Practical Nurse

Fall 2022

PN 155: Nursing Foundations I: Introduction to Nursing 3 credits

TOTAL HOURS:	**60**
LECTURE:	45
LAB/ SEMINAR:	15

Course Description

This is the first nursing theory course of the diploma practical nurse program, and in it several concepts and processes are introduced. These concepts are further developed and applied throughout the diploma practical nurse program. The theory course introduces the learner to nursing by exploring health care in Canada, the history of nursing, and evolving role of the practical nurse. Values, ethics, legalities, and legislation that affect nursing practice in Alberta are also introduced. The learner will relate the roles and responsibilities of the practical nurse to the direction of the professional association and standards of nursing practice. The nursing metaparadigm and nursing theory are explained as major concepts in nursing. Students are introduced to the holistic approach to client centred care. Critical thinking and critical inquiry skills are developed as the student applies nursing knowledge to the delivery of quality, safe nursing care.

Pre-requisites: None

Pre- or Co-requisite: ANPH 100, ANPH 101, PN 103, PN 158

Instructor

Name: Kayla Hayter

Office number: CC187B

Phone number: 780-791-8908

Email: kayla.hayter@keyano.ca

Office Hours

The instructor is available for student consultation in office by appointment from Monday to Friday. Please contact your instructor at the email above or contact the Nursing Office at (780) 791-4889 to arrange a time.

Hours of Instruction

Please see the timetable

Textbooks and Resources
Primary Text

- Kelly, P., & Quesnelle, H. (n.d.). *Nursing Leadership and Management* (3rd ed, Canadian Edition). Nelson Education.

- Astle, B. J., Duggleby, W., Potter, P. A., Perry, A. G., Stockert, P. A., & Hall, A. M. (2019). *Canadian fundamentals of nursing* (6th ed.). Elsevier Canada.

- Gulanick, M. & Myers, J. L. (2017). Nursing care plans: Diagnoses, interventions & outcomes (10th ed.). St. Louis, MO: Elsevier

- Gray Morris. *Calculating with Confidence.* Toronto, ON: Eslivier.

Internet and Supplemental Test Resources

Alberta Health Services. (2009). *Putting on (donning) personal protective equipment (PPE) for contact and modified droplet precautions*. Retrieved from www.albertahealthservices.ca

Alberta Health Services, & Workplace, Health & Safety. (2010). *It's Your Move: Safe Client Handling Program.* Edmonton, AB: Author

Canadian Nurses Association. (2000). *Factsheet: The primary health care approach*. Retrieved from www.cna-nurses.ca

Canadian Nurses Association. (2004).*Position statement: Promoting cultural competence in nursing.* Retrieved from http://www2.cna-aiic.ca/CNA/documents/pdf/publications/PS114_Cultural_Competence_2010_e.pdf

Canadian Patient Safety Institute. (n.d.).*Fact sheet 1: The need for better hand hygiene*. Retrieved from http://www.handhygiene.ca/English/Resources/Pages/Fact-Sheets.aspx

Canadian Patient Safety Institute. (n.d.).*Fact sheet 2 – If hands could talk*. Retrieved from http://www.handhygiene.ca/English/Resources/Pages/Fact-Sheets.aspx

College of Licensed Practical Nurses of Alberta.(2009). *CLPNA vision, mission, mandate*. Retrieved from www.clpna.com/AboutCLPNA/VisionMissionMandate/tabid/57/Default.aspx

College of Licensed Practical Nurses of Alberta.(2015). *Code of ethics and standards of practice*. Retrieved from
http://www.clpna.com/Portals/0/Files/doc_CLPNAEthics-Standards.pdf

College of Licensed Practical Nurses of Alberta. (2010). *History of Alberta LPNs*. Retrieved from
http://www.clpna.com/AboutCLPNA/HistoryofAlbertaLPNs/tabid/61/Default.aspx

Government of Alberta (n.d.).*Adult guardianship and trusteeship*. Retrieved from
www.seniors.alberta.ca/opg/guardianship/

Government of Alberta. (2010). *Changes to protection for persons in care act*. Retrieved from www.seniors.gov.ab.ca

Government of Alberta.(2009). *FOIP guidelines and practices. Chapter 1 – Purposes and scope of the FOIP act*. Retrieved from
www.servicealberta.ca/foip/documents/chapter1.pdf

