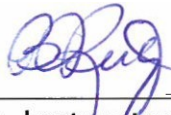


This course outline has been reviewed and approved by the Program Chair.

Barb Reitz



Instructor Name, Instructor



Bev Maron, Chair



Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office



PRACTICAL NURSE COLLABORATIVE CURRICULUM

KEYANO COLLEGE

COURSE OUTLINE

PN206

NURSING FOUNDATIONS VIII:
TRANSITIONS TO GRADUATE
NURSING

WINTER2014

March 3, 2014-March 17, 2014

INSTRUCTOR: Barb Reitz

**PRACTICAL NURSE 206
NURSING FOUNDATIONSVIII:
TRANSITIONS TO PRACTICAL NURSE GRADUATE**

Course Outline

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**NURSING FOUNDATIONS VIII:
TRANSITIONS TO GRADUATE
COURSE OUTLINE**

CALENDAR STATEMENT

NURSING FOUNDATIONS VIII: TRANSITIONS TO GRADUATE * Semester IV

This final Nursing Foundations course provides the knowledge base to work as a professional member of the interdisciplinary team and to successfully assume leadership roles as a licensed practical nurse.

Pre-requisites: Nursing Practice II

Co-requisite: Nursing Foundations VI, Nursing Foundations VII

COURSE HOURS

TOTAL HOURS: 45 LECTURE/SEMINAR: 45 CREDITS: 3

COURSE DESCRIPTION

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

TUTOR INFORMATION

Instructor Barb Reitz
Phone (Office) 780 791-8920
e-mail: barb reitz@keyano.ca
Office Hours: Monday 1:00-4:00 PM

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

All assignments are to be passed in at the time and place they are due. Please see timetable. Extensions on assignments may be granted and must be negotiated with the tutor prior to the due date and with a date specified for late submissions. If prior arrangements are not made, a penalty of a letter grade for each working day that an assignment is submitted after the due date will be deducted from the final grade i.e. an assignment graded at B would receive an adjusted grade of B- if handed in one day late; if two days late, the grade is adjusted to C+ etc.

SPECIALIZED SUPPORTS & DUTY TO ACCOMMODATE

DISABILITY SUPPORT SERVICES: LEARNER ASSISTANCE PROGRAM

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counselor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

SPECIALIZED SUPPORTS AND DUTY TO ACCOMMODATE

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

OVERVIEW OF COURSE ASSESSMENT

To receive credit in Nursing Foundations VIII: Transition to Practical Nurse Graduate, the learner must complete all course requirements, which include four assignments and one exam. Course credit will not be given if only parts of the course have been completed.

DISTRIBUTION OF MARKS

THEORY			EXAM DATE
Assignment 1	Leadership Styles of the Practical Nurse	30%	March 12, 2013
Assignment 2	Building Your Professional Portfolio Part A& B	30%	March 14, 2014
Final Exam cumulative; multiple choice	Demonstrate knowledge of course content	40%	March 17, 2014
Total		100%	

PASSING LEVEL AND GRADING SCALE

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

To receive credit for Nursing Foundations VIII, a learner must achieve each of the following:

- A minimum overall grade of 1.7 (C–) or 60%
- A pass in the guided-practice lab component

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

Important Additional Information

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.

PART B

You are **expected** to maintain and enhance the Professional Portfolio begun in Nursing Foundations I during each Nursing Foundations course. At the end of each Nursing Foundations course you have submitted to your instructor/tutor evidence of having maintained and enhanced your Professional Portfolio. Include all the portfolios from the foundations courses in your binder.

Assignment 2 contributes 30% toward your final Grade.

Final Exam

The final exam is cumulative, meaning that it tests your knowledge of the content of the entire course. This exam contributes **40%** to your course grade. It is a multiple-choice exam. Your responses must be made on the bubble sheet (provided by your instructor or tutor).

