



# Exam Booklet

Canadian Certified Clinical  
Instructor Examination

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# General Information

## Purpose of Canadian Certified Clinical Instructor (CCCI) Certification

Certification for the clinical instructor represents a national mark of excellence in educating nursing students in the clinical setting, to ensure they are adequately prepared with the knowledge, skills and attitudes needed to work in a wide-range of practice settings and specialty areas, and meet the entry-to-practice competencies. It communicates to institutions, students, and the community that the clinical instructor has achieved and maintains a high academic standard in this area of nursing practice. Those candidates who are successful on the CCCI exam will earn the Canadian Certified Clinical Instructor designation, including the right to include it in their signature, and the CCCI pin.



## Goal of the CCCI Certification

The primary goal of the CCCI certification is to promote high-quality clinical instruction in Canada by fostering excellence among clinical instructors teaching nursing students in the clinical setting.

## Clinical Instructor Field of Nursing

CCCI certification recognizes knowledge and expertise related to their role in monitoring and evaluating students in clinical settings; developing good patient assignments; mentoring and coaching students; and creating a positive learning environment for students.

## Scope of the CCCI Certification Examination

The CCCI examination assesses candidates on their knowledge and expertise related to their role in monitoring and evaluating students in clinical settings; developing good patient assignments; mentoring and coaching students; and creating a positive learning environment for students.

These requirements are outlined in the below five competencies.

### 1. Clinical Instructor Role

**Enacts the educational role and responsibilities of clinical instructors in preparing nursing students for entry into the profession.**

- Defines the responsibilities of the clinical instructor in preparing the learner for a clinical practice setting.
- Demonstrates the effective use of teaching and learning principles and strategies to facilitate student progress in meeting the learning objectives.
- Identifies their own learning needs and seeks appropriate information about educational program expectations, the curriculum, clinical course, and the health care agency.
- Collaborates and communicates effectively with faculty in the delivery of a clinical course.

- Collaborates and communicates effectively with practice partners, staff nurses, and the health care team in the delivery of a clinical course.
- Articulates the differences between the roles and responsibilities of the preceptor, the staff nurse, and the clinical instructor.
- Maintains clinical competence in an area of nursing practice.
- Engages in on-going professional development related to the clinical instructor role.
- Identifies relevant resources for clinical instructors.

## **2. Ethical Principles and Legal Obligations**

**Integrates ethical principles and understands the legal obligations of a clinical instructor.**

- Articulates and models key ethical principles outlined in the CNA Code of Conduct.
- Maintains and respects student and patient/client confidentiality.
- Understands agency policies related to student performance of clinical procedures and scope of practice.
- Practices according to ethical, legal, and professional standards.
- Maintains accurate documentation of student progress in the clinical setting.

## **3. Creates positive learning environment**

**Advocates for and fosters an inclusive and supportive learning environment for nursing students.**

- Demonstrates integrity and fairness when working with students in clinical settings.
- Develops respectful and trusting relationships with students to promote a safe learning environment.
- Articulates that students' knowledge and skill development is progressive and individual.
- Engages in critical self-reflection of personal biases.
- Applies learning strategies that reflect individual students learning needs.
- Navigates challenging situations while adhering to academic and practice agency guidelines.
- Recognizes and addresses an unsafe and unsupportive learning environment.

## **4. Clinical Instructing in Nursing Practice**

**Applies key theoretical principles of clinical instructing in nursing practice**

### **4.0 All settings**

- Liaises and builds positive relationships with partner agencies.
- Utilizes the learning objectives to guide clinical activities.
- Utilizes effective debriefing skills to support a safe environment and to promote learning.
- Utilizes constructive strategies to address common clinical learning challenges.

### **4.1 Group Setting**

- Creates appropriate patient/client assignments in the clinical setting.
- Leads and facilitates engaging and meaningful pre-clinical and post-clinical conferences.
- Develops a structure for each day and communicates with staff on the unit.
- Recognizes and addresses individual learning needs and challenges.
- Sets priorities according to the learning needs of the different learners.

- Facilitates the development of reflective practice and accountability in the learner.

#### 4.2 Preceptored dyad

- Supports the preceptor in working alongside the learner.
- Manages distance supervision of multiple learners and multiple sites effectively.
- Sets priorities when communicating with preceptors, learners, and agencies.
- Follows academic guidelines for communicating with the preceptor dyad.

### 5. Evaluates clinical competence in nursing practice

#### **Assesses and evaluates nursing students' clinical knowledge, skills, judgement and clinical performance**

- Uses purposeful, skillful, and respectful questioning to assess the learner's preparation prior to providing nursing care.
- Uses a variety of methods to observe, collect, and analyze nursing students' level of clinical knowledge and skills throughout a clinical placement.
- Understands the difference and importance of providing formative and summative feedback.
- Follows academic guidelines for providing formative and summative feedback to students.
- Provides timely and effective feedback to students that facilitates their progress in meeting the course objectives.
- Identifies and addresses common challenges of clinical instructing including addressing the student at risk of failing, unprofessionalism, and inadequate preparation.
- Develops and implements learning plans with students to address knowledge, skills, and judgment gaps and/or performance issues in collaboration with the course faculty.

