

Guideline: Enhancement Plan (EP)

PURPOSE:

The purpose of this guideline is to outline a process of support for a student who demonstrates difficulty in meeting outcomes in their current theory or practice course. The EP is intended to foster student growth and development in academic and practice settings to ensure professional practice standards and entry level competencies (ELCs) are satisfactorily met.

DEFINITIONS:

N/A

GUIDELINE SCOPE:

This guideline applies to students enrolled in theory, lab, and practice courses in the NESA BN Programs.

SPECIFICS OF THE GUIDELINE:

1. Should an instructor determine that a student is at risk of not meeting course expectations or course outcomes, the instructor must initiate the implementation of an EP as early as possible in the course to ensure adequate opportunity for student success. Consultation with the Program Chair (for theory and Lab courses) or Practice Coordinator (for Praxis courses) at Lethbridge Polytechnic (LP) or Assistant Dean Nursing at University of Lethbridge (UL) is advised.
 - a. PART A: The instructor provides detailed documentation of evidence of unsatisfactory performance – including dates of occurrence – for course-related outcomes.
 - b. PART B: The instructor clearly documents the activities, relationships, and resources available to meet performance outcomes and expectations for satisfactory performance/course outcomes. The instructor and student set a timeline within which the student can achieve the course outcomes within the academic semester. (Although written assignments or time in Simulation Hub/Simulation Health Centre (SHC) are valuable learning experiences and provide an opportunity to assist in increasing knowledge and demonstrate that course outcomes are met, these activities may NOT be used in place of clinical hours and cannot be used to evaluate clinical competency).
 - c. PART C: The instructor documents the extent to which the performance outcomes (Part B) have or have not been met.
2. The signature of the student indicates that they have met with the instructor and have reviewed and discussed the EP. If the student refuses/fails to sign the EP, the EP will remain in effect, and the instructor should document this refusal on the document.
3. A signed copy of the EP is provided to the student and the Program Chair (LP) (for Theory and Lab courses) Practice Coordinator (LP) (for praxis courses) or Assistant Dean Nursing (UL) immediately after implementation. This ensures support for the student and instructor.

4. In split praxis courses (i.e. two instructors are teaching the same course in the same semester – NSG 2322, 2422, NURS 3122, 3322, 3522, 4622), the instructor who initiated the EP will provide a copy to the subsequent praxis instructor for the purpose of ongoing student support.
5. EPs must remain in place until the student has demonstrated satisfactory performance in the at-risk competency areas. If the student does not meet course outcomes by demonstrating satisfactory performance at the end of the course, the student will receive a failing grade in the course.
6. If there are concerns that warrant the EP to carry forward to subsequent semesters, the instructor must communicate these concerns to the Program Chair (LP) (for Theory and Lab courses)/ Practice Coordinator (LP) (for praxis courses) or Assistant Dean (UL). (e.g., limited/different clinical experiences, lack of time remaining in rotation after EP initiation). In this situation, the Program Chair/Practice Coordinator (LP) or Assistant Dean (UL) must approve the EP carrying forward to the next semester. The Program Chair/Practice Coordinator (LP) or Assistant Dean (UL) will communicate the concerns to the subsequent instructor, and that instructor would revise the EP as needed to assist the student in meeting course outcomes for that course.
7. When a concern is carried forward to the next semester, the Program Chair/Practice Coordinator (LP) or Assistant Dean (UL) will notify the student and Instructor/Faculty Advisor for the course. The student bears the ultimate responsibility for informing the new instructor of the previous concerns with their performance at the beginning of the new semester.
8. A student who does not fully meet the course outcomes (Part B of the EP) receives a failing grade (F) in the course.
9. The EP is an official record. At the completion of the term, all EPs will be shared electronically with the Practice Coordinator or Program Chair (LP) and the Assistant Dean Nursing (UL) for storage on the student's file. The completed EP will be shared with the Practice Coordinator/Assistant Dean to provide ongoing support for students and to identify patterns of behaviour that may necessitate additional program, institutional, or other supports.
10. All Lethbridge Polytechnic EP documents will be provided to the Assistant Dean Nursing (UL) at the end of each academic year, or when Out-of-Sequence students transfer campuses mid-year. This is to ensure patterns leading to potential academic performance issues can be identified early and appropriate support provided to students. These patterns may include but are not limited to repeated absences, multiple EPs, behavioural concerns, or other indicators that may affect the student's success in UL courses.

APPENDIX:

NESA BN Programs Enhancement Plan template

RELATED POLICIES/ASSOCIATED GUIDELINES:

N/A

REFERENCES:

N/A

****NOTE: NESA Guidelines exist within organizational frameworks of policy for Lethbridge Polytechnic and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESA guidelines are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence.***

Revised By/date:	Approved by/date:
Policy Review Committee: March 2015	Not Required: editorial and formatting
Policy Review Committee: April 2016	Not Required: no change
Policy Review Committee: April 2017	Not Required: no change
Policy Review Committee: May 2018	Not Required: editorial changes
Policy Review Committee: January 2019	Not Required: editorial changes
Policy Review Committee: February 2020	Not Required: editorial changes/position titles
Policy Review Committee: March 2021	Not Required: editorial changes
Policy Review Committee: April 2022	Not Required: removed old EP template
Policy Review Committee: April 2023	NESA Joint Faculty Council: May 2023
Policy Review Committee: December 2024	NESA Joint Faculty Council: December 2024
Policy Review Committee: May 2025	NESA Joint Faculty Council: May 2025
Policy Review Committee: November 2025	NESA Joint Faculty Council: December 2025