



**WESTERN REGIONAL  
SCHOOL OF NURSING  
UNDERGRADUATE STUDENT HANDBOOK**

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## **Notice!**

The information contained in this handbook is critical to your success in our school. Please read it carefully as you are responsible for complying with all of the School of Nursing policies.

## **INTRODUCTORY MESSAGE**

Welcome to Western Regional School of Nursing and the BN (Collaborative) Program! A mix of liberal arts, science, and nursing courses will provide you with the education you will require to implement high quality care as a nurse to individuals, families, and communities.

Nursing is a very valued profession. As a student pursuing nursing you will be providing care to clients, sometimes at the most vulnerable periods in their life. As a member of the profession, the nurse conforms to laws and a code of ethics governing professional standards of nursing practice. You are entering a professional school and along with this come certain rights and obligations and expectations of the profession.

### **1.0 Purpose of the Handbook**

This handbook provides relevant information to help guide your experience at the School of Nursing and Grenfell Campus. Policies, procedures, and guidelines governing the curriculum activities are outlined in the handbook and should be used as a supplement to Memorial University's Calendar. The handbook is also accessible through the School of Nursing's homepage. Changes made to the handbook during your course of studies will be communicated via email and will be revised online at the beginning of each academic year. For further updates on the School of Nursing Undergraduate Student Handbook, please go to the School of Nursing website [www.grenfell.mun.ca/nursing/Pages/default.aspx](http://www.grenfell.mun.ca/nursing/Pages/default.aspx), click on Program Requirements and you will find a link to the Student Handbook.

The primary authority for academic policies and rules and regulations of the School of Nursing is Memorial University's Calendar. It is available in hard copy format and is accessible online through Grenfell's homepage.

It is important for you to become familiar with both the Calendar and the Handbook. When seeking information on regulations and policies, always consult the Calendar and/or Handbook. If further information is required, please consult one of the Associate Directors or your faculty advisor.

### **2.0 History of the School**

#### **2.1 Historical Sketch**

In 1962 the idea was conceived to build a School of Nursing and a residence at Western Memorial Hospital in Corner Brook, as a response to an ever increasing demand for registered nurses on the west coast of Newfoundland. In 1964 the first

sod was turned, marking the beginning of construction of the new \$2,000,000.00 school/residence complex.

Plans progressed, and in 1966, a Nursing Education Advisory Board was appointed. A decision was made, based on the Hall Royal Commission report by the Canadian Nurses Association and recommendations by the Association of Registered Nurses of Newfoundland, that this was to be a two year nursing program – the first of its kind in eastern Canada. At this time there were only four such schools known to exist in Canada. The school was to be developed in cooperation with the Association of Registered Nurses of Newfoundland, in close liaison with Memorial University of Newfoundland.

The first director of the school, Katherine Wells Daley and six faculty members were appointed in 1968, and one year later, September 1969, the school opened its doors to the first class of thirty-nine students, thirty-seven women and two men. In 1970, Monaghan Hall, the students' residence and school was officially named in honor of a well known family physician, Dr. T. T. Monaghan, who for over thirty years devoted his life to the health and well being of Corner Brook's citizens. 1975 brought another first for Western Memorial Hospital School of Nursing, as that year an integrated nursing curriculum was introduced into the program, the first of its kind in Newfoundland. In September 1979 the program was extended to 30 months, to give the students an opportunity to further consolidate and practice their knowledge, and to develop leadership skills. In 1985 a Preceptorship program was initiated during the final six months of the nursing program, one of the first such programs to be implemented in Canada.

In September 1992, the School became the provincial site for the delivery of Phase II of the Nursing Access Program for Residents of Coastal/Rural Labrador. This program was initiated by the Honorable Chris Decker, Minister of Health, in an effort to alleviate the nursing shortage and improve health care in this area. This was seen as yet another challenging opportunity to fulfill its mandate of serving the Nursing Education needs of not only the Western Region but the entire province.

In 1996, The School changed its name to Western Regional School of Nursing (WRSON) to reflect its regional mandate and became a site for the delivery of the new provincial Bachelor of Nursing (Collaborative) Program in affiliation with Memorial University of Newfoundland. The two other partner sites are Memorial University School of Nursing and the Centre for Nursing Studies. Both Schools are located in St. John's. The non-nursing courses for the BN (Collaborative) Program are delivered by Grenfell Campus.

