

PN 200 Nursing Foundation III: Medical/Surgical Nursing

9 credits

45 hours lecture

90 hours lab

Course Description

The focus of this combined nursing theory and skills course is on nursing care and related skills based on evidence-informed medical/surgical nursing practice. The student builds upon previous knowledge, related theory and skills in adapting the nursing approach of the care of the medical/surgical client using the nursing metaparadigm and the nursing process. The student continues to develop leadership skills through the experience of mentorship. A laboratory component is included in which students apply theory and practice nursing skills related to medical/surgical nursing, including intravenous medication administration. This course prepares the student for the medical/surgical clinical practicum.

Prerequisite: Successful completion of all first year courses

Instructor

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Office Hours

Monday-Thursday: 1000-1500

Hours of Instruction

See timetable

Required Resources

- Day, R. A., Paul, P., Williams, B., Smeltzer, S. C., & Bare, B. (2016). *Textbook of medical/surgical nursing* (3rd Cdn. ed.). Philadelphia, PA: Lippincott Williams & Wilkins.
- Potter, P.A., Perry, A.G., Ross-Kerr J.C., & Wood M.J. (2019). *Canadian fundamentals of nursing* (6th ed.). Toronto, ON: Elsevier.
- Potter, P.A., Perry, A.G., Ostendorf, W. (2018). *Clinical Nursing Skills and Techniques* (9th edition). Toronto, ON: Elsevier
- Practical Nurse Collaborative Curriculum. (2019). *Nursing foundations III: Medical/surgical nursing*. Course materials.

OTHER REQUIRED RESOURCES

Drug guide or online drug guide such as Medline Plus:

<http://www.nlm.nih.gov/medlineplus/druginformation.html>

Medical dictionary or online medical dictionary such as Medline Plus:

<http://www.nlm.nih.gov/medlineplus/mplusdictionary.html>

Internet Resources to Supplement Text Readings

Allen, S.L. (2006). Mentoring: The magic partnership. *Canadian Operating Room Nursing Journal* 24.4: 30-38.

Canadian Medical Association. (2004). *The Canadian adverse events study: The incidence of adverse events among hospital patients in Canada*. Retrieved from

<http://www.cmaj.ca/content/170/11/1678.full>

Institute for Healthcare Improvement. (n.d.). *SBAR technique for communication*. Retrieved from <http://www.ihl.org/knowledge/Pages/Tools/SBARTechniqueforCommunicationASituationalBriefingModel.aspx>

Course Outcomes

Upon completion of this course, you will be able to:

1. Model professional attitudes, judgments and ability in the classroom and lab settings.
2. Apply the concepts of healthy living to maintain personal and professional well-being in the classroom and lab setting.
3. Integrate concepts from the arts, sciences and social sciences and nursing foundations into a developing professional practice.
4. Describe the role of the practical nurse and interdisciplinary team in providing nursing care to the adult medical-surgical client.
5. Perform appropriate client assessments, interpret the significance of findings and identify priority nursing diagnosis related to nursing for the adult medical-surgical client in a simulated lab setting.
6. Plan safe, effective, competent and holistic nursing care for the adult medical-surgical client based on analysis of available data and evidence-informed practice guidelines in a simulated lab setting.
7. Perform safe, effective, competent and holistic medical-surgical nursing interventions to optimize client strengths, achieve expected health outcomes, and promote wellness in a simulated lab setting.
8. Evaluate the outcomes resulting from nursing and healthcare interventions, and adjust priorities and the plan of care as required in a simulated lab setting.
9. Apply knowledge of documenting, reporting, and recording of pertinent client information to medical-surgical nursing.
10. Communicate effectively and accurately, and work collaboratively with instructors and classmates in the classroom and lab setting.
11. Describe the role of the practical nurse and interdisciplinary health-care team in the medical-surgical setting.
12. Apply principles of teaching and learning and health promotion related to the medical/surgical client.
13. Integrate knowledge of self-regulation, critical inquiry and clinical judgment, leadership, cultural competence, teamwork, reflection, and continuous learning and competency development into lab practice.

