Practical Nursing Certificate to Diploma PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)



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Saskatchewan Polytechnic

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The Practical Nursing Certificate to Diploma program is dedicated to removing barriers and broadening the access to programs at Saskatchewan Polytechnic. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

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Why consider a PLAR assessment?

PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal, against a set of established standards. You can receive academic credit for your relevant lifelong learning. Practical Nursing, Certificate to Diploma recognizes prior learning in a number of ways.

We recognize:

- Previous formal learning from an accredited training institution through transfer of credit.
- Previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

What are the PLAR options?

To be eligible for PLAR, an applicant must first register or already be registered as a Saskatchewan Polytechnic student.

Option A: Individual course challenge

If you have two years successful experience as a Licensed Practical Nurse within the last five years and have learned the skills and knowledge for **one or more** of the following Practical Nursing, Certificate to Diploma courses, you may apply to be assessed for each applicable course.

Fees:

• There will be a charge for each individual course assessment.

For a listing of the specific PLAR fees, please visit the PLAR database under PLAR-ready courses for a program; selecting the Practical Nursing program (PNGDIP).

OR call Saskatchewan Polytechnic and ask to speak to the program contact person for PLAR challenges. The CNE's direct phone number is 306-775-7689. You may call Saskatchewan Polytechnic's toll free number 1-866-467-4278 and ask to be connected to the direct program number above.

How many courses can be challenged through PLAR in the Practical Nursing, Certificate to Diploma program?

Currently we have 5 out of 8 diploma courses with PLAR challenges available. There is no limit. You may challenge as many of these courses as you are able to prove prior skills and knowledge through assessment.

Practical Nursing Certificate to Diploma Program Profile							
COURSE CODE	COURSE NAME	PLAR Challenge(s) available	PLAR Challenge(s) not available				
LEAD 201	Leadership in Nursing for LPNs	\checkmark					
NRSG 255	Nasogastric Tube Insertion LPN	✓					
NRSG 256	Tracheostomy Care LPN	✓					
NURS 227	Health Assessment for LPNs	✓					
SOCI 261	Sociology 3 (offered by Associated Studies)**	~					

For assistance call Saskatchewan Polytechnic and ask to speak to the Program Contact person for PLAR challenges. The CNE's direct phone number is 306-775-7689. You may call Saskatchewan Polytechnic's toll free number 1-866-467-4278 and ask to be connected to the direct program number.

Note: Some courses common to multiple programs at Saskatchewan Polytechnic (i.e. computers, communications, math, and sciences) are managed by Associated Studies Faculty.

Is PLAR available at any time of the year?

PLAR challenges are currently being offered September to June.

Is it easier to challenge a course through PLAR or take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a "different" way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

Methods of assessing prior learning

Assessment methods measure an individual's learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- product validation & assessment
- challenge exam
- standardized tests

- performance evaluations (including skill demonstrations, role plays, clinical applications, case studies)
- interviews and oral exams
- equivalency (evaluations of learning from non-credit training providers)
- evidence or personal documentation files (providing evidence of learning from life and work experiences and accomplishments)

If I live out of town, do I have to travel to a main campus to do PLAR?

There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

What if I have a disability & need equity accommodations?

At Saskatchewan Polytechnic, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for Education Equity students is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact a Saskatchewan Polytechnic counsellor at a campus closest to you or refer to the Saskatchewan Polytechnic Web site: http://saskpolytech.ca/student-services/support/counselling-services.aspx

Are there other methods to gain Saskatchewan Polytechnic course credits for prior learning?

Transfer Credit

Yes, Saskatchewan Polytechnic will grant credit for previous training that is similar in content, objectives, and evaluation standards to Saskatchewan Polytechnic training. Transfer of credit is different from the PLAR process. Transfer Credit guidelines may be found at: http://saskpolytech.ca/admissions/resources/transfer-credit.aspx

It is the student's responsibility to check with Registration Services for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a Saskatchewan Polytechnic educational counsellor.

Other Credentialing process

Students who have successfully completed the following courses

- Leadership in Nursing LEAD 1604
- IV Therapy, Blood and Blood Products NURS 1639
- Nasogastric Tube Insertion NURS 1664

will receive credit for LEAD 201, NRSG 254, and NRSG 255 towards the current Saskatchewan Polytechnic Diploma credential.

Contact us

If more information is required, please contact a designated PLAR counsellor at a campus closest to you.

