



# **Wound Ostomy Continence Institute Skin Health Programs**

## **Skin Health Program Policies**

# Skin Health Program Policies

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# Skin Health Program Policies

## 1.1 Preamble

These policies govern Skin Health Program courses (Best practice in Ostomy Management and Foundations of Skin and Wound Management) established by the Wound Ostomy Continence Institute (WOC-Institute) and apply to students enrolled in these courses. It is understood that students agree to abide by these policies upon signing the educational contract at the time of admission

The WOC-Institute will not be held responsible for any damages or bodily injury (including death), personal injury and/or property damage that may arise or occur directly or indirectly pursuant to these courses.

For any questions related to these policies, the student is advised to contact the WOC-Institute Chair: Dr. Kimberly LeBlanc [chairwocinstitute@gmail.com](mailto:chairwocinstitute@gmail.com)

## 1.2 Admission Policies

### 1.2.1 Eligibility

- The Wound, Ostomy and Continence Institute Skin Health Program is open to all health professionals.
- Interested applicants must complete the online application form, send a current resume and pay the registration fee

### 1.2.2 Language Requirements:

At this time all courses are given in English only. French courses are in development

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## 1.2.3 Computer Requirements

This is an online course, therefore access to a computer with high-speed Internet connection is necessary and computer literacy is an asset.

- Computer – either a PC or a MAC
- Stable and reasonably fast Internet Connection
- Windows Media Player
- Quick Time
- Java

## 1.2.4 How to Apply

Please complete the [online application form](#), upload your resume and pay your course fee via our convenient online payment system.

## 2.0 Program Overview

The Wound Ostomy and Continence (WOC) Institute offer two online, interactive skin health courses for healthcare professionals. These courses are designed to be foundational, meaning that they provide the foundation for continued learning. Currently the WOC-Institute offers the Foundations in Ostomy Care Best Practices and the Foundations of Skin and Wound Management. After completion of the program students are encouraged to use the title of ostomy care associate (OCA) or wound care associate (WCA).

## 2.1 Foundations in Ostomy Care Best Practices

Offered by the WOC Institute, this course is geared towards the non-specialist licensed nurse or allied health care provider in a variety of practice

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settings with the goal of improving and strengthening the ostomy care team and ostomy care for your patients.

## **What to Expect**

Join colleagues from across the country for this WOC Institute Skin Health Program Ostomy Course:

- 10-12 weeks of guided learning supported by Canadian Nurses Specialized in Wound, Ostomy and Continence.
- Online learning allows you to learn when and where it is most convenient for you.
- Individualized support and feedback guide you through graded assignments and discussion forums.
- Course content available from easily available text books and journals.
- Course load depends on prior knowledge, typically 8-10 hours per week
- Courses start in January and in September
- Registration closes one month before the start date or when the course is full.

## **Course Content**

Each lesson unit Includes textbook readings, presentations and journal articles. Information includes care of the adult and care of the child with an ostomy.

## **Topics include:**

- A&P of the gastrointestinal and genitourinary systems
- Surgical procedures patient assessment
- Abdominal assessment
- Stoma assessment
- Peristomal skin assessment
- Effective pouching

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- Troubleshooting
- Management of tubes and drains

## **Course Objectives:**

By the end of this course, the student will be able to:

- Define evidence-supported theory in ostomy management;
- Describe the effective use of ostomy assessment tools;
- Determine the proper selection of ostomy products to manage effluent;
- Solve problems through effective troubleshooting;
- Demonstrate how to teach patients living with an ostomy and or their care givers to manage their ostomy;
- Identify situations where consultation with the Nurse Specialized in Wound, Ostomy and Continence (NSWOCC) is appropriate.

## **2.2 Foundations of Skin and Wound Management**

This course is provided by the WOC Institute. It is geared towards the non-specialist licensed nurse working in a variety of settings with the goal of improving and strengthening the wound care team and wound care for your patients.

### **What to Expect**

This week theory course sets the stage for best practice skin and wound management across acute care, community care and long-term care.

