NP Guide

Nurse Practitioner Program
Centre for Nursing and Health Studies
Faculty of Health Disciplines
Introduction from the Nurse Practitioner Program Director

Welcome to the Nurse Practitioner (NP) programs at Athabasca University. The NP program prepares registered nurses to assume a broader role in the provision of health services to patients of all ages, as community-based/primary care nurse practitioners.

The learning objectives of the Program, underpin our entire curriculum, and are organized according to the Canadian Nurses Association and the College and Registered Nurses of Alberta competencies for NPs. Throughout the program, you will learn to manage common primary care conditions and by the end of your program, you will be eligible to write the Canadian Nurse Practitioner Exam (CNPE) and to become licensed as a NP in the province of your choice.

The Graduate Student Handbook is intended to act as a guide throughout your graduate program. It explains some of the basics of what is expected of you as a graduate student, what your program of studies will be like, how your courses will be delivered, the kinds of tools and resources you will use throughout the study process, and so on. Please read the contents of the guide carefully and refer to it whenever you have questions about your courses or program.

If you choose to download or to print the handbook, remember that the program will continue to develop over time, meaning that new components will be added to the handbook and some items may be modified. You are expected to refer to the online version for the most recent updates. To avoid repetition, the handbook will sometimes refer you to material in the Athabasca Graduate Calendar, the Faculty of Graduate Studies, or other programs and university resources.

Once again, welcome to the NP Program at Athabasca University! We are pleased that you are embarking on this exciting journey towards becoming a primary health care provider.

Sincerely,

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1.0 Nurse Practitioner Program - General Information

1.1 Program Overview

The Nurse Practitioner programs at Athabasca University prepare registered nurses to provide primary health care to individuals, families and communities as a family-all-ages nurse practitioner. Students gain population-based experiences in caring for children, adults and older adults with common health problems, and acute or chronic conditions.

Our NP Program is accessible to students across Canada. The student experience in this hybrid education delivery model includes:

- Attendance at one on-site residency,
- Virtual classrooms,
- Combined asynchronous and synchronous discussions, and Individualized clinical placements.

1.2 Program Philosophy

The purpose of the Master of Nursing and Post Masters Diploma programs is to prepare Nurse Practitioners with the advanced skills and knowledge necessary to provide primary health care and health promotion to clients across the life span.

In keeping with the philosophy of Athabasca University, the Nurse Practitioner curriculum is based on principles of lifelong learning and open access adult education. The program is grounded in the values of professional nursing including advanced clinical decision-making, research, collaboration, and leadership resulting in the graduate attaining the competencies necessary for safe, effective and ethical practice.

1.3 Program Conceptual Framework

The conceptual framework guiding the AU NP program is based on the core value of health, as depicted in Figure 1. Encompassing this value are the clients whom we serve at the individual, family and community levels, while respecting the principles of safety, diversity and partnership. Nurse practitioners are represented in this conceptual model as a third element or unifying circle, which incorporates the four dimensions of advanced nursing practice: namely, practice, professional role, education and research. Throughout these dimensions, we acknowledge the NP’s journey from novice to expert, as reflected by the dotted lines uniting each element. The outermost circle represents the health care system; utilizing the principles of evidence-based practice, we work in collaboratively, through legislation, licensing bodies and
the community. Finally, four elements, represented by the lines bisecting the circles, speak to the unique underpinnings of the Athabasca NP educational program. Threaded throughout the curriculum, these foundational principles include: health promotion, community development, primary health care principles and life stages.

**Figure 1**

![Diagram of health care system, life stages, health promotion, community development, clients, and partnerships]

### 1.4 Program Outcomes

The graduate of the Athabasca University Nurse Practitioner program will be able to:

1. Using critical thinking and diagnostic reasoning provide primary health care to clients across the life span with an emphasis on health promotion and holistic care.

2. Apply knowledge of diversity, cultural safety and determinants of health to assess, diagnose and treat clients across the lifespan.

3. Collaborate with individuals, families, communities and other health care professionals to provide accessible, comprehensive, evidence-informed primary health care.

4. Promote an environment for safe patient care and ethical practice.
5. Act as an advocate for individuals, families, communities and for the nursing profession.

6. Facilitate learning and motivate individuals to actively participate in meeting their own health care needs.

7. Apply principles of knowledge translation to analyze and implement changes in health care practice.

8. Contribute to the advancement of nursing and health care knowledge.

9. Recognize the importance of continuing competence and life-long learning.

10. Assume a leadership role within the health care system and the community.

11. Meet the competencies and standards of NP practice as set out by the Canadian Nurses Association (CNA) and the College of Registered Nurses of Alberta (CARNA).

12. Integrate the principles of primary health care, community health development, and the NP competencies into NP practice.

1.5 Student Conduct

As registered nurses and graduate students you are expected to uphold the Code of Ethics of your profession as well to adhere to the policies of the University.

1.5.1 Academic and Non-Academic Misconduct

Although we anticipate that each of you will contribute a positive and professional learning community, it is also important that you be aware of what we consider academic and non-academic misconduct. We also strongly encourage you to review the Athabasca University Student Academic Misconduct and Non-Academic Misconduct policies and procedures in the University Calendar to ensure you are familiar with what would be considered misconduct.

1.6 NP Program Overview / Courses

The NP program consists of 7 clinical courses that provide both theoretical and clinical content. Students participate in a community assessment in at least one of the courses, in which they assess the health status of a geopolitical community.
As well, students are required to spend a minimum of 740 hours in clinical practicum activities, providing primary care services under the guidance and supervision of a preceptor.

Our graduate courses are delivered in a paced format on a session-by-session basis. The course opens on the first day of a session and ends on the last day of a session (15 week semesters). The dates for each session can be found in the Academic Schedule on the CNHS home page.

We currently have two streams in the Nurse Practitioner Program:

1. The Nurse Practitioner stream of the Masters of Nursing Program (MN: NP)
   - Those enrolled in the MN: NP program are required to complete 33 credits, including one core course and eleven curriculum courses.

2. The Post-Masters Diploma: Nurse Practitioner (PMD: NP)
   - The Post-Masters Diploma – Nurse Practitioner program is composed of ten curriculum courses.

For more information on the programs and courses, please access the CNHS website for a description of the MN: NP course and the PMD: NP program.

### 1.6.1 Core Courses (Pre-2016 Cohort)

<table>
<thead>
<tr>
<th>Course (3 credits)</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 608</td>
<td>Philosophical Foundations of Nursing</td>
</tr>
<tr>
<td></td>
<td>In this course students explore concepts that form the philosophical foundations of nursing.</td>
</tr>
<tr>
<td>NURS 603</td>
<td>Facilitating Inquiry</td>
</tr>
<tr>
<td></td>
<td>This course will assist students to gain greater understanding of the processes of research and scholarly inquiry in nursing.</td>
</tr>
</tbody>
</table>

### 1.6.2 Curriculum Courses (Pre-2016 Cohort)

<table>
<thead>
<tr>
<th>Course (3 credits)</th>
<th>Course Description</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 518</td>
<td>Advanced Health Assessment for Nurse Practitioners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 518 reviews principles of physical examination and introduces concepts and principles on which the clinical nurse practitioner role is based. These include advanced physical examination techniques, clinical decision making principles, communication and documentation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 518 has a five-day residency component that provides students with an intensive health assessment practicum in a lab setting.</td>
<td></td>
</tr>
<tr>
<td>NURS 519</td>
<td>Advanced Pathophysiology for Clinical Decision Making</td>
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<tr>
<td></td>
<td>Provides students with an understanding of pathophysiology that will support clinical decision making about diagnosis and treatment of acute and chronic presentations commonly managed by nurse practitioners.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No practicum.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Course Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>NURS 521</td>
<td>Pharmacotherapeutics for Nurse Prescribers</td>
<td>Building on basic knowledge of pharmacology, this course focuses on principles of drug action, pharmacokinetics and pharmacotherapeutics in the context of advanced nursing practice. Common drug classes, indications and evaluations of outcomes of therapy are presented.</td>
</tr>
<tr>
<td>NURS 522</td>
<td>NP: Women and Men's Health</td>
<td>Students learn to provide primary health care, including clinical services, to women, men and sexual minorities, including low-risk prenatal and postpartum care. The students will learn how to provide wellness counseling for healthy women and men, management of acute and chronic Gender-specific conditions, and referral of conditions requiring management by other health professionals or resources.</td>
</tr>
<tr>
<td>NURS 524</td>
<td>NP: Children's Health</td>
<td>Students learn to provide primary health care, including clinical care to children (infancy through adolescence). This care includes wellness counseling of healthy children, management of acute and chronic conditions of children, and referral of conditions requiring management by other health professionals.</td>
</tr>
<tr>
<td>NURS 526</td>
<td>NP: Adult Health</td>
<td>Students learn to provide primary health care to adults including wellness counseling for healthy adults, management of acute and chronic conditions common to adults, assessment and treatment of common mental health conditions, and referral of conditions requiring management by other health professionals.</td>
</tr>
<tr>
<td>NURS 528</td>
<td>NP: Older Adult Health</td>
<td>Students learn to provide primary health care, including clinical services, to older adults. Students study wellness counseling of healthy older adults, management of their acute and chronic conditions, and referral of conditions requiring management by other health professionals.</td>
</tr>
<tr>
<td>NURS 530</td>
<td>NP: Practice Consolidation</td>
<td>Students review the characteristics and competencies of advanced nursing practice and examine issues related to the development of the role of an advanced practice nurse. Students build on their understanding of the competencies of advanced nursing practice to develop a vision of a future role in advanced nursing practice.</td>
</tr>
</tbody>
</table>
### NURS 614
**Foundations of Advanced Practice Nursing**

Students examine advanced practice nursing (APN) roles, education and regulation of APNs and the competencies required in each of the roles. Community development and primary health care principles serve as a framework in the Canadian health care context.  

No practicum.