Government of Alberta.(2010). *Health Information Act*. Retrieved from
www.health.gov.ab.ca

Government of Alberta.(n.d.).*Health Professions Act: Licensed practical nurses profession regulation*. Retrieved from www.health.gov.ab.ca

Government of Alberta.(n.d.).*Personal directives*. Retrieved from www.seniors.gov.ab.ca

Government of Alberta. (2010). *Understanding enduring power of attorney*. Retrieved from justice.alberta.ca/programs services/public trustee/Documents/UnderstandingEnduringPowerAttorneyRA.pdf

Government of Alberta. (2008). *Worker's guide: Occupational Health and Safety act*. Retrieved from www.alberta.ca

Government of Canada. (2010).*What determines health?* Retrieved from www.phac-aspc.gc.ca/ph-sp/determinants/index-eng.php

Health Canada.(2009). *Workplace health*. Retrieved from www.hc-sc.gc.ca/index-eng.php

Pfizer, Inc. (2003). *Eradicating low health literacy: The first public health movement of the 21st century*. Retrieved from
www.aameda.org/MemberServices/Exec/Articles/sum03/EradicatingLowHealthcareLiteracy.pdf

Registered Nurses Association of Ontario.(2006). *Best practice guideline: Client-centred care*. Retrieved from http://rnao.ca/bpg/guidelines/client-centred-care

Workers Compensation Board Alberta. (2008). *Back to basics: A guide to good back health*. Retrieved from http://www.backactive.ca/pdfs/Back_to_Basics_English_Nov_2010.pdf

CINAHL Databases:

McCance, T., Slater, P., & McCormack, B. (2008).Using the caring dimensions inventory as an indicator of person-centred nursing. *Journal of Clinical Nursing, 18, 409-417,* doi: 10.1111/j.1365-2702.2008.02466.x

Smith, M. & Segal, R. (2011).*Stress management: How to reduce, prevent, and cope with stress.* Retrieved from helpguide.org/mental/stress_management_relief_coping.htm CINAHL® Plus with Full Text.

Tourville, C., & Ingalls, K. (July–Sept 2003). The living tree of nursing theories.*Nursing Forum* 38(3), 21–31.

Zyblock, M., (2010) Nursing Presence in Contemporary Nursing Practice. *Nursing Forum,* 45(2), 120-124.doi: 10.1111/j.1744-6198.2010.00173.x

General Learning Outcomes

Upon successful completion of this course, the learner will meet the following outcomes:

1. Model professional attitudes, judgements and ability in the classroom and lab settings.

2. Apply the concepts of healthy living to maintain personal and professional well-being and fitness to practice in the classroom and lab settings.

3. Integrate concepts from the arts, sciences, social sciences and nursing foundations into a developing professional practice.

4. Describe appropriate communication techniques to establish, promote, and maintain a therapeutic relationship with clients and the interdisciplinary health care team.

5. Apply knowledge of documenting, reporting, and recording or pertinent client information to basic nursing.

6. Communicate effectively and accurately and work collaboratively with instructors and classmates.

7. Describe the evolution of Canada's health-care system.

8. Describe the historical and contemporary roles and responsibilities of the practical nurse as a member of the interdisciplinary health- care team.

9. Explain how nursing knowledge and nursing practice are developed through nursing theory, nursing research, evidence-informed practice, and critical thinking.

10. Explain how the nursing metaparadigm, theories, principles, and concepts from nursing and other professional disciplines contribute to holistic nursing practice.

11. Describe how the nurse-client relationship is fundamental to nursing practice

12. Examine the nursing process as a critical-thinking method of organizing and delivering nursing care.

13. Demonstrate the steps of the nursing process through the development of a nursing care plan.

14. Relate professionalism in nursing to values, ethics, and professional standards.

15. Relate the concepts of self-regulation, critical inquiry and clinical judgement, leadership, cultural competence, teamwork, reflection and continuous learning and competency development to professional nursing practice

16. Describe the legislation and legal standards that govern the professional practical nurse.

17. Contribute to a culture of safety within the classroom and lab settings.

18. Demonstrate safety practices related to standard precautions and body mechanics.

19. Use research and research findings to support a developing evidence-informed practice.

Topics:

1. Students will work through *10 Units* in the classroom. Units to be covered in Nursing Foundations I:

     Unit1: Health Care in Canada

     Unit 2: The History of Nursing

     Unit 3: Development of Nursing Knowledge

     Unit 4: Holistic Approach to Nursing Care

     Unit 5: The Nurse-Client Relationship

     Unit 6: The Nursing Process

          Topic 6.1: Nursing Process

          Topic 6.2: Client Assessment

          Topic 6.3 Nursing Diagnosis

          Topic 6.4: Planning of Goals and Interventions

          Topic 6.5: Implementation

          Topic 6.6: Evaluation

     Unit 7: Professionalism and Leadership

     Unit 8: Legal Aspects of Nursing Practice

Unit 9: Legislation Governing the LPN Role

Unit 10: Culture of Safety in Health Care:

2. Students will participate in 1 *Lab & 4 Seminars*.

Labs:

Hand Hygiene, Standard precautions, Client Safety

Seminars:

Application of Nursing process

Values and Ethics

CLPNA Competencies

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

A: Nursing Knowledge

B: Nursing Process

C: Safety

D: Communication and Interpersonal Skills

E: Nursing Practice

W: Professionalism

X: Licensed Practical Nurse Leadership Role

All students must practice in a manner that is consistent with:

- The CLPNA Code of Ethics and Standards of Practice (2015)

- Refer to www.clpna.com for reference

Course Delivery Method
This course is delivered in person.

Course Assessments
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.

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THEORY			DATE
Midterm Exam multiple choice	Demonstrate knowledge of course content for Units 1–5	25%	Oct. 6th
Assignment 1	Application of Nursing Concepts and Nursing Process to Self	20%	Oct. 27th
Assignment 2	Development of Professional Portfolio Part 1- E- Portfolio Setup (5%) Part 2 – E-Portfolio Development (10%)	15%	1. Sept. 22nd 2. Nov. 24th
Final Exam cumulative; multiple choice	Demonstrate knowledge of course content Units 1-10	40%	TBA
Total		100%	

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

Assessment Details:

Assignment 1: Using Nursing Concepts and the Nursing Process to Develop a Nursing Care Plan

As scheduled by the instructor, complete the assignment and submit it to your instructor by the specified date. In this assignment, you will develop a nursing care plan using the nursing concepts and the nursing process. This assignment contributes **20%** towards the final course grade.

Assignment 2: Professional e-Portfolio Development

As scheduled by the instructor, complete the assignment and submit it to your instructor by the specified date. In this assignment, you will create a professional e-portfolio. This assignment contributes **15%** towards the final course grade.

The learner is expected to maintain and enhance the Professional e-Portfolio begun in Nursing Foundations I during each Nursing Foundations course.

The purpose of a cumulative Professional Portfolio is to develop documentation you can use to secure employment in a healthcare setting as a graduate practical nurse.

Midterm Exam

This is a multiple-choice exam that contributes **25%** toward the final course grade. It covers course information from Unit 1 through Unit 5. The exams will be on Moodle and supervised in the classroom or online as directed by your instructor.

Final Exam

This is a cumulative, multiple-choice exam that contributes **40%** toward the final course grade. It covers all course information from Unit 1 through Unit 10. The exams will be on Moodle and supervised in the classroom or online as directed by your instructor.

Attendance and Participation Requirements

    Attendance

- Although attendance to Keyano classes in encouraged, attendance is not mandatory.

- Attending class gives you an opportunity to discuss your ideas and concerns, to ask specific questions to clarify understanding, and to share resources.

- You are responsible for all materials missed. If the lesson has been recorded, you should listen to the recording; if not recorded, you should with your classmates or Instructor to find out what has been missed.

- If you are taking this course asynchronously, you are responsible to complete all activities posted on moodle

- It is a good idea to check moodle at the beginning of each week to ensure you are aware of all expectations for that week ahead.

    Penalties Assignments

- **ALL** assessments must be successfully completed in order to complete the course. For example, a student cannot choose to <u>not</u> complete an assignment.

- All assessments must be handed in by the time and date set forth by the instructor and outlined in the Course Schedule (below), unless previous arrangements for a negotiated extension has been made with the instructor.

- 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.

- Exceptions can be made for extreme extenuating circumstances at the discretion of the Program Chair.

• Requests for supplemental assessments/grade appeals must be made within 5 business days of receiving your grade.

• No assignments will be accepted after the final examination.

