



**DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES**

**COURSE OUTLINE – WINTER 2012**

**UC 1213 A3 WORK EXPERIENCE – 5.0 (0-4-24) 136 HOURS, A3**

**INSTRUCTOR:** Louise Rawluk                      **PHONE:** 780-539-2037

**OFFICE:** H230    **E-MAIL:** lorawluk@gprc.ab.ca

**OFFICE HOURS:** Office hours vary. Consult with course instructor for details.

**PREREQUISITE(S)/COREQUISITE:**

OA1030, OA1231, OA1365, OA2511, OA1210, UC1202, UC1206, and UC1208.

**REQUIRED TEXT:**

No required text needed.

**RESOURCE MATERIALS:**

Current (Nursing) drug guide.

Leonard, P. C. (2011). *Quick & Easy Medical Terminology* (6th Ed.). Elsevier.

Medical Health dictionary of your choice.

**CALENDAR DESCRIPTION:****UC 1213 5.0 (0-4-24) 136 Hours 5 Weeks**

This work experience provides you with an opportunity to consolidate previous learning in the work environment. Orientation to information systems will occur prior to the practicum. Students will work with experienced unit clerks who will supervise the work experience.

**COURSE DESCRIPTION:**

The Work Experience placement provides the student with an opportunity to consolidate previous learning into the Unit Clerk work environment. Orientation to information systems will occur prior to the start of the Work Experience course. Students will work full shifts with an experienced Unit Clerk who acts as a Field Guide, while following the assigned Unit Clerk Field Guide's rotation.

**CREDIT:**

UC 1213 5.0 (0-4-24)

**CONTACT HOURS:**

UC 1213 consists of 120 hours of clinical work experience and 16 hours of seminar.

**DELIVERY MODES:**

The course work includes individual clinical work experience and seminar class discussions.

Students will participate in a number of activities to assist in meeting the objectives of the course:

**1. Seminar Class Attendance**

The purpose of the seminar class time is to develop the student's ability to understand the role of the unit clerk in the work place setting and discuss questions or concerns regarding unit clerk work experiences.

**2. Individual Clinical Work Experience Practice**

The purpose of this activity is to provide students with an opportunity to practice their unit clerk skills in a unit clerk work place setting under the guidance and supervision of the Unit Clerk Field Guide and the course instructor. The instructor will provide a work experience schedule which the students are asked to attend. Students are expected to complete the work experience schedule as provided by the GPRC Clinical placement coordinator and the course instructor. Students will work under the guidance of their assigned Unit Clerk Field Guide in order to meet the course objectives and complete their work experience clinical practicum.

**OBJECTIVES:**

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

**PROFESSIONAL RESPONSIBILITY and ETHICAL PRACTICE**

1. Apply legal and ethical standards in Unit Clerk situations by consistently demonstrating:
  - a. Respect for values, beliefs and rights of others
  - b. Honesty
  - c. Integrity

2. Demonstrate :
  - a. Appropriate communication (both verbal and non-verbal)
  - b. Responsibility and accountability by preparing for and practicing according to policies and procedures of host agencies and educational unit
  - c. Confidentiality
  - d. Self-awareness
  - e. Self –appraisal
  
3. Demonstrate attitudes and skills for learning by:
  - a. Identifying strengths and limitations of self
  - b. Being receptive to feedback
  - c. Identifying strategies to address limitations of self
  - d. Seeking assistance appropriately
  - e. Completing self-evaluation
  - f. Showing initiative re: change

## **KNOWLEDGE BASED PRACTICE**

4. Demonstrate awareness of quality assurance and risk management processes to enhance Unit Clerk practice related to:
  - a. Workplace Hazardous Materials Information Sheet (WHMIS)
  - b. Fire and Safety
  - c. Universal Precautions
  - d. Personal safety
  - e. Emergency procedures
  
5. Demonstrate a working understanding of
  - a. Communication techniques
  - b. Time management
  - c. Stress management
  - d. Organizing and prioritizing workload
  - e. Problem solving skills

6. Demonstrate a working understanding of:
  - a. Organizing and coordinating appointments in the acute and community setting
  - b. Transcribing medical and surgical orders
  - c. Medical charts and forms used in the work setting
  - d. Coordinating admissions, discharges and transferring of patients
  - e. Various drug nomenclature and pharmacy procedures
  - f. Various laboratory departments, and the requisitions for laboratory orders
  - g. Various Diagnostic departments, requisitions and preparation for diagnostic procedures
  
7. Demonstrate a working understanding of supply and inventory control.

#### **PROVISION OF SERVICE TO THE PUBLIC**

8. With assistance, develop cooperative relationships with health care personnel, clients, community members and community agencies.
  