14. Apply knowledge of governing regulation/legislation and ethics related to the provision of medical-surgical nursing care.
15. Integrate research findings that support evidence-informed practice in the delivery of medical-surgical nursing care in the classroom and simulated lab setting.
16. Contribute to a culture of safety within the classroom and lab setting as it relates to medical-surgical nursing.

Evaluation

To receive credit in Nursing Foundations III: Medical/Surgical Nursing, the learner must complete all course requirements, which include medication calculation component, critical thinking assignment, research paper, clinical integration assessment, building a professional profile, a mid-term exam, and a final exam. **Course credit *will not* be given if only parts of the course have been completed.**

DISTRIBUTION OF MARKS

THEORY			Date
Midterm Exam; multiple choice	Demonstrate knowledge of course content (Units 1–5)	25%	September 28, 2021
Math Calculation Proficiency Exam	Demonstrate knowledge of math calculations	Pass/Fail	October 12, 2021
Assignment 1	Research of Best Practice – Application to Nursing Care	25%	October 5, 2021
Assignment 2	Building Your Professional Profile	10%	October 26, 2021
Final Exam Cumulative; multiple choice	Demonstrate knowledge of course content	40%	November 15, 2021
LAB			
Clinical Integration Assessment	Demonstration of integration of nursing knowledge and skills in the lab setting	Pass/Fail	November 8/9, 2021
Total		100%	

PASSING LEVEL AND GRADING SCALE

This is a combined theory and lab course. A learner cannot pass this course by being proficient in theory but not proficient in the integration of nursing theory and application of nursing skills in a guided practice laboratory setting.

Learners must complete **all** assignments and examinations to receive a final theory grade. Learners must successfully demonstrate nursing skills in guided practice laboratory setting.

To receive credit for Nursing Foundations III a learner must achieve each of the following:

- A minimum overall grade of 1.7 (C-) or 60%
- A pass in the guided practice lab component

Refer to the Practical Nurse Program Handbook for information regarding grading scale, extensions, and other program standard practices.

Nursing Labs**Attendance at Nursing Labs is MANDATORY**

Learners must successfully demonstrate nursing skills learned in this course in the lab setting during guided practice. They will also practise giving feedback and participating in reflective practice during the lab sessions. **If a learner does not receive a grade of “pass “in the guided practice nursing skills component, he/she will be required to repeat the course.**

Important Additional Information

Note to all learners: It is the learner's responsibility to retain course outlines for possible future use in support of applications for transfer credit to other educational institutions.

COURSE ASSESSMENT

Assessment of mastery of the content of Nursing Foundations III: Medical/Surgical Nursing will be determined through the learner's meeting of expectations for the following:

- Mastery of medication calculations related to a medical/surgical client
- Application of research to best practice nursing of a medical/surgical client
- Demonstration of safe, competent nursing care related to a medical/surgical client
- Demonstration of critical thinking and reflective practice
- Building a professional profile
- Clinical Integration Assessment
- Midterm and final exams

Medication Calculation Proficiency

The exam will include course appropriate level of application of dosage calculations, medication preparation and administration protocols. Students may use a basic calculator in the exam. The pass mark is set at **90%**.

Students are required to review all previous Medication Calculation material and exercises. Completion of the practice quiz at the end of Chapters 8, and 9 in the current Clinical Calculation text (Henke' Med Math) is **Mandatory**. All calculations must be written out and this material must be presented to your instructor prior to completing the Medication exam. Failure to do so will result in a course failure. prior to completing the Medication exam. Failure to do so will result in a course failure. Moodle. The Medication Calculation Exam will not be subject to accommodations; the exam will be written within the allotted 45 minute time frame and invigilated by the instructor in the classroom.

Students will have **three opportunities to pass** the Medication Calculation Proficiency Exam. **Failure to pass the exam will result in a course failure.** The student and the tutor will schedule the exam re-write at a mutually agreed upon time.

Assignment 1: Research of Best Practice and Application to Nursing Care

This assignment will be due in stages as assigned by your instructor/tutor. The purpose of this assignment is to apply research of evidence of best practice to a nursing care plan and/or teaching plan for a medical/surgical client. This assignment contributes **25%** towards the course grade.

