



# **Occupational Health Nursing Post-Graduate Certificate**

## **PLAR Candidate Guide**

Prior Learning Assessment and  
Recognition (PLAR)



**SASKATCHEWAN  
POLYTECHNIC**

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in the making.

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## How to navigate this document

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## ***PLAR information for Occupational Health Nursing program***

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## ***Occupational Health Nursing courses available for PLAR***

PLAR assessment has been developed **5/10** courses for this program. Consult with the [PLAR contact person](#) to enquire about PLAR assessment for any remaining courses.

For Arts and Sciences (A&S) or shared courses, clicking on the course code will open the A&S PLAR Candidate Guide. Read and follow the instructions in the A&S Candidate Guide for the A&S or shared courses.

### ***Occupational Health Nursing Post Graduate Certificate Program Profile***

<b><i>COURSE CODE</i></b>	<b><i>COURSE NAME</i></b>	<b><i>PLAR Assessment is available</i></b>	<b><i>PLAR Assessment maybe available</i></b>	<b><i>Arts &amp; Sciences or shared</i></b>
<a href="#">LEAD 202</a>	Leadership & Team Management in OHN	✓		
<a href="#">NRSB 287</a>	Foundations in OHN		✓	
<a href="#">NRSB 288</a>	Health Assessment & Health Promotion for the OHN	✓		
<a href="#">NRSB 289</a>	Work Environments & Health One	✓		
<a href="#">NRSB 290</a>	Work Environments & Health Two		✓	
<a href="#">NRSB 291</a>	Disability Case Management in OHN	✓		
<a href="#">NRSB 292</a>	OHN Lab		✓	
<a href="#">PRAC 214</a>	OHN Practice Education		✓	
<a href="#">PROJ 205</a>	Project Management in OHN		✓	
<a href="#">SFTY 201</a>	Managing Health & Safety System in OHN	✓		

## ***PLAR challenge options and eligibility criteria***

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### ***Individual course challenge***

If you have a minimum of 5 years work experience in the field of Occupational Health Nursing and you have learned the skills and knowledge for **one or more** of the Occupational Health Nursing courses, you may apply to be assessed for each applicable course.

### ***Dates when Occupational Health Nursing PLAR assessment is available***

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PLAR challenges are currently being offered during the academic year (September to June).

**All PLAR assessments must be completed by June 15 of each year.**

### ***Fees for PLAR Challenges***

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Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

### ***Directions to Arrange a PLAR Consultation for this Program***

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1. **Review** the [PLAR process and FAQs](#) on our website and the content of this guide.
2. **Self-rate** your readiness to PLAR each course using the [self-rating checklist](#).
3. **Print [or convert to electronic file]** the [PLAR Application Form](#), with your personal information filled in. Also print or save the self-rating checklists for courses you want to PLAR.
4. **Contact** the Occupational Health Nursing [PLAR contact person](#) by phone or email to arrange an initial consultation and approval. Bring/send a PLAR application form, your resume and completed self-ratings.
5. **Prepare:** Ask the consultant what to bring with you or submit prior to a meeting. The following items are commonly requested:
  - A recent resume with dates and employers or organizations listed for any paid or volunteer work related to this program,
  - Copies of certificates or workshop descriptions from any previous training related to this program,
  - A printed PLAR Application Form with at least your personal information filled in, and
  - Completed, printed self-rating checklists for each course you may want to PLAR.
6. **Submit** your approved PLAR application form to Enrolment Services (Registration Services) and make the necessary payment for the PLAR application.

### ***PLAR contact person for Occupational Health Nursing program***

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Complete the following steps **before** you contact the Occupational Health Nursing PLAR contact person at your campus:

- reviewed (a) [general PLAR information online](#) and (b) Occupational Health Nursing – specific PLAR information in this guide and

- self-rated your competence level for the learning outcomes of each course you may want to PLAR (see the next page of this guide).

**Laureen Larson**, Academic Chair  
Occupational Health Nursing Post-Graduate Certificate Program  
Saskatchewan Polytechnic, Regina Campus  
Phone: 306-775-7773  
Email: [larsonla@saskpolytech.ca](mailto:larsonla@saskpolytech.ca)

### ***Who is eligible to authenticate your work and sign the letter of validation?***

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An employer/supervisor (within the last 5 years) who has direct knowledge of your abilities can sign the form.

