

## **Introduction**

### **Welcome!**

#### **Letter from the Instructor**

Welcome to NorQuest College's LPN Continuing Education, offered through the Faculty of Health & Community Studies. NorQuest College seeks to build foundations for success in the pursuit of further education and in obtaining jobs in the workplace.

LPN Continuing Education courses enable you to maintain and/or enhance your Continuing Competency Profiles with Practical Nurse regulatory/licensing boards across Canada. An instructional team with years of nursing experience is available to assist you in completing your studies.

You should have received an information package sent by the Office of the Registrar, which contains a user ID and a temporary password to access NorQuest College's online content. Please take a few moments to familiarize yourself with the following Student Tools:



- This is your Student Portal, wherein your Student and Course Information can be displayed.



- This is your Student Email, whereby you may check all Official Correspondences from NorQuest College.

Upon Completion of the course, the Office of the Registrar will send a Certificate of Completion to you. If you require transcripts to provide Practical Nurse Licensing/Regulatory Bodies, and/or an employer and/or prospective employer, you may contact the Office of the Registrar to arrange for the obtainment of your official records.

Please ensure you read this entire document, as well as any correspondences sent to you within Moodle and/or via your MyMail, in order to assist you in completing your studies successfully. Please note that you will require the use Microsoft Office 2007 or later in order to complete assignments.

NorQuest College looks forward to working with you as you embark on your journey to enhance your knowledge and skills as a Licensed Practical Nurse. We encourage you to seek our assistance and support to help you achieve your goals.

## Course Overview

### Outline

Please read the Syllabus (Moodle) to guide you through your studies.

### Completion

A Course is Complete when all required assessments are submitted, evaluated, and the Office of the Registrar has posted official grades onto the student's transcript. Upon Completion, a Completion Certificate will be mailed to the student's declared mailing address.

### Evaluation Methods

#### Assignment(s)/Case Study

When prompted by the Learner Guide (Moodle), the student must

- Download the respective Assignment/Case Study document to their computer, listed under the Assessments Section (Moodle).
- On their computer, they must open the respective Assignment/Case Study document and complete, saving the document often as they progress (do not delete this file!).
- Upload this document to the respective Assignment/Case Study entry within the Assessments Section.

#### Practical Exam

Practical Exams must be arranged to be performed either **(Option 1)** under the supervision of a designated Clinical Nurse Educator or Nurse Manager of the agency the student is currently employed at (with an active LPN or RN

registration through their regulating/licensing body), or **(Option 2)** through the LPN Continuing Education Instructor:

## 1. (External) Practical Exam Proctor Procedure

- 2 Weeks in advance of the date the student would like to perform the Practical Exam component, the student must
  - Save the LPN Continuing Education Forms document within the Assessments Section.
  - Fill in the Proctor Verification Information form fields of the document.
  - Upload this document by clicking the **Click here to upload LPN Continuing Education Forms File** link within the Assessments Section.
  - The Practical Exam document (which also contains Proctor Instructions) will be emailed to the Practical Exam Proctor.
- When the student is prepared to perform the Practical Exam
  - The Practical Exam Proctor will open and print the Practical Exam (Proctor's Use) document and administer the Practical Exam
  - After the student has completed the Practical Exam
  - The Practical Exam Proctor must Scan/PDF the Practical Exam document using an office copier or scanner to a file.
  - The student must then log into their Moodle Course, where the Proctor will ensure the student uploads the Scanned/PDF'ed Practical Exam file to the Practical Exam entry within the Assessments Section.

## 2. (Internal) NorQuest College Exam Centre / LPN Continuing Education Instructor Proctor Procedure

- The student must inform the instructor 4 weeks in advance of the date the student would like to perform the Practical Exam, with a preferred date and time of writing in order to book. The instructor will then inform the student of the exact booking date/time.

## Midterm/Final Exam

Any Midterm and/or Final Exam will be taken online, through Moodle, accessible via the Assessments Section. If a course has a Midterm Exam, the Midterm Exam Overview within the Assessments Section will state whether it requires an exam administrator (proctor). All Final Exams require an exam administrator (proctor).

If the student lives within 100 km of a NorQuest College campus (Edmonton Downtown, Drayton Valley, Stony Plain, Westlock, Wetaskiwin, Whitecourt), they are expected to write at the NorQuest College Main Campus.

Alternatively, they may request approval of an external exam administrator. In either case, they must simply click on the [\*\*Click Here to Book Your Final Exam\*\*](#) link within the Assessments Section and follow the instructions onscreen.

**Note:** If the student writes their Final Exam at the NorQuest College Exam Centre (A510, 10215-108 Street in Edmonton, Alberta), they may park in the Parking Lot on the west side of 108 Street, across from the Main Building, but will have to purchase an Impark ticket from the Bookstore (located on the Basement level of the Campus). Please remember to bring NorQuest College or Government issued Photo ID.

## Role of Instructors & Learners

A high level of independence is required of students in an online course. You are responsible for ensuring that you meet all due dates for exams and assignments. You are responsible for contacting your instructor for help if you require it. Please review commentary on all assignments; instructors take a lot of time to comment on student work so that students can excel on future assignments.

## Learning Environment

This class is designed for learners like yourself to move at their own pace. Students should always use professional language and respond to their peers with respect in online posts.

You can expect to participate in many interesting activities that will stimulate your thinking and your understanding of the course material. The instructional and learning strategies that will be used include textbook study guide, videos, interactive practice activities, and case studies. Self-directed learning is required to meet the objectives of this course.

### **Textbook and Materials Ordering**

The student is responsible for contacting the Bookstore to order and pay for Course Materials, which may include a Course Outline, Learner Guide, Companion Guide, Textbook(s), Skills Kit(s), etc. Extra Skill Kits for practice, or for testing, are available for purchase:

Course Materials are sent out via Priority Post within 24 hours, and usually arrive within 2–5 business days. Skill Kits are mandatory for each Course that requires one; NorQuest College does not endorse using employer supplies to practice skills.

Phone: 780.644.6203

Email: [studentbookstore@norquest.ca](mailto:studentbookstore@norquest.ca)

Hours–Monday to Friday 8:30 AM to 4:00 PM MST

Saturday, Sunday & Statutory holidays Closed

**Note:** Please have your student ID number, home address and phone number available before contacting the Bookstore. Email requests must include this information.

### **Registrarial Support**

If you are having registrarial difficulty with the course, please contact the Office of the Registrar:

Phone: 780.644.6000

Email: [info@norquest.ca](mailto:info@norquest.ca)

Hours–Monday to Friday 8:30 AM to 4:00 PM MST

Saturday, Sunday & Statutory holidays Closed

**Note:** Please have your student ID number, home address and phone number available before contacting the Office of the Registrar. Email requests must include this information.

**Extensions:** The student may request a 4 week (28 Calendar Days) Course Extension from the Office of the Registrar, at least 14 Calendar Days prior to the student's Course End Date. The \$50 payment for the Course Extension should be received by the Office of the Registrar before the Course Extension begins. Please note that Extensions are non-refundable and non-transferable. Students with Financial Holds are not eligible for a Course Extension until all Fees are paid.

### **Technical Support**

If you are having technical difficulty with the course, please contact the Computer Commons:

Phone: 780.644.6085

Email: [computercommons@norquest.ca](mailto:computercommons@norquest.ca)

Hours–Monday to Thursday 7:30 AM to 7:00 PM MST

Friday–7:30 AM to 5:00 PM MST

Saturday, Sunday & Statutory holidays Closed

**Note:** Please have your student ID number, home address and phone number available before contacting the Computer Commons. Email requests must include this information.