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## ***COURSE OUTLINE:***

### ***REVIEW OF CLINICAL SKILLS FOR MEDICAL-SURGICAL NURSING***

#### ***COURSE DESCRIPTION***

This course provides participants with the theory, demonstration and practice to support the application of clinical nursing skills. Participants will, through working with select case studies, learn the necessary principles and practice of clinical nursing skills, and their applications in both medical and surgical nursing contexts. The course consists of six study sessions and one evaluation session. The course prepares participants for lab teaching sessions which may occur before and during the clinical practice placement.

This course is delivered predominantly through case study methods of teaching and learning. This will involve reading, evidence-based research review, short answer questions and descriptions of skills application in the contexts of medical and surgical health challenges. This course is supported by individual tutoring in the lab and/or clinical areas.

**Pre-requisites:** Graduation from an entry-level psychiatric nursing program.  
Completion of the 'Canadian Fundamentals of Medical-Surgical Nursing', 'Concepts for Medical Nursing Practice in Canada' and 'Concepts for Surgical Nursing Practice in Canada', or evidence of equivalent certificated learning.

**Co-requisites:** None.

**Course Hours:** 30

#### **Modes of Instruction and Learning**

This course is delivered through online modes of teaching and learning, with supported learning in lab and/or clinical areas. This includes reading and literature search, researching websites, and providing detailed responses to various scenarios where clinical skills are to be applied. The education process also includes time spent working with the consultant to support skills development and their applications to specific nursing contexts.

#### **Assessment and Evaluation**

Participants are required to successfully complete all learning activities and assignments in order to achieve an overall **Mastery grade** for the course. The specific criteria for success will vary with the type of learning activity/assignment and are indicated in each individual description (online). Generally, participants will be able to resubmit an assignment twice when a learning activity is deemed by the Consultant as not meeting some or all of the expected outcomes. This course should be completed within the maximum time frame of 10 weeks.

Participants are required to achieve a '**Mastery**' grade in all assessable components of the course in order to receive the certificate of completion.

Since the focus of the program is on achieving competencies, assignment marks become irrelevant. The grading system is a 'Mastery' one, based on competency criteria addressed in each assignment. This results in assignments being returned to the participant with, for example, a request to add a paragraph or refer to a resource for further learning. Assignments are also returned to participants with written feedback directly on the paper. Participants are expected to read these comments and pay attention to them. Evidence that you have done so will be demonstrated in later assignments and/or clinical practice.

Assignments will be graded within a maximum of 14 days. We ask module participants to contact the office and provide a reminder if they have not heard from us by 10 days after submission of an assignment. Exceptions to these timeframes apply under unusual circumstances, such as when a participant registers for a module and then delays starting or begins the module and is then absent for an extended period of time. Additionally, participants are expected to complete and submit assignments progressively over the course of the module; it is not acceptable for a participant to suddenly submit multiple assignments over the course of one or two days. In any of these situations, the normal maximum of 14 days for return of assignments will be extended at the discretion of, and according to the needs of, the consultant. Moreover, in the event that a participant needs to be reinstated in a module (see Attendance and Participation subsection below), return of assignments may be further delayed by any work-related travel the consultant originally had planned in the new period.

**IMPORTANT:** *When you are resubmitting assignments it is important to abide by the following guidelines:*

1. *Only resubmit the section of the assignment which the consultant has identified as needing to be resubmitted.*

**AND**

2. *Please use a different coloured font to write your additional responses. This will save time in turning assignments around and will make it easy for you and the consultant to see the difference between the original submission and the resubmission.*

### **Attendance and Participation**

The deadline for completing this course is 8 weeks from the date you first log onto the course-specific site. You are expected to be working on the course and assignments on a regular basis and to indicate to the Consultant how you are progressing or if you need assistance to progress. Failure to complete this course within the deadline or to maintain regular communication for a prolonged period (one month) could result in your being withdrawn from the online learning centre. A reinstatement fee of \$100.00 will be payable should you wish to continue with the course after this time. If you repeat the same failure to maintain communication for a **second time**, you will be required to pay another reinstatement fee of \$100.00. If you repeat the same failure to maintain communication for a **third time**, or if you are absent for a period of six months without communication (even if this is your first time failing to communicate regularly), you will have to pay the entire course and administration fees over again. Decisions in this regard are at the sole discretion of JCC Inc.

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### Technical Issues (Reminder)

Technical problems can arise from a number of sources in online learning programs. Participants having technical difficulties should report them to JCC Inc. as soon as possible by e-mail, fax or phone. The news forum or e-mail will be used to notify participants of any known issues. Please read the news forum and check your e-mail frequently to keep aware of current conditions and issues. Participants will not be penalized for technical problems which arise from our LMS or the Server. Requests for assistance will be given priority responses.

### Recommended Reading

*Many learning resources, including audio and visual media, are provided in the online course. In addition, the following are texts are recommended to support your learning.*

Astle, B. J. & Duggleby, W. (Eds.). (2019). *Canadian Fundamentals of Nursing* (6th ed.). Toronto, ON: Elsevier Canada.

Lynn, P. (2015). *Taylor's Clinical Nursing Skills*. 4th Ed. Philadelphia: Wolters Kluwer.

Lewis, S.L., Bucher, L., Heitkemper, M.M., Harding M.M., Barry, M.A., Lok, J., Tyerman, J., Goldsworthy, S., 2019. *Medical-Surgical Nursing in Canada*. (4th ed.). Toronto, ON: Elsevier Canada.

### Withdrawal & Refund Policy

In order to withdraw from continuing education at JCC Inc., all participants must provide written notice. The date upon which this written notice is received will be used to determine the amount of any potential refund based upon the following policy:

- (a) If written notice of withdrawal is received by JCC Inc. or a participant is dismissed within 6 calendar days since the participant received the introductory email<sup>1</sup>, then JCC Inc. may retain 30% of the tuition.
- (b) If written notice of withdrawal is received by JCC Inc. or a participant is dismissed after 6 calendar days and within 17 calendar days since the participant received the introductory email<sup>1</sup>, then JCC Inc. may retain 50% of the tuition.
- (c) If written notice of withdrawal is received by JCC Inc. or a participant is dismissed at any point after 17 calendar days since the participant received the introductory email<sup>1</sup>, then JCC Inc. may retain 100% of the tuition.

**\*N.B.:** Notice must be received by e-mail to [info@jcollinsconsulting.com](mailto:info@jcollinsconsulting.com) by 4:00 p.m. (PST) on or before the days stated above.

<sup>1</sup> The introductory email provides the participant's username and password, which grant access to the Online Learning Centre. The introductory email is considered to have been received by the participant when JCC Inc. sends it to the email address provided by the participant in the application form.

**All program participants are required to read the "Site Policies" on the Online Learning Centre front page. The URL sent to you in the registration e-mail, with your username and password, will take you to this page. These documents have important policy information and assistance with assignments. You will be subject to the policies and expectations outlined in these documents. Therefore, it is critical that you read them before starting your course.**