

**NURSING FOUNDATIONS VIII: TRANSITION TO PRACTICAL NURSE****3 credits, 45 hours**

This final theory course of the program prepares the student for the final comprehensive placement from student to graduate. The student will explore working within the parameters of a health care organization, labour relations, and the professional association. The student will also learn about power, empowerment, contributing to successful teams, types of management and leadership styles, professional development, continued competence, attaining and maintaining professional licensure, lifelong learning, and quality improvement – all of which contribute to becoming a professional practical nurse in today's health care field

**Instructor****Office Hours****Hours of Instruction**

*45 Hours*

**Required Resources*****Primary Texts***

Kelly, P., & Quesnelle, H. (2016). Nursing leadership and management (3rd ed). Nelson Education Ltd.\

Practical Nurse Collaborative Curriculum. (2013). Nursing foundations VIII: Transition to practical nurse graduate:

***Secondary Texts***

Katsademas, K. (2020). Mosby's comprehensive review for the Canadian PN Exam. Elsevier.

Potter, P.A., & Perry, A.G., (2019). Canadian fundamentals of nursing (6th ed. Rev.). Elsevier.

***CINAHL Databases***

Pinto, S., & Schub, T. (2006). Substance abuse in healthcare professionals. In Evidence-Based Care Sheet series. Glendale

CA: CINAHL Information Systems. Retrieved from CINAHL with Full Text database.

***Optional Resources***

Canada's Testing Company. (2012). The CPRNE prep guide (4th ed.). Ottawa, ON: Author.

Canada's Testing Company. (2012). The CPRNE predictor test. Ottawa, ON: Author

**Course Outcomes**

Upon successful completion of the course, the student shall be able to:

1. Model professional attitudes, judgments and abilities in the classroom setting.
2. Apply the concepts of healthy living to maintain personal and professional well-being and fitness to practice.
3. Integrate concepts from the arts, sciences and social sciences into a professional practice.
4. Apply knowledge of governing regulation/legislation and ethics to professional practice.
5. Develop an action plan for securing employment, a professional resume and a cover letter.
6. Communicate effectively and accurately, and work collaboratively, with classmates and instructors.
7. Demonstrate interview skills through participation in a mock interview.
8. Relate the structure and function of organizations, quality improvement, and risk management to professional practice.
9. Incorporate self-regulation, critical inquiry and clinical judgment, leadership, cultural competence, teamwork, reflection, and continuous learning and competency development into professional nursing practice.
10. Differentiate among professional self-regulation, the professional association, union structure and function, and the implications for practice of each.
11. Apply concepts related to management, team-leading, problem- solving, delegating, and decision-making to the role of the practical nurse.
12. Describe the appropriate and effective use of power, empowerment, authority and motivation.
13. Explain the components of a positive work environment and implications for a leader/manager.
14. Adhere to the College of Licensed Practical Nurses of Alberta and the Canadian Council for Practical Nurse Regulators Standards of Practice and Code of Ethics.
15. Meet temporary licensure requirements and the requirements to write the Canadian Practical Nurse Registration Exam (CPNRE).

**CLPNA Competencies**

The following CLPNA competencies are learned during the Nursing Foundations VI course:

- A: Nursing Knowledge
- B: Nursing Process
- C: Professionalism and Leadership
- D: Communication and Technology
- E: Nursing Practice
- F: Safety
- R: Community Health
- S: Oncology

T: Occupation Health and Safety

### Course Delivery Method

This course is delivered online using Teams.

### Course Assessments

To receive credit in Nursing Foundations VIII: Transition to Graduate, the learner must complete all course requirements, which include three assignments, a mock interview, and a final exam.

Course credit will not be given if only parts of the course have been completed.

The list below contains all graded evaluations and assessments for this course along with due dates and the value of each item towards your final grade.

### Evaluation

THEORY			Exam Date
<b>Assignment 1</b>	Leadership Styles of the Practical Nurse	25%	January 26, 2023
<b>Assignment 2</b>	Preparation for Employment • Mock Interviews • Cumulative Professional Portfolio	20%	January 25, 2023
<b>Assignment 3</b>	Societal Health Issues – Group presentations	20%	January 27, 2023
	Jurisprudence Activity		Prior course ending
<b>Final Exam</b> cumulative; multiple choice	Demonstrate knowledge of all course content	35%	January 31, 2023
<b>Total</b>		<b>100%</b>	

- A minimum overall grade of 1.7 (C–) or 60%

\*\*\*Please note: Students will be notified by the Instructor of any adjustments to the schedule.

This is a theory course. Students must complete all assignments and examinations to receive a final grade. Students will not be allowed to rewrite assignments or exams to raise their grade.

Late assignments will be penalized 5% each 24-hour period (or portion) these are late; based on the original or negotiated extension due deadline. Penalties will be applied up to 25% then a grade of 0 will be assigned.

**Assessment Details:**

***Assignment 1: Leadership Styles***

In this assignment, you will have the opportunity to do the following:

- Research leadership, leadership styles, and methods of assessment of leadership styles in the literature.
- Complete an assessment of your own leadership style.
- Utilize the findings of the assessment to apply to the leadership role of the graduate practical nurse.
- Review and adapt your own philosophy of nursing to include beliefs on leadership.

***Assignment 2: Preparation for Employment***

The purpose of this assignment is for the learner to practice and apply skills required to secure employment in a health-care setting as a graduate practical nurse.