The letter of validation contains confidential information and must be sent by the employer/supervisor, along with a copy of the completed self-audit directly to:

Academic Chair  
Occupational Health Nursing program  
Saskatchewan Polytechnic Regina Campus  
Room 934  
4500 Wascana Parkway  
Regina, S4S 5X1

### ***Time required to complete PLAR***

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Since each course has different requirements and each candidate has different experiences, the amount of time it takes to prepare and assess evidence will vary. ***All assessment evidence, exams, or assignments must be completed by June 15 of each academic year so plan your application to allow sufficient time.***

### ***Course outlines for Occupational Health Nursing courses***

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This section provides an outline for each Occupational Health Nursing programs course. Course learning outcomes describe the knowledge and skills that are assessed for PLAR credit.

Use the checklist provided for each course to self-rate your competence level for each learning outcome. Your self-ratings will help you estimate your readiness for PLAR.

### ***Steps to complete self-rating checklist***

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1. Familiarize yourself with the three levels of competence listed below:

<b>Competent:</b> I can apply this outcome without direction or supervision. <b>Learning:</b> I am still learning skills and knowledge to apply this outcome. <b>None:</b> I have no knowledge or experience related to this outcome.
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2. Review the learning outcomes listed on course outlines in this guide for each course.
3. Rate your level of competence for each learning outcome by placing a checkmark in the appropriate rating column.
4. Email completed checklists to the [PLAR contact person](#) to be reviewed for an initial consultation.

## Self-audit guides(s)

### LEAD 202 - Leadership and Team Management in Occupational Health Nursing

You will develop the knowledge and skills to effectively manage a health services unit, lead a team, and participate in team work. You will be prepared to provide strong leadership and communication effectively, with an emphasis on planning, supervision, problem solving, team work and team effectiveness.

**Credit unit(s):** 3.0  
**Prerequisites:** NRSG 287  
**Equivalent course(s):** LEAD 202CE

<b>LEAD 202 - Leadership and Team Management in Occupational Health Nursing</b>  <b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Examine effective leadership qualities.			
2. Discuss OHN health services unit leadership role.			
3. Examine the Occupational Health and Safety Supervisory Role.			
4. Examine conflict resolution strategies.			
5. Manage coaching processes.			
6. Examine team skills.			
7. Discuss leading the occupational health committee process.			
8. Explain team problem solving.			
9. Compose a health and safety team action plan.			

### LEAD 202 - Leadership and Team Management in Occupational Health Nursing

(Please print)

Candidate name \_\_\_\_\_

I decree that the information provided in the above self-audit (LEAD 202 - Leadership and Team Management in OHN) is true and accurate to my abilities in each of the stated bullets.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in each of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Please see [Appendix E](#) for PLAR Assessment Guides for the following activities (where applicable).

#### 1. Evidence File (include the following)

An interview with the academic chair/faculty may be required to clarify evidence.

- Completed LEAD 202 course self-audit
- A copy of your current resume/CV and professional portfolio

- OHN relevant committee involvement (within past 5 years)
- Any relevant documentation of leadership, management, conflict management, problem solving, difficult conversation, coaching workshops/training attended
- Include copies of strategic, operational, financial or project plans that you have developed in your role as an OHN (within the past 5 years)
- *Employer letter of validation* (see [Appendix A](#))
- Immediate supervisor to independently complete and submit self-audit guide

## 2. Projects

a) Essay - A five to ten-page essay that provides an overview of your personal and professional philosophy on the following topics:

- Leadership
- Mentorship
- Empowerment
- Managing change
- Building team
- Resolving conflict
- Communication

In the essay also:

- Identify and describe your style of leadership
- Provide a brief overview of your current personal strategy to impact workplace health and a culture of safety

b) Summaries

- Leading Conflict Management

Provide a 3 to 5-page summary (double spaced) of a conflict situation that you (in your role as an OHN) worked to resolve in your workplace. Briefly describe the situation, the steps, techniques and strategies you utilized to resolve the conflict, your conflict management style, the outcome, the follow up process, and lessons learned.

- Leading Safety in the Workplace

Provide a 3 to 5-page summary (double spaced) of a difficult conversation and unpopular decision that you were required to lead and implement as an OHN to ensure safety in the workplace. Briefly describe the situation, change management and communication process utilized, leadership style(s) you employed, problem solving techniques used, monitoring and measures utilized to ensure safety, outcomes, and lessons learned.

c) Coaching Reference/Plan

Identify an employee/colleague that you had a professional coaching relationship with in the workplace. Contact the 'coachee' and ask if he/she might write a reflective letter about the relationship (submitted directly to the academic chair). The letter will provide an overview of the coaching relationship and:

- The coaching plan
- How/if the relationship assisted the employee
- How feedback was offered by the coach
- The communication and listening skills utilized by the coach
- Goal setting/attainment achieved by the coachee
- Professional growth opportunities achieved by the coachee
- Career advancement achieved by the coachee



### 3. Further Assessment

If there are gaps in the evidence file, an interview and/or challenge exam may be required to assess the gaps.