## About the CCCI Examination

### Eligibility Requirements to Write the CCCI Exam

The requirements for eligibility to write the CCCI Exam are as follows:

1. The candidate must be a regulated nurse with a current licence in their jurisdiction
2. The candidate must have successfully completed the Canadian Clinical Instructor Certificate Program

OR

1. The candidate must be a nurse with a current licence in their jurisdiction
2. The candidate must hold, at minimum, a baccalaureate degree
3. The candidate must have a minimum of three years of clinical instructing experience
4. The candidate must have completed professional development courses in clinical education

## Nondiscrimination

CASN makes every effort to remove the possibility of discrimination of candidates based on age, gender, race, sexual orientation, citizenship, disability, or other factors. Each candidate's eligibility is evaluated based on the abovementioned criteria, which are independent of these identifying factors.

The online multiple-choice question format helps to mitigate the possibility of discrimination in marking.

For information regarding accommodation requests, please see the section "Special Accommodations for Candidates" below.

## Exam Blueprint

There are 100 multiple-choice, independent questions covering six competency categories:

- |   |                      |
|---|----------------------|
| 1. Clinical Nursing Instructor Role         | 20%-25% of questions |
| 2. Ethical Principles and Legal Obligations | 10%-15% of questions |
| 3. Creates Positive Learning Environment    | 15%-20% of questions |
| 4. Acute Care Setting                       | 10%-15% of questions |
| 5. Public Health and Community Setting      | 10%-15% of questions |
| 6. Evaluate Clinical Knowledge              | 20%-25% of questions |

All questions are scored as correct or incorrect.

## Proctors

Proctoring for the CCCI Exam is done through online proctors (ProctorU) organized by Meazure Learning. Candidates will receive a booking link to select their preferred timeslot to write the exam one week after registration has closed. More information about online proctoring can be found here: <https://meazurelearning.wistia.com/medias/x8sicg86fm>.

## Preparing for the examination

### Recommended References

Melrose, S., & Perry, B. (Eds.). (2022). *Clinical Teaching in Canadian Nursing*. Canadian Association of Schools of Nursing.

Oermann, M., Shellenbarger, T. & Gaberson, K. (2017). *Clinical Teaching Strategies in Nursing* (5<sup>th</sup> ed.). New York, NY: Springer Publishing Company, LLC.

### Sample Questions

The correct answer is in **bold**.

### Sample Question 1:

As a clinical instructor in acute care you notice that your student appears to be confidently preparing IV vancomycin for a patient but is making gross errors. As you consider how you will respond, you plan to incorporate the five principles of providing feedback into your approach. This will include which of the following:

- a. Meeting with the student following the clinical placement to review what was wrong with the IV preparation.
- b. Providing positive reinforcement regarding the student's ability to complete this course.
- c. Providing clear information on the use of the pharmacy IV medication guide that the student referenced.
- d. **Giving immediate verbal and visual feedback about safe administration of IV vancomycin.**

### Sample Question 2

Which of the following is the most important consideration in selecting clinical assignments for students?

- a. Students' need for continued exposure over time
- b. **Individualized learning needs of students**
- c. Staffing needs of the clinical placement unit
- d. Resources of the clinical placement unit

## Applying for the examination

Potential applicants must complete the online registration form.

It is the responsibility of the applicant to ensure all information and supporting documents are submitted, that the information provided is accurate, and that all deadlines are met. The eligibility requirements listed above must be met.

The application will be considered complete when all requested documentation has been supplied, the form is accurately completed, and the application fee has been submitted.

### Fees

CCCI Examination	
Initial Testing	\$450
Retest	\$450
CCCI Recertification	\$150



## Verification

CASN staff will verify the information on the application to ensure the eligibility requirements have been met. All information will be kept confidential.

## Special Accommodation for Candidates

If a disability prohibits you from taking the examination under standard conditions, you may request a special accommodation as part of your online application. Please include a letter formally requesting accommodation, specifying the accommodation you require, and a letter from a professional (physician, psychologist, therapist, counsellor, nurse) who is able to provide a formal diagnosis and specific guidelines for the accommodation required. Once your application has been processed, staff from CASN will contact you to discuss special arrangements.

# Examination Administration

## Scheduling an Examination

There is a two-day examination-writing window, twice per year, during which writers must complete the exam.

Once registered, candidates will be sent a booking link through which they may select their preferred time to take their exam during the two-day window. Should you require technical assistance, it is only available during regular business hours (8:00 am – 7:00 pm Eastern). If you require support during the testing window please contact [testingsupport@meazurelearning.com](mailto:testingsupport@meazurelearning.com) and copy CASN at [certification@casn.ca](mailto:certification@casn.ca).