The School of Nursing has steadily increased its enrolment and expanded its facilities as each September a new class enters. Presently, there are over 200 students and 20 faculty and staff. In 2002, the School began to offer a Fast Track Option to the BN (Collaborative) Program for students with degree and advanced placement. In January 2005, the Integrated Nursing Access Program (INAP) was initiated to help

alleviate the severe nursing shortage in coastal Labrador. This culturally sensitive program option is six years in length. It consisted of eight modules that integrated adult education courses and the first two years of the BN (Collaborative) Program. This program was offered at the Happy Valley Goose Bay campus of College of the North Atlantic. Students from this program convocated May 2010.

## **Interprofessional Education**

In August 2005, the School of Nursing became involved in the project Collaborating for Education and Practice: An Interprofessional Education (IPE) Strategy for Newfoundland and Labrador. Interprofessional education is a way to help students understand the concept of collaborative practice. Collaborative practice involves different health professionals working together to meet patients needs. The Centre for Collaborative Health Professional Education (CCHPE) at Memorial University of Newfoundland has developed an IPE Project. The overall goal of the IPE Project is to expand and promote interprofessional education activities in both education and practice settings. Normally, health professional students do not have an opportunity to work together but through the IPE Project they will have this opportunity. The IPE Project will improve collaboration skills of health professional students in disciplines such as Nursing, Medicine, Pharmacy, and Social Work. To learn more about this exciting and innovative project, go to the CCHPE website at <http://www/med.mun.ca/cchpe/>.

Thus, in the spirit in which it was born, the School of Nursing continues to grow, meeting new challenges and developing new ideas.

## **2.2 The School's Crest**

The original school crest was designed by Katherine Wells Daley, the school's first Director of Nursing Education, and was based on the crest of the City of Corner Brook. The school's colors, blue and green, symbolize the distinct features of the west coast region, the green forests and the waters of the Humber Arm. The golden edge about the pin signifies precious memories that bind us together in friendship and fellowship. The lamp symbolizes nursing and knowledge. In 1996, the name on the crest was slightly modified to reflect the changing structure of the School.

## **3.0 The Organization of the School of Nursing**

### **3.1 Organization**

#### **3.1.1 Vision**

Western Regional School of Nursing (the School of Nursing) is a center of excellence in nursing education and scholarship.

**Mission**

To graduate safe, ethical, and competent nurses committed to the advancement of nursing knowledge.

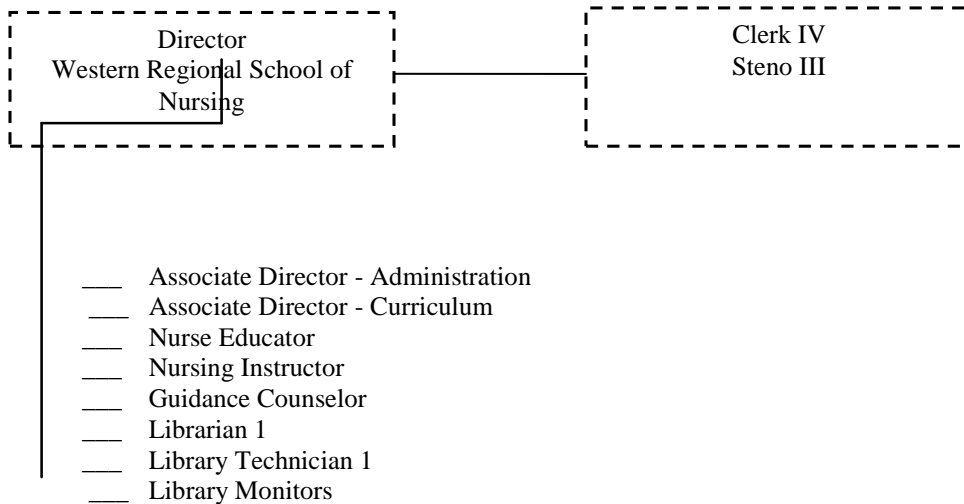
**Values**

Western Regional School of Nursing values:

- A student focused learning environment
- The diversity of people and their perspectives
- An environment that fosters leadership
- An intellectually stimulating and supportive environment
- Collaborative partnerships and teamwork
- A culture of scholarship
- Self directed life-long learning
- Quality programs
- Shared decision making
- Creativity
- Professional accountability
- Sustainability
- Transparency

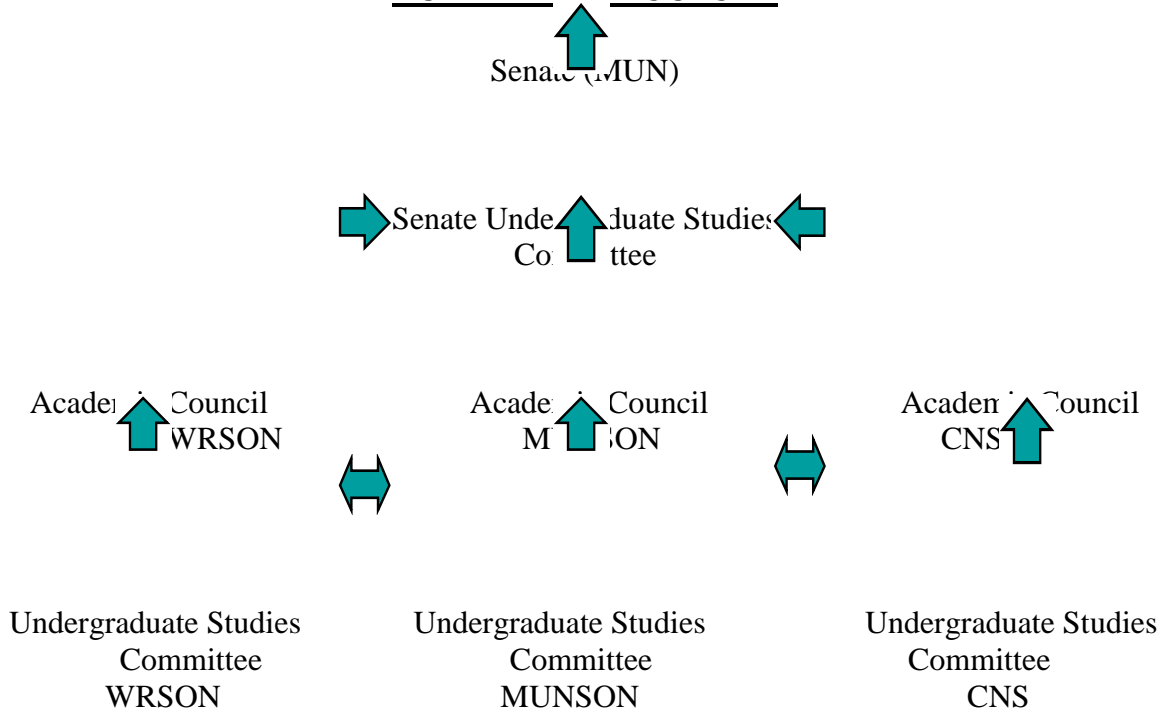
**3.1.2 Organizational Charts**

**WESTERN REGIONAL SCHOOL OF NURSING  
BN (COLLABORATIVE) PROGRAM  
ADMINISTRATIVE REPORTING STRUCTURE**



**WESTERN REGIONAL SCHOOL OF NURSING  
BN (COLLABORATIVE) PROGRAM**

**ACADEMIC STRUCTURE**



## **3.2 Curriculum**

### **3.2.1 Philosophy of the BN (Collaborative) Program**

#### **Mission Statement**

To graduate safe, ethical, and competent nurses committed to the advancement of nursing knowledge through evidence informed practice and innovation to enhance the quality of life of the people they serve.

#### **Philosophy**

The philosophy is comprised of the following: beliefs about person, society environment, health, nursing, and nursing education.

#### **Person**

A person is an integrated, distinct, and unique whole with biological, psychological, social, cultural, and spiritual dimensions. Each person has inherent value, worth and dignity and possesses the potential for self-determination a self-reliance within her/his own ability. A person has the right to be fully informed and to make decisions and choices. Persons include clients/individuals, families, groups, communities, and populations.

