UNIVERSITY OF ALBERTA
COLLABORATIVE BACCALAUREATE
NURSING PROGRAM
KEYANO COLLEGE

COURSE SYLLABUS

NURSING 395

NURSING PRACTICE VI

January 5 to February 19, 2016

Instructors:
Kortnie MacDougall BScN, RN, MN (In patient)
Tania Lysak RN, BScN, MN (Community)
Karen Biggar RN, BScN (Community)
CALANDAR STATEMENT:
NURS 395 Nursing Practice VI *7 (fi 14) (either term, 0-3s-28c in 7 weeks).
Practice focuses on restoration, rehabilitation and support (including health promotion and
disease prevention) of clients across the life-span who are experiencing more acute variances in
health. Practice occurs in homes, acute care settings, or in community-based settings.
Prerequisites: NURS 151, 291, 294, 295. Pre- or co requisite: NURS 390.

COURSE HOURS:  LEC: 0    SEM: 21    LABS: 7    CLINICAL: 189

COURSE DESCRIPTION:
This clinical course will provide students with the opportunity to assess community as client, and
to work with clients experiencing mental health issues. Students will continue to incorporate
health promotion, and all levels of prevention in nursing practice with clients, families, groups
and/or aggregates. Nursing practice over a continuous block of time will occur in various
community and/or acute care settings.

LEARNING OUTCOMES:

LEVELS OF INDEPENDENCE
In evaluating objectives, the following levels of independence will be used:
  With assistance: The student requires direction and information.
  With minimal assistance: The student requires occasional direction and information.
  With guidance: The student requires clarification, prompting and confirmation.
  With minimal guidance: The student requires occasional clarification, prompting and
  confirmation.
  Independently: The student works mostly on his or her own and seeks information,
clarification and consultation as appropriate.
  Direction: Clinical instructor tells the student what to do, about what steps to take.
  Information: Clinical instructor tells the student specifics about a concept or topic.
  Clarification: Clinical instructor, through questioning and feedback, assists the student
to state their information in a different and clearer way, often with more details. The
student asks questions to increase their understanding; questions asked demonstrate a
sound knowledge base.
  Prompting: Clinical instructor provides the student with a cue that answer is incomplete
or incorrect and how to resolve the lack of information. A prompt is broader than a
hint. Prompting is generally used to add breadth or depth.
  Confirmation: Clinical instructor provides positive feedback for correct information and
direction provided by the student.
Consultation: The student provides clinical instructor with information and/or direction and asks specific questions about the information or direction which the instructor confirms.

Occasional: Indicates that input is provided by clinical instructor now and then.

Students are responsible to familiarize themselves with Graduate Competencies and Year Outcomes relevant to Nursing 395. This document serves as the basis for the evaluation of students’ clinical practice. These can be found in the Keyano College Student Handbook 2015-2016.

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

- CARN A Practice Standards for regulated Members (2013) and all other CARN A standards
- The CNA Code of Ethics for Registered Nurses (2008)

In addition to maintaining competency with previous learning outcomes, upon completion of Nursing 395, the nursing student will be able to:

1. Demonstrate, with minimal guidance, the process of self-directed learning, critical thinking, and context-based learning in a variety of community and/or acute care settings.

2. Demonstrate, with guidance, the ability to practice in accordance with Year 3 competencies, as described in the Keyano College Student Handbook 2015-2016.

3. Demonstrate, with minimal guidance, the ability to manage restoration, rehabilitation, and support activities for clients experiencing mental health issues, in a variety of community and/or acute care settings.

4. Demonstrate, with minimal guidance, the ability to provide evidence-based, competent nursing care to clients experiencing more acute variances in health, in a variety of community and/or acute care settings.

5. With guidance, assess the mental health needs of the community as client.

6. Demonstrate the ability to integrate knowledge into clinical practice.
INSTRUCTOR GENERAL INFORMATION

Instructor: Kortnie MacDougall BScN RN MN
Office: S109-E
Phone: 780-791-2686
Email: Kortnie.macdougall@keyano.ca
Office hours: Contact for appointment

Instructor: Tania Lysak RN BScN MN
Office: Nursing Office 187E
Phone: 792-5630 (w)
Email: tania.lysak@keyano.ca
Office hours: Contact for appointment

Instructor: Karen Biggar RN BScN
Office: 187F
Phone: 792-8906 (w)
Email: karen.biggar@keyano.ca
Office hours: Contact for appointment

REQUIRED TEXTBOOKS


NURSING PROGRAM POLICIES

Please refer to Keyano College Nursing Program Student Handbook for Specific Nursing Program policies and to Keyano College Calendar for general College policies.