Assignment 2: Building Your Professional Portfolio

You are **expected** to maintain and enhance your Professional Portfolio begun in Nursing Foundations I during each Nursing Foundations course. At the end of each of these courses, you will submit to your instructor/tutor evidence of having maintained and enhanced your Professional Portfolio.

This assignment contributes **10%** to final grade

Clinical Integration Assessment

The clinical integration assessment provides the opportunity to demonstrate the integration of the nursing process, nursing metaparadigm, client teaching, and nurse-client relationship required to practise safe medical/surgical nursing care. Demonstration of nursing skills is performed in a simulated clinical situation. You must achieve a passing mark of 80% on this clinical integrative assessment to receive a **pass**.

If you do not receive 80% on the clinical integration assessment, a second opportunity will be provided. If you do not receive 80% on your second attempt, you will be required to repeat the entire Nursing Foundations III course.

Midterm Exam

This multiple-choice exam contributes **25%** toward the course grade. It covers course information from Unit 1 through Unit 5. Exam will be delivered through Moodle.

Final Exam

This multiple-choice exam contributes **40%** toward the course grade. It covers all course information from Unit 1 through Unit 12. Exam will be delivered through Moodle.

MEDICATION CALCULATION PROFICIENCY EXAM**Due date: October 12, 2021**

The exam will include course appropriate level of application of dosage calculations, medication preparation and administration protocols. Students may use a basic calculator in the exam. The pass mark is set at **90%**.

Students are required to review all previous Medication Calculation material and exercises. Completion of the practice quiz at the end of Chapters 8, and 9 in the current Clinical Calculation text (Henke's Med Math) is **Mandatory**. All calculations must be written out and this material must be presented to your instructor prior to completing the Medication exam. Failure to do so will result in a course failure.

Students will have **three opportunities to pass** the Medication Calculation Proficiency exam.

Failure to pass the exam will result in a course failure.

Should it be necessary, the student and the tutor will schedule the exam re-write in the Skill Centre at a mutually agreed upon time.

ASSIGNMENT 1: RESEARCH AND APPLICATION TO NURSING CARE

Due date: October 5, 2021

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

- Research best practice nursing related to a medical/surgical client.
- Apply research of best practice to a nursing care plan to promote health for a medical/surgical client.
- Demonstrate critical thinking applicable to care of a medical/surgical client.

Through this assignment, you will write a scholarly paper on a procedure or issue that may have an impact on the recovery and health of a medical/surgical client. You will apply your research to the care of the client by identifying how the evidence applies to the best care of the client, including health teaching that is applicable to the recovery and health promotion of the client in the acute-care or home setting.

You may be requested to submit various portions of this assignment at different times by your instructor/tutor.

1. This assignment must be typewritten (word-processed) and follow APA 6th edition format.
2. **Part A: Research.** The research portion of this assignment should identify the impact on the care and recovery of the medical/surgical client and how the evidence supports best practice of nursing care. Reference at least three (3) sources published within the last three years – current journal articles, reputable medical websites or textbooks. This section of the assignment should not be more than three (3) pages long.
3. **Part B: Care Plan or Teaching Plan.** Select a medical/surgical client that you cared for in your acute-care practicum experience. The care plan portion of this paper may be completed using the forms provided or in a scholarly paper format (maximum 3 pages). If you choose to submit your plan in a scholarly paper, use APA 6th edition format.
4. Submit the marking guide with your assignment. See **APPENDIX A** for marking guide

Instructions

PART A: RESEARCH

Select one of the potential topics below, or select a topic that interests you. Ensure your topic addresses an issue or procedure that impacts the recovery or health promotion of the medical/surgical client. You are strongly encouraged to discuss any topics not listed below with your instructor/tutor prior to starting this assignment.

You are asked to research your topic of choice for evidence-based practice (“best practice”) that allows optimal recovery and health promotion for an adult medical/surgical client.

