

Course hours

Lecture: 2 hours/week

Lab: 0

Clinical: 192 Total Hours

Course objectives

Upon completion of this course, the student must be able to:

1. Embody professional nursing practice, relational inquiry and essential components of leadership at an entry to practice level.
2. Consolidate prior learning from clinical and theory courses.
3. Demonstrate ongoing development of leadership competence and confidence as a nurse leader.
4. Integrate interprofessional competencies within a collaborative team environment.
5. Evaluate the influence of evidence, policy & legislation on decision making in complex health systems.
6. Integrate concepts and essential components of ethical nursing practice from NURS 422.
7. Synthesize leadership, innovation and systems thinking concepts and theory to develop a leadership paper.

Course contacts

Title	Name	Office number	Phone number	Email
Course Lead	Catharine Szpak	205Q	780-791-8908 780-8818554 (cell)	Catharine.szpak@keyano.ca

Note:

- Please allow 2 business days for a response. Include your course name in your subject line.
- Professional and respectful communication is expected. Please refer to [email etiquette](#).

Communication

It is the students' responsibility to ensure that they check Moodle courses at minimum of twice daily, once in morning and evening. It is recommended to check more frequently. Instructors will communicate with the student group by announcements in the news forum on Moodle. It is the students' responsibility to ensure thorough review of all resources and content on the Moodle course site. The instructors have placed many resources and documents to ensure the students' success in each course.

It is the students' responsibility to check their Keyano College email at minimum of twice daily, once in morning and again in evening. It is recommended to check email more frequently. Please note that the method to contact your instructor is email. Please allow a 48 hour minimum response time from your instructor on business days. Instructors will not be checking emails on evenings and weekends/holidays. Do not text or call your instructor unless you will be absent for clinical that day; inquiries related to assignments and course content must be sent in an email to your instructor.

Hours of Instruction

See Timetable

Office hours: By appointment Monday to Friday 0830-1630

Required Resources

All students will be required to have access to the previously purchased Elsevier bundle. This includes access to the required textbook Waddell, J. & Walton, N. (2020). *Yoder-Wise's: Leading and Managing in Canadian Nursing*. (2nd ed), along with the Nursing Concepts Online platform.

All students will be required to have access to the '4th year Shadow Health bundle that is to be purchased at the bookstore. It will include

Keatings - Ethical/Legal Issues CDN – VST

Elsevier - Medical - Surgical Digital Clinical Experiences, 1st edition
Course ID: 167327_kkeyanocollege_5003

Elsevier - Leadership Digital Clinical Experiences, 1st edition
Course ID: 165722_kkeyanocollege_1003.

Leadership Digital Clinical Experiences through Shadow Health will be used for this course.

Required resources

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.).

Also see: University of Alberta Library. (2021). *APA citation style quickguide*.
https://guides.library.ualberta.ca/ld.php?content_id=35043857

Canadian Nurses Association. (2017). *Code of ethics for registered nurses*. <https://hl-prod-ca-oc-download.s3-ca-central-1.amazonaws.com/CNA/2f975e7e-4a40->

[45ca-863c-5ebf0a138d5e/UploadedImages/documents/Code_of_Ethics_2017_Edition_Secure_Interactive.pdf](#)

College of Registered Nurses of Alberta. (2010). *Ethical decision-making for registered nurses in Alberta: Guidelines and recommendations*.

<https://nurses.ab.ca/media/akubmqky/ethical-decision-making-for-rns-in-alberta-guidelines-and-recommendations-may-2010.pdf>

College of Registered Nurses of Alberta. (2013). *Practice standards for regulated members*. <https://nurses.ab.ca/media/ztap24ri/practice-standards-for-regulated-members-2013.pdf>

College of Registered Nurses of Alberta. (2019). *Entry-level competencies for the practice of registered nurses*. <https://nurses.ab.ca/media/5ndpyfar/entry-level-competencies-for-the-practice-of-registered-nurses-mar-2019.pdf>

College of Registered Nurses of Alberta. (2020). *Professional boundaries for registered nurses: Guidelines for the nurse-client relationship*. <https://nurses.ab.ca/media/it5njnr2/professional-boundaries-guidelines-for-the-nurse-client-relationship-2020.pdf>

College of Registered Nurses of Alberta. (2021a). *Culturally safe and inclusive practice: Practice advice*. <https://nurses.ab.ca/media/sx3fb5z4/culturally-safe-and-inclusive-practice-practice-advice-2021.pdf>

College of Registered Nurses of Alberta. (2021b). *Social media and e-professionalism: Guidelines for nurses*. <https://nurses.ab.ca/media/d4efz2fx/social-media-and-e-professionalism-guidelines-for-nurses-mar-2021.pdf>

Faculty of Nursing, University of Alberta. *Graduate competencies*. Retrieved from eClass Undergraduate Student Resource Site under Program Information and Competencies.

Faculty of Nursing, University of Alberta. *Undergraduate nursing programs student manual*. Retrieved from eClass Undergraduate Student Resource Site under Program Information and Competencies.

