Practical Nurse Student Handbook
2017-2018 ACADEMIC YEAR

Date:  Rev. July 12, 2017
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MESSAGE FROM THE DEAN

JACKIE NELSON, RN, MPH

Welcome to the Faculty of Health and Community Studies! We are very pleased that you have chosen NorQuest College as a starting point on your journey to becoming a Licensed Practical Nurse. Here, you will find highly qualified nursing instructors, an effective program curriculum, and a supportive learning environment.

As a graduate of the NorQuest College Practical Nurse Program, you will have excellent career opportunities in a variety of health-care settings. You will also have opportunities to further your education through other programs and continuing education courses offered at NorQuest College, and via transferability to accredited educational institutions throughout Alberta.

You can expect to study and work hard through this challenging program. When you graduate and become employed as a Licensed Practical Nurse, you will be rewarded with the opportunity to make a positive impact on the lives of others on a daily basis.
NORQUEST COLLEGE VISION/MISSION/VALUES

VISION

NorQuest College is a vibrant, inclusive and diverse learning environment that transforms lives and strengthens communities.

MISSION

NorQuest College inspires lifelong learning and the achievement of career goals by offering relevant and accessible education.

VALUES

We value people. We:
- treat people with integrity and respect
- empower and encourage risk taking
- celebrate commitment, contribution and accomplishments
- promote health and wellness

We value learning. We:
- foster creativity, innovation and critical thought
- encourage growth, development and lifelong learning
- build on the diversity of our learners, employees and partners

We value our role in the community. We:
- display leadership and responsibility for our outcomes
- partner to achieve community goals

We value the quality of the processes we use in reaching our goals.
We:
- demonstrate a learner-centred approach
- set clear expectations, measure results and demonstrate accountability
- promote teamwork, cooperation and sharing throughout the College
- follow fair process in accomplishing our objectives

PRACTICAL NURSE (PN) PROGRAM LEADERS

DEAN – Faculty of Health and Community Studies
Jackie Nelson, RN, MPH  jackie.nelson@norquest.ca

ASSOCIATE DEAN – Faculty of Health and Community Studies
Jennifer Mah, RN, MN  jennifer.mah@norquest.ca

PROGRAM CHAIR – Practical Nurse Program
Brenda Young, RN, BScN  brenda.young@norquest.ca

ASSOCIATE CHAIR – Theory
Kari Ubels, RN, CD, HBScN  kari.ubels@norquest.ca

ASSOCIATE CHAIR – Lab
Katrina Blacklock, RN, BScN, MEd  katrina.blacklock@norquest.ca

ASSOCIATE CHAIR – Clinical
Dustin Chan, RN, BScN  dustin.chan@norquest.ca

ASSOCIATE CHAIR – Alternate Deliveries (Online, Hybrid, Refresher, Regional, & Part-time Evenings)
Ayshea Thornton, LPN, BA  ayshea.thornton@norquest.ca

ACADEMIC ADVISORS
pn.studentadvisor@norquest.ca

STUDENT NAVIGATORS
Student.Navigator@norquest.ca

CLINICAL PLACEMENT
ClinicalPlacementTeam@norquest.ca

HYBRID DELIVERY
pnhybrid@norquest.ca

ONLINE DELIVERY
pnonline@norquest.ca

PART-TIME EVENINGS
pn.evenings@norquest.ca

WETASKIWIN
pn.wetaskiwin2f@norquest.ca

DICKINSFIELD
pn.dickinsfield@norquest.ca
CONTACT INFORMATION

The Edmonton Main Campus consists of four separate buildings and more information about the Campus can be found at:


BUILDING LOCATIONS (HERITAGE TOWER, SINGHMAR CENTRE FOR LEARNING, HEC 102, HEC 106)

Heritage Tower
(A104, Building A)
10215-108 Street
Edmonton, AB T5J 1L6

Main Reception
Phone: 780-644-6395
Fax: 780-644-6339
Toll Free: 1-888-272-5271

Singhmar Centre for Learning (SCFL)
#800, 10215-108 Street
Edmonton, AB T5J 1L6

NorQuest Interdisciplinary Simulation Centre is located in this building.

Health Education Centre
(HEC 102, Building B)
10704-102 Avenue
Edmonton, AB

Reception Located B102
Open Monday – Friday
8:00 a.m. – 4:00 p.m.
(CLOSED 1:00 p.m. – 2:00 p.m.)

Health Education Centre
(HEC 106, Building E)
10232-106 Street
Edmonton, AB

Reception Located E220
Open Monday – Friday
8:00 a.m. - 4:00 p.m.
(CLOSED 12:00 p.m. – 1:00 p.m.)

OFFICE OF THE REGISTRAR

Heritage Tower
A104, 10215-108 Street
Edmonton AB, T5J 1L6
Phone: 780-644-6000
Fax: 780-644-6013
Toll Free: 1-866-534-7218
Email: info@norquest.ca enrolment@norquest.ca
CAMPUS LIFE

Please visit your student website, at www.student.norquest.ca for information on news, events, and resources available to you.

BOOKSTORE

Singhmar Centre for Learning
Room 1-091
Phone: 780-644-6203
Email: studentbookstore@norquest.ca

Hours of Operation
Monday – Friday, 7:45 a.m. - 4:30 p.m.
(CLOSED: Weekends & Statutory Holidays)

Email: studentbookstore@norquest.ca
http://www.norquest.ca/resources-services/facilities/bookstore.aspx

BOOKLISTS

Booklists are available to view at the bookstore, or online at: http://www.norquest.ca/resources-services/facilities/bookstore/booklists.aspx

CAMPUS NON-SMOKING POLICY

Please note that our campus is a non-smoking campus. There is no smoking permitted inside any building.

EMERGENCY PROCEDURES

EVACUATION: http://www.norquest.ca/resources-services/college-services/security-services/evacuation-procedures.aspx


LOCKERS RENTALS

Locker rental information is found at: http://www.norquest.ca/resources-services/student-life/lockers.aspx
PARKING

For information regarding student parking at NorQuest College please visit; https://www.norquest.ca/resources-services/college-services/parking.aspx

It is the student’s responsibility to contact the following parking providers for further information:

**Impark**
10239-107 Street NW
Edmonton, Alberta  T5J 1K1
Phone: 780-420-1976

**Diamond Parking Services**
#100-9939 Jasper Avenue
Edmonton, Alberta  T5J 2W8
Phone: 780-481-4600

SCENT-FREE ENVIRONMENT

NorQuest College maintains a scent-free environment. No perfumes or colognes are permitted in the classroom, lab, or clinical setting.

HEALTH & WELLNESS

COUNSELING SERVICES

Singhmar Centre for Learning
Room 1-101 (walk-in)
Phone: 780-644-6130

Learning to be a student and finding balance can be challenging. You don't have to do it alone.

NorQuest College offers professional and confidential counselling at no cost to registered students. Our educational counsellors, also known as success partners, are psychologists and possess a wide range of expertise and knowledge.

Counsellors provide students with guidance and assistance to cope more effectively with problems that interfere with academic achievement, personal growth, and career development.

https://www.norquest.ca/Resources-Services/Student-Services/Counselling-Services.aspx

HEALTH SERVICES

Singhmar Centre for Learning
Room 1-101 (walk-in)
Phone: 780-644-6155

Nurses are located at the downtown campus and are available for appointments during regular College hours.

We are committed to providing professional and confidential services to the students and staff at NorQuest College in a safe and competent manner. Although priority will be given to appointments, walk-ins are always welcome.

https://www.norquest.ca/resources-services/student-services/safety-wellness/health-services.aspx
FINANCIAL AID & SPONSORSHIP

FINANCIAL AID

Room A125
Heritage Tower, Downtown Campus
Phone: 780-644-6130

NorQuest College Student Financial Aid understands that when you're a student, money matters! We specialize in helping students identify their eligibility for a number of different financial resources that will assist with educational and/or living costs while they are attending NorQuest College.

https://www.norquest.ca/resources-services/student-services/funding-your-education.aspx

SCHOLARSHIP, BURSARIES & AWARDS

Students are eligible for a variety of scholarship opportunities. You can review this information at:

http://www.norquest.ca/resources-services/student-services/funding-your-education/scholarships-bursaries-awards.aspx

Additional opportunities

- Health Care Practicum Funding Program: https://www.benorth.ca/healthcare-practicum.asp
- CPA Indigenous Student Award: http://www.physiotherapy.ca/Advocacy/Legislation/Indigenous-Student-Award

If you need assistance, you may consult your Student Navigator.
ACADEMIC SUPPORT

SERVICES FOR STUDENTS WITH DISABILITIES

It is the student’s responsibility to disclose any information to the Program Area that may affect their success in the program.

If the student requires an accommodation for classroom activities, exams or clinical environment, it is their responsibility to discuss their needs with the instructor, Academic Advisor or Associate Chair. Accommodations are assessed through Student Services. If exams are to be written outside of the classroom (Room 2-074, Singhmar Centre for Learning), please inform your instructor in advance so that the program area can arrange for the exam to be ready for you. Exams must be booked for the same time as the in-class exam.

For more information refer to page 23 in the 2017/2018 College Calendar-Referral for Disability Services where you can download the Student Guidebook.