9. Demonstrate caring behaviors in professional situations by:
  - a. Recognizing the uniqueness, worth and dignity of self and others
  - b. Demonstrating respect and sensitivity to self and others
  - c. Establishing, maintaining and terminating work relationships in a supportive manner

#### **TRANSFERABILITY:**

**Note: Students are cautioned that it is their responsibility to contact the receiving institution(s) to ensure transferability.**

**GRADING CRITERIA:**

Grades will be assigned based on the following Letter Grading System:

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**Note: In order to pass UC 1213, the student must achieve a final grade of C- or higher.**

## EVALUATIONS:

Failure to complete and submit an assignment will result in receiving a mark of zero for that assignment.

**In order to pass UC 1213, students must demonstrate safe, ethical practice in the Work Experience placement setting, demonstrate professional behavior, and complete the following evaluations and assignments:**

ITEM	VALUE
1. Field Notes for Week One Due Date: Friday of Week One	15%
2. Field Notes for Week Two Due Date: Friday of Week Two	15%
3. Field Notes for Week Three Due Date: Friday of Week Three	15%
4. Mid-Term Evaluation Due Date: Friday of Week Two	25%
5. Final Evaluation Due Date: Friday of Week Four	30%

A grade will be assigned for each assignment using the marking criteria and then based on the grade descriptors (excellent, good, satisfactory, poor). Rationale will be given as to the assigned grade. Grading descriptors will be provided for each assignment.

Grades for each assignment are translated into the 4-point equivalent, and then multiplied by the percentage of total mark for each assignment. The values of the percentages are added up to make a total. That total is then converted back into the grade scale to receive your final grade. If you have any questions or concerns, please see your course instructor.

### **Field Notes (40%)**

Field notes are a valuable method of noting how a student interacts with their assigned Unit Clerk Field Guide and other Health Care Professionals within their placement. Field notes enable course instructors to understand the day-to-day experiences of the Unit Clerk student. Writing field notes is a crucial component to being a successful Unit Clerk student because they contain the student's feelings, interactions, conversations, activities, conflicts and observations.

Field notes must be submitted each week to the course tutor. Students will write field notes each week to a maximum of 1-2 pages (not including the title page). Field Notes assignments should be dated, typed, single-spaced and should include a title page.

Your field notes should address the following:

- The shifts you were scheduled for and who you worked with on each shift.
- Describe details such as the amount of time was spent in each activity, where the activity was completed and what specifically was done, are to be included.
- Describe the tasks that you performed during the week.
- Describe the tasks that you believe went very well.
- Provide examples of positive, professional behavior.
- Provide examples of interactions or conversations that went well.
- Provide an example of an interaction that you wish you had done better and what you would do differently if a similar situation were to occur again.
- Discuss your relationship with your Unit Clerk Field Guide.

### Method of Writing Field Notes:

- Keep a notebook and pen with you at all times. Jot down noteworthy communications or interactions and quotes when possible.
- Document what you witness and include conversations, activities, or conflicts.
- Use keywords that jog your memory. Refer back to your keywords to develop thorough notes after you have left the Work Experience placement for the day.
- Complete your field notes immediately after leaving the Work Experience placement. Write details of the experiences when they are fresh in your mind.
- Type up a detailed version of your notes. Fill in the gaps of your field notes by reading the keywords and fully explaining the conversations you had, the activities you did or the situations you observed.

### **Mid-Term Evaluation (30%)**

Students will be required to submit a mid-term self-evaluation at the end of week two. A formative mid-term self-evaluation at midpoint in the course will be completed and submitted to the course tutor.

