



Advanced Education in Orthopaedics for LPN's Student Handbook

2019 – 2020 Academic Year

(V2.19)

Post Diploma Programs
Faculty of Health and Community Studies

This handbook is designed to assist you in meeting your career goals to help ensure that your learning experience at NorQuest College is a positive one. We would appreciate any feedback that you can provide to your instructor about your learning experience and about the program. Your comments will help us continue to provide quality education for our students. We wish you every success in achieving your career goals!

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MESSAGE FROM THE DEAN

Jennifer Mah, RN, MN

Welcome to the Faculty of Health and Community Studies! We are very pleased that you have chosen NorQuest College for further education. Here, you will find highly qualified nursing instructors, an effective program curriculum, and a supportive learning environment.

As a graduate of the NorQuest College Advanced Education in Orthopaedics for LPNs Program, you will have excellent career opportunities in a variety of health-care settings.

You can expect to study and work hard through this challenging program. When you graduate and become employed you will be rewarded with the opportunity to make a positive impact on the lives of others on a daily basis.

MESSAGE FROM THE INSTRUCTIONAL TEAM

The Advanced Education in Orthopaedics for LPN's Program Instructional Team looks forward to working with you as you embark on your journey to become a specialized professional practical nurse in the area of orthopaedics. We encourage you to seek assistance and support to help you achieve your goals.

NORQUEST COLLEGE MISSION/VISION/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

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-centered approach
- Set clear expectations, measure results and demonstrate accountability
- Promote teamwork, cooperation and sharing throughout the College
- Follow fair process in accomplishing our objectives

From: <https://www.norquest.ca/about-us/vision-mission-values.aspx>

ADVANCED EDUCATION IN ORTHOPAEDICS FOR LPN'S PROGRAM TEAM

DEAN

Jennifer Mah

jennifer.mah@norquest.ca

ASSOCIATE DEAN, ACADEMIC OPERATIONS

Judith Anderson

judith.anderson@norquest.ca

CHAIR, POST-DIPLOMA PROGRAMS

Upinder Sarker

upinder.sarker@norquest.ca

PROGAM/LEAD INSTRUCTOR

Laura Milligan

ortho@norquest.ca

STUDENT NAVIGATOR

Laura White

student.navigators@norquest.ca

CONTACT INFORMATION

Orthopaedic Instructor's Office

Location: 8th Floor, Room 8-8209.13, Civic Employees Legacy Tower (CELT)
Mailing Address: 10215 – 108 Street, Edmonton, Alberta, Canada, T5J 3M5, Room 8-209.13
Phone: 780-644-6366

Course Registration – Office of the Registrar

Phone: 780-644-6000
Toll-Free: 1-866-534-7218
e-Mail: admissions@norquest.ca
enrolment@norquest.ca

Course Registration – Office of the Registrar

Phone: 780-644-6000
Toll-Free: 1-866-534-7218
e-Mail: admissions@norquest.ca
enrolment@norquest.ca

Student Navigator

Location: 1st Floor, CELT 1.125
Phone: 780-644-6205
e-Mail: student.navigator@norquest.ca
Hours of Operation: Monday – Friday, 8:30 am – 3:30 pm (drop in or pre-booked appointments available – call or e-mail for more information)

Library Services (Learner Centre)

e-Mail: library@norquest.ca

Computer Commons (Technical Support/Password Retrieval)

Phone: 780-644-6085
e-Mail: computercommons@norquest.ca

OUR CAMPUS

NorQuest College supports a safe and healthy work and learning environment for students, employees, contracts, and visitors by providing a smoke-free environment on college property and within College buildings. NorQuest does not permit smoking, including the use of water pipes, electronic cigarettes, or other similar battery operated devices at any college location. The college has no designated smoking areas.

