PRACTICAL NURSE COLLABORATIVE CURRICULUM

KEYANO COLLEGE

COURSE OUTLINE

PN 206

NURSING FOUNDATIONS VIII:
TRANSITION TO PRACTICAL NURSE GRADUATE

WINTER 2018

February 26, 2018 – March 9, 2018

INSTRUCTOR: Fatima Legrou

PRACTICAL NURSE 206
NURSING FOUNDATIONSVIII:
TRANSITION TO PRACTICAL NURSE GRADUATE

Course Outline

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NURSING FOUNDATIONS VIII:
TRANSITION TO PRACTICAL NURSE GRADUATE
COURSE OUTLINE

CALENDAR STATEMENT/COURSE DESCRIPTION

NURSING FOUNDATIONS VIII: TRANSITION TO PRACTICAL NURSE GRADUATE*   Semester IV

This final theory course of the program prepares the student for the final comprehensive placement from student to graduate. The student will explore working within the parameters of a health care organization, labour relations, and the professional association. The student will also learn about power, empowerment, contributing to successful teams, types of management and leadership styles, professional development, continued competence, attaining and maintaining professional licensure, lifelong learning, and quality improvement – all of which contribute to becoming a professional practical nurse in today's health care field.

Pre-requisites: Nursing Practice II

Co-requisite: Nursing Foundations VI, Nursing Foundations VII

COURSE HOURS

TOTAL HOURS: 45   LECTURE/SEMINAR: 45   CREDITS: 3

TUTOR INFORMATION

Instructor Fatima Legrou
Office: Rm 205
e-mail: Fatima.legrou@keyano.ca
Office Hours: Monday

GENERAL LEARNING OUTCOMES

Upon successful completion of this course, the learner will meet the following outcomes:
1. Model professional attitudes, judgments and abilities in the classroom setting.
2. Apply the concepts of healthy living to maintain personal and professional well-being and fitness to practice.
3. Integrate concepts from the arts, sciences and social sciences into a professional practice.
4. Apply knowledge of governing regulation/legislation and ethics to professional practice.
5. Develop an action plan for securing employment, a professional resume and a cover letter.
6. Communicate effectively and accurately, and work collaboratively, with classmates and instructors.
7. Demonstrate interview skills through participation in a mock interview.
8. Relate the structure and function of organizations, quality improvement, and risk management to professional practice.
9. Incorporate self-regulation, critical inquiry and clinical judgment, leadership, cultural competence, teamwork, reflection, and continuous learning and competency development into professional nursing practice.
10. Differentiate among professional self-regulation, the professional association, union structure and function, and the implications for practice of each.
11. Apply concepts related to management, team-leading, problem- solving, delegating, and decision-making to the role of the practical nurse.
12. Describe the appropriate and effective use of power, empowerment, authority and motivation.
13. Explain the components of a positive work environment and implications for a leader/manager.
14. Adhere to the College of Licensed Practical Nurses of Alberta and the Canadian Council for Practical Nurse Regulators Standards of Practice and Code of Ethics.
15. Meet temporary licensure requirements and the requirements to write the Canadian Practical Nurse Registration Exam (CPNRE).

Instructional Methods

- This course uses a variety of teaching/learning methods including: discussion, experiential exercises, learner presentations, role-plays, case studies, lectures, reflection, and group activities. These course activities provide the opportunity for learners to learn with and from others who are undergoing a similar learning experience.

- The course emphasizes pre-class preparation, participation in interactive classes, and post-class reflection and review. The learner is expected to take an active part in class discussions and take responsibility for his/her own learning. The instructor's role is to facilitate learning.

Expectations of Students Writing On-Line Exams

1. Each instructor will have the following options with regards to writing quizzes: writing on line from a location and computer of their choice; writing in a classroom with their own device invigilated by the instructor, or writing the quiz on paper. The course instructor will provide information related to where the student is to write the quiz.

2. If quizzes are written from a location and computer of their choice, these are **not** open book exams. The quiz is to have been studied for prior to the quiz or exam date and is to be completed independently: that is by oneself, not in collaboration with or in the company of another person or persons. No photos of quiz questions are to be taken via phones.

3. Midterm and Final exams will be invigilated by the instructor. The time and place can be found in the course syllabi. Students may be required to provide their own devices for these exams.

4. Students who are writing from a location and computer of their choice are responsible for discussing any computer/internet issues with the instructor at least two days prior to the exam date listed in the course timetable.