#### **Society**

Society is the composite of persons sharing a variety of values, interests, needs and goals that change over time. Society unfolds from a heritage of human interaction and transition. It influences and is influenced by nursing practice and health care.

#### **Environment**

Environment is inclusive of social and physical components, surroundings, and circumstances of the person as well as the political, cultural, and economic structures of the global environment.

#### **Health**

Health is a dynamic process of physical, mental, spiritual, and social well-being. It is a resource for everyday living and is influenced by a person's beliefs, values, attitudes, and the determinants of health (Federal Provincial and Territorial Advisory Committee on Population Health, 1994). Wellness and illness are dimensions of health.

#### **Nursing**

Nursing is an evidence-informed practice profession grounded in the integration of art and science. The art of nursing is reflected in nurses' behaviors, relationships, and attitudes. The science of nursing is based on the body of knowledge of the discipline of nursing and its synthesis with the natural, social, and behavioral sciences. Nursing focuses on the

interrelationship between persons, society, environment, and health in achieving healthy outcomes.

Caring, a central concept in nursing, is interpreted to include competence, conscience, commitment, confidence, and compassion (Roach, 1992). Caring involves the development of empowering relationships that preserve, protect, and enhance human dignity (Canadian Community Health Nursing Standards of Practice, 2003).

### **Nursing Education**

Nursing education is the preparation of graduates with knowledge, values, attitudes, and skills that are necessary for professional practice and with foundation for continued learning at advanced levels of education (CASN,2004).

## **3.2.2 Conceptual Framework**

The conceptual framework of the BN (Collaborative) program consists of curriculum, teaching and learning, and nursing practice.

### **Curriculum**

The curriculum is an organized and sequential plan of educational opportunities. While nursing knowledge is a major emphasis, the arts and sciences enhance the broad knowledge base required. The curriculum builds on and incorporates previously learned concepts and reflects the principles of primary health care (WHO, 1978). It is informed by evidence and grounded in nursing's values, knowledge, theories and practice. The curriculum also provides the basis for further education.

The curriculum addresses health issues that affect persons across the lifespan and in a variety of practice settings. The initial focus is on the wellness dimension of health, beginning with health promotion and health protection, then progressing to include health maintenance, rehabilitation, restoration, and palliation. The curriculum prepares the student to understand and work within the dynamic relationships among person, health, society, environment, and nursing.

Opportunities are provided to enable students to acquire the competencies (knowledge, values, attitudes and skills) required for entry-level practice. Critical thinking skills including professional reflection, self-evaluation, ethical decision-making, and clinical judgment are facilitated progressively throughout the curriculum. Technological competence is enhanced through use of information technologies and infrastructure.

The curriculum emphasizes the development of partnerships among students, educators, and others, e.g., healthcare professionals, throughout the educational process. Interprofessional learning, consistent with primary health care, is facilitated through the development of professional relationships with other health team members and other sectors of society.

The program prepares students to apply beginning research skills and utilize knowledge informed by evidence. Students are prepared to advance the profession and to provide leadership in a changing system of health care. Students are also taught to identify and respond to emerging nursing and health issues.

### **Teaching and Learning**

Teaching and learning are dynamic lifelong growth processes. They are reciprocal and interactive, characterized by creativity and flexibility, and meet the diverse and changing needs of the students, the nursing profession, and health needs of society.

Students, educators, and others are partners in the educational process. The program uses a participatory/collaborative approach to nursing education that provides direction for the teaching and learning experiences. The humanistic educational climate fosters caring, respect for self and others, autonomy, critical thinking, and a spirit of inquiry.

Throughout the program, students are active participants, are responsible for the discovery of knowledge, and are accountable to communicate this with others. Further student responsibilities include availing of learning opportunities, seeking and utilizing feedback throughout their learning process, and integrating competencies required for entry-level practice in nursing. Students internalize the values, ethics, and behaviors endorsed in the ARNNL Standards of Practice, and understand that continued learning is essential for professional nursing practice.

Educators facilitate knowledge discovery and professional socialization by guiding, mentoring, role modeling, and challenging students to be self directed, reflective, and creative. Educators acknowledge diverse student life experiences and support individual learning styles. A variety of strategies and supportive structures are used to foster teaching and learning and professional development of the student. Educators have the responsibility to ensure that evaluation practices and standards are consistent with university policies, and with national and provincial nursing education standards.

