Practical Nurse Student Handbook
2019-2020 ACADEMIC YEAR

Date:  August 2019

www.norquest.ca
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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 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, your reward is the opportunity to make a positive impact on the lives of others on a daily basis.

MESSAGE FROM THE CHAIR

BRENDA YOUNG, RN

Welcome to NorQuest’s Practical Nursing Program. The program is considered a leader in practical nurse education. Not only are we the largest Practical Nursing Program in Canada, our instructors participate in nursing education research and publish in academic journals. Historically, NorQuest graduates achieve the highest grades in the country on licensing exams.

We want to support you in becoming a well-rounded practical nurse. To do this, we ask that you fully engage in your learning process: participate, ask questions, study, and be open to new experiences. The PN Program requires hard work, dedication and time.

I also encourage you to make the most of your time at NorQuest College. There are many opportunities available to you that are beyond the traditional PN Program. As a second year student, you can mentor new nursing students. You can also join student groups and councils. And every year there are events to expand your understanding of nursing, learn more about the field of healthcare, or build a community with your classmates and nursing profession.

We are excited to be part of your journey to become a licensed practical nurse.
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
Jennifer Mah, RN, MN jennifer.mah@norquest.ca

ASSOCIATE DEAN – Faculty of Health and Community Studies
Judith Anderson, PhD, QMed judith.anderson@norquest.ca

ASSOCIATE DEAN – Faculty of Health and Community Studies
Bev Suntjens, B.A., RecT bev.suntjens@norquest.ca

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

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

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

ASSOCIATE CHAIR – Clinical
Shelly Dugas, LPN, BA shelly.dugas@norquest.ca

ASSOCIATE CHAIR – Alternate Deliveries (Online, Hybrid, Refresher, Regional, & Evenings/Weekends)
Ayshea Thornton, LPN, BA ayshea.thornton@norquest.ca
Courtney McElrea, RN, BScN courtney.mcelrea@norquest.ca

CONTACT INFORMATION

BUILDING LOCATIONS

The Edmonton Main Campus has four separate buildings. Most nursing classes and labs are in the following two buildings. For more information about the Edmonton Campus visit:
NorQuest also delivers the PN Program from Wetaskiwin

**Wetaskiwin Campus**
5502 49 Avenue, Centre on the Park
Wetaskiwin, AB T9A 3P3
pn.wetaskiwinf2f@norquest.ca

**OFFICE OF THE REGISTRAR**

Civic Employees Legacy Tower
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

**NURSING STUDENT SUPPORT**

**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
EVENING and WEEKEND DELIVERIES
pn.evenings@norquest.ca

WETASKIWIN
pn.wetaskiwinf2f@norquest.ca

CAMPUS LIFE AND INFORMATION

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

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.

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


LOCKER RENTALS

Find locker rental information 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 permitted in the classroom, lab, or clinical setting.

HEALTH & WELLNESS

CENTRE FOR GROWTH AND HARMONY

The Centre for Growth and Harmony offers holistic student-centred care within an inclusive, respectful, and private environment. In the Centre you will find a multidisciplinary team of registered psychologists, registered social workers, and nurses. This team of professionals is dedicated to promoting health and wellness while striving to encourage growth, development, and lifelong learning.

Centre for Growth and Harmony
Room 1-101 (walk-in)
Phone: 780-644-6155
Counselling Services

The Centre for Growth and Harmony provides professional and confidential counselling at no cost to registered students. 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. Call 780-644-6155 to make an appointment.

Health Services

Nurses at the Centre for Growth and Harmony are available for appointments during regular College hours. Although priority is to appointments, walk-ins are always welcome. Call 780-644-6155 to make an appointment.

