

---

## ***COURSE OUTLINE – PSYCHIATRIC NURSING DOCUMENTATION (PNDOC04)***

### ***COURSE DESCRIPTION***

This course reviews the principles and practice of psychiatric nursing documentation. It explores the legal, ethical and professional considerations connected to documentary practices. Also considered in this course are the issues associated with the completion and sharing of documents in electronic fora. Various forms of charting are examined for their weaknesses and strengths. The course includes consideration of all forms of psychiatric nursing documentation with emphasis on recording assessments, care planning and charting.

**Pre-requisites:** Graduation from an entry-level psychiatric nursing program.

**Co-requisites:** None.

### ***LEARNING OUTCOMES***

Upon completion of this course, participants will be able to:

- State the legal, ethical and professional requirements of psychiatric nurses in documentary practice
- Describe the necessary requirements of psychiatric nurses in relation to each area of documentation
- Identify common errors in nursing documentation and how they can be avoided
- Relate the standards of practice and code of ethics to documentary practices of the RPN

### **Course Hours:**

4 contact hours per week, for 6 weeks.

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

This course is delivered through online and blended modes of teaching and learning. This includes reading and literature search, short assignments, critiquing and providing both written and verbal responses to various case scenarios situations. The course also includes tutorial sessions with a nursing consultant.

---

### **Assessment and Evaluation**

In order to receive the certificate of completion, participants are required to achieve a **'Mastery'** grade in all assessable components of the course. The specific criteria for success will vary with each individual activity and will be indicated within the online instructions. Generally, participants will be able to resubmit their work when a learning activity is deemed by the Consultant as not meeting some or all of the competencies. This course should be completed within the maximum time frame of 10 weeks.

### **Attendance and Participation**

The deadline for completing this course is 10 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 may 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.

You may also be expected to attend one or more lab sessions with a nursing consultant.

### **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 forums 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.

---

### **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 4 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 4 calendar days and within 12 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 12 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 module/course.**