University of Alberta. (2021). *Academic integrity guide for undergraduate students*. <https://www.ualberta.ca/current-students/academic-resources/academic-integrity/index.html>

Waddell, J. & Walton, N. (2020). *Yoder-Wise's: Leading and Managing in Canadian Nursing*. (2nd ed)

Required supplies

Students are encouraged to familiarize themselves with the hardware and software requirements listed on the Information Services and Technology website:

<https://www.ualberta.ca/information-services-and-technology/services/software-hardware-vendors/technology-requirements.html>

Health and safety requirements:

Students are required to complete all Health and Safety requirements for each clinical course prior to orientation at the clinical site. These requirements are referenced in the [University of Alberta Calendar 2021-2022](#). The Faculty of Nursing outlines specific requirements on the Health and Safety Requirements page of the Faculty of Nursing website. Please contact the Undergraduate Office: nuhealth@ualberta.ca as soon as possible should you anticipate any difficulties meeting the deadline for your program.

Fieldwork preparation

Direct patient care is not permitted in this leadership practicum. Students will often have learning experiences in clinical care settings. Professional responsibility for nursing students includes clinical practice preparation related to evidence-informed practice and patient safety. Preparation includes appropriate understandings, synthesis, and integration of prior relevant knowledge. The supervising faculty member, in conjunction with the fieldwork placement site, will identify appropriate timeframes for students to access patient records, if required.

In order to be adequately prepared for fieldwork placement experiences, students will participate in activities outside of their scheduled field placement course hours. These activities may include the following: Computer software training, site orientation, and other activities required by the fieldwork placement site. Sufficient fieldwork preparation is required. Students who are not adequately prepared will not participate in fieldwork learning activities.

All students and instructors have obligations under the [Alberta Health Information Act \(2020\)](#) and [Alberta Electronic Health Record Regulation \(2018\)](#) related to the “collection, use, disclosure, and security of health information that protects the privacy and confidentiality of individuals and their health information” (CRNA 2020, [Privacy & Management of Health Information Standards](#), p. 2). Students are accountable for ensuring that they follow all relevant privacy legislation and policies, and understand the privacy requirements that apply to their nursing practice. Secure access and handling of health information, along with mandatory reporting of potential or actual breaches are required of students and faculty.

Course evaluation and assignments

The final grade is based on the following assessments and there are no additional assignments or marks provided in the course. All course components and assignments must be completed to pass the course.

Section A: Assignments/Course components	Dates	Weight	Course objectives no.
Leadership Preparation: Testing your Knowledge 4 Quizzes	Quiz 1 : Jan 10 Quiz 2: Jan 12 Quiz 3: Jan 19 Quiz 4: Feb 2 **all are open and must complete by above dates**	20% *All students will receive a 10% grade for completion and the average grade you receive on the 4 exams on Evolve will be 10%.	2
NCLEX Theory Exams Exam #1 Exam #2	February 9/23 February 16/23	20% <ul style="list-style-type: none"> ● 10% for each exam 	
Written Engagement with Guest Presentations with Summaries Linked to Self & Leadership Knowledge	January 26/23	15%	2
Shadow Health Leadership Simulation	Must be completed by March 3/23	15%	1, 3
Scholarly Project : 2 parts 1. Proposal for End Product 2. End Product	1. Feb 3/23 2. April 12/23	15% 15%	4-7
Section B: Fieldwork Evaluation			
BiWeekly Report **Progress Report and fieldwork log must be submitted biweekly in order to pass the course**	Due alternate Mondays starting Feb 13 2023, on or before 8:00 AM MT (Feb 13, March 6 and 20 and April 3)	Pass/ Fail	1-6

Midterm Evaluation	March 10, 2023, on or before 4:00 PM MT		
Final Evaluation	April 14/23, on or before 4:00 PM MT		
Note: Students MUST pass both section A and Section B to be successful in NURS 425.			

Please refer to the Absence from Term Work Policy as stated in [University of Alberta Calendar 2022-2023](#).

A 10% reduction of available marks will be applied for each 24 hours (or part thereof) after a submission deadline to all late assignments unless prior written consent has been given by the instructor.

The faculty is incorporating universal design principles by providing all students with up to 1.5 times the required time for midterm and final exams only. Class activities designed to facilitate learning and/or exposure to exam type questions that are worth up to and including 10% of the total grade are exempt from the 1.5 multiplier. If you have ANY other exam related accommodations you MUST register with Accessibility Services for any applicable midterm or final exam(s) by the deadline.

In an event of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in the University's [Discrimination, Harassment and Duty to Accommodate Policy](#) (including religious belief), one (1) excused absence from a quiz or a midterm exam, a make-up test or assignment written prior to the final exam may be offered, date to be determined OR the weight of the missed term work will be applied to the final exam, at the discretion of the course instructor. Missed make-up tests or assignments will result in the weight of the missed term work being applied to the final exam or other term work or exams at the discretion of the course instructor.

Assignments descriptions

Section A: Assignments and Exams (Graded)

1. Leadership Preparation : Testing your Knowledge: Quizzes

Students are expected to demonstrate mastery of leadership knowledge learned in prior nursing courses. In preparation for leadership fieldwork experiences, students will complete a series of four (4) quizzes. The quizzes are accessed through EVOLVE (Elsevier Adaptive Quizzing).

DATES:

Quiz 1: January 10/23

Quiz 2: January 12/23

Quiz 3: January 19/23

Quiz 4: February 2/23

The exams will be online in Evolve. Mastery Assessments/NGN Case Studies must be completed in order to pass the course. These assessments and reviews are completed in Elsevier/Evolve using Developing Clinical Judgment for Professional Nursing and the Next-Generation NCLEX-RN® Examination.