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**Current Cohort (>Jan 2016)**

<table>
<thead>
<tr>
<th>Course (3 credits)</th>
<th>Course Description</th>
<th>Practicum</th>
</tr>
</thead>
</table>
| **NURS 610**  
Evidence-Based Practice in Health Care | This course will assist students to gain greater understanding of the processes of evaluating and applying research and clinical evidence to practice | |

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<table>
<thead>
<tr>
<th>Course (3 credits)</th>
<th>Course Description</th>
<th>Practicum</th>
</tr>
</thead>
</table>
| **NURS 518**  
Advanced Health Assessment for Nurse Practitioners | *NURS 518* reviews principles of physical examination and introduces concepts and principles on which the clinical nurse practitioner role is based. These include advanced physical examination techniques, clinical decision making principles, communication and documentation.  
*NURS 518* has a five-day residency component that provides students with an intensive health assessment practicum in a lab setting. | |
| **NURS 516**  
Pharmacotherapeutics and Pathophysiology for Nurse Practitioners I | Provides students with an understanding of pathophysiology, pharmacokinetics and pharmacotherapeutics. These principles are discussed in relation to the disease processes seen in primary care. Common drug classes, indications and evaluations of outcomes of therapy are presented. | No practicum. |
| **NURS 517**  
Pharmacotherapeutics and Pathophysiology for Nurse Practitioners II | In the second part of this course students continue to explore the pathophysiology and pharmacotherapy related to common disease processes seen in primary care. | No practicum. |
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Description</th>
<th>Practicum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 614</td>
<td>Foundations of Advanced Practice Nursing</td>
<td>Students examine advanced practice nursing (APN) roles, education and regulation of APNs and the competencies required in each of the roles. Community development and primary health care principles serve as a framework in the Canadian health care context.</td>
<td>No practicum.</td>
</tr>
<tr>
<td>NURS 522</td>
<td>NP: Women and Men's Health</td>
<td>Students learn to provide primary health care, including clinical services, to women, men and sexual minorities, including low-risk prenatal and postpartum care. The students will learn how to provide wellness counseling for healthy women and men, management of acute and chronic gender-specific conditions, and referral of conditions requiring management by other health professionals or resources.</td>
<td>Although this course encompasses theory in both women's and men's health, the practicum for NURS 522 will focus on women's health and perinatal care and students complete 140 hours in a clinical practicum. Population - Women aged ≥ 18 years (may be younger if women’s health issues – e.g., birth control counseling).</td>
</tr>
<tr>
<td>NURS 524</td>
<td>NP: Children's Health</td>
<td>Students learn to provide primary health care, including clinical care to children (infancy through adolescence). This care includes wellness counseling of healthy children, management of acute and chronic conditions of children, and referral of conditions requiring management by other health professionals. Students complete 140 hours in a clinical practicum focusing on the health of children. Population - age ≤ 18 years.</td>
<td></td>
</tr>
<tr>
<td>NURS 526</td>
<td>NP: Adult Health</td>
<td>Students learn to provide primary health care to adults including wellness counseling for healthy adults, management of acute and chronic conditions common to adults, assessment and treatment of common mental health conditions, and referral of conditions requiring management by other health professionals. Students complete 140 hours in a clinical practicum focusing on the health of adults. Population - age 19 – 59 years.</td>
<td></td>
</tr>
</tbody>
</table>
NURS 527  **NP: Mental Health**  
This self-paced course provides additional background in the area of mental health concepts as seen in primary care. Modules address common mental health conditions and provides an overview of pharmacologic and nonpharmacologic treatments for these conditions.  
No practicum

NURS 528  **NP: Older Adult Health**  
Students learn to provide primary health care, including clinical services, to older adults. Students study wellness counseling of healthy older adults, management of their acute and chronic conditions, and referral of conditions requiring management by other health professionals.  
Students complete 140 hours in a clinical practicum focusing on the health of older adults.  
**Population** - age ≥ 60 years.

NURS 530  **NP: Practice Consolidation**  
Students review the characteristics and competencies of advanced nursing practice and examine issues related to the development of the role of an advanced practice nurse. Students build on their understanding of the competencies of advanced nursing practice to develop a vision of a future role in advanced nursing practice.  
Students complete 180 hours finalizing all clinical practicum requirements of the Program.  
**Population** - No age / population specific requirements.

NURS 531: **Controlled Drugs and Substances for NP Prescribers**  
In this self-paced module students review the Canadian legislation supporting the prescription of controlled drugs and substances. Conditions requiring the use of controlled drugs or substances are reviewed.  
No practicum

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### 1.6.2 Curriculum Courses (Current Cohort)

Sample Course Plans The following are suggested program plans for all students with the exception of those from British Columbia.

**Notes**: The mandatory orientation and writing module must be completed prior to completing 518 and 614.

- 518 is not available in fall term so students will need to adjust their program accordingly. 516 is a pre-requisite to 517 and 518  
- 517 can be taken concurrently with 518 or 610 if desired  
- 516, 517, 518 and 614 must be taken prior to clinical courses. 610 must be taken prior to or concurrently with the first clinical course taken.  
- Clinical courses- 522, 524, 526 can be taken in any order. 526 is generally recommended as the first clinical course. After completing 526 students can take 527 and 528  
- The CDS module (531) should be taken either just before or concurrent with 530.  
- 530 is the final course in the program and cannot be taken until all other courses except 531 are complete.
Program plans for BC students: as much as possible we are asking that you take your clinical courses in the term recommended in the sample curriculum plan as follows:

<table>
<thead>
<tr>
<th>Term/School</th>
<th>Fall Courses</th>
<th>Winter Courses</th>
<th>Summer Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>530</td>
<td></td>
<td>Peds 524</td>
</tr>
<tr>
<td></td>
<td>Older adult 528</td>
<td>Adult 526</td>
<td>Women’s &amp; Men’s 522</td>
</tr>
</tbody>
</table>

518 Physical Assessment Lab

Nurs 518 includes a five day on-site residency typically held in Calgary, Winnipeg and Halifax. The locations and dates of the physical assessment on-site labs are dependent on the number of registrations received and the availability of lab sites. The sites and dates are usually confirmed the month following the registration deadline. Once the locations and dates have been confirmed, all students who have registered for NURS 518 will receive an email with all the information so you can choose your location. To ensure that you receive the information you MUST have an AU student email address and use this address in your student profile.

1.7 Course Regulations

To learn about current University regulations, visit the online Calendar. If there is a discrepancy between the online Calendar and other information printed in this Guide, the online version will apply.

1.7.1 Course Registration

It is the student's responsibility to register by the course registration deadline and ensure that all prerequisite requirements are fulfilled. If students register in a course that they are not eligible to take, the registration will be cancelled and the tuition fee refunded. The tuition will not be applied to an alternative course. NURS 522, NURS 524, NURS 526, NURS 528 and NURS 530 have a practicum component. A Preceptor Request Form (PRF) must be submitted six months (two terms) prior to the clinical course start date. Failure to submit this form will result in an automatic withdrawal from the corresponding course. Prior to beginning your first clinical course documents required by the participating health authority, institution or agency including a criminal record check, respiratory fit testing and proof of current immunization status, must be submitted to the dropbox attached to the NP guide. Further information about these requirements can be found in the Orientation course in Moodle.
1.7.2 Course Registration Procedures

Log in at the Office of the Registrar Online Services site and select "Register for a Course".
The deadlines for course registrations are:

- **June 1** – deadline for the fall semester courses (September to December)
- **October 1** – deadline for winter semester courses (January to April)
- **February 1** – deadline for spring semester courses (May to August)

**NOTE:** Online registration services are only available during the four-week period before the registration deadline (see Academic Schedule)

For other forms of registration, please contact the Centre for Nursing and Health Studies – contact information in section 8.0 Contacts.

1.7.3 Course Re-registration

Students will be permitted one registration and one re-registration in each course. Subsequent registrations in the same course require approval of the NP Program Director (see 8.0 Contacts) or designate. Students **may not** re-register in a course in which they have attained a passing grade. Students seeking to re-register in a course from which they have previously withdrawn in good standing or received a final course grade of F must pay the full course tuition fee. Students re-registering in a course will be required to complete all course requirements. Assignments completed previously cannot be carried forward or re-submitted when re-registering in a course. Please notify your course instructor if you are repeating a course and he/she will arrange for a new assignment for you. Practicum hours in the NP program must be repeated in full when re-registering in a clinical course.

**NOTE**
Students who are awarded two course failures will be automatically withdrawn from the program with no opportunity for readmission, regardless of the reason for the course failures (e.g., failure to meet course expectations, academic misconduct and non-academic misconduct).

1.7.4 Course Withdrawal

Students may withdraw from a course up until one month before the end of the session (refer to the Academic Schedule). In order to withdraw from a course, you must submit a Graduate Course Withdrawal Form (PDF) to the CNHS office (see 8.0 Contacts). The date of withdrawal will be the postmark on the request, or, if the notice is hand-delivered, emailed or faxed, the University date stamp. You may also request a withdrawal from a course by email provided the request is later confirmed by submitting a Graduate Course Withdrawal Form by fax or regular mail.
If a student withdraws from a course any time after their course registration has been submitted and up until one month after the course start date, you will have the record of registration deleted from your official transcript and will be refunded the course tuition less $350. Course materials should not be returned as there will be no additional refund. Students who withdraw from a course after the first month of the course start date and before the last month of the course will have their official record and transcript indicate that they withdrew without credit, and without prejudice or academic penalty (W). No fees will be refunded for students withdrawing after the first month of a course. Course materials should not be returned as there will be no additional refund.

Students may not normally withdraw from a course within the final 30 days of the course.

1.7.5 Course Extensions

Students must receive written permission from the NP Program Director (or designate) to extend their course, and must submit Extension Request Form and the course extension fee. One month after the original course completion date, a final grade will be assigned to the course based on the assignments completed prior to that date. If no assignments have been submitted or clinical hours have not been successfully completed, a final grade of F will be assigned. In the case where additional time is required to complete clinical practicum hours this should be discussed with the course instructor and course leader. A short extension to complete these hours may be granted in exceptional circumstances.

1.7.6 Letter of Permission to Complete a Course at another University

Students may take courses from other post-secondary institutions in fulfillment of the program requirements, provided such courses are applicable to the Athabasca University program. Students wishing to take courses from other institutions must obtain and submit a detailed course outline, Letter of Permission Request Form, and the appropriate Letter of Permission fee (by cheque or credit card payment) to the Centre for Nursing and Health Studies office (see section 8.0 Contacts in the NP Guide) for review. If approved, the Office of the Registrar will issue a Letter of Permission.

To allow for mailing time, requests for a Letter of Permission should be made at least one month before the registration deadline at the institution where the student plans to complete the course. In order to receive credit for the course, an official transcript must be submitted to the CNHS office after the course is completed.
1.7.7 Transfer Credit and Advanced Standing

Some students may have completed course work at other post-secondary institutions that is applicable to the CNHS graduate programs. Students seeking transfer credit are required to submit to the CNHS a written request including supporting rationale, official transcripts (if these were not submitted in support of their application for admission), detailed course descriptions and outlines for such courses, and appropriate fees. Only graduate level courses that were successfully completed with a final grade of B- (70%) or higher will be considered for transfer credit.

1.7.8 Grade Appeals

A student may appeal any grade assigned to written assignments that contribute to the student’s final course grade. Appeals must be submitted within 30 days of receiving a grade for the assignment and must be accompanied by an explanation of the grounds for the appeal. If appealing a grade assigned to group work, the entire group must submit the appeal and the entire group will receive the subsequent outcome of the remark.

Face-to-face class presentations or demonstration examinations that cannot be reproduced in original format are not open to appeal on substantive grounds. Multiple choice exams are also not open for appeal. The student shall determine whether the grounds of his/her appeal are substantive or procedural and follow the appropriate guidelines.

See Section 5.0 Examination Regulations for guidelines on appealing an NP exam.

Academic Grade Appeals on Substantive Grounds

The student shall FIRST contact the Course Instructor who assigned the grade to discuss the grade in question. If the student is dissatisfied with the outcome of the meeting with the Course Instructor, the student shall forward in writing a request to have his/her assignment/examination remarked to the NP Program Director, within one (1) month of the initial receipt of the grade in question. Graduate students please submit the Appeal Request Form to cnhsgrad@athabascau.ca.

If the Course Instructor is also the NP Program Director, the student shall forward his/her request for remarking to the Chair: Graduate Programs, Centre for Nursing and Health Studies.

