

Department of Practical Nurse and Health Care Aide

COURSE OUTLINE – Winter2025

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:	Kristie Bartlett	PHONE:	780-835-6632
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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.

Note: Available only to Practical Nursing Students

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.transferalberta.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 Learning Outcome
Study Quizzes	25%	Weekly	1,2,5
Learning Needs Assessment and Plan	25%	End of Week 2	1,2,3,4
Cover Letter & Resume	25%	End of Week 3	1,5

Interview Prep	25%	End of Week 4	5
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1.) Study Quizzes

Study quizzes are a valuable tool for reinforcing knowledge and ensuring you understand the key concepts related to your role as a Practical Nurse. The idea of these quizzes is to help you prep for your CPNRE as well as stay on top of the knowledge you obtained during courses as you prepare to enter the workforce.

2.) Learning Needs Assessment and Plan

This component involves identifying areas where further education or practice is needed in your professional role. By assessing your current practice, you can identify specific learning needs and create a plan to address them. This proactive approach ensures continuous improvement and professional development. Students are required to identify at least two learning needs specific to their practice based on the CLPNA Standards of Practice. They will then develop a plan using SMART learning goals and objectives to outline how they will meet these needs. Additionally, students will create an evaluation plan to assess the effectiveness of these strategies. The goal of this assignment is to prepare you for completing your required annual continuing competencies when you enter the workforce.

3.) Cover Letter and 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.

4.) Interview Preparation

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.

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, [PN Student Handbook](#)
- 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 at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

Additional Information:

LATE ASSIGNMENT POLICY:

To obtain credit in the course ALL assignments, examinations, and quizzes 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.