PRACTICAL NURSE COLLABORATIVE CURRICULUM

KEYANO COLLEGE

COURSE OUTLINE

PN 211
NURSING FOUNDATIONS III:
ACUTE CARE: SURGICAL

Fall 2020

October 7, 2020 - December 5/2020

INSTRUCTOR: Sam Ledrew

NURSING FOUNDATIONS III:
ACUTE CARE SURGICAL
Course Outline

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COURSE OUTLINE

CALENDAR STATEMENT/COURSE DESCRIPTION

NURSING FOUNDATIONS III: ACUTE CARE: SURGICAL *Semester III

This practice course provides the learner with clinical experience as a member of the health-care team in providing safe, holistic, and evidence-informed nursing care to clients and families in an acute-care environment following the standards of practice for a practical nurse. This course includes instructor-supervised clinical practice on an acute-care surgical unit and, in combination with Nursing Practice II, meets the program requirements of placement in an acute-care setting.

Pre-requisites: All first year courses
Pre- or Co-requisite: PN 200 Nursing Foundations III

COURSE HOURS

TOTAL HOURS: 155   CREDITS: 4

INSTRUCTOR INFORMATION

Instructor: Sam Ledrew   Email: Sam.Ledrew@keyano.ca

Office Hours: By appointment

GENERAL LEARNING OUTCOMES

Upon successful completion of this course, the learner will meet the following outcomes:
1. Model professional attitudes, judgments and ability in the practice setting.
2. Apply the concepts of healthy living to maintain personal and professional well-being in the practice setting.
3. Integrate concepts from the arts, sciences, social sciences and nursing foundations into a developing professional practice.
4. Describe the role of the practical nurse and interdisciplinary team in providing medical-surgical nursing care to the adult client.
5. Perform appropriate client assessments, interpret the significance of findings and identify priority nursing diagnosis related to medical-surgical nursing care for the adult client in the practice setting.
6. Plan safe, effective, competent and holistic medical-surgical nursing care for the adult client based on analysis of available data and evidence-informed practice guidelines in the practice setting.
7. Perform safe, effective, competent and holistic medical-surgical nursing interventions to optimize adult client strengths, achieve expected health outcomes, and promote wellness in the practice setting.
8. Evaluate the outcomes resulting from nursing and healthcare interventions, and adjust priorities and the plan of care as required in the practice setting.
9. Apply knowledge of documenting, reporting, and recording of pertinent client information.
10. Communicate effectively and accurately, and work collaboratively with the interdisciplinary team, instructors and classmates in the practice setting.
11. Demonstrate appropriate therapeutic communication techniques to establish the nurse-client relationship in the practice setting.
12. Apply principles of teaching and learning and health promotion to medical-surgical nursing care and to client teaching.
13. Integrate knowledge of self-regulation, critical inquiry and clinical judgment, leadership, cultural competence, teamwork, reflection, and continuous learning and competency development into developing practice.
14. Apply knowledge of governing regulation/legislation and ethics related to the provision of medical-surgical nursing care.
15. Integrate research findings that support evidence-informed practice in the delivery of medical-surgical nursing care and in the acute care setting.
16. Contribute to a culture of safety within the practice settings as it relates to medical surgical nursing

Instructional Methods

This is a supervised clinical practice course. The course activities will include nursing care of assigned clients in the acute-care setting. Other activities may include nursing rounds (conferences), professional development activities, and discussions. These activities provide the opportunity for learners to learn with and from others in the nursing practice setting.

The course emphasizes pre-clinical preparation, participation in nursing care of clients, and post-clinical reflection and review. You are expected to take an active part in clinical discussions and take responsibility for your own learning. The instructor's role is to supervise nursing practice and to facilitate learning.

PRACTICAL NURSING PROGRAM POLICIES

Please refer to Keyano College Practical Nurse Handbook for specific Practical Nursing Program policies and to Keyano College Calendar for general College policies.

Please review the Keyano College Nursing Program Policy on Clinical Attire, which is outlined in the student handbook. The following are required items for clinical: nametag, health centre ID, watch, penlight, black pen, bandage scissors and stethoscope.

