

FCNEd COURSE OUTLINE



**FOOT CANADA
TRAINING**

Inspiring Excellence in Nursing Education

This is the 2020 course format for students who have previously completed the Foot Care Nurse Preceptor course. The Foot Care Nurse Preceptor and Foot Care Nurse Educator courses were consolidated for 2021. If you have not completed the Foot Care Nurse Preceptor course, please visit our website to read the course outline for the newly consolidated FCNEd course.

Course Description

Total Hours: 50

The Foot Care Nurse Educator (FCNEd) course provides participants with the practical skills necessary to teach a Foot Care Nurse course. This comprehensive course builds on the adult education theoretical knowledge gained in the FCN PREC course and explores the practical skills of lesson and event planning, presentation methods, marketing, and health and safety. The curriculum is based on current Best Practice Guidelines and evidence-based practice, including the Canadian Association of Foot Care Nurses' National Competencies for Advanced Nursing Foot Care in Canada (2017) and the WHO Nurse Educator Core Competencies (2016).

The FCNEd course is offered online and consists of four sections, each including an exercise and a multiple-choice evaluation. It is estimated that each section, including the exercise and evaluation, takes 5 hours to complete. The course also includes a mid-term project and a final project, which are estimated to take 30 hours to complete. Students should also account for about 2 hours of administrative work setting themselves up online, filling out the pre and post self-evaluations and course satisfaction survey.

Section exercises, multiple-choice evaluations and projects are to be completed in the order provided, allowing 5 days for the results of each section exercise, 2 weeks for results on the mid-term project and 3 weeks for results on the final project. All exercises, evaluations and projects must be submitted before the course end-date.

Prerequisites

- **FCN PREC** - Applicants must have successfully completed Foot Canada Training's FCN Preceptor (PREC) course with a minimum grade of 85%.
- **Nursing Registration** - Each applicant must hold a current non-restricted Nursing Registration/License (temporary or full) from the territory or province in which they reside.

Recommendations

- **FCN Theory** - Although not mandatory, in order to excel in both the FCN PREC and FCNEd courses, it is highly recommended that all nurses registering for these courses have completed Foot Canada Training's Online Foot Care Nurse Theory course (2017 or later). Experienced Foot Care Nurses can complete this course for the discounted tuition rate of \$250 + tax and are welcome to complete the course concurrently with the FCN PREC and FCNEd courses.
- **Preceptor Experience** - Although not mandatory, it is highly recommended for all applicants to have a minimum of one year of experience as a Preceptor for an FCN Clinical course.
- **Regulatory Body Rules & Regulations**- Note that some regulatory bodies have rules and regulations in place specific to what qualifications are required to teach nursing foot care, what designation of nurses that Educator may teach and what curriculum can be used. Please contact your province or territory's nursing regulatory bodies for more information before registering for this course, to ensure this is the right fit for you.

Required Textbooks and Reading Materials

- Herman, Judith W. (2016) *Creative Teaching Strategies for the Nurse Educator*. 2nd Edition. Philadelphia, 2016.
- Bastable, Susan B. (2018) *Nurse as Educator: Principles of Teaching and Learning for Nursing Practice*. 5th Edition. Burlington, Massachusetts: Jones & Bartlett.
- World Health Organization (2016) *Nurse Educator Core Competencies*. Geneva, Switzerland: WHO Press.
- Lazenby, Cindy. LM. (2017) *Art & Science of Foot Care: A Clinical Resource for Nurses in Canada*.

Supplemental/Recommended Reading

- Canadian Association of Foot Care Nurses *National Competencies for Advanced Nursing Foot Care in Canada (2017)*. Canada: CAFCN.

Computer Access and Computer Literacy Requirements

- Access to a high-speed internet connection.
- Access to a **computer with video recording capabilities** and the ability to download the most recent internet browsers, computer software and operating system updates.
- Ability to work through a web-based course, including the use of different websites and web applications. Students must be able to log onto the Educator Student Lounge, use personal email, download and view documents from PDF, Word, Excel and PowerPoint files and use shared documents and social media. Students must also have the ability to record a video on their computer.

- One-on-one computer technical support is not covered in the tuition, as technological issues are beyond the scope of the course Facilitator and administrators. Students must be confident in the reliability of their computer, in their computer skills and have the ability to independently problem solve any computer and software issues that may arise. Problem solving may include asking a friend or local IT professional for support or searching online for IT and course-related questions.

Tuition

2021

- The tuition rate of \$760.00 + tax applies to all students taking this course.