- If a student’s accommodation includes audio recording for lectures, they must contact their Learning Support Specialist to provide an authorization form for their course instructor.

  https://www.norquest.ca/NorquestCollege/media/pdf/publications/NorQuest-Student-Guidebook-Plain-Language-May-2014.pdf

- Students with allergies should be aware that in this program, you may use a variety of materials in your learning. It is the student’s responsibility to be aware of their environment, ask for clarification as required, and inform the instructor or Associate Chair about any concerns.

Becoming a Licensed Practical Nurse in Canada: Requisite Skills & Abilities

In nursing, there is a duty to public safety. While students are allowed to assume risk to themselves, it is the College’s responsibility to ensure that the student does not pose a risk to others. Students with a mental and/or physical disability should review the “Becoming a Licensed Practical Nurse in Canada: Requisite Skills and Abilities” document available through the CLPNA website:

LIBRARY, MOODLE, PRINT SERVICES, COMPUTER COMMONS

LIBRARY

Singhmar Centre for Learning
2nd Floor
Phone: 780-644-6070
Text: 587-600-0084
Online: [https://library.norquest.ca/about.aspx](https://library.norquest.ca/about.aspx)

Hours of Operation:

Monday-Thursday
7:30 a.m. – 7:00 p.m.
Friday 7:30 a.m. – 5:00 p.m.
Saturday 12:00 p.m. - 5:00 p.m.

TUTORIAL CENTRE

Singhmar Centre for Learning
2nd Floor
Phone: 780-644-5864

Experienced, professional tutors can help you in-person or online. Based on your needs, there are a number of **FREE** services available.

[https://www.norquest.ca/resources-services/student-services/tutorial-services.aspx](https://www.norquest.ca/resources-services/student-services/tutorial-services.aspx)

MOODLE SUPPORT

All courses in the PN Program utilize Moodle, our online learning management system, for course materials. Upon registration, you will receive login information via your MyMail account. Course materials may include review materials, handouts, course outline, PowerPoints, notices from your instructor, course syllabus, assignments and exams. It is important that you login and review the course materials and information regularly.

[http://www.norquest.ca/resources-services/resources/student-tools-support/moodle_support.aspx](http://www.norquest.ca/resources-services/resources/student-tools-support/moodle_support.aspx)

PRINT SERVICES

RILEYS
10180-108 Street NW
Edmonton, Alberta

COMPUTER COMMONS

Phone: 780-644-6085
Email: computercommons@norquest.ca
COMMITTEES/COUNCILS/ASSOCIATIONS & STUDENT REPRESENTATION

ACADEMIC COUNCIL

The Academic Council members meet one a month and plays a meaningful role in the governance of NorQuest College. Council consults with the College community, as appropriate, before making recommendations or approvals and members understand that it is their obligation to make decisions based on the best interests of the College. Elected by the Students Association no more than ten students can represent their peers on this council.

https://www.norquest.ca/about-us/governance/academic-council.aspx

COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

The College of Licensed Practical Nurses of Alberta (CLPNA) is the regulatory (licensing) organization for the province’s 14,000 Licensed Practical Nurses. The CLPNA is a non-profit, non-government, regulatory organization led by LPNs. CLPNA exists to protect Alberta healthcare users - the public. This body regulates the profession of Licensed Practical Nursing, setting and maintaining standards to ensure the public receives safe, competent, and ethical healthcare services.

PROGRAM ADVISORY COMMITTEE (PAC)

Each program in the Faculty of Health & Community Studies has an active Program Advisory Committee, made up of educators, practitioners, industry leaders, alumni, and students. The purpose of this committee is to provide guidance to the program area in ensuring the curriculum and its delivery is current and relevant to the workforce. The PAC for this program meets at twice a year during the month of May and November.

STUDENT PRACTICAL NURSE SOCIETY (SPNS)

The Society was created to assist the integration of nursing students into the practical nurse school community fostering a cohesiveness within the program. Along with organizing fun events students developing their public speaking and leadership skills while also taking time to assist with volunteer activities. These student also act as ambassadors of the Practical Nurse program at NorQuest.

SPNS email information: Studentpracticalnurse.society@gmail.com
SPNS webpage: Studentpracticalnursesociety.weekly.com
Instagram: SPNS NorQuest College
Facebook: Student Practical Nurse Society
STUDENT’S ASSOCIATION

Advocates on behalf of the students to the College, government, Student Finance Board, and other organizations regarding issues that concern students. The Students’ Association also organizes a variety of social and cultural events within the College.

You are encouraged to become an active part of campus life at NorQuest College, by becoming involved in the Student Association. The office is located in Room A121 and the phone number is 780-644-6250. More information on events, services, and opportunities to be involved are found at: http://www.sanqc.ca/

OFFICE OF STUDENT JUDICIAL AFFAIRS

STUDENT CONDUCT IN ACADEMIC MATTERS

It is the student’s responsibility to read, and ensure they understand the standard practices for their program area and the College. You are responsible for following the policies.

In addition, please refer to our website for more information on the Office of Student Judicial Affairs (OSJA) OSJA@norquest.ca, which coordinates the administration of the Student Management Policy and Student Judicial Affairs procedures. These policies and procedures govern student academic and non-academic behaviour, performance, and integrity, and provide a means for dispute resolution. It is the student’s responsibility to ensure that they read and understand the processes and procedures related to the Office of Student Judicial Affairs, including the “Student Rights & Responsibilities” and the “Student Code of Conduct”, which can be found on the College website at:


STUDENT RIGHTS & RESPONSIBILITIES

NorQuest College is committed to maintaining high standards of non-academic conduct and academic performance and integrity, in order to foster a learning environment conducive to the personal, educational, and social development of its students. This commitment is founded upon the principles of fairness, trustworthiness, honesty, respect, and responsibility.

The college expects that its students will be guided at all times by these principles in the work that they submit and the behaviour in which they engage. As members of this learning community, students have both fundamental rights and consequential responsibilities that NorQuest commits to protect and enforce under the provisions of the specific procedures related to this policy for the benefit of the entire college community.

https://www.norquest.ca/Resources-Services/Student-Services/Office-of-Student-Judicial-Affairs/Student-Rights-Responsibilities.aspx
STUDENT CONDUCT

Students are expected to uphold a high standard of personal conduct during their time at NorQuest, in preparing students to be members of a health care team.

As well, you are responsible for upholding the conduct as listed below:


CONDUCT OF THE PRACTICAL NURSE STUDENT

PROFESSIONALISM

As Practical Nurse students, you are a valued member of the health care team. Nursing is a most trusted profession your professionalism reflects your own values as well as those of your profession and NorQuest. Merriam Webster defines professional as “relating to a job that requires special education, training, or skill”

The responsibility to oneself, to the public, to clients, to profession and to colleagues (Principles of CCPNR Code of Ethics) is to conduct oneself in a professional manner in your learning and clinical practice. The Canadian Council of Practical Nurse Regulators maintains the standards of professionalism and requires its members to “conduct themselves in a manner that upholds the integrity of the profession,” and is consistent with the privilege and responsibility of self-regulation.

Professionalism is demonstrated by how you present yourself to the world. The CLPNA website states members are “proud professionals” and as such “are accountable for practicing within professional standards and maintaining and enhancing their professional competence.”

The Practical Nurse Program at NorQuest College prepares students to be professionals. It is challenging to understand and implement “professionalism” into one’s individual practice. Opportunities are presented every day as a student to adopt and practice behaviours that are expected of a professional.

The Registered Nursing Association of Ontario (RNAO) published ”Professionalism in Nursing“ in 2007 (http://rnao.ca/bpg/guidelines/professionalism-nursing). It identifies a set of eight attributes that exemplify professionalism in nursing. As a student, it is expected that you develop professional behaviours throughout your program. Below are the eight attributes, and how you can work to develop these attributes as a student.

COMMITMENT TO PROFESSIONALISM FOR PN STUDENTS

ACCOUNTABILITY

Students are responsible for one’s own learning needs and for the nursing care provided. Be aware of your own learning needs and deficits, and seek learning opportunities with your instructor or preceptor.

Be on time and be prepared for your commitments. This includes completing your readings prior to class; watching your videos and practicing prior to coming to your scheduled lab; and completing all of your research and preparation prior to your clinical day.
Being accountable also means “taking responsibility by admitting mistakes, owning our own actions and trying to rectify misunderstanding” (Margaret Marean, June 2009). Providing safe, competent nursing care is a nurse priority, however errors do happen. If you think an error has been made, it is the student’s responsibility to report it immediately to the instructor or preceptor and work on mitigating solutions.

Be reliable; ready, prepared, and on time. Ensure you are “Fit to Practice”. (http://www.clpna.com/wp-content/uploads/2013/02/doc_Interpretive_Document-Fitness_to_Practice.pdf) Notify the appropriate people in the event of an illness or extenuating circumstance.

Get to know and understand LPN’s scope of practice and relating legislation. Read the Standards of Practice the Code of Ethics (http://www.clpna.com/legislation-practice-policy). Use this to understand and clarify the boundaries and limitations of your nursing practice.

Concerns with instructional team members need to be addressed one on one. If there is not a successful resolution the concern should be addressed to an Associate Chair then Chair. Refer to page 6 in handbook for Associate Chair contact information.