FINANCIAL AID & SPONSORSHIP

FINANCIAL AID

First Floor
Civic Employees Legacy Tower
Phone: 780-644-6130

NorQuest College Student Financial Aid understands that when you are 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

If you need assistance, you may consult your Student Navigator. Student.Navigator@norquest.ca

ACADEMIC SUPPORT

SERVICES FOR STUDENTS WITH DISABILITIES
NorQuest College offers a wide range of services to support students with disabilities. Support services including assistive technology, academic coaching, accommodated exams, sign language interpreters, and instructional assistants can be arranged. 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, exams or clinical environment, it is their responsibility to discuss their needs with the instructor, PN Student Advisor or Associate Chair. Accommodations are assessed through Student Services.

For more information, visit [https://www.norquest.ca/resources-services/student-services/services-for-students-with-disabilities.aspx](https://www.norquest.ca/resources-services/student-services/services-for-students-with-disabilities.aspx)

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

In nursing, there is a duty to public safety. While students can 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: [http://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Requisite_Skills_Abilities.pdf](http://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Requisite_Skills_Abilities.pdf)

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**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
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

**MOODLE SUPPORT**

All courses in the PN Program utilize Moodle, our online learning management system. 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.  
https://www.norquest.ca/resources-services/resources/student-tools-support.aspx

**PRINT SERVICES**

Students have access to printers through the Computer Commons. Please visit the website for more information:  
https://www.norquest.ca/resources-services/facilities/computer-commons/printing.aspx

**COMPUTER COMMONS**

Phone: 780-644-6085  
Email: computercommons@norquest.ca  
Web: https://www.norquest.ca/resources-services/facilities/computer-commons.aspx

**COMMITTEES/COUNCILS/ASSOCIATIONS & STUDENT REPRESENTATION**

**ACADEMIC COUNCIL**

The Academic Council is a group of students, faculty, and administrators who come together once a month to exchange information and viewpoints on academic affairs. Elected by the Students Association, ten students 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 16,750 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.

After you graduate from Practical Nursing Program at NorQuest and pass your licensing exams, you will become a member of the CLPNA. It is important to become acquainted with the CPLNA as membership is required to practice as a practical nurse in Alberta.

PROGRAM ADVISORY COMMITTEE (PAC)

Each program in the Faculty of Health & Community Studies has an active Program Advisory Committee, made up of students, educators, practitioners, industry leaders, and alumni. 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 the PN program meets twice a year during the month of May and November. If you are interested in participating, please email the PN student advisor: pn.studentadvisor@norquest.ca

STUDENT PRACTICAL NURSE SOCIETY (SPNS)

The Society was created to assist the integration of nursing students into the college community. Along with organizing fun events, the society supports students to develop their public speaking and leadership skills while doing volunteer activities. Those involved with the Society also act as ambassadors of the Practical Nurse program at NorQuest. You are invited to join.

Studentpracticalnurse.society@gmail.com
Studentpracticalnursesociety.weekly.com
Instagram: SPNS NorQuest College
Facebook: Student Practical Nurse Society

NURSING STUDENT REPRESENTATIVES

Student Representatives are volunteer leaders within the Practical Nurse (PN) Program. The purpose of this role is to provide constructive feedback to a member of the PN Leadership Team. If you are interested in this role, please email the PN student advisor: pn.studentadvisor@norquest.ca

PEERS ASSISTING STUDENTS SERVICE (P.A.S.S.)

P.A.S.S is a program designed to provide mentorship to other students enrolled in the Practical Nurse (PN) program. A mentor is someone who has successfully completed a PN course in which they are providing support. This support can be in scheduled labs, open labs practice, or simply meeting with a peer when faced with other challenges such as time management or organizational skills etc. If you are interested in this role, please email the PN student advisor: pn.studentadvisor@norquest.ca
STUDENTS’ ASSOCIATION

The NorQuest Students’ Association advocates on behalf of 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 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

The Office of Student Judicial Affairs (OSJA) coordinates the administration of the Student Judicial Affairs Policy. The OSJA also provides assistance and advice to students, staff, and faculty involved in dispute resolution. This includes guidance in cases involving final grade appeals, academic and non-academic misconduct, and student complaints.