Tuition includes:

- Access to our website's secure FCNEd Student Lounge.
- Four course exercises, four multiple-choice evaluations and two projects to be submitted electronically.
- A Course Facilitator to review your progress, respond to your queries, mark your course exercises and projects.
- Course administrative costs.

Tuition does not include:

- The course textbooks.
- Requests outside of normal course activities or outside of educational and administrative support activities, including requests for remedial evaluations, course transcripts and third-party correspondence.
- Technical computer support

Refund and Withdrawal Policy

We advise prospective students to ensure this course is the right fit for them prior to sending tuition. **Tuition received is non-refundable and cannot be deferred.** Tuition is allocated towards course expenses from the date of receipt.

If tuition is being paid by a sponsoring organization, such as an employer, note that tuition is only transferable to another student with a minimum of 48 hour notice prior to the course start date and that the student must use the tuition for the same course and course dates. An administrative fee of \$200 + tax is applicable for tuition transfers.

We strongly encourage students to contact us with any questions or concerns prior to completing registration.

Credit

Students meeting the minimum passing grade requirement of 85% will be provided with a certificate of completion from Foot Canada Training.

Evaluation

Passing Grade: Students achieving a final mark of 85% or higher are considered to have met the FCNEd course exit competencies. Exit Competencies to be evaluated consist of the minimum set of skills and knowledge required to be an Educator for the clinical and mentorship portion a Foot Care Nurse course.

The FCNEd course has the following 4 sections, each including a multiple-choice evaluation and an exercise.

1. Lesson Planning
2. Presentation Skills
3. Using Technology (webinars, online tools)
4. Event Planning & Legal

Marking is calculated as follows:

- 30% - 4 section exercises submitted by email (7.5% each)
- 30% - 4 section multiple-choice evaluations submitted online (7.5% each)
- 40% - 1 Mid-Term Project and 1 Final Project to be submitted by email (20% each)
 - **Mid-Term Project:** Teaching a non-nursing related skill (submit with video the full lesson plan, materials sheet, handouts, assessment tools)
 - **Final Project:** Teaching a hands-on nursing foot care skill (submit with video the full lesson plan, materials sheet, handouts, assessment tools)

Interpretation of Final Grades

Final Grade 85-100% (Pass)

- Competent - Meets expectations for Exit Competencies
- Recommendation - Student to receive a certificate of completion for the FCNEd course and is considered competent to be an Educator for the clinical and mentorship portion a Foot Care Nurse course.

Final Grade 0-84% (Fail)

- Not Competent - Does not meet Exit Competencies effectively or consistently.

- Recommendation - Recommended to continue work as a Preceptor for the clinical and mentorship portion a Foot Care Nurse course and secure endorsement from the Educator prior to applying for re-entry into the course.

FCNEd Exit Competencies

Upon completion of the course, the student must meet the Exit Competencies listed below which have been adapted for this course from the *WHO Nurse Educator Core Competencies (2016)*.

- 1.3 Demonstrate knowledge of curriculum development which incorporates educational theories, principles and models.
- 2.1 Design curricula which support context-based nursing practice needs and reflect current trends in the health-care environment.
- 2.2 Develop and implement a relevant course based on innovative teaching and learning strategies that facilitate active learning and achievement of learning outcomes.
- 2.5 Create and maintain a safe environment that is conducive to learning in theoretical, clinical simulation and practice settings.
- 2.7 Incorporate and engage learners with the use of appropriate information technologies in teaching and learning processes.
- 2.8 Formulate evaluation tools for teaching and learning experiences and use results to monitor learners' performance and desired outcomes of courses.
- 7.1 Monitor, assess and evaluate teaching and learning methods and experiences in relation to nursing outcomes and learner needs.
- 7.2 Evaluate own teaching competencies by seeking input from peers and students. Use feedback to improve role effectiveness.
- 7.4 Foster learner's self-assessment skills and reflection of teaching and learning activities.

Appendix A: Student Responsibilities

1. Course Facilitator Support

The contact information for your Course Facilitator and their support team is provided on the first page of the FCNEd Student Lounge. All queries will be responded to within 1-3 business days.

2. Accessing Course Materials

Students will receive instructions on how to log on to the FCNEd Student Lounge on the first day of the course. Once on the FCNEd Student Lounge, students see the course divided in four sections. Each section contains a video explaining the course exercise for that section and a multiple-choice evaluation, located at the bottom of the page. Course exercises and evaluations measure knowledge, comprehension of application, critical thinking and affect of the topic.