ADVOCACY

Almidei (2010) defines advocacy as "seeing a need and finding a way to address it" (p. 4). This means advocacy for oneself, your peers, and your clients and for your nursing profession. As a learner, be aware of your learning needs and styles. Be assertive rather than aggressive, in getting your needs met so you can get the most out of your learning experiences. Ask questions!

In the clinical area, advocacy means to understand and support clients’ needs from their perspective. Show empathy. Exhibit a non-judgmental attitude.

There are many opportunities upon graduation to get involved in CLPNA, professional practice initiatives, policy development, both within healthcare organizations and with your professional body. Being an advocate means being informed, talking to others, gathering support, and presenting ideas in a way that is non-judgmental, and informative.

AUTONOMY

Nursing involves both independent and interdependent decision making determined both organizationally (i.e. NorQuest College, health care institutions) and professionally (CLPNA). The increase in scope of practice and responsibility for the LPN, also means an increase in accountability. It is mandatory, both as a student of experienced nurse, to know whom and when to ask, seek assistance or report issues.

COLLEGIALLY AND COLLABORATION

Establish collaborative relationships with other students, instructors, preceptors, staff, and other health care providers. This includes being a part of an interdisciplinary team, or mentoring other students from your class or at the College.

Practice effective communication skills. This includes listening with empathy, honesty, confidentiality (awareness of FOIP) and not participating gossip or perpetuating rumors.

Use social media wisely. There are risks and challenges in using social media. Our personal and professional use of social media should not compromise the integrity of the College, students/faculty or confidentiality of clients entrusted to our care.
Show respect. Treat others with courtesy and politeness. This applies to your peers, your instructors, the staff and your patients you will be caring for.

ETHICS AND VALUES

It is expected that students make the right decisions based on rules of society and the nursing profession. This means maintaining respect, integrity, a positive attitude, dignity, privacy and confidentiality. Your instructors are here to guide you when decision making becomes difficult. Nursing is a profession that challenges your own personal values. Being a professional means recognizing your own personal values, and putting them aside to give the care that your client needs.

Identify and incorporate your professional code of ethics with your personal one. The Code of Ethics from the CLPNA include such values as integrity, dignity, positive attitude, and respect. (http://www.clpna.com/2013/06/clpna-adopts-national-standards-code-more/)

As PN students, you are a valued member of the health care team. Nursing is a most trusted profession, there is so much ability to “make a difference”, to learn, grow and give back.

As a NorQuest PN student you will be required to work with many different people in classrooms, labs and clinical settings including:

- People from other cultures and religions
- Both males and females
- People who identify as LGBTQ
- Specific considerations or restrictions around clothing and jewelry

INNOVATION AND VISION

As a student, you can participate by providing feedback to instructors, College, and CLPNA to help shape the future of nursing. You may be asked to participate in focus groups, or as a class representative. Share new ideas and become involved in new initiatives whenever possible.

KNOWLEDGE

Establish, maintain and continue to enhance a sound knowledge base through good study practices and techniques. This includes studying outside of class time, arriving prepared for class, lab and clinical with assignments done. You will be expected to demonstrate role competency, first as a beginner, and then progressively more competent as you move through the program. As your knowledge and skills increase, so will the expectations.

Use evidenced based theory, practice and clinical knowledge to develop role competence. This includes the use of critical thinking in knowledge application, and the ability to discern information from a variety of sources. As new information/research is available, remain flexible enough to change your thoughts and your nursing skills and practice.

There is also the responsibility to share that knowledge both as a student and a practicing health care provider through discussions and presentations with peers, instructors, preceptors, clients, their family, and other health care providers.

Develop cultural competency. Begin by acquiring knowledge of the diverse cultural norms and disparities and how that may influence health care, both as a client receiving care and a nurse providing care.

SPIRIT OF INQUIRY
There is much to be learned. Ask questions to obtain new knowledge and for clarification. Ask for feedback to enhance your knowledge and your nursing practice. In the clinical setting, seek out policies and procedure manuals. Ascertaining the right way to proceed is mandatory in order to provide competent and safe nursing and it is your responsibility to do so.

Commit to learning throughout your life. Continual improvement of knowledge, skills and competence is necessary to keep up with changing practices in health and in nursing.

Be open minded and receptive to new ideas. Explore new knowledge. Ask questions. Stay current and up to date with changes in the delivery of health care related to new research and development.

UNPROFESSIONAL BEHAVIOUR

If a student is found to be in violation of a professional attribute, in accordance with CLPNA Competencies, then the following steps will occur:

**Step One:** Verbal warning will be provided to the student

**Step Two:** If the unprofessional behaviour continues, a Non-Academic Misconduct form or a Performance Improvement Plan (PIP) will be implemented. This process is intended to provide feedback in writing and to give the student the opportunity to ensure they understand the expectation. Depending on the severity of the unprofessional behaviour the PIP or Non-Academic Misconduct form could be applicable for the remainder of the program.

**Step Three:** If the violation of the professional attribute or competency occurs, then the student fails the course.

SOCIAL MEDIA

NorQuest College students are reminded that posting content on the Internet, including the use of social media, whether on behalf of the college or for personal purposes, is public, immediate, and permanent. As such, you are expected to be transparent, thoughtful, and respectful to protect your personal and professional reputation, as well as that of the college. For more information, refer to External College Communications Procedure and NorQuest College Policies links provided below.


As a future member of the College of Licensed Practical Nurses of Alberta (CLPNA) you are also expected to follow the practice guidelines of the profession when using social media. The LPN’s Obligations to Stay Professional on Social Media In using social media LPNs are responsible for the content of their posts. It is important that the LPN is aware that comments made on social media platforms are potentially as public as if they were made directly to the media or at a public forum. Mishandling social media puts the LPN at risk of disciplinary action by the CLPNA, their employer, and the law. Therefore, while using social media LPNs must uphold legal and regulatory expectations related to privacy, professional ethics and boundaries.

OVERVIEW OF PROGRAM

The Practical Nurse Program has been designed to give you the best possible education and is offered in a variety of ways. The courses and standards are the same for all deliveries and provide instruction that will increase your knowledge and skills within your chosen field, as well as general studies that enable you to enhance your interdisciplinary understanding and communication skills.

The curriculum integrates the knowledge, skills, behaviours, and attitudes that contribute to your ability to be successful in your role as a health care professional. The program outcomes prepare the students to graduate as a Practical Nurse eligible for registration with the College of Licensed Practical Nurses of Alberta (CLPNA) and competent to provide quality holistic nursing care to clients of all ages in a variety of health care settings. At completion, the graduate will be able to work with individuals within families and communities in diverse practice settings to:

- Use critical thinking, clinical judgment, and acquired knowledge and skills to provide safe, holistic, compassionate, competent nursing care
- Communicate appropriately, effectively, and accurately with clients, other health team members, communities and health care organizations
- Demonstrate caring, advocacy and respect of client diversity and individual preferences
- Work in synergy with clients and the interdisciplinary health team to optimize client strengths, achieve expected health outcomes, and promote wellness
- Demonstrate ethical, legal and moral responsibility and accountability for your own actions
- Work within the parameters of professional practice as defined by legislation, the professional association, and the practice setting/employing agency
- Pursue personal and professional growth and continued competence through continuous learning
- Apply leadership principles personally, and professionally and to the community at large
- Incorporate research findings into evidence based practice
- Contribute to a culture of safety as it applies to the role of the PN in the health care system
- Demonstrate cultural competence in the provision of nursing care

This program is designed to meet the skill and knowledge competencies identified in the Competency Profile of the College of Licensed Practical Nurses of Alberta.

NorQuest College offers the PN program in a variety of ways so that you can choose the option that suits your learning needs and lifestyle:

- Full-time, Main Campus and Regional Sites
- Part-time evenings
- Online learning
- Hybrid program is offered in Edmonton and rural areas

You will have Workers Compensation coverage while you attend NorQuest College and this will continue throughout your off-campus clinical practice placement site.
LEARNING OUTCOMES

The general outcome of the program is to graduate a practical nurse eligible for registration with CLPNA and competent to provide quality holistic nursing care to clients of all ages in a variety of health settings. 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. Contribute to a culture of safety as it applies to the role of the Practical Nurse in the health care system.
11. Demonstrate cultural competence in the provision of nursing care.
CONCEPTUAL FRAMEWORK

A conceptual framework is a set of ideas that are linked and organized in a way that shows relationships between the ideas. It helps to organize their thinking, integrate knowledge, and build on decision making and problem solving. Students will be able to use the conceptual framework to help them acknowledge why they are engaged in a particular learning activity in a particular way. It also provides a frame of reference when examining and using the theories of others, and applying this into practice.
ROLES & RESPONSIBILITES WITHIN THE PROGRAM

PROGRAM CHAIR

- Overseeing the program for the College
- Faculty and program evaluation
- Program policies
- Issues or concerns forwarded from the Associate Chairs

PROGRAM CHAIR OR ASSOCIATE CHAIR

- Overseeing all student activities
- Concerns about the program or curriculum
- Issues or concerns forwarded from the other Faculty members

PROGRAM CHAIR, ASSOCIATE CHAIR OR DESIGNATE

- Working with students to outline their program plan
- Presenting various delivery options to students
- Responding to student questions
- Information about change of course registration
- Information if you have failed, withdrawn, or need to take a break from the program
- Information if you would like to transfer to another delivery option

INSTRUCTOR

- Course Syllabus, schedule, materials, assignments, and exams
- Monitoring, and recording student progress
- Grading student assignments and providing feedback to the student
- Responding to student questions pertaining to the course
- Approving final course grades
- Questions about the material: readings, assignments, grades, classes, information on Moodle, and exams
- Course and classroom policies and procedures
- Requests for exam or assignment extensions/deferrals
- Address concerns if there is a discrepancy with your mark or you have not received your marks
ACADEMIC ADVISOR

The two Academic Advisors are experienced instructors in the Practical Nurse Program which provide students assistance and support in the following areas:

- Program planning and future course advising
- Academic probation and supports
- Academic resources and strategies
- Program withdrawals
- Change of program delivery
- Referral to college services – including counseling, finance, Tutorial & Writing Centers and Learner Support

To book an appointment please call 780-644-6300 or you can make an appointment by coming into B102 and speaking with the receptionist. You can also send an email to:

PN.StudentAdvisor@norquest.ca

CLINICAL PLACEMENT TEAM

The clinical placement team brings expertise to building community internally among programs in health and community studies; they coordinate the clinical and field placements for the majority of students in the faculty.