*All students will receive a 10% grade for completion and the combined average grade you receive on the 4 exams on Evolve will make up the other 10%.

All students will receive a 10% grade for completion and another 10% will be given for the average grade you receive on the 4 exams on Evolve, for a total of 20%

2. NCLEX Theory Exams:

The purpose of these exams will be to assist the student in preparation for the NCLEX-RN. The exams will be online in Moodle. These exams offer an assessment of the students' basic comprehension and mastery of basic principles including fundamentals of nursing; pharmacology; adult medical-surgical nursing; maternal newborn care; mental health nursing; nursing care of children; nutrition; leadership and community health nursing.

The questions cover all the major NCLEX client need categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care and comfort, pharmacological therapies and parenteral therapies, reduction of risk potential and physiological adaptation)

Two theory exams to be written on-line, **February 9 and February 16/23**. They are composed of 100 questions each. You will be given 3 hours to complete each exam.

3. Written Engagement with Guest Presentations with Summaries Linked to Self and Leadership Knowledge

After orientation (**January 4/23**), there will be a number of guests who present during the **January 9-January 18/23 class dates**. Each guest will speak to some aspect of nursing leadership. Choose **one** guest speaker and provide a written summary focusing on the guest presentations and related leadership knowledge. The written summary will be no more than 750 words double spaced (3 pages @ 250 words per page). There will be a title page clearly indicating which topic/guest the assignment is covering, student name, date of class & date of submission, etc. **One reference is required from a reputable source of your choice**. The written engagement should involve answering these questions:

- 1) What knowledge and experience do you bring to the topic/guest presentation? What concepts learned about earlier in the program, especially in but not limited to the leadership courses relate to the topic at hand? How do these concepts relate to the topic for the day?
- 2) What in the leadership text you completed throughout nursing or in leadership articles you have read relates to the presentation topic? How does the information in the text/articles relate to the knowledge you bring and to the guest presentation?
- 3) What new information did the guest speaker share that you will remember for future use in professional nursing leadership experiences?

See **Appendix A** for marking rubric

4. Shadow Health Leadership Simulation

Students will have the opportunity to demonstrate leadership in nursing by completing the virtual simulation. By applying the nursing process and previously learned knowledge, students will care for patients holistically to provide the appropriate care to achieve the best outcomes. The assignment can be done over time as information can be saved and students can return to the simulation to work on it.

1. Complete the following assignments on your Shadow Health.
2. Assignment 1: Prioritization and Introduction to Leadership
3. Assignment 2: Delegation
4. Assignment 3: Conflict Management
5. Assignment 4: Ethics
6. Assignment 5: Change Management and Patient Advocacy
7. Assignment 6: Discharge and Conclusion

This assignment must be completed by **March 3/23**

** Students have an *opportunity to repeat* the simulation assignment within this time frame and will receive the highest grade.

5. Scholarly Project

Part A: Proposal for End Product completed by **March 10, 2023**

Provide a summary of the proposed project with relevance to leadership. In conjunction with your mentor, develop a summary for the project as well as desired outcomes and 1-2 SMART goals for yourself. Identify timelines and resources to be used. Refer to the marking rubric in **Appendix B**. The assignment can be completed on the template provided in Moodle.

Part B: End Product completed by **April 14, 2023**

Provide a summary of the completed project and its relevance to leadership. Include the success of the project as well as highlights, challenges, and lessons learned. Refer to the marking rubric in **Appendix C**. The assignment can be completed on the template provided in Moodle.

Section B: Fieldwork Evaluation (Pass/Fail)

Your supervising faculty member will be solely responsible for determining whether each student has achieved sufficient progress to pass the fieldwork portion of NURS 425. Faculty will use the following data sources to determine each student's academic standing in their fieldwork: Weekly progress reports, midterm evaluation, final evaluation, observational data from site visits, and feedback from the fieldwork mentor.

1. Bi-Weekly Progress Reports & Fieldwork Activity Log

Students will submit bi-weekly progress reports and fieldwork activity logs on or before 8 am Monday beginning **February 13, 2023**. The last weekly report is due upon completion of fieldwork placement hours. Students will be required to upload these documents no later than 08:00 AM (Mountain Time) on the day the report is due.

- a) Fieldwork Activity Log: Students will document fieldwork activities, using the template located in Moodle. These are to be submitted every second week along with their bi-weekly progress report. This log, which is added to each week, describes activities completed in the previous week, tracks and totals fieldwork placement hours as the practicum progresses, and helps students collect data required for their self-reflection and personal goal planning.

See **Appendix D** for form

b) Bi-Weekly Progress Reports: Students will use data from their fieldwork Activity Log to: (a) reflect on their ongoing fieldwork progress and (b) identify specific learning goals for the upcoming week. Each bi-weekly report will be completed using the template located on Moodle and must include the following elements:

- Name, practicum site and mentor name, and date report is completed.

Reflection on fieldwork activity and identification of learning needs. This answers the question “how am I doing?”. The reflection should be under 125 words.

- List at least two (2) learning goals for the upcoming week (using the “SMART” format).

- As with any leadership position, students must self-identify any issues, concerns, or incidents promptly to their supervising professor in this weekly report (and also via email or telephone call for urgent concerns).