More information and Campus maps can be found at:
[Edmonton Downtown Campus - NorQuest College - Edmonton, Alberta](#)

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

ROLES & RESPONSIBILITIES WITHIN THE PROGRAM

Program Chair

- Oversees the program for the College
- Faculty and program evaluation
- Program policies

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 extensions/deferrals
- If there is a discrepancy with your mark or you have not received your marks
- Maintaining student records
- Police Information Check (PIC)
- Maintaining program information
- If you will be absent for guided practice, clinical, or an exam
- General program information

Office of the Registrar (OR)

- Course Registration
- Updating student information
- Course fees
- Maintaining student records
- Course extension
- Transfer credit requests

Student Navigator

If you are having trouble navigating College services, or need guidance on the resources available to you, please consult with you **Student Navigator**, located at CELT 1.125.

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 students apply to the College and pay an application fee, they can access our services.*

What we can 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 do not 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, fulltime vs part-time, etc.)

Administrative & Operational Staff

- General Program Information
- Books appointments to see an Associate Chair or Program Chair
- Maintains student records
- Maintains program information
- Collects student documents (see “To-Do” Checklist in your MyQuest)
- Assists if you are having difficulty contacting your instructor
- Takes messages if you are absent for guided practice, clinical, or an exam

MISCELLANEOUS INFORMATION

Services for Students with Disabilities

The student is responsible 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 or exams, it is their responsibility to discuss their needs with the instructor, or Academic Advisor. 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 [Services for Students with Disabilities - NorQuest College - Edmonton, Alberta](#)

- **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 might 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 about any concerns.
- **College Policy and Procedure** <https://www.norquest.ca/about-us/policies-procedures/academic/alberta-human-rights-act-canadian-human-rights-a/duty-to-accommodate-students-with-disabilities-pro.aspx>

Emergency Procedures

- **EVACUATION:**
<http://www.norquest.ca/resources-services/college-services/security-services/evacuation-procedures.aspx>
- **LOCKDOWN:**
<http://www.norquest.ca/resources-services/college-services/security-services/lockdown-procedures.aspx>

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 will have to accept any consequences associated with not following the policies even if you do not read them.

In addition, please refer to our website for more information on the Office of Student Judicial Affairs (OSJA), which coordinates the administration of the Student Management Policy and Student Judicial Affairs procedures. These policies and procedures govern student academic and non-academic behavior, 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 <http://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs.aspx>.

PROGRAM OVERVIEW

The Advanced Education in Orthopaedics Program will provide a knowledge and skill base for you to care for an orthopaedic client in an emergency department, cast room, pediatric orthopaedic clinic, or orthopaedic nursing unit. The program focuses on the anatomy and physiology specific to orthopaedics, musculoskeletal assessment techniques, radiology, ambulation, trauma and specific orthopaedic conditions. Skills such as casting, bracing, and traction are also important components in the management of the orthopaedic client. The program builds upon the Practical Nurse education you received and will provide you with advanced orthopaedic knowledge and skill. You must have successfully completed all prerequisites before each course.

Theory	300
Lab	35
Clinical	300

Prerequisite for the Foundations of Anatomy and Physiology for Orthopaedics is an active Practical Nursing license in good standing, current employment in an acute care hospital for a minimum of two (2) years (3600hrs), and an informal interview with the instructor.

Booklist

Textbooks listed for the Program are listed at:

<http://www.norquest.ca/resources-services/facilities/bookstore/booklists.aspx>.

Program Outcomes

Upon completion of the program, you will be able to:

- Use terminology related to the orthopaedic pathology appropriately.
- Describe common orthopaedic diagnostic tests and anesthetic techniques.
- Describe and treat common problems related to immobility.
- Describe common types of orthopaedic trauma according to assessment, signs/symptoms, complications, and nursing interventions.
- Describe common orthopaedic disorders according to etiology, pathology, signs and symptoms, complications, and medical/surgical management.
- Identify common problems related to orthopaedic disorders.
- Demonstrate, according to the nursing process, the care and teaching required to address the common orthopaedic problems.
- Apply knowledge of and demonstrate key orthopaedic skills.
- Provide information to be included in the instruction of the client and significant others with the implementation of orthopaedic skills.
- Identify information pertinent to report and document with orthopaedic nursing skills
- Demonstrate knowledge and ability to apply critical thinking and critical inquiry throughout the nursing process related to orthopedic nursing specialty.
- Demonstrate advanced knowledge of human anatomy and physiology related to pediatric and adult orthopedic care
- Demonstrate knowledge and ability to manage complications associated with immobility and ambulation related to care of orthopedic client.
- Demonstrate knowledge and ability to communicate, consult and collaborate with the inter-professional team.
- Demonstrate knowledge and the ability to assemble, apply, or assist in application and removal of orthopedic devices according to agency policy
- Demonstrate knowledge of cast and splint construction, application, care, and removal

