PRACTICAL NURSING PROGRAM: KEYANO COLLEGE

Practical Nursing Program
Handbook 2025-2026

*The Academic Policies Apply to the First & Second-year Practical Nursing Program. Student
Nurse Psychomotor Skills Policy Applies to all two Years of the Practical Nursing Program.
Revised May 2025.

Welcome to the Practical Nursing Program

Dear Students:

On behalf of the Nursing & Allied Health Studies department, I wish to welcome you to the Practical Nurse Collaborative Curriculum program at Keyano College. This Student Handbook has been developed for your use throughout the program.

This handbook applies to the first and second year of the Practical Nursing Program. Please ensure that you familiarize yourself with these policies as they are very important.

In closing, I wish you success in your studies. Please feel free to contact myself or any faculty member if you have further questions or concerns.

Abby Boychuk, LPN

Chair of Practical Nurse Program

Abby.Boychuk@keyano.ca

Nursing and Allied Health Studies Department

Shelley Bessey

Associate Dean

Shelley.bessey@keyano.ca

Nursing and Allied Health Studies Department

Nursing Program Philosophy

The Keyano College Nursing and Allied Health Studies Department respectfully acknowledges that we are on Treat No. 8 Territory, the traditional meeting grounds and gathering places of our First Nations, Métis and Inuit People. We are committed to continued understanding of the Indigenous Truths and weave the Calls to Action throughout programming.

The department faculty and staff embody equitable, diverse, inclusive and supportive learning environments as seen through our vision, mission and values.

The department faculty and staff endeavour to be relevant health care leaders which entails supporting our leaners in becoming knowledgeable, caring, competent and ethical health care leaders who are prepared to address the emerging and inherent challenges in working with dynamic health system within our region.

The department faculty and staff believe in preparing entry to practice health care leaders through offering the following programs: collaborative undergraduate degree, diplomas and certificates in health care.

Nursing & Allied Health Studies Department Vision, Mission & Values

Vision

To aspire to excellence in health care education through collaborative partnerships, scholarly activity and innovative programming, graduate caring, competent, and ethical health practitioners who are prepared to meet the challenges inherent in working within a dynamic health system.

Mission

To aspire to excellence in healthcare education through collaborative partnerships, scholarly activity and innovative programming. Educating to change lives, and graduate caring, competent, and ethical health practitioners who are prepared to meet the challenges inherent in working within a dynamic health system.

Values

- Equitable, diverse, inclusive and supportive learning environment.

- Engage students in meaningful work integrated learning experiences

- Creative, stimulating and collaborative learning and work environments.

- Excellence in critical reflection, respectful exploration, and collaboration of ideas.

- Scholarship of teaching, lifelong learning, discovery and opportunities for personal and professional growth.

- Innovative, proactive and responsive to emerging health challenges, education and community needs.

Reviewed and revised 2019, 2020, 2021, 2023

Practical Nurse Program Outcomes

The primary outcomes of the program are to graduate a practical nurse eligible for registration with CLPNA and competent in providing safe quality nursing care to clients of all ages in a variety of health settings. The practical nurse graduate is able to work in collaboration with clients and other members of the interdisciplinary health team to promote health.

At the completion of the PN Program, the graduate will work with individuals within families and communities in diverse practice settings to:

1. Use critical thinking, clinical judgment, and acquired knowledge and skills to provide safe, holistic, compassionate, competent nursing care.

2. Communicate appropriately, effectively, and accurately with clients, other health team members, communities, and health care organizations.

3. Demonstrate caring, advocacy and respect of client diversity and individual preferences.

4. Work in synergy with the clients and the interdisciplinary health team to optimize client strengths, achieve expected health outcomes, and promote wellness.

5. Demonstrate ethical, legal, and moral responsibility and accountability for own actions.

6. Work within the parameters of professional practice as defined by legislation, the professional association, and the practice setting/employing agency.