See **Appendix E** for form

2. Midterm and Final Evaluation

At midterm, students will complete and upload to Moodle, a Microsoft Word version of the “Student Self- evaluation” section of their NURS 425 Leadership Assessment Tool, along with a copy of the “Leadership Mentor Feedback Form” that is completed by your fieldwork mentor by the date prescribed in this course outline.

At practicum end, students will add to and upload to Moodle, a Microsoft Word version of the “Student Self- evaluation” section of their NURS 425 Leadership Assessment Tool, along with a copy of the “Leadership Mentor Feedback Form” completed by your fieldwork mentor by the date prescribed in this course outline.

See **Appendix F** for Evaluation Forms

Final grades

The assignments are marked as raw scores according to the percentage weight assigned to each. The marks on course assignments will contribute to the overall letter grade according to the percentage that each assignment is weighted in the course. At the end of the course, all assignment scores are totaled for a term summary mark in the

course based on the grading scale below. The FINAL COURSE GRADE is based on the cumulative total of individual student's weighted assignment marks.

Faculties may define acceptable grading practices in their disciplines. Such grading practices must align with the University of Alberta Assessment and Grading Policy and its procedures, which are available online at the University of Alberta Policies and Procedures Online (UAPPOL) website (<https://policiesonline.ualberta.ca>).

Letter Grade	Percent
A+	94.95-100.00
A	90.95-94.94
A-	86.95-90.94
B+	82.95-86.94
B	78.95-82.94
B-	74.95-78.94
C+	70.95-74.94
C	66.95-70.94
C-	62.95-66.94
D+	58.95-62.94
D	54.95-58.94
F	0.00-54.94

Due attention is paid to descriptions of grade points according to the [University of Alberta Calendar 2022-2023](#)

Course grades obtained by undergraduate students:

Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0

Failure	F or F4	0.0
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Note: F4 denotes eligibility of a student to apply for a reexamination of a course.

Policy statements

The course outline acts as an agreement between the student and the instructor of this class regarding the details of the course. If there are differences in wording about grading between the course outline and information posted on eClass or in the Gradebook or on other sites, the wording in the course outline is the official document.

Due to the ongoing COVID global pandemic and the potential of unanticipated public health requirements, course components may be shifted from the originally stated modality within the semester to accommodate completion of course objectives. All attempts will be made to ensure student progression is not affected, wherever possible.

Policy about course outlines can be found under the Course Requirements, Evaluation Procedures and Grading in the [University of Alberta Calendar 2022-2023](#).

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at [Code of Student Behaviour | University Governance](#)) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

Students are responsible for the legitimate access and academic integrity in using any online resources such as extra exam-like questions and learning activities, including appropriate distribution according to copyright guidelines. Any questions related to use of online or electronic study resources should be forwarded to the course instructor.

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Students wishing to proceed in the Nursing program must achieve a grade of at least C+ in the foundational Nursing courses. Policy regarding the foundational course minimum pass can be found in the [University of Alberta Calendar 2022-2023](#).

Academic Misconduct

Students are considered responsible adults and should adhere to the principles

of intellectual integrity. Intellectual dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their 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,
- Submitting unchanged work 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. To ensure your understanding of plagiarism, you may be required to complete an online tutorial and submit the certificate of completion.

Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses will be hosted in Microsoft Teams or Zoom. For all course delivery types, you will access your course resources on Keyano's learning management system: Moodle (iLearn). Login in using your [Keyano username and password](#). Keyano College operates in a Windows-based environment, and having access to the correct tools for online learning is essential. Here's a list of recommended system requirements.

Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with [Speedtest by Ookla](#).

Computer System Requirements

Microsoft Windows	Apple (Mac)
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<p>Minimum Requirements:</p> <ol style="list-style-type: none"> 1. Windows 10 Operating System or above 2. 4GB of RAM 3. 10GB available hard drive storage space <ol style="list-style-type: none"> a. Install the Microsoft Office 365 suite (~3GB) * 4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.) 5. Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly. <p>*Microsoft Office 365 is free to Keyano students.</p>	<p>Minimum Requirements:</p> <ol style="list-style-type: none"> 1. Mac Operating System 10.14 (Monterey) or above 2. 4GB of RAM 3. 10GB available hard drive storage space <ol style="list-style-type: none"> a. Install the Microsoft Office 365 suite (~3GB) * 4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.) 5. Mac has built-in anti-virus/malware software. It is important to install system updates to keep your device secured regularly. <p>*Microsoft office 365 is free to Keyano students.</p>
<p>Recommended Upgrades</p> <ul style="list-style-type: none"> ● 8GB of RAM ● Regularly back up or synchronize your files, locally or with a cloud-based storage option. <p>OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.</p>	<p>Recommended Upgrades</p> <ul style="list-style-type: none"> ● 8GB of RAM ● Regularly back up or synchronize your files locally or with a cloud-based storage option. <p>OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.</p>
<p>Tablets, iPads and Chromebooks are not recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.</p>	

Specific Department Requirements

Business and OA programs require Windows 10.

Other programs may utilize Windows-based tools as well.

Computer Software

Students have access to Microsoft Office 365 and Read&Write for free using Keyano credentials.