Please see College Calendar for an overview of the Student’s Rights, Responsibilities, Student Misconduct and Discipline, and the Student Appeal Process.

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.

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.

Students with Disabilities:
It is the College’s goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please contact Disability Services immediately at 780-791-8934 to establish reasonable accommodations.

Overview of Evaluation

1. Nursing Practice
   Self-Evaluation of Nursing Practice: (ENP) 60%

2. Mental Health/Illness Exam 40%

4. Medication Administration Safety Screen Pass/Fail

Total 100%

SEMINARS
Please see your timetable for seminar dates. The focus of these seminars will be topics related to course content and provide an opportunity to meet individually with the Instructor. These seminars are mandatory unless there is a specific requirement of your community agency that can only be met on that day. During the orientation to Nurse 395, the Instructor will provide further details regarding seminars.

LABS
1. Mental Status Assessment:

   Demonstrate a full mental status assessment for a client with a mental illness
   • Students are to review lab on Mini Mental Status Assessment
   • During orientation information will be shared with students related to beginning assessment of individuals with mental illnesses.
   • During the week of orientation, information on suicide and other related illnesses will be presented. In addition, appropriate interventions for assessment will also be discussed.
• Utilize the collected assessment data to develop a focused learning plan.

b. Describe the essential components of a mental status assessment and outline immediate nursing interventions.

  • This will be discussed during the orientation of N395 and the acute care clinical orientation.

c. Describe how to maintain personal and co-worker safety when intervening with clients with mental illness.

  • Prior to the beginning of students’ acute care mental health experience consideration will be given to concepts of basic personal safety. This will be covered in the acute care orientation.

2. Mental Health Diagnosis

View and discuss presentation of different signs and symptoms of mental illness as well as diagnosis specific communication.

PLEASE NOTE:

In order to successfully pass Nursing 395, students must (a) demonstrate safe, knowledgeable, and ethical behaviors expected of a professional in all nursing practice, lab, home and or community visit experiences (b) complete all the specified learning experiences and assignments.
1. Nursing Practice (60%)

   Acute Care Clinical Experience
   Community Experience

   a. In order to pass Nursing 395, a student must receive 15/24 on the Evaluation of Nursing Practice (ENP) of the mental health experience.

   The student will be responsible to complete a weekly reflection of their experience and insights that week, with the exception of the final ENP. These can be emailed or given directly to your respective instructor, depending on if the student is in a community agency or on the acute care inpatient unit.

   A written summative final evaluation will be completed for each student. Each student is expected to bring a completed reflective self-evaluation to the final evaluation. PLEASE DO NOT SIMPLY REGURGITATE THE ENP TERMINOLOGY. Students are to come to their nursing practice evaluation with a detailed self-reflection of how they met the LEARNING OUTCOMES. This reflection should include examples and evidence from the literature. Ensure your reflection includes how behaviors expected of a professional were demonstrated in the community and acute care clinical experiences.

   Statements should also reflect on any feedback that has been received. In addition, the student will assign a mark for this component of their nursing practice experience.

   The instructor’s written evaluation will be added to the student’s self-evaluation. Please see the ENP document for the guidelines.

Please Note: The instructor will immediately inform any student who at any time during the clinical experience demonstrates an unsatisfactory clinical performance that is indicative of clinical failure. To facilitate the progress of a student with failing behaviors, a remedial plan will be developed by the instructor in consultation with the student.