The NP Program Director will retrieve the original, unmarked assignment submitted to the original marker. Identifying information will be removed. The NP Program Director shall forward the written assignment to a second marker who is familiar with the course and assignment/examination expectations, but who is unaware of the grade originally assigned to the assignment/examination or the feedback the original marker provided. The assignment shall be remarked and the grade awarded shall be communicated to the student within one (1) month of the request for remarking. The appeal of a grade, and subsequent remarking, will result in one of three possible outcomes:

(1) the grade remains the same; (2) the grade is raised; (3) the grade is lowered. The resulting grade will be the grade that is used to calculate the student’s final, composite grade in the course.

If the student is dissatisfied with the result of the remarking, the student may appeal in writing to the Dean, Faculty of Health Disciplines, within one (1) month of the second marking. The student must specify in detail the reasons for making the appeal, and enclose all additional information or documentation he/she wishes to be considered. The Dean shall review the case, consulting as needed with faculty, staff, the student concerned and other persons he/she considers appropriate.
The Dean shall inform the student in writing of the decision within one (1) month of the appeal. The Dean’s decision of an appeal on substantive academic grounds shall be final. A copy of the correspondence will be kept in the student’s file.

**Academic Appeal on Procedural Grounds**

For information related to appeals on procedural grounds please consult the Athabasca University Calendar [Student Code of Conduct and Right to Appeals Regulations](http://www.athabascau.ca/handbook/).

**1.8 Student Resources**

Athabasca University is dedicated to the removal of barriers that restrict access to and success in university-level study and to increasing equality of educational opportunity for adult learners worldwide. We offer various learning resources and student supports – to review general information about the services provided, access the Student Services website. [http://www.athabascau.ca/handbook/](http://www.athabascau.ca/handbook/)

You are required to use your AU email address for all correspondence with the University with the exception of in-course email sent to your instructor through moodle. All NP and ANP students have Athabasca University email accounts this done by the IT department when you register for your first course in the program. Your email is your “moodleusername”@students.athabascau.ca and your password is “moodleusername123”. This means if your Moodle username is “tonymis2” then your email id is tonymis2@students.athabascau.ca and your password is tonymis2123.

**Access your email**

To access your email go to [www.gmail.com](http://www.gmail.com) and enter the above mentioned email address and password (for tony it is tonymis2@students.athabascau.ca and password is tonymis2123). Click Sign in to get access into your account. On your first login you may be asked to change your password.

Once you logged in you will need to update your email id in your MyAU Profile. To do this login to MyAU, go to Manage “Your Student Record Section” and click on “Change your Personal Information”. This will allow you to update your email address.

**How to find my Moodle username?**

Login to Moodle > Click on my profile > Click on View profile. This will take you to your profile page with your username at the top. See the image below.
Alternatively, you can click on your name appearing at the top right hand side of the screen that says “You are logged in as Tony Mishra” to view your profile. See the image below.

Contact the support team

If you have issues with email access then email it to fhdemailhelp@athabascau.ca. The support team will respond to you within 48 hours. Please do not contact AU Help Desk.

1.8.1 Learner Support Services

Athabasca University offers a wide range of assistance related to: course selection and program planning, services for students with disabilities, educational counseling and writing examinations. Consult the Learner Support Services for more information. http://lss.athabascau.ca/
1.8.2 Counseling Services

Counselors can help you to clarify your career and educational goals plus provide you with the tools necessary to become a successful student. This confidential service is available through e-mail, telephone and, if you live in the town of Athabasca or surrounding area, you can meet with a counselor in person. Consult the Learner Support Services for more information. http://lss.athabascau.ca/counselling/

1.8.3 Financial Aid

A real benefit to being a student at Athabasca University is that you can work full-time or part-time and pay for your courses as you go; however, there are many different ways to finance your education. You need to investigate each option and decide which is best for you. Consult Learner Support Services for more information. http://lss.athabascau.ca/counselling/funding.php

1.8.4 Student Awards

Whether you receive top grades; balance academics with family, career and community roles; or have financial shortcomings; Athabasca University has a Student Awards Program that can potentially benefit you. To access information related to awards, visit the Office of the Registrar. http://registrar.athabascau.ca/studentawards/studawrds.php

1.8.5 Access to Students with Disabilities

We work in partnership with students to provide access to distance education. ASD is committed to provide students who have disabilities with reasonable, individualized accommodations and support services to facilitate access and the successful completion of Athabasca University undergraduate, graduate, programs and courses. Consult Learner Support Services for more information. http://lss.athabascau.ca/asd/

1.8.6 Student Health Services

As we are a distance University, no specific student health services are available.
1.8.7 Library Services

The University library has a collection of nursing and health-related books and journals. The AU Library website (http://library.athabascau.ca/) is the main portal to information about AU Library resources and services. From the Library's website you can access the AU Library catalogue, learn more about AU Library services, access and search journal databases, the Digital Reading Room, the Digitization Portal, AUSpace, E-books and E-Journals, the Library’s Help Centre, and much more.

1.8.8 Computing Services IT Help Desk

If you have computer-related difficulties that are not course content driven, and are not problems related to your Internet Service Provider (ISP), contact AU’s Computing Services Information Technology (IT) Help Desk for assistance. If you have difficulties connecting to your ISP, you must contact their technical support department.

Contact the Computing Services IT Help Desk if you were told, for example, that you can submit your assignments electronically but you are unable to do so, or if your course materials package contains a CD that won't work on your computer. If you're unable to complete an assignment, or if you don't understand the content on a CD or webpage, contact your tutor or learning facilitator.

You can also access the IT Help Desk's System Status page for system outage information and updates at: http://helpdesk.athabascau.ca/system_status.html

1.8.9 The Write Site

The Write Site provides assistance with academic writing assignments. Students may submit up to five pages of an assignment to a writing coach who will help students to identify errors in grammar and formatting. The Write-Site also has a number of resources to assist students in improving their writing skills and provides links to numerous writing resources.

2.0 Clinical Practicum

2.1 Introduction

As a nurse practitioner (NP) student your program includes a clinical practicum component focused on diagnosing and treating common health concerns for patients of all ages in community settings, such as community health centers and offices/clinics.

You will study concepts related to your clinical practicum in each course of the nurse practitioner program. As well, in NURS 522 through NURS 530 you will complete a clinical practicum of a minimum of 740 hours that provides "hands on" experiences. The information in this Guide explains how you will progress through the clinical practicum over the course of the NP program.

The health concerns that are included in the program are common health concerns that can be diagnosed and treated in a community-based, primary health care setting. Students study primary health care of patients in three categories:

1. **Well patients** – for example, in the case of NURS 524 NP: Children Health, health concerns include (among others) immunizations, injury prevention, health counseling in relation to physical activity and nutrition, hearing and vision screening, prevention of pregnancy, and screening for substance abuse;
2. **Patients with acute presentations** – in the same course, acute health concerns include (among others) communicable diseases, accidental injuries, child maltreatment, dermatologic conditions, respiratory conditions, conjunctivitis, otitis media, colic, and acute gastrointestinal problems;

3. **Patients with chronic presentations** – chronic health concerns studied in NURS 524 include (among others) diabetes, anemia, failure to thrive, asthma, attention deficit/hyperactivity disorder, atopic dermatitis, depression and substance abuse.

Prior to the first clinical-based course of the program, students are required to identify a preceptor in their community who will provide supervision as they acquire clinical skills and competencies. The preceptor must be a family physician or a licensed nurse practitioner with expertise in providing community-based primary care to persons of all ages.

### 2.2 Clinical Practicum Learning Plans

At the beginning of each of NURS 522 through NURS 530, you are encouraged to develop a learning plan for each clinical practicum. Your clinical practicum learning plan should then direct your activities in your clinical practicum so that, by the completion of your practicum, you will achieve a satisfactory evaluation of the practicum. In order to develop your learning plan, you will review the course objectives and browse the units of the course. Together with your preceptor, you will develop a learning plan that identifies the following:

- Objectives of your practicum, using as a guide the course objectives that relate to the provision of clinical services;
- Clients that you will need to care for during the practicum;
- Resources and strategies that will support your learning plan; and
- Timing of your practicum experiences.

Although you are not required to submit your learning plan to your instructor, use your learning plan to guide the learning experiences of each session that you spend with your preceptor. At the outset of each session, review your learning plan and establish specific goals that will direct that particular session. Discuss these goals with your preceptor so that he/she will be better able to provide you with appropriate learning opportunities.
2.3 Clinical Practicum Hours

Students are required to complete a minimum of 740 hours of clinical practicum time over the length of the NP program.

2.3.1 Requirements / Regulations

1. All clinical practice must be completed in Canada.

2. Students must hold a current RN license in the province in which they will be completing their clinical practice.

3. Students are required to complete the specified clinical practicum hours of each course during the timeframe of the course, without exception. Extensions are generally not allowed for practicum completion (in extenuating circumstances, up to one month may be allowed with the prior approval of the Clinical Placement Coordinator (see 8.0 Contacts for contact information).

4. Students who are unable to complete the required hours during the timeframe of the course will be awarded a failing grade for the course. Students who are required to repeat a course must redo all assignments and repeat the required practicum hours.

☐ Students who become aware that they may be unable to complete the required hours during a course must discuss this with the course instructor as soon as this becomes evident, in order to assist with planning for course withdrawal and re-registration.

5. Students complete their clinical practicum hours during time that is only in the role of a student. It is not appropriate to complete student learning experiences during employed work time. Attempting to combine student and employee roles creates conflicts in priorities and exposes both the employing agency and the university to unforeseen risk management issues.

6. Students who receive an unsatisfactory clinical evaluation may be required to complete additional clinical hours or undergo an additional evaluation by a practitioner chosen by the Program Director.

The clinical practicum hours include time spent in developing clinical skills and competencies with the assistance of your preceptor, and are divided as so:

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Practicum Hours</th>
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</thead>
<tbody>
<tr>
<td>NURS 522 NP: Men and Women’s Health</td>
<td>140</td>
</tr>
<tr>
<td>NURS 524 NP: Children’s Health</td>
<td>140</td>
</tr>
<tr>
<td>NURS 526 NP: Adult Health</td>
<td>140</td>
</tr>
<tr>
<td>NURS 528 NP: Older Adult Health</td>
<td>140</td>
</tr>
<tr>
<td>NURS 530 NP: Practice Consolidation</td>
<td>180</td>
</tr>
</tbody>
</table>
2.3.2 Population / Course Specific Clinical Hour Requirements

Each life stage course focuses on a combination of didactic (theory) and clinical practice concepts. Students should seek a practicum placement appropriate to the focus of the course. This will provide you with the optimum opportunity to apply concepts presented in the theory portion of the course in the practice setting.

By the end of the life-stage courses, and prior to starting your final NURS 530 practicum, you are required to have completed and logged a minimum of 100 hours in the care of each of the four specific populations as outlined in the table below. During each life-stage course students are required to complete a skills list specific to the course. The course-specific skills lists must be completed prior to the completion of the appropriate course. Failure to complete the course-specific skills list will result in a mark of incomplete for the clinical portion of the course assessment.

Each student is responsible for tracking program totals of population specific hours. Prior to registering in NURS 530 students are to ensure that their final clinical plan is adequate to address the remaining program population hour requirements.