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or 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 course 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 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 have issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

COVID-19 We are subject to provincial, and municipal bylaws, and policies. These decisions may change pending further direction from the Alberta Chief Medical Officer, Alberta Health Services, and other provincial guidelines. To protect yourself and others, get immunized, wash your hands, wear a mask, keep your distance (2m/6 ft) and remain home when feeling unwell. For the most recent COVID-19 information, please refer to albertahealthservices.ca/COVID.

Specialized Supports The Student Services Department is committed to Keyano students and their academic success. There is a variety of student support available at Keyano. All student services are available during Keyano business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. The College is closed on statutory holidays. If you require support outside of regular business hours, please inform the support service team, and they will do their best to accommodate your needs.

Accessibility Services provides accommodations for students living with disabilities.

Students with documented disabilities or who suspect a disability can meet with an Access Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact the department to request accommodations for the following semester. Please note that requesting accommodations is a process and requires time to arrange. Contact the department as soon as you know you may require accommodations. For accessibility supports and disability-based funding, please book an appointment by emailing us at: accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students and technology training and support to enhance learning. You can meet with an Access Strategist to learn studying and test-taking strategies. In addition, you can 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 provide a safe and confidential environment for you to seek help with personal concerns. Our Wellness Navigator offers support with basic needs such as housing, financial and nutritional support, and outside referrals when needed. Wellness Services welcomes students to participate in group sessions that address topics including mindfulness and test anxiety throughout the academic year. Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research, information, and education technology supports as they engage in their studies. Library staff are available to help you online and in person throughout the semester. Librarians offer individual and small group appointments booked using the online [Book A Librarian calendar](#). The Library also provides research and subject guides to help you with your studies. To view a subject or course-specific guide, check out the complete list of online [Subject Guides](#). To start your research and access citation guides (APA, MLA, Chicago, or IEEE), visit the [Research Help page](#). The Library's collections (including print and online materials) are searchable using OneSearch. The Library offers a Loanable Technology collection to support students accessing and using technology. For an up-to-date list of technology available for borrowing, visit the Library's [Loanable Technology webpage](#). For a detailed

list of library resources and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or [chat with us online](#).

Academic Success Centre: The Academic Success Centre at Keyano College (CC-119) provides **free** academic support services to registered students, such as tutoring, writing support, facilitated study groups, workshops, and study space. Academic Content Specialists are available in Mathematics, Science, Trades, Power Engineering, Upgrading/College Prep, Human Services, English, Humanities, and more. Students are encouraged to visit the Academic Success Centre to discuss study strategies and academic concerns. For additional information, please email Academic.Success@keyano.ca.

Academic Success Coach: The Academic Success Coach is located in the Academic Success Centre and works with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email Academic.Success@keyano.ca.

Course Schedule and Appendices

Course Schedule



UNIVERSITY OF ALBERTA

Faculty of Nursing
Undergraduate
ProgramsBScN
COLLABORATIVE
PROGRAM

Grande Prairie Regional
College, Keyano
College, Red Deer
College, University
of Alberta



WINTER TIMETABLE 2023

Nursing 425

WK 1 TIME	MONDAY Jan 2	TUESDAY Jan 3	WEDNESDAY Jan 4	THURSDAY Jan 5	FRIDAY Jan 6
0900 to 1000		:	Nurse 425 Orientation RM: Lab	Prepare by purchasing package from bookstore and becoming acquainted with course.	
1000 to 1100					
1100 to 1200					
1200 to 1300					
1300 to 1400					
1400 to 1500					
1500 to 1600					

WK 2 TIME	MONDAY Jan 9	TUESDAY Jan 10	WED Jan 11	THURSDAY Jan 12	FRIDAY Jan 13
0900 to 1000	<u>Guest Speaker</u> <i>Prof. Claire Tellier, MN, RN Coordinator, Bilingual Program, Faculty of Nursing</i>	DUE EAQ Quiz #1	<u>Guest Speaker</u> <i>Dr. Dianne Tapp, PhD, RN Professor & Associate Dean, Graduate Programs, Faculty of Nursing</i>	DUE EAQ Quiz #2	<u>Guest Speaker</u> <i>Cameron Westhead, RN 2nd Vice President United Nurses of Alberta</i>
1000 to 1100			Graduate Education & Career Advancement for Nurse Leaders		Power in Leadership
1100 to 1200	Health Impacts of Language Barriers in Canada and Related Roles of Nurse Leaders				
1200 to 1300	Work on Virtual Simulation throughout the week Send an email to mentor to introduce yourself and set up a meeting				
1300 to 1400	<u>Guest Speaker</u> <i>Dr. Bukola Salami, PhD, RN</i>		<u>Guest Speaker</u> <i>Dr. Edith Pituskin, PhD, RN Associate Professor, Faculty of Nursing</i>		<u>Guest Speaker</u> <i>CNPS (TENTATIVE)</i>
1400 to 1500	<i>Professor, Faculty of Nursing University of Alberta</i>		<i>Associate Clinical Professor, Faculty of Medicine, Dept of Oncology Tier 2 Canada Research Chair, University of Alberta</i>		Legal Risks for New Graduates
1500 to 1600	Multiculturalism, Anti-racism, and the Role of Nurse Leaders		Evidence-Based Practice & Nursing Leadership		
1800- 2100					

