

School of Nursing NSG 4081 Nursing Capstone Practicum (3 units) Fall 2023 (Rev. 8/15/23)

Meeting days: Varies

Meeting times: Varies

Clinical Orientation: Thursday,

9/7/23, 0900-1300

3 Virtual Clinical Site Visits with Student, Preceptor & Clinical Faculty (and as

needed)

Final Clinical Evaluation with Student & Clinical Faculty

Meeting location: Clinical Orientation: Location- To be

determined.

Placement: Senior year, 5/6

Instructors:

Section 1, NSG 4081.1

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LSCC Office: Virtual

Section 2. NSG 4081.2

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Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

SON Vision Statement

The School of Nursing at Point Loma Nazarene University embraces, as a covenant, the commitment to excellence within a dynamic Christian environment in which each one will engage in the sacred work of nursing. This sacred work involves symbolically removing one's shoes in service of others.

Take off your sandals for the place you are standing is holy ground. Exodus 3:5 NIV

SON Mission Statement

The School of Nursing at Point Loma Nazarene University exists to support the university Wesleyan mission and to provide an interdisciplinary learning program of excellence. Graduates of the SON are distinctly identified by grace, truth and holiness, serving others after the example of Christ, as they are sent to fulfill their calling as professional nurses.

So He got up from the meal, took off His outer clothing, and wrapped a towel around His waist. After that, He poured water into a basin and began to wash His disciple's feet, drying them with a towel that was wrapped around Him. John 13: 4-5 NIV

Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you an example that you should do as I have done for you. John 13: 14-15 NIV

Faculty reserves the right to make necessary schedule changes to this syllabus as the semester progresses.

Every attempt will be made to minimize the inconvenience to the student in the event of a change to the syllabus. Students will be notified of changes via Canvas announcement section, with accompanying email notification, in a timely manner.

COURSE DESCRIPTION

NSG 4081 Nursing Capstone Practicum (3 units)

Application of nursing skills in client care settings with opportunity to provide nursing care to persons with complex health problems. Emphasis is on critical thinking, clinical decision making, and independent judgment in areas of client nursing care as well as management of nursing services. Includes collaboration with health team members and implementation of organizational skills. Corequisite(s): NSG 4080 and 4070

PROGRAM LEARNING OUTCOMES

 1 1 0 7				
PLO 1: Inquiring Faithfully				
Student will demonstrate knowledge, skill and behavior of the evidence-based practice of				
nursing which integrates growth in reasoning, analysis, decision-making and the				
application of theory with the goal of advocating for others and/or self. This includes				
holistic nursing skills and the nursing process.				
1 1 Integrate scientific findings to promote 1 2 Apply evidence and clinical judgment				

Upon completion of the program, you will be able to achieve the following outcomes:

Essentials Domain 1, 4	Essentials Domain 1, 5, 8			
patient outcomes and wellness	in the delivery of care			
1.1 Integrate scientific findings to promote	1.2 Apply evidence and clinical judgment			

PLO 2: Caring Faithfully

The student will embrace a calling to the ministry of compassionate care for all people in response to God's grace, which aims to foster optimal health and bring comfort in suffering and death.

2.1 Demonstrate Christian servant leadership through holistic compassionate care

2.2 Utilize ethical principles in promoting health of diverse individuals and populations *Essentials Domain 3, 9*

Essentials Domain 2,6

PLO 3: Communicating Faithfully

The student will actively engage in the dynamic interactive process that is intrapersonal and interpersonal with the goal of advocating for others and/or self. This includes effective, culturally appropriate communication that conveys information, thoughts, actions and feelings through the use of verbal and nonverbal skills.

3.1 Incorporate information and communication technologies to facilitate optimal care of patients, nurses, and organizations *Essentials Domain 8*

3.2 Participate in interprofessional healthcare teams to influence positive patient outcomes across the lifespan *Essentials Domain 6*

PLO 4: Following Faithfully

Defined as claiming the challenge from Florence Nightingale that nursing is a "divine imposed duty of ordinary work." The nursing student will integrate the ordinary work by complying with and adhering to regulatory and professional standards (e.g. ANA Code of Ethics, the California Board of Registered Nursing, Scope of Nursing Practice, SON Handbook). This includes taking responsibility, being accountable for all actions and treating others with respect and dignity.