Potential Topics

- Care and use of different types of chest tubes (e.g., wet/dry/Heimlich valves)

- Different types of wound dressings (Adaptic, VAC wound care, All Dress, etc.) and their impact on wound healing
- Increasing incidents of super-infections (ESBL, VRE, MRSA, etc.) in the acute-care setting and how these can be avoided
- Types and trends of post-op infections in the acute-care setting in Alberta
- Clean vs. sterile techniques for tracheostomy care, bladder irrigation, or intermittent catheterization
- Preventing complications such as DVTs, respiratory complications, and skin breakdown in the immobilized client (skeletal traction, external fixators, strict bed rest, etc.)
- Issues of early discharge of the post-op client from the acute-care setting

PART B: CARE PLAN

Use the evidenced-based practice you researched and apply it to a care plan for a chosen medical/surgical client. Include interventions applicable to the care of the client, and health promotion teaching that is applicable to the acute-care setting as well as the home setting after discharge.

Below are some examples of scenarios of patients your instructor may let you choose for your careplan if you have not had experience with a client that fits your research. Please see your instructor if you would like to use one of these scenarios

1. A 45 year old gentleman arrived in the Emergency Department after falling from his roof while hanging Christmas lights. He has a fractured pelvis and a fractured left femur. He went to the Operating Room and arrived on your surgical unit post-operatively. He had an ORIF to his pelvis and left femur. He has an external fixator to both wounds and skeletal traction to his left leg. You will be his nurse.
2. You are caring for a 23 year old male who came from work to the ER with difficulty breathing. He was diagnosed with a spontaneous pneumothorax of his left lung field. A chest tube was inserted. The patient was stabilized and sent to your medical unit. You will be his nurse.
3. You have been performing in and out catheterizations q4-6h on your patient who is unable to void on her own. She will be going home tomorrow, performing this procedure at home on her own. You are going to teach her today how to perform this procedure at home.
4. There has been an outbreak of c-difficil on your unit. You are caring for 2 of the 4 patients who have been confirmed cases.
5. You are caring for a 47 year old woman who had an abdominal hysterectomy yesterday evening. She calls you into the room and states "I heard a pop and my dressing feels wet".

6. The ER department has 4 patients that require beds on your unit. You are caring for a 21 year old newly diagnosed diabetic who has been stabilized. He still requires education regarding his disease and how to manage it. You are told to discharge him home as the bed is needed for another patient.
7. You are caring for a 20 year old male patient who was involved in a motor vehicle collision three days ago. He has a large open wound to his left calf. A wound vac has been placed in the wound. He also has a simple dressing to his left arm that covers a wound that is approximately 15 cm and has been sutured.

ASSIGNMENT 2: BUILDING YOUR PROFESSIONAL PORTFOLIO

Due date: October 26, 2021

You are **expected** to maintain and enhance your Professional Portfolio begun in Nursing Foundations I during each Nursing Foundations course.

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

- At the end of each Nursing Foundations course you will submit to your instructor/tutor evidence of having maintained and enhanced your Professional Portfolio.
- Submission may be electronically through websites available in the College or in hard copy using the form below.
- **Do not submit** the entire Professional Portfolio unless requested to do so by your instructor/tutor.
- The **report** does **not** replace work on the Professional Portfolio but is an indication that you met expectations.
- This assignment is will contribute **10%** towards the final grade for this course.
- See Appendix C for marking guide.

Categories to continue to build as applicable to the learning of each Nursing Foundations course are:

A. Personal:

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

B. Professional:

- Philosophy of practical nursing
- Resume and cover letter
- Appraisals and evaluations
- Reflective practice
- Leadership
- Scholarly papers
- Nursing care plans
- Client teaching plans

- Professional goals
- CPRNE study plan
- Continuing competency achievement

Continuing Competency Achievement

Continuing competency achievement is an essential aspect of the professional portfolio. Review the competencies from the Course Outline or from the Competency Profile on the CLPNA website at www.clpna.com that apply to this course. Choose the most significant competency you learned in this course. Reflect on the following questions: Using the “Proficiency Categories” below, how would you rate your proficiency in this competency? What did you do to achieve this competency? Why is this competency meaningful or significant? How will you use this learning in your nursing practice?