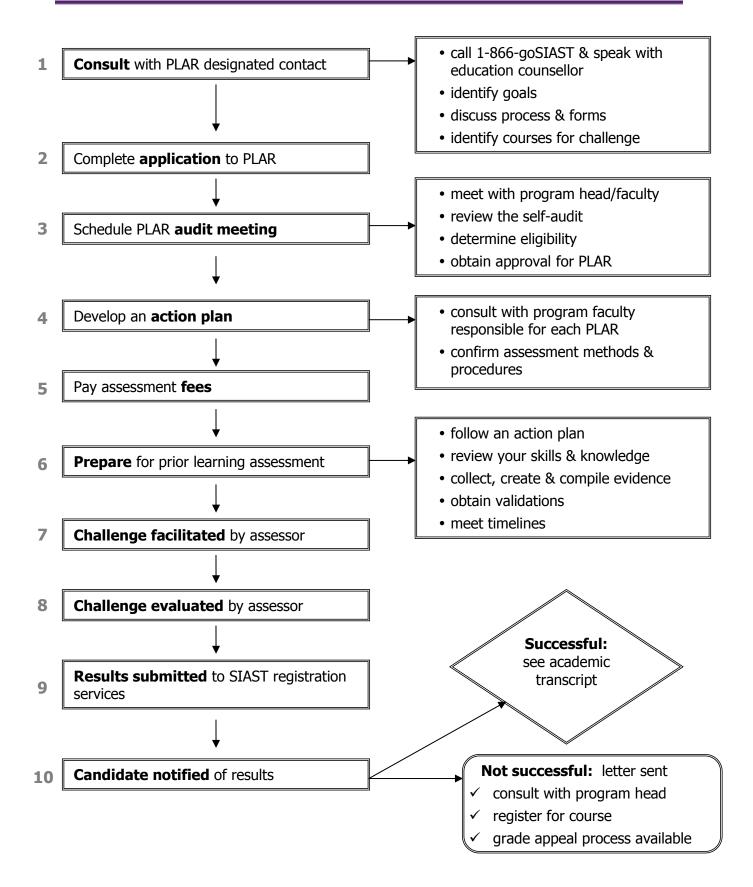
Saskatchewan Polytechnic in Moose Jaw Counselling Services, Room 2.203 306-691-8311 or 306-691-8310 MooseJawCounselling@saskpolytech.ca

Saskatchewan Polytechnic in Prince Albert Counselling Services, Room F203 (Technical Centre) 306-765-1611 PrinceAlbert.Counselling@saskpolytech.ca

Saskatchewan Polytechnic in Regina Counselling Services, Room 228 306-775-7436 ReginaCounselling@saskpolytech.ca

Saskatchewan Polytechnic in Saskatoon Counselling Services, Room 114 306-659-4050 SaskatoonCounselling@saskpolytech.ca

Prior Learning Assessment and Recognition process



Guiding principles for developing a PLAR evidence file

- 1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your action plan. Check with the PLAR designated contact **before** you begin to gather evidence.
- 2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
 - It is your responsibility to create, collect and compile relevant evidence if required.
- 3. Learning must be current within five years.
- 4. The evidence should demonstrate the skills and knowledge from your experiences.
- 5. The learning must have both a theoretical and practical component.

Types of evidence

There are three types of evidence used to support your PLAR request:

- 1. Direct evidence what you can demonstrate for yourself.
- 2. Indirect evidence what others say or observe about you.
- 3. Self-evidence what you say about your knowledge and experience.

Ensure that you provide full evidence to your Practical Nursing, Certificate to Diploma faculty assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- Resume
- Related workshops/in-service education
- Experience (activity) outlines
- Workplace validations

All documents that are submitted to Saskatchewan Polytechnic may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

How long will it take to prepare evidence for PLAR?

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

1. Read through the levels of competence as listed below.

Mastery:	I am able to demonstrate the learning outcome well enough to teach it to someone else.
Competent:	I can work independently to apply the learning outcome.
Functional:	I need some assistance in using the outcome.
Learning:	I am developing skills and knowledge for this area.
None:	I have no experience with the outcome.
Learning out	comes
	ing outcome listed, please self-evaluate your competency levels and record in the lumn for each self-audit.

- 2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
- 3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
- 4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are:
 - How do I currently use this outcome?
 - What previous training have I had in this outcome: workshops, courses, on-the-job?
 - What personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in step 3 – PLAR process of the candidate process for prior learning assessment.

Self-audit guide(s)

LEAD 201 – Leadership in Nursing for LPNs

You will enhance your leadership skills. You will study the changing roles in nursing, the professional concepts of leadership and management, and the significance of communication and conflict resolution to leadership and management. You will study how ethical and legal issues influence nursing; and how power and motivation relate to leadership and management. You will be able to demonstrate the basic skills necessary to be an effective team manager.

Credit unit(s): 3.0

Mastery: Competent: Functional: Learning: None:	 Leadership in Nursing for LPNs I am able to demonstrate it well enough to teach it to someone else. I can work independently to apply the outcome. I need some assistance in using the outcome. I am developing skills and knowledge for this area. I have no experience with the outcome. 	Mastery	Competent	Functional	None
1. Discuss tl	ne changing roles in nursing.				
 Discus Nursin 	s the concept of paradigm and advocacy and how they impact g				
 Explai 	n why critical thinking is important to nursing				
 Descri 	be change as it relates to nursing				
 Explai 	n the term nursing informatics and its significance to nursing				
 Exami 	ne contemporary perspectives on patient safety				
2. Discuss le	eadership and management as professional concepts.				
 Discus 	s the differences between leadership and management				
 Descri 	be leadership styles				
 Discus 	s the significance of communication and conflict resolution				
	ne significance of communication and conflict resolution to and management.				
 Discus 	s communication principles for the clinical setting				
	be the importance of written communication as it relates to ship and management				
 Explai 	n the concept of failed communication				
 Descri 	be conflict and conflict resolution processes				
4. Describe	how ethical and legal issues influence nursing.				
 Descri 	be the ethical responsibilities of the nurse				
 Review 	v the legal responsibilities of the nurse				
5. Describe managem	power and motivation as they relate to leadership and nent.				
 Explai 	n the term power and describe the types of power				

