

## University of Colorado College of Nursing | Office of Lifelong Learning Palliative Care Certificate Program

Thank you for considering the Palliative Care Certificate Program at the University of Colorado, College of Nursing's Office of Lifelong Learning (OLL) for your continued professional growth. "Palliative Care is an approach which improves quality of life of patients and their families facing life-threatening illness, through the prevention and relief of suffering by means of an early identification and impeccable assessment and treatment of pain and other problems, physical, psychosocial, and spiritual" (WHO, 2002). The essence of palliative care nursing is to focus on the delivery of holistic nursing care within an interdisciplinary model that provides appropriate symptom management to improve quality of life for individuals who have a chronic and/or life-threatening illness. Nurses can improve their knowledge and practice of palliative care through participating in an educational program that enhances knowledge and skills.

The purposes of the Palliative Care Certificate Program are: to provide advanced nursing education for palliative care; to advance nursing practice and research in palliative care; to promote change in the clinical climate towards palliative care; to reach nurses in both urban and rural settings in Colorado and beyond; and to provide theory review for the HPNA Palliative Care Nursing Credentialing Examination. This program is designed for the practicing RN with a BS or MS degree who has an interest in or practices palliative care nursing. It offers two, 3 graduate level credit hour courses (90 contact hours – one course offered in summer, one offered in spring).

### Courses

*Both courses are required to complete this certificate.*

**Advanced Concepts in Palliative Care** - *Intensive Week on campus: June 18-22, 2012 (9 a.m. – 5 p.m.)*

This is an advanced course focusing on theory and practice in palliative care nursing including assessment, symptom management, advanced communication skills, and responses to loss ethical issues. Participants will explore palliative care as acute, restorative, and comfort care with patients and families. Register for this course April 4 – May 20, 2012. Registration forms will be accepted beginning April 4.

**Complex Symptom Management in Palliative Care** - *Online: August 27 – December 14, 2012*

This course is an advanced course focusing on complex symptom management in palliative nursing including the role for the advanced practice nurse, advanced symptom management (pain, dyspnea, fatigue, confusion, agitation, delirium, depression, anorexia, cachexia, dysphagia, and GI symptoms), and pharm/nonpharm interventions. Register for this course July 11 – August 5, 2012. *A separate fall registration form is required and will be accepted beginning July 11.*

Course #	Section	Credit Hrs	Title of Course
NURS6744	0X1	3	Advanced Concepts in Palliative Care
NURS6745	5I1	3	Complex Symptom Management in Palliative Care

See current enrollment request form for tuition rate and the [Bursar's Office website](#) for associated fees.

#### If you are interested in registering for this certificate program:

- 1) Please contact Dr. Paula Nelson-Marten **before** registering at [paula.nelson-marten@ucdenver.edu](mailto:paula.nelson-marten@ucdenver.edu) to determine if this certificate program is appropriate for you.
- 2) Complete an Office of Lifelong Learning *Non-Degree Enrollment Request Form* (available on our website at: <http://www.nursing.ucdenver.edu/profdev> in the Registration Box on the left)

Mail to:	Drop off: Monday through Friday 8 a.m. – 4 p.m.	Fax to:
CU College of Nursing Office of Lifelong Learning Mail Stop C288-08 13120 East 19 <sup>th</sup> Avenue Aurora, CO 80045	CU Anschutz Medical Campus College of Nursing Office of Lifelong Learning 13120 East 19 <sup>th</sup> Avenue Education 2 North, Room P28-3220	303-724-4729

#### What to expect after submitting your *Enrollment Request Form*:

- 1) We will manually admit you as a non-degree seeking student (or degree seeking when applicable) for the requested term. This will usually take three to 10 business days. We will then email you a Confirmation Letter which will include:
  - a. Your Student ID Number
  - b. Instruction on how to claim your campus email address
  - c. Where to go online to *self*-register
  - d. Your Permission Number

If you do not receive a confirmation letter at least one week prior to class starting, it is your responsibility to notify the OLL. If we are not contacted, we will assume you have received all correspondence (whether written or email), and you will be responsible for all course expenses.

