



**PRACTICAL NURSE COLLABORATIVE CURRICULUM**

**KEYANO COLLEGE**

**COURSE OUTLINE**

**PN 206**

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

**WINTER 2016**

**February 29, 2016 – March 11, 2016**

**INSTRUCTOR: Andrew Waddington**

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**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 Andrew Waddington

Phone (Office) 780 791-4297

e-mail: [andrew.waddington@keyano.ca](mailto:andrew.waddington@keyano.ca)

Office Hours: Monday

## GENERAL LEARNING OUTCOMES

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

1. Describe the role transition from learner to licensed practical nurse.
2. Distinguish between the contributions of the licensed practical nurse and the interdisciplinary team.
3. Maintain and promote safety within the roles and responsibilities of the graduate practical nurse.
4. Describe the structure and function of organizations.
5. Differentiate among professional self-regulation, the professional association, union structure and function, and the implications for practice of each.
6. Utilize reflective practice for professional growth and competence.
7. Implement a plan for ongoing learning to promote personal and professional growth, and continued competence.
8. Apply the concepts of leadership and management to the role of the practical nurse.
9. Explain the components of a positive work environment and implications for a leader/manager.
10. Relate values and ethics to professional nursing practice.
11. Assess the value of clinical quality improvement, risk management, nursing research, and evidence informed guidelines to practical nursing.

## Instructional Methods

- This course uses a variety of teaching/learning methods including: discussion, experiential exercises, learner presentations, role-plays, case studies, lectures, reflection, and group activities. These course activities provide the opportunity for learners to learn with and from others who are undergoing a similar learning experience.
- The course emphasizes pre-class preparation, participation in interactive classes, and post-class reflection and review. The learner is expected to take an active part in class discussions and take responsibility for his/her own learning. The instructor's role is to facilitate learning.

## **PRACTICAL NURSING PROGRAM POLICIES**

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

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

## **LATE POLICY FOR ASSIGNMENTS**

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 5% will be deducted per day, including weekends, until the assignment is received.

## **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 LEARNING EXPERIENCES

### Course Units

This course consists of the following units:

**Unit 1:** Professional Roles and Responsibilities of the Licensed Practical Nurse

Topic 1.1: Ethical, Moral, Legal, and Professional Responsibilities

Topic 1.2: Career Planning

**Unit 2:** Working in a Health-Care Organization

Topic 2.1: Structure, Function, Philosophy

Topic 2.2: Quality, Risk Management, Research, and Safety Functions

Topic 2.3: Role of Unions and Collective Bargaining

**Unit 3:** Management and Leadership

Topic 3.1: Management Roles and Responsibilities

Topic 3.2: LPN Role as Team Leader

Topic 3.3: Problem-solving, Delegating, and Decision-making

**Unit 4:** Trends and Issues

Topic 4.1: Trends, Issues, and Political Action

Topic 4.2: Power and Empowerment

**Unit 5:** Transitioning to Graduate LPN Role

### Seminars:

Students will participate in 2 Seminars in Nursing Foundations VIII:

1. Career Planning-Preparing for Employment – Cover letter, resume, panel interviews
2. Societal issues

A seminar provides an interactive practice environment that is a **safe** place for students to collaboratively learn the integration of theory into the development of critical thinking skills.

The seminars focus on a specific topic related to the content of Nursing Foundations VIII. **Students are expected to utilize their time effectively within the seminar and come prepared for the learning experience.**



## 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 7 2016
Assignment 2	Building Your Professional Portfolio Part A & B	30%	March 9 2016
Final Exam cumulative; multiple choice	Demonstrate knowledge of course content	40 %	March 11 2016
<b>Total</b>		<b>100%</b>	

### 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

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*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.*

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## **ASSIGNMENT 1: LEADERSHIP STYLES OF THE PRACTICAL NURSE**

As scheduled by the instructor, complete the assignment and submit it to your instructor/tutor by the specified date. This assignment contributes **30%** to your course grade. 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: COMPLETING YOUR PROFESSIONAL PORTFOLIO/COMPETENCY ACHIEVEMENT**

### **PART A COMPLETING YOUR PROFESSIONAL PORTFOLIO**

The learner is expected to maintain and enhance the 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 graduate practical nurse.