For each student, the course tutor will consider input from the individual student and the Unit Clerk Field Guide in order to arrive at the mid-term grade. By mid-term, the student must consistently demonstrate appropriate behaviors in order to be able to proceed in the course.

Attendance during this UC 1213 Work Experience course is expected; absence will jeopardize successful completion of the course.

**The assignment of the Mid-term grade will be made by the course instructor.**

**An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions or a site of a Work Experience placement, if the instructor has reasonable grounds to believe that this is necessary in order to protect public interest.**

### **Final Evaluation (30%)**

**Note: Failure to complete the Midterm Evaluation will result in a grade “0” for that evaluation. The Instructor must be notified prior to the evaluation in cases of illness or extenuating circumstances and special arrangements will be made in order to accommodate these students.**

### **Final Evaluation (30%)**

Students will be required to submit a final self-evaluation at the end of week four. A summative final self-evaluation at the end of the course will be completed and submitted to the course tutor.

For each student, the course tutor will consider input from the individual student and the Unit Clerk Field Guide in order to arrive at the final grade. By the end of the course, the student must consistently demonstrate appropriate behaviors in order to pass the course.

Attendance during this UC 1213 Work Experience course is expected; absence will jeopardize successful completion of the course.

The student **MUST** receive a pass in every component of the final Work Experience evaluation. An “F” in any of the course objectives will result in a failing grade.

The assignment of final grade will be made by the course instructor.

**An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions or a site of a Work Experience placement, if the instructor has reasonable grounds to believe that this is necessary in order to protect public interest.**

**Note: Failure to complete the Final Evaluation will result in a grade “0” for that evaluation. The Instructor must be notified prior to the evaluation in cases of illness or extenuating circumstances and special arrangements will be made in order to accommodate these students.**

## **STUDENT RESPONSIBILITIES:**

### **Important Dates:**

Information about last day to change registrations and dropping courses are available on the GPRC website.

### **Policies**

Please refer to the *Grande Prairie Regional College* calendar 2011-2012 for specific policies that may pertain to this course.

### **Absenteeism:**

A student who is absent more than **one** Work Experience day in the UC 1213 Work Experience course may need to make up lost time at the tutor's discretion before being allowed to continue in the program. **Absences from the work experience placement site may result in the instructor's being unable to evaluate the student's Work Experience performance, resulting in a grade of F.**

If you are going to be absent for a scheduled shift, it is expected that you call the Unit where you are scheduled to work directly and leave a message for your Unit Clerk Field Guide. As well, you must call your course instructor and notify her of your absence.

### **Assignment Policy:**

All assignments are expected to be passed in at the time and place they are due. Extensions on assignments may be granted and must be negotiated with the instructor **prior** to the due date and with a date specified for late submissions.

Assignments will only be accepted through Moodle, e-mail, and through the nursing office-timed and dated by Nursing Office personnel. Assignments placed in or under an instructor's office door will not be accepted.

**A penalty of one letter grade per day will be deducted from the final mark of a late assignment. For example, a paper graded at a C would receive an adjusted grade of C- if handed in one day late. Late assignments are due by 1600 hours.**

## **STATEMENT ON PLAGIARISM AND CHEATING:**

**GPRC expects honesty from our students.** This demands that the contribution of others be acknowledged (GPRC Calendar, 2011-2012). Penalties will be given according to the degree of the plagiarism or cheating. If you are unsure whether an action is plagiarism or not, please consult your course instructor.

Cheating refers to dishonest conduct such as being untruthful, falsifying assignments such as field notes or evaluations, bringing written material not authorized by the course instructor, tampering with grades, or consciously aiding another student to cheat.

Please refer to your rights and responsibilities in the Grande Prairie Regional College 2011-2012 Calendar.

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

## **COURSE SCHEDULE:**

UC1213 begins January 5 and ends February 3, 2012.

Students are expected to complete 120 hours of clinical work experience and attend 16 hours of seminars in order to fulfill the course expectations.

Seminar classes are scheduled for: Fridays 08:30 – 11:20am