February 14, 2007

Dear Participant,

Thank you for agreeing to assist with the state-wide Associate Degree Nursing Curriculum Improvement Project by volunteering to be a panelist on the DACUM (Developing A Curriculum). I have spoken with many of you on the phone and via e-mail and I am looking forward to meeting you.

The DACUM will be held on Saturday, February 24, 2007 on the Health Sciences Campus of Wake Technical Community College. The campus address is: 2901 Holston Lane, Raleigh, NC 27610. The Health Sciences Campus is located near the intersection of New Bern Avenue and Sunnybrook Road, behind WakeMed. We will meet in the Health Sciences Building, rooms 517 and 518. This building is a tall, red brick building on your right as you enter the campus. Take the elevators to the fifth floor. Registration and breakfast will be at 8:00-8:30. Lunch will also be provided. Plan to meet until 5:00.

We will use a process called DACUM (Developing A Curriculum). DACUM is an innovative method for analyzing occupations. Experts in the profession (you) are recruited to identify and define the core competencies (duties, tasks, knowledge, skills, tools, and attitudes) necessary for successful employment and performance in the profession. We want to bring your expertise to this process so that we can develop the most effective program for students pursuing an Associate Degree in Nursing through the North Carolina Community College system.

Initially, we will review, revise, and agree upon the job title definition of a Registered Nurse. Then we will brainstorm about the “General Duties” or competencies of a registered nurse. There are usually about 6-12 competencies or duty statements. These statements describe large areas of work. We will analyze the agreed upon general duties (competencies) and brainstorm about the individual tasks within each area. Tasks are specific meaningful units of work that can be assigned over a short period of time and can be performed independent of other tasks. There are usually 6-20 tasks per duty. The task statements will consist of one verb and an object. See example below. Safety may be one of your “general duties or competencies” of a registered nurse. Then you will identify “tasks” (A1-A6) related to the “duty”. There would be many tasks related to safety, I have listed only a few to give you an idea of the process.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>A-1</td>
<td>A-2</td>
<td>A-3</td>
<td>A-4</td>
<td>A-5</td>
<td>A-6</td>
</tr>
<tr>
<td>Safety</td>
<td>Use Standard Precautions</td>
<td>Identify patients at risk for falls, suicide</td>
<td>Dispose of biomedical waste according to policy</td>
<td>Locate emergency equipment</td>
<td>Instruct patient/family on nurse call system</td>
<td>Assist patient with transport as needed</td>
</tr>
</tbody>
</table>

Tel: 919-250-4334 E-mail: ceblackw@waketech.edu
Visit our Web Site at http://ADN-CIP.waketech.edu
When the process is complete on Feb 24, you will have an entire wall of the meeting room filled with cards that lists the general duties and tasks of a registered nurse. We will then prioritize the lists, and agree on the work as a whole.

Your homework, prior to February 24, is to write 5 “general duties or competencies” of a registered nurse and list the tasks involved in each duty. There is no right or wrong answers. Please bring this to the meeting. We will not be taking up your homework or distributing it to others, but it will help the group to begin working if you have prepared ahead of time. Please bring your laptop if you work best by entering data or ideas in that manner. Please view the attached Power Point slideshow to help you become more familiar with this process.

I still need a couple of more people to participate in the DACUM. If any of your co-workers or friends can assist (and qualify), please have them contact me this week. I am attaching a flier for you to distribute to them. They may contact me at: ceblackw@waketech.edu or 919-250-4334.

Your work will be distributed at the state and national levels and your signature on this ADN DACUM design will always associate you with this historical document and major contribution to your profession. I appreciate your support and contributions to this important effort.

Sincerely,
Charlotte Blackwell
Project Director
Associate Degree Nursing
Curriculum Improvement Project