7. Pursue personal and professional growth and continued competence through continuous learning.

8. Apply leadership principles personally and professionally and to the community at large.

9. Incorporate research findings into evidence informed practice.

10. Demonstrate a culture of safety as it applies of the role of the Practical Nurse in the health care system.

11. Demonstrate cultural competence in the provision of nursing care.

Attendance in the PN Program

Attending all classes, laboratory, fixed resource, and clinicals provide the best opportunity to maximize learning and clinical competency, and therefore, attendance in all classes at Keyano College is expected. Punctuality to class/lab/clinical ensures no course material is missed and avoids learning disruptions. Should a student be running late, please notify your instructor as soon as possible.

Class/lab/clinical attendance is useful for two reasons. First, attendance maximizes a student's learning experience. Second, attendance 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 students are responsible for their own learning and performance in a course.

It is the responsibility of each student to be prepared for all classes, labs, simulation, and clinical. Students who miss class/lab time are responsible for the material covered in those classes/labs and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

If a student misses a scheduled lab time, it is highly encouraged the student Open Lab to review the missed skills. Please note, during Open Lab, the skill will not be re-taught, and it is highly encouraged students bring a peer to assist them with reviewing the skills.

If a student is participating in a Keyano College sanctioned event (example: sports related), the onus is on students to inform their instructor(s) of the upcoming absence and maintain academic responsibilities.

Student athletes must promptly provide their instructors with athletic and travel information. After the Coach and Director of Recreation sign the Athletic Travel Information form, the athlete must collect their instructors' signatures. The athlete is then responsible for signing the form and returning it to the Director of Recreation at least five days before departure.

Important Documents and Policies

Students are responsible for familiarizing themselves with general information, and policies and procedures contained in the Keyano College Calendar, as well as on the Keyano College Website.

Key documents and policies relating to the Practical Nurse Program are posted in the Course: Health Studies - Student Resources | iLearn Home Page (keyano.ca) as well as in the program Welcome Letter posted on the PN-2025_Welcome-Letter.pdf.

Policy Changes

The Nursing & Allied Health Studies Department reserves the right to change and alter program policies and procedures as required as changes evolve with clinical policy, practice, and procedures.

Program Progression

Please refer to the Keyano College Website Practical Nurse - Keyano College for details on the Program progression. Courses are to be taken in the semester they are scheduled. Exceptions to this must have Program Chair approval. Students who fail to get approval may not be permitted to progress from term to term or year to year.

Registration

Students must register online through Self-Service for Years 1 & 2 of the Practical Nurse Program.

Grading Scale

Please refer to the Credit Grading Policy available at Policies and Procedures - Keyano College for more information

Progression Policy

Please refer to the Credit Calendar - Keyano College for the Practical Nurse Progression Policy.

Program Duration

All nursing courses are valid for five years from the date of completion, whether taken at Keyano College or transferred from another institution. The entire program must be completed within five years of the initial program start date.

Academic Standing Policy

Please refer to the Academic Standing Policy & Procedure available at Policies and Procedures - Keyano College for more information.

At Risk Student Policy

Please refer to the At Risk Student Policy available at Policies and Procedures - Keyano College for more information.

Special Leave

Students' request for special leave will be considered on an individual basis. Students are to direct such requests in writing to the PN Program Chair. Please refer to the Credit Calendar - Keyano College Program Progression after a leave.

Advanced Credit Requests

Students may take courses through other institutions. Courses must be transferable to Keyano College. To ensure this, prior to taking these courses, students should see an academic advisor in the Office of the Registrar. For advanced credit consideration, students must submit a completed Advanced Credit Request form to the Office of the Registrar.

Any advanced credit will show on the transcript as a "CR" and will not be calculated into the GPA. For example, if a student takes course online or through another institution, the transcript must be submitted, and a passing grade achieved. At this time, a CR will be noted on the transcript.

For more information regarding Advanced Credit, please refer to the Credit Calendar - Keyano College

Withdraw from Courses

Please refer to the [Academic Schedule - Keyano College](#) add/drop course deadlines.

Disclaimer

Keyano College reserves the right to modify the syllabus, curriculum, or schedule of any course/program, or to cancel a course/program entirely, at any time and for any reason. Such changes may be necessary due to unforeseen circumstances, regulatory requirements, or to ensure the highest quality of education.