### **Nursing Practice**

The goal of nursing practice is to assist persons across the lifespan in a variety of practice settings to achieve their desired health outcomes. Nurses assist

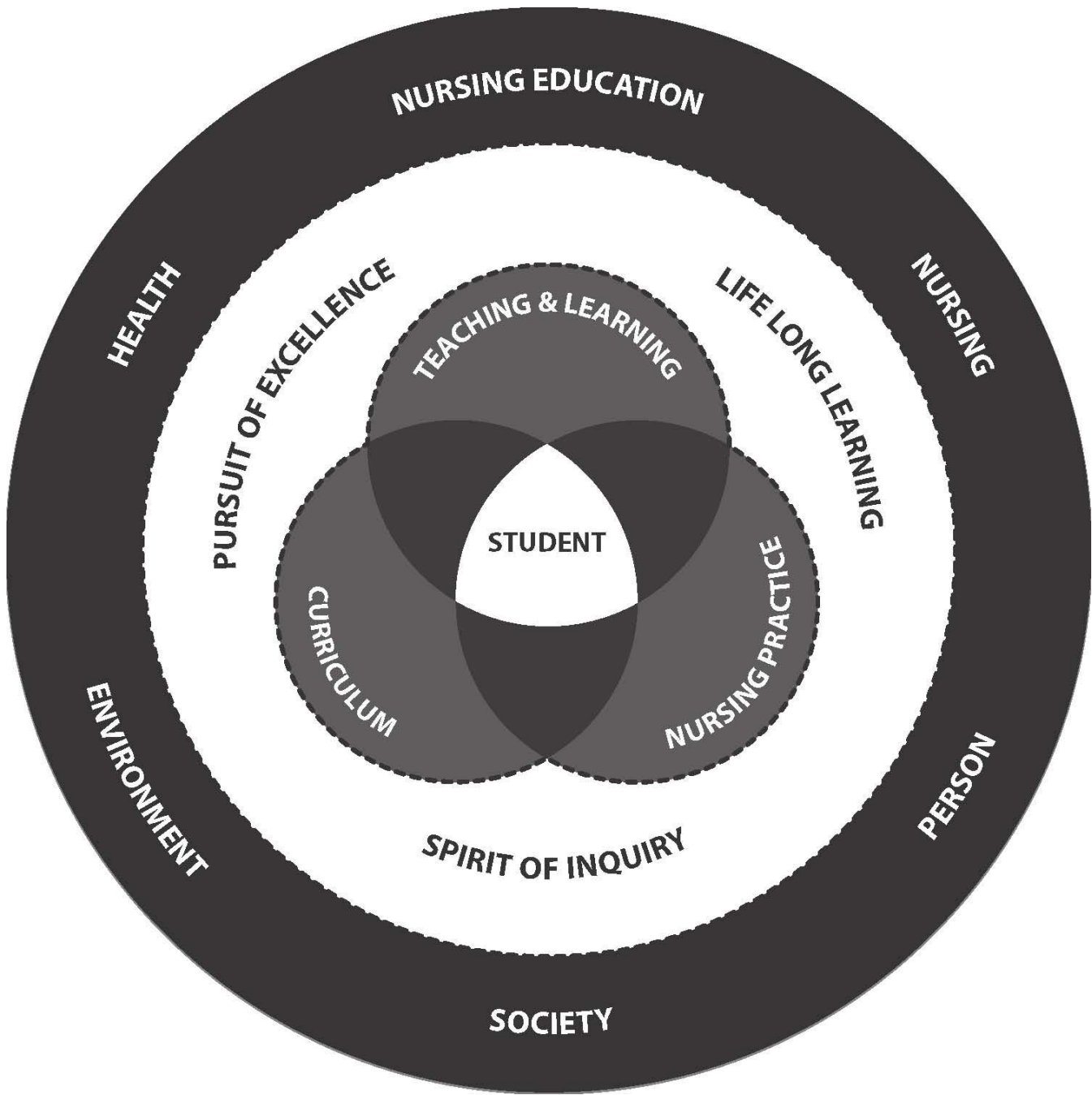
persons to recognize and develop their capacity for self-determination and self-reliance. The provision of safe holistic care to persons requires clinical reasoning, critical thinking, technological competence, effective communication skills, and a commitment to lifelong learning.