5. Once the quiz/exam has started, the student will submit their answers immediately prior to going on to the next question.

6. Time for all quizzes and exams will be strictly adhered to. For example if a quiz is 30 minutes, the quiz will be open for exactly 30 minutes.

7. No grades will be released until the instructor has had time to review the quiz/exam stats. Once the review has been done, the marks will be released. Review of the quiz/exam questions in class will be done at the instructor's discretion.

8. If any problem arises during the taking of the quiz/exam, the student is to contact the instructor immediately at the time of the issue.

9. It is the responsibility of each student to be familiar with the contents of the Student Code of Conduct. It is mandatory that all students sign a form identifying they have read/or are familiar with the Student Code of Conduct. First, Second, and Third year students will have read or are familiar with the Keyano College Student Code of Conduct. Fourth year students will identify they are familiar with the University of Alberta Student Code of Conduct. Beginning in Sept 2016, all new students plus those moving from third year to fourth year will be mandated to sign the above form(s).

Statement on Plagiarism

All students must complete the Plagiarism/Tutorial Certificate found on Moodle. To locate this information, sign into Moodle and on the left side of the page under student the tutorial can be located.
Expectations:
1. All students must complete this tutorial. The certificate must be shown to the instructor prior to submitting any written assignment. Failure to show the instructor the certificate of completion could result in a late written assignment penalty.

2. If you have completed this tutorial in a University Studies course you can show your instructor the certificate. The tutorial is required to be completed only once during your time at Keyano unless you have left the program and returned.

Student Code Of Conduct

Please refer to the Student Handbook and review the Student Code of conduct Policy (Policy 110.0), Students Rights policy (Policy 111.0) and Student Code of Conduct Procedure (110.1). It is expected that you will review and be aware of expectations relative to student rights, responsibilities and behaviours

PRACTICAL NURSING PROGRAM POLICIES

Please refer to Keyano College Practical Nurse Handbook for specific Practical Nursing Program policies and to Keyano College Calendar for general College policies.

Please review the Keyano College Nursing Program Policy on Clinical Attire, which is outlined in the student handbook. The following are required items for clinical: nametag, health centre ID, watch, penlight, black pen, bandage scissors and stethoscope.

LATE POLICY FOR ASSIGNMENTS

All assignments are to be passed in at the time and place they are due. Please see timetable. Extensions on assignments may be granted and must be negotiated with the tutor prior to the due date and with a date specified for late submissions. If prior arrangements are not made, a penalty of 5% will be deducted per day, including weekends, until the assignment is received.

SPECIALIZED SUPPORTS & DUTY TO ACCOMMODATE

Disability Support Services: Learner Assistance Program

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counselor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

Specialized Supports and Duty to Accommodate

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

OVERVIEW OF LEARNING EXPERIENCES

Course Units

This course consists of the following units:

Unit 1: Professional Roles and Responsibilities of the Licensed Practical Nurse

    Topic 1.1: Ethical, Moral, Legal, and Professional Responsibilities
    Topic 1.2: Career Planning

Unit 2: Working in a Health-Care Organization

    Topic 2.1: Structure, Function, Philosophy
    Topic 2.2: Quality, Risk Management, Research, and Safety Functions
    Topic 2.3: Role of Unions and Collective Bargaining

Unit 3: Management and Leadership

    Topic 3.1: Management Roles and Responsibilities
    Topic 3.2: LPN Role as Team Leader
    Topic 3.3: Problem-solving, Delegating, and Decision-making

Unit 4: Trends and Issues

    Topic 4.1: Trends, Issues, and Political Action
    Topic 4.2: Power and Empowerment

Unit 5: Transitioning to Graduate LPN Role

Seminars:

Students will participate in 2 Seminars in Nursing Foundations VIII:

1. Career Planning-Preparing for Employment – Cover letter, resume, panel interviews
2. Societal issues

A seminar provides an interactive practice environment that is a **safe** place for students to collaboratively learn the integration of theory into the development of critical thinking skills.

The seminars focus on a specific topic related to the content of Nursing Foundations VIII. **Students are expected to utilize their time effectively within the seminar and come prepared for the learning experience.**

OVERVIEW OF COURSE ASSESSMENT

To receive credit in Nursing Foundations VIII: Transition to Practical Nurse Graduate, the learner must complete all course requirements, which include four assignments and one exam. Course credit will not be given if only parts of the course have been completed.