Students will be notified of any significant changes as soon as possible. Keyano College is not responsible for any inconvenience or disruption caused by these changes. It is the responsibility of the students to stay informed about any updates or modifications to their courses

Clinical Placements

As you begin your program, you should be aware that clinical occurs starting in Year 1 Term III and in each subsequent Term thereafter. There are no clinical courses in Year 1 Term I or Term II. In clinical courses, you will be placed in a variety of settings including hospitals and community agencies, urban and possibly rural settings.

You are responsible for your own transportation as not all placement sites will be accessible by public transit. You may require independent and reliable transportation, particularly for home care and community placements, including preceptorship, as you may be required to drive to multiple locations during the day.

If you are planning to work part-time, you will need to be cognizant of the fact that your practice experience may occur at various times, including evenings, nights and weekends.

To ensure a comprehensive learning experience throughout your program, placements may not be close to your residence and will not necessarily be your first, or second choice.

Clinical schedules will be made known to you prior to the commencement of the course. We will do everything we can to give you as much notice as possible.

In Year 2 Term II students will complete PN 209- Nursing Practice III: Comprehensive Practice (sometimes called 'Preceptorship'). Subject to PN Program Chair approval, students may be permitted to request placement outside of the Regional Municipality of Wood Buffalo. Should a student request an out of town placement, all costs (including but not limited to: transportation, accommodations and meals) are at the students responsibility. Please note, out of town placements must be within Alberta.

Please review the expectations surrounding clinical attire, clinical evaluations & clinical practice guidelines as outlined in this handbook.

Agency Charting Requirements (Connect Care)

All students will be required to complete all necessary agency charting requirements (example: Connect Care) as part of the Student Placement Process.

In order to complete this training, students will require access to Alberta Health Services MyLearningLink. This is automatically requested for you by the Nursing & Allied Health Studies department.

Through MyLearningLink students will be required to complete several eLearning Modules prior to their Connect Care training. Please note, you will not be permitted to attend your training session without these modules completed. They are located under the "Required Courses" section of MyLearningLink.

Students are required to check MyLearningLink regularly to prevent missing training. Missed training sessions may not be able to be rescheduled, and may result in the student being unable to attend clinical.

All agency charting requirements are mandatory for clinical practice. If training is not completed or training is completed but students are unsuccessful in passing the SEUPA, they will not be permitted to attend clinical and will be required to withdraw from the clinical course.

Absence from Clinical

To fulfill course requirements, attendance at all scheduled on-site and off-site nursing practice is required - this includes attending orientation associated with clinical. If you are ill or experience an unforeseen circumstance, you must inform your Nursing Instructor as soon as possible.

A student who misses any clinical practice hours, due to illness or unforeseen circumstance, may be at risk for not successfully completing the course and a Learning Success Plan may be initiated.

If a student is absent from the clinical setting due to illness the following should occur:
- The student will contact their assigned unit.
- The student will notify their Nursing Instructor via email;
- The student will notify the Keyano College nurse at health.services@keyano.ca

If the student is absent from the clinical setting for other reasons:
- The student will contact their assigned unit.
- The student will notify their Nursing Instructor via email.

Medication Math Exam

Within the Practical Nurse Program students will be required to write a Medication Math Exam in several PN courses. The exam will include course appropriate level application of dosage calculations, medication preparation and administration protocols based on textbook and online resources. Students who are unsuccessful in the first attempt will be given the opportunity to write two (2) supplemental exams.

Students who are unsuccessful in the supplemental exams will receive a failing grade of a 'F' the course. The student must achieve a 90% to be successful in the medication math exam.

Please note that all medication math exams will not be subject to accommodation requests for additional time and/or private testing areas.

Clinical Integration Assessment

The Clinical Integration Assessment provides the opportunity to demonstrate the integration of the nursing process, nursing metaparadigm, client teaching, and nurse-client relationship required to practice safe, holistic, nursing care. Clinical integration testing occurs in a variety of courses throughout the PN Program. Please refer to your specific Course Syllabus for dates of testing.

Clinical Integration Assessments are pass/fail. Students will have two chances per course to successfully complete the Clinical Integration Assessment. After the initial "fail" in a Clinical Integration Assessment students are encouraged to meet with their instructor to review deficiencies, and attend remediation in order to best prepare for their 2nd attempt. If students are not successful in attaining a grade of "pass" in the Clinical Integration Assessment at the 2nd attempt, a grade of 'F' will be entered for the course, and students will be required to repeat the entire course (including both lecture & lab portions). Any student who is not successful in their Clinical Integration assessment will not be permitted to write the final exam in the course (if applicable).