4.1 Implement health policies to improve care of diverse patients, communities, and populations

4.2 Develop as a professional nurse through self-reflection, accountability, and life-long learning processes *Essentials Domain 9, 10*

PLO 5: Leading Faithfully

The student will incorporate a foundational relationship with Christ and others and embrace a willingness to serve others in the midst of life circumstances (e.g., illness, injustice, poverty). The student will role-model the need for "Sabbath Rest" as a means of personal renewal, and true care of the self, so that service to others is optimally achieved. The student will incorporate the characteristics of a servant leader including: humility, courage, forgiveness, discernment.

5.1 Demonstrate systems-thinking to enhance access, quality, and cost effectiveness across the healthcare delivery continuum

Essentials Domain 5, 7

5.2 Apply evidence-based, quality improvement principles to improve patient care delivery *Essentials Domain 4, 5*

COURSE LEARNING OUTCOMES

This course is mapped to the:

Essentials Domain 3, 5

• Program Learning Outcomes (PLO)

- American Association of Colleges of Nursing Essentials, 2021: Domains, Competencies, Sub-Competencies (AACN)
- Public Health California Code of Regulations: Qualifications and Requirements (PHCCR)

Upon completion of this course, you will be able to:

1. Engage with the individual in establishing a caring relationship while demonstrating advocacy strategies.

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PLO 2.1
AACN Essentials 2 (2.1a-c), 3 (3.5a-e)
PHCCR 1491-4 A,D,F, I, J
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2. Discern and demonstrate appropriate clinical nursing knowledge, judgement, and skills through evidence-based interventions in the delivery of a comprehensive plan of care to optimize safety & health outcomes.

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PLO 1.1, 1.2; 3.1; 4.1; 5.1, 5.2
AACN Essentials 1 (1.1bd, 1.2, 1.3a); 2 (2.3b, 2.3eg, 2.4a, 2.5f); 4 (4.2); 5 (5.1abf);
(5.2f)
PHCCR 1491-4: A-L
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3. Identify and comply with relevant state laws, national statutes, policies, rules, and regulations that authorize, define, and advance professional nursing practice and demeanor.

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PLO 1.1, 1.2; 2.2; 3.1; 4.1; 5.1, 5.2
AACN Essentials 1 (1.1); 9 (9.5 I, 9.4b, 9.6)
PHCCR 1491-4: C, F, G, H & L
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4. Understand and comply with ethical factors that create a culture of safety, diversity, equity, and inclusion while delivering compassionate, holistic patient care reflecting Christ's love.

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PLO 1.1, 1.2; 2.1; 2.2; 3.1; 4.1; 5.1, 5.2
AACN Essentials 2 (2.1b, 2.8f); 9 (9.6a); 10 (10.1a)
PHCCR 1491-4: A-L
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5. Develop and incorporate effective, collaborative communication skills when establishing caring patient-centered relationships, respectful advocacy, and effective interprofessional partnerships in care-oriented teams.

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PLO 1.2; 2.1, 2.2; 3.1, 3.2; 4.1, 4.2; 5.1, 5.2
AACN Essentials 2 (2.1a-c, 2.2a-c); 3 (3.2a-c, 3.5a-c); 6 (6.1b,e,f, 6.3, 6.4b)
PHCCR 1491-4: A-L
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6. Use information and communication technologies to support documentation of care and communication among providers, patients, and all system levels in accordance with ethical, legal, professional, and regulatory standards, and workplace policies in the delivery of safe care.

PLO 3.1; 3.2; 4.1 AACN Essentials 2 (2.8e); 10 (10.1a) PHCCR 1491-4: A-L

7. Describe and commit to strategies to develop as a professional nurse & Servant Leader through self-reflection, self-care for personal health and wellbeing, accountability, and lifelong learning.