DISTRIBUTION OF MARKS

THEORY			EXAM DATE
Assignment 1	Leadership Styles of the Practical Nurse	30%	March 5 2018
Assignment 2	Building Your Professional Portfolio Part A & B	30%	March 7 2018
Final Exam cumulative; multiple choice	Demonstrate knowledge of course content	40 %	March 9 2018
	Total	100%	

PASSING LEVEL AND GRADING SCALE

This is a theory course. Learners must complete all assignments and examinations to receive a final theory grade. Learners will not be allowed to rewrite assignments or exams to raise their theory grade.

To receive credit for Nursing Foundations VIII, 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.

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.*

ASSIGNMENT 1: LEADERSHIP STYLES OF THE PRACTICAL NURSE

As scheduled by the instructor, complete the assignment and submit it to your instructor/tutor by the specified date. This assignment contributes **30%** to your course grade. In this assignment, you will have the opportunity to do the following:

- Research leadership, leadership styles, and methods of assessment of leadership styles in the literature.

- Complete an assessment of your own leadership style.

- Utilize the findings of the assessment to apply to the leadership role of the graduate practical nurse.

- Review and adapt your own philosophy of nursing to include beliefs on leadership.

ASSIGNMENT 2: COMPLETING YOUR PROFESSIONAL PORTFOLIO/COMPETENCY ACHIEVEMENT

PART A COMPLETING YOUR PROFESSIONAL PORTFOLIO

The learner is expected to maintain and enhance the 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 graduate practical nurse.

- At the end of each Nursing Foundations course you will have submitted your Professional Portfolio to your instructor/tutor for feedback.
- Submission may be electronic or hard copy.

In this assignment, you will have the opportunity to do the following:
- Demonstrate competency assessment and planning skills.
- Apply the CLPNA competency assessment and create a learning plan to meet goals for achieving competency in the first year as a graduate practical nurse.

PART B

You are **expected** to maintain and enhance the Professional Portfolio begun in Nursing Foundations I during each Nursing Foundations course. At the end of each Nursing Foundations course you have submitted to your instructor/tutor evidence of having maintained and enhanced your Professional Portfolio. Include all the portfolios from the foundations courses in your binder.

Assignment 2 contributes **30%** toward your final Grade.

Final Exam

The final exam is cumulative, meaning that it tests your knowledge of the content of the entire course. This exam contributes **40%** to your course grade. It is a multiple-choice exam. The examination will be written on Moodle.

ASSIGNMENT 1: LEADERSHIP STYLES OF THE PRACTICAL NURSE

DUE Date: 1200 hours March 5, 2018

As scheduled by the instructor, complete the assignment and submit it to your instructor/tutor by the specified date. This assignment contributes **30%** to your course grade. In this assignment, you will have the opportunity to do the following:

- Research leadership, leadership styles, and methods of assessment of leadership styles in the literature.

- Complete an assessment of your own leadership style.

- Utilize the findings of the assessment to apply to the leadership role of the graduate practical nurse.

- Review and adapt your own philosophy of nursing to include beliefs on leadership.

*See Appendix A for Marking Guide

Through this assignment, you will complete an assessment of your own leadership style and identify how it will impact leadership used in the practice setting.

- Research literature to review leadership styles and to select a method of assessing your own leadership style.

- Complete an assessment of your own leadership style.

- Explain how your own leadership style will impact you as a graduate practical nurse.

- Review your own philosophy of nursing from your Professional Portfolio (completed in Nursing Foundations I assignment).

- Revise your own philosophy of nursing to incorporate beliefs on nursing leadership.

- Select or create resources for submitting the assignment:

  o Use method of your choice (e.g., written paper of 3–5 pages, PowerPoint presentation, poster presentation, brochure, pamphlet or webpage). Discuss your choice with your instructor/tutor.

- Provide an APA format reference list with at LEAST three (3) references, one of which must be a current nursing journal.

Submit the marking guide with your assignment.

Resources for Writing the Paper – Leadership Styles of the Practical Nurse

Read:

- Anderson, Chapter 10, pp.135–151. Note: Use "Leadership and Followership Self Test" as an option for assessment of your own leadership style.

- Anderson, Chapter 11, pp.153-166

- Larson, Sandra. What makes for an effective leader? Retrieved December 14, 2011, from the Free Management Library at http://www.managementhelp.org. Type the article title in the "Search Our Site" box.