PROGRAM COURSES

Foundations of Anatomy and Physiology for Orthopaedics (ADVO 1101)

This focused 20-week self-study course includes a review of anatomical planes and direction, osteology, skeletal system, joint and movement, skeletal muscles, nervous and cardiovascular systems. The learner will attain an understanding of how these systems assists the LPN to complete a full orthopaedic assessment of a patient.

This course requires students to complete one (1) assignment and two (2) exams.

Orthopaedic Pathology and Related Nursing Interventions (ADVO 1004)

In this course, learners will examine major pathology and conditions affecting the musculoskeletal systems. The primary purpose of this course is to build upon previous nursing knowledge of anatomy and physiology by applying orthopaedic specific pathology. Learners will critically apply the nursing process to the care of the orthopaedic client.

This course requires students to complete one (1) assignment and two (2) exams.

Orthopaedic Specialty Skills Workshop (ADVO 1005)

In this course, students will acquire the skills needed to participate in the clinical practice course Advanced Education in Orthopaedics for LPNs, using skills practice and simulation.

Students are evaluated throughout the course. Student to demonstrate skills in the simulation lab.

Advanced Education in Orthopaedics Clinical Practice (ADVO 1103)

This course provides the opportunity to apply your knowledge, skills, and clinical judgment while under supervision in caring for clients requiring orthopaedic interventions. You will develop an entry level competency in orthopaedic skills.

EXAMINATIONS

Exams are an assessment tool to ensure 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 scheduled exam.**

All NorQuest students must adhere to the College's Student Exam Procedures and Academic Honesty. You can find detailed information at:

<http://www.norquest.ca/about-us/policies-procedures/academic/program-policy/student-exam-procedure.aspx>

Late Arrivals for Exams

If you will be late for an exam, please email your proctor and/or your instructor to inform them as soon as possible prior to the exam starting. Failure to notify may result in an exam grade of Zero (0).

If you are late for an examination, you may not be able to write your exam if 25% of the exam time has passed. This is in order to ensure exam integrity. If you are allowed to come into the room late to write the examination, you will not be given any extra time to write.

Rescheduled Exams and Exam Deferral

A rescheduled exam is a **planned request** due to non-emergency situations. It is the responsibility of the student to review the class schedule and determine priorities accordingly. Please discuss any issues with your instructor directly. If you have a need to reschedule an exam, you should note that vacations should be planned for designated College breaks and are not a reason for rescheduling. Academic penalties may apply if students choose not to attend exams.

An exam deferral is an **emergency or unplanned request** that causes a student to be unable to write an exam on the scheduled date. Steps for exam deferral include:

- a. Notify your instructor and exam proctor (if different) by email as soon as possible if you are going to be unable to write the exam as scheduled. .
- b. Submit a "Request for Deferral – Examination" form and provide documentation (e.g. medical note) if required to support your request.
- c. The instructor, with the Program Chair's approval, will make a decision about your deferral.
- d. Once a deferral is approved, you have two working days to contact your instructor to reschedule the exam. Deferred exams must be written within 5 days of the originally scheduled date. Program Chair approval is required for longer deferrals.
- e. Please note that if you have already viewed the exam, it is considered an attempt at the exam and the exam has been written, as per the examination policy.

Exam Reviews

The instructor will not return exams, but will review exam material with you. Should you fail to have an exam mark posted, your first course of action is to contact your instructor. Assignments may also be reviewed upon students' request.

Release of Grades

Multiple choice, and short answer exam marks will be posted on MyQuest 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 to have their grade corrected. 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

To successfully complete each course, students are required to achieve a minimum grade of B+ (80%).