ADMINISTRATIVE & OPERATIONAL STAFF

- Maintaining student records
- Maintaining program information
- Collection of student documents (see “To-Do” Checklist in your MyQuest)
- If you are having difficulty contacting your instructor
- If you will be absent for guided practice, clinical, or an exam
- General program information
- Booking appointments to see the Associate Chair, or Program Chair

STUDENT NAVIGATOR(S)

If you are having trouble navigating College Services, or need guidance on the resources available to you, please consult with your Student Navigator (contact information below).

- **What is a Student Navigator?** We are a team of centralized advisors who are here to answer student questions and concerns – we provide our services for students from application to graduation. *As soon as you apply to the College and pay an application fee, you can access our services.*

- **What can they do?** We are your go-to people for any general College inquiries – anytime you have any questions/issues about college services, policies, or processes that you are unsure about or don't know where to go to find the answer – your student navigator can help. This may include:
• **Program information** (General policies and procedures)
• **College Services** (Provide information or direction to services such as: Career and Employment Services, Tutorial Centre, Counsellors, Social Worker, Bookstore, etc.)
• **Student Funding** (Grant Funding, Student Loans, how and when to apply, full-time vs part-time, etc.)

• How can I contact them?

  Location: 10215 108 Street, Room A125  
  Phone: 780-644-6130  
  Email: student.navigators@norquest.ca

  Hours of Operations: Monday – Friday, 8:30 a.m. – 3:30 p.m.  
  (Drop in or pre-booked appointments available – call or email for more information.)

  **NOTE:** Student Navigators are available most Tuesday and Thursday evenings until 7:00 p.m. in room A324. We would advise that you call ahead to confirm a Navigator will be available on those days.

**OFFICE OF THE REGISTRAR (OR)**

• Course Registration  
• Updating student information  
• Course fees  
• Maintaining student records  
• Police Information Check (PIC)  
• Course extension  
• Transfer credit requests – refer to page 41 of your 2017/2018 College Calendar:

PRACTICAL NURSE PROGRAM - COURSE COMPOSITION

The Practical Nurse Program is composed of 23 courses for a total of 86 credits, traditionally offered over 5 terms. They are divided into the following categories:

- Nursing Courses (11 courses) (4 theory/lab & 7 theory)
- Practical Clinical Courses (5 courses)
- Liberal Arts and Science Support Courses (7 courses)

To obtain credit for a course, you must complete all course components. This includes all the examinations, assignments, lab skill assessments, and clinical practice. Course credit will not be given if only parts of a course have been completed.

**For course descriptions, please refer to your College Calendar**

COURSE MATERIALS

Once a course registration has been completed and paid for, you may contact the Bookstore to purchase textbooks and pick up skill kits for a course. You may purchase your materials in person, by phone at 780-644-6203, or via email at studentbookstore@norquest.ca. All other course materials will be available in your Moodle course and login information will be sent to you via your MyMail account.

COURSE ASSIGNMENTS

All assignments must be submitted via Moodle. Grades will be posted on Moodle within 10 business days. **Late assignments will be docked 10% per day. Failure to complete/submit any course assessment will result in a course failure.**

- student assignment deadlines will be communicated in Moodle.

REQUESTING AN ASSIGNMENT EXTENSION (FACE-TO-FACE)

Face to face delivery students may request an assignment extension through their instructor 14 days **BEFORE** the due date. You may be expected to provide documentation (e.g. medical note) to support your request for an extension.
FULL-TIME DELIVERY

PROGRAM FIVE MAIN COMPONENTS

- University transfer courses
- Nursing theory courses
- Lab courses
- Three instructor-led clinical practices in Edmonton or your campus surrounding area.
  - Nursing Practice I: Continuing Care Practice (NPRT1001)
  - Nursing Practice II: Acute Care Practice – Medicine (NPRT2101)
  - Nursing Practice II: Acute Care Practice – Surgery (NPRT2102)
  - Occur in Edmonton or campus surrounding areas. Days are Monday to Friday, and hours may be between 6:00 am and 10:30 pm.
- One preceptor-led clinical practice course offered in Edmonton or your community, if available. These schedules follow the preceptor's schedule and may include day, evening or night shifts (eight, 10 and 12 hours) on any day of the week, including weekends and holidays.
  - Nursing Practice III: Comprehensive Practice (NPRT2200)

ATTENDANCE

If you are going to be absent from a scheduled appointment, a guided practice nursing skills lab, or a meeting with a program faculty member, you are required to notify the program office at 780-644-6300. You must also cancel any lab or exam bookings you have made online, 48 hours before the lab or exam is to start. Failure to cancel is considered professional misconduct.

When absent for any class you must notify the College by calling 780-644-6300 and providing the following information:

- Your name
- Your student ID#
- What you will be absent from class or lab
- The name of your instructor

Attendance is expected for all theory classes. Attendance is mandatory for all labs and clinical courses.
LAB

DRESSING PROFESSIONALLY IN THE LAB AND CLINICAL AREA

Our appearance reflects the professional image of one’s self and as a NorQuest representative. Instructors will stress the importance of professional appearance and can provide guidance on appropriate attire. If appearance does not meet minimum standards, there may be actions taken (i.e., verbal or written warnings). If you are attending a clinical practicum you may be sent home.

For lab, you must wear a uniform which is clean, wrinkle free, and in good condition. Uniform pants must be full length, and you may wear a short sleeved t-shirt under your uniform. Shoes must be closed toes and closed backs, quiet, non-slip, washable and flat. Socks are to be worn with shoes.

For clinical, you are expected to wear a clean NorQuest uniform at all times along with your clinical ID badge. Two uniforms are provided for you and additional uniforms are available for purchase at the NorQuest Bookstore. Online students may acquire their uniforms from the NorQuest College Bookstore.

HYGIENE & ACCESSORIES

- Overall personal hygiene and control of body odors must be practiced
- Student must be fragrance free at all times
- Cosmetics in moderation
- Natural nails are required to be short, clean, and trimmed. No artificial nails.
- Hair must be clean, well-groomed, and off the face
- Beards and moustaches must be clean and neatly trimmed
- Rings and bracelets - Only medic alert bracelets and plain and flat bands are permitted.
- A watch with a second-hand is considered part of the dress uniform and may be worn on the uniform, or wrist. (Wrist watches are to be removed prior to giving direct client care.)
- Small, conservative, plain earrings are acceptable

LAB SKILL KIT

Some of the nursing foundation courses require lab skill kits, which are necessary for practicing your nursing skills. Students are required to bring their lab kit to each lab. These kits are included with your program fees. Additional kits may be purchased through the Bookstore.

- Students will receive their kits in lab
- Online students receive their kits from the Bookstore

GUIDED PRACTICE NURSING LABS

NFDN 1001, HEAS 1000, NFDN 1002, and NFDN 2003 all include lab components which will allow you to integrate and apply your theory knowledge to perform nursing skills. The instructional team will guide, coach, mentor, and provide the opportunity for you to practice the skills competently. When preparing for Guided Practice Nursing Labs, you are required to do the following:

- review the theory
- watch the video
- practice using the lab skills kit
- complete the lab manual exercise
- bring your lab manual and labs skills kit to every lab
GUIDED PRACTICE-SKILLS ASSESSMENT

Each student will be given 3 attempts to demonstrate a beginner competency level of specific nursing skills during the Guided Practice Nursing Lab.

The student will be assessed on their demonstration of nursing skills according to the following criteria:

- Within a reasonable timeframe
- In an organized manner with minimal guidance
- With the knowledge needed to be aware of normal findings and variations from the normal
- With appropriate documentation of intervention performed

The scheduled Guided Practice Lab is the first attempt at demonstrating the nursing skills

FAILURE OF FIRST ATTEMPT INCLUDES

- If a student is not prepared for the lab session. If a student does not notify the College of absences with a valid reason.
- If a student is unable to complete the specific skill competently and in a timely manner your instructor will talk with you, clarify expectations and provide support as necessary.