- Interview

You will be asked specific questions regarding the learning outcomes cited in the self-assessment checklist above. Your interviewer is looking for answers which indicate your familiarity with the course content and the critical learning steps you must possess to obtain PLAR certification for this course.

- Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50% (however, student must maintain a 60% GPA to progress)
- Multiple choice, true/false, short answer

### Course Resources

Candidates may find the following resources helpful while preparing for PLAR validation.

Yoder-Wise & Grant (2015). *Leading and managing change in Canadian nursing (1st Canadian ed.)*. Mosby: Toronto, ON.

A current course reading list is available upon request

## **NRSG 288 - Health Assessment and Health Promotion in Occupational Health Nursing**

You will relate the basic principles of health assessment including history taking and physical examination to occupational health nursing. You will relate the principles of health promotion to the occupational health environment. You will discuss specific alteration to health experienced in occupational health environments and the related health promotion.

**Credit unit(s):** 3.0

**Prerequisites:** You will have received transfer of credit for, or successfully completed NRSG 287 – Foundations in OHN. (PLAR is not available for NRSG 287 as this course introduces all principles covered in the program, engages learners in the online community, and introduces learners to their online studies in D2L.)

**Equivalent course(s):** NRSG 289CE

<b>NRSG 288 - Health Assessment and Health Promotion in Occupational Health Nursing</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Describe health assessment related to OHN.			
2.	Describe health promotion related to health assessment and the occupational environment.			
3.	Describe health promotion related to mental status in the occupational environment.			
4.	Discuss health promotion related to the gastrointestinal system in the occupational environment.			
5.	Discuss health promotion related to the cardiovascular and peripheral vascular systems in the occupational environment.			

### **NRSG 288 - Health Assessment and Health Promotion in OHN**

*(Please print)*

Candidate name \_\_\_\_\_

I decree that the information provided in the above self-audit (NRSG 288 - Health Assessment and Health Promotion in OHN) is true and accurate to my abilities in each of the stated bullets.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PLAR assessment methods**

If you qualify for PLAR, you may be asked to demonstrate your learning in each of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Please see [Appendix B](#) for PLAR Assessment Guides for the following activities (where applicable).

#### **4. Evidence file**

An interview with the academic chair/faculty may be required to clarify evidence.

- Completed NRSG 288 course self-audit
- A copy of your current resume/CV and professional portfolio

- Copies of applicable certifications, credit/non-credit training. Examples include certifications in: spirometry, ECG, audiology, drug screening, etc.
- *Employer letter of validation (Appendix A)*
  - Immediate supervisor to independently complete and submit self-audit guide
  - The validation letter will be sent to the PLAR assessor directly and can be put into your evidence file after being approved by the assessor

## 5. Projects

- a) Case summaries – Include de-identified examples where you have completed each of the following types of assessment (1-page summary per example). Include the priorities and process/steps involved in the assessment for:
- Pre-employment
  - Direct care
  - Disability management
  - Health promotion/disease prevention
  - Health surveillance
  - Mental health
  - Substance abuse
  - GI
  - Cardiovascular
  - Musculoskeletal
- b) Overviews – Complete a 1-2 page overview (including priorities) for the OHN considering:
- the unique aspects of a health assessment in work environment
  - the priorities of OHN when working with multiple generation
  - the critical incident stress de-briefing (include an example of leading this process if possible)
  - the steps in identifying and managing workplace bullying (include an example of leading this process if possible)
- c) Health promotion activity/report – Submit one of the following to provide evidence that you have created and led a health promotion campaign and promoted an important safety message:
- Poster
  - Pamphlet
  - Brochure
  - Fact sheet
  - Power point presentation

For the above activity, provide a summary report (minimum 4 pages double spaced) of the activity/workplace program that you created. Utilize all phases of the nursing process to explain how you managed the activity. *(Please ensure to acknowledge any external resources that you utilize in creating the document.)*

## 6. Further Assessment

If there are gaps in the evidence file, an interview and/or challenge exam may be required to assess the gaps.

- Interview

You will be asked specific questions regarding the learning outcomes cited in the self-assessment checklist above and a variety of practical situations will be discussed. Your interviewer is looking for answers which indicate your familiarity with the course content and the critical learning steps you must possess to obtain PLAR certification for this course.

- Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50% (however, student must maintain a 60% GPA to progress)
- Multiple choice, true/false, short answer

## Course Resources

Candidates may find the following resources helpful while preparing for PLAR validation.

Dyck, D. (2015). *Occupational health & safety theory, strategy & industrial practice (3<sup>rd</sup> Ed.)*. Markham, ON.

Guzik, A. (2013). *Essentials of occupational health nursing*. Ames, Iowa: John Wiley & Sons, Inc.