- At the end of each Nursing Foundations course you will have submitted your Professional Portfolio to your instructor/tutor for feedback.
- Submission may be electronic or hard copy.

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

- Demonstrate competency assessment and planning skills.
- Apply the CLPNA competency assessment and create a learning plan to meet goals for achieving competency in the first year as a graduate practical nurse.

### **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. The examination will be written on Moodle.

# ASSIGNMENT 1: LEADERSHIP STYLES OF THE PRACTICAL NURSE

**DUE Date: 1200 hours March 7, 2016**

As scheduled by the instructor, complete the assignment and submit it to your instructor/tutor by the specified date. This assignment contributes **30%** to your course grade. 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.

**\*See Appendix A for Marking Guide**

Through this assignment, you will complete an assessment of your own leadership style and identify how it will impact leadership used in the practice setting.

- Research literature to review leadership styles and to select a method of assessing your own leadership style.
- Complete an assessment of your own leadership style.
- Explain how your own leadership style will impact you as a graduate practical nurse.
- Review your own philosophy of nursing from your Professional Portfolio (completed in Nursing Foundations I assignment).
- Revise your own philosophy of nursing to incorporate beliefs on nursing leadership.
- Select or create resources for submitting the assignment:
  - Use method of your choice (e.g., written paper of 3–5 pages, PowerPoint presentation, poster presentation, brochure, pamphlet or webpage). Discuss your choice with your instructor/tutor.
- Provide an APA format reference list with at LEAST three (3) references, one of which must be a current nursing journal.

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***Submit the marking guide with your assignment.***

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## Resources for Writing the Paper – Leadership Styles of the Practical Nurse

### Read:

- Anderson, Chapter 10, pp.135–151. Note: Use “Leadership and Followership Self Test” as an option for assessment of your own leadership style.
- Anderson, Chapter 11, pp.153-166
- 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.
- Kerfoot K. (2005). On leadership. Attending, questioning, and quality. *MEDSURG Nursing*, 14(4), 263–265  
3p. <http://eds.a.ebscohost.com/eds/pdfviewer/pdfviewer?vid=6&sid=8c702508-9929-454b-8494-b80b2d35858f%40sessionmgr4004&hid=4213>
- Wilson, S. (2013). Effective leadership: more questions than answers. *British Journal of Healthcare Management*, 19(1), 22–23  
2p. <http://eds.a.ebscohost.com/eds/pdfviewer/pdfviewer?sid=8c702508-9929-454b-8494-b80b2d35858f%40sessionmgr4004&vid=4&hid=4213>
- 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>

# ASSIGNMENT 2: A - COMPLETING YOUR PROFESSIONAL PORTFOLIO

**DUE Date: 1200 Hours March 9, 2016**

## Part A

By now you will have maintained and enhanced your Professional Portfolio begun in Nursing Foundations I and continued during each Nursing Foundations course.

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

- At the end of this course you will submit your Professional Portfolio to your instructor/tutor for feedback.
- Submission is MANDATORY and accounts for **30%** of the course grade.

## INSTRUCTIONS

1. Update the personal sections in your profile as necessary. Include any artefacts not already identified that fit the criteria for each section.
2. Review your philosophy of nursing and stated values. Have these changed now that you have progressed through the program? If so, revise at this time.
3. Complete your professional profile. Ensure a wide range of artefacts are included which demonstrate your knowledge, skill and attributes. Include explanations as to why the chosen artefacts were submitted. Artefacts should be relevant and illustrate the required elements in the table contents.
4. Add a current resume and cover letter.