PROFICIENCY CATEGORIES

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

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

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

Poor: does not understand content related to the competency

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

Report on Progress of Professional Portfolio

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

Student Name: _____

Course: _____

Date: _____

Instructor/Tutor: _____

Clinical Integration Assessment

In this assignment, you will be assessed on your performance in the following manner:

- The clinical integration assessment provides the opportunity to demonstrate the integration of the nursing process, nursing metaparadigm, client teaching, and nurse-client relationship required to practise safe medical/surgical nursing care. Demonstration of nursing skills is performed in a simulated clinical situation. **You must achieve a passing mark of 80% on both the clinical integration assessment testing (scenario) and the written portion of this clinical integrative assessment to receive a pass.**
- If you do not receive 80% on the clinical integrative assessment, a second opportunity will be provided. If you do not receive 80% on your second attempt, you will be required to repeat the entire Nursing Foundations III course.
- See **APPENDIX B** for marking guide

Instructions

You will be given scenarios prior to clinical integration assessment testing.

You must bring a care plan for the scenario you are given for testing (Remember you will not know which scenario you will be given)

You will be given one of the previous scenarios and will be asked to provide care to the patient

You will have 30 minutes to review the patients chart, organize your plan of care and perform nursing care for your patient.

You will have 30 minutes for documentation and reflective practice.

ORGANIZATION PLAN

Bring to your clinical integration assessment testing:

- A nursing care plan for the scenario you will be given. Remember you will not know which scenario you will be given so you must prepare a nursing care plan for ALL scenarios.
- From the information provided in the case study, write one priority nursing diagnosis and one client-centred goal. Plan the nursing care for three nursing interventions, including one intervention focusing on teaching.
- Research any medication in the case study that you have selected. Include the medication name, purpose, safe dosage, and nursing assessment required prior to administration.

NURSING CARE

Complete the following within 30 minutes:

- Demonstrate nursing care following the nursing process: assess client, implement interventions in a safe manner, and explain how each intervention would be evaluated.

- Demonstrate the nurse/client relationship by establishing rapport. Explain care, and promote comfort, safety, and privacy.
- Demonstrate effective communication when caring for the client.

DOCUMENTATION

Complete the following within 30 minutes:

- Document your assessment findings following the documentation criteria.
- Identify the priority information that requires reporting.
- Reflect on the clinical integration assessment – what went well, what could have been improved upon, and identify modifications.

Clinical Integration Assessment: Student Guidelines

The Clinical Integration Assessment will take a total of **60** minutes.

You must demonstrate as well as vocalize your assessment and care so the instructor observing your performance is aware of what you are assessing and your findings.

You will chart only those assessments and nursing care that you provided during the clinical demonstration. You **should not** chart assessments and nursing care you did not perform.

REMEMBER: You must pass each section with 80% in order to pass the Clinical Integration Assessment. Failure of one section will constitute a failure in the course.

ORGANIZATION PLAN FOR CLINICAL INTEGRATION ASSESSMENT

PRIORITY NURSING DIAGNOSIS			
CLIENT-CENTRED GOAL (Using SMART Criteria)			
NURSING INTERVENTION <ul style="list-style-type: none"> Identify one intervention related to nursing care. Identify one intervention related to medication administration. Identify one intervention related to teaching. 	1)	2)	3)
MEDICATION RESEARCH			
Medication name			
Purpose			
Safe dose? (Yes or no). Show rationale.			
Nursing assessment (prior to medication administration)			

Documentation Guidelines

CRITERIA	
Assessments	All relevant information included
Interventions: <i>Medications</i>	Documented medications on applicable forms – MAR/Narcotic Record/ Diabetic Record
<i>Nursing Care</i>	Nursing care documented: <ul style="list-style-type: none"> • in chronological order • pertinent information included • used appropriate terminology
Evaluation	Assessed effectiveness of nursing interventions and client response to treatment <ul style="list-style-type: none"> • medications administered • nursing care provided
Documentation format	<ul style="list-style-type: none"> • Wrote date appropriately • Used 24-hour clock • Used correct spelling • Used appropriate terminology • Demonstrated appropriate use of “Do Not Use” abbreviations • Corrected written errors appropriately or documented without written errors • Did not have blank spaces • Wrote legibly • Wrote signature and designation appropriately