<table>
<thead>
<tr>
<th>Course specific age categories</th>
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</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>NURS 522</td>
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<td>NURS 524</td>
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<td>NURS 528</td>
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<tr>
<td>NURS 530</td>
</tr>
</tbody>
</table>
2.3.3 Timing of the Clinical Practicum Hours during the Semester

Although you may do your clinic hours at any time during the semester, we strongly encourage you to spread your clinical hours out over the course of the semester; this gives you the opportunity to connect the theory that you are learning in your course with clinical practice. If you are considering doing a block of time – we suggest that you choose a block of time near the end of the semester so that you have covered most of the population specific theory prior to your clinical placement.

2.3.4 Alternative Hours

- If you spend time reviewing lab results or diagnostic imaging reports with your preceptor, you can log this time as a ‘non-clinical encounter’. These are hours that are not specific to an individual patient encounter but must be related to patient care.
- You may count a maximum of 10 hours per course as alternative time; justification must be provided upon request.
- You can log as many hours of alternative time as you want, but only 10 hours will count toward the required 140 hours per course.
- Time that does NOT count as Alternative hours: ° Time spent in professional development activities such as drug rep meetings, continuing education (CMEs), telehealth, conferences, journal clubs, research, and clinical rounds are NOT counted as logged time.

Although valuable learning experiences, these are not directly related to patient care and are not to be included as alternative hours.

2.4 Clinical Practicum eLOGS

You must keep an accurate and complete log of the hours and activities of your clinical practicum. The NP program uses eLOGS. eLOGS is an Internet-based (online) reporting program for nurse practitioner students that documents client demographics, practicum activities such as procedures and diagnostics, and student performance.

In order to access eLOGS you must first exit this document and open a new browser window, and then open the site found at http://www.totaldot.com/

For further information and related to eLOGS follows in section 3 of this Guide.

2.5 Verbal Presentations to Your Preceptor

You should be providing your preceptor with a verbal presentation about all patients that you see. Follow the format of the Verbal Presentation to Preceptor. This form is included in Forms section of the NP Guide. These presentations will assist your preceptor to evaluate your progress in the clinical practicum.
2.6 Clinical Practicum Evaluations

The clinical practicum is evaluated on a satisfactory/unsatisfactory basis and you must achieve a satisfactory evaluation in the practicum component of each course in order to receive a final course grade. Your clinical practicum is evaluated on the basis of the following:

- Mid-term evaluations, by your preceptor and a self-evaluation;
- Clinical skills record; and
- Final clinical practicum evaluation by your preceptor.

2.6.1 Mid-term Clinical Practicum Evaluations

There are two components of the mid-term evaluation: an evaluation completed by your preceptor, and a self-evaluation.

Complete a "mid-term" evaluation of your practicum with your preceptor at the mid-point of your practicum, at Week 8 of the course. Review the progress you are making in attaining the clinical skills and competencies of the course, identify areas that require additional experience, and revise your learning plan as needed to include strategies that will help you achieve a satisfactory practicum evaluation.

1. You will use the Clinical Practicum Evaluation form for this evaluation. The form is included in the Forms section of the NP Guide. Print off this form, have your preceptor complete and sign the form, and then send it to your course instructor so your instructor will be informed of the progress you are making in your clinical practicum. Your instructor will provide suggestions as needed to assist you in achieving a satisfactory practicum evaluation.

2. You are also required to complete a self-evaluation form at the mid-point of your practicum experience. This is completed using an online form which is included in the Assessment section each course from NURS 522 through NURS 530.

2.6.2 Final Clinical Practicum Evaluations

Near the end of the practicum of each course, your preceptor will complete a final evaluation of your clinical practicum. All students, regardless of clinical course, will use the Clinical Practicum Evaluation form. At the end of your practicum experiences, you are required to submit the completed form to your course instructor, at the specified time in each course (usually by Week 14 of the course).
2.7 Clinical Skills Lists

In each clinical course of the NP program you will learn skills needed for the safe and effective delivery of clinical services. The clinical practicum provides you the opportunity to apply these skills in a health care setting with the support and guidance of your preceptor. You must demonstrate your competence in all clinical skills in order to graduate from the NP Program.

The skills in which you are required to demonstrate your competence are listed in the course specific Clinical Skills Lists. These forms are included in the Forms section of the NP Guide.

Review the Skills Lists with your preceptor and have your preceptor sign those skills in which you have achieved competence on the day in which you complete them. If a skill is listed more than once, it must be demonstrated on more than one occasion and signed off on separate occasions.

You are to retain all of the original, signed Skills Lists in a secure place; they will be submitted during NURS 530 when a final audit is completed of your practicum records to ensure you have fulfilled all practicum requirements.

All Course Specific Skills Lists must be completed by the end of the course.

2.8 Forms to Submit to your Instructor at Midterm and Final Evaluations

Forms to submit to your Course Instructor for your Midterm and Final practicum evaluation:

1. Clinical Evaluation Form(s) – if you have more than one preceptor, each preceptor must either sign the original evaluation or must submit their own evaluation form.

2. eLOGS Encounter Report (1st and 2nd pages - indicates your total clinical hours for the course as well as the age ranges of the patients you have seen; and the final page of the report – indicates your self-assessed level of function). **Be sure the 3 pages are signed by your preceptor(s) and then send these 3 pages ONLY - please do not send the entire report.**

3. Alternative Encounter Report (if applicable).

4. Completed course specific skills list (at the final evaluation only)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Recipient</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>eLOGS – enter patient encounter data</td>
<td>Instructor</td>
<td>Within 72 hours after each practicum session</td>
</tr>
<tr>
<td>Mid-term Clinical Practicum Evaluation and signed eLOGS summary</td>
<td>Instructor</td>
<td>Week 8</td>
</tr>
<tr>
<td>Mid-term Self-Evaluation (Online)</td>
<td>Instructor</td>
<td>Week 8</td>
</tr>
<tr>
<td>Final Clinical Practicum Evaluation, signed eLOGS summary, and completed Skills List</td>
<td>Instructor</td>
<td>Week 14</td>
</tr>
<tr>
<td>Preceptor Evaluation (Online)</td>
<td>Instructor</td>
<td>Week 14</td>
</tr>
</tbody>
</table>
2.8.1 How to Send the Reports to your Instructor

- Scan all required documents and send them to your instructor via course mail (preferred)
- If you are unable to scan the documents, you may fax the documents to your instructor (your instructor will provide you their fax number in the News Forum of the course).

2.9 Preceptor Evaluations

In addition to the above requirements, you are required to complete an on-line evaluation of your preceptor at the completion of each clinical practicum. The evaluation is completed using an online form that is accessed using a link in the Assessment section of each course. Your instructor will review the evaluation but the evaluation is not shared with the preceptor.

2.10 Clinical Practicum Audits

Athabasca University may periodically conduct an audit of a student’s clinical practice. During a clinical practice audit the student’s current or past preceptors may be contacted to verify the content of the student’s eLOGS.

2.11 Additional Practicum Requirements

Prior to beginning a clinical practicum it is the responsibility of the student to meet the requirements of the Health Authority or agency where the practicum will take place. Attaining and maintaining the currency of these documents is the responsibility of the student. Students must demonstrate evidence of current health and safety requirements prior to the start of any clinical placement.

General Requirements

- While registered in NURS 518, prior to commencing a clinical practicum, students must demonstrate evidence of current health and safety requirements by submitting ALL required forms / documents to the appropriate Assignment Dropbox in the NP Guide.
- You are only required to submit the documents one time – unless the document / items have expired or your status has changed.
- All required forms (e.g., HSPnet Consent form) and document copies (e.g., CPR) must be scanned to your computer and upload as PDF attachments - no base or other formats will be accepted.
- Students are responsible for any and all costs associated with health and safety requirements, parking, meals, travel and accommodation for program activities.
Submit the following documents under the appropriate assignment drop box in the NP Guide area of Moodle. Documents must be submitted when your first clinical practicum request is made.

Health and Safety Requirements
All required forms can be found in the Clinical Practicum Requirements Dropbox section of Moodle

- Security Clearance/Vulnerable Sector Search
  - Students in Toronto: Please contact the Clinical Placement Coordinator for special instructions regarding police checks
- Cardiopulmonary Resuscitation (CPR) Certification
- Respiratory Mask Fit Testing
- Immunizations
- HSPnet Consent form- to allow requests to be made on your behalf in the Student Practicum Request system

Under the Protection for Persons in Care Act (PPCA), every person who provides care or services is required to complete a security clearance check with a vulnerable sector search. Evidence of a clear security check is required within 90 days of the start of the student's first clinical practicum. At the time of submission, the Security clearance must have been completed within the previous 90 days and subsequent security clearances may be required during the program dependent on specific agency requirements or placement settings.

Athabasca University is obligated to disclose to the appropriate health agency, any positive findings from the criminal record check and vulnerable sector check. If a student chooses, they can provide the disclosure but must provide proof to AU that the information has been disclosed to the health agency. A finding on a criminal record check does not necessarily mean that a student cannot complete a clinical practicum but may require additional approval from the agency or health authority where the student plans to do clinical practice.

Cardiopulmonary Resuscitation Certification (CPR)
Current CPR certification at the Health Care Provider Level is a program requirement. Annual re-certification is the student's responsibility and evidence of certification must be demonstrated prior to the start of each clinical practicum.

Respiratory Mask Fit Testing
Every student registered in a clinical course must be fitted with an N95 respirator prior to the commencement of the practicum. This is in accordance with Canadian Standards Association Z94.4-02, Selection Use and Care of Respirators and Alberta's Occupational Health and Safety legislation for respiratory protective equipment.

Students are NOT permitted to observe or in any way provide care to clients with suspected, known or probable cases of H1N1, or other acute respiratory infections, unless they have been properly fitted for a respiratory mask and educated on its use.

Immunizations
The immunization form is available under the immunization assignment in the NP guide. Download the form, complete it and submit it to the assignment dropbox as a pdf below. Current immunization records are the responsibility of the student throughout the program. A complete schedule of adult immunizations may be found on the forms page. If you choose not...
to complete required immunizations, clinical experiences may be delayed. Contact the program Preceptor Coordinator for advice.

HSPnet Consent Form

HSPnet is a secure web-enabled database application that is used to manage student placements in Canada. Students' written authorization is required to enter the students' personal information regarding placements into the system.

Confidentiality Agreements

Students are to act professionally and respect client confidentiality at all times. The Health Information Act (HIA) provides an overview of requirements regarding the use and disclosure of people's health information.

Students have a continuing obligation, both during and following conclusion of assignments and activities pursuant to the Course, to NOT directly or indirectly disclose or use confidential client information.

Student Photo Identification

Students are required to display photo ID while in the clinical setting. Students are to follow Athabasca University instructions for obtaining a wearable photo ID card. Instructions for students who require agency specific photo ID will be given at the start of the clinical practicum. http://www.athabascau.ca/html/depts/registry/idcards.html

3.0 eLOGS Information

3.1 General Information

You must keep an accurate and complete log of the hours and activities of your clinical practicum using the internet based reporting system called eLOGS. You must use eLOGS to document your hours and activities, as your course instructors and other program faculty members will access your log throughout the program.

- It is the student's responsibility to log EVERY client encounter on eLOGS within 72 hours of the client contact.
• Note that if your preceptor is NOT listed on the eLOGS system you are required to contact the Clinical Placement Coordinator (see section 8.0 Contacts) immediately to confirm an approved practicum agreement.