LATE POLICY FOR ASSIGNMENTS

Assignments not submitted on the day and time specified will incur a 5% deduction per day including weekends. This will be applied each day until the assignment is received by the instructor. Students can submit assignments by e-mail on weekends, but must provide a paper copy on the first day following the weekend.

SPECIALIZED SUPPORTS

Accessibility Services (CC260) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop-in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

OVERVIEW OF LEARNING EXPERIENCES

CLINICAL PRACTICE

In order to pass PN 211:   Acute Care Surgical, students must demonstrate safe, knowledgeable, ethical nursing practice, professional behavior, and complete the specified learning experiences. See **APPENDIX A** for Clinical Standard Practices

Components of this experience will include:

1. A scheduled nursing practice experience each week on the Surgical Unit clinical setting. Clinical practice will take place on **October 7/2020-December 5/20** Clinical rotation will include eight (8) and twelve (12) hour day shifts each week. (Please see timetable). Client research will take place on the day prior to the scheduled shift. Please see timetable for dates and times.

2. Research will prepare the student to provide safe, knowledgeable, ethical care and is essential to successful completion of this course.

3. Complete research on assigned client(s) including a detailed plan of care consisting of nursing diagnosis, goals, interventions and rationale for intervention. If caring for a client for more than one day, update the research and nursing care plan on each successive day with the client. Plan of Care for clients are to be submitted to the instructor for review following pre-conferences.   See **APPENDIX B** for Student Experience Guidelines for Instructor Supervised Practice

    Please Note: If you are not prepared for clinical practice, you will be asked to leave the unit, this includes not having a plan of care completed on your assigned client(s).

4. Perform initial and ongoing assessments on all assigned clients.

5. Document client care on draft for review by the instructor prior to documenting in the client's chart.

6. Complete the Reflective Journaling Assignment to demonstrate written reflection of nursing practice.

If a student is absent from the clinical setting due to illness the following must occur:
- The student will contact their assigned unit;
- The student will contact The Nursing Office at 791-4889 and leave a message;
- The individual instructor will advise students if and how they wish to be contacted, including the number; and
- The Instructor may advise the student to contact the Keyano College Nurse at 791-4808.

Please Note: Students not following these requirements will be considered absent without leave and abandoning their patients this may result in clinical failure

If the student is absent from the clinical setting for other reasons:
- The student will contact their assigned unit;
- The student will contact the Nursing Office at 791-4889 and leave a message; and
- The individual instructor will advise students if and how they wish to be contacted, including the number.

OVERVIEW OF COURSE ASSESSMENT

Clinical practice courses are graded as **PASS** or **FAIL**.

To receive credit in Nursing Practice III: Acute Care II Practice (Surgical), the learner must complete all course requirements which includes one written care plan assignment, reflective journaling and a passing grade on the final evaluation. A passing grade means that the student was able to satisfactorily meet all expectations in the course. Course credit will not be given if only parts of the course have been completed.

DISTRIBUTION OF MARKS

WRITTEN ASSIGNMENTS		
Reflective Journaling	Written reflection of nursing practice	**Pass/Fail**
CLINICAL PRACTICE EVALUATION		
	Integration of nursing knowledge and application of nursing skills. Learner must satisfactorily meet all evaluation expectations.	**Pass/Fail**
	Total	**Pass/Fail**

PASSING LEVEL AND GRADING SCALE

This is a nursing practice course. A learner must be proficient in the integration of nursing theory and application of nursing skills in a practice setting.

Learners must receive a **pass** grade on the written assignment and successfully demonstrate nursing skills in the nursing practice setting to receive a passing grade.

Refer to the Practical Nurse Program Handbook for information regarding grading scale, extensions, and other program standard practices.

Important Additional Information

All students must have the following prior to attending any nursing practice course:

• Up-to-date immunizations

• Criminal Record Check completed within the last 3 months

• Basic Life Support for Health Care Providers course (BLS) recognized by the Alberta Heart and Stroke Foundation or CPR Level C or Level 3 First Aid

• Some colleges may also require a WHMIS certificate. (See your Student Handbook for details)

Note to all learners: It is the learner's responsibility to retain course outlines for possible future use in support of applications for transfer credit to other educational institutions.