Current reading list available upon request.

## NRSG 289 – Work Environments and Health 1

You will be introduced to the basic principles of industrial hygiene, sometimes referred to as occupational hygiene. You will prepare to anticipate, recognize, evaluate, and control workplace hazards. You will focus on issues such as contamination, chemical biological, radiation, and electrical hazards. Your assessment and treatment skills will be enhanced for related occupational disease and injuries.

**Credit unit(s):** 3.0  
**Prerequisites:** NRSG 287  
**Equivalent course(s):** NRSG 289CE

<b>NRSG 289 – Work Environments and Health 1</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Examine Historical Progression of Industrial Hygiene.			
2.	Assess chemical hazards and controls.			
3.	Assess biological hazards and controls.			
4.	Assess hazardous energy and controls.			
5.	Assess radiation hazards and controls.			
6.	Examine Historical Progression of Industrial Hygiene.			

### NRSG 289 – Work Environments & Health 1 - candidate declaration

(Please print)

Candidate name \_\_\_\_\_

I decree that the information provided in the above self-audit (NRSG 289 – Work Environments & Health 1) is true and accurate to my abilities in each of the stated bullets.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in each of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Please see [Appendix C](#) for PLAR Assessment Guides for the following activities (where applicable).

#### 1. Evidence file

An interview with the academic chair/faculty may be required to clarify evidence.

- Completed NRSG 289 course self-audit
- A copy of your current resume/CV and professional portfolio
- OHN committee involvement (within past 5 years)
- Any relevant documentation of completion of training, non-credit courses, and/or workshops (photocopies only) for courses like WHIMIS, TDG training etc.
- *Employer letter of validation* (See [Appendix A](#))
  - Immediate supervisor to independently complete and submit self-audit guide

- Work samples (include all the following):
  - Provide the 'defining characteristics' of and 'effects on the body' for 5 classes of toxins that workers may be exposed to in your workplace and how risk is mitigated for these toxins
  - Samples of assessment and treatment of chemical, biological, radiation, and hazardous energy exposures in your workplace (de-identified employee examples where possible)
  - Sample of testing or control procedures (for the above hazards) performed by the candidate (validated by direct supervisor)
  - Documentation of hazardous exposure duties and activities in your workplace (within the past 5 years)
  - Copy of a hazardous exposure education activity that you have worked on (within the past 5 years)
  - Evidence of Occupational Health Committee duties and activities (within past 5 years)

## 2. Quiz - Mandatory completion (supervised at a test-site) of a basic OHN calculations quiz

- TWA (time weighted averages) calculation (for a variety of hazards)
- Convert parts per million to milligrams per cubic meter and vice versa
- Permissible exposure limit
- Change ppm to mg/m<sup>3</sup>
- Compare calculations to Saskatchewan standards

## 3. Simulated/Practical Case Study Exercise

You will complete a mandatory simulated/practical case study exercise (supervised at a test site) where you will act as the OHN treating employees exposed to: chemical, biological, hazardous energy and radiation contaminants. You will use the nursing process to guide your responses.

## 4. Further Assessment

If there are gaps in the evidence file, an interview and/or challenge exam may be required to assess the gaps.

- Interview
 

You will be asked specific questions regarding the learning outcomes cited in the self-assessment checklist above. Your interviewer is looking for answers which indicate your familiarity with the course content and the critical learning steps you must possess to obtain PLAR certification for this course.
- Challenge exam
 

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

  - Passing mark is 50% (however, student must maintain a 60% GPA to progress)
  - Multiple choice, true/false, short answer

## Course Resources

Candidates may find the following resources helpful while preparing for PLAR validation.

Plog, B. A., & Quinlan, P. J. (2012). *Fundamentals of hygiene (6th ed.)*. National Safety Council: Itasca, IL.

Current Course Reading List Available Upon Request

## NRSG 291 – Disability Case Management in Occupational Health Nursing

You will be introduced to disability management as an essential component of an occupational health and safety program. Disability management starts at the time of illness or injury and continues until the individual has recovered and returned to work. In this course you will acquire knowledge and skills to develop, implement and market a disability management program including Worker’s Compensation Board (WCB) claims information and return to work plans. You will focus on: worker assessment, accurate completion of reporting requirements and the creation of a disability management program.

**Credit unit(s):** 4.0  
**Prerequisites:** NRSG 287  
**Equivalent course(s):** NRSG 291CE

<b>NRSG 291 – Disability Case Management in Occupational Health Nursing</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Examine disability management programs.			
2.	Discuss the role of the Workers’ Compensation Board (WCB).			
3.	Examine the elements of a disability management program.			
4.	Compose disability management program forms.			
5.	Compose a disability management program process.			
6.	Assess return to work (RTW) plans.			
7.	Examine cost/benefits of disability management program.			
8.	Evaluate a disability management program.			
9.	Examine disability management programs.			

### PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in each of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Please see [Appendix D](#) for PLAR Assessment Guides for the following activities (where applicable).

#### 1. Evidence file

An interview with the academic chair/faculty may be required to clarify evidence.

- Completed NRSG 291 course self-audit
- A copy of your current resume/CV and professional portfolio
- OHN relevant committee involvement (within past 5 years)
- Any relevant documentation of completion of training, non-credit courses, and/or workshops (photocopies only) in disability case management, etc.
- *Employer letter of validation* (see [Appendix A](#))
  - Immediate supervisor to independently complete and submit self-audit
- Work samples which include the following:
  - Disability management program forms: (samples are to be of work completed by the candidate in the role of OHN. Candidate should be comfortable in discussing disability documentation during an interview process)

- Employee needs assessment
  - Disability management and/or return to work (RTW) policy and procedure
  - Job demands analysis form
  - Medical professional form letter
  - Return to work (RTW) release form
- Program development and evaluation that you led (examples of plans you have led may be discussed in the interview – while ensuring client confidentiality is upheld). Please include 3 – 5 examples.
  - Discuss the experience rating of your current employer, how it compares to the industry code, and how the rating level impacts the business (confidentiality of information submitted will be ensured). Minimum 2-page response.
  - Provide an example of a prevention activity/campaign that you developed and led to aid in employee attendance at work. Include an overview and summary of the activity (minimum 2 pages)
  - Executive summary outlining the role you have played in the disability management/ return to work program at your workplace (within the past 5 years) (minimum 2 pages)

## 2. Case Study Exercises

Mandatory completion (supervised at a test-site) of simulated/practical disability management case study exercises. The candidate will participate in the role of the OHN and lead a variety of workplace events.

## 3. Further Assessment

If there are gaps in the evidence file, an interview and/or challenge exam may be required to assess the gaps.

- Interview
 

You will be asked specific questions regarding the learning outcomes cited in the self-assessment checklist above. Your interviewer is looking for answers which indicate your familiarity with the course content and the critical learning steps you must possess to obtain PLAR certification for this course.
- Challenge exam
 

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

  - Passing mark is 50% (however, student must maintain a 60% GPA to progress)
  - Multiple choice, true/false, short answer

## Course Resources

Candidates may find the following resources helpful while preparing for PLAR validation.

Dyck, D.E.G. (2013). *Disability Management: Theory, Strategy & Industry Practice (5th ed.)*. Toronto, ON: LexisNexis.

Guzik, A. (2013). *Essentials for Occupational Health Nursing*. Danvers, MA: Wiley-Blackwell.

A current course reading list is available upon request.



**SFTY 201 - Managing Health and Safety Systems from an Occupational Health Nursing Perspective**

You will focus your studies on elements of organizational culture and behavior which directly impact the effectiveness of an occupational health and safety system. You will explore safety systems, safety culture, learning organizations, responsibility systems, legislation, risk management, accident causation, auditing program elements, and management theories related to health and safety. You will develop inspection and accident investigation skills.

**Credit unit(s):** 3.0  
**Prerequisites:** NRSG 287  
**Equivalent course(s):** SFTY 201CE

<b>SFTY 201 - Managing Health and Safety Systems from an Occupational Health Nursing Perspective</b>			
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Examine components of the health and safety responsibility system.			
2. Interpret the legislative duties of workplace responsibility systems (WRS).			
3. Evaluate core principles of world class health and safety systems.			
4. Evaluate health and safety risk management.			
5. Examine management theories relationship to occupational health and safety (OH&S).			
6. Examine the value of safety management system audits.			
7. Examine the elements of a safety system audit program.			
8. Assess accident/incident investigation processes.			

**SFTY 201 - Practicum candidate declaration**

*(Please print)*

Candidate name \_\_\_\_\_

I decree that the information provided in the above self-audit (SFTY 201 – Managing Health & Safety Systems from an OHN Perspective) is true and accurate to my abilities in each of the stated bullets.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLAR assessment methods**

If you qualify for PLAR, you may be asked to demonstrate your learning in each of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Please see [Appendix F](#) for PLAR Assessment Guides for the following activities (where applicable).

**1. Evidence File (include the following)**

- SFTY 201 course self-audit
- A copy of your current resume/CV and professional portfolio
- OHN relevant committee involvement (within past 5 years)

- Any relevant documentation of training/certification in the areas of accident investigation and management, WHMIS, workplace responsibility systems, safety systems and cultures, auditing, etc.
- Copies of any policies and procedures, training programs, or other relevant data related to safety that you have developed in your role as an OHN (within the past 5 years)
- *Employer letter of validation* (see [Appendix A](#))
- Immediate supervisor to independently complete and submit self-audit guide

## 2. Projects

### a) Simulated/Practical Case Study Exercise

You will complete a mandatory case study exercise (supervised at a test-site) where you will act as the OHN and consider the employees, employers, owners, workers, supplier, and OHC duties and responsibilities for a variety of workplace situations.