Resources for Writing the Paper - Leadership Styles of the Practical Nurse

Read:

- Anderson, Chapter 9, pp.151– 163. Note: Use "Leadership and Followership SelfTest" as an option for assessment of your own leadership style.
Larson, Sandra. What makes for an effective leader? Retrieved December 14, 2011, from the Free Management Library at <http://www.managementhelp.org>. Type the article title in the "Search Our Site" box.
- College of Licensed Practical Nurses of Alberta. (2008). Code of ethics and standards of practice. Retrieved December 12, 2011, from <http://www.clpna.com>
- Sherman, R., Pross, E. (Jan. 2010). Growing future nurse leaders to build and sustain healthy work environments at the unit level. ANA Periodicals Online Journal of Issues in Nursing. 15(1). Retrieved December 12, 2011, from <http://nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TableofContents/Vol152010/No1Jan2010/Growing-Nurse-Leaders.html>

You are **expected** to maintain and enhance your Professional 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 health-care setting as a practical nurse graduate.

- At the end of each Nursing Foundations course you will submit to your instructor/tutor evidence of having maintained and enhanced your Professional Portfolio.
- The **report** does **not** replace work on the Professional Portfolio but is an indication that you met expectations.
- This assignment is **graded** and contributes towards the final grade for this course.

Categories to continue to build as applicable to the learning of each Nursing Foundations course are:

A. Personal:

- o Personal goals
- o Personal interests
- o Education
- o Experiences
- o Achievements

B. Professional:

- o Philosophy of practical nursing
- o Resume and cover letter
- o Appraisals and evaluations
- o Reflective practice
- o Leadership
- o Scholarly papers
- o Nursing care plans
- o Client teaching plans
- o Professional goals
- o CPRNE study plan
- o Continuing competency achievement

*See **Appendix B for Marking Guide**

Adapted from: Building a Personal and Career Portfolio, Retrieved April 30, 2013 from <http://www.curriculum.org/storage/258/1334159511/Building a Personal and Career Portfolio .pdf>

Report on Progress of Professional Portfolio

DESCRIPTION OF ONE SIGNIFICANT LEARNING EXPERIENCE IN THIS COURSE	
WHAT I LEARNED	
WHY IT WAS MEANINGFUL/ SIGNIFICANT	
HOW I WILL APPLY THIS LEARNING IN NURSING PRACTICE	
ADDITIONAL COMMENTS	

Student Name: _____

Course: _____

Due: _____

Instructor/Tutor: _____

REQUIRED TEXTS

PRIMARY TEXTS

Anderson, M.A. (2009). *Nursing leadership, management, and professional practice for the LPN/LVN* (4th ed.). Philadelphia: F.A. Davis.

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

SECONDARY TEXTS

Lipe, S.K., & Beasley, S. (2004). *Critical thinking in nursing: A cognitive skills workbook*. Philadelphia: Lippincott Williams & Wilkins.

Potter, P.A., & Perry, A.G., (2010). *Canadian fundamentals of nursing* (4th ed. Rev.). Ross-Kerr, J. C., & Wood, M.J. (Canadian Eds.). Toronto, ON: Elsevier.

CPLNA Exam and Registration Package from the instructor/tutor.

INTERNET RESOURCES TO SUPPLEMENT TEXT READINGS

Blagg, D., & Young, S. (2001, February). *What makes a good leader?* Retrieved from <http://www.managementhelp.org>

Canadian Institutes for Health Information. (2004). *Nursing workforce getting older: One in three Canadian nurses is 50 or older*. Retrieved from <http://secure.cihi.ca>

Canadian Nurses Association. (2006). *How effective are nursing staff mix and nurse-to-patient ratio mechanisms in improving nurses' workload?* Retrieved from www.cna-nurses.ca

College of Licensed Practical Nurses of Alberta. (2005). *Alberta regulations for LPNs*. Retrieved from <http://www.clpna.com>

College of Licensed Practical Nurses of Alberta. (n.d.). *CLPNA and AUPE: There is a difference*. Retrieved from <http://www.clpna.com>