STUDENT CONDUCT IN ACADEMIC MATTERS

As a NorQuest student, it is your responsibility to read and understand the policies and procedures for your program related to student academic and nonacademic behaviour, performance, and integrity. This includes “Student Rights & Responsibilities” and the “Student Code of Conduct”. These policies, and additional information, 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. This commitment is founded upon the principles of fairness, trustworthiness, honesty, respect, and responsibility.

The college expects students guide themselves by these principles in work 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 CONDUCT

The College expects that students 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 trusted profession that reflects your own values as well as those of your profession and NorQuest.

You have a responsibility to yourself, the public, clients, profession, and colleagues to conduct yourself in a professional manner. You are expected to follow the Canadian Council of Practical Nurse Regulators (CCPNR) Code of Ethics. The CCPNR 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.

Read and review the CCPNR Code of Ethics here:
https://www.clpnnl.ca/sites/default/files/2016-10/StandandsofPracticeandCodeofEthicsforLPNs_0.pdf

You demonstrate professionalism in the way 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.” You are expected to practice according to the CPLNA Code of Ethics.

Read and review the CPLNA Code of Ethics here:

Alberta Health Services (AHS) has published a guide to help you understand professional practice.

Read and review the AHS Guide to Professional Practice in Action (PPA) here:

INCLUSIVE CULTURE

A NorQuest 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. For some students this may challenge your values and beliefs. We understand and have supported many students stretch their comfort zones to find a balance between job success and cultural or religious beliefs.

As a NorQuest student you will be required to work with many different people and face requirements in classrooms, labs and clinical settings including:
1. People from other cultures and religions
2. Both males and females
3. People who identify as LGBTQ
4. Special considerations or restrictions around clothing and jewelry

UNPROFESSIONAL BEHAVIOUR

In accordance with CLPNA, if a student violates a professional attribute then the following steps may occur:

**Step One:** Verbal warning to the student. Students receiving a verbal warning are expected to provide strategies to assist with managing their behaviour. Verbal discussion regarding the student services that may assist the student with unprofessional behaviour will also occur. All verbal warnings will be followed up with an email to help track the incident and capture the discussion.

**Step Two:** If the unprofessional behaviour continues, a Non-Academic Misconduct form or a Performance Improvement Plan (PIP) is implemented. This process intends to provide feedback in writing and to give the student the opportunity to ensure they understand the expectation. This tool also provides the student with written documentation of support services available that may assist in mitigating unprofessional behaviour. 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. Failure of the course may result in both academic and financial penalties.

SOCIAL MEDIA

NorQuest College students are reminded that posting content on the internet, including 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. 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 made directly to the media or said at a public forum. Mishandling social media puts you at risk of disciplinary action by the CLPNA, your employer, and the law. Therefore, while using social media LPNs must uphold legal and regulatory expectations.
related to privacy, professional ethics and boundaries. Think before you post “Is this something I would want my patients/instructor/manager to see?” Refer to the CLPNA website for more information: http://www.clpna.com/wp-content/uploads/2013/02/pub_PracticeGuideline_Social-Media.pdf

ROLES & RESPONSIBILITIES WITHIN THE PROGRAM

PROGRAM CHAIR

• Oversees the program for the College
• Faculty and program evaluation
• Manages appeals
• Program policies
• Issues or concerns forwarded from the Associate Chairs

ASSOCIATE CHAIR

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

INSTRUCTIONAL STAFF

• 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
PN STUDENT ADVISOR

The PN Student Advisors are experienced instructors in the Practical Nurse Program that assist and support students 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 to the 6th Floor, CELT and speaking with the receptionist. You can also send an email to: PN.StudentAdvisor@norquest.ca

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.

The Navigators are centralized advisors who are here to answer student questions and concerns – and 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.

Navigators answer general College inquiries, 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. 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.)

First Floor, Civic Employees Legacy Tower
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.

CLINICAL PLACEMENT TEAM

The clinical placement coordinates the clinical and field placements for students in the Faculty of Health and Community Studies. When you are ready to do your nursing clinical placement, this team will reach out to you to arrange your placement.