### b) Simulated Accident Investigation Assignment

You will complete a mandatory simulated accident investigation assignment where you will be asked to answer a variety of questions related to a simulated accident situation. You will be asked to: collect evidence, analyze the evidence, complete a root cause analysis, write a final report, and take action.

## 3. Further Assessment

If there are gaps in the evidence file, an interview and/or challenge exam may be required to assess the gaps.

### ▪ Interview

You will be asked specific questions regarding the learning outcomes cited in the self-assessment checklist above. Your interviewer is looking for answers which indicate your familiarity with the course content and the critical learning steps you must possess to obtain PLAR certification for this course.

### ▪ Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50% (however, student must maintain a 60% GPA to progress)
- Multiple choice, true/false, short answer

## Course Resources

Candidates may find the following resources helpful while preparing for PLAR validation.

Dyck, D. E. G. (2015). *Occupational health and safety: theory, strategy & industry practice* (3rd ed.). Toronto, ON: LexisNexis

WorkSafe Saskatchewan. (2015). *OHC training level 1: Committee manual*. Regina, SK: Queen`s Printer.

WorkSafe Saskatchewan. (2015). *OHC training level 2: Incident investigations*. Regina, SK: Queen`s Printer.

WorkSafe Saskatchewan. (2015). *OHC training level 2: Workplace inspections guide*. Regina, SK: Queen`s Printer.

Current Course Reading List Available Upon Request

# **Occupational Health Nursing Post Graduate Certificate**

## **Appendices**

## APPENDIX A: Employer letter of validation

### Verification of employment *(Must be completed by Human Resources personnel)*

\_\_\_\_\_ has been employed with this organization  
(name of candidate/employee)

from \_\_\_\_\_ to \_\_\_\_\_. During this period of time, he/she has  
(date d/m/y) (date d/m/y)

completed the equivalent of \_\_\_\_ months full-time employment.

Human resource staff:

\_\_\_\_\_ (name) \_\_\_\_\_ (position)

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

### Validation of skills & knowledge (Indirect-evidence) *(Must be completed by direct supervisor)*

I have confidence that \_\_\_\_\_ (candidate's name) is at the mastery or competent level for each of the identified learning outcomes for each of the courses checked below:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>NRSG 288</b> – Health Assessment & Health Promotion for the OHN | <input type="checkbox"/> <b>LEAD 202</b> – Leadership & Team Management in OHN     |
| <input type="checkbox"/> <b>NRSG 289</b> – Work Environments & Health 1                     | <input type="checkbox"/> <b>SFTY 201</b> – Managing Health & Safety Systems in OHN |
| <input type="checkbox"/> <b>NRSG 291</b> – Disability Case Management in OHN                |  |

Name of validator/supervisor: \_\_\_\_\_

Employer: \_\_\_\_\_ Job title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

General comments regarding the candidate's performance (optional):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The information within this letter must be completed and printed on official letterhead indicating the place of practice of the professional who is validating your self-audit. The supervisor or designate is responsible for ensuring your self-audit accurately reflects your abilities in each area identified in the self-audit tools. A copy of a signed and dated self-audit for each course must be included with the letter of validation.

The Letter of validation and copy of the self-audit contains confidential information and must **be sent by the employer/supervisor** directly to:

**Academic Chair, Occupational Health Nursing Program  
Saskatchewan Polytechnic Regina Campus  
Room 934 4500 Wascana Parkway  
Regina, SK S4X 5X1**

**APPENDIX B: NRSG 288 – PLAR Assessment Guide**

PLAR candidates for the challenge of NRSG 288 must complete a self-assessment and also have the course self-audit form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the Employer Validation Checklist accurately reflects your abilities in each area identified.