***Assignment 3: Societal Health Issues***

This assignment is an activity wherein groups of students select a contemporary, current, and relevant societal health issue and report on its impact on health of persons, community, or population. The groups will research, plan, and present the seminar to an audience of other students. The audience will provide feedback to the groups of presenters.

***Mock Interview***

The course instructor will schedule a mock interview, either during a face-to-face session or using technology as determined by the instructor.

***Jurisprudence Preparation***

The jurisprudence modules are outline thought out your schedule to ensure completeness before this course is finished. This ensures preparedness as a practitioner to take the jurisprudence exam.

***Final Exam***

Demonstrate knowledge of all course content in this cumulative, multiple choice exam

**Grading System**

**Overview of 4.0 Point Alpha and Numeric Grading System**

Descriptor	Alpha Scale	4.0 Numeric Scale	Percentage
Excellent	A+	4.0	96-100
	A	4.0	90-95
	A-	3.7	85-89
Good	B+	3.3	80-84
	B	3.0	76-79
	B-	2.7	72-75
Satisfactory	C+	2.3	68-71

	C	2.0	64-67
	C-	1.7	60-63
Poor	D+	1.3	55-59
Minimum Pass	D	1.0	50-54
Failure	F	0	0-49

### Proposed Schedule

See the class schedule, topics, and readings as attached.

### **Please Note:**

Date and time allotted to each topic is subject to change.

### **Using LockDown Browser for Online Exams**

This course requires the use of LockDown Browser for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams).

Then download and install LockDown Browser with this link:

<https://ilearn.keyano.ca/course/view.php?id=28874#section-7>

To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF)

Finally, when taking an online exam, follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test

LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

### **Performance Requirements and Student Services**

#### **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](http://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. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented through a model to respond to the restrictions in force at the time. In-person and virtual services will be offered. 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 College is closed for statutory holidays. If you require support outside of regular business hours, please inform the support service team, and we will do our best to accommodate your needs.

**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 supports and to book an appointment, please contact [accessibility.services@keyano.ca](mailto: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](mailto:accessibility.services@keyano.ca)

**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. Students may access services virtually and in-person.

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

Individual appointments can be made by emailing [wellness.services@keyano.ca](mailto: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 online and in-person throughout the semester. For a detailed list of library supports and services, go to [www.keyano.ca/library](http://www.keyano.ca/library). For all inquiries, please email [askthelibrary@keyano.ca](mailto:askthelibrary@keyano.ca) or chat with us online.

Begin your research with the [Library's FIND page](#). Search for information and sources for your assignments using the OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with us is available. For support with citations, research and other information needs, appointments can be booked using the online [Book A Librarian Calendar](#). For support with Moodle, educational tools for assignments, Microsoft Office, Zoom, Teams and more, book an appointment using the online [Educational Technology Support Calendar](#).

Research and subject guides are helpful resources when beginning your research, assignment, using new educational technology, or addressing other information needs. To view a subject or course-specific guide, check out the complete listing of online [Subject Guides](#).

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

The Loanable Technology collection is available to support students in their learning pursuits, whether online, in person or both. Items available for borrowing include mobile projectors, webcams, noise-cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing as well as support available, go to the Library's [Loanable Technology webpage](#).

**Academic Success Centre:** The Academic Success Centre is a learning space in the Clearwater Campus (CC-119) at Keyano College. Students can gather to share ideas, collaborate on projects, get new perspectives on learning from our Academic Content Specialists, or use the Centre's educational resources. The Academic Success Centre provides academic support services to students registered in credit programs at Keyano College in the form of individual tutoring, writing support groups, facilitated study groups, workshops, and study space. Services are **free** to Keyano students.

Academic Content Specialists are available in the areas of Math, Science, Human Services, and English/Humanities. This covers all courses offered at Keyano. The Academic Success Coach can also be found in the Academic Success Centre.

For the most up to date information on how to book a session, please view [the Keyano Academic Success Centre homepage](#).

**Academic Integrity:** The goal of the Academic Success Centre is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Centre to visit with any of our Academic Content Specialists to discuss their academic concerns.

**Availability:** Monday to Friday: 8:30 a.m. – 4:30 p.m. Flexible times may be available upon request. Virtual and in-person sessions, please email to get in contact with our Academic Content Specialists. For the most up to date information on how to book a session, please view the [Academic Success Centre homepage](#).

**Academic Success Coach:** 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](mailto:Academic.success@keyano.ca) is the best way to access resources during blended service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

### **E-Learning**

Technology and internet will impact your online learning experience. It's important that you can watch an online video and other course materials, take online quizzes and participate in a live class with your instructor and other students. Live/virtual classes will be hosted in Microsoft Teams or Zoom.

For all course delivery types, you will access your course resources on Keyano's learning management system, **Moodle (iLearn)**. Login in using your [Keyano username and password](#).

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.

### **Internet Speed**

Minimum Internet speeds of 10 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with [Fast.com](http://Fast.com).



**System requirements:**

Microsoft Windows	Apple
<p><b>Minimum Requirements:</b></p> <p>A Windows 10 <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software</li> </ul>	<p><b>Minimum Requirements:</b></p> <p>A Macintosh (V10.14 and above) <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software.</li> </ul>
<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· 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 using your Keyano email for free.</li> </ul>	<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· 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 using your Keyano email for free.</li> </ul>
<p>Chromebooks are <b>not</b> recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

**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 share, distribute, or publish any of the lectures or course materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

**ITS Helpdesk**

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