changes/outcomes to my practice
What did I learn? What impact has my Learning Plan had on my practice?

You can print your Learning Plan for your records.

Print Form Cancel Save

SUBMIT

You must fill in all areas marked with a red asterisk(*) in order to submit your Learning Plan. You can only submit your Learning Plan once.

Next, fill in the “Learning Needs” and “Learning Goal #1” fields. If you have previously saved the information in a Word document, you can cut and paste it.

Your learning goal must be based on your current practice setting and one of the College’s practice documents. Select the practice document the goal relates to from the dropdown menu.

In the “Activities and Timeframes” text box, type or paste an activity you will do to achieve the goal and include a timeframe for completion.

When you scroll down the page, you will see additional Learning Needs, Learning Goals, and Activities and Timeframes fields. **Note:** if you are a Registered Nurse (RN) or Registered Practical Nurse (RPN), you are only required to have two goals. Nurse Practitioners (NPs) are required to have three goals, and will have an additional set of fields related to Goal #3 on their form. This third goal must be related to the Nurse Practitioner practice standard.

Near the bottom of the page, there are two additional fields. Like other fields on this page, you may fill in your answers or copy and paste from a Word document.

Save your work regularly while completing the form by clicking “Save” at the bottom of the screen. If you wish to keep a hard copy of this goal, click the “Print Form” button. To abandon the changes you have made to the form since your last save, click “Cancel”.

When you have finished updating your Learning Plan, you can leave myQA by clicking the “Exit QA” button.

You can return to myQA at any time to continue.

NOTE: This section is applicable to nurses selected to participate in Practice Assessment.

Objective Tests Tab

Start by reading the instructions on the Objective Tests page. You should also read the *Practice Assessment Guide* before taking the tests. This guide has more information on participating in Practice Assessment, and examples of the multiple-choice questions you will find in the tests. You can access it by clicking on the *Practice Assessment Guide* link under Resources. Also, watch the Objective Tests tutorial. This video explains how to navigate the questions and answers.

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| Exit QA |

Home Self-Assessment **Objective Tests**

Resources

- [Objective tests](#)
- [Practice Assessment Guide](#)
- [Feedback form](#)

Objective Tests

Completing your tests

- ▶ Make sure you stay on the test page until you have finished the test.
- ▶ You have 75 minutes to complete each test. Once you have started the test, you must finish it within that time. You cannot stop and come back to the test at a later date.
- ▶ You can skip questions and move ahead in the test. You can return to the missed questions later by clicking on the item number.
- ▶ Once you have clicked the submit button you cannot go back to the test.

About the questions

- ▶ There are 50-60 questions for each test.
- ▶ Each multiple-choice question has four possible answers; pick the most correct answer.

Having technical difficulties?

- ▶ Having technical difficulties? Click [here](#) to contact us.

Objective Tests Tutorial

QA Welcome to the Quality Assurance video tutorial
Quality Assurance
PRACTICE ASSESSMENT

Objective Tests

Click the “Objective tests” link in the Resources List when you are ready to start a test. Then, click the “Take Test” button of the specific test you wish to complete.

When you access a test, you will see the Quality Assurance Program Confidentiality Agreement page. You must read and accept the agreement. If you are not yet ready to take the test at this point, click “Cancel.” Otherwise, click “Start Test” to begin. You have 75 minutes to complete the test.

You must answer all the test questions; unanswered questions will be marked incorrect. When you are ready to finish the test, click the “Submit” button.

The tests do not have to be completed all at once. However, all the tests must be completed by the deadline you received in the notification letter.

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Home Self-Assessment Objective Tests

Resources

Objective tests

[Practice Assessment Guide](#)

Objective Tests

You will receive a report of your participation in Practice Assessment, including the results of your tests, within 12 weeks from the date of the completion deadline.

It may take longer for NPs who have to complete additional assessments to receive their results.

Documentation, Revised 2008

Take Test

Therapeutic Nurse-Client Relationship, Revised 2006

Take Test

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Practice Assessment Participant Feedback Form

Once you have submitted your Learning Plan and submitted all the tests, click the “Practice Assessment Participant Feedback Form” link in the Resources list or the “Participant Feedback” link on the Objective Tests page.

The screenshot shows the myQA website interface. At the top left is the myQA logo. To the right is the CNO/ONO logo with the text 'COLLEGE OF NURSES OF ONTARIO / ORDRE DES INFIRMIÈRES ET INFIRMIERS DE L'ONTARIO' and 'THE STANDARD OF CARE.' Below the logo is a navigation bar with 'Home', 'Self-Assessment', and 'Objective Tests' (which is highlighted). A sidebar on the left is titled 'Resources' and contains links for 'Objective tests', 'Practice Assessment Guide', and 'Feedback form' (which is highlighted with a red box). The main content area is titled 'Objective Tests' and contains the following text: 'You will receive a report of your participation in Practice Assessment, including the results of your tests, within 12 weeks from the date of the completion deadline. It may take longer for NPs who have to complete additional assessments to receive their results.' Below this text are three summary boxes: 'Documentation, Revised 2008' (Test was taken on Mar 4 2014), 'Therapeutic Nurse-Client Relationship, Revised 2006' (Test was taken on Mar 4 2014), and 'Provide your feedback' (Participant Feedback was completed on Mar 4 2014). At the bottom of the page are links for 'Technical Support', 'Copyright', 'Privacy', and 'Terms of Use'.

Complete the form, and click “Submit”.

The screenshot shows the myQA website interface. At the top left is the myQA logo. To the right is the CNO logo with the text 'COLLEGE OF NURSES OF ONTARIO / ORDRE DES INFIRMIÈRES ET INFIRMIERS DE L'ONTARIO' and 'THE STANDARD OF CARE.' Below the logo is a navigation bar with 'Home', 'Self-Assessment', and 'Objective Tests'. A user is logged in as 'Test Member' with 'Registration Number: Test Number'. The main content area is titled 'Participant Feedback Form'. It includes a 'Resources' sidebar with links to 'Objective tests', 'Practice Assessment Guide', and 'Feedback form'. The form text states: 'The purpose of this form is to receive your feedback on the Practice Assessment process that you just completed. Your input will help us continue to improve myQA and Practice Assessment. Your responses will remain anonymous and confidential.' The form contains three questions: 1. 'Was the technology easy to use?' with radio buttons for 'Yes' and 'No', and a text area for explanation if 'No'. 2. 'When completing your Learning Plan did you use the Practice Reflection Worksheet?' with radio buttons for 'Yes' and 'No', and a text area for explanation if 'No'. 3. 'Which online resources did you find most helpful? (Select all that apply)' with checkboxes for 'myQA User Guide' and 'Developing SMART Learning Goals'.

When you have finished the Practice Assessment process, you may exit myQA and return to the Maintain Your Membership page by clicking the 'Exit QA' link. You must click "Log out" on the Maintain Your Membership page to securely end your session.