The general learning outcomes outline the **minimum** level of learning needed to receive a passing grade in the course. It is the responsibility of the student to strive to reach his or her highest level of knowledge and skill to provide the best possible quality of client care as a health-care professional. If a student does not achieve a cumulative final grade of 80% in Foundations of Anatomy and Physiology for Orthopaedics, ADVO 1101, or a final grade of 80% for the Orthopaedic Pathology and Related Nursing Interventions, ADVO 1004, they will receive a course grade of "F". The program does not have supplemental examinations. Re-application of the course will be required.

If you are unsuccessful in the five (5) day lab or clinical practice course, you will receive a course grade of "F." If the student wishes to continue, they must repeat the required course. When repeating the course, the requirements are as follows:

- Pay the appropriate course tuition fee.
- Repeat the lab and/or clinical requirements.
- Achieve a minimum grade of "B+" or Pass for the course

The final letter grade for all theory courses is based on the following scale:

Letter Grade (Post-Secondary Programs)	Grade Point Value (Post-Secondary Programs)	Percentage (Alberta Education Courses/ Precatory)
A+	4.0	95 – 100
A	4.0	90 – 94
A-	3.7	85 – 89
B+	3.3	80 – 84
F	0.0	0 - 79

Honours Standing

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

- Overall grade point average (GPA) is greater than or equal to 3.7 (A-, 90%-94%).
- The student must not have failed or repeated any courses.

STUDENT RIGHTS AND 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.

Student Rights

Students have the right to:

- An educational environment that is safe, secure, and conducive to learning, and protects students from discrimination, harassment, indignity, or injury.
- The protection of their privacy according to college policy and privacy legislation.
- Reasonable and legitimate access to statements of college policies and procedures.
- Due process and procedural fairness in any investigation of alleged improper student conduct or alleged violations of college policy.
- Freedom of inquiry, expression, belief, political association, and assembly, provided that they are lawful and do not interfere with the rights of others or with the effective operation of the college or violate college policy.
- Reasonable and legitimate access to college buildings and facilities.
- Membership in an independent students' association, and participation in its governance and activities, subject only to its by-laws.
- Timely and accurate information about the content and requirements of their courses and programs.
- The availability of their instructors for assistance outside of scheduled class periods at mutually agreeable times and through mutually acceptable modes of communication.
- Reasonable and supervised access to their official student records as contained in their permanent file.
- Consult any written submission for which a mark has been assigned and to discuss the submission with the examiner.
- Request an impartial review of any grade.

Student Responsibilities

Students have a responsibility to:

- Assist in making the college learning community respectful, safe, and inclusive by personally refraining from (and discouraging in others) conduct that threatens or endangers the health, safety, well-being, or dignity of any person(s).
- Exercise their rights and freedoms with integrity, respect for the rights of others, and acceptance of accountability for their words and actions, whether acting individually or as a member of a group.
- Abide by all relevant college policies and participate in related procedures, as required.
- Familiarize themselves with academic regulations, including graduation and program completion requirements.
- Comply with the policies of any employer or host organization where the student is involved in a work placement, site visit, practicum, or clinical placement.
- Respect the property of others, including the college's buildings and facilities.

- Conduct themselves honestly in their academic work and responsibly in their non-academic behaviour.
- Comply with all requirements set out in course outlines, assignments, tests, and examinations.
- Adhere to class attendance policies and notify instructors in a timely manner of unavoidable absences.
- Participate in class activities, as instructed.
- Respect the instructor's right to determine course content, instructional methodology, and evaluation.
- Respect the instructor's right to manage the classroom and to set norms for acceptable behaviour.
- Maintain timely and respectful communication with appropriate college offices and personnel, whether in-person or through electronic means.

In addition to these rights and responsibilities, students must familiarize themselves with the college's overarching Code of Conduct, as stated in [Board Policy No.8 – NorQuest College Code of Conduct \(52K pdf\)](#), which applies to all members of the college community.

Attendance

Attendance is important in developing a professional work culture that values responsibility, respect, and commitment to practice. Attendance demonstrates that students have participated in the entire educational process in addition to their academic performance.