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

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 your 2018/2019 College Calendar: [https://www.norquest.ca/NorquestCollege/media/pdf/publications/academic-calendar-201718.pdf](https://www.norquest.ca/NorquestCollege/media/pdf/publications/academic-calendar-201718.pdf)

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.

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, face to face delivery at the Edmonton Campus and Regional Sites
- Part-time / full-time evenings
- Online learning
- Hybrid program

You will have Workers Compensation coverage while you attend NorQuest College and this will continue throughout your off-campus clinical practice placement site when you are on a College scheduled shift.

The Practical Nurse Program is composed of 22 courses for 86 credits, traditionally offered over 5 terms. They are divided into the following categories:

- Nursing Courses (11 courses) (4 theory/lab & 7 theory)
- Clinical Nursing Practicums (4 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 the NorQuest College Website**

www.norquest.ca

**COURSE MATERIALS**

All course materials including textbooks, lab skill supply kits, and uniforms can be purchased via the NorQuest bookstore. We recommend purchasing your books and supplies one semester at a time, as a textbook may change during the duration of your PN program. You may purchase your materials in person, by phone at 780-644-6203, or via email at studentbookstore@norquest.ca. All other course resources will be available in your Moodle course and login information sent to you via your MyMail account.

The textbooks listed as **required** for each course contain essential readings that will contribute to your success in this program. Many of the required textbooks are used in multiple courses throughout the
program so it is important to keep each one until program complete. These resources are essential to your success in your courses. Most graduates find their text books also serve as helpful references when they are in the workplace.

**PROGRAM 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/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/NURSING METAPARADIGM

A conceptual framework/nursing metaparadigm 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.
COURSE ASSIGNMENTS

Submit all assignments via Moodle. Grades are posted in Moodle within 10 business days. Late assignments will be docked 10% per calendar day. Failure to complete/submit any course assessment could result in a course failure.

• Student assignment deadlines are communicated in Moodle.
• Online students do not have specific assignment deadlines, but are expected to complete all assessment components of their course by their course end date.

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. Or provide information about extenuating circumstances.

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. These placements occur Monday to Friday or on weekends. Hours may be between 6:00 am and 10:30 pm.
  o Nursing Practice I: Continuing Care Practice (NPRT1001)
  o Nursing Practice II: Acute Care Practice – Medicine (NPRT2101)
  o Nursing Practice II: Acute Care Practice – Surgery (NPRT2102)

• One preceptor-led clinical practice course offered in Edmonton. If available, the course may be completed in another community. 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.
  o Nursing Practice III: Comprehensive Practice (NPRT2200)
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.

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

For instructor led clinical, you are expected to wear a clean NorQuest uniform at all times along with your clinical ID badge. You will be expected to purchase your uniform from the NorQuest College Bookstore. You may also purchase your uniform, in good condition, second hand from previous students. Please ensure that when purchasing second hand uniforms that you are buying the correct colour, size and that they are in an appropriate condition to wear to clinical.

HYGIENE & ACCESSORIES

- Overall personal hygiene and control of body odours 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
• Facial hair 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 part of the dress uniform and may be worn on the uniform, or wrist. (Remove wristwatches prior to giving direct client care.)
• Small, conservative, plain earrings are acceptable
• If you are wearing a long sleeve shirt under your uniform, the sleeves are required to be pushed up to the elbow

LAB SKILL KIT

There are required lab skill kits for HEAS 1000, NFDN 1001, NFDN 1002, and NFDN 2003. These kits are mandatory for practicing your nursing skills. Students are required to bring their lab kit to each lab. These kits are to be purchased through the Bookstore.

GUIDED PRACTICE NURSING LABS

NFDN 1001, HEAS 1000, NFDN 1002, and NFDN 2003 all include lab components that 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 has three (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
• 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 Performance Improvement Plan (PIP) is initiated. A Performance 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 PIP 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 the PIP
• Review other nursing materials as necessary

FAILURE OF THIRD ATTEMPT:
• If the student is unable to meet the terms of the performance 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 may be expected to attend a redo lab. If a student has 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 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 hours 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 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/6zzr7kzk/](https://booknow.appointment-plus.com/6zzr7kzk/)
- 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 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 an automatic appeal is granted to allow for a second attempt. A grade of less than 80% on your second attempt of the CIA will result in course failure.