Submit your completed Professional Portfolio to your instructor. This assignment should not take a large amount of time to complete. If you have been adding information all throughout each nursing foundations course, you will have acquired most of the needed artefacts to complete your portfolio. Minor adjustments and changes may be required at this time to elements completed previously.

A final checklist to consider before submitting your portfolio:

- Does your portfolio have the best examples of what you have accomplished?
- Are the examples clear and concise?
- Have you edited your portfolio for spelling, grammar and other errors in writing?
- Is the organization of your portfolio logical and easy to read?
- Is the presentation of your portfolio professionally appealing, uncluttered, with a consistent style and format?

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:**

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

**B. Professional:**

- Philosophy of practical nursing
- Resume and cover letter
- Appraisals and evaluations
- Reflective practice
- Leadership
- Scholarly papers
- Nursing care plans
- Client teaching plans
- Professional goals
- CPRNE study plan
- 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](http://www.curriculum.org/storage/258/1334159511/Building_a_Personal_and_Career_Portfolio.pdf)

## Part B

### Continuing Competency Achievement

Continuing competency achievement is an essential aspect of the Professional Portfolio and is recorded through a review of the competencies from the Course Outline or from the Competency Profile on the CLPNA website at [www.clpna.com](http://www.clpna.com). Make a list of the competencies learned in this course and rate the proficiency you achieved in each of the competencies.

#### PROFICIENCY CATEGORIES

**Excellent:** integrates competency theory with other knowledge, skills, and attitudes so that it becomes seamless/automatic as part of everyday nursing practice

**Good:** understands competency in theory and in scenarios and nursing practice

**Fair:** understands the competency in theory; unable to apply it to scenarios or nursing practice

**Poor:** does not understand content related to the competency

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*You will be expected to finalize your Professional Portfolio and to create a Continuing Competency Program Learning Plan/Binder upon completion of **Nursing Foundations VIII**.*

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**\*See Appendix C for Marking Guide**



## Report on Progress of Professional Portfolio

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

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor/Tutor: \_\_\_\_\_

## CODE OF ETHICS

### **CLPNA Competencies**

The following CLPNA competencies are learned during the Nursing Foundations VIII 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 (2008).

Refer to [www.clpna.com](http://www.clpna.com) for references

## REQUIRED TEXTS

### PRIMARY TEXTS

Anderson, M.A. (2013). *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

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.

### RECOMMENDED

Assessment Strategies Inc. (2011). *The Canadian Practical Nurse Registration Examination Prep Guide*. (4<sup>th</sup> Ed.). Ottawa, ON: Author Available  
at: [http://www.cpnre.ca/prepguide\\_e.asp](http://www.cpnre.ca/prepguide_e.asp)

Assessment Strategies Inc. (2016). *Canadian Practical Nurses Predictor Tests*. Ottawa, ON: Author. Available at: [http://www.cpnre.ca/predictor\\_purchase\\_e.asp](http://www.cpnre.ca/predictor_purchase_e.asp)

### 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](http://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>
- College of Licensed Practical Nurses of Alberta. (2003). *Decision-making standards for nurses in the supervision of health care aides*. Retrieved from <http://www.clpna.com>
- College of Licensed Practical Nurses of Alberta. (2009). *Education standards advisory committee*. Retrieved from <http://www.clpna.com>
- College of Licensed Practical Nurses of Alberta. (2009). *Hearing tribunal*. Retrieved from <http://www.clpna.com>
- College of Licensed Practical Nurses of Alberta. (2009). *New graduates*. Retrieved from <http://www.clpna.com>
- College of Licensed Practical Nurses of Alberta. (2005). *Primary health care: Emerging roles for LPNs*. Retrieved from <http://www.clpna.com>
- College of Licensed Practical Nurses of Alberta. (2009). *Registration and competence committee*. Retrieved from <http://www.clpna.com>
- College of Licensed Practical Nurses of Alberta. (2005). *Restricted activities, activities of daily living and unregulated workers: Supervised by nurses – A follow-up discussion paper*. Retrieved from <http://www.clpna.com>
- College of Licensed Practical Nurses of Alberta. (2005). *Understanding licensed practical nurse practice and restricted activity authorizations*. Retrieved from <http://www.clpna.com>
- Multi-Media Publications Inc. (2005). *Employee motivation using team rewards*. Retrieved from <http://www.101rewards.com>
- Institute of Risk Management. (2002). *A risk management standard*. Retrieved from [www.theirm.org](http://www.theirm.org)
- Smith, F. (1996). *Qualities of leadership: Ten ways to identify a promising person*. Retrieved from <http://www.managementhelp.org>