- Kerfoot K. (2005). On leadership. Attending, questioning, and quality. *MEDSURG Nursing*, *14*(4), 263–265 3p. http://eds.a.ebscohost.com/eds/pdfviewer/pdfviewer?vid=6&sid=8c702508-9929-454b-8494-b80b2d35858f%40sessionmgr4004&hid=4213

- Wilson, S. (2013). Effective leadership: more questions than answers. *British Journal of Healthcare Management*, *19*(1), 22–23 2p. http://eds.a.ebscohost.com/eds/pdfviewer/pdfviewer?sid=8c702508-9929-454b-8494-b80b2d35858f%40sessionmgr4004&vid=4&hid=4213

- College of Licensed Practical Nurses of Alberta. (2008). Code of ethics and standards of practice. Retrieved December 12, 2011, from http://www.clpna.com

Sherman, R., Pross, E. (Jan. 2010). Growing future nurse leaders to build and sustain healthy work environments at the unit level. ANA Periodicals Online Journal of Issues in Nursing. 15(1). Retrieved December 12, 2011, from http://nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TableofContents/Vol152010/No1Jan2010/Growing-Nurse-Leaders.html

ASSIGNMENT 2: A - COMPLETING YOUR PROFESSIONAL PORTFOLIO

DUE Date: 1200 Hours March 7, 2018

Part A

By now you will have maintained and enhanced your Professional Portfolio begun in Nursing Foundations I and continued during each Nursing Foundations course.

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

- At the end of this course you will submit your Professional Portfolio to your instructor/tutor for feedback.
- Submission is MANDATORY and accounts for **30%** of the course grade.

INSTRUCTIONS

1. Update the personal sections in your profile as necessary. Include any artefacts not already identified that fit the criteria for each section.
2. Review your philosophy of nursing and stated values. Have these changed now that you have progressed through the program? If so, revise at this time.
3. Complete your professional profile. Ensure a wide range of artefacts are included which demonstrate your knowledge, skill and attributes. Include explanations as to why the chosen artefacts were submitted. Artefacts should be relevant and illustrate the required elements in the table contents.
4. Add a current resume and cover letter.

Submit your completed Professional Portfolio to your instructor. This assignment should not take a large amount of time to complete. If you have been adding information all throughout each nursing foundations course, you will have acquired most of the needed artefacts to complete your portfolio. Minor adjustments and changes may be required at this time to elements completed previously.

A final checklist to consider before submitting your portfolio:
- Does your portfolio have the best examples of what you have accomplished?
- Are the examples clear and concise?
- Have you edited your portfolio for spelling, grammar and other errors in writing?
- Is the organization of your portfolio logical and easy to read?
- Is the presentation of your portfolio professionally appealing, uncluttered, with a consistent style and format?

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.

- The **report** does **not** replace work on the Professional Portfolio but is an indication that you met expectations.

- This assignment is **graded** and contributes towards the final grade for this course.

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

A. <u>Personal:</u>
- o Personal goals
- o Personal interests
- o Education
- o Experiences
- o Achievements

B. <u>Professional:</u>
- o Philosophy of practical nursing
- o Resume and cover letter
- o Appraisals and evaluations
- o Reflective practice
- o Leadership
- o Scholarly papers
- o Nursing care plans
- o Client teaching plans
- o Professional goals
- o CPRNE study plan
- o Continuing competency achievement

*See Appendix B for Marking Guide

Adapted from: Building a Personal and Career Portfolio, Retrieved April 30, 2013 from http://www.curriculum.org/storage/258/1334159511/Building_a_Personal_and_Career_Portfolio.pdf

Part B

Continuing Competency Achievement

Continuing competency achievement is an essential aspect of the Professional Portfolio and is recorded through a review of the competencies from the Course Outline or from the Competency Profile on the CLPNA website at www.clpna.com. Make a list of the competencies learned in this course and rate the proficiency you achieved in each of the competencies.

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

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*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**.*

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*See Appendix C for Marking Guide

Report on Progress of Professional Portfolio

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

Student Name: _____

Course: _____

Date: _____

Instructor/Tutor: _____

CLPNA Competencies

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

- A: Nursing Knowledge
- B: Nursing Process
- C: Safety
- D: Communication and Interpersonal Skills
- E: Nursing Practice
- W: Professionalism
- X: Licensed Practical Nurse Leadership Role

All students must practice in a manner that is consistent with:
- The CLPNA Code of Ethics and Standards of Practice (2015).

Refer to www.clpna.com for references

PRIMARY TEXTS

Anderson, M.A. (2013). *Nursing leadership, management, and professional practice for the LPN/LVN* (4th ed.). Philadelphia: F.A. Davis.