PLO 2.1; 4.2; 5.2 AACN Essentials 1 (1.1b, 1.3b); 2 (2.8e); 9 (9.3); 10 (10.1a, 10.2aci, 10.3) PHCCR 1491-4: C, F, G, H & L

8. Examine teambuilding and collaborative strategies when working with peers and interprofessional teams.

PLO 3.2 AACN Essentials 6.2c, 6.4 PHCCR 1491-4 F

REQUIRED LEARNING RESOURCES- Same as NSG 4080 & NSG 4070

- American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (7th ed.).
- ATI Nursing. (2019). Content mastery series review module: Nursing leadership and management (8th ed.). Assessment Technologies Institute.
- ONLINE, via NSG 4070 Canvas site- Huston, C.J. (2022). Leadership Roles and Management Functions in Nursing: Theory and Application (11th ed., North American). Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins. ISBN-13: 978-1975193065; ISBN-10: 1975193067.
- PLNU SON Preceptor Handbook, 2023-2024.
- PLNU SON Student Handbook, 2023-2024.
- Trzeciak, S. & Mazzarelli, A. (2019). Compassionomics: The revolutionary scientific evidence that caring makes a difference. Pensacola, FL: Studer Group, LLC. ISBN-13: 978-1622181063.
- WK PassPoint PrepU Content.
- Additional journal articles, websites, and videos as assigned in Canvas.

ASSESSMENT AND GRADING

Students will receive a "Credit" or "No Credit" grade for each clinical course. The "Credit" grade is passing or satisfactory; the "No Credit" is not passing.

Clinical Performance Evaluation

The Clinical Performance Evaluation (CPE) form is designed to evaluate students' performance during clinical courses and to highlight areas in which the students are progressing satisfactorily as well as areas that require improvement.

A minimum skill level of "2" is required at all times; ratings less than "2" could result in immediate clinical failure (i.e. No Credit), in which event the student may not continue any

clinical experiences for the remainder of the course. There are no "Not Applicable" or "Not Observed" ratings for any skill/clinical competency. A "1" rating may occur but not due to infrequency of clinical practice but due to performance.

The student, preceptor, and clinical faculty will use this evaluation tool for initial, midterm and end of course evaluations of students in clinical practice.

Initial Assessment. The student will rate themselves first, prior to giving the form to the clinical preceptor & clinical faculty. They will acknowledge the student's initial self-assessment. Then the student and clinical preceptor will both review the form together to generate discussion and future performance goals. Together they will develop a written, actionable learning plan to improve for any competency rating "2" or less. The clinical faculty will acknowledge the completion of the initial assessment. Initial, midterm, and end of course evaluations will occur on the same form.

Midterm Assessment. The student and preceptor will review the form together to discuss each core competency and jointly rate the student's performance. A minimum skill level of "2" is required at all times; ratings less than "2" could result in immediate clinical failure (i.e. No Credit), in which event the student may not continue any clinical experiences for the remainder of the course. There are no "Not Applicable" or "Not Observed" ratings for any skill/clinical competency. A "1" rating may occur but not due to infrequency of clinical practice but due to performance. With the clinical preceptor and faculty, the student will then review the feedback (numerical ratings & narrative strengths with areas to improve) and develop a plan for improvement regarding any areas that were rated as "Below Expectations" or "Does Not Meet Expectations".

Final Evaluation results in a clinical **grade** of either Credit or No Credit. Clinical performance is evaluated using the listed core competencies that mirror the Quality & Safety Education for Nurses (2003) competencies. Students must earn a minimum of 75% of the total possible competency points in order to receive a passing grade. A competency rating of "Does Not Meet Expectations" (i.e. rating of 1), upon final course evaluation, may result in clinical failure (grade of NC). Specifically for this course, the student must complete all clinical hours in a safe manner, complete all assignments for this course, and **students must earn a score of 90 for all 30 clinical competencies in order to receive a passing grade.**

Fall Pre-Season and Spring Training

Prior to the start of clinical in the fall and spring semesters, Juniors and Seniors are required to participate in clinical skills and judgment practice and testing. The purpose of these mandatory training sessions is to validate students' ability to perform essential clinical skills prior to patient care. Students must pass the medication calculation exam (93%) and the medication administration competency in order to pass medications in clinical.

If a student is not successful in passing the medication calculation exam or the medication administration skill, they will need to remediate and retest. The need for a second attempt

of either competency will require the initiation of a Learning Plan. The need for a third attempt will require the initiation of a Performance Improvement Plan. Those who do not successfully complete a third attempt will be put on Probation.