LEAD 201 – I Mastery: Competent: Functional: Learning: None:	Leadership in Nursing for LPNs I am able to demonstrate it well enough to teach it to someone else. I can work independently to apply the outcome. I need some assistance in using the outcome. I am developing skills and knowledge for this area. I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
 Explai 	n the concepts of empowerment and powerlessness					
 Explai 	n employee motivation					
6. Describe	the skills necessary to be an effective team leader.					
 Explai 	n team building and group norms					
 Discus 	s the art of delegation					
 Review 	w the variables involved in staffing plans					

PLAR assessment methods

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

1. Evidence File

- Annotated personal work experience resume
- Education documents
- Evidence to be reflective of course objectives (learning outcomes 1-6 listed above)

2. Assignment - Reflective Writing

Three reflective writing entries

3. Scholarly paper

• 6-8 page APA style paper applying leadership concepts to Health Care System Change

Resources

Dahlkemper, T. (2013) *Anderson's Nursing Leadership, Management, and Professional Practice for the LPN/LVN: In Nursing Schools and Beyond.* F.A. Davis & Company.

NRSG 255 – Nasogastric Tube Insertion LPN

You will develop knowledge and skill in assessing a client with a nasogastric tube. You will learn the skill of insertion, maintenance and removal of a nasogastric tube. Your studies will include self-study theory, review exercises, simulation practice lab and a written exam.

Credit unit(s): 1.0

Prerequisite(s): Must be a licenced practical nurse

NRSG 255 -	Nasogastric Tube Insertion LPN					
Mastery: Competent: Functional: Learning: None:	I am able to demonstrate it well enough to teach it to someone else. I can work independently to apply the outcome. I need some assistance in using the outcome. I am developing skills and knowledge for this area. I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Discuss t	he anatomy and physiology of the gastrointestinal tract.					
2. Review th	ne vocabulary of the gastrointestinal tract.					
3. Describe	the indications of nasogastric tube insertion.					
4. Describe	nasogastric tubes.					
5. Describe	the assessment of a client with a nasogastric tube.					
	rate the preparation and procedure for inserting, ng and discontinuing a nasogastric tube.					
7. Demonst	rate the insertion and removal of a nasogastric tube.					

PLAR assessment methods

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

1. Evidence file

- Current LPN licence
- Letter of validation from employer indicating nasogastric tube care experience
- Resume indicating nasogastric tube care courses and/or work experience
- Self-audit checklist for nasogastric tube care
- Other relevant documentation

2. Challenge exam (Refer to Appendix A for sample questions)

Once you have submitted your evidence file and been approved to proceed, you will set a date and time with your instructor to write the exam. You must get a mark of 60% or more to proceed with the lab demonstration.

Comprehensive objective type examination:

- 35 multiple choice, matching and fill in the blank questions
- 1.5 hours

3. Lab demonstration and workplace validation

- Workplace validation checklist for Nasogastric Tube Care signed by manager (Refer to Appendix B)
- Lab demonstration (Refer to Appendix C)

NRSG 256 – Tracheostomy Care LPN

This course is for licensed practical nurses who will develop the knowledge and skill regarding tracheostomy care. You will demonstrate the knowledge and ability to perform the required care of a person with a tracheostomy. The course content includes self-study theory, review exercises, simulation practice lab and a written exam.

Credit unit(s): 1.0

Prerequisite(s): Must be a licensed practical nurse

Mastery:	Tracheostomy Care LPN I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the outcome.		F	æ		
Functional:	I need some assistance in using the outcome.	≥	ete	ü	bu	
Learning:	I am developing skills and knowledge for this area.	ţe	ď	Ğ	L	Ð
None:	I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe	the tracheostomy tube.					
2. Describe	the indications for the use of tracheostomy tubes.					
3. Review t	he vocabulary of artificial airways.					
4. Describe	psychological considerations related to tracheostomy care.					
5. Describe	the general nursing care of a client with a tracheostomy.					
	the knowledge and ability to suction a client with a tomy tube.					
	the knowledge and ability to perform the care for a client acheostomy tube.					
	rate the knowledge and ability to suction a client with a tomy tube.					
clinical m	the knowledge and ability to recognize the complications, nanifestations and nursing interventions related to tomy care.					
complica	rate the knowledge and ability to recognize the tions, clinical manifestations and nursing interventions o tracheostomy care.					

PLAR assessment methods

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

1. Evidence file

- Current LPN licence
- Letter of validation from employer indicating tracheostomy experience
- Resume indicating tracheostomy courses and/or work experience
- Above Self audit checklist for tracheostomy care
- Other relevant documentation
- 2. Challenge exam (Please refer to Appendix D for sample exam questions)

Once you have submitted your evidence file and been approved to proceed, you will set a date and time with your instructor to write the exam. You must get a mark of 60% or more to proceed with the lab demonstration.