COURSE ASSESSMENT

1.   Reflective Practice

Self-reflection is a requirement for continuing competency of the practical nurse. The purpose of this assignment is to assist you to reflect on your nursing practice. Through reflective practice you will demonstrate self-reflection by recognizing your own learning, goals, strengths and areas for improvement.

You will submit reflections in each of the nursing practice courses. These submissions are a requirement of this course and must achieve a satisfactory rating to receive a **pass**. Use the following to guide your reflective journaling. Attached is a marking guide that will be used by your instructor to evaluate your submissions.

Reflective Journaling

Due Date: Weekly following clinical rotation

GUIDELINES

• The reflective journal will be reviewed by the instructor. Due dates for submission will be determined by your instructor.

• The journal may be handwritten but must be legible.

• Submission format may vary based on instructor preference or clinical group decision (i.e., may be done through online discussions, group discussion, with the use of concept maps or traditional journaling).

• The journal must be completed as assigned in order to receive a **PASS** grade in the course.

• See **APPENDIX C** for marking guide.

Description

Choose a significant situation or event that occurred this week in clinical practice.

- Describe this situation in detail, relating it to your own practice.
- What was going on? What happened?
- How did the client, family or staff respond? (Use only initials to maintain confidentiality.)
- What was your role in this situation?

Reflection

Reflect on the situation as it happened.

- What were your feelings and thoughts about the situation?
- What did you do? How did you feel about what you did? Why?
- What were the important elements of the event? What preceded the event and what followed it?

Analysis

Analyze the situation.

- What went well? What did you find difficult?
- Integrate what is known from nursing theory and related courses. Use your nursing textbooks or other professional resource to interpret this situation and expand your understanding of the event.
- Identify the course learning outcomes that apply to this situation. What have you learned?
- How does this experience compare to other situations in which you have been involved?

Evaluation

Evaluate the situation.

- What did you learn from this situation?
- What would you do differently in the future?
- What should you be aware of if this situation occurs again?

Your instructor will read the entries and write comments to help focus and guide you throughout your practice. The entries will remain confidential.

Student Evaluation

TBA

Student Assessment/Evaluation

Assessment of your performance is based on satisfactory preparatory work and successful delivery of client care. Throughout these clinical practice courses, your instructor will provide you with both verbal feedback and written feedback (anecdotal notes) on your clinical performance. Feedback will be provided on a weekly basis. Feedback may be provided more frequently if required. These notes are used to support comments and performance ratings of your midterm and final evaluations.

Student concerns should be discussed directly with the instructor if the outcome is unsatisfactory. If necessary, concerns can be submitted in writing to the program supervisor, and a copy must be given to the instructor.

The clinical practice evaluation will be completed by your instructor. You will be given a written midterm and final evaluation. Each evaluation will be discussed with you during a meeting with your instructor. See **APPENDIX D** for Expectations of Students

Students must consistently meet minimal safe practice. Examples of minimal safe practice are as follows:
The student:

• Is punctual for all scheduled clinical activities (pre/post conference, report)

• Can discuss assigned client's pathophysiology and related symptoms in his/her own words

• Correctly selects a high-priority nursing diagnosis and discusses at least two interventions that are supported by evidence-based practice

• Demonstrates correct medication and intravenous administration including calculations and safe dosages; can communicate actions, side effects, and nursing implications

• Demonstrates beginning psychomotor skills appropriate to practice setting

• Maintains asepsis and standard precautions

• Reports to appropriate parties (RN, instructor, preceptor) regarding all client care and changes in client condition

• Documents in a timely manner and according to current nursing practice within the practice setting

• See **APPENDIX E** for marking guide for Nursing Practice Student Evaluation.