One week prior to the exam, access to an online exam tutorial will be sent to you. Please review the tutorial prior to writing your exam to familiarize yourself with the functionality and administration of the exam. It is recommended that you review the demo on the computer on which you will be taking the exam. Please note that it is recommended that candidates write the exam using Google Chrome or Firefox web browsers. Other web browsing applications may work but cannot be guaranteed.

## Missed Appointments and Cancellations

The exam fee includes a \$100 non-refundable administrative fee.

If you withdraw more than 7 days prior to the exam, contact CASN at [certification@casn.ca](mailto:certification@casn.ca). Staff will confirm your withdrawal and send you information on how to reapply. There will be no additional fee to the non-refundable administrative fee.

If you withdraw less than 7 working days before the exam you will be charged a \$75 late withdrawal fee in addition to the \$100 administrative fee.

To withdraw from the exam less than 7 working days before the exam window for compassionate reasons (illness, family emergency, etc.) you will not be charged the late fee. You will need to provide written verification (physician's note) within 10 days of your scheduled exam date.

## Taking the Examination

The CCCI examination is coordinated by an exam provider and is administered using online software.

### Examination Restrictions

- No personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other non-religious head coverings), bags, coats, books, and/or notes, pens or pencils are allowed in the testing room.
- No additional time will be added to the writing time if the exam writer chooses to take a break.
- Exam writers cannot leave the testing room during the exam writing time without supervision of the invigilator.

### Confidentiality of Examination Questions

All examination questions are the property of the Canadian Association of Schools of Nursing. It is forbidden to copy, reproduce, record, distribute, or display the examination questions by any means.

### Misconduct

During the examination, the following actions will be considered misconduct and will result in your application being terminated:

- Using books, papers, notes, calculators, or electronic or audio-visual devices including organizers, iPods, pagers, phones, or other recording devices
- Speaking or communicating in any form with another exam writer
- Purposefully exposing your responses to another exam writer
- Looking at the responses of another exam writer
- Removing or attempting to remove or copy exam material from the exam writing spot
- Failing to follow the directions of the invigilator
- Attempting to record examination questions or make notes
- Attempting to take the examination for someone else
- Attempting to tamper with the computer
- Attempting to access the internet or other reference material

## Denial, Suspension, or Revocation of Your Certification Credential

Your CCCI credential will be denied, suspended, or revoked by the Certification Board where there is evidence of any of the following:

- Cheating on a certification exam.
- Sharing exam questions or answers following the exam.
- Misrepresenting personal certification status.
- Submitting documentation that is not true or not accurate.
- Misrepresenting personal qualifications.
- Engaging in other similar, dishonest practices.

## Following the Examination

### Scoring and Report

You will receive confirmation of your examination results from CASN within 60 days of the exam date. A pass mark is set using a modified Angoff method and statistical analysis is done to ensure the pass mark is fair and reliable. Please note that candidates will only be informed whether they were successful or not, and not of a specific score. Results will be emailed to you followed by a certificate in the mail.

### Requests for Hand Scoring

The examination scoring is via computer-based testing (the computer instantly records the response provided by the candidate) and hand scoring is not relevant. No hand scoring will be provided.

### Candidates Who Pass the Examination

Candidates who pass the examination will receive official notification via email and information on the appropriate use of the designation Canadian Certified Clinical Instructor™ (CCCI). They will also receive a certificate and a CCCI pin.

### Candidates Who Do Not Pass the Examination

Candidates who do not pass the examination will receive official notification and documentation of their performance from the exam administrator upon request. Candidates who are not successful on the examination may apply to rewrite the examination at the next examination window. Exam fees will apply. Candidates are eligible to write the exam up to three times.

### Confidentiality

Any information collected through the application and verification process will be kept confidential except in instances where the law requires disclosure of facts. Information about candidates for testing and

results are considered confidential. Studies or reports on examination process and results will contain no information identifiable with any candidate unless authorized by the candidate.

## Certification Renewal

CCCI certification lasts for five years. To renew your CCCI certification after five years, you may either rewrite the exam or provide CASN with an e-portfolio consisting of, at minimum, one component from each of the following areas:

### Personal teaching philosophy

- Your teaching and learning philosophy statement.

### Practice

- Sample teaching strategy you have implemented into your clinical teaching.
- Sample of a planned pre/post clinical conference.
- Sample of your management of unsuccessful student performance.
- Sample of an evaluation process you have used.

### Professional Development

- A minimum of 15 hours of ongoing professional development activities (annual recertifications, webinars, conferences, workshops, retreats, lunch-and-learns, reviewing research articles, etc.) related to clinical teaching and/or nursing education.

Applications for certification renewal will be reviewed. Applications must be submitted by November 1 of the year of certification expiry.

## Policies

### Examination Appointment Changes

The examination window is two-days long and examination times can be changed within the window, with the agreement of the exam administrator.

### Authorized use of CCCI™

The use of the CCCI credential is limited to individuals who have been successful on the examination and continue to meet the requirements for renewal of the certification.