**NRSG 288 – Health assessment and Health Promotion for the OHN Assessment Guide for Evidence File**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

**5 = Mastered    4 = Competent    3 = Functional    2 = Learning    1 = None**

Category	Criteria	5	4	3	2	1
<b>Assessment</b>	De-identified copy of a client assessment for the identified systems/health status areas					
	Demonstration of KSAs (knowledge, skills and attitudes) required to complete each assessment/activity and an understanding of the progressive steps required to complete a comprehensive assessment					
	Accurate completion of employer specific templates					
	Demonstrates problem solving abilities					
	Ability to probe for information					
	Identifies health and safety risks					
	Understands and works within scope of practice for the OHN/own skill level					
	Collaborates with other health team members					
	Overall preparedness					

**Average mark:** \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NRSG 288 - Health Assessment and Health Promotion for the OHN  
Assessment guide for health promotion activity**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

**5 = Mastered    4 = Competent    3 = Functional    2 = Learning    1 = None**

<i>Criteria</i>	<i>Comments</i>	<i>5</i>	<i>4</i>	<i>3</i>	<i>2</i>	<i>1</i>
Message is clear						
Message is relevant to OH&S and OHN						
Attracted attention at first glance						
Contains valuable information						
Good illustration/lay out						
Content acknowledges experts and resources (prn)						
Demonstrates knowledge and use of adult education principles						
Content is believable and written with a 'WIIFM' (what's in it for me) format						
Report is well organized, grammar and spelling are accurate, and writing is easy to understand						
Gave me new things to think about						

**Total mark:** \_\_\_\_\_

**NRSG 288 - Health Assessment and Health Promotion for the OHN  
Assessment guide for portfolio**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

**5 = Mastered    4 = Competent    3 = Functional    2 = Learning    1 = None**

<i>Criteria</i>	<i>Comments</i>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Accurate table of content						
Complete resume/CV						
Two letters of reference						
Copies of certificates						
Volunteer work						
Daily responsibilities						
Career goal plans						
Education plans						
Work samples						
Skills inventory						

**Total mark:** \_\_\_\_\_

Comments:

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**APPENDIX C: NRSG 289 – Work Environments and Health 1**

PLAR candidates for the challenge of NRSG 289 must complete a self-assessment and also have the course self-audit form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the Employer Validation Checklist accurately reflects your abilities in each area identified.

**NRSG 289 – Work Environments and Health 1  
Assessment Guide for Evidence File**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

**5 = Mastered    4 = Competent    3 = Functional    2 = Learning    1 = None**

Category	Criteria	5	4	3	2	1
<b>Assessment</b>	Ability to identify hazards and complete risk assessments					
	Demonstration of KSAs (knowledge, skills and attitudes) required of an OHN related to the hazards identified					
	De-identified copy of a client assessment/treatment plan for the identified hazard areas					
	Accurate completion of employer specific templates					
	Demonstrates problem solving abilities					
	Ability to probe for information					
	Demonstrates an understandings of controls and testing procedures					
	Able to identify and implement controls					
	Understands and works within scope of practice for the OHN/own skill level					
	Collaborates with other health team members					
Overall preparedness						

**Average mark:** \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NRSG 289 - Work Environments and Health 1  
Assessment Guide for Simulated Case Study Exercise**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

<b>Mastery:</b> Is able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> Can work independently to apply the outcome. <b>Functional:</b> Needs some assistance in using the outcome. <b>Learning:</b> Is developing skills and knowledge for this area. <b>None:</b> Has no experience with the outcome.	<i>Mastery</i>	<i>Competent</i>	<i>Functional</i>	<i>Learning</i>	<i>None</i>
1. Accurately identifies the hazard					
2. Completes a comprehensive client assessment					
3. Adheres to company policy/understands employer roles and responsibilities					
4. Identifies and acts upon 'teachable moments'					
5. Adheres to OHN standards					
6. Identifies and acts within own level of competence and scope of practice					
7. Collaborates with other HCPs as needed					
8. Understands OHN role in assessing, planning, diagnosing, implementation and evaluation of hazards					

**Average mark:** \_\_\_\_\_

Comments:

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**NRSG 289 - Work Environments and Health 1  
Guide for Professional Portfolio**

Please see guidelines provided for professional portfolios in NRSG 288 (above)

**APPENDIX D: NRSG 291 – Disability Case Management in OHN**

PLAR candidates for the challenge of NRSG 291 must complete a self-assessment and also have the course self-audit form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the Employer Validation Checklist accurately reflects your abilities in each area identified.

**NRSG 291 – Disability Case Management in OHN  
Assessment Guide for Evidence File**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

**5 = Mastered    4 = Competent    3 = Functional    2 = Learning    1 = None**

Category	Criteria	5	4	3	2	1
<b>Assessment</b>	Works with key internal and external stakeholders in the Disability Management (DM) and Return to Work (RTW) field					
	Shows understanding of worker and employer rights and responsibilities to the DM/RTW programming onsite					
	Deals directly with WCB claims					
	Develops or revises in-house DM/RTW training programs and/or documents					
	Demonstrates a clear understanding of the elements of injury prevention and employee support programs					
	Trains staff on DM and RTW policies and procedures in-house					
	Uses current DM/RTW forms in current position					
	Arranges and sets up RTW programming (please note under comments their involvement in this programming and how recent their experience is)					
	Collaborates with other health team members					
	Overall preparedness					