### **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.

**Appendix A**  
**NURSING FOUNDATIONS VIII: TRANSITIONS TO PRACTICAL NURSE**  
**GRADUATE**  
**Marking Guide for Assignment 1**

**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	
	<b>TOTAL</b>				<b>/25</b>

**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

---

***Submit this marking guide with your assignment.***

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## APA AND GRAMMAR – MARKING GUIDE

CRITERIA	MARKING GUIDE				
	POINTS:	1	0.5	0.25	0
<b>TITLE PAGE</b>					
<ul style="list-style-type: none"> <li>Included: header and page number; running head. Remaining items centred: title of paper, student name, college name; course and section number; assignment name and number, and instructor name (all centred), and date.</li> </ul>	Excellent	Satisfactory	Minimal	None	
<b>BODY OF PAPER</b>					
<ul style="list-style-type: none"> <li>Paper organized: header and page number; introduction, body and conclusion; appropriate margins, double-spaced throughout, indent 5 spaces or 1 tab for new paragraphs, correct font – Times New Roman, 12 pt. font.</li> </ul>	Excellent	Satisfactory	Minimal	None	
<b>REFERENCES</b>					
<ul style="list-style-type: none"> <li>Citations in body of paper follow APA format</li> </ul>	Excellent	Satisfactory	Minimal	None	
<ul style="list-style-type: none"> <li>References, on separate page, follow APA format</li> </ul>	Excellent	Satisfactory	Minimal	None	
<b>GRAMMAR AND SPELLING</b>					
<ul style="list-style-type: none"> <li>Grammar appropriate and words spelled correctly (&lt; 5 errors)</li> </ul>	Excellent	Satisfactory	Minimal	None	
	<b>TOTAL</b>				<b>/5</b>
<b>Comments:</b>					
	<b>GRAND TOTAL (ALL MARKING GUIDES)</b>				<b>/30</b>

*Submit this marking guide with the assignment*

**NURSING FOUNDATIONS VIII: TRANSITIONS TO PRACTICAL NURSE  
GRADUATE  
Marking Guide for Assignment 2 Part A**

**ASSIGNMENT 2: PART A**

**COMPLETING YOUR PROFESSIONAL PORTFOLIO – MARKING GUIDE**

KEY CONTENT	MARKING GUIDE				
	POINTS:	5	3	1	0
<b>PERSONAL PROFILE</b>					
<ul style="list-style-type: none"> <li>• Within the defined categories of: Personal Goals, Personal Interests, Education, Experiences and Achievements included the following:               <ul style="list-style-type: none"> <li>○ Personal Goal Statement</li> <li>○ Personal interests, volunteer work/hobbies/talents</li> <li>○ Description of education experiences, formal education, workshop, short courses, and conferences</li> <li>○ Description of experiences and achievements</li> </ul> </li> </ul> <p><b>NOTE: this portion has already been submitted and marked from NFDN I. There should only be minor additions or changes</b></p>	Excellent	Satisfactory	Minimal	None	
					/5
<b>Comments:</b>					
<b>PROFESSIONAL PROFILE</b>					
<ul style="list-style-type: none"> <li>• Personal Philosophy of Practical Nursing and Personal/Professional Values               <ul style="list-style-type: none"> <li>○ Include any revisions made since completing these in NFDN I.</li> </ul> </li> <li>• Resume – included a summary of education, skills, accomplishments and experiences. 1-2 pages maximum, easy to read and well presented.</li> <li>•</li> </ul>	Excellent	Satisfactory	Minimal	None	
	Excellent	Satisfactory	Minimal	None	