- 2) You, the student, will claim a campus e-mail as instructed in the confirmation letter.
- 3) You will then go into the student portal (following the instructions provided) and *self*-register for your course(s) of interest.
- 4) You will be notified by the Bursar's Office through your CU campus email address regarding your balance due for registration.

#### Important Information:

- ❖ Classes are filled on a first come, first served basis, so it is best to register early. If you have questions regarding your registration, please contact the Professional Development office at 303-724-1372 or send an email to [professional.development@ucdenver.edu](mailto:professional.development@ucdenver.edu).
- ❖ **Matriculated students** with the University will be charged their normal "per credit tuition" and will be billed in normal fashion by the Bursar's Office.
- ❖ Students taking either certificate course **as part of a degree program** will be charged an additional fee when requesting their certificate. Please contact the Office of Lifelong Learning for fee information.
- ❖ You must fill out and submit a Graduation Certificate Request Form (sent by OLL) before the deadline to get credit for certificate completion that semester:
  - May finish—June 30
  - August finish—September 30
  - December finish—January 31
- ❖ Instructions for claiming your campus e-mail account are included with your confirmation letter, which will be sent to your personal e-mail account. After you claim your campus account it will be the sole electronic address used for all official correspondence.
- ❖ MS level courses (6000-6999) for non-degree enrollment require a Baccalaureate degree.
- ❖ Please register carefully:
  - \* **No refunds** are issued after the Drop/Add period.
  - \* If you do not properly drop a course online, **you are responsible for all costs associated with the course.**
  - \* Selected courses have additional cancellation and refund requirements. A full refund is issued when OLL cancels a class.
  - \* Once the drop/add period has ended, you can no longer drop a course but must withdraw from a course by submitting a "withdrawal from course form".
  - \* When you withdraw from a course (or courses), the course(s) will appear on an official transcript with a grade of "W".
  - \* You will not be dropped from enrollment for non-attendance or non-participation; however, non-attendance/non-participation will result in a grade of "F" for the course.

#### Resources

- ❖ For additional information regarding descriptions of navigating in online courses, please visit the Blackboard home page at <http://blackboard.cuonline.edu/webapps/portal/frameset.jsp>.
- ❖ See <http://www.ucdenver.edu/academics/CUOnline/StudentResources/Pages/CurrentStudentResourceSite.aspx> for student Blackboard resources; or contact the CU Online Help Desk for assistance. M-F, 7 a.m. - 7 p.m., at (303) 315-3700 or toll-free at 1-877-823-3644 email to [cuonlinehelp@ucdenver.edu](mailto:cuonlinehelp@ucdenver.edu).
- ❖ Access to the library and bookstore are available through the Web at: <http://hslibrary.ucdenver.edu/> and <http://www.ucdenver.edu/student-services/resources/AMCbookstore/Pages/AnschutzMedicalCenterBookstore.aspx>

#### Online Course Requirements

**Hardware and Software** – the minimum computer capabilities for accessing online courses:

- \* Computer Operating System – Windows 98, XP, or NT or MacOS 7.5.1 or newer
- \* Microsoft Office – Word, PowerPoint, Excel
- \* Memory – Minimum of 64MB of RAM
- \* Disk Space – Minimum 1 Gigabyte hard drive
- \* Modem – 56k modem (requires an internet service provider such as AOL.com, MSN.com, freenet.net, etc.) or high-speed cable modem or DSL line (ISP provider comes automatically with cable modem or DSL line).
- \* Web Browser – Internet Explorer version 7 or higher or Mozilla Firefox version 2 or higher
- \* Virus Protection Software – Current or up-to-date packages such as Norton Anti-Virus or McAfee® Virus Scan (The best option is to go online to McAfee.com or Norton.com and purchase an online package because that is more easily updated.)
- \* Spam Protectors and Pop-Up Blockers may interfere with your ability to use course software.

**Computer Skills** - it is essential that you are able to perform these basic computer skills:

- \* Use a mouse to locate, open, and close files, send/receive e-mail with file attachments
- \* Have basic word processing skills and copy and paste text from one document to another
- \* Have two or more windows open and toggle or switch between two open applications
- \* You are encouraged to "buddy" with someone you work with to improve your skills.
- \* Review tutorials on your own computer, or seek assistance from local library resources or computer courses.