PRIOR TO THE SECOND ATTEMPT – THE STUDENT IS REQUIRED TO

- Review the appropriate nursing video which can be viewed online
- Practice the skill at home and Open Lab
- Review classroom and textbook material
- Book an appointment for a performance assessment of the skill with a lab instructor (may not be completed during guided practice time)
- Complete the reassessment of the specific skill within one week after the scheduled guided practice session

FAILURE OF SECOND ATTEMPT

- If a student is unsuccessful at their second attempt of a skill performance, a Learning Improvement Plan (LIP) is initiated. A Learning Improvement Plan is intended to provide feedback in writing and to give the student the opportunity to ensure they understand what is expected before their third attempt. The LIP clearly outlines a plan of action that the student is required to follow in order to be given a third attempt at demonstrating the specific skill.

- If a student books a redo lab for their second attempt and fails to show for redo lab without absence notification, this will be considered a failure.

PRIOR TO THE THIRD ATTEMPT – THE STUDENT IS REQUIRED TO:

- Follow plan of action outlined in LIP
- Review other nursing materials as necessary

FAILURE OF THIRD ATTEMPT:

- If the student is unable to meet the terms of the learning plan, or unable to complete skills in a safe and competent manner, they will be given a failing grade in the nursing foundations course.

- Students who receive a failing grade due to failure of third attempt are not eligible to participate in the Clinical Integration Assessment.
REDO LABS

If a student has not successfully demonstrated a novice competency in guided practice they will be expected to attend a redo lab. Completed their first attempt at a skill or has to make up missed lab hours, they must book a Redo Lab. Redo Labs follow the principles of guided practice. **Students are expected to come to the appointment prepared to demonstrate the skill at a novice level with minimal instructor guidance. This is not meant to be one-on-one learning.** Students are to dress according to the Student Handbook Dress Code and bring the appropriate skills kits.

To book a Redo Lab time, click on “book a lab” link that is located on your Moodle course site and you can book a one hour blocked Redo Lab time. If you are unable to attend, you are required to provide 48 hour cancellation notice. Students are expected to be accountable for their appointments; misuse of this time could be seen as a lack of professionalism.

OPEN LABS (ALL DELIVERIES)

- Online students please refer to the NFDN 0000 Orientation course in Moodle
- Open Lab allows students to receive practice time in a safe environment with positive and constructive instructor feedback. For face-to-face students Open Lab is also used to make up missed mandatory lab time, prior to bookings for redo labs.
- Open Lab follows the principles of guided practice and **is not meant to be one-on-one learning.** Students are expected to dress according to the Student Handbook Dress Code and bring the appropriate skills kits. Open Lab time and space is limited. To book an Open Lab time, click on “book a lab” link that is located on your Moodle course site. Alternatively you can use this link below: [https://booknow.appointment-plus.com/6zzr7zk/](https://booknow.appointment-plus.com/6zzr7zk/)
- You can book however many hours as you feel you require. If you are unable to attend, you are required to provide 48 hour cancellation notice. Students are expected to be accountable for their appointments; misuse of this time could be seen as a lack of professionalism.
- For a missed two hour lab: one hour would be practicing in Open Lab and one hour would be booked in a Redo lab.
- For a missed three hour lab: two hours would be practicing in Open Lab and one hour would be booked in a Redo Lab.

LAB (ONLINE DELIVERY)

Please review the NFDN 0000 Orientation course in Moodle for specific detailed information regarding online PN lab information.
CLINICAL INTEGRATION ASSESSMENT (CIA)

A Clinical Integration Assessment (CIA) is completed at the end of HEAS 1000, NFDN 1002, and NFDN 2003. The Clinical Integration Assessment (CIA) provides the opportunity to demonstrate the integration of the nursing process, nursing metaparadigm, client teaching, and nurse-client relationship required to practice safe nursing care. Demonstration of nursing skills is performed in a simulated clinical situation. You must achieve at least 80% on the CIA to receive a pass in the course.

The CIA is a pass/fail component of the course. If you receive less than 80% on your first CIA attempt, then you are automatically granted an appeal attempt. If you receive less than 80% on the second attempt, a course failure is the result.

To be eligible for the CIA all Guided practice skills are to be successfully completed. This includes all outstanding Open and Redo lab hours. If you have not successfully completed the Guided

- A student who has not completed successful demonstration of all skills in Guided Practice Lab will not be permitted to complete the CIA and will receive a failing grade for the course
- The CIA time and location will be posted and it is the responsibility of the student to know when they are scheduled to complete it. If you come late for the CIA, you will not be granted any additional time.
- During the CIA, you are expected to be in full uniform, and have your NorQuest ID on you.
- No feedback or cueing will be provided during the CIA
- If you require a deferral, this must be granted at least 24 hours prior to the CIA
- If you are ill on the day of your scheduled CIA, you must call the College prior to 0800h, and you will be required to provide the program with a note from your physician
- You are required to make arrangements to reschedule the CIA on your first day back to the College. Failure to do this could result in a zero grade for the CIA.
CLINICAL

Instructor supervised clinical practice courses are held throughout the year in Edmonton and surrounding areas. Students are requested to travel to various locations in order to complete their clinical practice experiences. Access to a vehicle may be required as clinical placements may be located up to 150 km of Edmonton city limits. Cost of travel is the student’s responsibility. The CPT will email students regarding clinical replacement forms.

ATTENDANCE

Clinical is a mandatory attendance component of the Practical Nurse program.

If you are going to be absent from a clinical shift, you are required to notify the clinical site, and the College prior to the start of your shift. The clinical site number will be provided to you during orientation to the clinical site.

REQUIREMENTS

All clinical practice requirements must be completed 60 days prior to the start of your clinical course (including CPR, WHMIS (XBUS 1017), Human Bloodborne Pathogen Exposure (XHLT 1023), Police Record Check (PIC), and Immunizations).

Please note that health care sites in Alberta require CPR recertification yearly; you must have current and valid CPR for the duration of your clinical.

See page 15 in the 2017/2018 College Calendar for more information on work, practicum, and clinical placement requirements:


If you are an online delivery student, please see the “Apply to Clinical” information under the Online Delivery Heading.

INSTRUCTOR SUPERVISED COURSES (NPRT 1001, 2101, 2102)

You will complete a mandatory clinical orientation and will be assigned to a facility where you will demonstrate nursing skills and holistically care for clients. The instructor works directly with you in the clinical area and supervises the care you give. You will work a 37.25 hour work week from Monday to Friday, which may include day and evening shifts.

- You may perform a nursing skill without the instructor’s direct supervision in a clinical area only if the instructor has stated you can perform the skill independently
- An instructor may reassess the performance of a skill at any time to ensure that you continue to perform the skill safely
- An instructor may direct you back to the lab for further practice if the skill is not performed satisfactorily in the clinical area
- If you are unable to perform a skill(s) identified as critical to the clinical practice, you will receive an unsatisfactory clinical evaluation
• Refer to your Clinical Guide for further information regarding Clinical Practice and Anecdotal Records.

PRECEPTOR SUPERVISED COURSE (NPRT 2200)

A nurse from the assigned clinical area will be your preceptor and supervisor. You will work the same hours as your preceptor and this could include days, evenings, weekends, nights and/or holidays (8 or 12 hour shifts). The PN Program monitors your progress through phone calls and site visits.

• You may practice only those skills in the clinical area that you have successfully demonstrated during nursing skill labs

CLIENT SAFETY (CLINICAL)

You must ensure client safety at all times. ALL standard practices and procedures at NorQuest and at the clinical institutions apply to all students.

If your actions result in an actual, or potential, violation of client safety, you will be immediately removed from the clinical area. Examples of safety violations are as follows:

• Unsafe performance of all nursing skills
• Performing nursing skills that have never been practiced
• Inadequate preparation for the clinical assignment
• Inadequate assessment of a client’s status
• Failure to report deterioration in a client’s status
• Inappropriate, lack of, or inaccurate documentation
• Verbal/physical abuse of clients
• Dishonesty as to care given
• Not following policies and procedures of the institution and/or NorQuest College

RETURNING TO CLINICAL FOLLOWING A LEAVE

If your program progression is interrupted in a manner that results in a gap in studies between the courses listed below, you may be required to complete a safety assessment, integrated skills assessment and/or registered in XHLT 1050- Preparation for Clinical Practice. This will provide you with an opportunity to work on integrating your knowledge and skills to be successful.
EXAMINATIONS

Exams are a tool to assess understanding of course outcomes in all theory courses. Each course outline specifies the exams you will be required to complete and the passing grade needed to meet course requirements. Students are allowed only one attempt to write a schedule exam.

All NorQuest students must adhere to the College’s Student Exam Procedures and Academic Honesty. Detailed information can be found at http://www.norquest.ca/about-us/policies-procedures/academic/program-policy/student-exam-procedure.aspx

EXAM DEFERRAL

An exam deferral is required if you are unable to write a scheduled exam. Reasons for deferral include illness or stress due to personal circumstances. All deferrals related to illness require a note from your physician that is dated the day of the scheduled exam. Contact your instructor if you are going to be absent for a written exam and arrange for a deferral. Online students are required to cancel their exam bookings via the online link provided in their email confirmation.

