

Department of Practical Nurse and Health Care Aide

COURSE OUTLINE –Spring 2025

NP2350: Transition to Professional Practice – 1 (4-0-0) Online over 4 weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Amanda Hickson	PHONE:	(780) 539-2070
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OFFICE HOURS:	By appointment		

CALENDAR DESCRIPTION: Introduction to career planning and preparation for graduate practice. The focus is on resume writing, job interview preparation, registration requirements, and developing a study plan for the licensure examination

PREREQUISITE(S): None

COREQUISITE(S): NP2300

REQUIRED MATERIALS:

Canadian Council for Practical Nurse Regulators [CCPNR] (2013). *Code of ethics for Licensed Practical Nurses in Canada*. Retrieved from <https://www.clpna.com/lpn-knowledge-hub/code-of-ethics-for-licensed-practical-nurses-in-canada/>

Canadian Council for Practical Nurse Regulators [CCPNR] (2019). *Entry-level competencies for licensed practical nurses*. Author. Retrieved from <https://www.clpna.com/lpn-knowledge-hub/ccpnr-entry-level-competencies-for-lpns/>

College of Licensed Practical Nurses of Alberta [CLPNA] (2020).

Standards of Practice for Licensed Practical Nurses in Canada. Author. Retrieved from <https://www.clpna.com/lpn-knowledge-hub/standards-of-practice-for-licensed-practical-nurses-in-canada/>

DELIVERY MODE(S): Asynchronous online course

LEARNING OUTCOMES:

Upon successful completion of NP2350, learners will be able to:

1. Evaluate their proficiency of the Entry-Level Competencies for Licensed Practical Nurses (2019).
2. Recognize the Standards of Practice for Licensed Practical Nurses in Canada (2013) in their practice.
3. Identify learning needs in their own practice.
4. Create a learning plan to address identified learning needs.
5. Implement strategies for a successful transition to professional practice.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.alberta.ca>.

** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Assignment	Weight	Date	Related course outcomes
Discussion Forum	20%	Week 1,2,3,4	1,2,3,4,5
Cover letter and resume	20%	Date	1,5
Interview prep	20%	Date	5

Study quizzes (10% each, 4 quizzes)	40%	Weekly	1,2,5
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1. Discussion forum

This discussion forum provides students with an opportunity to reflect on their current strengths, learning needs, and professional growth as they transition into the graduate nurse role. Students will identify a specific learning goal, outline a strategy to achieve it, and connect it to relevant CLPNA competencies. They will also engage with peers by providing feedback and suggestions, promoting a collaborative and supportive learning environment. This assignment encourages critical thinking, self-directed learning, and alignment with professional standards. Rubric available on D2L.

2. Cover Letter & Resume

Students will create a cover letter and resume that they can provide to potential employers as they enter the workforce. They should highlight your qualifications, experience and what makes you a strong candidate for the role.

3. Interview Prep

Interview preparation involves practicing responses to potential interview questions, understanding the role or the organization, your scope of practice and role as a Practical Nurse. This assignment aims to help you prepare and gain confidence for the interview process.

4. Study Quizzes

Study quizzes serve as a valuable educational resource for reinforcing foundational knowledge and ensuring a thorough understanding of key concepts essential to the Practical Nurse role. These assessments are designed not only to support your preparation for the Canadian Practical Nurse Registration Examination (CPNRE) but also to help maintain and apply the knowledge acquired throughout your academic coursework as you transition into professional practice

GRADING CRITERIA:

Please note that most institutions will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic
Week 1	Assessing Your Learning Needs
Week 2	Developing a Learning Plan
Week 3	Cover Letter and Resume
Week 4	Interview Prep, Preceptorship Prep

STUDENT RESPONSIBILITIES:

As a student at NWP, you have rights and responsibilities. It is your responsibility to be familiar with the information contained in this Course Outline and the PN student handbook and to clarify any areas of concern with the instructor. It is also your responsibility to be familiar with NWP Policies. Please take the time to familiarize yourself with the policies that might impact you while you are here:

- NWP Department of Practical Nurse & Health Care Aide, https://docs.google.com/document/d/1rC9OZjozQmSUDuEdrgUaiC0g5_8GtJYx6y7PAtkHyA/edit?usp=sharing
- NWP Policies: <https://www.nwpolytech.ca/about/administration/policies/>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

**Note: all Academic and Administrative policies are available on the same page.

Additional Information:

LATE ASSIGNMENTS

To obtain credit in the course ALL assignments, examinations, and knowledge checks must be completed. Students are expected to make every effort to complete assignments on time. Assignment submissions are expected on the date determined by faculty. If extensions are necessary, they may be requested up to 48 hours prior to the assignment due date and should be submitted in writing to the faculty member involved. Not all extensions will be granted. In exceptional situations, extension requests within the 48-hour period may be considered. Late assignments will have 5% of total marks (or one letter grade) for the assignment deducted for each day/partial day (including weekend days) beyond the due time.

For example, a paper marked at B+ would receive an adjusted grade of B if handed in one day late. After 5 days, a grade of 0 will be awarded to the assignment. If the late penalty places the grade below the necessary pass grade, students will be unsuccessful in the course. When submitting assignments electronically, it is the student's responsibility to ensure the assignment has been received. Papers/assignments may not be rewritten for a higher grade. Concerns regarding grading are to be discussed with the faculty member involved

Turnitin Software

As part of NWP's commitment to academic integrity, all written assignments submitted by students will be reviewed using Turnitin software, an online plagiarism detection tool, to verify originality and ensure academic integrity. Turnitin compares student work to a vast database of academic sources, publications, and previously submitted assignments to identify potential instances of plagiarism or improper citation(s). By enrolling in this course, students acknowledge and consent to the use of Turnitin for assignment submissions.