• Logging clinical hours completed with one preceptor under another preceptor’s name is considered academic misconduct and is subject to penalties including failure of the course and removal from the program.

• Hand held software version of eLOGS is available – you may purchase the software directly for eLOGS – use the contact information provided on their website.

### 3.2 Clinical Time and Logging Patient Specific Encounters

• If you have scheduled an 8-hour day in your preceptor’s office, this does not necessarily mean that you will end up logging 8 hours of clinical time...unless you actually see patients, charted, discussed a patient with your preceptor, etc. for the entire 8 hours. Time spent in travel to clinical, lunch and coffee breaks are not considered as logged time.

• To clarify, the time that you can log as patient specific hours include any patient related activity such as lab review, case presentation to preceptor, and radiology review. Your entire clinical encounter is to be logged into the system. For example, if you received a chart and reviewed it (5 min), examined the patient on your own (10 min), presented the case to your preceptor(5 min), presented the plan to the patient (5 min) and then lastly charted on the patient (5 min) - it is that entire time that you log, in this example - 30 minutes.

• The time that you log in clinical must reflect the life stage you are currently completing. For example, if you are enrolled in NURS 524, your E-log summary should reflect that the majority of your time is spent with children. However, all patient encounters are logged regardless of the age or gender of the client.

### 3.3 Using eLOGS

In order to access eLOGS you must open a new browser window, and then open the site found at: [http://www.eLOGS.org/](http://www.eLOGS.org/)

#### 3.3.1 eLOGS User Name and Password

The Clinical Placement Coordinator will have provided you with your user name and password when you are advised that your practicum / preceptor have been formally approved. You will use the same user name and password throughout the NP program.

Click on Student Login and enter your user name and password.
3.3.2 Submit a New Encounter
3.3.3 Information That You Must Log

- **Student information**
  - Site/preceptor
  - Course
  - Date
  - Number of minutes for the encounter
  - Instructor’s name

- **Client information**
  - Client – use initials
  - Age, sex, ethnicity, insurance

- **Visit purpose** (e.g., acute office visit, etc.)

- **Visit procedures** (e.g., biopsy)

- **Visit diagnostics** (e.g., x-ray)
  - Visit focus - Physical exam (e.g., dermatology)
  - Interventions (e.g., symptom management)
  - Coding - CPT and ICD codes – may enter 0 (the number zero).
    - You are however encouraged to use this function, as it will provide you with a comprehensive summary of the exposure you have had in clinical.
    - Pharmaceutical codes, and Nursing diagnosis – may leave blank
    - Overall performance

- **Visit focus** - Physical exam (e.g., dermatology)
  - Interventions (e.g., symptom management)
  - Coding - CPT and ICD codes – may enter 0 (the number zero)

3.3.4 eLOGS Reports for the Midterm and Final Clinical Evaluations

It is imperative that your eLOGS clinical hour summary and your preceptor evaluation time are the same. The eLOGS system is used at the end of your program in conjunction with your preceptor evaluations to determine the total amount of time spent in your clinical practicum.

- You must print a copy of your summary report and bring it with you to your midterm and final clinical evaluation.
- Have each of the preceptors you have logged time with sign each page to indicate that they are in agreement with the time logged, as well as the level of autonomy you have listed as a student (last page of the Elog printed report). This must be included with your midterm and final evaluation you send to your instructor.

**For the midterm and final evaluation, you need to run two* reports:**

1. The first one is called the "**encounter report**" (5th choice on student menu). This will provide a detailed summary of your clinical time including the level of student functioning located on the last page of the report.
2. *The second report is the "**alternative encounter report**" (4th choice on student submission menu). You will need to obtain this report ONLY IF you logged hours that are not specific to your individual patient encounter

Both of these reports MUST be reviewed with your preceptor(s) and signed indicating that they agree with your log.
Student Menu

If experiencing slow response times use the Standard version for submitting encounters. Chrome and Firefox browsers are preferred. Internet Explorer and Safari browsers are less preferred. See connectivity instructions here.

Watch video tutorial for Student Menu

1. Submit a New Encounter (Hi-Speed)
2. Submit a New Encounter (Standard)
3. Submit a New Alternative Encounter
4. Alternative Encounter Report
5. Retrieve Encounter Report
6. Modify Existing Log
7. Daily Clinical Report
8. Daily Report - Reconciliation
9. Preceptor Feedback
10. Preceptor Daily Report Submission
11. Retrieve Preceptor Daily Report
12. Submit a DNP Log
13. Retrieve DNP Report
14. Retrieve DNP Details Report
15. Clinicals By Gender Report
16. Pediatric Client Summary
17. Women's Health Summary
18. Final Clinical Report
19. Logout

The Comprehensive Health History & Physical Examination: A Pocket Guide

(Click to zoom on cover)

This pocket guide directs practitioners to master the art of acquiring a complete health history and physical exam across the life span.

Preview 3 pages or Order now
4.0 Preceptors

4.1 General Preceptor Information

Experienced practitioners (preceptors) provide invaluable clinical learning experiences for our students. The preceptor's roles include those of a coach, teacher, facilitator, resource person and evaluator.

In the clinical practicum, you will work with a preceptor to develop the clinical skills required to diagnose and treat common health concerns of individuals throughout the lifespan. It is your responsibility to identify a suitable preceptor for each of your clinical practicums. Some regulatory associations mandate at least two different preceptors; ensure you are in compliance with the regulations applicable to your province / jurisdiction.

Students are encouraged to have no more than two (2) preceptors per each clinical practicum. This is to ensure each preceptor has had adequate time to assess the student and provide a reliable and valid midterm and final student and clinical experience evaluation. Preceptors can be NPs (with at least one year experience) or MDs.

4.2 Identifying a Preceptor and a Facility

**BC / Alberta/ Manitoba students**

If you are wishing to complete a practicum with a NP preceptor who is employed by a Health Region in British Columbia, Albert or Winnipeg in Manitoba, you **must not contact the preceptor directly**. In these provinces, you **MUST submit a HSP Net request** form to the Clinical Placement Coordinator. This process only applies to preceptors who are employees of a Health Authority not to those in independent practice.

4.2.1 Your Preceptor can be

- A family physician.
- A masters-prepared nurse practitioner (NP) with a minimum of 1 year of experience in providing direct clinical care to patients of all ages. Where a masters-prepared NP is not available, a licensed NP with baccalaureate preparation may be considered after obtaining approval from the Clinical Placement Coordinator.
- Maximum of two preceptors per clinical course.

4.2.2 Your Preceptor cannot be

- A potential preceptor may **NOT** be a relative, close friend, or colleague. This would include husband/wife relationships, cousins, family friends, and NPs or physicians that you work closely with as a registered nurse (RN).
- In a location you are currently employed as a RN.

4.2.3 Location of Practicum

- You should choose locations / facilities that provide the full spectrum of primary care.
- There is some allowance for acute care / specialty settings (e.g., pediatricians, midwives, etc.) – The maximum allotted time per course practicum is approximately 40 hours – this must be approved by the Clinical Placement Coordinator.
- If your preceptor works in several locations, you must identify **ALL** locations on the Preceptor Request Form.
4.3 Tips and Considerations for Identifying Potential Preceptors

1. Consider whether you will be able to build a workable, satisfying student-preceptor relationship with the individual. Think about the characteristics you would value in a preceptor. These could include characteristics such as excellent communication skills, highly developed diagnostic skills, patience, a sense of humor, flexibility, the ability to provide feedback in a supportive manner, or other characteristics important to you. What evidence do you have that the individual has these characteristics? Has the individual served as a preceptor in the past, with nurses or other health professionals?

2. Consider the type of practice of the individual. You will be studying clinical services with clients across the lifespan, from pregnant women and their newborn infants to elderly persons. The individual you choose as a preceptor must have a practice that includes persons of all ages. Alternatively, you may identify potential preceptors for specific courses, based on their access to clients of particular life stages (for example, a midwife for NURS 522 and a pediatrician for NURS524). Please note that you are not required to obtain practicum experience in labor and delivery.

3. Consider the setting of the individual's practice. The focus of the clinical practicum is on the provision of primary health care services to clients in community settings, such as community health centers and offices /clinics.

4. Identify health professionals in your community that you know through personal or professional contact and with whom you think you could establish a successful student-preceptor relationship. You may wish to discuss your thoughts with trusted colleagues. Do they agree that these individuals would make suitable preceptors? Do they have any hesitation in confirming your thoughts about the suitability of these individuals?

Please refer to the Preceptor Guide. This is a printable document that you should give to your preceptor and will also find helpful in your discussions with potential preceptors.

Once you have identified a potential preceptor(s), discuss the NP program with them and determine if they are willing to serve as a preceptor for your clinical practicum experiences. Share with them information about the required time commitment of the practicum and the skills and competencies that you will be learning in your practicum throughout the program - this information is included in the next section of this handbook – in the Preceptor Package. Identify if they are willing to serve as your preceptor for the duration of the program or for selected courses of the program.
In addition to identifying a preceptor, you must identify a contact person in the preceptor's facility (clinic, office, center, etc.) who will receive the university's Practicum Agreement. This agreement addresses risk management and liability issues associated with your practicum. In most cases, the facility contact person is someone other than the preceptor (such as a manager or an education coordinator).

4.4 Responsibilities of University Faculty, Preceptor, and the Student

4.4.1 Athabasca University Faculty Expectations / Responsibilities

1. The Faculty will provide the course work and laboratory experiences which are the foundation for clinical practice.

2. Athabasca University will provide liability coverage to the student while working with a preceptor.

4.4.2 Preceptor Expectations / Responsibilities

1. Provide access to patients appropriate to the specific courses in which the student is registered: women, including pregnant/postpartum women (NURS 522); children from infancy to adolescence (NURS 524); adults (NURS 526); and older adults (NURS 528).

2. Provide or arrange access to patients who are:
   - Healthy and seeking health assessment and health maintenance/health promotion interventions
   - Presenting with a common, acute health concern
   - Presenting with a common, chronic health concern

3. Participate in an orientation of the student to the clinical setting, including:
   - Meet with the student to discuss the learning plan and course objectives
   - An orientation to the clinical setting
   - An overview of facility documentation requirements (e.g., EMR)

4. Supervise the student as needed throughout all stages of the patient encounter.

5. Supervise the student as needed as he/she acquires nurse practitioner skills and competencies outlined in the Clinical Skills Record and Clinical Practicum Evaluation forms.

6. Model evidence-based clinical decision-making during discussions with the student to:
   - Arrive at a diagnosis of illness or injury
   - Order appropriate diagnostic tests
   - Order appropriate treatments, including the prescribing of medications
   - Arrange for referral to a specialist as needed
   - Arrange for follow-up

7. Model communication skills with patients and colleagues.

8. Mentor the student in the development of collaborative collegial relationships.

9. Meet periodically with the student to discuss the student’s progress and learning needs.
10. Make recommendations for future development of the student’s knowledge and skills.

11. Inform the Course Leader of any problems / concerns with the student placement.

12. Meet and discuss midterm and final practicum evaluation of performance with the student and complete the required evaluation forms.

4.4.3 Student Expectations / Responsibilities

1. The student will provide the preceptor with his/her own specific learning objectives/needs.

2. The student will perform assigned learning activities in the process of providing care to patients in the preceptorship site.