Comprehensive objective type examination:

- 35 multiple choice, matching and fill in the blank questions
- .5 hours

3. Lab demonstration and workplace validation

- Workplace validation checklist for Tracheostomy Care signed by manager (Refer to Appendix E)
- Lab demonstration (Refer to Appendix F)

NURS 227 – Health Assessment/LPN

The Health Assessment course for Licensed Practical Nurses (LPN) will prepare the LPN to perform a health history and physical examination of clients in various stages across the lifespan. The LPN will examine a healthy adult and identify deviations from health that must be referred to a registered nurse or physician. Challenges related to aging will also be explored. The course includes a family assessment focusing on structural aspects. Documentation of the findings is a component of the course.

Credit unit(s): 4.0

NURS 227 -	Health Assessment/LPN					
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the outcome.		ent	a	_	
Functional:	I need some assistance in using the outcome.	Σ.	ete	ior	ing	
Learning:	I am developing skills and knowledge for this area.	Mastery	du	lot	arn	
None:	I have no experience with the outcome.	Σa	Competent Competent Competent Learning	z		
1. Examine	nursing assessment across the lifespan.					
	y the growth and development components of the nursing ment of the child					
 Describer adult 	be the role of assessment in the care of the adult and the older					
 Descril 	be the challenges in assessing the older adult					
 Describ 	be transcultural considerations in assessing a client					
2. Describe to older adu	the components of a comprehensive health history of an transferred to the client.					
 Explair 	n the structure and purpose of a health history					
 Describility 	pe interviewing skills that facilitate the collection of health data					
	be communication barriers to gathering health history data on rt of the client or on the part of the nurse					
 Identif 	y the critical characteristics of symptoms					
 Identif 	y the client's pattern of health promotion					
 Docum 	ent health history data					
3. Demonstr	ate the components of a physical assessment.					
 Descril 	be the approach to physical assessment in the clinical setting					
 Identif 	y components of the general survey of physical assessment					
 Demor 	nstrate the use of equipment used in physical assessment					
 Demor auscult 	nstrate the three techniques of inspection, palpation and tation					
 Perform 	n a general survey during physical assessment					
		· ·				

Co Fu	stery:I am able to demonstrate it well enough to teach it to someone elsempetent:I can work independently to apply the outcome.Inctional:I need some assistance in using the outcome.		Competent	Functional	Learning	_
	arning:I am developing skills and knowledge for this area.ne:I have no experience with the outcome.	Mastery	lmo	nnc	eari	Anon
NO		Σ	Ŭ	Ĩ	Ľ	Z
4.	Demonstrate an assessment of mental status functioning of an adult client.					
	 Describe components of mental status assessment 					
	Perform a mental status examination					
	Report and document data collection					
5.	Demonstrate an assessment of sensory functioning.					
	 Review the anatomy of the following: 					
	 skin, hair, nails head and neck 					
	 ears and eyes 					
	 nose, mouth and throat 					
	 Describe normal and abnormal findings in sensory functioning 					
	 Describe developmental considerations in assessment of sensory functioning 					
	 Describe potential age-related variations in assessment of sensory functioning of an older adult 					
	 Perform an assessment of sensory functioning 					
	 Report and record data collection 					
6.	Perform an assessment of the breasts and axillae of an adult client	•				
	 Review the anatomy of the breasts, axillae, and genitalia 					
	 Describe normal and abnormal findings in assessment of the breasts, axillae, and genitalia 					
	 Describe age-related variations in the breasts, axillae and genitalia of the older adult 					
	 Describe how to assess the breasts, axillae and genitalia 					
	 Perform an assessment of the breasts and axillae 					
	Report and record data collection					
7.	Perform an assessment of the thorax and lungs.					
	 Review the anatomy of the thorax and lungs 					
	 Describe normal, abnormal findings in assessment of respiratory functioning 					
	 Describe age-related variations in the thorax and lungs of the older adult 					
	 Describe how to assess the thorax and lungs 					

Competent:I can workFunctional:I need sorkLearning:I am development	atomy of the cardiovascular and peripheral vascular Image: Constraint of the cardiovascular systems al, abnormal finding in assessment of the and peripheral vascular systems Image: Constraint of the cardiovascular and peripheral ms of the older adult to assess the cardiovascular and peripheral vascular Image: Constraint of the cardiovascular and peripheral vascular to assess the cardiovascular and peripheral vascular Image: Constraint of the cardiovascular and peripheral vascular sessment of the cardiovascular and peripheral vascular Image: Constraint of the cardiovascular and peripheral vascular cord data collection Image: Constraint of the gastrointestinal system Image: Constraint of the cardiovascular system atomy of the gastrointestinal system Image: Constraint of the cardiovascular system Image: Constraint of the cardiovascular system atomy of the gastrointestinal system Image: Constraint of the cardiovascular system Image: Constraint of the cardiovascular system atomy of the gastrointestinal system Image: Constraint of the cardiovascular system Image: Constraint of the cardiovascular system atomy of the gastrointestinal system Image: Constraint of the cardiovascular system Image: Constraint of the cardiovascular system atomy of the gastrointestinal system Image: Constraint of the cardiovascular system Image: Constraint of the cardiovascular system atomy of t		euch		
 Perform an asses 	sment of the thorax and lungs				
 Report and record 	d data collection				
8. Perform an assessm vascular systems.	nent of the cardiovascular and peripheral				
 Review the anato system 	my of the cardiovascular and peripheral vascular				
 Describe how to systems 	assess the cardiovascular and peripheral vascular				
 Perform an asses systems 	sment of the cardiovascular and peripheral vascular				
 Report and record 	d data collection				
9. Perform an assessn	nent of the gastrointestinal system.				
 Review the anato 	my of the gastrointestinal system				
 Describe normal, gastrointestinal s 	•				
 Describe age-rela older adult 	ted variations in the gastrointestinal system of the				
 Describe how to 	assess the gastrointestinal system				
 Perform an asses 	sment of the gastrointestinal system				
 Report and record 	d data collection				
10. Perform an assessn	nent of the musculoskeletal system.				
 Review the anato 	my of the musculoskeletal system				
 Describe normal, musculoskeletal s 	abnormal findings in assessment of the system				
 Describe age-rela older adult 	ted variations in the musculoskeletal system of the				
 Describe how to 	assess the musculoskeletal system				
 Perform an asses 	sment of the musculoskeletal system				
 Report and record 	d data collection				
	nent of the neurological system.				

