



Exam Booklet

Canadian Certified Clinical
Instructor Examination

CASN
ACESI 

Table of Contents

Exam Booklet	1
Certification Examination	1
General Information	4
Purpose of Canadian Certified Clinical Instructor (CCCI) Certification	4
Goal of the CCCI Certification	4
Clinical Instructor Field of Nursing	4
Scope of the CCCI Certification Examination	4
About the CCCI Examination	7
Eligibility Requirements to Write the CCCI Exam.....	7
Nondiscrimination.....	7
Exam Blueprint.....	7
Proctors.....	8
Preparing for the examination.....	8
Recommended References	8
Sample Questions	8
Applying for the examination	9
Fees	9
Verification.....	9
Special Accommodation for Candidates	9
Examination Administration	9
Scheduling an Examination.....	9
Missed Appointments and Cancellations	10
Taking the Examination.....	10
Examination Restrictions	10
Confidentiality of Examination Questions	10
Misconduct	11
Denial, Suspension, or Revocation of Your Certification Credential	11
Following the Examination	11
Scoring and Report.....	11
Requests for Hand Scoring.....	11

Candidates Who Pass the Examination	12
Candidates Who Do Not Pass the Examination	12
Confidentiality.....	12
Certification Renewal.....	12
Policies	13
Examination Appointment Changes	13
Authorized use of CCCI™	13

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 six competencies.

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

Indicators

- Recognizes that the clinical instructor role is an educational role that requires the effective use of teaching and learning principles and strategies.
- Articulates the need for clinical instructors to understand the curriculum and how the objectives of the clinical course align with the curriculum.
- Articulates a clear understanding of the objectives and assessment modalities of the clinical course.
- Recognizes that the clinical instructor's role is to facilitate the student's 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 agency.
- Collaborates effectively with faculty in the delivery of a clinical course.
- Describes the responsibilities of the clinical instructor in preparing the student for a clinical practice setting.
- Collaborates effectively with the service agency's administration and staff when teaching nursing students.
- Differentiates between the role of the preceptor, the practice nurse and the clinical instructor.

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

Indicators

- Articulates key ethical principles that guide clinical instructing including respecting the confidentiality of student, patient and agency data, and demonstrating fairness and integrity.
- Models the integration of ethical principles and ethical care delivery to students and guides students in ethical care delivery.
- Practices according to ethical, legal and professional standards of the profession.
- Understands and respects policies and processes for evaluating and grading students, as well as the appeals processes of the educational institution.
- Identifies relevant resources for clinical instructors.

3. Creates a positive learning environment for nursing students

Indicators

- Collaborates with students to establish respectful and supportive relationships.
- Facilitates student learning through mentorship and coaching.
- Explains how a clinical practice course is a learning experience and that students' knowledge and skill development is progressive
- Identifies personal biases and avoids premature judgements regarding students' performance.
- Utilizes effective communication strategies when interacting with agency and partner organization staff, patients/clients, and families to create a supportive environment for student learning.
- Describes diverse teaching and learning styles, adult education principles, the development of a lesson plan, and self-directed learning approaches.
- Applies learning strategies that reflect adult education principles, facilitates self-directed learning, and takes into account students' learning styles.

4. Applies key theoretical principles of clinical instructing in acute care settings

Indicators

- Utilizes the learning objectives of the clinical course to support student learning.
- Describes key considerations that guide effective patient assignments in an acute care setting.
- Integrates best practices in leading pre-clinical and post-clinical conferences.
- Describes a typical day instructing students and the clinical learning activities that facilitate students' progress in meeting the course objectives.
- Provides timely and effective feedback to students that facilitates their progress in meeting the course objectives.
- Assesses students' comprehension and knowledge acquisition in the clinical setting.
- Sets priorities when working with multiple learners of varying abilities.
- Utilizes constructive strategies to address common clinical learning challenges.
- Facilitates the development of learner reflexivity.

5. Applies key theoretical principles of clinical instructing in public health and community settings

Indicators

- Liaises with community resources and agencies.
- Utilizes best practices in conducting group learning sessions to facilitate meeting course objectives.
- Manages distance supervision of multiple learners and multiple sites effectively.
- Sets priorities when communicating with preceptors, learners and agencies.
- Explains and justifies the selection of site visits vs telephone support vs email support.
- Utilizes constructive strategies to address common clinical learning challenges.

6. Analyzes and evaluates nursing students' clinical knowledge and skills

Indicators

- Uses a variety of methods to observe and analyze nursing students' level of clinical knowledge and skills throughout a clinical placement.
- Questions students respectfully and skillfully to assess preparation and knowledge.
- Identifies common challenges of clinical instructing that need to be addressed including the underperforming or failing student, behavioral and/or ethical issues among students, and inadequate or inappropriate preparation for clinical practice.
- Recognizes and responds to differences in learning pace and styles.
- Applies constructive strategies that enable positive learning experiences and outcomes in response to common student issues during a clinical placement.
- Develops and monitors learning plans for students to address knowledge gaps and/or performance issues.
- Assesses potentially problematic behaviors of students during a clinical placement and addresses these in a timely and constructive manner.

- Formulates an evaluation of the students' achievement of the learning objectives of the clinical course.
- Utilizes effective communication strategies to deliver evaluation results to students in a supportive and respectful manner.

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 registered nurse with a current licence in their province or territory
2. The candidate must have successfully completed the Canadian Clinical Instructor Certificate Program

OR

1. The candidate must be a registered nurse with a current licence in their province or territory
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 CCNE Exam is done through online proctors organized by Yardstick Assessment Strategies (YAS). Candidates will be able to select their timeslot to write the exam one week after registration has closed.

More information about online proctoring can be found here: <https://www.getyardstick.com/online-proctoring-faq/>.

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* (5th 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	Applicant from CASN member school	Other applicants
Initial Testing	\$325	\$375
Retest	\$325	\$375
CCCI Recertification	Applicant from CASN member school	Other applicants
	\$125	\$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.

Writers will be sent a booking link through which they may select their preferred time to take their exam during the two-day window. It is unlikely that you should need technical assistance; however, please note that 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 and copy CASN at 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. 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, pages, 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 if you engage in any of the following activities:

- Falsifying any information requested in the certification process
- Misrepresenting your CCCI certification status
- Cheating on the CCCI exam
- Disclosing exam questions or responses, in whole or in part, in any form or by any means (oral, written, electronic, on the internet, or on any social media platforms)

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 and evidence of ongoing professional development activities related to teaching.

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.

Commitment to continuing competence

- Attendance at conferences, workshops, retreats relevant to clinical instructing and/or nursing education.
- Bibliography of relevant research articles read.

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.