### **Course Content**

- Wound Healing and Setting Wound Care Goals
- Wound Assessment,
- MASD
- Skin Tears
- Common Lower Leg wounds
- Bioburden

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- Surgical Wounds
- Wound bed preparation
- Malignant Wounds
- Product selection
- Applying knowledge to practice

## **Course Objectives:**

By the end of this course, the student will be able to:

- Understand best practice knowledge in the assessment of patients at risk for challenges related to skin and wounds;
- Recognize and mitigate factors that lead to delayed or impaired wound healing;
- Recognize and respond to signs and symptoms of increased bioburden;
- Assess wound bed characteristics;
- Select treatment choices based on wound bed characteristics and best practices;
- Discuss how to identify and mitigate the impact of pain on wound healing outcomes and patient suffering;
- Identify situations where consultation with the NSW OCC is appropriate.

## **3.0 Payment and Tuition Fees**

The student is responsible to pay tuition fees or to ensure that they are paid. The fees may be Income Tax deductible and a receipt will be provided to the payer upon written request to the Program Administrator.

### **3.1 Payment**

**No Personal cheques will be accepted.**

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Fees can be paid by credit card on the secure WOC-Institute website. If the use of a credit card is not possible a money order or corporate cheque, made out to the Nurses Specialized in Wound Ostomy Continence Canada -WOC-Institute is acceptable.

Course fees must be paid prior to the start of each course.

## 3.2 Refunds

### Refunds before the course starts:

- If email notification of withdrawal is received by the Administrative Assistant more than fourteen (14) calendar days before the start of the course, the WOC-Institute will retain a \$50.00 handling fee from the course tuition fees and the remainder will be refunded to the student.
- If email notification of withdrawal is received by the Administrative Assistant less than fourteen (14) calendar days before the start of the course, the WOC-Institute will retain a \$300.00 handling fee from the course tuition fees and the remainder will be refunded to the student.

### Refunds after the course starts:

- No refunds will provided after the start of the course.

## 4.0 Grading of Assignments

Discussion forum participation is mandatory. Delays in posting to the Discussion Forum will result in a Fail for each missed component if not previously approved by the Academic Advisor. Students must pass 5/8 components per Discussion Forum

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to achieve a passing grade for each forum, and overall pass 3/5 Discussion forums to be successful in the course.

## 4.1 Plagiarism

- At its most basic; plagiarism is defined as stealing another person's work or ideas and using them as one's own. The student must ensure that full credit is given to the ideas as well as the words of all authors to ensure that the risk of inadvertent plagiarism is minimized.
- Students who use the Internet for their studies are at risk of inadvertent plagiarism and are advised that faculty may make use of on line services to detect plagiarism in assignments such as the one found at <http://www.plagiarismchecker.com/>
- Students using online translation services must be especially careful that they do not unintentionally plagiarize the translated content. Students may not use translated content as their own but must paraphrase this content and reference the translation service.
- Plagiarism also includes "self-plagiarism" which is submitting an assignment originally submitted for another course or program.
- Students found to be plagiarizing, intentionally or unintentionally, risk failure of the assignment and or dismissal from the course.

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## 5.0 Grievance Procedure

Serious complaints about the course or program are to be discussed with the Academic Advisor as soon as possible. The Academic Advisor will discuss the complaint(s) with the WOC-Institute Chair: Dr. Kimberly LeBlanc. Every effort will be made to resolve the complaint to the satisfaction of both parties.

### 1.3 Process

If the complaint is not resolved to the student's satisfaction, the complaint may be submitted in writing to the WOC-Institute Chair: Dr. Kimberly LeBlanc [chairwocinstitute@gmail.com](mailto:chairwocinstitute@gmail.com). A clear description of the complaint and a summary of the discussion(s) with the Academic Advisor must be provided. If the WOC-Institute Chair is unable to resolve the issue with the student, the WOC-Institute Chair will appoint a Grievance Committee.

### 1.4 Condition for Review

The Grievance Committee will not review a complaint unless the student has previously discussed the complaint with the Academic Advisor and the WOC-Institute Chair.

#### Decision

The Grievance Committee chair will provide the decision in writing to the WOC-Institute Chair. The Chair will inform the student and Academic Advisor of the decision. The decision of this Committee will be final.