CODE OF ETHICS

CLPNA Competencies

The following CLPNA competencies are learned during the Nursing Foundations I course:

All students must practice in a manner that is consistent with:

- A: Nursing Knowledge
- B: Nursing Process
- C: Safety
- D: Communication and Interpersonal Skills
- E: Nursing Practice
- F: Respiratory Care
- G: Surgical Nursing
- H: Orthopedic Nursing
- I: Neurological/Neurovascular Nursing
- J: Cardiovascular Nursing
- N: Emergency Nursing
- O: Gerontology Nursing
- Q: Rehabilitation Nursing
- T: Occupational Health and Safety
- U: Medication Administration
- V: Infusion Therapy
- W: Professionalism
- X: Licensed practical Nurse Leadership Role

Refer to www.clpna.com for references

Grading System**OVERVIEW OF 4.0 POINT ALPHA AND NUMERIC GRADING SYSTEM**

Descriptor	Alpha Scale	4.0 Numeric Scale	Percentage
Excellent	A+	4.0	96-100
	A	4.0	90-95
	A-	3.7	85-89
Good	B+	3.3	80-84
	B	3.0	76-79
	B-	2.7	72-75
Satisfactory	C+	2.3	68-71
	C	2.0	64-67
	C-	1.7	60-63
Poor Minimum Pass	D+	1.3	55-59
	D	1.0	50-54
Failure	F	0	0-49

Proposed Schedule

See timetable for class schedule.

Topics

Students will work through 10 Units in the classroom. Units to be covered in Nursing Foundations I: Introduction to Nursing are:

Unit 1: Foundations of Medical/Surgical Nursing

Unit 2: Management of Perioperative Client

Unit 3: Management of Client with Altered Gas Exchange or Respiratory Function

Unit 4: Management of Client with Altered Integumentary Function

Unit 5: Management of Client with Altered Fluid and Electrolyte and Acid-Base Balance

Unit 6: Management of Client with Altered Urinary or Renal Function

Unit 7: Management of Client with Altered Neurosensory Function

Unit 8: Management of Client with Altered Cardiovascular Function

Unit 9: Management of Client with Altered Blood or Immune Function

Unit 10: Management of Client with Altered Musculoskeletal Function

Unit 11: Management of Client with Altered Digestion and Gastrointestinal Function

Unit 12: Management of Client with Altered Endocrine or Metabolic Function

Unit 13: Management of Client with Altered Reproductive Function

2. Students will participate in 9 Lab Units. The nine lab units covered in Nursing Foundations III: Medical/Surgical Nursing includes:

- Perioperative Care
- Neurosensory Function
- Musculoskeletal Function
- Wound Care
- Oxygenation
- Fluid and Electrolyte Balance
- Nutrition
- Cardiovascular Function
- Elimination

In addition, there will also be a lab on Documentation, Lab Values, and Medication Calculation Review.

Orientation to Lab Setting

Labs are professional settings that require professional behaviour. Each lab contains equipment required to perform the specific nursing skill. Equipment in the labs is expensive and is to be used only in the manner in which it is intended. (For example, wheelchairs are for practising transfers and should not be used by students as chairs or to perform stunts.)

Please report any equipment malfunctions to your instructor. Familiarize yourselves with how each bed works as you will be using beds frequently during assessments and skill

Preparation for Labs

Preparation for lab is essential. Theoretical concepts will not be taught in the lab setting. You are responsible for completing the readings, lab exercises, and videos as well as practising the skills prior to coming to lab. Lab exercises must be completed and handed in as required. Each lab focuses on a specific personal safety skill and the underlying principles. Students are encouraged to practise and to coach each other as well as recognize best practice in performing the given skill. Students are expected to utilize their time effectively within the lab setting and come prepared for the learning experience. They are also expected to demonstrate reflective practice following each guided practice lab session.

Guided Practice and How It Works

Guided practice encourages independent learning and critical thinking when learning nursing skills. It increases your ability to apply knowledge from theory to the lab to the clinical area.