3. The student will follow policies and procedures established in the preceptorship site, and will keep the Preceptor informed about cases and learning activities.

4. The student will attend clinical at the times arranged with the facility and preceptor. If the student is unable to attend a clinical shift for any reason he/she will notify the facility or preceptor as far ahead of time as possible.

5. Students are expected to adhere to the dress code of the facility and maintain a professional demeanor at all times while in clinical practice.

6. The student will regularly communicate with the preceptor to discuss progress, problems, and learning needs.

7. Throughout the NP Program, the NP student is required to:
   • Maintain: an active registration with the College of Registered Nurses in the province they are completing their clinical practicum
   • Update and be current in Cardiopulmonary Resuscitation (CPR) certification.
   • Ensure immunization status is current.
4.5 Preceptor Request Form

Once you have identified a preceptor and a facility contact person, complete and submit the Preceptor Request Form to the Clinical Placement Coordinator. Prior to submitting the Preceptor Request Form, read the section in the NP Guide: 4.5.1 Instructions for Completing the Preceptor Request Form. Refer to these directions while you are completing the Preceptor Request Form. Failure to follow these directions may result in submission of an inaccurate or incomplete form that will not be processed.

A Preceptor request form MUST be submitted for each of the clinical courses every semester.

Students may request a maximum of two (2) practicum agreements per course. A new request form must be submitted and approved for each preceptor and each clinical location / site that you plan to spend time.

4.5.1 Directions for Completing the Preceptor Request Form

You must provide complete and accurate information on the Preceptor Request Form. If information is missing or inaccurate, your request will not be processed and you will be asked to resubmit a complete and accurate form. This will result in delays in processing your Preceptor Request Form.

Student Information:

Fill in every space in this section, providing the required information.

Facility Information:

The university enters into a legal practicum agreement with each facility in which you complete practicum experiences. This agreement provides liability coverage for you while you are working as a student in the facility.

Provide complete information about each facility in which you will be completing your practicum work. The facility may be your preceptor’s office, a clinic, a community health center, etc. Ensure the name of the facility is accurate and include all mailing information, including the postal code. Ensure that you have accurately identified the health region or health authority within which the facility is located.

If this is first time you have completed a practicum in this facility, select “Yes” to this question. If you have completed a practicum in the facility at another time, select “No” to this question.

You must submit a separate Preceptor Request Form for each facility in which you will complete practicum experiences, even if you are working with the same preceptor in different facilities. For example, if you will be working with a preceptor in both his/her office and a local hospital, then you must submit two complete Preceptor Request Forms, one for the office and one for the hospital.
**Contact Person Information:**

For each facility in which you will complete practicum experiences, identify a representative who will receive the practicum agreement. In most cases, this is not the preceptor. It may be an office manager, an education coordinator, a member of Human Resources, etc. If you are working with one physician in her/his office, then the preceptor may be the contact person for the office.

Provide complete contact information for this person, including a complete mailing address with postal code, as the practicum agreement will be mailed to this person. A FAX number is also important because, if there are delays in processing the request, the agreement may need to be faxed rather than sent by mail.

**Preceptor Information:**

The preceptors that you will be working with will be contacted by telephone by the Clinical Placement Coordinator. The Clinical Placement Coordinator will interview them to ensure that they are suitable for the program and aware of the responsibilities of being a preceptor for a nurse practitioner student. The preceptor will receive a package of information from the Centre for Nursing and Health Studies.

Provide complete information about each preceptor you will be working with. **You must submit a separate Preceptor Request Form for each preceptor.**

If this is first time you have completed a practicum with this preceptor, select “Yes” to this question. If you have completed a practicum with this preceptor at another time, select “No” to this question.

**Course Information:**

Place a check mark in the box beside each course that the preceptor will be involved with. When you print out the request confirmation, you will see the word “yes” beside each course you have checked.

Indicate the dates when you will be working with the preceptor in the facility included on the form. The practicum agreement is a legal document and must include a beginning and end date.

The dates you enter should match the courses you have selected:

- If you have checked that you will be in a facility with a preceptor for all courses, then the dates should span the length of your program, from the beginning of the first course in September, Year 1 to the end of the last course in May, Year 2 or 3 (depending on your program plan).
- If you plan to work with a preceptor in a facility for only one course, then include the dates of the session in which you will be completing the course.
• If you plan to work with a preceptor in a facility for some courses but not others, then include the earliest and latest dates you will work with that preceptor.

Additional Contacts:

Provide information about other persons who may need to be contacted about the practicum. You can also use this space to include any explanations you think will be helpful to the Clinical Placement Coordinator. This space must not be used to identify preceptors or facility contact persons since you must submit a separate form for each preceptor and each facility.

4.5.2 Notification of Finalized Clinical Practicum Agreement:

The University will notify you once your practicum agreement is finalized with the facilities in which you will complete your practicum experiences. Due to the high volume of preceptor requests, please do not contact the Clinical Placement Coordinator to request information about the status of your practicum agreement – you will be contacted once the agreement is finalized.

If you have questions about the practicum requirements of particular courses, contact your course instructor or the NP Clinical Manager.

4.5.3 Access to the Preceptor Request Form

To access the electronic preceptor request form, click here: http://cnhs.athabascau.ca/anp/forms/precept.php

After submitting the form, you will receive a receipt of the Preceptor Request Form. Please print this for your own records. You will be contacted about the Preceptor Request Form ONLY if it is inaccurate or incomplete.

4.6 The Release & Indemnity Agreement

In addition to identifying a preceptor, students living in some provinces/territories are required to submit a completed Release & Indemnity Agreement. Students living in British Columbia, Alberta, Ontario, New Brunswick, Nunavut and the Northwest Territories do NOT need to submit this form. Students living outside of these regions MUST complete and submit this form.

Health care facilities normally require that students be provided with Workers Compensation coverage during practicum activities. Athabasca University has been able to arrange provisions for Workers Compensation only in British Columbia, Alberta, Ontario, New Brunswick, Nunavut and the Northwest Territories. Provisions for Workers Compensation have not been made with provinces/territories other than those identified in the preceding sentence. In order to allow students to complete practicum activities without Workers Compensation, the university has made provisions for alternative accident insurance through Industrial-Alliance Pacific Life Insurance Company.

In order to be eligible to receive this insurance, students must:

Complete and sign the Release & Indemnity Agreement. This form is included in the Forms section of the NP Guide.

• Whereby they acknowledge that they are not receiving Workers Compensation coverage during their practicum activities, accept the alternative accident insurance arrangements, and agree to waive their right to take legal action against the university or health facility should they be subject to an injury or other incident during
practicum activities. Students are encouraged to seek legal advice at their own expense to ensure they understand the effect of this Agreement and its terms.

- Fax the completed *Release and Indemnity Agreement* to the university at 780-675-6813 c/o Contract Administrator, Contract Services, Office of the Vice-President Finance and Administration.

There may be health facilities that will not agree to sign the Health Facility Declaration; in that case, you must locate an alternate facility that will sign the Declaration. Alternatively, you may be unable or unwilling to sign the Release & Indemnity Agreement. In the event that either you or the facility cannot sign the required documents, then you cannot complete practicum activities and you cannot remain in the NP program. You can elect to change your program to the Master of Nursing: Generalist program or the Master of Health Studies program.

### 4.7 Deadlines for Preceptor Request Form Submission

The process of contacting the facility and arranging for the practicum agreement takes a minimum of 4 weeks and can take as long as 6 months. You must submit the *Preceptor Request Form* for the session in which you are registering no later than 6 months prior to the start date of the course.

*Preceptor Request Forms (PRFs) MUST be submitted 6 months prior to the course start date*

**Specific deadlines are**
- **March 1** – deadline to submit a PRF for the Fall semester (September to December)
- **July 1** – deadline to submit a PRF for the Winter semester (January to April)
- **November 1** – deadline to submit a PRF for the Spring semester (May to August)

If a *Preceptor Request Form* is not submitted by PRF submission deadline, the student will be automatically removed from the course. The student will receive a refund of the course fee less $350. Course registration dates are stated in the [Academic Schedule - Graduate Calendar](#). You are further required to have a signed agreement in place by the early withdrawal date of each session (one month after the first day of classes). If, due to delays in completing the arrangements, an agreement is not in place by the early withdrawal date, you will not be able to fulfill the practicum
requirements of the course and you will be required to withdraw from the course. In this case, you will receive a refund of your course tuition fee less $350.

4.8 Arranging the Practicum Agreement

Once in receipt of the Preceptor Request Form and the Release & Indemnity Agreement (if required), the Clinical Placement Coordinator will begin to negotiate your practicum placement with the health facility.

The process of negotiating your practicum placement with your preceptor will be initiated by the Clinical Placement Coordinator. The Clinical Placement Coordinator will contact the preceptor by telephone and interview him/her about his/her educational qualifications, professional credentials, access to appropriate clients, prior relationship with you, and previous experience as a preceptor. At the same time, the preceptor will be provided with additional information about the program and the requirements of practicum experiences.

The Clinical Placement Coordinator will also telephone the facility contact person to describe the practicum placement and explain the Practicum Agreement that he/she will receive from the AU Finance Department.

The agreement must be signed by the facility contact person and returned to the university. Once the signed agreement is returned to the university, the Clinical Placement Coordinator will notify you that the agreement is in place and you then may commence your practicum. You MUST have received notification of the completed agreement from Athabasca University before you begin your practicum experiences.

Commencing practicum activities prior to being notified of the signed return of the practicum agreement constitutes academic misconduct: misrepresenting a material fact. A student who commences practicum activities prior to being notified by the Clinical Placement Coordinator that the practicum has been contracted will be subject to the penalties associated with academic misconduct including receiving a failing grade in the course to expulsion from the university.

Attending clinical practice in a non-approved facility or with a non-approved clinical preceptor will also result in a charge of academic misconduct and will be subject to penalty.

4.9 Preceptor Orientation Package

It is your responsibility to identify a preceptor for the clinical practicum experiences of the NP program. Information about identifying an appropriate preceptor is located in section 4.2 of the NP Guide.

The documents (available separately in the Preceptor Guide) will be helpful to you in your discussions with possible preceptors. The documents provide general information about the NP program and the clinical practicum component of the program, expectations of preceptors, client presentations that you will be studying in the program, clinical competencies and clinical skills you will be learning in the program, and strategies that your preceptor may find helpful while supervising you in your practicum.

Print the documents and discuss them with possible preceptors. If your preceptors have questions about the program that you are unable to answer, either you or the preceptor should contact the Clinical Placement Coordinator for additional information.
5.0 Assessment Structure - Examination / Assignment Regulations

5.1 Assessment Structure

In order to pass the NP courses, students must achieve a minimum mark of 65% on conference participation, a minimum **combined average** of 70% on the midterm and final exams, and a minimum **combined average** mark of 65% on the written assignments.

If the minimum mark is not achieved on any element of the assessment structure (conference participation, written assignments, and examinations), then a failing grade will be assigned for the course. When students re-register for the course, students will be required to complete all course requirements. Assignments completed previously cannot be carried forward or re-submitted when re-registering in a course. Practicum hours must be repeated in full when reregistering in a clinical course.