3. Section Exercises

Section exercises are to be submitted by email to julie@foocanada.ca. The subject line should be as follows: LAST NAME, FIRST NAME - Exercise # 1. Exercise results will be returned to the student within 5 business days.

4. Multiple-Choice Evaluations

Click on the image at the bottom of the page in each section to access the multiple-choice evaluation for that sections. Once the evaluation is submitted a page will appear with your mark, as well as feedback and resources for further study.

Multiple-choice evaluations will require students to perform different activities to receive full marks, including answering questions using information from course materials and research. Tips on completing multiple choice evaluations have been included below:

- Prior to completing the evaluation, review all references and resources provided for the section.
- Read each question carefully.
- If a question seems to have all correct answers, consider the most important, relevant, credible, professional, comprehensive answer. Incorrect answers can often be readily eliminated.
- Don't assume any information not provided.
- Try to resist changing your answers unless a later question gave you an absolute reason for changing.
- Read through all questions before answering any. This will get you thinking ahead of time and you may see connections between information that you had missed earlier.
- Answer the questions that come easily first! You'll be able to focus on the difficult questions with a sense of accomplishment and optimism.
- Don't press the 'NEXT' button at the end of the evaluation until you have reviewed all the resources and links provided in the evaluation.
- Clicking the 'NEXT' button is the final step in submitting your responses for each evaluation. You will not be able to change your answers after this step. Marks on submitted evaluations will not be adjusted.
- After clicking the 'NEXT' button, a new page will appear. You will need to click the 'submit' button to gain access to the correct answers for the entire evaluation and your final score.

5. Projects

- There is a Mid-Term Project to complete in section 3 and a Final Project to complete in section 4.

- Projects include written and video components. They are to be submitted by email (or electronic delivery through Box, Drop Box, Google Drive etc.) to julie@footcarekingston.com. The subject line should follow this format: LAST NAME, FIRST NAME - Mid-Term Project. The video component may also be uploaded to a private YouTube channel or other hosting platform if desired.
- Students may use any technology or software they choose to create their lesson planning documents and supplementary materials (Word, Excel, PowerPoint, etc.).
- Any volunteers or 'learners' making an appearance on camera must have signed consent forms. Copies of student videos will be kept in Foot Canada Training files after the completion of the course, but will not be posted online.
- Feedback from each section exercise and the Mid-Term Project should be considered when submitting the Final Project.
- The Final Project will also be evaluated by the Director of Foot Canada Training, Cindy Lazenby, for nursing accuracy, IPAC standards and CAFCN guidelines adherence.
- Students will not be permitted to re-submit their projects.
- Please allow 2 weeks for final marks to be calculated for the Mid-Term Project and 3 weeks for final marks to be calculated for the Final Project. Results will be sent by email.
- If you are having technical difficulties submitting your assignment, please contact your Course Facilitator by email as soon as possible for assistance.
- Students are able to re-use products they have created in other sections of the course for this project.

6. Feedback

Your feedback is important to us. We encourage all students to complete the course satisfaction survey provided at the end of the course and to communicate with the FCNEd course Facilitator throughout the course with any questions or concerns.

7. Internet Connection Problems

Students are responsible for completing the course requirements by the last day of the course regardless of any computer or internet connection problems.

Appendix B: Foot Canada Training Intellectual Property Policy

- The Canada Copyright Act (R.S.C., 1985, c. C-42) protects all original literary, dramatic, musical and artistic work created in Canada or treaty countries, giving the author the sole "right to copy" (Canadian Intellectual Property Office, 2018).
- The Canadian Intellectual Property Office (2018) defines copyright as:
- "In the simplest terms, "copyright" means "the right to copy." In general, copyright means the sole right to produce or reproduce a work or a substantial part of it in any form. It includes the right to perform the work or any substantial part of it or, in the case of a

lecture, to deliver it. If the work is unpublished, copyright includes the right to publish the work or any substantial part of it."

- The content of Foot Canada Training's courses and curriculum is copyrighted and cannot be copied, shared or published without written permission from Foot Canada Training.
- If written permission to copy, share or publish one of Foot Canada Training's original works is provided by Foot Canada Training, proper reference to the author must be given when the work is used.

References used to develop this policy

- Canadian Intellectual Property Office. (2018). A Guide to Copyrighting. Retrieved January 16, 2019 from: https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr02281.html
- Government of Canada. (1985). Copyright Act. Retrieved January 16, 2019 from: <https://laws-lois.justice.gc.ca/eng/acts/c-42/index.html>