Unsuccessful performance in a clinical course will result in a grade of F regardless of withdrawal date.
Clinical Client Research: Nursing Diagnoses, Goals and Concept Mapping

As a component of the ENP grade, students will be required each week to complete a concept map and two relevant nursing diagnoses and corresponding client goals. **Concepts of primary health care including health determinants will also be included.** Client research is to be submitted to the instructor the first day of clinical and it will be returned each day for revisions based on actual client care. It is the instructor’s expectation that the information will be adequately prepared and documented at the start of each clinical week to serve as a guide for the application of theory to practice. Thus the student should come prepared each week to demonstrate and apply the knowledge they have researched on the client.

**Although this client research is not specifically graded, it does directly relate to the clinical grade.**

Community:

Evaluation of the student in the community setting will be accomplished through observation of the student by the instructor, **weekly reflections by the student** and feedback from the community agency. The clinical hours designated for the community experience is 24 hours per week in the community agency.

A summative evaluation will be done during the last week of the four-week community experience. The student, agency representative and instructor will be in attendance for this evaluation. This self-evaluation will include examples and relevant literature to support statements. Statements will also reflect on any feedback that has been received. Goals for further professional development will also be included. This completed evaluation will be brought to the meeting. An in-depth document related to the nature and expectations of the Community Experience is found on Moodle and will be reviewed by the instructor during the week of orientation.

The Community experience includes an expectation that students will participate in a project that targets an **aggregate** within their respective community agency. The focus on this project is to be on health promotion, disease prevention or a combination of both concepts. Students must consult with the agency and instructor regarding their choice of project. A variety of formats may be used, for example:

- presenting on a selected topic to staff
- carrying out a group activity for clients
- making a poster and doing a presentation
• client teaching.

2. **Mental Health/ Illness Exam (40%)**
   A 100 question exam covering a variety of mental health and illness issues. It is strongly recommended students review their required textbook in preparation for this exam.

3. **Medication Administration Safety Screen (Pass/Fail)**
   Students will have two opportunities to pass the Medication Administration Safety Screen (MASS) exam at the beginning of each clinical course. Failure to pass the MASS exam at the beginning of a clinical course will require the student to withdraw from the clinical course. **Students may drop a course without academic penalty within the first 3/4 of the course start date. Please refer to the Keyano Student Handbook for further clarification of withdrawal dates.**

   Please see the timetable for the date and time of this MASS exam.

   Students will have one hour to complete the exam and the pass mark is set at 90%. Calculators, but no cell phones may be used during the exam process.

**Late 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.

**Statement on Plagiarism:**

All students must complete the Plagiarism/Tutorial Certificate found on Moodle. To locate this information, sign into Moodle and on the left side of the page under student the tutorial can be located.

**Expectations:**

1. Beginning in January 2017, all students must complete this tutorial. The certificate must be shown to the instructor prior to submitting any written assignment. Failure to show the instructor the certificate of completion could result in a late written assignment penalty.

2. If you have completed this tutorial in a University Studies course you can show your instructor the certificate. The tutorial is required to be completed only once during your time at Keyano unless you have left the program and returned.

3. Beginning in September, 2016 all new students must complete the plagiarism tutorial.
**Expectations of Students Writing on-Line Exams:**

1. Students are responsible for accessing the exam from a location and computer of their choice. The student is responsible for discussing any computer/internet issues with the Instructor at least two days prior to the exam date listed on the course timetable.

2. Quizzes and exams are not open book exams. The quiz or exam is to have been studied for prior to the quiz/exam date and is to be completed independently; that is by oneself, not in collaboration with or company of another person or persons. No photos of quiz/exam questions are to be taken via phones.

3. Once the quiz/exam has started, the student will submit their answers immediately before going on to the next question. The student will not be able review/change answers.

4. Students must ensure they have a reliable internet connection.

5. If students are writing from outside Fort McMurray or in another province, it is the students’ responsibility to ensure the time change is adhered to. That is if the exam is to start at 0900 hours Alberta time and is being written in Ontario, then the time to begin the exam is at 1100 hours Ontario time. It is **strongly recommended** that students write within Alberta as Moodle may not be supported outside of the province. Students must seek permission from instructor if writing a quiz/exam outside of the province.

6. Time for online quizzes/exams will be strictly adhered to. For example, if a quiz is for thirty minutes it will be open for exactly thirty minutes. The instructor will let the student know the exact time of the quiz/exam. Fourth year students will have access to the NCLEX prep exam for 60-90 minutes after the exam closes in order for review of rationale to occur for questions they answered incorrectly.