If you arrive at the scheduled exam and are noticeably ill or distressed, you will be advised to defer your exam. If you choose to write an exam under these circumstances, you will be required to sign a waiver indicating that you are well enough to take part in the exam, and you will accept the grade earned.

If you choose to defer an exam, complete the Exam Deferral form at the back of this manual and have your instructor sign it within 48 hours of the missed exam. Deferred exams MUST be written within 10 days of the original writing time. If more than 10 days is required, you must receive permission from an Associate Chair of the program. Please note that if the course you are requesting a deferral for is a prerequisite course for any of your next courses, and if the requested deferral exam date goes beyond your course end date, you may not be permitted to proceed to your next course. As a result, this may delay your expected graduation date from the Practical Nurse Program.

You will be contacted by a member of PN Bookings once you hand in the completed exam deferral form signed by both yourself and the instructor at B102 or E220.

If you cannot write on the rescheduled date, you must; submit a new deferral form to your instructor for approval and wait for PN Bookings at pnbookings@norquest.ca to contact you.

DO NOT reschedule a deferred exam through the exam room scheduler.

EXAM REVIEWS

Exam reviews can be arranged by email or a written request to your instructor. The request must be made within 5 business days of the exam mark being posted. Include your name, student ID, course name and section number in your written request.

NOTE: Currently exam review can only be done at NorQuest College campuses.
GRADE INFORMATION

RELEASE OF GRADES

All exam grades are posted in Moodle within 10 business days. If an error is made calculating a student’s grade, which results in the wrong grade being posted, the student should contact their instructor.

GRADE APPEAL

Please refer to the Academic Grade Appeal Procedure, which can be found on our website at http://www.norquest.ca/about-us/policies-procedures.aspx, for more information on the appeal process.

GRADING

At the end of a term, a grade point average (GPA) is determined. A minimum GPA of 2.0 (C) must be maintained or you will be placed on academic probation. For more information, refer to page 39 of your 2017/2018 College Calendar:


PRACTICAL NURSE GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade Pt. Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95 – 100</td>
<td>4.0</td>
<td>Exceptional: superior knowledge of subject matter mastered</td>
</tr>
<tr>
<td>A</td>
<td>90 – 94</td>
<td>4.0</td>
<td>Excellent: outstanding knowledge of subject matter mastered</td>
</tr>
<tr>
<td>A-</td>
<td>85 – 89</td>
<td>3.7</td>
<td>Very Good: Superior knowledge of subject matter achieved</td>
</tr>
<tr>
<td>B+</td>
<td>80 – 84</td>
<td>3.3</td>
<td>Very Good: outstanding knowledge of subject matter achieved</td>
</tr>
<tr>
<td>B</td>
<td>75 – 79</td>
<td>3.0</td>
<td>Good: knowledge of subject matter generally mastered</td>
</tr>
<tr>
<td>B-</td>
<td>70 – 74</td>
<td>2.7</td>
<td>Average: knowledge generally mastered</td>
</tr>
<tr>
<td>C+</td>
<td>67 – 69</td>
<td>2.3</td>
<td>Average: knowledge generally achieved</td>
</tr>
<tr>
<td>C</td>
<td>64 – 66</td>
<td>2.0</td>
<td>Satisfactory/Acceptable: knowledge of subject matter adequately achieved</td>
</tr>
<tr>
<td>C-</td>
<td>60 – 63</td>
<td>1.7</td>
<td>Minimum achievement for credit in all nursing courses</td>
</tr>
<tr>
<td>D+</td>
<td>55 – 59</td>
<td>1.3</td>
<td>Minimum achievement of subject matter mastered</td>
</tr>
<tr>
<td>D</td>
<td>50 – 54</td>
<td>1.0</td>
<td>Minimum achievement for credit in non-nursing courses: knowledge of some subject matter achieved</td>
</tr>
<tr>
<td>F</td>
<td>0 – 49</td>
<td>0.0</td>
<td>Fail: an unsatisfactory performance</td>
</tr>
</tbody>
</table>

HONOURS STANDING

To complete the program with honors standing, you must meet the following criteria:

- Overall grade point average (GPA) is greater than or equal to 3.7 (A-, 85%-89%).
- The student must not have failed or repeated any courses.
ACADEMIC PROGRESS

During the course of your program, your progress will be assessed on a regular basis. Your instructor may identify that you are struggling and be concerned that you may not be successful, and inform you of the areas that you need to improve on. Feedback from your instructor may be verbal or in writing. If informal feedback has not led to improvements, feedback may be formalized through a Learning Improvement Plan.

COURSE FAILURES

If you are unsuccessful in a course, you will be required to repeat it at your own cost. You may only enroll in other courses if you have met all of the pre/co-requisites. When you repeat a course, you must complete all components of the course and may not re-submit any previously completed work.

You are only permitted 2 attempts to pass a course. You will be placed on Academic Probation after your first attempt and you will be withdrawn from the program if you are unsuccessful with your second attempt.

ACADEMIC PROBATION (AP)

Academic Probation is a means of identifying students at risk in the PN Program of either failure or not being able to continue in the Program. When a student has failed a course or failed to maintain a GPA of 2.0, they are placed on AP for their next 5 courses. While on AP, the student must maintain a 2.0 GPA in each course. If the student fails a course while on AP, or is unable to meet the requirement of 64% in their next 5 courses, the student may not be able to continue in the program. Once you have successfully completed your next 5 courses while on AP, you will be returned to status as a student in good standing and Academic Probation will be removed.

A student is automatically put on Academic Probation under the following circumstances:

- If you are re-admitted to the program after being required to withdraw for academic reasons
- If you commit an act of academic dishonesty but are allowed to remain in the program
- If you fail 1 course while in the program
- If your GPA falls below 2.0 in any semester

Please note: there are additional requirements you will need to meet while on AP which you should discuss with the Academic Advisor. You will also be unable to register in future courses until you have met with the Academic Advisor who will approve your course plan.
PERFORMANCE IMPROVEMENT PLAN (PIP)

During the course of your program, your progress will be assessed regularly. If you are having difficulty meeting course performance outcomes, you will be notified with a Performance Improvement Plan (PIP). The PIP will be a collaboration between you and your instructor to identify strategies and resources to improve learning outcomes.

The first portion of the PIP, completed by the instructor, will outline his/her assessment of your current level of performance in relation to the level of performance required to be successful in meeting the course objectives. The second part, completed by the student, clearly identifies the actions he/she will take to improve chances of successfully completing the course requirements. The instructor may work with you to develop this action plan to identify potential obstacles and discuss strategies for overcoming them.

The goal of the PIP is to outline areas for improvement, steps to be taken in order to address those areas, dates for reassessment, resources available to you, and the consequences of not meeting the course objectives. If you do not understand or are not in agreement with the PIP, please ask for clarification from your instructor first and if an agreement cannot be reached then contact the appropriate Associate Chair.

If the performance issue is of a more serious nature, such as safety. The student can be removed immediately from the clinical setting with an unsuccessful course grade. This can occur without the initiation of a PIP.

APPEALS

Prior to an appeal, consult with staff members directly involved in the area of concern. You are encouraged to seek third party advice, such as an Academic Advisor or counselor, to help clarify issues and to help seek resolution.


You may also refer to our website for more information regarding the Office of Student Judicial Affairs and the Academic Grade Appeal Procedure: http://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs.aspx.
WITHDRAWALS

Program and course withdrawals may be initiated by the student or the program.

PROGRAM

You will be withdrawn from the Practical Nurse Program if you:
- are unsuccessful with your second attempt at a course
- are unsuccessful in a total of 3 courses
- are unsuccessful in a course while on Academic Probation

STUDENT

- If you are unable to complete a course or the program due to health or personal circumstance, you must meet with your instructor.
- Subsequently, the program’s Academic Advisor can discuss the program completion options with you.
- You must complete a withdrawal form in order to be eligible for re-enrolment or considered for tuition and fee refunds.
- Request for refund forms are available through the Office of the Registrar.

See page 33 of the 2017/2018 College Calendar for information on Progression in the Practical Nurse Program:


For more information on withdrawals, add/drop dates and changes to registration please refer to pages 35 of the 2017/2018 College Calendar:


INSTRUCTOR AND COURSE EVALUATIONS

It is important to NorQuest College that you receive quality programs and services, and are able to find employment related to your education. In order to meet these goals, you will be asked at the end of each course to complete an anonymous survey on each course/instructor. A summary of these results will be compiled and provided to the Program Chair and to the instructor being surveyed (results will only be shared with the instructor after the final marks have been posted).

CANADIAN PRACTICAL NURSE REGISTRATION EXAMINATION

As a graduate of the PN Program, you will write the Canadian Practical Nurse Registration Examination, (CPNRE). Successful completion of this exam ensures the graduate has a safe knowledge base to practice nursing and qualifies for a license to practice. Until you have written the CPNRE, and met all of the registration requirements, you will be granted a temporary license to work as a PN.
You must apply to the CLPNA to write the national examination. Timelines for applications and exam writing dates can be found on the CLPNA website, [http://www.clpna.com/applicants/i-am-an-applicant/new-graduates/](http://www.clpna.com/applicants/i-am-an-applicant/new-graduates/)

For more information on CLPNA, please refer to their website, [http://www.clpna.com](http://www.clpna.com).