Required Clinical Modules

Students are required to complete specific modules per PLNU, the San Diego Nursing Education Consortium, and their specific assigned clinical agency before they can begin their clinical rotation. Failure to complete these modules on time can delay the student and/or their entire clinical group from beginning their rotation. Late completion may also require the initiation of the Corrective Action Process.

ASSIGNMENTS

The **signature assignments** for this course are:

- Successful completion of 120 hours of preceptorship direct patient care
- Successful Completion of Student Clinical Performance Evaluation- Students must earn a score of 90 for all 30 clinical competencies in order to receive a passing grade.

Keep in mind that students in all SON programs must earn a passing grade (75%) for each signature assignment in order to pass a course.

Additional clinical assignments include:

- 5 themed journal reflections
- 3-5 Personal Learning Objectives
- Clinical Log with RN Signatures verifying completion of 120 clinical hours
- Preceptor Data Sheet & Preceptor Training Post-Test for each Preceptor
- Student Evaluations of clinical faculty, site, and preceptor(s)

See NSG 4081 Canvas site for assignment details.

TRIGGER WARNING

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive several types of information. In *Nursing Capstone Practicum,* you will encounter various difficult patient situations, some of which you may find triggering. These situations may include discussion or exposure to: death, dying, clinical emergencies, Codes, suicide, self-harm, psychosis, eating disorders, trauma, abuse, violence, ethical clinical dilemmas, and other difficult clinical issues. The experiences of being triggered versus intellectually challenged are different. The main difference is that an individual must have experienced trauma to experience being triggered, whereas an intellectual challenge has nothing to do with trauma. If you are a trauma survivor and encounter a topic in this class that is triggering for you, you may feel overwhelmed or panicked and find it difficult to concentrate. In response, I encourage you to take the necessary steps for your emotional safety. This may include leaving class while the topic is discussed or talking to a therapist at the Counseling Center. Should you choose to sit out on discussion of a certain topic, know that you are still responsible for the material; but we can discuss if there are other methods for accessing that material, and for assessing your learning on that material. Class or clinical topics are discussed for the sole purpose of

expanding your intellectual engagement in the area of professional nursing and I will support you throughout your learning in this course.

INCOMPLETE AND LATE ASSIGNMENTS

All assignments are to be submitted by the due dates. Late assignments may affect a student's scoring on the Clinical Performance Evaluation. All assignments are to be submitted by the due dates. There will be a 10% reduction of possible points for **each day** an assignment is late and assignments will **not be** accepted for credit four (4) days after the due date. Day 1 starts on the specified due date/time. Assignments will be considered late if posted after the due date and time using Pacific Standard Time. Reminder that all assignments must be completed and submitted to pass this course. However, life happens. If you need an extension, you must contact clinical faculty 48 hours or more **before** the assignment deadline to discuss a rare extension of the due date.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith. If students have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the Office of Spiritual Life and Formation.

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or

examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See <u>Academic Policies</u> for definitions of kinds of academic dishonesty and for further policy information.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Use of Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) is not permitted, and use of these tools will be treated as plagiarism.

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

LANGUAGE AND BELONGING

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christlike quality of hospitality.

You may report an incident(s) using the <u>Bias Incident Reporting Form</u>.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance to all clinical experiences is considered essential to optimum academic achievement. All clinical hours must be completed and/or made-up. It is the responsibility of the student to initiate communication regarding arrangements for make-up. Make-up for clinical hours is at the discretion of the faculty. Failure to complete clinical hours will result in a "No Credit" for the clinical practicum and an incomplete for the co-requisite theory course. *Please call/text your clinical instructor if you are late or absent for any reason prior to the clinical time.*

For this 3-unit course, 120 clinical hours are required. See the table below for details.

Clinical Experience	Direct Hours	Indirect Hours	PHN Hours	PHCCR 1491
Pre-Season/Spring Training	Hours	12	Hours	1171
Clinical Orientation		4		
Hospital	120			
TOTALS	120	16	0	
TOTA			FAL HOU	RS = 136

USE OF TECHNOLOGY

In order to be successful in the nursing program, you'll need to meet the minimum technology and system requirements; please refer to the <u>Technology and System</u> <u>Requirements</u> information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that nursing courses utilize online proctored exams which require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

SON PROFESSIONAL STANDARDS

Students are required to adhere to professional standards while students at PLNU. The nursing department had developed these standards to provide clarification of expected professional behaviors.