To be eligible for the CIA all guided practice skills are to be successfully completed. This includes all outstanding Open and Redo lab hours.

- 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 prompting 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 required 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 your home campus. Cost of travel is the student’s responsibility. The Clinical Placement Team (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.
CLINICAL SKILL KIT

There is a required clinical skill kit for NPRT 2101. It is mandatory for you to have this kit for the clinical orientation on the first day of the NPRT 2101 practicum. These kits are to be purchased through the Bookstore.

REQUIREMENTS

All clinical practice requirements must be completed 60 days prior to the start of your clinical course (including CPR, WHMIS (XBUS 1017), Human Blood borne Pathogen Exposure (XHLT 1023), Police Record Check (PIC), and proof of Immunizations). Failure to complete clinical practice requirements prior by the 60 days deadline may result in you being removed from the clinical practicum, and will cause a delay in your program.

*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 the NorQuest website for more detail regarding clinical requirements and checklist items:

https://www.norquest.ca/accepted-students/next-steps-for-accepted-students/work-practicum-and-clinical-requirements.aspx  *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 be assigned to a facility. This is where you 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 can expect to work a full-time 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 an instructor identifies concerns in your clinical practice a performance improvement plan, may be initiated and strategies for improvement will be discussed.
- 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 are removed immediately from the clinical area. Your actions may also result in academic failure.

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/staff
- Dishonesty
- Lack of adequate knowledge
- 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 will be required to complete a student self-assessment. You will also be required to enroll and successfully complete XHLT 1050- PN Remediation/Return to Practice Course. 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 scheduled exam.**

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

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 DEFERRALS

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:

- 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.
- Submit a "Request for Deferral – Examination” form and provide documentation (e.g. medical note) if required to support your request.
- The instructor, with the Program Chair’s approval, will make a decision about your deferral.
- 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.
- 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

Exam reviews can be arranged by email or a written request to your instructor. The request must be within five (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, 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. You must maintain a minimum GPA of 2.0 (C) or you will be placed on academic probation. For more information regarding grading practices, please refer to link: https://www.norquest.ca/about-us/policies-procedures/academic/program-management-andacademic-operations-policy/student-exam-procedure.aspx

PRACTICAL NURSE GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</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></td>
<td></td>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>----</td>
<td>----</td>
<td>----</td>
<td>-----------------------------------------------------------------------------</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 honours standing, you must meet the following criteria:

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

**ACADEMIC PROGRESS**

During the course of your program, your progress will be assessed regularly. 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 Performance 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. Submission of previously completed work is considered an academic misconduct.

Course failures may cause a delay in your progression in the Practical Nurse Program. Students failing a course will be required to complete the Student Self-Assessment Form and submit to the PN Student Advisor. If the course failure is a clinical course, students will be required to successfully complete the XHLT 1050 course prior to proceeding further in the program.

**ACADEMIC PROBATION (AP)**

Academic Probation (AP) is a means of identifying students at risk in the PN Program. When a student has failed a course or failed to maintain a GPA of 2.0, they are on AP for a period of no less than six months.
While on AP, the student must maintain a 2.0 GPA in each course. If the student fails a course while on AP, the student will be unable to continue in the program.

Once the student has maintained a GPA of above 2.0 and been successful in their courses while on AP for a period of six months, they can return to a status of a student in good standing and Academic Probation will be removed.

A student is on Academic Probation (AP) automatically under the following circumstances:

- If you are re-admitted to the program after being required to withdraw for academic reasons. This student will remain on AP for the remainder of their program.
- 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 at any time

A student placed on Academic Probation is required to meet with the PN Student Advisor to discuss strategies for success. A second incidence of being placed Academic Probation will result in you remaining on Academic Probation for the remainder of your program.