**STUDENT RECORDS**

**FREEDOM OF INFORMATION & PROTECTION OF PRIVACY (FOIP)**

The Alberta Freedom of Information and Protection of Privacy (FOIP) Act is provincial legislation that applies to all information collected, used, and disclosed by the college as well as all records in the custody or control of the college except those records explicitly excluded by the Act.

See Freedom of Information and Protection of Privacy (FOIP) on page 43 of the 2017/2018 College Calendar:


**STATEMENT OF GRADES/OFFICIAL TRANSCRIPTS**

Please see page 13 of the 2017/2018 College Calendar:


**PN PROGRAM DELIVERY MODALITIES**

**FACE TO FACE – EDMONTON & WETASKIWIN CAMPUS**

**FALL TERM**

<table>
<thead>
<tr>
<th>Open</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
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<td>ANPH1001</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>O</td>
<td>ANPH1002</td>
<td>Anatomy and Physiology II</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>O</td>
<td>ENGL2550</td>
<td>Introduction to Composition</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
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<td>HEAS1000</td>
<td>Health Assessment</td>
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<td>HEED1000</td>
<td>Health Education: Individual Health &amp; Wellness</td>
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*O = Open Studies Available*
### Term 2-16 weeks (Winter) Year 1

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<th>Course Title</th>
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<td>Pathophysiology for Health-Care Professions</td>
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*O = Open Studies Available*

### Term 3-8 weeks (Spring) Year 1

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*O = Open Studies Available*

### Term 4-16 weeks (Fall) Year 2

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<td>Nursing Foundations V: Pediatrics Nursing</td>
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<td>Introduction to the Study of Society</td>
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*O = Open Studies Available*

### Term 5-16 weeks (Winter) Year 2

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<th>Course Title</th>
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<td>NFDN2007</td>
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<td></td>
<td>NFDN2008</td>
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<td>Nursing Practice III: Comprehensive Practice</td>
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**WINTER TERM**

### Term 1-16 weeks (Winter) Year 1

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<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
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<tr>
<td>O</td>
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*O = Open Studies Available*
### Term 2-8 weeks (Spring) Year 1

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### Term 3-16 weeks (Fall) Year 2

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<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
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<td>NFDN2005</td>
<td>Nursing Foundations V: Pediatrics Nursing</td>
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<td>SOCI1000</td>
<td>Introduction to the Study of Society</td>
<td>45</td>
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<tr>
<td></td>
<td>NPRT2101</td>
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<td>NPRT2102</td>
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### Term 5-16 (Spring) Year 2

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<th>Credits</th>
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<td>NPRT2200</td>
<td>Nursing Practice III: Comprehensive Practice</td>
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</table>
ONLINE DELIVERY

The Practical Nurse Program’s online delivery provides a flexible self-paced option, thus giving learners the ability to integrate other aspects of their lives such as work and family commitments and still advance their career goals. As an online learner you may work at home completing theory courses. You may register for up to three courses at once or take one course at a time. Courses start at the beginning of each month except in June, July and August. You will have access to interactive online learning experiences, open practice labs, nursing labs and clinical orientation.

Skills labs must be completed at the downtown Edmonton Campus, and you may acquire your skills kits at the Bookstore. Required course print materials, skills videos, and course outlines are available through Moodle, NorQuest’s online learning management system. Within this delivery you will have the support of dedicated facilitators who are available via email or phone. They will guide you as you work through courses to acquire the nursing knowledge, nursing skills, clinical judgment, and communication skills required to become a proficient practical nurse.

NOTE: Successful completion of ANPH 1001 and ANPH 1002 are admission requirements for the PN online delivery.

- Enroll in the free mandatory NFDN 0000 Orientation and information course available on Moodle, email NFDN0000@norquest.ca to enroll
- Complete all course work within the specified start and end dates found in the student’s MyQuest Student Centre
  - Assessments completed/submitted outside these dates will not be counted towards the final grade
- Student responsibilities and expectations:
  - Students are required to travel to Edmonton for nursing labs and instructor-led clinical practice courses
  - Students are required to complete the Practical Nurse program requirements within five years of initial enrollment

COURSE REGISTRATION PROCEDURE/START DATES/SEQUENCE

In the Online Practical Nurse Program, it is recommended that students take courses in the sequence outlined in the program schedule. You are permitted to take up to three courses at a time, provided you have the pre-requisites. You are accountable for completing the courses within the allotted timeframe.

Course start dates are on the 1st of every month, except during term start (e.g. January, September and May) in which the course will start on the term start date (see the Academic Calendar). You must register for the course prior to the 15th of the previous month (e.g. register by February 15th to begin on March 1st).
Effective September 1, 2017 the course lengths for the online student are as follows:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Program</th>
<th>Type</th>
<th>Length</th>
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<tr>
<td>ENGL 2550</td>
<td>Introduction to Composition</td>
<td>UT</td>
<td>Theory</td>
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<tr>
<td>HEED 1000</td>
<td>Health Education Individual Health Wellness</td>
<td>UT</td>
<td>Theory</td>
<td>16 weeks</td>
</tr>
<tr>
<td>NCOM 1000</td>
<td>Community for Nursing</td>
<td>PN</td>
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<td>14 weeks</td>
</tr>
<tr>
<td>PATH 1000</td>
<td>Pathophysiology for Healthcare Professions</td>
<td>PN</td>
<td>Theory</td>
<td>14 weeks</td>
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<tr>
<td>HEAS 1000</td>
<td>Health Assessment</td>
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<td>14 weeks</td>
</tr>
<tr>
<td>NCOM 1000</td>
<td>Community for Nursing</td>
<td>PN</td>
<td>Lab/Theory</td>
<td>14 weeks</td>
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<td>Lab/Theory</td>
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<td>PN</td>
<td>Theory</td>
<td>14 weeks</td>
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<tr>
<td>PSYC 1060</td>
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<td>UT</td>
<td>Theory</td>
<td>16 weeks</td>
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<td>NFDN 2004</td>
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<td>Theory</td>
<td>14 weeks</td>
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<td>Nursing Foundations V: Pediatric Nursing</td>
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<td>Theory</td>
<td>14 weeks</td>
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<td>Nursing Foundations VI: Community Nursing</td>
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<td>14 weeks</td>
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<td>NFDN 2008</td>
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**Total**                                                                                   **252 weeks**

The course sequence ensures that you will have the prerequisites for your next course.
COURSE EXTENSIONS (ONLINE DELIVERY ONLY)

Course extension only apply to online delivery students. Students enrolled in a PN online course may be granted a 28 calendar day course extension. Course extensions must be requested from the Office of the Registrar a MINIMUM of 5 calendar days before the course end date. You may email the Enrolment Unit at enrolment@norquest.ca to request an extension.

For more information and related fees for course extensions, please refer to page 30 of the 2017/2018 College Calendar: https://www.norquest.ca/NorquestCollege/media/pdf/publications/academic-calendar-2017-18.pdf

PLEASE NOTE: University transfer courses: ENGL 2550, HEED 1000, SOCI 1000 and PSYC 1060 do NOT allow course extensions.

Online students must refer to the NFDN 0000 Orientation course for details related to:

- PN labs for online students
- Clinical application
- Preceptorship
- Learning modules
- Start and end dates
- Assignments and exams
- Convocation and licensing

EXAM BOOKINGS

Book online through the link "Book an Exam” in your Moodle course or via the link below. http://www.norquest.ca/resources-services/college-services/assessment-testing-services/exam-request-writing-information.aspx.

Online students must adhere to the College’s Student Exam Request Procedures when booking exams. Detailed information can be found at http://www.norquest.ca/about-us/policies-procedures/academic/program-policy/distance-and-online-student-exam-request-procedure.aspx

LABS, GUIDED PRACTICE, AND CLINICAL INTEGRATION ASSESSMENT (CIA)

The courses with lab components are as follows:

- HEAS 1000 1.5 days guided practice in Edmonton plus one day CIA
- NFDN 1001 can be done by video submission
- NFDN 1002 3 days guided practice in Edmonton plus one day CIA
- NFDN 2003 3 days guided practice in Edmonton plus one day CIA

NOTE: This dates may not be consecutive but will occur within the same week.

Please review the NFDN 0000 Orientation course in Moodle for detailed information regarding online labs.
CLINICAL (INSTRUCTOR LED)

All online PN students must complete the “Application for Clinical” form and attach the correct documentation. Incomplete applications will not be accepted. This form can be found in the NFDN 0000 Orientation course, NFDN 1002 & NFDN 2003 Moodle course pages. Please follow the instructions in order to apply for a clinical spot in alternate deliveries. More information can be found directly on the form.

All clinical checklist and to-do items must be completed/renewed 60 days prior to the start of clinical.

Please review the NFDN 0000 Orientation course in Moodle for detailed information regarding clinical application.

HYBRID DELIVERY (COHORT-PACED ONLINE LEARNING)

The Hybrid Delivery program provides students with an opportunity to take the Practical Nurse program by attending online real time theory classes, working through course content online and through self-study, attending nursing skill labs, and participating in clinical practice. The program follows a cohort-paced term delivery model.

