

Advanced FCN Skills Private Practice Workshop Outline

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General Course Information

Course Description

Total Hours: 8 hours

The Foot Care Nurse Private Practice Workshop is designed for nurses (RN's, NP's, RPN's & LPN's) who have successfully completed an Online Foot Care Nurse Theory and Clinical course, to increase nursing foot care skills and competencies using a blend of theory and skills practicum. The workshop uses the Canadian Association of Foot Care Nurses' National Competencies for Advanced Nursing Foot Care in Canada (2017) as guide for the Workshop's Learning Outcomes and teaches a comprehensive, advanced and diabetic nursing foot care curriculum, which follows current best practice guidelines and evidence-based practice.

Foot Canada Training FCN Curriculum – The Foot Care Nurse courses and workshops are developed by Foot Canada Training and are administered by Foot Care Nurse Educators, health agencies, colleges and universities who have a license to access and use Foot Canada Training's curriculum. Education providers teach and administer FCN Clinical independently from Foot Canada Training. Each of these education providers have access to the same standardized peer-reviewed education guidelines, teaching materials and suggested FCN Workshop-Specific Outlines. Please visit the Clinical Education Providers' page of the Foot Canada Training website for a list of FCN Clinical education providers using the Foot Canada Training curriculum.

Prerequisites

FCN Theory & Clinical

Applicants are recommended to have successfully completed a Canadian FCN Theory and Clinical course or a Clinical Refresher within the past 5 years.

Non-restricted Nursing Registration/License

Applicants hold a current non-restricted Nursing Registration/License (temporary or full) from the territory or province in which they will be taking the course.

Safety and Ethics

It is expected that nurses participating in this course will:

- follow all applicable legislation;
- use only the skills authorized within their scope of practice;
- demonstrate the entry-to-practice competencies, practice standards and guidelines established by their provincial or territorial regulatory body.



- Nurses who fail to adhere to the above, resulting in safety and/or ethical concerns, may be removed from the workshop at the Educator's discretion and marked as Incomplete. Re-entry to the workshop may or may not be possible based on the Educator's recommendations. Remedial assignment(s) and additional fees may be applicable.

ID

Each student is to bring a printed copy of the following to the workshop:

- Current government issued photo ID.

Required Reading

Students are expected to obtain the following:

- Lazenby, Cindy. LM. (2017) Art & Science of Foot Care: A Clinical Resource for Nurses in Canada.
- Canadian Association of Foot Care Nurses National Competencies for Advanced Nursing Foot Care in Canada (2017). Canada: CAFCN.
- Student Guide: a Student Guide will be provided to the student once fully registered, which will demonstrate how to prepare prior to the course, including links to additional required reading.

Credit

Students meeting the minimum passing grade requirement will be provided with a Certificate of Completion from their education provider.

Lesson Plan Example (8hrs)

Pre-Workshop literature review (3 hours) – This portion of the workshop may require some self-study prior to the workshop for all or part of the 3 hours of literature review or may be taught in a classroom setting and will focus on a review of private practice best practice standards, guidelines and resources in Canada, and scope of practice.

Advance Nursing Foot Care Skills (5 hours) - This portion of the workshop may be taught in a classroom setting **or online** and covers setting up a private practice, practice standards for nurses in private practice (privacy, confidentiality, nurse-client relationships, documentation, competencies, collaboration with foot care team members, ethics), professional liability insurances, 3rd party insurance, professional consultants, bookkeeping, marketing, advertising, licenses, business name, types of businesses; exploring different self-assessment tools to identify individual and professional strengths and risks; developing a business plan draft and an individualized action plan for a successful private practice.

Evaluation

Learning Outcomes

The CAFCN's National Competencies for Advanced Nursing Foot Care in Canada (2017) were used as a guide to develop the Learning Outcomes for the workshop.

This workshop emphasizes professional accountability through resourceful and self-directed learning. Skills and knowledge will be evaluated by the student, their peers, and the Educator.

Evaluation is continuous and will consist of formative and summative methods, including step-by-step guided-learning exercises and return demonstrations. There will be an emphasis on self-evaluation with the use of a personal learning plan, pre and post-tests and reflective practice.

All students are encouraged to develop a Personal Learning Plan with S.M.A.R.T. goals on exit from the workshop that includes Learning Outcomes for which they did not receive a satisfactory mark.

Passing Grade

Students achieving a final grade of Satisfactory (S) are considered to have met the Learning Outcomes for the workshop.