- 1. Presenting yourself professionally in interactions with all persons
- 2. Behaving with honesty and ethics
- 3. Respectful communication techniques
- 4. Being proactive versus reactive
- 5. Accepting accountability for one's own actions
- 6. Being prepared and punctual

Additional Guidelines

Social networking sites are a great way to connect with many others. These sites can be used to your disadvantage and all persons are advised to employ professional standards on these sites. A general rule would be if what you have posted does not enhance your professional image then it probably needs to be reviewed.

The use of laptops, cell phones and other electronic devices is at the discretion of the course instructor. Generally, it is considered inappropriate to use any device for alternate uses not related to the class being taught. Cell phones should be kept on vibrate or silent during class times unless arrangements have previously been made.

Speaking negatively, relating stories or presenting a biased viewpoint about any class, instructor or other student that is not supportive of the individual involved and can be perceived as incivility. Disagreements are a part of life, but should be worked through in a private manner. Questioning the integrity of a persons' character is disrespectful. Each person is responsible and accountable for their words and actions.

Plagiarism or cheating *in any class* (nursing or non-nursing) will have consequences within the School of Nursing. Disciplinary action will be at the discretion of the instructor, the guidance of the Associate Dean and/or Dean of the School of Nursing, and may include assignment/class failure and possible dismissal from the program.

CLINICAL DRESS CODES

Students are expected to present and maintain a professional appearance at all times, including during their clinical rotations and pre-clinical times in any clinical setting, and when wearing the uniform out in public. Students shall adhere to the following dress code guidelines set forth by the SON and the San Diego Nursing Service-Education Consortium, based on the type of clinical setting:

Acute Care Settings

- PLNU-issued green scrubs, kept clean and unwrinkled.
- PLNU student nurse ID badge that is worn above the waist and visible at all times.
- Wristwatch must be non-electronic and must include a second hand.
- A lab coat or plain black sweatshirt/jacket may be worn if the student is cold.
- Clean, low-heeled shoes with closed toes. Clogs must have a strap around the heels. No sandals or flip-flops. Shoes must be white or black.
- Solid colored, neutral socks must be worn.
- Jewelry: Only wedding or simple rings and limited to one per hand No piercings or jewelry/hardware may be evident other than one small stud earring per ear.
- Hair color must fall within natural occurring shades, be neat, and if long, secured back. Facial hair must be neatly trimmed.
- Tattoos must be covered at all times.
- Fingernails must be trimmed short. Light or clear polish without chips is acceptable. No artificial or acrylic nails or components thereof are permitted.
- Makeup is to be worn in moderation.
- No perfumes or scented lotions.
- No low necklines.
- Undergarments cannot be visible through the uniform.

Community Settings

- 1. PLNU-issued green polo shirt, kept clean and unwrinkled.
- 2. Black scrub pants, kept clean and unwrinkled.
- 3. See additional requirements, as listed above.

	Preceptorship Clinical Shifts: 120 hours during this time period.			
	9/11/23 (Clear with Clinical Faculty) - 12/8/23 (2359)			
Initial Paperwork	1-2 weeks from 1st shift- Due: 9/12/23			
	Due: 9/26/23, 1st Virtual Site Visit			
Mid-Term Paperwork	After 5-6 th shift-			
_	Due: 10/24/23, 2 nd Virtual Site Visit, 2 Journals Done			
Final Paperwork &	Nearing 112-120 hours- 11/28/23, 3rd Virtual Site Visit & 5 Journals Done			
Clinical Eval	Schedule Final Clinical Evaluation Meeting			

COURSE CONTENT OUTLINE

See NSG 4081 Canvas site for specific assignments, grading rubrics, and due dates. See Google Document for weekly schedule.

https://docs.google.com/spreadsheets/d/1YaFrdweg7EWpcDhTN3wkTYKROr3-P mxCBaEcXApAag/edit?usp=sharing