To be awarded the degree, a student must successfully complete the program requirements. Students must achieve an overall average of B- (70%) to graduate.

5.2 Grade Scale

The following scale is used in evaluating conference participation and written assignments:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Percentage</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100%</td>
<td>The student evidences a critical orientation to the material, incorporating an extensive knowledge base, reflection, discovery of tacit meanings, highly original thinking, and critical analysis and synthesis; consistent ability to integrate theory and practical experiences to the discussion.</td>
</tr>
<tr>
<td>A</td>
<td>90-94%</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>85-89%</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>80-84%</td>
<td>The student evidences an interpretive orientation to the material, incorporating a sound knowledge base, identification of underlying principles or themes, examples of situations or experiences, original thinking, and some critical capacity and analytic ability; some ability to integrate theory and practical experience.</td>
</tr>
<tr>
<td>B</td>
<td>75-79%</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>70-74%</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>66-69% 63-65%</td>
<td>The student evidences a descriptive orientation to the material, incorporating a satisfactory knowledge base, some ability to analyze and evaluate critically, and some original thinking.</td>
</tr>
<tr>
<td>C</td>
<td>60-62%</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>0-59%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>The student evidences an unsatisfactory knowledge base, concrete problem-solving with limited critical evaluation, and negligible original thinking.</td>
</tr>
</tbody>
</table>
At the beginning of a course, your course instructor should identify the particular assessment structure that will be used for your course. Although the above rubric is commonly used by most instructors, each instructor may somewhat vary.

5.3 Course Participation

Each unit of the course includes a conference during which the class discusses the unit content with one another and the course instructor. These unit conferences are evaluated and your participation in the conferences is worth 20% of your course grade.

Please refer to course expectations for postings- go to Assessment> Assessment Overview for details.

5.3.1 Guidelines for Postings

Specific participation guidelines will be posted by the Course Instructor at the start of each course. To meet the minimum requirement for most courses students are required to submit either one original scholarly post OR one scholarly response per week (both must be referenced). Original means you must start a discussion. Posts should be 300 words or less.

The minimum required postings per week must be submitted to receive a passing grade on this component. As per course outline you must receive 65% on each component of the course. Letter grades will be assigned for postings based on the depth and quality of your posting. See marking rubric below. Submitting the minimum number of posts will guarantee a C.

Postings must meet the criteria for scholarly posts and should not be left to the last day of the Unit- leaving no time for response. Postings should demonstrate your understanding of the course material and should integrate your own critical thinking and analysis of the topic.
At the graduate level you are expected to synthesize material from a variety of sources and reframe your thoughts using your own words. The same criteria for plagiarism apply to postings as they do for other scholarly works. Representing other’s ideas as your own or cutting and pasting from other sources will result in a mark of zero for that posting.

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria</td>
<td>• Critical orientation to material</td>
<td>• Interpretive orientation to material</td>
<td>• Descriptive orientation to material</td>
<td>• Comments are supportive/ anecdotal</td>
</tr>
<tr>
<td></td>
<td>• incorporating extensive knowledge base</td>
<td>• sound knowledge base</td>
<td>• satisfactory knowledge base</td>
<td>• Promote conference discussion/debate questions</td>
</tr>
<tr>
<td></td>
<td>• highly original thinking critical</td>
<td>• Identification of underlying</td>
<td>• some ability to analyze and evaluate critically</td>
<td>• Provide additional websites/ references</td>
</tr>
<tr>
<td></td>
<td>• analysis and synthesis</td>
<td>• principles or themes original thinking,</td>
<td>• some original thinking</td>
<td>Minimum postings</td>
</tr>
<tr>
<td></td>
<td>• integrate theory/ current best evidence into practice</td>
<td>• some critical capacity, analytic ability some integration of theory / evidence into practice</td>
<td>• some original thinking</td>
<td>• required per Week not met</td>
</tr>
</tbody>
</table>

### 5.4 Written Assignments

Most courses in the NP program require completion of at least two written assignments. To successfully pass any course requiring written assignments students must have a minimum **combined average** mark of 65% on the written assignments. Your success in the program will in part depend on how well you can present your point of view. You are expected to be able to write in a clear, succinct, and scholarly manner. The standard format for all written materials in this program will be the American Psychological Association (APA) format. You are expected to follow this format in all written communications. Guidance for academic writing and APA formatting can be found in *Professional Writing in Health Disciplines* by Sandra Collins from the Faculty of Health Disciplines.

#### 5.4.1 Using an editor

One of the goals of a Master of Nursing program is to assist students in developing their writing skills and mastering the art of communicating effectively, clearly, and professionally to a range of audiences. Athabasca University does permit the
use of a copy editor to assist students in preparing written assignments. To understand the appropriate use of an editor, it is important to distinguish between two types of editing:

- Copy editing (e.g., corrections of spelling, grammar, and formatting).
- Substantive editing (e.g., addition of content, reworking ideas, changing overall conceptualization, refining or altering the nature of your arguments, etc.).

You are free to use an editor for copy editing, once you have completed your paper. However, we do expect you to master all of the details of professional writing. Your learning will be enhanced if the editor points out errors and you take responsibility for making the corrections yourself.

You are not permitted to use an editor for substantive editing, because the final paper is no longer be evidence of your work, your writing skills, or your critical thought. This restriction does not mean that you are not permitted to talk about your ideas, to engage in peer review, or to have a family member read your paper and point out areas you might want to rework or rethink. In fact, we have built peer review processes into some of your courses. However, it is your responsibility to take the feedback and rework your paper. This is very different from a professional editor moving elements around in your paper, adding ideas, making the arguments more concise or clear, etc. The bottom line is that when you accept a substantive change to your work, made by an editor, you are, in fact, cheating on your paper.

If you plan to use an editor to assist in the final corrections of your paper it is best to discuss this with your instructor first. Your instructor may ask you to submit a copy of your original draft along with a final copy of your paper.

### 5.5 Exams - General Information

All of the core courses in the Nurse Practitioner (NP) program (with the exception of NURS 614: Foundations of Advanced Practice Nursing) include multiple choice examinations; most of the courses have both a midterm and a final exam. These regulations and information apply to the following NP courses:

- NURS 516 and 517: Pharmacotherapeutics and Pathophysiology
- NURS 518: Advanced Health Assessment for Nurse Practitioners
- NURS 519: Advanced Pathophysiology for Clinical Decision Making
- NURS 521: Pharmacotherapeutics for Nurse Prescribers
- NURS 522: Nurse Practitioner: Women and Men's Health
- NURS 524: Nurse Practitioner: Children’s Health
- NURS 526: Nurse Practitioner: Adult Health
- NURS 528: Nurse Practitioner: Older Adult Health

For information related to the NURS 530 comprehensive examination – see the information located in section 5.9 NURS 530 Comprehensive Exam

### 5.4.1 Exam Content

- All examinations are to be closed-book exams.
- With the exception of NURS518 all examinations are comprised of multiple choice questions.
- Specific information about the mid-term and final examinations will be provided by your instructor in the course forums / discussions.
5.4.2 Timing of Exams

- The exam must be written during the specified one week time period – the scheduled time period is identified in the Assessment section of the course.
- Students who do not write the exam during the specified time period will not be allowed to write the exam at a later date and will be awarded a mark of zero on the exam.
- The exam is open a minimum of a seven day period - usually beginning Wednesday at midnight of the specified exam week. The exact time frame the exam is open is specified in the Assessment section of the course.
- Students may write at any time during the week but are encouraged to consider writing during the hours that the help desk is open in case they encounter any technical difficulties.

5.4.3 Results / Grades

- Examination marks are released within a few days of the closing date of the exam. Only the examination mark is released – the actual examinations with the correct answers identified are NOT released.
- A combined average of 70% on the mid-term and final exam is required to receive a passing grade for the course.
- There is no option for writing a supplementary exam (that is, there are no rewrites of exams allowed).

5.4.4 Exam Re-writes

- There are no supplementary / re-write exams allowed

5.4.5 Exam Review

☐ After the closing date of the examination, all questions are reviewed by the course instructors. Questions where students (as a group) did poorly are reviewed for the following:
  - To ensure that there were no problems with the content of the question / answers - for example the correct answer was keyed wrong.
  - To check the validity of the questions / answers – the question is reviewed to ensure that there are no potentially conflicting results – for example, more than one response could be correct.

Outcome of Exam Reviews

After reviewing those questions where students (as a group) did poorly, one of the following will happen:
1. No change to the questions / results. The question was a difficult one; the answer can be located in the course textbook and were coded correctly.

2. An additional correct response for the question will be included.

3. The question is removed from the exam – the question may have been either ambiguous (poorly worded), there were multiple potentially correct answers, or contain outdated material in which there was no clearly correct response.

5.4.6 Exam Security

• All examinations are written within the Moodle learning management system

• While writing the exam, you are **FORBIDDEN** to copy any part of the exam in any manner or format. For example, using the copy function to copy and then paste the exam into a new document is **STRICTLY PROHIBITED** as is writing out the questions. This is considered an Academic Offense and you will be subject to disciplinary actions.

5.4.7 Exam Appeals

• For reasons of exam security, only the grade received on the exam is released and not the specific questions and answers.

• If you have concerns about your mark, discuss this with your course instructor within one week from the day the exam mark was released. Discuss your concerns explaining why you disagree with a question and/or potential answers. You must provide evidenced based rationale from a recommended reading or reference within the course to support your concern.

• If a change is made to the exam as a result of your discussion, all students within the course will receive the additional mark(s).

• If more than one student has concerns with the exam, the course instructor may offer to review the exam with all students, not the exact / specific questions but more in general terms with students via Adobe Connect.

5.5 NURS 530 Comprehensive Exam

5.5.1 Content

• The examination is a **closed-book, invigilated examination**. You will have a maximum of 3 hours to complete it. The examination is a total of 150 marks and consists of multiple-choice (150 questions) that will test your knowledge of clinical, community health development, and professional practice content of all courses in the nurse practitioner program.

• The exam is done online; therefore, it is essential that the invigilation center where you plan to write can accommodate an online examination.

• In the event that you would like to “challenge” an exam question, you will need to print the question. Therefore, the invigilation centre that you choose must have a printer available to you. You will submit the printed “challenge” questions in your exam package that is mailed to the CNHS office.
You must “flag” any exam questions that you would like to review – as you are only able to “go back” and review the questions that you have flagged. If you are not sure about an answer to a question or you would like to skip the question until later in the exam, YOU MUST FLAG the question(s) in order to return to the question later.

5.5.2 Timing of the Exam

- The examination is completed during Week 8 of NURS 530 on either the Wednesday or Thursday of the week. The exact dates of the examination will be posted in the first week of NURS 530, in the Unit 2 conference.
- You may choose to write the exam on either of these dates – determine what will work best with both your schedule and the availability at the invigilator center that you choose (see below).
- All members of the class must complete the examination on the dates specified.

5.5.3 Grades

- The examination is part of the assessment structure of the course and is worth 25% of your final course grade.
- You must receive a mark of 70% or greater on the comprehensive examination, in order to pass NURS 530 and receive a final passing grade.
- If you receive less than 70% on the examination, you will be allowed one rewrite of the examination providing that all other elements of the course (conference participation, written assignments, and practicum requirements) have been satisfactorily achieved.