Rubric Results

Definition	Detail of Performance
Satisfactory (S)	<p>Performance meets minimum Learning Outcome criteria:</p> <p>Students achieving a final mark of Satisfactory (S) will receive a Certificate of Completion, if meeting all of the following criteria:</p> <ul style="list-style-type: none">• missed less than 5 minutes of the workshop• have between 0 - 1 U's• not had a CRITICAL EVENT, as defined in the Unsatisfactory section (see below)
Unsatisfactory (U)	<p>Performance does not meet minimum Learning Outcome criteria:</p> <p>Student will receive a final mark of Unsatisfactory (U) and will not receive a Certificate of Completion, if meeting one of the following criteria:</p> <ul style="list-style-type: none">• missed 5 minutes or more of the workshop <p><u>Or</u></p> <ul style="list-style-type: none">• 2 or more U's <p><u>Or</u></p> <ul style="list-style-type: none">• 1 single CRITICAL EVENT, defined as, but not limiting to:<ul style="list-style-type: none">○ A dangerous action that injures or has the potential to injure○ Illegal or unethical behaviour○ Impaired behaviour due to alcohol or drugs

Interpretation of Final Grades

Final Grade Satisfactory (S) (Pass)

- Competent - Meets expectations for Learning Outcome criteria.

Final Grade Unsatisfactory (U) (Fail)

- Not Competent - Does not meet Learning Outcome criteria effectively or consistently.
- Recommendation - Recommended to get remedial assistance prior to applying for re-entry to the workshop.

Final Grade (Incomplete)

- Not Competent – Student was absent for a portion of the course resulting in skill development and/or skill assessment being incomplete.
- Recommendation - Student may have to make remedial arrangements with their workshop. Note that additional fees may be applicable.

Location-Specific Course Information

Workshop topics include:

- Self-employed practice
- Informed consent and documentation
- Policy and procedures
- Conflicts of Interest
- Advertising and Endorsing Products
- Designation and Credentials
- Starting your business and registration
- Accounting, expenses, taxation
- Insurance
- Invoicing and Billing
- SMART Goal development
- Supplies, Equipment and Suppliers
- Marketing Strategies

Course dates and times:

- This workshop is currently offered via continuous enrolment
- Workshop date and times TBD between educator and student

Location:

- Online, via Zoom

Educator Contact Information:

- Kirsten Hansen, LPN
- Foot Care Nurse Educator
- info@kirstensfootcare.ca
- 902-719-8711

FCN Theory and Clinical Course Prerequisite:

- Foot Canada Training requires that all nurses registering for this workshop first complete Foot Canada Training's Online and Clinical Foot Care Nurse Theory Course or an equivalent course or training, prior to starting the workshop to ensure that students acquire a strong theoretical foundation. To register and for more information about the FCN Theory course, please visit the [FCN Theory course page](#) on the Foot Canada Training website.

Tuition:

- \$250 + HST

What is included in tuition?

- 8 hours (includes 3 hours pre-workshop literature review + 5 hours of advanced nursing foot care skills).
- A certificate of completion on successfully meeting minimum requirements of the workshop.

Payment methods:

- E-transfer
- Credit Card

Expenses not included in tuition:

- Requests outside of normal workshop activities or outside of educational, technical, and administrative support schedules or activities as per the workshop outline (such as requests for remedial assignments, course transcripts, third party correspondence, letters, etc.).
- If applicable (in-person), students are expected to arrive at the workshop with a printed (or electronic) copy of the following:
 - Current non-restricted Nursing Registration/License from Nursing Regulatory Body.
 - Hard copy government issued photo ID.
 - Student Guide (pdf sent by email).
 - Workshop Outline (link sent by email)
 - CAFCN's [National Competencies for Advanced Nursing Foot Care in Canada \(2017\)](#)
 - [Lazenby, Cindy. LM. \(2017\) Art & Science of Foot Care: A Clinical Resource for Nurses in Canada](#)

Student Equipment, Instruments and Supplies:

- Computer with stable internet access and ZOOM app
- There are no workshop-specific instruments and supplies required for this workshop

Refunds, Conditional Acceptance and Workshop Cancellation Policy:

- Should you wish to withdraw, note that tuition received is non-refundable and cannot be deferred. Tuition is allocated towards workshop expenses from the date of receipt, including room bookings,

team hires and coordinating pre-workshop activities such as client bookings, etc. It is the student's responsibility to attend this workshop in its entirety for the date and times registered to receive a certificate.

- Applicants currently registered in a FCN Clinical course and meeting all other course prerequisites will be accepted to this workshop on a conditional basis that they successfully complete their FCN Clinical and provide a copy of their certificate prior to the start of the workshop. If the applicant does not pass the FCN Clinical course, the applicant will be provided with a choice to receive a refund for the workshop or defer their tuition to the next available workshop.
- If Kirsten’s Foot Care cancels the workshop due to low enrolment or any other unexpected reason, students will be informed and will receive a full refund.

Privacy and Confidentiality Standards:

- All student information is kept in a locked filing cabinet or secure hard drive at Kirsten’s Foot Care’s home office.
- Students are not to take screenshots, photos or recordings of any slideshows or ZOOM without expressed consent from Kirsten’s Foot Care.

Dress Code:

- Be comfortable
- Bring your smile!

Unique-to-Facility Documents and Forms:

- Students are to review the following documents and forms, then email a scan or copy of this page to their Education Provider.

Unique-to-Facility Documents & Forms
Not Applicable for this workshop

In signing this document, I confirm that I have read this Workshop Outline, reviewed location-specific workshop information and read all additional location-specific forms/documents listed above.

Student Signature

Student Name

Date