CODE OF ETHICS

CLPNA Competencies

The following CLPNA competencies are learned during the Nursing Practice I course:

- A: Nursing Knowledge

- B: Nursing Process

- C: Safety

- D: Communication and Interpersonal Skills

- E: Nursing Practice

- F: Respiratory care

- G: Surgical Nursing

- H: Orthopedic Nursing

- I: Neurological/Neurovascular Nursing

- J: Cardiovascular Nursing

- L: Pediatrics

- N: Emergency Nursing

- O: Gerontology Nursing

- P: Palliative Care

- Q: Rehabilitation

- S: Clinic Based Nursing

- T: Occupational Health and Safety

- U: Medication Administration

- V: Infusion therapy

- W: Professionalism

- X: Licensed Practical Nurse role

Refer to www.clpna.com for references

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar. The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

• Plagiarism or the submission of another person's work as one's own;
• The use of unauthorized aids in assignments or examinations (cheating);
• Collusion or the unauthorized collaboration with others in preparing work;
• The deliberate misrepresentation of qualifications;
• The willful distortion of results or data;
• Substitution in an examination by another person;
• Handing in the same unchanged work as submitted for another assignment; and
• Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and

show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

Specialized Supports

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30.
The Library has evening and weekend hours. Please check keyano.ca/library for current hours.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Academic Success Coaching: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano.
Academic.success@keyano.ca is the best way to access resources during virtual service delivery.

Wellness Services: offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person during the fall semester. For library service supports and inquiries, please email askthelibrary@keyano.ca.

Individual support with the Information Librarian will be provided virtually. Appointments can be requested by email or by placing a Book a Librarian request using the online form found here.

Research and Subject Guides are helpful resources when conducting research or addressing your information needs. To view a subject or course specific guide, use the following Subject Guides link

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the Research Help Library page.

Skill Centre: provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study space. Tutoring services are **free** to Keyano students. Tutoring is available for Math, Writing, English, and Science subject areas.

While most courses are being offered online, the Skill Center will be offering mostly virtual tutoring services and in-person sessions as requested. Please email Skill.centre@keyano.ca to get in contact with our tutoring staff.

For the most up to date information on how to book a tutoring session, please view the Keyano Skill Centre homepage.

E-Learning

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements for Fall 2020.

Internet Speed

Minimum Internet speeds of 5 Mbps.
Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with Fast.com.

System requirements:

Microsoft Windows	Apple
Minimum Requirements: A Windows 10 **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software	**Minimum Requirements:** A Macintosh (V10.14 and above) **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software.
Recommended Requirements · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download	**Recommended Requirements** · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office
Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers. A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.	

Specific department requirements:

Business and OA programs require Windows 10.
Other programs may utilize Windows based tools as well.

Computer Software

Students will be able to get access to Microsoft Office 365 for Free using Keyano Credentials by clicking here.

Recording of lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

ITS Helpdesk
If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

REQUIRED TEXTS

Required Textbooks and Resources

Primary Texts

Day, R.A., Paul, P., Williams, B., Smeltzer, S.C., & Bare, B.G. (2009). *Brunner and Suddarth's textbook of Canadian medical-surgical nursing* (3rd ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.

Kelly, P. & Quesnelle, H (2013). *Nursing Leadership and Management*(3rd edition). Nelson Education

Nursing Practice II: Acute Care 1 (Medical) Clinical Guide. (PNCC, 2019)

Potter, P.A., & Perry, A.G. (2019). *Canadian fundamentals of nursing* (6th ed. Rev.). Ross-Kerr, J.C., & Wood, M.J. (Canadian ed.). Toronto, ON: Elsevier.

Other Required Resources

Drug guide or online drug guide such as Medline Plus:
http://www.nlm.nih.gov/medlineplus/druginformation.html

Medical dictionary or online medical dictionary such as Medline Plus:
http://www.nlm.nih.gov/medlineplus/mplusdictionary.html

CLINICAL STANDARD PRACTICES

Overview

It is your responsibility to adhere to the following standard practices for the Practical Nurse Program. Please familiarize yourself with them and refer to them throughout the program.

DRESS CODE STANDARDS

You are expected to adhere to the dress code standards for the clinical area as outlined in the Practical Nurse Program Handbook.

ATTENDANCE

You must report illness or reasons for inability to attend clinical practice to your instructor/preceptor prior to your assigned shift. You are expected to adhere to the attendance standards for the clinical area as outlined in the Practical Nurse Program Handbook.