Although you are an adult learner and can choose whether or not to attend class, some learning experiences (e.g. labs, exams, clinical, practicum, and Workplace Integrated Learning (WIL)) may be mandatory. In the case of mandatory attendance days, you will be required to provide adequate documentation (e.g. doctor's note, etc.) regarding absences. If you have questions regarding mandatory attendance days, please speak with your instructor or review the course outline.

In addition:

- Please treat your classroom as a workplace – let your Instructor know in advance if you cannot attend, and make a plan to complete missed coursework.
- Vacations should be planned for scheduled College breaks (e.g. Christmas, Reading Week, etc.)
- Please note that practicum hours need to be completed as described in the course outline.

COLLABORATION AND A RESPECTFUL LEARNING ENVIRONMENT

In most fields of study, students benefit from sharing ideas with their classmates, friends, or family. Often, during the exchange of ideas, an original idea can develop into a stronger or more complex idea. This is a benefit of classroom or online discussions between students. Therefore, students should read course materials before class and arrive with questions and ideas related to the topic to be taught.

Respect for your fellow students, faculty, and program staff is expected. Many controversial subjects are discussed and you are free to disagree with views presented by your instructor and fellow students; however, you must do so respectfully.

As well, hands-on practice in labs and clinical settings requires students to be prepared to work with people of all cultures, religions, and genders. A NorQuest college education is inclusive and our students are supported and prepared to meet the needs of a diverse society with hands-on training with people from a variety of cultures, religions, and genders.

It is the student's responsibility to ask for clarification and initiate discussions with the instructor if expectations are not clear. For example, talk to your instructor if you are unsure whether a learning activity is meant to be collaborative (e.g. group work) or individual (e.g. a reflective practice journal). If you have concerns regarding participation, please consult with your instructor.

It is important to note that collaborating on assessments that are to be done individually could lead to an academic misconduct report.

Awareness of Policies

Again, it is your responsibility to read and ensure you understand the standard practices for your program area and the college. These include those in the College Calendar, this manual, and information provided to you by your instructor, Associate Chair, or Chair.

You will have to accept any consequences associated with not following the policies even if you do not read them.

All NorQuest College Policies are located at:

<https://www.norquest.ca/about-us/policies-procedures.aspx>

ACADEMIC MISCONDUCT

Academic misconduct may be defined broadly as the giving, taking, or presenting of information that dishonestly aids an individual or group in the determination of academic merit or standing. Common examples include, but are not limited to, plagiarism and cheating.

Please review the following information provided by the Office of Student Judicial Affairs: <https://www.norquest.ca/resources-services/student-services/office-of-student-judicial><https://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs/academic-misconduct.aspx>

NorQuest College is committed to maintaining high standards of academic performance and integrity in order that all students may benefit equally from the opportunity to pursue their education in a learning environment that is characterized by high levels of fairness, trustworthiness, honesty, respect, and responsibility.

It is incumbent upon all members of the NorQuest community to uphold these standards by ensuring that they inform themselves and others of the fundamental importance of these standards.

Academic Misconduct Examples

Plagiarism

Plagiarism is a form of academic misconduct that occurs when someone presents that has been created by another as his or her own work. Specific examples include:

-
- Presenting in any format the words, ideas, images, or data created by or belonging to someone else as if it were one's own.
 - Manipulating source material in an effort to deceive or mislead.
 - Submitting work that contains misleading references that do not accurately reflect the sources actually used.

Cheating

Cheating is a form of academic misconduct that occurs when someone employs an unauthorized means to obtain credit for work submitted, to gain advantage over others in the assessment of academic work, or to assist others in obtaining such advantages. Specific examples include:

- Accessing information from unauthorized sources such as other students or notes in the course of completing an assignment, test, or examination.
- Being in unauthorized possession of evaluation materials in advance of their administration.
- Collaborating on any project, assignment, or examination without prior permission.

Related Information

- [Download the Academic Misconduct Procedure \(171k pdf\)](#)
- [Misconduct Report Form \(112k pdf\)](#)
- For more information on this procedure, contact OSJA@norquest.ca.

USING APA

All work is to be referenced in APA format, unless otherwise indicated by the instructor.