WK3 TIME	MONDAY Jan 16	TUESDAY Jan 17	WEDNESDAY Jan 18	THURSDAY Jan 19	FRIDAY Jan 20
0900	<u>Guest Speaker</u> <i>Tim Guest RN, BScN, MBA / inf. aut., BScN, M.B.A</i> <i>Chief Executive Officer / Directeur général Executive Office / Bureau exécutif Canadian Nurses Association / Association des infirmières et infirmiers du Canada</i> Advocacy at the Provincial and National Level		<u>Guest Speaker</u> <i>Dr. Patrick Chiu RN, PhD (CRNA)</i> Regulation and Disciplinary Processes	DUE EAQ Quiz #3	
1300	<u>Guest Speaker</u> <i>Kathy Howe</i> AAN				

WK4 TIME	MONDAY Jan 23	TUESDAY Jan 24	WEDNESDAY Jan 25	THURSDAY Jan 26	FRIDAY Jan 27
0900 to 1000		Nurse 425 Leadership field Placement Work: Meet With Preceptor and Develop a Project Proposal Work on Virtual Simulation			
1000 to 1100		January 26: Assignment Due: Written Engagement with Guest Speakers			
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					

1500 to 1600		
1800- 2100		

WK5 TIME	MONDAY Jan 30	TUESDAY Jan 31	WEDNESDAY Feb 1	THURSDAY Feb 2	FRIDAY Feb 3
0900 to 1000		<p>Leadership field Placement Work (approximately 20 hrs)</p> <p>Work on Virtual Simulation</p> <p>February 2: Assignment due: EAQ Quiz # 4</p> <p>February 3: Assignment Due: Scholarly Endeavor: Proposal for End Product</p>			
1000 to 1100					
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1500 to 1600					
1800- 2100					

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WK 6 TIME	MONDAY Feb 6	TUESDAY Feb 7	WEDNESDAY Feb 8	THURSDAY Feb 9	FRIDAY Feb 10
0900 to 1000		Nurse 425 Leadership field Placement Work (approximately 20 hrs) Work on Virtual Simulation			
1000 to 1100		Exam #1 Thursday February 9			
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1500 to 1600					
1800- 2100					

Week 7	MONDAY Feb 13	TUESDAY Feb 14	WEDNESDAY Feb 15	THURSDAY Feb 16	FRIDAY Feb 17
0900 to 1000	N425 Bi-weekly report due	Nurse 425 Leadership field Placement Work (approximately 20 hrs) Work on Virtual Simulation			
1000 to 1100		Exam #2 Thursday February 16			
1100 to 1200					
1200 to 1300					
14 to 15	HOLIDAY				
16 To 17					
17 To 18					
1800- 2100					

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WK 8 TIME	MONDAY Feb 20	TUESDAY Feb 21	WEDNESDAY Feb 22	THURSDAY Feb 23	FRIDAY Feb 24
0900 to 1000	FAMILY DAY	<h1>READING WEEK</h1>			
1000 to 1100					
1100 to 1200					
1200 to 1300					
1300 to 1400					
1400 to 1500					
1500 to 1600					
1800- 2100					

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WK 9 TIME	MONDAY Feb 27	TUESDAY Feb 28	WEDNESDAY March 1	THURSDAY March 2	FRIDAY March 3
0900 to 1000		Nurse 425 Leadership field Placement Work (approximately 20 hrs) Assignment Due: Friday March 3: Shadow Health Virtual Simulation			
1000 to 1100					
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1500 to 1600					
1800- 2100					

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WK 10 TIME	MONDAY March 6	TUESDAY March 7	WEDNESDAY March 8	THURSDAY March 9	FRIDAY March 10
Week 10 0900 to 1000	MN425 MARCH 6 Bi-weekly report due	Nurse 425 MARCH 7-10 Leadership field Placement Work (approximately 20 hrs) MIDTERM EVALUATION DUE BY MARCH 10			
1000 to 1100					
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1500 to 1600					
1800- 2100					

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TIME Week 11	MONDAY March 13	TUESDAY March 14	WEDNESDAY March 15	THURSDAY March 16	FRIDAY March 17
0900 to 1000		Nurse 425 Leadership field Placement Work (approximately 20 hrs)			
1000 to 1100					
1100- 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1800- 2100					

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WK 11 TIME	MONDAY March 20	TUESDAY March 21	WEDNESDAY March 22	THURSDAY March 23	FRIDAY March 24
0900 to 1000	N425 Bi-weekly report due	Nurse 425 Leadership field Placement Work (approximately 20 hrs) Monday March 20(8 hr day): Conference Day to Consolidate Learning from NURS 425, NURS 422 & INT D 420			
1000 to 1100					
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1500 to 1600					
1800- 2100					

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WK 12 TIME	MONDAY March 27	TUESDAY March 28	WEDNESDAY March 29	THURSDAY March 30	FRIDAY March 31
0900 to 1000		Nurse 425 Leadership field Placement Work (approximately 20 hrs)			
1000 to 1100		Presentations Wednesday March 29: Leadership projects will be presented to class in engaging presentations (approx 20 mins per presentation) 1/2 students			
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1500 to 1600					
1800- 2100					