5.5.4 Supplementary Exam (re-write)

- You must complete the rewrite of the examination during Week 14 of the course. You may choose the specific date (within week 14 of the course) – please discuss this with your course instructor.
- The invigilator and site may be the same as with the first exam. Please follow the same process for arranging the invigilator.
- The structure of the supplemental examination is the same as the first exam and consists of 150 multiple-choice questions.
- If you do not successfully pass the rewrite, then you will not successfully complete the course and you will be required to register for the next session of NURS 530 (if eligible). Note that the mark received on the first writing of the comprehensive exam is the mark that will be used to calculate your composite course grade.

5.5.5 Invigilation Requirements

On the arranged date and time, you will complete your examination in the presence of an approved invigilator.
**Who Can Invigilate the Examination**

- The examination must be invigilated by a suitable individual. An invigilator is an individual authorized by Athabasca University to oversee the writing of an examination by an Athabasca University student. Your invigilator must meet specific guidelines outlined in the website below, and be willing to invigilate your examination. Athabasca University reserves the right to reject proposed invigilators.

- Complete instructions and regulations regarding invigilators are provided in the [Athabasca University Calendar](https://www2.universityofalberta.ca/au_business_services/athabasca_calendar/).

**Where Can the Examination Be Invigilated**

- Students can write their examinations at Athabasca University buildings in Athabasca, Edmonton or Calgary, Alberta. In addition, a Canada-wide Examination Invigilation Network has been established that comprises many post-secondary institutions that are AU-approved invigilation centers.

- Complete instructions and regulations regarding examinations, and when and where to write, are provided in the [Athabasca University Calendar](https://www2.universityofalberta.ca/au_business_services/athabasca_calendar/).

**Invigilation Expenses**

☐ Students are responsible for covering all costs related to examination invigilation. Some invigilators request a fee to invigilate student examinations. You may also be required to pay the institution that is invigilating your examination. You are responsible for the expenses incurred for this service. Athabasca University does not charge a fee to invigilate examinations at any of its three offices located in Athabasca, Edmonton or Calgary, Alberta.

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**6.0 NURS 530 Clinical Practicum Audit**

**6.1 General Information**

By the completion of *NURS 530*, you must have attained competence in all required Clinical Skills, received satisfactory evaluations of all clinical practicum placements and accumulated the required practicum hours. The documentation of your completion of all practicum requirements will be audited and must be found to be satisfactory in order for you to receive a passing grade for *NURS 530*.

**6.2 Items to be submitted (electronically) to the CNHS**

At the identified time, deposit the following documents to the Audit Documents Dropbox in NURS530. Refer to the *Forms* section of the *NP Guide* to locate the required document – *NP Program Summary*.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Recipient</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>NP Program - Program Summary Form</em></td>
<td>Audit Documents Dropbox</td>
<td>ASAP on completion of NURS 530 practicum –</td>
</tr>
<tr>
<td>eLOGS summaries— Page 1 (and possibly page 2) of the <em>Encounter Report</em> (showing the total hours, sex and age categories) for <em>NURS 522</em> through <em>NURS 530</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Course specific Clinical Skills Lists for NURS 522 through NURS 528

Narcotics Module – certificate of completion
deadline is Week 13

Please be advised that your COMPLETE clinical package (including all of the above documents) must be received, in satisfactory order, before your final grade for NURS 530 is released. Documents must be submitted electronically to the Drop Box.

6.3 Process for submitting Clinical Audit Files electronically to the CNHS

You must submit PDF documents only. Follow these steps to create the PDF document.

1. Convert the NP Program - Program Summary Form into a PDF document or scan the printed document and save a copy of the form to your computer.
   • Open the NP Program - Program Summary Form in Microsoft Word. Select the File tab then “Save as” and then specify the file type as “PDF”. Or you may scan and save a printed copy of the form to your computer.

2. eLOGS Encounter Reports – course specific
   • Create eLogs Encounter Reports for all clinical courses. Save these as PDF documents to your computer. You can alternatively use the original reports that you had signed by your preceptor for the final evaluation of each of your courses.
   • Print the first page of the Encounter Report for each clinical course – showing the course specific total hours, sex and age group of patients. We only want this page not all of the pages that are included in the Encounter Report.

3. Skills Lists
   • Scan and then save to your computer the original completed and signed course specific skills lists for all courses.

4. Scan and save to your computer the PDF Narcotic Certificate that you will print once you have completed the Narcotics module.
5. Combine all required documents (NP Program - Program Summary Form, the course specific eLOGS Encounter Reports, the course specific skills lists, the Narcotics Module certificate of completion) into one PDF document.

There are 3 options for how you can do this:

1. Print all required documents, and then scan them to your computer as ONE file.

2. If you are using *Abode Pro*, open the program and click “Create”. Select the files you want to combine.

3. Most of you will likely be using *Adobe Reader*. To combine documents, we suggest you access a free website that combines the documents. Click on the following link –


   Choose the files you would like to combine, and then click “Merge”. This creates a single PDF documents combining all documents you have selected.

**Naming the File**

Please name this file:

Last name_first name_Semester_year_program_summary

**Example:**

Smith_Suzy_Winter_2014_program_summary

6. Deposit the document in the Audit Documents Dropbox by week 13 of the course - or earlier. If you are planning to write the Canadian Nurse Practitioner Exam (CNPE) within a month or two of program completion – this electronic file must in the Drop Box ASAP once you have completed all requirements.

7.0 Prescription and Management of Controlled Drugs and Substances (Pre-2016 cohort)

7.1 General Information

In November 2013, the *Federal Controlled Drugs and Substances Act and Regulations* changed and now provide nurse practitioners with the legal authority to prescribe controlled drugs and substances. As part of the enactment of the *New Classes of Practitioners Regulations*, NPs in Alberta and other provinces are authorized to prescribe controlled drugs and substances (CDS) upon completion of additional education and other requirements as determined by their provincial regulatory body.

The educational requirement varies somewhat by jurisdiction; **WE STRONGLY SUGGEST YOU CHECK WITH YOUR INDIVIDUAL PROVINCIAL LICENSING BODY** in terms of what additional steps you may need to take in order to be eligible for full licensure.
7.2 The Module

7.2.1 Module Content

This module, recognized by CARNA and select other Canadian licensing bodies, will provide education for Nurse Practitioners and Nurse Practitioner students who wish to prescribe narcotics or controlled substances in their practice. This is a self-paced course which can have access to until the end of your program. The entire course is estimated to take between 20 and 30 hours of study. Once completed, you MUST print the completion certificate. You will be required to submit confirmation of completion during NURS 530 as part of the Clinical Practicum Audit.

The module addresses the following topics:

- Provincial and federal regulations regarding narcotics and controlled substances;
- Standardized approaches to the assessment of clients for whom narcotics may be prescribed;
- Evidence-based, systemic approaches and tools for the prescription of narcotics and controlled substances;
- Comprehensive, effective therapeutic treatment and management options for nurse prescribers, including non-pharmacological alternative modalities;
- Multidisciplinary approaches to care related to clients on narcotics and controlled substances; □ Addiction, drug tolerance, drug-seeking behavior and drug tapering.

A series of case studies provides an opportunity for application of this knowledge to practice situations. The module consists of 7 self-paced units followed by a multiple choice exam.

7.2.2 Accessing the Module

Students admitted to the NP program prior to January of 2016 can complete the module at any time after completing NURS526. You can find the module Prescription and Management of Controlled Drugs and Substances within the NP Guide area in Moodle.

□ This is a self-enrolled course - the enrolment code is narcoticsmein
7.3 Completing the Module

- You will be required to submit the module completion certificate as part of the *Clinical Practicum Audit* in Nurs 530.

8.0 Forms

8.1 General Information

As described in [2.0 Clinical Practicum section of the NP Guide](#), the following forms are used in the clinical practicum experiences of *NURS 522* through *NURS 530*. Refer to section 2.0 Clinical Practicum of the NP Guide for additional information about these forms. All forms are available in the Forms section of Moodle – separate from the NP Guide.

All original signed evaluation forms, skills lists and eLOGS summaries must be maintained and you may be required to submit these at any time to the CNHS

8.2 Forms for Clinical Practicum Evaluations

8.2.1 List of Print Forms

- Verbal Presentation to Preceptor
- Clinical Practicum Evaluation – use this form for midterm and final evaluations in all courses
- Clinical Skills Record

8.2.2 On-line Forms

- **Mid-Term Self-Evaluation** – In addition to a mid-term evaluation from your preceptor, you will complete a mid-term self-evaluation using an online form located in each course. This form can be accessed in the *Assessment* section of the course.

- **Preceptor Evaluation** – You will complete an evaluation of your preceptors using an online form located in each course. This form can be accessed in the *Assessment* section of the course.

8.3 Forms for Preceptor Requests

- Release and Indemnity Agreement (print)
- Preceptor Request Form (electronic)

8.4 NP Program Completion Audit Form
• NP Program Summary Form

9.0 Contacts

9.1 General Information / CNHS Mailing Address

Centre for Nursing and Health Studies
Athabasca University
1 University Drive
Athabasca, AB T9S 3A3 Canada
Telephone: 1-800-788-9041 ext. 6381 (Toll Free)
Fax: 1-780-675-6468
Email: cnhscontact@athabascau.ca

9.2 Contact Information for NP Faculty and Staff

The following are the CNHS faculty and staff that you will likely be in contact with over the course of your program

9.2.1 Academic Student Advisor – Graduate Programs

Donna Hart
Email: cnhsgradadvise@athabascau.ca
Telephone: 1-800-788-9041 ext. 6300

❖ Contact the Academic Student Advisor to discuss your program planning, course selection, PLAR and transfer credit discussions, as well as graduation planning.

9.2.2 Administrative Assistant - Graduate Programs

Wendy Brownlie
Email: cnhsgrad@athabascau.ca
Telephone: 1-800-788-9041 ext. 6735

❖ Contact the Administrative Assistant for questions related to course registrations, course and program withdrawals, extensions and letters of verifications, convocation inquiries and appeal processes.
### 9.2.3 Clinical Placement Coordinator

<table>
<thead>
<tr>
<th>Student / Preceptors based in:</th>
<th>Clinical Placement Coordinator</th>
<th>When to contact</th>
</tr>
</thead>
</table>
| Manitoba and West MB, SK, AB, BC, and north | Until April 1, 2017 Sherry Janzen  
Email: sjanzen@athabascau.ca  
Telephone: 1-800-694-8843  
As of April 1 2017:  
Janice Nussey Email: Janice.Nussey@athabascau.ca  
Telephone: 1-844-805-8503 | • First point of contact for all preceptor and practicum related questions.  
• Elog passwords. |
| Ontario and East ON, QC, NS, NB, NL, PE | Melanie Kanellos  
mkanellos@athabascau.ca  
Telephone: 1-855-478-4482 | |

### 9.2.4 NP Program Director

Debbie Fraser  
Email: dfraser@athabascau.ca  
Telephone: 1-866-752-3889

- Contact the NP Program Director for general program management, curriculum information, and course appeals.

### 9.3 Other CNHS Contacts

#### 9.3.1 Dean - Faculty of Health Disciplines

Dr. Margaret Edwards  
Email: margaret.edwards@athabascau.ca  
Telephone: 1-888-500-3055