DOCUMENTATION OF CLIENT CARE

Documentation must follow agency policies, and instructor and unit expectations where you are practising.

ENSURING CLIENT SAFETY

If your actions result in an actual or potential violation of client safety, you may be removed from the clinical area and may fail the course. Your progress in the program will be outlined in a learning improvement plan. Examples of safety violations are included in the Practical Nurse Program Handbook.

LEARNING IMPROVEMENT PLAN

If you are experiencing difficulty meeting the identified course outcomes and expected behaviours at any time, a case conference involving you, your instructor, and a counsellor may be called. A learning improvement plan will be initiated as per the Practical Nurse Program Handbook.

A learning improvement plan includes:

- Identification of problem

- A specific action plan required if you are to overcome the problem
- A timeframe for the problem to be resolved and evaluated

REPORTING WHEN LEAVING THE UNIT

When leaving the unit for breaks or at the end of the shift, you must report your leaving to the buddy nurse (a staff member also assigned to care for the client) and your instructor in an instructor-supervised practicum.

WORKPLACE INJURY

If you are injured or exposed to a blood-borne pathogen on the premises of the college or at a clinical agency, it is your responsibility to inform your instructor/preceptor as soon as possible. The protocol of the agency where the injury occurs will be followed. As reporting forms are time sensitive, it is essential that the injury be reported as soon as possible. Your instructor or preceptor will have the necessary WCB and Blood-Borne Pathogen forms. You may also be required to complete agency-specific reporting forms.

STUDENT EXPERIENCE GUIDELINES FOR INSTRUCTOR-SUPERVISED PRACTICE

Attendance

You are expected to make every effort to be present and on time for every clinical shift. Missed days may make it impossible for the instructor to complete an evaluation of your performance. If the instructor is unable to evaluate your performance due to poor attendance, you will not pass the course.

Preparation for Clinical Assignments

Client safety is the highest priority. You are expected to come prepared for each clinical practice experience. If you are unprepared, you will be removed from the clinical area and marked absent for that clinical shift. A learning improvement plan will be put in place outlining the expectations and importance of preparing for assignments, and to address implications to professionalism, legalities, and client safety.

You are required to conduct your research in the clinical area on your assigned client prior to start of shift. You are responsible for reviewing the nursing skills that you will be required to perform during client care.

For all Nursing Practice courses, client research must be prepared in writing and brought with you to the clinical area.

Assignments/Team Responsibilities

- Research your assigned clients.
- Using the nursing process and the nursing metaparadigm, provide holistic, competent nursing care to assigned clients.
- Inform the instructor of learning needs.
- Seek learning experiences and opportunities to practise nursing skills, within appropriate scope of practice.
- Ask the instructor to directly supervise any nursing skills.
- Modify nursing skills according to agency policies and procedures as required.
- Perform only those nursing skills that are within the student role of the Practical Nurse Program.
- Consult with the instructor when unsure of any aspects of client care.
- Report any significant changes in the client's condition to appropriate staff and your clinical instructor.
- Document pertinent client information according to unit policy and routine.
- Collaborate with members of the health-care team in providing client care.

Performance of Skills

You are expected to adhere to the skill performance standards for the clinical area as outlined in the Practical Nurse Program Handbook.

Documentation of Client Care

At the beginning of the clinical practice course, you may be required to submit a draft of your documentation to your clinical instructor to check before it is entered on the client's record. Documentation of all medications that you have administered is a requirement.

Pre- and Post-Conferences and Nursing Rounds

You are expected to attend all pre- and post-conferences and nursing rounds. A pre-conference is a meeting between the instructor and students at the start of the clinical shift. At this time, you will be able to address questions and concerns, and identify when the instructor will be available to supervise skills or provide assistance with client care. The instructor will check the research sheets, nursing care plans, and organizational plans. The instructor must ensure that you are prepared to provide safe client care.

A post-conference, or nursing rounds, is a meeting of the instructor and the students, usually at the end of the clinical shift. It provides an opportunity to reflect on your practice by reviewing the day's activities, asking questions, discussing concerns, dealing with feelings and accomplishments, discussing progress, identifying and sharing significant learning, reorganizing or clarifying the next day's plans, and/or attending in-service sessions.