Please note that all Clinical Integration Assessments will not be subject to accommodation requests for additional time and/or private testing areas.

Examinations

Examinations may occur online. Please review your Course Syllabus regarding technological requirements and Moodle regarding the Respondus and/or LockDown Browser requirement for all testing.

Please see PN Program Examination Conditions posted on applicable course Moodle shells.

Within the PN Program, our goal is to align exams throughout the program that is in keeping with the CPNRE Weightings by Competency Framework & CPNRE Distribution of Questions by Cognitive Domain (see below). This is to ensure maximum preparation for the Canadian Practical Nurse Registration Exam (CPNRE).

Table 1. CPNRE Weightings by Competency Framework Category

Competency Category	Number (and Percentage) of Competencies	Percentage on Examination
Professional, ethical and legal practice	35 (46%)	15–25%
Foundations of practice	25 (33%)	60–70%
Collaborative practice	16 (21%)	10–20%

Table 2. Distribution of Questions by Cognitive Domain

Competency Category	Number (and Percentage) of Competencies
Knowledge/Comprehension	Maximum 5%
Application	Minimum 50%
Critical Thinking	Minimum 45%

Within the PN Program, we have strategically aligned our Final Examinations each term to ladder knowledge progression and best prepare students for writing the CPNRE.

Final exams for each term align with the CPNRE Competency Framework Percentage on Examination as outlined above.

Cognitive Domains mapping for each term are as follows:
Year 1 Term 1:
Knowledge/Comprehension = ~60%
Application = ~25%
Critical Thinking = ~15%

Year 1 Term 2:
Knowledge/Comprehension = ~40%
Application = ~35%
Critical Thinking = ~25%

Year 2 Term 1:
Knowledge/Comprehension = ~15%
Application = ~50%
Critical Thinking = ~35%

Year 2 Term 2:
Knowledge/Comprehension = ~5%
Application = ~50%
Critical Thinking = ~45%

Please refer to the CPNRE Exam website: Competencies & Cognitive Abilities - CPNRE for more information.

Absence from Examinations

Please refer to the Credit Calendar - Keyano College for information concerning absence from examinations.

Assignments

All assignments are to be submitted as indicated in the course syllabus'. Extensions on assignments may be granted; however, must be negotiated with the instructor prior to the due date and with a date specified for late submissions. Assignments not submitted on the due date will incur a 5% deduction per calendar day (or as otherwise outlined by your instructor). This will be applied each day until the assignment is received by the instructor.

If the student does not submit an assignment by course end date and/or final exam date, a zero will be given for that assignment. Any assignment worth 5% or less may not be subject to late submissions – please refer to your course syllabus for more information.

Grade Appeals

If students does not agree with the grade received on an evaluate component, they can appeal the grade.

Please refer to the Credit Calendar - Keyano College for more information on grade appeals.

Please note that should an assignment be regraded by another instructor as part of an appeal, the grade given by the second marker will be the final mark on the assignment, even if the mark is lower.

Keyano College Website

The Keyano College website is a one-stop website that provides all the campus services, work tools and applications you need to manage your academic or professional career at Keyano College gives you access to Self-Service, Moodle, campus recreation, parking and an on–line
registration service which includes the following:
- Registration, Course Add/Drop and Withdrawal
- Master Timetable
- Your Student Timetable and Fee Information
- Your Courses and Grades
- Academic Requirements
- Fee Payment
- Address Changes, including email address
- Exam Timetable

Electronic Communications Policy Keyano College

The Nursing & Allied Health Studies department requires all students to use a Keyano College email address throughout their program. All College communications will be directed to this address. Before you can start using your Keyano College email, you need to register for a free IT computing account.

To register for an account go to: [Keyano College Student Login & Email](#). Remember to check your Keyano College email twice daily for course, program, and advisory related correspondence.