Practical Nurse Collaborative Curriculum. (2013). *Nursing foundations VIII: Transition to practical nurse graduate: Course materials.*

SECONDARY TEXTS

Potter, P.A., & Perry, A.G., (2010). *Canadian fundamentals of nursing* (4th ed. Rev.). Ross-Kerr, J. C., & Wood, M.J. (Canadian Eds.). Toronto, ON: Elsevier.

RECOMMENDED

Assessment Strategies Inc. (2011). *The Canadian Practical Nurse Registration Examination Prep Guide.* (4th Ed.). Ottawa, ON: Author Available at: http://www.cpnre.ca/prepguide_e.asp

Assessment Strategies Inc. (2016). *Canadian Practical Nurses Predictor Tests.* Ottawa, ON: Author. Available at: http://www.cpnre.ca/predictor_purchase_e.asp

INTERNET RESOURCES TO SUPPLEMENT TEXT READINGS

Blagg, D., & Young, S. (2001, February). *What makes a good leader?* Retrieved from http://www.managementhelp.org

Canadian Institutes for Health Information. (2004). *Nursing workforce getting older: One in three Canadian nurses is 50 or older.* Retrieved from http://secure.cihi.ca

Canadian Nurses Association. (2006). *How effective are nursing staff mix and nurse-to-patient ratio mechanisms in improving nurses' workload?* Retrieved from www.cna-nurses.ca

College of Licensed Practical Nurses of Alberta. (2005). *Alberta regulations for LPNs.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (n.d.). *CLPNA and AUPE: There is a difference.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2009). *CLPNA vision, mission and mandate.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2008). *Code of ethics and standards of practice.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2009). *Complaint review committee.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2009). *Continuing competency program.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2003). *Decision-making standards for nurses in the supervision of health care aides.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2009). *Education standards advisory committee.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2009). *Hearing tribunal.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2009). *New graduates.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2005). *Primary health care: Emerging roles for LPNs.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2009). *Registration and competence committee.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2005). *Restricted activities, activities of daily living and unregulated workers: Supervised by nurses – A follow-up discussion paper.* Retrieved from http://www.clpna.com

College of Licensed Practical Nurses of Alberta. (2005). *Understanding licensed practical nurse practice and restricted activity authorizations.* Retrieved from http://www.clpna.com

Multi-Media Publications Inc. (2005). *Employee motivation using team rewards.* Retrieved from http://www.101rewards.com

Institute of Risk Management. (2002). *A risk management standard.* Retrieved from www.theirm.org

Smith, F. (1996). *Qualities of leadership: Ten ways to identify a promising person.* Retrieved from http://www.managementhelp.org

CINAHL Databases

Pinto, S., & Schub, T. (2006). Substance abuse in healthcare professionals. In *Evidence-Based Care Sheet* series. Glendale, CA: CINAHL Information Systems. Retrieved from CINAHL with Full Text database.

Assignment 1: Leadership Styles Applied to Practical Nurse – Marking Guide

KEY CONTENT	MARKING GUIDE			
POINTS:	5	3	1	0
• Searched, reviewed and selected literature to support assignment with references	Excellent	Satisfactory	Minimal	None
• Selected method of assessment of leadership styles from literature search	Excellent	Satisfactory	Minimal	None
• Completed assessment of leadership styles and reported result.	Excellent	Satisfactory	Minimal	None
• Identified and described impact of own leadership style on own leadership role in practice settings	Excellent	Satisfactory	Minimal	None
• Reviewed and adapted own nursing philosophy to add beliefs on nursing leadership	Excellent	Satisfactory	Minimal	None
TOTAL				/25

Comments:

Legend

5 – Excellent work; comprehensive information or analysis included; great attention to detail throughout

3 – Satisfactory work; most required information included at an adequate level

1 – Minimal required information included; incomplete work

0 – Required information not identifiable

Submit this marking guide with your assignment.