**Average mark:** \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NRSG 291 – Disability Case Management in OHN**

**Assessment Guide for Simulated Case Study Exercise**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

<b>Mastery:</b> Is able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> Can work independently to apply the outcome. <b>Functional:</b> Needs some assistance in using the outcome. <b>Learning:</b> Is developing skills and knowledge for this area. <b>None:</b> Has no experience with the outcome.	<i>Mastery</i>	<i>Competent</i>	<i>Functional</i>	<i>Learning</i>	<i>None</i>
1. Completes a comprehensive need/client assessment					
2. Accurately identifies roles and responsibilities of employer/worker/WCB/union					
3. Adheres to company policy/understands employer roles and responsibilities					
4. Understands the elements of a disability management program					
5. Identifies and implements early recognition measures					
6. Accurately completes a cost benefit analysis of options					
7. Maintains a client centred focus in actions					
8. Accurately documents and ensures completion of all required documentation/forms					
9. Identifies and acts upon 'teachable moments'					
10. Identifies and acts within own level of competence and scope of practice					
11. Adheres to OHN standards					
12. Collaborates with other HCPs as needed					
13. Understands OHN role in assessing, planning, diagnosing, implementation and evaluation of disabilities					

**Average mark:** \_\_\_\_\_

Comments:

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**NRSB 291 - Disability Case Management in OHN  
Assessment Guide for Professional Portfolio**

Please see guidelines provided for professional portfolios in NRSB 288 (above)

**APPENDIX E: LEAD 202 - Leadership and Team Management in OHN**

PLAR candidates for the challenge of NRSG 289 must complete a self-assessment and also have the course self-audit form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the Employer Validation Checklist accurately reflects your abilities in each area identified.

**LEAD 202 - Leadership and Team Management in OHN  
Assessment Guide for Essay Assignment**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

**5 = Mastered    4 = Competent    3 = Functional    2 = Learning    1 = None**

Criteria	5	4	3	2	1
<b>Content and organization</b> Introduction Body/Key Word Focus Use headings to clearly identify each area of the essay Conclusion					
<b>Focus and Subject Matter</b> Paper is a reflective personal/professional perspective External reliable sources of information are to be used to support your approach to leadership, but are not the focus of the essay Examples (brief) are useful in augmenting your perspective					
<b>Format and structure</b> Title page Double spaced Clean, professional appearance Clearly demarcated sections Accurate grammar and spelling Reference external sources appropriately in the document and with a formal reference list (APA format)					
<b>Style and Tone:</b> Clear and concise					

**Average mark:** \_\_\_\_\_

Comments:

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**LEAD 202 - Leadership and Team Management in OHN  
Assessment Guide for Professional Portfolio**

Please see guidelines provided for professional portfolios in NRSG 288 (above)

**APPENDIX F: SFTY 201 – Managing Health & Safety Systems from an OHN Perspective**

**SFTY 201 – Managing Health & Safety Systems in OHN Assessment Guide for Simulated Case Study Exercise**

PLAR candidate name: \_\_\_\_\_

**You must obtain an average of mastered or competent for success in this evaluation.**

<b>Mastery:</b> Is able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> Can work independently to apply the outcome. <b>Functional:</b> Needs some assistance in using the outcome. <b>Learning:</b> Is developing skills and knowledge for this area. <b>None:</b> Has no experience with the outcome.	<i>Mastery</i>	<i>Competent</i>	<i>Functional</i>	<i>Learning</i>	<i>None</i>
1. Completes a comprehensive health risk/safety/client assessment					
2. Promotes a safety culture in all activities					
3. Accurately identifies roles and responsibilities of employer/worker/contractors/owners/suppliers/OHC					
4. Adheres to company policy/understands employer roles and responsibilities					
5. Understands and implements federal/provincial safety legislations and regulations					
6. Identifies and implements early recognition measures					
7. Accurately evaluates risk and probability					
8. Accurately completes a cost benefit analysis of options					
9. Considers workplace trends and current literature					
10. Maintains a client centred focus in actions					
11. Accurately documents and ensures completion of all required documentation/forms					
12. Identifies and acts upon 'teachable moments'					
13. Identifies and acts within own level of competence and scope of practice					
14. Adheres to OHN standards					
15. Collaborates with other HCPs as needed					
16. Understands OHN role in assessing, planning, diagnosing, implementation and evaluation of disabilities					

**Average mark:** \_\_\_\_\_

Comments:

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**SFTY 201 – Managing Health and Safety Systems in OHN Assessment Guide for Professional Portfolio**

Please see guidelines provided for professional portfolios in NRSG 288 (above)