Appendix C
ACUTE CARE II SURGICAL
Marking Guide for Reflective Practice-Assignment 1

Student: _____   Date: _____

Instructor: _____

CRITERIA	SATISFACTORY PERFORMANCE	UNSATISFACTORY PERFORMANCE (REQUIRES FURTHER DEVELOPMENT, EXPLORATION)
Description • The event/situation is described, in detail, related to your practice		
Reflection • Identified how you felt during the situation • Discussed actions taken • Reflected on the events leading up to and after the situation		
Analysis • Identified positive and negative aspects • Supported analysis with nursing knowledge • Identified learning outcomes related to the situation/learning • Included comparison to other situations		
Evaluation • Described what you learned from this situation • Discussed application to future practice		
Presentation • Organized, legible • Spelling and grammar appropriate		

Comments:

EXPECTATIONS OF STUDENTS

Knowledge

1. Consistently prepares for client care:
    a. Client research
    b. Care plan
    c. Organizational plan

2. Actively involves the client in the plan of care to promote independence

3. Demonstrates a holistic view of diverse clients by incorporating spiritual, physiological, psychosocial, cultural, and developmental aspects to care

4. Applies knowledge of the nursing metaparadigm in the development of nursing care plans

5. Applies research and evidenced-based care in the practice setting

Nursing Process and Critical Thinking

1. Performs and documents assessments of the client

2. Prioritizes needs of the client

3. Formulates nursing diagnoses from the assessment data

4. Collaborates with client and family to identify SMART goals related to each nursing diagnosis

5. Performs nursing interventions and provides rationale for each nursing intervention professionally, safely, accurately, and in a timely manner

6. Evaluates client's progress towards established goals, and modifies care plan and nursing care appropriately

7. Questions and analyzes data to make sound decisions

8. Adapts to changes in health, client and/or environment

Professionalism

1. Maintains a professional appearance and behaviour

2. Consistently meets attendance, punctuality, and notification requirements

3. Maintains confidentiality

4. Takes accountability and responsibility for actions and decisions

5. Adheres to the following:
    a. Scope of practice
    b. Standards of Practice
    c. CLPNA competencies
    d. Code of Ethics
    e. Agency policy

Communication

1. Follows verbal and/or written direction
2. Reports pertinent data to appropriate persons following established lines of communication
3. Charts pertinent data sequentially, legibly, accurately, and completely; follows agency policy; uses correct medical terminology
4. Contributes to group discussions and team conferences in a positive manner
5. Utilizes therapeutic communication skills with clients at all stages of the life cycle
6. Accepts and utilizes constructive feedback
7. Takes action to resolve conflicts, using appropriate communication skills
8. Plans, implements, and evaluates client/family teaching based on client needs and learning abilities

Safety

1. Recognizes, reports, and manages situations in which the safety and well-being of client, self, coworkers and others are compromised
2. Verifies and clarifies orders, decisions or actions made by interdisciplinary team members
3. Seeks clarification and assistance as needed

Reflective Practice

1. Identifies and shares learning needs (instructor, preceptor, supervisor, peers)
2. Accesses learning resources applicable to learning needs
3. Implements actions to improve performance
4. Demonstrates reflective practice, verbally and/or in writing

Leadership

1. Demonstrates leadership abilities, including the ability to:
    a. Problem-solve and take appropriate action
    b. Delegate when appropriate
    c. Advocate for the client and profession
    d. Contribute to the interdisciplinary team
    e. Influence positive change
2. Demonstrate the attributes of a leader, including
    a. Competence
    b. Integrity
    c. Ethics
    d. Honesty and respect for others

Nursing Practice Student Evaluation

Student: _____Clinical Faculty: _____

Site/Facility: _____From: _____   To: _____

Days Absent: _____Older Adult ☐   Adult ☐   Pediatrics ☐

Final Mark_____**Diversity:** Gender ☐   Ethnicity ☐   Chronicity ☐

Performance Ratings:

OP	**Outstanding Performance:** Consistently, skillfully, and with early and progressive independence is able to meet all objectives
SAT	**Satisfactory Performance:** With limited guidance is able to meet all clinical objectives
ID	**In Development:** Applies principles for safe practice, requires further development of skill
UNSAT	**Unsatisfactory Performance:** Is inconsistent in meeting clinical objectives
N/A	**Not Applicable** For use when the criteria being assessed is not applicable to the student/situation

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
KNOWLEDGE										
• Consistently prepares for client care	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Client research	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Care plan	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Organizational plan	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Actively involves the client in the plan of care to promote independence	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Demonstrates a holistic view of diverse clients by incorporating spiritual, physiological, psychosocial, cultural, and developmental aspects to care	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Applies knowledge of the nursing metaparadigm in the development of nursing care plans	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Applies research and evidenced-based care in the practice setting	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
Comments:										

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
NURSING PROCESS AND CRITICAL THINKING										
• Performs and documents assessments of the client	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Prioritizes needs of the client	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Formulates nursing diagnoses from the assessment data	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Collaborates with client and family to identify SMART goals related to each nursing diagnosis	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Performs nursing interventions and provides rationale for each nursing intervention professionally, safely, accurately, and in a timely manner	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Evaluates client's progress towards established goals, and modifies care plan and nursing care appropriately	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Questions and analyzes data to make sound decisions	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Adapts to changes in health, client and/or environment	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
Comments:										
PROFESSIONALISM										
• Maintains a professional appearance and behaviour	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Consistently meets attendance, punctuality, and notification requirements	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Maintains confidentiality	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Takes accountability and responsibility for actions and decisions	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Adheres to the following:										
o Scope of practice	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Standards of Practice	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o CLPNA competencies	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Code of Ethics	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Agency policy	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
Comments:										
COMMUNICATION										
• Follows verbal and/or written direction	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Reports pertinent data to appropriate persons following established lines of communication	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Charts pertinent data sequentially, legibly, accurately, and completely; per agency policy; uses correct medical terminology	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Contributes to group discussions and team conferences in a positive manner	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Utilizes therapeutic communication skills with clients at all stages of the life cycle	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Accepts and utilizes constructive feedback	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Takes action to resolve conflicts, using appropriate communication skills	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Plans, implements, and evaluates client/family teaching based on client needs and learning abilities	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
Comments:										
SAFETY										
• Recognizes, reports, and manages situations in which the safety and well-being of client, self, coworkers, and others are compromised	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Verifies and clarifies orders, decisions or actions made by interdisciplinary team members	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Seeks clarification and assistance as needed	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
Comments:										
REFLECTIVE PRACTICE										
• Identifies and shares learning needs (instructor, preceptor, supervisor, peers)	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Accesses learning resources applicable to learning needs	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Implements actions to improve performance	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
• Demonstrates reflective practice, verbally and/or in writing	❏	❏	❏	❏	❏	❏	❏	❏	❏	❏
Comments:										

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
LEADERSHIP										
• Demonstrates leadership abilities, including the ability to:	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Problem-solve and take appropriate action	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Delegate when appropriate	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Advocate for the client and profession	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Contribute to the interdisciplinary team	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Influence positive change	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
• Demonstrate the attributes of a leader, including:	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Competence	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Integrity	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Ethics	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑
o Honesty and respect for others	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑

EXPECTATIONS	MIDTERM					FINAL				
	OP	SAT	ID	UNSAT	N/A	OP	SAT	ID	UNSAT	N/A
Comments:										

Midterm Evaluation

Date: _____

INSTRUCTOR COMMENTS:

Strengths:

Areas Requiring Improvement:

STUDENT COMMENTS:

SIGNATURES:

Instructor: Student:

_____   _____
                 Print Name   Print Name

_____   _____
                 Signature   Signature

Final Evaluation

Date: _____

INSTRUCTOR COMMENTS:

Strengths:

Areas Requiring Improvement:

STUDENT COMMENTS:

SIGNATURES:

Instructor: Student:

_____   _____
                 Print Name   Print Name

| _____ | _____ |
| Signature | Signature |