APA AND GRAMMAR – MARKING GUIDE

CRITERIA	MARKING GUIDE			
POINTS:	**1**	**0.5**	**0.25**	**0**
TITLE PAGE				
• Included: header and page number; running head. Remaining items centred: title of paper, student name, college name; course and section number; assignment name and number, and instructor name (all centred), and date.	Excellent	Satisfactory	Minimal	None
BODY OF PAPER				
• Paper organized: header and page number; introduction, body and conclusion; appropriate margins, double-spaced throughout, indent 5 spaces or 1 tab for new paragraphs, correct font – Times New Roman, 12 pt. font.	Excellent	Satisfactory	Minimal	None
REFERENCES				
• Citations in body of paper follow APA format	Excellent	Satisfactory	Minimal	None
• References, on separate page, follow APA format	Excellent	Satisfactory	Minimal	None
GRAMMAR AND SPELLING				
• Grammar appropriate and words spelled correctly (< 5 errors)	Excellent	Satisfactory	Minimal	None
TOTAL				**/5**

Comments:

GRAND TOTAL (ALL MARKING GUIDES)   **/30**

Submit this marking guide with the assignment

ASSIGNMENT 2: PART A

COMPLETING YOUR PROFESSIONAL PORTFOLIO – MARKING GUIDE

KEY CONTENT	MARKING GUIDE			
POINTS:	5	3	1	0

PERSONAL PROFILE

• Within the defined categories of: Personal Goals, Personal Interests, Education, Experiences and Achievements included the following:
  o Personal Goal Statement
  o Personal interests, volunteer work/hobbies/talents
  o Description of education experiences, formal education, workshop, short courses, and conferences
  o Description of experiences and achievements
	Excellent	Satisfactory	Minimal	None

NOTE: this portion has already been submitted and marked from NFDN I. There should only be minor additions or changes

/5

Comments:

PROFESSIONAL PROFILE

• Personal Philosophy of Practical Nursing and Personal/Professional Values o Include any revisions made since completing these in NFDN I.	Excellent	Satisfactory	Minimal	None
• Resume – included a summary of education, skills, accomplishments and experiences. 1-2 pages maximum, easy to read and well presented.	Excellent	Satisfactory	Minimal	None

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KEY CONTENT	MARKING GUIDE			
POINTS:	**5**	**3**	**1**	**0**
	Excellent	Satisfactory	Minimal	None

- Cover Letter – introduction of self to prospective employer. States the position applying for and highlights qualifications

	Excellent	Satisfactory	Minimal	None

- Included any appraisals or evaluations from previous training or workplace – as per NFDN I Assignment submission. May make changes as required

	Excellent	Satisfactory	Minimal	None

- PNP Appraisals and Evaluations – inclusion of at least two different evaluations
- Reflective practice – include examples from your course work
- Leadership and Mentoring – description of opportunities you had to display leadership and mentoring throughout the program
- Scholarly Papers and Care Plans – include samples of papers and care plans submitted along with marking and feedback from instructors.
- Professional Goals – identify your goals for being a nurse professionally
- CPRNE Study Plan – provide an outline of your study plan and anticipated exam writing date
- Continuing Competency – a comprehensive list highlighting the skills and competencies achieved throughout the program. Include documentation if available

/25

Comments:

PRESENTATION OF PORTFOLIO-OVERALL IMPRESSION   /15

KEY CONTENT	MARKING GUIDE			
POINTS:	**5**	**3**	**1**	**0**
	Excellent	Satisfactory	Minimal	None

- Portfolio is effectively presented, overall format is creative
- Well organized and easy to follow/navigate
- Writing contains no distracting errors
- If electronic in format, all links are functional and easy to navigate
- Overall impression follows the personal philosophy identified

/5

TOTAL   **/50**

Submit this marking guide with the assignment.

Legend

5 – Excellent work; comprehensive information or analysis included; great attention to detail throughout

3 – Satisfactory work; most required information included at an adequate level

1 – Minimal required information included; incomplete work

0 – Required information not identifiable

Appendix C			
NURSING FOUNDATIONS VIII: TRANSITIONS TO PRACTICAL NURSE GRADUATE			
Assignment 2 Part B			

ASSIGNMENT 2: B COMPETENCY PROFILE

DESCRIPTION OF ONE SIGNIFICANT LEARNING EXPERIENCE IN THIS COURSE	5 Marks Description of Event
WHAT I LEARNED FROM THE EXPERIENCE	10 marks Reflect on experience and its relationship to the course content and how it impacted your learning
WHY IT WAS MEANINGFUL/ SIGNIFICANT	15 marks Explain the significance of the learning experience as to why it was meaningful for you
HOW I WILL APPLY THIS LEARNING IN NURSING PRACTICE	15 marks Demonstrate the application of the learning experience to your nursing practice now and in the future
ADDITIONAL COMMENTS	5 Marks Other experience that may enhance learning in the course Any other comments that may be pertinent to the course

Student Name: _____

Course: _____

Date: _____ Instructor/Tutor: _____