NURS 227 – Mastery: Competent:	Health Assessment/LPN I am able to demonstrate it well enough to teach it to someone else. I can work independently to apply the outcome.		nt	Ē		
Functional: Learning: None:	I need some assistance in using the outcome. I am developing skills and knowledge for this area. I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
 Review 	w the anatomy of the neurological system					
 Descri syster 	ibe normal, abnormal findings in assessment of the neurological n					
 Descriadult 	ibe age-related variations in the neurological system of the older					
 Descri 	ibe how to assess the neurological system					
 Perfor 	m an assessment of neurological functioning					
 Report 	t and record data collection					
12. Perform a	a psychological assessment.					
 Descri 	ibe psychological age-related variations in the older adult					
 Descri 	ibe the components of a psychological assessment					
 Perfor 	m a psychological assessment					
 Report 	t and record data collection					
13. Perform a	a sociocultural assessment.					
 Descripraction 	ibe social and cultural influences that affect health and health ces					
	ibe the spiritual and religious influences that affect health, beliefs and practices					
 Identi 	fy sociocultural factors that influence the older adult					
 Descri 	ibe the components of a sociocultural assessment					
 Perfor 	m a sociocultural assessment					
 Report 	t and record data collection					
14. Perform a	a family structure assessment.					
 Descri 	ibe factors that influence family health beliefs and practices					
 Identi 	fy factors that influence the family structure of the older adult					
 Descri 	ibe the components of a family structure assessment					
 Perfor 	m a family structure assessment					
 Report 	t and record data collection					

PLAR assessment methods

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

1. Evidence file

• Evidence of having completed a health assessment course or workshop.

2. Challenge exam

• Written exam: multiple choice. You must pass this exam with 60% or more to continue with the PLAR process. Refer to Appendix G for exam blueprints.

3. Workplace validation

 Health History/Physical Examination skills checklist validated by your manager. This will be provided after you successfully pass the exam.

4. Assignment

 Health History/Physical Examination documentation assignment to be completed after successfully passing the exam.

5. Lab demonstration

 Demonstration of a head to toe assessment utilizing physical examination skills in a lab setting (date and time to be arranged once you have passed the exam, completed the assignment and submitted your evidence portfolio which includes Health Assessment/LPN Self Audit).

Resources

- Jarvis, C. *Physical Examination & Health Assessment*. (2009) (1st ed). Philadelphia. W.B. Saunders Co.
- Saskatchewan Polytechnic NURS 227 Health Assessment for LPNs Course Manual and Coursepack

Jarvis, C. *Pocket Companion Physical Examination And Health* A, (2009)(1st ed)

Tabers cyclopedic medical dictionary. (2001). (20th ed.). Philadelphia: F.A. Davis Co.

The Canadian PN Exam – Prep Guide. Assessment Strategies Inc.

SOCI 261 – Sociology 3

In this course you will explore the sociological complexities involved in caring for clients from diverse cultural backgrounds. You will learn how to provide culturally respectful care to clients of Aboriginal ancestry while recognizing the diversity within Aboriginal peoples' culture. You will explore the history of Canada's Aboriginal peoples, as well as current trends and conditions.

Credit unit(s): 2.0

Prerequisite(s): SOCI 160 minimum grade of 60

SOCI 261 – 9	Sociology 3					
Mastery: Competent: Functional: Learning: None:	Mastery	Competent	Functional	Learning	None	
1. Describe	identity and world views from an Aboriginal perspective.					
 Sociol 	ogical Review: Revisiting Key Definitions and Concepts					
	ne the early political and economic history of the aboriginal es of Canada					
 Descri 	be the treaty processes and Indian policy development					
 Descri 	be the tribal origins of aboriginal groups in Saskatchewan					
2. Examine	family and community from an Aboriginal perspective.					
 Exami 	ne historical aboriginal family relations, roles and structures					
 Descri 	be contemporary aboriginal family acculturation categories					
3. Examine perspecti	health issues and traditional healing from an Aboriginal ve.					
 Exami 	ne pre-contact aboriginal health and traditional healing practices					
 Exami praction 	ne post-contact aboriginal health and traditional healing ces					
 Exami 	ne current aboriginal health and healing practices					
4. Apply cul Métis clie	tural awareness skills when caring for First Nations and nts.					
 Discus 	ss the Cultural Diversity of Communication Styles					
 Discus 	ss issues of power in nursing, healing and health care					
 Explor 	e how to apply your sociological skills to case studies					

PLAR assessment methods

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

1. Written challenge exam

- Short Answer and long answer questions
- 60% must be attained to successfully challenge this course

The PLAR candidate will successfully complete a challenge exam. A final mark of 60% or greater indicates the candidate has completed all necessary criteria for the course. The challenge exam assesses outcomes 1 through 4 as listed in the candidate guide self-audit. The exam consists of 4 short answer and 5 long answer questions (total 9 questions). Candidates have only one attempt at the exam.