**KEY CONTENT****MARKING GUIDE**

	<b>POINTS:</b>	<b>MARKING GUIDE</b>			
		<b>5</b>	<b>3</b>	<b>1</b>	<b>0</b>
<ul style="list-style-type: none"> <li>• Cover Letter – introduction of self to prospective employer. States the position applying for and highlights qualifications</li> </ul>		Excellent	Satisfactory	Minimal	None
<ul style="list-style-type: none"> <li>• Included any appraisals or evaluations from previous training or workplace – as per NFDN I Assignment submission. May make changes as required</li> </ul>		Excellent	Satisfactory	Minimal	None
<ul style="list-style-type: none"> <li>• PNP Appraisals and Evaluations – inclusion of at least two different evaluations</li> <li>• Reflective practice – include examples from your course work</li> <li>• Leadership and Mentoring – description of opportunities you had to display leadership and mentoring throughout the program</li> <li>• Scholarly Papers and Care Plans – include samples of papers and care plans submitted along with marking and feedback from instructors.</li> <li>• Professional Goals – identify your goals for being a nurse professionally</li> <li>• CPRNE Study Plan – provide an outline of your study plan and anticipated exam writing date</li> <li>• Continuing Competency – a comprehensive list highlighting the skills and competencies achieved throughout the program. Include documentation if available</li> </ul>		Excellent	Satisfactory	Minimal	None

/25

**Comments:****PRESENTATION OF PORTFOLIO-OVERALL IMPRESSION**

/15



**KEY CONTENT****MARKING GUIDE**

	<b>POINTS:</b>	<b>MARKING GUIDE</b>			
		<b>5</b>	<b>3</b>	<b>1</b>	<b>0</b>
<ul style="list-style-type: none"> <li>• Portfolio is effectively presented, overall format is creative</li> <li>• Well organized and easy to follow/navigate</li> <li>• Writing contains no distracting errors</li> <li>• If electronic in format, all links are functional and easy to navigate</li> <li>• Overall impression follows the personal philosophy identified</li> </ul>		Excellent	Satisfactory	Minimal	None
					/5
	<b>TOTAL</b>				<b>/50</b>

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***Submit this marking guide with the assignment.***

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**Legend**

- |   |   |
|---|---|
| <b>5</b> Excellent work; comprehensive information or analysis included; great attention to detail throughout | <b>1</b> – Minimal required information included; incomplete work |
| <b>3</b> Satisfactory work; most required information included at an adequate level                           | <b>0</b> – Required information not identifiable                  |

**Appendix C**  
**NURSING FOUNDATIONS VIII: TRANSITIONS TO PRACTICAL NURSE**  
**GRADUATE**  
**Assignment 2 Part B**

**ASSIGNMENT 2: B COMPETENCY PROFILE**

<b>DESCRIPTION OF <u>ONE</u> SIGNIFICANT LEARNING EXPERIENCE IN THIS COURSE</b>	5 Marks  Description of Event
<b>WHAT I LEARNED FROM THE EXPERIENCE</b>	10 marks  Reflect on experience and its relationship to the course content and how it impacted your learning
<b>WHY IT WAS MEANINGFUL/ SIGNIFICANT</b>	15 marks  Explain the significance of the learning experience as to why it was meaningful for you
<b>HOW I WILL APPLY THIS LEARNING IN NURSING PRACTICE</b>	15 marks  Demonstrate the application of the learning experience to your nursing practice now and in the future
<b>ADDITIONAL COMMENTS</b>	5 Marks  Other experience that may enhance learning in the course  Any other comments that may be pertinent to the course

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_ Instructor/Tutor: \_\_\_\_\_