Moodle & Email Access

Keyano College and the PN Program uses Moodle, e-mail and Teams to communicate important information to students
including course outlines, required textbooks, weekly topics, grading, etc. Please ensure you have access to the Moodle course site at https://ilearn.keyano.ca/.

Access to courses and course materials are only available after registration and tuition payment. Outstanding fees will result in suspension of course access.

It is highly ensured that they check Moodle and their Keyano College email at minimum of twice daily, once in morning and evening to ensure course and College information is received in a timely manner.

It is the students' responsibility to ensure thorough review of all resources and content on the Moodle course sites.

Please ask your instructor their preferred method of communication (example: Teams, Moodle or email). Based on instructor availability, response times may vary.

Technology Requirements

Wireless technology may be used to enhance the teaching-learning environment. Students will be required to have a laptop or tablet for in-class participation.

Please review [Required Technology - Keyano College](#) for more information.

General Keyano College Performance Requirements 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.

Academic Integrity

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. For more information please review the Academic Integrity Policy & Procedure at: Policies and Procedures - Keyano College

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on the Health Studies – Student Resource Moodle page. You must 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.

Non Academic Misconduct

Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community, where each member is in turn committed to the values of accountability, respect, and empathy. Students who compromise these values by committing non- academic forms of misconduct will be subject to discipline according to this policy, and consistent with the principles of natural justice and procedural fairness.

For more information, please review the Non Academic Misconduct Policy at: Policies and Procedures - Keyano College

Specialized Supports

Information Technology Services

Find out about getting an email address, logging on to your Keyano College (for class information, grades, Moodle), resetting your password, etc. Information Technology Services email: its.helpdesk@keyano.ca ; phone: 780-791-4965.

Accessibility & Accommodation Services

Keyano College is committed to being accessible to all members of the community, including persons with disabling conditions. The purpose of this policy is to set out the College's Duty to Accommodate Students, in its role as a service provider, under the Alberta Human Rights Act.

Keyano College is committed to fostering an inclusive environment that accommodates the diverse religious beliefs and practices of its students, staff, and faculty. This policy outlines the college's approach to accommodating faith-based observances and practices and provides a mechanism for addressing concerns related to academic accommodation for students.

Further information regarding Student Accessibility and Accommodations Services can be found at: Accessibility Services or by reviewing the Student Academic Accommodation Policy & Procedure at: Policies and Procedures - Keyano College

For accessibility services supports and to book a virtual appointment, please contact Accessibility & Accommodation Services at accessibility.services@keyano.ca.

Exam & Testing Services

Registered Keyano College students can write a supervised exam outside of the regular class schedule if one or more of these situations applies:

- You missed an exam and have approval from the instructor
- You have an accommodation through Accessibility Services
- You are taking an exam from another institution
- You are taking an approved deferred, supplemental or challenge exam

For more information, or to book an exam time/date please visit: Exams and Testing Services - Keyano College

Library Services

Keyano College Library is integral to the education process and acquisition of lifelong learning skills. The Library takes a leadership role in facilitating the learning process through access to – and provision of – appropriate learning resources, services and technology.

For more information about the Keyano College Library, please visit: [Library - Keyano College](#)

Academic Success Centre & Work Integrated Learning

The Academic Success Centre 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.

The Academic Success Centre also provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study space. Tutoring services are **free** to Keyano students. Tutoring is available in a variety of subject areas.

For more information please visit: [Academic Success Centre](#).

Wellness Services
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.

Individual appointments can be made by contacting [Counselling - Keyano College](#) or by emailing wellness.services@keyano.ca.

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 publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Therefore no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

Nursing & Allied Health Studies Department Clinical Expectations

As a member of the health team, the image of nursing students reflects that of Keyano College, the health facility, and/or community agency in which students are obtaining their clinical practice, and the nursing profession. General appearance should enhance your ability to establish helping relationships with clients, and not detract from professional demeanor. Students not dressed in a professional manner will be asked to leave their clinical placement.

Cellphones are not permitted in the clinical setting(s), including but not limited to: patient care areas, medication rooms, charting rooms, research areas, etc. Cellphones must be left in student lockers and can only be accessed during break times. Smart watches should remain in airplane mode during clinical times. This is to ensure patient safety and privacy, professionalism and workplace standards are upheld.