- Please refer to Appendix H for exam blueprint.
- The PLAR candidate is allowed two (2) hours to complete the exam.

2. Resume

• Detailing the relevant work history of the candidate.

Resources

- Waldram, J.B., Herring, D. A., & Young, T. K. (2006). *Aboriginal health in Canada* (2nd ed.) Toronto, ON: University of Toronto Press.
- Saskatchewan Polytechnic. (2009). *SOCI 261 Sociology 3* [Course Manual]. Regina, SK. Saskatchewan Polytechnic Wascana Campus.
- Saskatchewan Polytechnic. (2009). SOCI 261 Sociology 3 [Coursepack]. Regina, SK. Saskatchewan Polytechnic Wascana Campus.

Practical Nursing Certificate to Diploma

Appendices

NRSG 255 – Nasogastric Tube Insertion LPN

Sample exam questions

- 1. Describe how to measure the appropriate distance to insert a nasogastric tube.
- 2. What would you do if during insertion, your client begins to cough, gag and choke?
- 3. List 3 nursing responsibilities in caring for a client receiving nasogastric suction.
 - a)
 - . .
 - b)
 - c)

4. To irrigate a nasogastric tube, the nurse inserts _____ mL of

_____ into the tube after checking tube placement.

Appendix B

Employer validation checklist	
Practical Nursing, Certificate to Diploma	Name:
NRSG 255 - Nasogastric Tube Insertion Care LPN	Student ID:

Employee/PLAR candidates for the challenge of **NRSG 255** must have this form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the Employer Validation Checklist accurately reflects the student's abilities in each area identified. *The employee/candidate must use/be using these skills on a regular basis in a recent and relevant manner.* (2 years within the last five years)

Completion date:

Directions: On the following page(s) there is a list of skill and knowledge factors that the employer/candidate is required to achieve in completing NRSG 255. Please validate the employee/candidate's performance by placing a \checkmark in the appropriate column. Add any clarifications and/or observations in the "Optional Comments" section. Sign and date below.

The student:Mastery:is able to demonstrate it well enough to teach it to someone else.Competent:can work independently to apply the outcome.Functional:needs some assistance in using the outcome.Learning:is developing skills and knowledge for this area.None:has no experience with the outcome.							
		can work independently to apply the outcome. needs some assistance in using the outcome. is developing skills and knowledge for this area.	Mastery	Competent	Functional	Learning	None
1.	Applies co	rrect procedures for a variety of nasogastric tubes.					
2.	Recognize	s the indications for use of the nasogastric tube.					
3.	3. Uses correct vocabulary related to nasogastric tube use.						
4. Considers the psychological issues related to nasogastric care.							
5. Carries out nursing care of a client with a nasogastric tube based on the client care plan.							
6.	Routinely	inserts a nasogastric tube using correct procedure.					
7.	7. Routinely removes a nasogastric tube using correct procedure.						
8.	8. Routinely provides overall professional care for a client with a nasogastric tube.						
9.	-	appropriately in recognizing complications, clinical tions and nursing interventions related to nasogastric					

Note: The employer/supervisor will be contacted by the Saskatchewan Polytechnic assessor to confirm/clarify information provided.

Comments: **Candidate information** (please print) _____ Student number_____ Name _____ I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the Saskatchewan Polytechnic Practical Nursing, Certificate to Diploma requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. PLAR candidate's signature______Date_____Date_____ **Employer/ Supervisor's information** (please print) Name _____ Phone_____ Organization/employer Address _____ I affirm that I am the person who has administered this checklist, and that I have conducted this candidate's skills assessment with integrity. I also affirm that the above named candidate is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Employer/supervisor's signature_____ Date_____

Performance lab test guidelines

NRSG 255 – Nasogastric Tube Insertion and Removal performance test guidelines

Introduction

You will be participating in a performance examination intended to assess your ability to insert and remove a nasogastric tube. The simulated lab setting allows you to perform this skill in a situation that closely resembles the real clinical world without worrying about the safety of a real client.

You will be required to perform these skills safely in order to complete the course. It is intended that preparation for and performance of the examination will better enable you to perform the skills efficiently in your clinical experience.

Purpose of this performance test guide

This performance test guide is designed to provide students and examiners with directions about the examination process. Providing specific directions about the examination process will allow for optimal:

- Level of acceptability: the essential nursing behaviors that constitute acceptable practice are identified.
- **Objectivity** on the part of the examiners.
- Comparability (fairness) in terms of each student's assignment.
- **Consistency** in terms of how each student is tested.
- **Systematized conditions** i.e., equality in test time, criteria for pass/fail, codes for behavior.

Performance test location

The performance test will occur in the nursing simulation laboratory. All the required equipment will be provided, i.e., tubes, mannequins.