College of Licensed Practical Nurses of Alberta. (2009). *CLPNA vision, mission and mandate*. Retrieved from <http://www.clpna.com>

College of Licensed Practical Nurses of Alberta. (2008). *Code of ethics and standards of practice*. Retrieved from <http://www.clpna.com>

College of Licensed Practical Nurses of Alberta. (2009). *Complaint review committee*. Retrieved from <http://www.clpna.com>

College of Licensed Practical Nurses of Alberta. (2009). *Continuing competency program*. Retrieved from <http://www.clpna.com>

<p>Appendix A NURSING FOUNDATIONS VIII: TRANSITIONS TO PRACTICAL NURSE GRADUATE Marking Guide for Assignment 1</p>

Assignment 1: Leadership Styles Applied to Practical Nurse- Marking Guide

KEY CONTENT	MARKING GUIDE			
POINTS:	5	3	1	0
• Searched, reviewed and selected literature to support assignment with references	Excellent	Satisfactory	Minimal	None
• Selected method of assessment of leadership styles from literature search	Excellent	Satisfactory	Minimal	None
• Completed assessment of leadership styles and reported result.	Excellent	Satisfactory	Minimal	None
• Identified and described impact of own leadership style on own leadership role in practice settings	Excellent	Satisfactory	Minimal	None
• Reviewed and adapted own nursing philosophy to add beliefs on nursing leadership	Excellent	Satisfactory	Minimal	None
TOTAL				/25

Comments:

Legend

- 5 – Excellent work; comprehensive information or analysis included; great attention to detail throughout
- 3 – Satisfactory work; most required information included at an adequate level

- 1 – Minimal required information included; incomplete work
- 0 – Required information not identifiable

<p>AppendixB NURSING FOUNDATIONS VDI: TRANSITIONS TO PRACTICAL NURSE GRADUATE Marking Guide for Assignment 2 Part A</p>
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ASSIGNMENT 2: PART A

COMPLETING YOUR PROFESSIONAL PORTFOLIO- MARKING GUIDE

KEY CONTENT	MARKING GUIDE			
POINTS:	5	3	1	0
PERSONAL PROFILE				
<ul style="list-style-type: none"> • Within the defined categories of: Personal Goals, Personal Interests, Education, Experiences and Achievements included the following: <ul style="list-style-type: none"> o Personal Goal Statement o Personal interests, volunteer work/hobbies/talents o Description of education experiences, formal education, workshop, short courses, and conferences o Description of experiences and achievements <p>NOTE: this portion has already been submitted and marked from NFDN I. There should only be minor additions or changes</p>	Excellent	Satisfactory	Minimal	None
Comments:	/5			

PROFESSIONAL PROFILE

<ul style="list-style-type: none"> • Personal Philosophy of Practical Nursing and Professional Values <ul style="list-style-type: none"> o Include any revisions made since completing these in NFDN I. 	Excellent	Satisfactory	Minimal	None
<ul style="list-style-type: none"> • Resume –included a summary of education, skills, accomplishments and experiences. 1-2 pages maximum, easy to read and well presented. 	Excellent	Satisfactory	Minimal	None
<ul style="list-style-type: none"> • 				

KEY CONTENT	MARKING GUIDE				
	POINTS:	5	3	1	0
<ul style="list-style-type: none"> Portfolio is effectively presented, overall format is creative Well organized and easy to follow/navigate Writing contains no distracting errors If electronic in format, all links are functional and easy to navigate Overall impression follows the personal philosophy identified 	Excellent	Satisfactory	Minimal	None	
					/5
	TOTAL				<u>/35</u>

Submit this marking guide with the assignment.

Legend

- | | |
|--|---|
| <ul style="list-style-type: none"> 5 – Excellent work; comprehensive information or analysis included; great attention to detail throughout 3 – Satisfactory work; most required information included at an adequate level | <ul style="list-style-type: none"> 1 – Minimal required information included; incomplete work 0 – Required information not identifiable |
|--|---|