Exams

• Exams are scheduled well in advance so you will have time to schedule around these important dates. If you miss a scheduled quiz or exam without prior notice, you will be given a zero on that exam. You are expected to keep track of all exam dates and times.

• If you have a legitimate reason to reschedule, and the instructor is informed in advance, a new date may be established to accommodate you.

• Quizzes and exams each have a time limit and includes all content included in the Course Schedule. The student must be quite familiar with the content to complete the tests within the time frame allowed. Students are advised to arrange for invigilation (if needed) early to avoid any exam writing issues.

• Supplemental exams **<u>may</u>** be granted for midterm and final exams only at the discretion of the Program Chair.

• Requests for supplemental exams/grade appeals must be made within 5 business days of receiving the grade.

• The mark awarded for the supplemental attempt will not exceed the minimum passing mark for the course, despite the score on the supplemental attempt.

Grading System

This is a combined theory and lab course. A student cannot pass this course by being proficient in theory but not proficient in the integration of nursing theory and application of nursing skills in a laboratory setting.

Students must successfully demonstrate nursing skills learned in this course in the lab setting during guided practice. They will also practise giving feedback and participating in reflective practice during the lab sessions. Lab participation is mandatory in order to pass the course and commence the clinical.

To receive credit for Nursing Foundations III: Medical/Surgical Nursing, a student must achieve each of the following:

- A minimum overall grade of **60% GPA (1.7)**

- A **Pass** in the guided lab component

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

Course Schedule

Week	Dates	Topics
Week 1	Aug 31-Sept 2	Unit1: Health Care in Canada
Week 2	Sept 7-Sept 9	Unit 2: The History of Nursing
Week 3	Sept 12-Sept 16	Unit 3: Development of Nursing Knowledge *Med Math: Fractions*
Week 4	Sept 19-Sept 23	Unit 4: Holistic Approach to Nursing Care **Assignment #2: Part 1** *Med Math: Decimals*
Week 5	Sept 26-Sept 30	Unit 5: The Nurse-Client Relationship *Med Math: Ratios and Proportions* Midterm Review
Week 6	Oct 3- Oct 7	**Midterm Exam**
Week 7	Oct 11-Oct 14	Unit 6: The Nursing Process *Med Math: Percentages*
Week 8	Oct 17-Oct 21	Unit 7: Professionalism and Leadership *Med Math: Metric, apothecary, household and other systems*

Week 9	Oct 24 – Oct 28	Unit 8 Legal Aspects of Nursing Practice
		Med Math: Converting within and Between Systems
		Assignment #1 Due
Week 10	Oct 31 – Nov 4	SEMINAR: Application of Nursing Process
Week 11	Nov 7 – Nov 11	No PN 155 Classes: Reading Week/Remembrance Day
Week 12	Nov 14 – Nov 18	Unit 9: Legislation Governing the LPN Role
		Med Math: Additional conversions useful in the healthcare setting
Week 13	Nov 21 – Nov 25	Unit 10: Culture of Safety in Health Care
		Assignment #2: Part 2 Due
Week 14	Nov 28 – Dec 2	**Course Review**
		SEMINAR: Values and Ethics
		Final Exam: TBA

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. 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.

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

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 throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For any inquiries, please email askthelibrary@keyano.ca.

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

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the Book A Librarian online form.

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage here.

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 online learning pursuits. 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, go to the library's Loanable Technology webpage.

Skill Centre: Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email Skill@keyano.ca to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

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

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. [mailto:academic.success@keyano.camailto:accessibility.services@keyano.caAcademic.success@keyano.ca](mailto:academic.success@keyano.ca) is the best way to access resources during virtual 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 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.

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:	Minimum Requirements:
A Windows 10 **computer/laptop**	A Macintosh (V10.14 and above) **computer/laptop**
· Minimum 4GB of RAM.	· Minimum 4GB of RAM.
· 10GB+ available hard drive storage.	· 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.	· 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.	· Microphone, webcam and speakers. A headset with a microphone is recommended.
· System updates must be regularly installed.	· System updates must be regularly installed.
· Anti-Virus / Anti-Malware software	· Anti-Virus / Anti-Malware software.
Recommended Requirements	**Recommended Requirements**
· 8GB of RAM	· 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 using your Keyano email for free.	· 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.

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 share, distribute, or 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 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 or calling 780-791-4965.