The Learner Centre offers regular tutorials regarding APA, and more information can be found at: <http://libguides.norquest.ca/apa6>

The Writing Centre is there to support you in using APA. Please access them in the Learner Centre for specific assignment assistance.

CLINICAL PRACTICE REQUIREMENTS

All clinical practice requirements, except criminal records check, must be completed **one (1) month** prior to going to your clinical site, or the clinical could be delayed or cancelled:

- HSPnet consent and clinical placement forms. Clinical placement forms and HSPNET consent must be approved by the instructor.
<https://www.norquest.ca/NorquestCollege/media/pdf/programs/hspnet-information-sheet-and-consent-form.pdf>
- AHS confidentiality training (including AHS employees)
<https://www.albertahealthservices.ca/info/page3962.aspx>
- Immunization requirement checklist
<https://www.norquest.ca/NorquestCollege/media/pdf/programs/immunization-requirements.pdf>
- WHIMIS certificate- current within three (3) years.
<https://continuingeducation.norquest.ca/?id=2199>

-
- CPR- Basic Life Support for Health Care Providers (Level C) current within one year <https://continuingeducation.norquest.ca/?id=2199>
 - It's Your Move/ BeLite, or equivalent injury prevention course- current within one (1) year <https://continuingeducation.norquest.ca/?id=2782>
 - Human Blood Borne Pathogen Exposure (XHLT 1023) certificate or equivalent exposure course- current within three (3) years <https://continuingeducation.norquest.ca/?id=2304>
 - Clear criminal records check; must include vulnerable sector check current within 90 days of clinical start date. Original must be brought to the workshop. <https://www.norquest.ca/accepted-students/next-steps-for-accepted-students/work-practicum-and-clinical-requirements.aspx>
 - N95 mask fit as arranged by the Program - current within two (2) years

All required certificates are to be submitted to ClientServRep_Health@norquest.ca (unless otherwise indicated).

Also refer to your Moodle checklists and clinical requirements for further details.

- You will need to arrange transportation to and from the clinical agency and you will be responsible for all costs associated with this
- You will be responsible for all accommodation costs and arrangements should you need to temporarily relocate to attend clinical practice courses
- You must have a preceptor supervise orthopaedic skills
- If you are unable to perform a skill(s) identified as critical to the clinical practice, you will receive an unsatisfactory clinical evaluation
- You are expected to adhere to agency policy and within the professional guidelines published by CLPNA

Course Failure and Lack of Academic or Clinical Progress

During the course of your program, your progress will be assessed on a regular basis. Your preceptor 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. Feedback from your preceptor may be verbal or in writing. If informal feedback has not led to improvements, feedback may be formalized through a Learner Improvement Plan. Your preceptor and instructor will assist you to create an action plan that will identify the steps to take for improvement to reach an acceptable level.

If you are unsuccessful in the clinical practicum, a review will be done regarding the circumstances of your failure. Practicum failures involving professional practice, client safety, and ethical practice may be removed from program with no possibility of re-entry to program.

If you are twice unsuccessful in the same course, or have reapplied more than three (3) times for the program, you will not be allowed to continue on in the program.

Client Safety and Professionalism

You must ensure client safety at all times. If your actions result in an actual or potential violation of client safety, or you act in any unprofessional manner, you will be immediately removed from the clinical area. Examples of violations are as follows:

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- Unsafe performance of nursing skills.
 - 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.
 - Using inappropriate technology/social media.
 - Not fit to practice.
 - Not following policies and procedures of the institution and/or NorQuest College.

Withdrawal from the Program

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

If you are unable to complete a course or the program due to health or personal circumstance, you must meet with your instructor.

Instructor 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 instructor. A summary of these results will be compiled and provided to the Program Head and to the instructor being surveyed (results will only be shared with the instructor after the final marks have been posted).

ACADEMIC GRADE APPEALS AND STUDENT COMPLAINTS

Should you disagree with a decision, you have the right to appeal. **If you disagree with a grade, you are asked to first speak with your instructor. If you have concerns about your experience in the program, please discuss with your Associate Chair or Chair.**

Processes regarding appeals and complaints are found at: <https://www.norquest.ca/resources-services/student-services/office-of-student-judicial><https://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs/academic-grade-appeal.aspx>

The Student Complaint Report Form, used for grade appeals and complaints, is found at: <https://www.norquest.ca/NorquestCollege/media/pdf/Judicial%20Affairs/Student-Complaint-Form.pdf>.