Nursing practice requires collaborative relationships and partnerships with persons, health team members, and other sectors of the community in the performance of nursing roles. Nurses also collaborate with persons in the mobilization of communities toward healthy development and capacity building. Nursing roles include direct caregiver, educator, counselor, advocate, facilitator, coordinator of care, researcher, and leader. These roles require the nurse to be aware of the changing social, cultural, economic, technological, environmental, and political contexts of health care in Canada and globally. The presence of role models is essential to the professional socialization of students.

Professional standards and competencies, legal standards, and the CNA code of ethics guide nurses' practice. Nurses are accountable to society for safe, ethical, competent, and effective nursing care. Nurses advocate for quality work environments and patient safety. Nurses practice independently and interprofessionally, advancing the profession of nursing and influencing changes in health care.

### **Model of the Conceptual Framework of the BN (Collaborative) Program**

The conceptual model of the BN Collaborative program is student focused as evidenced by the student at the center. The three overlapping center circles (teaching & learning, nursing practice, & curriculum) embracing the student represent the conceptual framework of the BN Collaborative Program. The inside white circle represents the mission statement of the program and the outside black circle represents the philosophy of the program. The broken lines within the model represent the dynamic interaction among the concepts of the model.



### 3.2.3 Bachelor of Nursing (Collaborative) Program Content Map

*Note: An additional 6 credit hours must be completed for the degree requirement*

<b>YEAR</b>	<b>FALL</b>	<b>WINTER</b>
<b>1</b>	3 credit hours in English 1002 Anatomy and Physiology I (Lab) 1003 Developing Therapeutic Relationships (Lab) 1004 Introduction to Nursing 1017 Fundamental Psychomotor Competencies (Lab) Psychology 1000	Biochemistry 1430 1012 Anatomy and Physiology II (Lab) 1014 Health Assessment (Lab) 1015 Health Promotion Throughout the Lifespan (Lab) 1016 Healthy Aging 1520 Extended Practice
<b>2</b>	3 credit hours in English 2002 Nursing Concepts for the Care of Women and the Childbearing Family 2003 Pathophysiology (Tutorial) 2004 Pharmacology and Nutritional Therapies (Lab) 2502 Nursing Practice for the Care of Women and the Childbearing Family (Lab)	2014 Community Health Nursing Theory (Lab) 2514 Community Health Nursing Practice I Biology 3053 (Lab) 2520 Extended Practice II Statistics 2500 or equivalent, or Education 2900 (Lab) 3 credit hours in Sociology/Anthropology
<b>3</b>	3 credit hours chosen from Philosophy 2500-2599 or Religious Studies 2610 3001 Nursing Concepts for Mental Health (Lab) 3014 Nursing Concepts for Middle and Older Adult 3104 Nursing Research 3501 Nursing Practice for Mental Health	3 credit hours in Business 3012 Nursing Concepts for Children, Adolescents and Young Adults 3113 Nursing Leadership and Management 3512 Nursing Practice with Children, Adolescents and Young Adults (Lab) 3514 Nursing Practice with Middle and Older Adults (Lab) 3523 Extended Practice III
<b>4</b>	3 credit hours in Political Science 4103 Issues in Nursing & Health Care 4501 Community Health Nursing Practice II 4515 Nursing Concepts & Practice for Complex Care	4512 Community Health Practicum 4516 Consolidated Practicum

*Award of BN Degree is in the spring semester*

*NOTE: These courses will be offered during the same year at all sites, but the semester of course offering may vary with each site*