7. No grades will be released until the instructor has had time to review the quiz/exam stats. Once the review has been done, the marks will be released. Review of quiz/exam questions in class will be done at the instructors’ discretion.

8. If any arises during the taking of the quiz/exam, the student is to contact the instructor immediately at the time of the issue.

9. It is the responsibility of each student to be familiar with the contents of the Student Code of Conduct. At the beginning of January 2016, it will be mandatory that all students sign a form identifying they have read/or are familiar with the Student Code of Conduct. First, Second, and Third year students will have read or are familiar with the Keyano College Student Code of Conduct. Fourth year students will identify they are familiar with the University of Alberta Student Code of Conduct. Beginning in September 2017, all new students plus students moving from third to fourth year will be mandated to sign the above form(s).
Nursing Values and Ethical Responsibilities

The core ethical responsibilities central to ethical nursing practice are articulated through the code’s seven primary values and accompanying responsibility statements. See the code to read the responsibility statements connected with each of these seven values.

1. Providing safe, compassionate, competent and ethical care
2. Promoting health and well-being
3. Promoting and respecting informed decision-making
4. Preserving dignity
5. Maintaining privacy and confidentiality
6. Promoting justice
7. Being accountable

Ethical Endeavours

Ethical nursing practice involves endeavouring to address broad aspects of social justice that are associated with health and well-being. These aspects relate to the need for change in systems and societal structures in order to create greater equity for all. The code contains thirteen statements entitled “ethical endeavours” that are intended to guide nurses in their practice.

TO OBTAIN A COPY OF THE CODE OF ETHICS FOR REGISTERED NURSES, VISIT OUR WEBSITE AT www.cna-aiic.ca
UNIVERSITY OF ALBERTA
COLLABORATIVE BACCALAUREATE NURSING PROGRAM:
KEYANO COLLEGE
EVALUATION OF NURSING PRACTICE (ENP)

NURSING 395
2015-2016

STUDENT’S NAME: ________________________________
INSTRUCTOR’S NAME: ______________________________
NUMBER OF ABSENCES: ____________________________
EXCELLENT (4)   VERY GOOD (3.5)   GOOD (3)   SATISFACTORY (2.5)   UNSATISFACTORY (0)

4: **Excellent:**
Student meets the objective at a “Level of Independence” greater than identified on the ENP, all of the time.

3.5: **Very Good:**
Student meets the objective at a “Level of Independence” greater than identified on the ENP guide, the majority of the time.

3: **Good:**
Student meets the objective at a “Level of Independence” greater than identified on the guide some of the time.

2.5: **Satisfactory:**
Student meets the objective at the “Level of Independence” required on the ENP guide.

0: **Unsatisfactory:**
Student fails to meet the objective at the “Level of Independence” required on the ENP guide.

RC= Relevant Competency – Please refer to the Graduate Competencies and Year End Outcomes Condensed Version 2015-2016

“Levels of Independence” are found in Nursing 395 Course Syllabus
Failure in any one of the following six sections will constitute a failure in the course. A student must receive 62.5% (15/24) on the ENP in order to pass the course. Each section is worth 4 marks.

1. PROFESSIONAL RESPONSIBILITY AND ACCOUNTABILITY
2. KNOWLEDGE - BASED PRACTICE
3. ETHICAL PRACTICE
4. SERVICE TO PUBLIC
5. SELF-REGULATION
6. CONTEXT BASED LEARNING
RELATED LEARNING OUTCOME:

Demonstrate, independently or with guidance, the ability to practice in accordance with Year 3 competencies, as described in the document entitled: *Graduate Competencies and Year-End Outcomes Condensed Version*.