Scope of performance test

The performance test will focus on the following areas:

- **Insertion**: The insertion of a nasogastric tube.
- **Placement**: Identifying correct placement of tube.
- **Removal**: Removal of a nasogastric tube.

The **standards** (criteria) that will be used to measure competence are called **Critical Elements**. Critical elements are essential nursing behaviors that clearly state what must be done to ensure safe practice.

The critical elements of Asepsis include:

- 1. Protects self from contamination.
- 2. Protects client from contamination.
- 3. Disposes of contaminated material in designated containers.
- 4. Confines contaminated material to contaminated areas.
- 5. Maintains sterility of equipment when required.

(Lenburg, 1979, p. 50)

Criteria for passing the performance test

- 1. Students must achieve all **critical elements** related to asepsis in order to pass the performance test.
- 2. Students will be allowed to **correct** omissions/errors providing none of the critical elements have been compromised.
- 3. When a critical element is omitted or unmet, the performance test will be discontinued.
- 4. The student will meet with the Examiner immediately following the examination to discuss the outcome. All students must meet the critical elements to pass the performance test.

Student and examiner roles

Student role

You will:

- 1. Prepare for the performance test. **Practice** is the key to success. Use your performance checklists and the critical elements when you practice.
- Be expected to insert a Nasogastric tube, check placement and then remove the nasogastric tube without consulting the examiner. You may talk your way through the skill if you wish. Directions, clarification, or assistance will be provided by the examiner. However, you will make decisions and implement them without assistance from the Examiner.
- 3. Be expected to demonstrate the Nasogastric tube insertion and removal according to the Critical Elements.

NRSG 255 – Nasogastric Tube Insertion and Removal Performance test signatures

Employee information (please print)

Dates of employment:		to		
Dates of employment:	(dd/mm/yy)		(dd/mm/yy)	
Employment description:	Full-time		Hours per week:	
Position(s) held	Part-time		Hours per week:	
Candidate information (please print)			
Name			Student number	
checklist. I acknowledge that the naso purpose of skills assessment for the Sa	gastric tube insertic askatchewan Polyte	on, remov chnic Prac	ed on this nasogastric tube insertion, removal and care al and care performance checklists used are solely for t tical Nursing Certificate to Diploma requirements, and res, and may not be appropriate for use in all circumst	he are not
PLAR candidate's signature_			Date	
Employer/ Supervisor's	Information	(please	print)	
Name			Phone	
Organization/employer				
Address				
integrity. I also affirm that the above r	named candidate is	the perso	nd that I have conducted this candidate's skills assess n whose performance I evaluated, and that the above issistance from me or any other person.	

Employer/supervisor's signature_____ Date_____

NRSG 256 – Tracheostomy Care LPN Tracheostomy Care sample questions

1. Name the two types of water used to clean the inside of the suction tube?

_____ and _____

2. The outer tube can be cleaned with ______ or ______.

3. What items must be kept at bedside at all times in case of accidental tube expulsion? (2 marks)

- 4. Match the following:
 - 1) Replace old tracheostomy tube with new one
 - 2) Adjust or apply new ties
 - 3) Patient temperature 39°C

- a) insecure tube
- b) infection
- c) accidental extubation

Employ	er valida	tion ch	necklist
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Practical Nursing, Certificate to Diploma

NRSG 256 - Tracheostomy Care for LPNs

Name:_____

Student ID:_____

npletion	date:_		
npletion	date:_		_

Employee/PLAR candidates for the challenge of **NRSG 256** must have this form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the Employer Validation Checklist accurately reflects the student's abilities in each area identified. *The employee/candidate must use/be using these skills on a regular basis in a recent and relevant manner. (2 years within the last five years)*

Directions: On the following page(s) there is a list of skill and knowledge factors that the employer/candidate is required to achieve in completing NRSG 256. Please validate the employee/candidate's performance by placing a \checkmark in the appropriate column. Add any clarifications and/or observations in the "Optional Comments" section. Sign and date below.

The student :Mastery:is able to demonstrate it well enough to teach it to someone else.Competent:can work independently to apply the outcome.Functional:needs some assistance in using the outcome.Learning:is developing skills and knowledge for this area.None:has no experience with the outcome.		Mastery	Competent	Functional	Learning	None	
1.	Applies cor	rect procedures for a variety of tracheostomy tubes.					
2.	Recognizes	the indications for use of the tracheostomy tube.					
3.	Uses correc	ct vocabulary related to artificial airways.					
4. Considers the psychological issues related to tracheostomy care.							
5. Carries out nursing care of a client with a tracheostomy tube based on the client care plan.							
6. Routinely performs correct care of a client with a tracheostomy tube.							
7. Routinely suctions a client with a tracheostomy tube using correct procedures.							
	8. Routinely provides overall professional care for a client with a tracheostomy tube.						
	•	appropriately in recognizing complications, clinical ons and nursing interventions related to tracheostomy					

Note: The employer/ supervisor will be contacted by the Saskatchewan Polytechnic assessor to confirm/clarify information provided.