**BACHELOR OF NURSING (COLLABORATIVE) PROGRAM FAST-TRACK  
OPTION CONTENT MAP**

<b>YEAR</b>	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>1</b>	1002 Anatomy and Physiology I 1003 Developing Therapeutic Relationships (Lab) 1004 Introduction to Nursing 1015 Health Promotion throughout the Lifespan (Lab) 1016 Healthy Aging 1017 Fundamental Psychomotor Competencies (Lab)	1012 Anatomy and Physiology II (Lab) 1014 Health Assessment (Lab) 1520 Extended practice I 2003 Pathophysiology (Tutorial) 2004 Pharmacology and Nutritional Therapies (Lab)	2002 Nursing Concepts for the Care of Women and the Childbearing Family 2502 Nursing Practice for the Care of Women and the Childbearing Family (Lab) 3012 Nursing Concepts for Children, Adolescents and Young Adults 3512 Nursing Practice with Children, Adolescents and Young Adults (Lab) 2520 Extended Practice II
<b>2</b>	2514 Community Health Nursing Practice I 3014 Nursing Concepts for Middle and Older Adulthood 3104 Nursing Research 3514 Nursing Practice with Middle and Older Adults (Lab) 4101 Community Health Nursing (Lab) 4103 Issues in Nursing and Health Care	3001 Nursing Concepts for Mental Health (Lab) 3113 Nursing Leadership and Management 4502 Mental Health and Community Aggregates 4512 Community Health Practicum 4515 Nursing Concepts/Practice for Complex Care (Seminar)	3523 Extended Practice III 4516 Consolidated Practicum

### 3.2.4 Leveled Objectives

YEAR I	YEAR II	YEAR III	YEAR IV
<p>1. Practice holistic nursing by collaborating with individuals, within the context of family, to assist them to achieve health and well-being through health promotion and protection.</p> <p>2. Discuss caring as an integral dimension of nursing.</p> <p>3. Create a caring environment through use of effective communication skills with individuals.</p> <p>4. Apply concepts and theories of nursing, arts, and sciences in the care of individuals.</p> <p>5. Explain the conceptual framework of the collaborative program.</p> <p>6. Provide competent nursing care to individuals through health promotion and protection</p> <p>7. Establish priorities in the organization of care in collaboration with individuals.</p>	<p>1. Practice holistic nursing within a variety of settings by collaborating with individuals, families, groups, and communities, to assist them to achieve health and well-being through health promotion, protection and maintenance</p> <p>2. Demonstrate commitment to caring as an integral dimension of nursing.</p> <p>3. Create a caring environment through effective communication with individuals, families, groups and communities.</p> <p>4. Analyze concepts and theories of nursing, arts, and sciences in the care of individuals, families, groups and communities.</p> <p>5. Apply concepts of the conceptual framework of the collaborative program to guide nursing practice.</p>	<p>1. Practice holistic nursing within a variety of settings by collaborating with individuals, families, groups, and communities to assist them to achieve health and well-being through health promotion, protection, maintenance, restoration, and palliation.</p> <p>2. Integrate the caring ethic as an integral dimension of nursing.</p> <p>3. Create a caring environment through effective communication with individuals, families, groups and communities.</p> <p>4. Integrate concepts and theories of nursing, arts, and sciences in the care of individuals, families, groups and communities.</p> <p>5. Analyze the conceptual framework of the collaborative program in relation to conceptual frameworks for nursing practice.</p>	<p>1. Practice holistic nursing within a variety of settings, by collaborating with individuals, families, groups, and communities, to assist them to achieve health and well-being through health promotion, protection, maintenance, restoration, and palliation.</p> <p>2. Practice the caring ethic as an integral dimension of nursing.</p> <p>3. Create a caring environment through effective communication with individuals, families, groups and communities.</p> <p>4. Develop an approach to the care of individuals, families, groups and communities which reflects a synthesis of concepts and theories of nursing, sciences, and humanities.</p> <p>5. Create a personal framework for nursing practice.</p>