**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 asked to collaboratively develop 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 may be removed immediately from the clinical setting with an unsuccessful course grade. This can occur without the initiation of a PIP.
APPEALS

It is important that the integrity and accuracy of NorQuest College’s assessments of learner outcomes be maintained at the highest level possible. To this end, the college employs faculty whose professional training prepares them to make informed judgments regarding student performance. It also provides a grade appeal process that offers students a reasonable opportunity to appeal results of particular academic assessments.

- Academic Grade Appeal Report Procedure (40K pdf)
- Academic Grade Appeal Report Form (65K pdf)

For more information on this procedure, contact OSJA@norquest.ca.

You are encouraged to seek third party advice, such as an Academic Advisor or counselor, to help clarify issues and to help seek resolution.

Please refer to the link below for further details regarding student expectations and appeals: https://www.norquest.ca/resources-services/student-services/office-of-student-judicialaffairs/academic-grade-appeal.aspx

WITHDRAWALS

The student or the program may initiate program and/or course withdrawals.

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
- are unable to maintain a GPA of 2.0 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 PN Student 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 the NorQuest College website for information on Progression in the Practical Nurse Program: https://www.norquest.ca/prospective-students/tuition-and-fees/tuition-fees-refunds.aspx

For more information on withdrawals, add/drop dates, changes to registration, and any penalties that may occur please refer to the NorQuest College website: https://www.norquest.ca/prospective-students/tuition-and-fees/withdrawal-chart-of-academic-andfinancial-penalties-and-refund-schedule.aspx

RE-ADMITTANCE

If a student is withdrawn/withdraws from the PN program, they must wait six months before seeking readmission. Readmission may require a panel review. Please contact for PN Student Advisor for more information.

GRADUATION

When it is time to graduate, you must apply to graduate through you MyQuest account. For information on attending the convocation ceremonies, please visit: https://www.norquest.ca/current-students/convocation.aspx

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 a license to practice. Until you have written the CPNRE, and met all of the registration requirements, you may receive a temporary license to work as a PN in Alberta from CLPNA.

You must apply to the CLPNA to write the national examination. There is a fee associated with writing your CPNRE exam, and licensing in Alberta. Please ensure that you are aware of these fees and plan accordingly for them. The fees and timelines are not a part of your PN program at NorQuest College. CLPNA determines these. Timelines for applications and exam writing dates are found on the CLPNA website: http://www.clpna.com/applicants/i-am-an-applicant/new-graduates/

**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) information on the NorQuest College website: https://www.norquest.ca/resources-services/student-life/student-policies/student-records.aspx

**STATEMENT OF GRADES/OFFICIAL TRANSCRIPTS**

Grades and official transcripts are mailed to the graduate after students "Apply to Graduate": Graduation Requirements and Issuance of Credentials - NorQuest College - Edmonton, Alberta

**PROGRAM DELIVERY MODALITIES**

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

**FALL TERM**

<table>
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O = Open Studies Available

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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 as many courses as you like, depending on completed prerequisites, or take one course at a time. Courses start monthly, except December, April, 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 purchase 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.

• **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
  
  o Assessments completed/submitted outside these dates will not be counted towards the final grade

• Student responsibilities and expectations:
  
  o Students are required to travel to Edmonton for nursing labs and instructor-led clinical practice courses
  
  o 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 required to ensure that your pre-requisite courses are completed prior to enrolling in subsequent courses. You are accountable for completing the courses within the allotted timeframe.

Course start dates are on the first 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 15 to begin on March 1).

PROGRAM OUTLINE

Effective September 1, 2019 the course lengths for the online student are as follows:

<table>
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<tr>
<th>Course Number</th>
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<td>Theory</td>
<td>16 weeks</td>
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<td>16 weeks</td>
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<td>PN</td>
<td>Theory</td>
<td>14 weeks</td>
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<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>
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<td>Health Assessment</td>
<td>PN</td>
<td>Lab/Theory</td>
<td>14 weeks</td>
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<td>PN</td>
<td>Lab/Theory</td>
<td>14 weeks</td>
</tr>
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<td>PHAR 1000</td>
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<td>Theory</td>
<td>14 weeks</td>
</tr>
<tr>
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<td>NPRT 1001</td>
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</table>
The course sequence ensures that you will have the prerequisites for your next course.