If you need assistance in this process, you may contact:

- The Office of Student Judicial Affairs at: OSJA@norquest.ca

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- Your Student Navigator at student.navigator@norquest.ca

DISTANCE DELIVERY COURSES

Information for Self-Study Distance Education Students

As a distance student, you are working on your own and are not part of a defined group of students which compose a class. Course start dates are on the first of every month, and you must register for the course prior the tenth of the prior month (e.g. register Feb 10 to begin on Mar 1). Each of your courses has a specified end date which can be found online through the Student Centre on your MyQuest account.

Writing Exams

Students may book their exams online through their Moodle Course. Exam policies and procedures are available online at <http://www.norquest.ca/resources-services/college-services/assessment-testing-services/exam-request-writing-information.aspx>. Please ensure that you book your exams at least two (2) weeks in advance of when you would like to write, as the times book up quickly. Exams are proctored and done on a computer.

APPLY TO GRADUATE AND CONVOCATION

You must initiate the graduation process by applying to graduate.

- Regardless of whether or not you attend Convocation, you must apply to graduate in order to receive your credential.
- Please monitor your student email and www.student.norquest.ca for important information **about applying to graduate and planning for convocation.**
- Please review the Graduation and Convocation Checklist at:
<https://www.norquest.ca/current-students/convocation/graduation-and-convocation><https://www.norquest.ca/current-students/convocation/graduation-and-convocation-checklist.aspx>

Please note that strict deadlines apply to this process that may impact you receiving your credential. Convocation for all programs at the College takes place in May each year in downtown Edmonton. Our team looks forward to this event each year, as an opportunity to celebrate the hard work and success of our students.

Program Progression Flow Chart

Admission

- Pay application fees
- Submit current nursing license
- Have informal interview with instructor for approval into program
- Once you received confirmation from admissions, you may enroll, pay tuition and pick the start date. (you must have completed enrolment before the 10th of the current month for the earliest start date of the 1st of the next month) eg: enrolled January 8 means start date as early as Feb 1. January 12 means earliest start date of March 1.

ADVO 1101

- 20 weeks from start date to complete
- Extensions can be granted if applied for a minimum of 14 day prior to current end date.
- Minimum of 80% or greater to progress to next course.
- Contact instructor to apply for the next available workshop and submit clinical requests.
- Textbook & Resources: Norquest Orthopaedic Glossary. (2019).

ADVO 1004

- 30 weeks from start date to complete
- Extensions can be granted if applied for a minimum of 14 day prior to current end date.
- Minimum of 80% or greater to progress to next course.
- "To do list" must be submitted to the appropriate areas as directed on moodle a minimum of 30 days before workshop. Criminal records check ORIGINAL must be brought to your scheduled workshop.
- You may enroll into your scheduled workshop and clinical placement 2 weeks prior to the start date if approved by instructor.
- Textbook & Resources: Norquest Orthopaedic Glossary. (2019).

ADVO 1005

Workshop

- Mandatory 5 day in-house hands on lab in Edmonton
- Pass/Fail
- Criminal records check is submitted to workshop instructor and returned
- Clinical ID's will be issued
- Apply for ADVO 1103 if not done already.
- Textbook & Resources: BSN Functional Casting pdf

ADVO 1103

Clinical Placement

- Mandatory 300hr clinical placement
- 220 hours in a cast clinic setting
- 80 hours in an emergency setting

Completion

- Once you have submitted your final clinical evaluation checklist to the instructor, your file will be closed and your official transcript can be generated.
- On myquest, "Apply to graduate" which lets the admissions/enrolment department know you are requesting your transcripts and certificate.
- You will also receive a letter of completion from your instructor for your own personal files and employer. Your nursing association may also request this letter.
- If you are an Alberta resident and have completed the program, you will need to apply to CLPNA for your specialty designation. Please use the attached form on Moodle ADVO 1103.