<table>
<thead>
<tr>
<th>RC</th>
<th>1. PROFESSIONAL RESPONSIBILITY AND ACCOUNTABILITY</th>
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<tbody>
<tr>
<td>1.3</td>
<td>Independently presents a professional image.</td>
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<tr>
<td>1.3</td>
<td>With minimal guidance, demonstrates accountability for making decisions and the outcomes of those decisions.</td>
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<td>2.3</td>
<td>With guidance, uses effective time management strategies in coordinating care, organizing workload, and setting priorities.</td>
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<tr>
<td>3.3</td>
<td>With guidance, demonstrates the ability to practice safely and within the limits of own competence and knowledge.</td>
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<tr>
<td>1.3</td>
<td>With guidance, demonstrates initiative and responsibility to accurately assess and meet own learning needs and implements learning goals to maximize and or improve nursing care.</td>
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<tr>
<td>3.3</td>
<td>Independently understands and ensures personal, client and colleague safety by practicing within the policies and procedures of the agency/organization.</td>
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</table>

RELATED LEARNING OUTCOMES:

Demonstrate, with guidance, the ability to provide evidence-based, competent nursing care to clients experiencing more acute variations in health, in a tertiary care center.

Demonstrate the ability to integrate knowledge into clinical practice.

Demonstrate, independently, the ability to use advanced therapeutic/interpersonal...
communication skills with patients, staff & peers.

Demonstrate, with minimal guidance, the ability to manage health promotion and prevention activities using advanced skills.

<table>
<thead>
<tr>
<th>RC</th>
<th>2. KNOWLEDGE - BASED PRACTICE</th>
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<tbody>
<tr>
<td>10.3</td>
<td>With guidance, applies a critical thinking approach to nursing.</td>
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<td>5.4</td>
<td>With guidance, identifies, develops and engages in strategies for social and political action.</td>
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<td>10.3</td>
<td>With guidance, uses credible and evidence informed theory and resources to provide competent care.</td>
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<tr>
<td>18.3</td>
<td>With guidance, identifies appropriate nursing diagnoses from relevant assessment data, sets goals, develops plans for care, and evaluates outcomes in complex and rapidly changing client situations.</td>
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<tr>
<td>19.3</td>
<td>With guidance, identifies appropriate nursing diagnoses from relevant assessment data, sets goals, develops plans for care, and evaluates outcomes in complex and rapidly changing client situations.</td>
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<tr>
<td>20.3</td>
<td>With guidance, manages multiple nursing interventions in complex, rapidly changing unstable patient conditions.</td>
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<td>21.3</td>
<td>With guidance, recognizes and seeks help in rapidly changing unstable client conditions.</td>
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<tr>
<td>20.3</td>
<td>With guidance, recognizes and seeks help in rapidly changing unstable client conditions.</td>
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<tr>
<td>21.3</td>
<td>With guidance, recognizes and seeks help in rapidly changing unstable client conditions.</td>
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<tr>
<td>15.3</td>
<td>With guidance, uses principles of primary health care to anticipate client health problems to manage complex problems and promote continuity of care.</td>
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<td>With guidance, uses principles of primary health care to anticipate client health problems to manage complex problems and promote continuity of care.</td>
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<tr>
<td>27.3</td>
<td>With guidance, collaborates with other members of the interdisciplinary health care team in the delivery of care to the client.</td>
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<td>18.3</td>
<td>With guidance, makes appropriate judgments and sound decisions in management of care based on clear and accurate understanding of rational for care, best practice guidelines and research.</td>
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<td>7.3</td>
<td>With guidance, applies a knowledge base from nursing and other disciplines concerning current health care issues in adult acute care.</td>
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<tr>
<td>8.3</td>
<td>With guidance, applies a knowledge base from nursing and other disciplines concerning current health care issues in adult acute care.</td>
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<tr>
<td>24.3</td>
<td>With guidance, uses appropriate lines of communication to report significant issues or concerns related to delivery of nursing care and patient/client outcomes.</td>
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<tr>
<td>24.3</td>
<td>With minimal guidance, produces clear, timely, relevant, and thorough charting / documentation.</td>
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</table>
27.3 Independently establishes and maintains effective working relationships and open communication with colleagues.