Identification

Clearly visible photo identification from Alberta Health Services and name tag from Keyano College are required to be worn in practice settings.

Name tags are to be worn on the upper chest area for easy identification during clinical and when representing Keyano College Nursing Program.

Professional Appearance

- Hair will be neat and clean. Long hair will be secured off the face and neck.

- Head bands and hijabs are permitted in neutral colours.

- Moustache, beard, or any facial hair needs to be short, trimmed, neat, and clean. N95 masks must be able to be properly fitted.

- Fingernails need to be short, natural, unpolished, and clean. No fake nails or nail polish for infection control reasons.

- Cosmetics are to be used with discretion. Perfumes and scented toiletry items are not permitted. Professional hygiene expectations are required.

- All students who are in the lab doing psychomotor skills (e.g. assessments, dressings, injections, etc.) will wear hunter green scrubs and adhere to the identification, personal grooming and jewelry policies.

Jewelry & Body Art

Professional image, client and personal safety, and infection control practices need to be considered when wearing jewelry. Wearing of jewelry is limited to one plain band and one pair of small stud earrings. Necklaces and bracelets are not acceptable. Students are required to have an analog watch with a second hand on hand for all labs/simulation/clinical settings

(whether worn on wrist or on uniform).

Tattoos and/or body art that are inappropriate and/or offensive must be covered in accordance with professional and infection control standards.

Client Review/Research Attire

Business Attire (see below) or student nursing uniform attire with lab coat is required dependent on clinical location for client research in a health care or community care facility. Please verify with your clinical instructor what the appropriate research attire is for each clinical location. If applicable, exceptions will be explicitly communicated to you in each course.

Uniform Presentation Requirements

- Uniforms are to be clean, unwrinkled, hemmed to an appropriate length and in good condition.

- Wear footwear that conforms to the standards set by Alberta Health Services; in a neutral or muted color (waterproof mesh and/or mesh with waterproof spray, or non-mesh, shoes should be clean, professional in appearance, closed-toe and – heel, with non-slip soles).

- Long-sleeved shirts may be worn under uniforms. These shirts will be fitted a solid, neutral colour and tucked in. The sleeves must be able to be pulled above the elbow to meet infection control standards during patient care.

- A clean and neat warm-up jacket, in neutral colours or white lab coat may be worn with the uniform but is to be removed when providing direct client care.

- Hoodies are not permitted.

Business Professional Dress Requirements

- Clothing must be appropriate to the work being done and meet acceptable standards for professional attire, and client and personal safety.

- Business Casual Attire should project a professional, business-like image. Torn, dirty, or frayed clothing is unacceptable. Clothing that has words, terms, or pictures that may be offensive to others is unacceptable. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate.

- Lab coat and identification must always be worn unless otherwise specified in a

particular clinical course document.

- Footwear must provide support and protection and be clean and in good repair. Stockings and/or socks must always be worn. Students should always wear indoor shoes during home visits.

- Identification from Alberta Health Services and name tag from Keyano College must be worn in practice settings and clinical research areas at the Health Centre. Keyano College identification needs to be worn in all other areas outside of the Health Centre.

- Boots, coats and purses are to be left in the locker room when students are going to clinical areas to do research.

- Jeans and leggings are not acceptable business attire.

Clinical Evaluation Process

Students' clinical performance is evaluated according to the course objectives and the evaluation of nursing practice document for each clinical course. At the onset of each clinical course, students will receive a copy of these objectives and the evaluation document. All clinical grading is a Pass/Fail grade.

Students will self-reflect on their clinical performance at midterm and final and will subsequently receive written evaluation from their assigned instructor at midterm and final points of a clinical rotation indicating satisfactory, progressing or unsatisfactory performance in meeting clinical indicators.

Students who are not meeting clinical indicators at any time in a clinical course will be informed immediately by the instructor. To facilitate the clinical progress of students with unsatisfactory clinical performance, a learning success plan will be collaboratively by the student and instructor.

A Learning Success Plan serves as an individualized tool for identifying areas where students require additional support and development in their clinical rotation. It requires active student engagement, accountability and development of learning strategies to assist the student improve clinical preparation and/or performance and ensure competency and safe patient care.