MONTHLY ENTRY/CLOSED EXIT

All PN Online course are 14 weeks in length. We no longer allow extensions. Final grades will be issued five days after the course end date. This new system will allow students to connect with others in the program and create a community of learners. More opportunities for instructor support and guidance thought out courses.

PLEASE NOTE: Online PN courses and 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:

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-onlinestudent-exam-request-procedure.aspx

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

The courses with lab components are as follows:

• HEAS 1000 2 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: These 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

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. Failure to complete your clinical checklist 60 days prior may result in you being removed from the clinical list and a delay in your program.

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, attend nursing skill labs, and participate 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

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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 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>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>ANPH1001</td>
<td>Anatomy and Physiology I</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>O</td>
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<td>Anatomy and Physiology II</td>
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<td>3</td>
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<tr>
<td>O</td>
<td>ENGL2550</td>
<td>Introduction to Composition</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>O</td>
<td>HEAS1000</td>
<td>Health Assessment</td>
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<td>4</td>
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<tr>
<td>O</td>
<td>HEED1000</td>
<td>Health Education: Individual Health &amp; Wellness</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NCOM1000</td>
<td>Communications for Nursing</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFDN1001</td>
<td>Nursing Foundations I: Introduction to Nursing</td>
<td>45:15</td>
<td>4</td>
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O = Open Studies Available

<table>
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<tr>
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<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>O</td>
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<td>45</td>
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<td></td>
<td>PHAR1000</td>
<td>Basic Pharmacotherapeutics</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.

FULL TIME EVENING AND WEEKENDS

The full-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. The full time evening and weekend delivery is at a faster program pace than the part time delivery, and meets more frequently during the week and on weekends.

- Instructor-facilitated sessions for theory and lab courses are offered 3-4 evenings per week, and Saturdays.
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.

FULL TIME EVENING

Term 1

<table>
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<td>O</td>
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<td>3</td>
</tr>
<tr>
<td>O</td>
<td>NFDN1001</td>
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O = Open Studies Available

Term 2/3

<table>
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<td></td>
<td>NFDN1002</td>
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<tr>
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<td>NFDN2003</td>
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<td>9</td>
</tr>
</tbody>
</table>

O = Open Studies Available
At the beginning of your PN full time evening and weekend program, you will receive a schedule for the delivery. Please check this schedule regularly as it is subject to change.

**ADDITIONAL TERMS**

**ANECDOTAL 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: http://www.norquest.ca/resources-services/college-services/office-of-the-registrar/forms.aspx
Practical Nurse Program Form (Face-to-Face)

Request for Deferral – Examination

For the Student:
Student’s Name: _____________________________ Phone Number: _____________________________
ID Number: _______________________________ NorQuest Email: _______________________________
You will be contacted via your NorQuest email
Course Code: _____________________________ Exam Name: _________________________________

Section #: _______________________________ Time allotted: _________________________________
Ex. NFDN 1001, A01 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: ________________________________________________________________

Please Note: Students with Accommodations need to book with Accommodations staff.

For the Instructor:
Instructor Signature: ________________________________
Instructor Print and Sign Name

Do NOT forward Accommodated students to PNBookings.

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: _____________________________________________________________________________
For Office Use only:
Date Processed: ____________________________  Date of booking: _______________________________

Override complete: □ Moodle/SafeMedicate  Password changed: □  Student confirmed date: □

www.norquest.ca
Request for Deferral – Assignments
Practical Nurse Program Form (Face-to-Face)

(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 may 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 your instructor.
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 _____________

Instructor Signature: _________________________ Date _____________

Faculty of Health & Community Studies

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 ______________