RELATED LEARNING OUTCOME:

Demonstrate, independently or with guidance, the ability to practice in accordance with Year 3 competencies, as described in the document entitled: *Graduate Competencies and Year-End Outcomes Condensed Version.*

<table>
<thead>
<tr>
<th>RC</th>
<th>3. ETHICAL PRACTICE</th>
<th>___/4</th>
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<tbody>
<tr>
<td>25.3 26.3</td>
<td>With guidance, provides nursing care that respects professional boundaries, and individual rights such as informed consent, confidentiality, client autonomy, and advocacy.</td>
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<tr>
<td>25.3 26.3</td>
<td>Demonstrates respect for cultural, spiritual, and individual values, beliefs, and opinions of peers, colleagues, and clients.</td>
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<tr>
<td>25.3</td>
<td>With guidance, identifies potential effect(s) of own values, beliefs, and experiences on relationships with clients, and uses this self-awareness to provide competent care.</td>
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<tr>
<td>25.1</td>
<td>Establishes therapeutic and caring relationships with clients.</td>
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RELATED LEARNING OUTCOME:

Demonstrate, with guidance, the ability to manage health promotion and prevention activities using advanced therapeutic/interpersonal communication skills, health counselling skills and teaching and learning principles.

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<tr>
<th>RC</th>
<th>4. SERVICE TO PUBLIC</th>
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<tbody>
<tr>
<td>27.3</td>
<td>With minimal guidance applies principles of therapeutic and professional relationships in establishing rapport with clients/staff and terminating these relationships.</td>
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<tr>
<td>28.3 29.3</td>
<td>With guidance, demonstrates leadership, management, and administration skills.</td>
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</tbody>
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### RELATED LEARNING OUTCOME:

Demonstrate, independently or with minimal guidance the ability to practice in accordance with Year 3 competencies, as described in the document entitled: *Graduate Competencies and Year-End Outcomes Condensed Version.*

<table>
<thead>
<tr>
<th>RC</th>
<th>5. SELF-REGULATION</th>
<th>___/4</th>
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<tbody>
<tr>
<td>31.3</td>
<td>Independently demonstrate understanding of the CARNA practice standards and competencies in relation to the development of own nursing practice.</td>
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### RELATED LEARNING OUTCOME

Demonstrate, independently, the processes of self-directed learning, critical thinking, and group process in utilizing context-based learning in all learning activities.

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<tr>
<th>RC</th>
<th>6. CONTEXT BASED LEARNING</th>
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<tr>
<td>33.3.1</td>
<td>Independently directs own learning.</td>
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<td>33.3.2</td>
<td>Independently uses critical thinking skills to facilitate learning of the group</td>
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<tr>
<td>33.3.3</td>
<td>Independently and effectively uses group process to facilitate learning of the group.</td>
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<tr>
<td>34</td>
<td>With guidance selects, and empowers clients to choose, appropriate strategies to deal with ambiguity and diversity.</td>
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</table>
STUDENT FINAL EVALUATION COMMENTS

1. Professional Responsibility and Accountability /4

2. Knowledge-Based Practice /4

3. Ethical Practice /4

4. Service to Public /4

5. Self-Regulation /4

6. Context Based Learning /4
<table>
<thead>
<tr>
<th>N395 INSTRUCTOR FINAL EVALUATION COMMENTS</th>
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<tbody>
<tr>
<td>Professional Responsibility and Accountability /4</td>
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<tr>
<td>Knowledge-Based Practice /4</td>
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<td>Ethical Practice /4</td>
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<td>Service to Public /4</td>
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<tr>
<td>Self-Regulation /4</td>
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<tr>
<td>Context Based Learning /4</td>
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**Final recommendations for clinical performance development:**

<table>
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<tr>
<th>Student Proposed Mark</th>
<th>/24</th>
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<tbody>
<tr>
<td>Final Mark</td>
<td>/24</td>
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Student’s Name | Signature | Date ________________
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Instructor’s Name | Signature | Date ________________
------------------|-----------|---------------------

Please Note: **Student signature on this document denotes that the student has read the evaluation. It does not mean that the student necessarily agrees with all of its content.**

**Please Note:** This information is collected for the purpose of appraising student performances; assigning a course mark; and monitoring student progress according to guidelines established in the *Alberta Freedom of Information and Protection of Privacy Act*. 
This course outline has been reviewed and approved by the Program Chair.

________________________
Instructor Name, Instructor

________________________
Instructor Name, Instructor

________________________
Instructor Name, Instructor

Bev Maron, Chair                      Date Authorized

________________________
Dr. Vincella Thompson, Dean          Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office