Students who do not achieve a minimum rating of 'progressing' in each clinical indicator will receive a course grade of 'fail'. To pass clinical courses, students must demonstrate safe, knowledgeable, and ethical nursing practice.

Clinical Practice Guidelines

Students are responsible upon admission to the program and on an ongoing basis for notifying the PN Program Chair and/or Keyano College Nurse of any disability, illness or injury that may be an influential factor with respect to the delivery of safe, knowledgeable, ethical, and/or physical nursing practice.

Legally, student nurses are held to the same Nursing Practice Standards as Licensed Practical Nurses. Students must regularly refer to the document entitled Entry-Level Competencies for the Licensed Practical Nurses. Student nurses are expected to practice within the boundaries of the Standards of Practice for Licensed Practical Nurses in Canada - CLPNA, and the Code of Ethics for Licensed Practical Nurses in Canada - CLPNA

The Student Scope of Practice directs the level of supervision for all students in clinical practice.

Unsafe client care is a reason for immediate removal from any nursing practice area, suspension, course failure, and/or dismissal from the Program.

Students' impairment by alcohol and/or drugs (both in the clinical and/or lecture/lab setting) is just cause for:

- Sending the student home from the clinical/lecture/laboratory area
- Temporary suspension from clinical practice and/or attending lectures/lab activities until a review of the situation is complete
- Course Failure
- Program Dismissal

Please refer to the Substance Use Policy at: Policies and Procedures - Keyano College

Students must respect the personal privacy of clients and maintain in confidence all client information to which they have access. Failure to do so will result in a failing clinical course grade.

Medication Error, Near Miss or Incident

Instructors and students have an ethical and legal responsibility to report any errors, near misses and incidents that occurs at a clinical site. This information is collected in accordance with a just culture to enhance safe work environments and support continuous safety improvements. Both instructors and students should feel safe to report errors, near misses and incidents.

Should an incident, medication error or near miss occur, the student must inform their instructor immediately and follow agency reporting requirements.

The PN Program Chair must be notified within 24 hours of the incident. The instructor and student will work together to complete the appropriate Keyano College reporting form (example: *Student*

Medication Error and Near Miss Form or *Student Incident Report Form) and submit to the Program Chair within 72 hours of the incident.* Should a learning success plan be warranted, this will accompany the form sent to the Program Chair.

The Program Chair will review, add comments (as needed), and sign the completed form as soon as possible. When completed the form will be placed on the student's nursing file (emailed to nursing@keyano.ca) and a copy emailed to the student for their records. Should significant patient harm or death occur, these forms will be reviewed and signed by the Dean or Associate Dean.

These are in accordance with the Student Medication Error and Near Miss Form and Student Incident Form Policy and Procedure.

Student Clinical Assignment Veto Statement & Scope of Practice

According to the legal agreements between the Keyano College Nursing Program and clinical agencies, practical nursing students (PN) may perform only those activities for which they have received formal theory and laboratory instruction. Students may perform with supervision all the restricted activities of the College of Licensed Practical Nurses of Alberta (CLPNA) according to the Health Professions Act, as limited by Keyano College Practical Nursing Program policies or the clinical agency.

While in the clinical setting, students must adhere to the PN Student Scope of Practice at all times. Students will not perform skills independently until advised by their clinical instructor.

Please refer to the PN Scope of Practice & Preceptor Scope of Practice document located at Course: Health Studies - Student Resources | iLearn Home Page (keyano.ca)

To ensure patient safety and protection of the student, the instructor or supervisor/designate of the nursing unit has the right to veto a student's assignment.

Definitions

Program Chair: refers to the Chair of the Practical Nurse Program.

Student Nurse: any student enrolled in the Practical Nursing Program through Keyano College is a student nurse.

Instructor: Keyano College Nursing Instructor.

Direct Supervision: Students must be directly supervised by instructor or co-assign.

Supervision: Students must review and check the procedure with the instructor- the instructor does not need to be in attendance at all times.

Instructor's Discretion: The instructor has supervised the student and determined that the student is able to competently perform the procedure.

Preceptor: A registered graduate nurse, who agrees to supervise a student in a clinical preceptorship.

Co-signature: The actual signature of a second individual