WK 13 TIME	MONDAY April 3	TUESDAY April 4	WEDNESDAY April 5	THURSDAY April 6	FRIDAY April 7
0900 to 1000	N425 Bi-weekly report due	Nurse 425 Leadership field Placement Work (approximately 20 hrs)			GOOD FRIDAY
1000 to 1100		Presentations Wednesday April 5: Leadership projects will be presented to class in engaging presentations (approx 20 mins per presentation) Remaining 1/2 students			
1100 to 1200					
1200 to 1300					
1300 to 1400	N 420				
1400 to 1500					
1500 to 1600					
1800- 2100					

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Wk 14	April 10	April 11	April 12	April 13	April 14
	EASTER MONDAY	Nurse 425 Assignment Due: Wednesday April 12/22 Scholarly Endevour: End Product Finish Leadership field Placement Work (approximately 16 hrs) Final Evaluations Due By April 14			

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Appendix A

Assignment: Written Engagement with Guest Presentations

KEYANO COLLEGE – SENIOR SCHOLARLY PAPER MARKING GUIDE

The following marking system utilizes the numerical system for the evaluation of Senior level students (Years 3 and 4):

Grade	Status	Criteria
96-100	Outstanding	Outstanding integration of knowledge and experience you bring to the topic. Extraordinary and creative writing ability linking previous concepts learned to the topic presented. Outstanding identification of new information shared by guest speaker and how you will implement it into your professional nursing leadership experience. Outstanding integration of at least one reference. Paper has a solid structure that is concise, logical, and very well-organized. Format requirements are met as per APA 7 th edition with minimal/no grammatical and spelling revisions.
90-95	Excellent	Excellent integration of knowledge and experience you bring to the topic. Excellent and creative writing ability linking previous concepts learned to the topic presented. Excellent identification of new information shared by guest speaker and how you will implement it into your professional nursing leadership experience. Excellent integration of at least one reference. Well-organized, linkages evident, logical conclusions/arguments. Format requirements are met as per APA 7 th edition with minimal grammatical and spelling revisions.
85-89	Very Good	Very good integration of knowledge and experience you bring to the topic. Very good creative writing ability demonstrated in linking previous concepts learned to the topic presented. Very good identification of new information shared by guest speaker and how you will implement it into your professional nursing leadership experience. Very good integration of at

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		least one reference. Well-organized, linkages evident, logical conclusions/arguments. Format requirements are met as per APA 7 th edition with minimal grammatical and spelling revisions.
80-84	Very Good	Very good attempt to integrate knowledge and experience you bring to the topic; however ideas are not fully developed with minimal integration. There is adequate demonstration of creative writing ability linking previous concepts learned to the topic presented. Adequately, identifies new information shared by guest speaker and how you will implement it into your professional nursing leadership experience. Minor format revisions are required as per APA 7 th edition with a few grammatical and spelling errors.
76-79	Good	A good attempt to integrate knowledge and experience you bring to the topic; however ideas are not fully developed. There is adequate demonstration of creative writing ability linking previous concepts learned to the topic presented. Overall, identifies new information shared by guest speaker and how you will implement it into your professional nursing experience in a concise manner. Good integration of at least one reference. Minor format revisions are required as per APA 7 th edition with a few grammatical and spelling errors.
72-75	Good	A good integration of knowledge and experience you bring to the topic. Own ideas are applied but not fully developed when linking previous concepts learned to the topic presented. Identifies new information guest speaker shared however inadequate discussion on how you will implement it into your professional nursing experience. Good integration of at least one reference. Revisions required with respect to presenting ideas in a concise, logical, and well-organized manner. Format requirements, grammar, and spelling expectations are inconsistently met as per APA 7 th edition.
68-71	Satisfactory	Demonstrates satisfactory superficial integration of knowledge and experience you bring to the topic. General content ideas identified; discussion lacks creative development of ideas linking previous concepts learned to the topic presented. Inadequately

		identifies new information guest speaker shared and how you will implement it into your professional nursing experience. Satisfactory integration of at least one reference. Definite revisions required in presentation of ideas in a concise, logical and well-organized manner. Format requirements, spelling and grammatical expectation inconsistently met as per APA 7 th edition.
64-67	Satisfactory	Demonstrates very superficial integration of knowledge and experience you bring to the topic. General content areas identified; discussion lacks creative writing ability linking previous concepts learned to the topic presented. Poorly applied new information guest speaker shared and how you will implement it into your professional nursing experience. Satisfactory integration of at least one reference. Format requirements, spelling and grammatical expectation inconsistently met as per APA 7 th edition.
60-63	Minimal Pass	Demonstrates marginal knowledge and experience you bring to the topic. Lacks structure in linking previous concepts learned to the topic presented. Minimal application in presenting new information guest speaker shared and how you will implement it into your professional nursing experience. Minimal integration of at least one reference. Major revisions required with respect to flow of ideas and grammatical errors. Limited application of required format APA 7 th edition.
55-59	Poor	Demonstrates poor knowledge and experience you bring to the topic. Minimal structure, development in presenting new information guest speaker shared and how you will implement it. Major revisions required with respect to flow of ideas and grammatical errors. Reference is minimally or not applied. Limited application of required format as per APA 7 th edition.
50-54 0-49	Fail	Content requirements not fully reviewed or addressed; minimal integration of knowledge/experience/integration to practice in discussion. The assignment has no structure or organization. Ideas are not logically or clearly presented. Consistent errors in grammar, spelling and/or format as per APA 7 th edition. Paper is plagiarized or not handed in.