Comments:

NRSG 256 – Tracheostomy Care for LPNs

Employee information (please print)			
Dates of employment:		to		
Dates of employment:	(dd/mm/yy)		(dd/mm/yy)	
Employment description:	Full-time Part-time			
Position(s) held				
Candidate information ((please print)			
Name			Student number	
tracheostomy care performance chec	klists used are solely na requirements, and	for the p are not i	ted on this tracheostomy care checklist. I acknowled urpose of skills assessment for the Saskatchewan Pe ntended to replace or modify company operating or S.	olytechnic
PLAR candidate's signature			Date	
Employer/ Supervisor's	Information (please	print)	
Name			Phone	
Organization/employer				
Address				
integrity. I also affirm that the above	named candidate is t	he perso	nd that I have conducted this candidate's skills asse n whose performance I evaluated, and that the abo assistance from me or any other person.	
Employer/supervisor's signa	ature		Date	

Performance lab test guidelines

NRSG 256 – Tracheostomy Tube Suctioning and Care performance test guidelines

Introduction

You will be participating in a performance test intended to assess your ability to suction and care for a client with a tracheostomy tube. The simulated lab setting allows you to perform this skill in a situation that closely resembles the real clinical world without worrying about the safety of a real client.

You will be required to perform these skills safely in order to complete your course. It is intended that preparation for and performance of the test will better enable you to perform the skills efficiently in your clinical experience.

Purpose of this Performance Test

This performance test is designed to provide students and examiners with directions about the examination process. Providing specific directions about the performance test process will allow for optimal:

- Level of acceptability: the essential nursing behaviors that constitute acceptable practice are identified.
- **Objectivity** on the part of the examiners.
- Comparability (fairness) in terms of each student's assignment.
- Consistency in terms of how each student is tested.
- **Systematized conditions** i.e., equality in test time, criteria for pass/fail, codes for behavior.

Performance test location

- 1. The performance test will occur in the nursing simulation laboratory.
- 2. All the required equipment will be provided i.e... tubes, mannequins.

Scope of performance test

The performance test will focus on the following areas:

- Suctioning: The suctioning of a Tracheostomy tube
- **Care**: Cleaning the tracheostomy tube and changing the ties

The **standards** (criteria) that will be used to measure competence are called **Critical Elements**. Critical elements are essential nursing behaviors that clearly state what must be done to ensure safe practice.

The Critical Elements of Asepsis include:

- 1. Protects self from contamination.
- 2. Protects client from contamination.
- 3. Disposes of contaminated material in designated containers.
- 4. Confines contaminated material to contaminated areas.
- 5. Maintains sterility of equipment when required.

(Lenburg, 1979, p. 50)

Criteria for passing the performance test

- 1. Students must achieve all **critical elements** related to asepsis in order to pass the performance test.
- 2. Students will be allowed to **correct** omissions/errors providing none of the critical elements have been compromised.
- 3. When a critical element is omitted or unmet, performance test will be discontinued.
- 4. The student will meet with the Examiner immediately following performance test to discuss the outcome. All students must meet the critical elements to pass the Performance Test.

The following document will be completed by the Examiner based on the student's performance.

Student role

You will:

- 1. Prepare for performance test. **Practice** is the key to success. Use your performance checklists and the critical elements when you practice. Attend classes and practice times to learn the skills and practice them correctly with the assistance of your instructors.
- 2. Be expected to suction a Tracheostomy tube and care for the tracheostomy tube, by cleaning the cannulas and replacing the ties without consulting the examiner. You may talk your way through the skill if you wish. Directions, clarification, or assistance will be provided by the examiner. However, you will make decisions and implement them without assistance from the Examiner.
- 3. Be expected to demonstrate the Suctioning and care of a Tracheostomy tube according to the Critical Elements.

NURS 227 – Health Assessment for LPNs

Exam blueprint

Learning outcome	Number of questions
1. Examine nursing assessment across the lifespan.	2
2. Describe the components of a comprehensive health history of an older additional including normal aspects of aging.	ult 4
3. Demonstrate the components of a physical assessment.	3
4. Demonstrate an assessment of mental status functioning of an adult client.	. 2
5. Demonstrate an assessment of sensory functioning.	5
6. Perform an assessment of the breasts and axillae of an adult client.	4
7. Perform an assessment of the lungs and thorax.	5
8. Perform an assessment of the cardiovascular and peripheral vascular system	ms. 6
9. Perform an assessment of the gastrointestinal system.	4
10. Perform an assessment of the musculoskeletal system.	5
11. Perform an assessment of the neurological system.	5
12. Perform a sociocultural assessment.	3
13. Perform a family structural assessment.	1
1	Fotal 50

SOCI 261 – Sociology 3

Exam Blueprint

SOCI 261 – Sociology 3 In this course you will explore the sociological complexities involved in			(1
caring for clients from diverse cultural backgrounds. You will learn how to provide culturally respectful care to clients of Aboriginal ancestry while recognizing the diversity within Aboriginal peoples' culture. You will explore the history of Canada's Aboriginal peoples, as well as current trends and conditions.	Short answer	Long answer	Total (outcome)
1. Describe identity and world views from an aboriginal perspective.	2	1	3
2. Examine family and community from an aboriginal perspective.	0	1	1
3. Examine health issues and traditional healing from an aboriginal perspective.	0	2	2
4. Apply cultural awareness skills when caring for First Nations and Métis clients.	2	1	3
Total	4	5	9