- Offered at regional campuses: Drayton Valley, Whitecourt, Wetaskiwin, and Edmonton main campus

At the beginning of your PN hybrid program you will receive a schedule for the hybrid paced delivery. Please check this schedule regularly as it is subject to change.

Guided Practice Labs are completed at your chosen campus with an instructor.

All assignments must be word processed and are to be submitted electronically via Moodle by the date and time specified by your instructor. If you have difficulty submitting your assignment, please contact your instructor for assistance in resolving the issue.

Your exam dates will be posted on Moodle at the beginning of each course.
### FALL TERM START

#### Year 1

<table>
<thead>
<tr>
<th>Open</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
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<tr>
<td>O</td>
<td>ANPH1001</td>
<td>Anatomy and Physiology I</td>
<td>45</td>
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</tr>
<tr>
<td>O</td>
<td>ANPH1002</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>O</td>
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<td>Introduction to Composition</td>
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*O = Open Studies Available*

#### Year 2

<table>
<thead>
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<td>NFDN2004</td>
<td>Nursing Foundations IV: Maternity Nursing</td>
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<td>Nursing Foundations V: Pediatrics Nursing</td>
<td>45</td>
<td>3</td>
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<td>Nursing Foundations VI: Community Nursing</td>
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<td>3</td>
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<td>Nursing Practice II: Acute Care Practice – Medicine</td>
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<td>NPRT2102</td>
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<td>Introduction to the Study of Society</td>
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<td>NPRT2200</td>
<td>Nursing Practice III: Comprehensive Practice</td>
<td>0:245</td>
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PART-TIME EVENING

The part-time evening delivery offers students the ability to have flexibility in their learning. This cohort-paced option gives learners the ability to integrate other aspects of their lives such as work and family commitments and still advance their career goals.

- Instructor-facilitated sessions for theory and lab courses are offered 1–2 evenings per week at a self-paced delivery.

- The following Instructor-led clinical practice courses occur within Edmonton and surrounding region (Saturday/Sunday 12 hour shifts).
  - Nursing Practice I: Continuing Care Practice (NPRT1001)
  - Nursing Practice II: Acute Care Practice - Medicine (NPRT2101)
  - Nursing Practice II: Acute Care Practice - Surgery (NPRT2102)

- Preceptor-led clinical follows the preceptor’s schedule and may include day, evening or night shifts on any day of the week, including weekends and holidays.

- Preceptor-led clinical practice courses may be arranged in or close to your own community.

PART TIME EVENING FALL START

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Course Number</th>
<th>Course Title</th>
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<td></td>
<td>NPRT2102</td>
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## Term 5

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<td>NPRT2200</td>
<td>Nursing Practice III: Comprehensive Practice</td>
<td>0:245</td>
<td>7</td>
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</table>

At the beginning of your PN part time evening program you will receive a schedule for the part time evening paced delivery. Please check this schedule regularly as it is subject to change.
GLOSSARY OF TERMS

ANECDOATAL RECORDS
These are notes written by your instructor to record your performance while providing care to your assigned client. These notes support the midterm and final assessments you are given for the clinical practice courses. Your instructor will review the notes with you, and you are required to sign the record verifying that the information was shared with you.

ASSESSMENT OF OUTCOMES
Assessment tools include assignments, examinations, practical simulation exams, and lab practice. These tools are used to determine your learning progress toward the general learning outcomes stated in your course outline.

COLLEGE POLICIES AND PROCEDURES
A list of College policies and procedures can be found on our website:


APPENDIX: FORMS
The following pages include some useful forms that you may require throughout the course of your program. You may also download forms from the Office of the Registrar from our website:

Practical Nurse Program Form (Face-to-Face)
Request for Deferral – Examination

Student’s Name: _______________________________ Phone Number: ________________

ID Number: ___________________________ Course Code, Section #: ____________________________
Ex. NFDN 1001, A01

Exam Name, Time allotted: __________________________________________
Ex. Midterm, 1½ hours

Date the class is writing the exam: _________________________________________

Date student is requesting exam be deferred to: _____________________________

What is the reason for the request for a deferral? (If illness is the reason, a medical note is to be presented to the Practical Nurse Program office after the illness.)

________________________________________________________________________
________________________________________________________________________

Student Signature: __________________________________________

Instructor Signature: __________________________________________

For the Instructor:

Will the final grade be turned in within 72 hours of the last day of examinations? ______
If submission of the final grade is delayed beyond uploading of class grades then a grade change form will be required. ____________________________

Approval by Associate Chair: __________________________________________

Date: ___________________________________________________________________

Date Processed: ___________ Date of booking: ___________ Override complete: □ password changed: □
Moodle/SafeMedicate

Note: Please submit this original to the Practical Nurse Program office B102 or E220.
Practical Nurse Program Form (Face-to-Face)
Request for Deferral – Assignments

(Complete a separate application form for each deferral being requested.)

Student’s Name: ________________________________ Date: __________________

ID Number: ________________________________ Academic Year: __________

Course name, number, and assignment number: ________________________________

Instructor’s Name: ________________________________

What is the reason for the request for a deferral? (If illness is the reason, a medical note is to be presented to the Practical Nurse Program office after the illness.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

When will the course work be turned in to the instructor? __________________________

Student Name: ___________________________ Signature: ___________________________

Instructor Name: ___________________________ Signature: ___________________________

Approval by Associate Chair: ________________________________

Date: __________________________________

Note: Please submit this original to the Practical Nurse Program office E220, HEC 106.
Learning Improvement Plan

<table>
<thead>
<tr>
<th>Student Name (Please print):</th>
<th>Instructor Name (Please print):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM:</td>
<td>COURSE:</td>
</tr>
</tbody>
</table>

**PART ONE**

**AREA OF IMPROVEMENT:** (To be completed by the instructor or other program representative. Include objective observations/assessments related to the concern.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**EXPECTED STANDARD:** (To be completed by instructor or other program representative. Include related assessment standards, learning objective/outcome or section of Student Code of Conduct.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**CONSEQUENCES FOR NOT MEETING PROGRAM OBJECTIVES:** (To be completed by instructor or other program representative in consultation with the Program Chair. Include only the consequences related to the unsuccessful completion of the course involved.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Continued on next page
STUDENT COMMENTS: (The student may meet with the program Academic Advisor, or designate, to discuss options for completion of the course/program and/or the student may begin an informal appeal through the instructor, should he/she believe that the decisions made or processes used have been unfair.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature: ____________________________ Date: ________________

Instructor Signature: ____________________________ Date: ________________

PART TWO

ACTION PLAN FOR LEARNING IMPROVEMENT: (To be completed by the student after due consideration and/or consultation with the instructor, Program Chair or designate and other relevant parties such as a medical doctor. Include specific actions and expected timelines.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Name: ________________________________ Date: ________________

Instructor Name: ________________________________ Date: ________________

Follow-up Date: ________________________________

Approval of Student Handbook

________________________________________________________________________

Chair, Practical Nurse Program Date signed
NorQuest College Practical Nurse Program
Instructor - Student Agreement

The NorQuest Practical Nurse program guarantees best practice in education and nursing and recognizes that teaching and learning is a collaborative process between instructors and learners enacted in an environment where knowledge is shared, the learner’s dignity, experiences, and values are respected, and a commitment to excellence exits.

Instructor Role and Responsibilities

To support learner success, I as an instructor will:

1. Provide a welcoming, supportive, safe and inclusive learning environment
2. Respect diverse ways of learning and provide opportunities to learn
3. Facilitate, guide and mentor learners
4. Support active learning
5. Assure consistency of concepts taught in theory are applied to lab
6. Create an environment that builds on prior knowledge and develops skill acquisition
7. Be prepared prior to each lab session
8. Provide feedback and course information in a timely manner

Student Role and Responsibilities

To ensure my success, I as the student will:

1. Provide a welcoming, supportive, safe and inclusive learning environment
2. Establish professional relationships with fellow learners/faculty/instructors
3. Present with professional and courteous behavior in all settings
4. Accept accountability for my words and actions
5. Exercise my rights and freedoms with integrity and respect the rights of others
6. Participate in active learning that is self-directed, pro-active and engaged
7. Contribute to group discussions
8. Understand learner success is related to attendance in both theory and lab, and completion of required work such as:
   - Review nursing skill video prior to lab
   - Completion of lab exercises prior to lab
   - Completion of all required readings prior to lab
9. Understand I may have different instructor in lab however instruction is consistently based upon nursing principles. This instructor variation can enhance, not impede my learning.

Student Signature: ____________________________ Date _______________ 2017

Instructor Signature: ____________________________ Date _______________ 2017
Practical Nurse Program
Nursing Practice Courses Completion

Success Statement
All students receive weekly feedback, a midterm evaluation and a final evaluation.

To achieve a passing grade for a Nursing Practice course, the student must be successful in all course expectations. On the midterm and final evaluations, all expectations must be “satisfactory” or “outstanding performance” to achieve a passing grade. Any “unsatisfactory” performance rating on the Midterm evaluation will result in the student being placed on a Performance Improvement Plan.

Any “in-development” or “unsatisfactory” performance rating on the Final evaluation will result in the student being unsuccessful in the course.

I ______________________ (student name) have read and understand the above statement.

Student Signature _______________________ Date __________________

Instructor Signature ______________________ Date __________________