Guided practice is defined as a “facilitated environment where interactive and experiential learning takes place.” Compare your skill practice and demonstration of nursing skills with the criteria in the marking guide. Instructors use these criteria to determine the final grade for guided practice.

Guided practice labs:

- Encourage discovery learning through the application of principles as opposed to “step-by-step” rote learning
- Validate learning from the curriculum and classroom
- Provide interactive performance experiences/opportunities
- Allow students to practise nursing skills until they “get it right”
- Encourage integration of knowledge into nursing skills
- Demonstrate there is more than one method or way of performing a skill safely
- Reduce student anxiety
- Encourage students to learn from each other
- Provide a way to assess student readiness for clinical practice

The theory related to each nursing skill is found in the assigned readings. Before each guided practice lab session, you are expected to complete the required readings and view the video demonstration on the nursing skill as directed in this guided practice Lab Manual. The lab instructor demonstrates the skill at the start of each guided practice lab session.

Small groups of students are assigned to each lab instructor. The lab instructor acts as facilitator/coach during the guided practice session. You are expected to practise your skills more than once during the lab session to develop your confidence and competency with each skill. Once you have practised the skill, the instructor will introduce situations/scenarios into the lab practice that provide opportunities to demonstrate critical thinking behaviours. You are also expected to coach/mentor each other, providing constructive feedback.

Once you have successfully demonstrated competence in a skill, you will receive a “pass” on that skill. You must demonstrate competence in each skill by the end of the course to achieve a “pass” in the guided practice nursing skills lab portion of any theory/lab course.

Guided Practice

Guided practice provides a lab practice environment that is a **safe** place for students to learn clinical skills and begin to integrate theory into practice and continue the development of critical

thinking skills. Learning within the lab setting takes place in small groups (8 to 12 students) and is interactive, giving students the opportunity to learn from one another in a collaborative atmosphere.

Each lab focuses on a specific personal safety skill and the underlying principles. Students are encouraged to practise and to coach each other as well as recognize best practice in performing the given skill. Students are expected to utilize their time effectively within the lab setting and come prepared for the learning experience. Students are also expected to demonstrate reflective practice following each guided practice lab session.

Completion of each corresponding lab exercise is required to pass (successfully complete) the guided practice skills session. Failure to complete and hand in the required lab exercises will result in an incomplete for that particular session.

All guided practice skills and exercises must be successfully completed in order for you to be eligible to participate in the Practical Exam.

Performance Requirements and Student Services

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar. The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

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

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own;
- The use of unauthorized aids in assignments or examinations (cheating);
- Collusion or the unauthorized collaboration with others in preparing work;
- The deliberate misrepresentation of qualifications;
- The willful distortion of results or data;
- Substitution in an examination by another person;
- Handing in the same unchanged work as submitted for another assignment; and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

Specialized Supports

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss

their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Wellness Services: offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For any inquiries, please email askthelibrary@keyano.ca.

Begin your research with the [Library's FIND page](#). Search for sources using OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the [Book A Librarian online form](#).

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage [here](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their online learning pursuits. Items available for borrowing include mobile projectors, webcams, noise cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing, go to the Library's [Loanable Technology webpage](#).

Skill Centre: Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email Skill@keyano.ca to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

For the most up to date information on how to book a session, please view the [Keyano Skill Centre homepage](#).

Academic Success Coaching: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during virtual service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

E-Learning

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements.

Internet Speed

Minimum Internet speeds of 5 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with [Fast.com](#).

System requirements:

Microsoft Windows	Apple
<p>Minimum Requirements:</p> <ul style="list-style-type: none"> · A Windows 10 computer/laptop · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> · A Macintosh (V10.14 and above) computer/laptop · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software.

<p>Recommended Requirements</p> <ul style="list-style-type: none"> 8GB of RAM A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. 	<p>Recommended Requirements</p> <ul style="list-style-type: none"> 8GB of RAM A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.
<p>Chromebooks are not recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

Specific Department Requirements:

Business and OA programs require Windows 10.
 Other programs may utilize Windows based tools as well.

Computer Software

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.