Appendix B

NURS 425: Nursing Leadership in a Focused Area

Part A

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NURS 425 COURSE OUTLINE

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REV. 1.0

DRAFT MAR 2022

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PROJECT NAME			
JOB LOCATION			
EST. START DATE		EST. FINISH DATE	
PROJECT LEADER		COMPANY	
CONTACT NAME		ADDRESS	
PHONE			
EMAIL			

SUMMARY OF PROJECT 15 marks	
--------------------------------	--

DESIRED OUTCOME 15 marks	
-----------------------------	--

ACTION TO COMPLETION 15 marks	
----------------------------------	--

BENEFITS OF PROJECT 15 marks	
---------------------------------	--

PROJECTED SCHEDULE 15 marks	
--------------------------------	--

RELEVANCE TO LEADERSHIP 15 marks	
-------------------------------------	--

PROJECTED TEAM AND RESOURCE REQUIREMENTS 10 marks	
--	--

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ACCEPTANCE OF PROPOSAL			
DATE MET WITH MENTOR TO DISCUSS PROPOSAL		DATE OF ACCEPTANCE	

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Appendix C

NURS 425: Nursing Leadership in a Focused Area : Part B

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PROJECT NAME			
JOB LOCATION			
START DATE		FINISH DATE	
PROJECT LEADER		STUDENT(S)	
CONTACT NAME		E-MAIL ADDRESS	
ROLE/POSITION			
EMAIL			

SUMMARY OF PROJECT 5 marks	Brief summary of the project
DESIRED OUTCOME 15 marks	What were the desired outcomes for the project? What did you hope to achieve by the end of the project? How many of these goals have actually been achieved? How many of those goals had to be revised as the project progressed?
SUCCESS OF PROJECT 10 marks	Was the project successful? What contributed to the success?
PROJECT HIGHLIGHTS 10 marks	What were the highlights of the project?(refer to your weekly reports)
CHALLENGES FACED 10 marks	Highlight the challenges you faced. How did the challenges affect other aspects of your project including your schedule?
LESSONS LEARNED 10 marks	What did you learn throughout the project? What did you learn about leadership from the project/mentor/experience? How did you demonstrate leadership?
FUTURE CONSIDERATION 10 marks	How will incorporate leadership into your future nursing practice?

References

5 Marks

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COMPLETION OF PROJECT

STUDENT(S)
SIGNATUREDATE OF
COMPLETION

Appendix D



NURS 425 Fieldwork Log

Log of Fieldwork Activities and Feedback			
Update weekly and submit your updated log each week with your weekly clinical report.			
Date	Description of Fieldwork Activities	Formal and Informal Feedback	Hours

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Appendix E



UNIVERSITY OF ALBERTA
FACULTY OF NURSING

NURS 425 Bi-Weekly Report

Date:

Name:

Core Learning Experiences: Reflect on your core learning experiences including informal/formal feedback and progress in attaining previously set goals. Connect your learning explicitly to the objectives for NURS 425.

Identification of Learning Needs: Identify your learning needed based on your reflection of core learning experiences.

Goal Setting and Learning Objective: List your goals and associated learning objectives based on the learning needs you've identified (use SMART format and connect with the objectives for NURS 425)

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Issues or Problems to Report: Please report any issues or problems that you've encountered in your clinical experience here. If you have nothing to report - please write "nothing to report".

Appendix F

Name of Mentor: Location:	Total Hours at Midterm: Total Hours at Final:
<i>A Pass on the Leadership Assessment Tool requires an achievement of a PASS in each course objective. Supervising faculty determines if the student has met the requirements for each component of the domain.</i>	

Student Self-Evaluation: Midterm

1. Demonstrate how you are using your fieldwork experience to achieve each course objective. Use data from your weekly progress reports to support your summary. Maximum: 500 words.
2. Provide a brief summary of both formal and informal feedback you received from your mentor. Describe how you plan to use this feedback to improve your understanding of nursing leadership. Attach the feedback you received from your mentor to this document. Maximum: 500 words.

Formal feedback from my mentor:

3 - Agree

4 - Strongly agree

4 - Strongly agree

2 - Neutral

3 - Agree

3 - Agree

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NURS 425 Mentor Feedback Form

Name of Mentor: Location of Fieldwork:	Name of Student: Date of Feedback:
---	---

Please rate the Student's Performance on the following indicators using the following 5 point scale:

0 - Strongly disagree; 1 - Disagree; 2 - Neutral; 3 - Agree; 4 - Strongly agree

Indicator	Rating
1. Work products are complete, accurate and submitted in an acceptable form.	
2. Completes assigned work efficiently while balancing fieldwork demands.	
3. Displays a cooperative, sincere, and tactful attitude.	
4. Communicates effectively and appropriately in the fieldwork site.	
5. Accurately uses policy documents, published literature, or other information to develop realistic conclusions to support good decision making.	
6. Effectively participates and contributes to team building activities.	
7. Demonstrates suitable knowledge, at the student level, to produce usable end products (i.e. decisions, policies, procedures, and other documents).	
8. Generates ideas that contribute to effective problem solving.	

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Developmental Feedback:

*Developmental Feedback: Focuses on providing feedback on areas students may improve upon so as to encourage further development of skills and knowledge.