<b>YEAR I</b>	<b>YEAR II</b>	<b>YEAR III</b>	<b>YEAR IV</b>
<p>8. Articulate a beginning understanding of the relationship between nursing research and practice.</p> <p>9. Develop beginning critical thinking skills to assist individuals to achieve health and well-being</p> <p>10. Demonstrate an understanding of the roles and relationships of interprofessional team members.</p> <p>11. Explain the roles of the professional nurse.</p> <p>12. Discuss the legal, ethical and professional standards that guide the practice of nursing.</p> <p>13. Demonstrate, with guidance, self-direction in learning.</p> <p>14. Articulate a beginning knowledge of the components of the Canadian health care system.</p> <p>15. Identify current social, cultural, political, technological, and economic factors which impact on achievement of health and well-being.</p>	<p>6. Provide competent nursing care to individuals, families, groups and communities through health promotion, protection, and maintenance.</p> <p>7. Establish priorities in the organization of care in collaboration with individuals, families, groups and communities.</p> <p>8. Use nursing research literature to identify rationale for nursing practice.</p> <p>9. Apply critical thinking skills to assist individuals, families, groups and communities to achieve health and well-being.</p> <p>10. Participate in collegial relationships as a team member in a learning environment</p> <p>11. Recognize how nursing roles emerge in relation to health care situations.</p> <p>12. Apply the legal, ethical and professional standards that guide the practice of nursing.</p>	<p>6. Provide competent nursing care to individuals, families, groups and communities through health promotion, protection, maintenance, restoration and palliation.</p> <p>7. Use management and leadership skills to co-ordinate care with individuals, families, groups and communities.</p> <p>8. Analyze nursing research literature as it relates to nursing practice.</p> <p>9. Use critical thinking to assist individuals, families, groups and communities to achieve health and well-being.</p> <p>10. Collaborate in collegial relationships with members of the interprofessional health care team.</p> <p>11. Assume appropriate nursing roles in relation to health care situations.</p> <p>12. Analyze nursing practice in relation to legal, ethical and professional standards.</p>	<p>6. Provide competent nursing care to meet the health related needs of individuals, families, groups and communities.</p> <p>7. Use management and leadership skills to co-ordinate and enhance health care within society.</p> <p>8. Foster the extension of nursing knowledge through use of and participation in nursing research.</p> <p>9. Use critical thinking to assist individuals, families, groups, and communities to achieve health and well-being.</p> <p>10. Participate in interprofessional practice with health care providers in the delivery of health care.</p> <p>11. Appraise how nursing roles emerge as the needs of society evolve.</p> <p>12. Practise nursing in relation to legal, ethical and professional standards.</p> <p>13. Accept responsibility for lifelong personal and professional growth using formal and informal strategies for</p>

<b>YEAR I</b>	<b>YEAR II</b>	<b>YEAR III</b>	<b>YEAR IV</b>
	<p>13. Demonstrate personal and professional growth through self-directed learning.</p> <p>14. Analyze the factors that impact the Canadian health care system.</p> <p>15. Discuss the impact of current social, cultural, political, technological, and economic factors on achievement of health and well-being.</p>	<p>13. Accept responsibility for lifelong personal and professional growth through self-directed learning.</p> <p>14. Discuss the interrelationship between nursing and the health care system.</p> <p>15. Examine the need to promote change in health care in response to social, cultural, political, technological and economic factors.</p>	<p>the continuous discovery of knowledge.</p> <p>14. Recognize the contributions of the nursing profession in global health affairs.</p> <p>15. Accept responsibility for promotion of change in health care in response to social, cultural, political, technological and economic factors</p>

## **4.0 Student Organizations**

### **4.1 Nursing Society**

The Nursing Society is located in room N338 and the phone number is 637-5000, extension 6901.

The objectives of the Nursing Society include:

- to unify the nursing student body
- to liaise between nursing students, faculty, and other organizations (eg. CNSA, a national body).
- to provide of a medium through which students can express their opinions.
- to contribute to student socialization.

The Nursing Society is also a way for you to enjoy your years as nursing students by attending extra-curricular activities sponsored by the society (for example, socials, conferences, fund-raising activities and community initiatives). Students are also encouraged to join the Nursing Society.

Each student has the opportunity to become a member of the Nursing Society and a membership fee is required each year. Meeting times are posted outside the Nursing Society office/lounge located on the third floor of the Nursing School. Everyone is welcome and encouraged to attend. For more information, please go to [www.grenfell.mun.ca/nursing/Pages/societymain.aspx](http://www.grenfell.mun.ca/nursing/Pages/societymain.aspx).

### **4.2 Canadian Nursing Students Association**

All students are members of the Canadian Nursing Students Association (CNSA). It represents over 5,000 students registered in nursing programs across Canada. The goal of this organization is to promote professionalism among nursing students.

The CNSA:

- provides a communication link among nursing students in Canada,
- acts as the official voice of nursing students,
- provides a medium through which students can express their opinions on nursing issues,
- encourages participation in professional and liberal education, and
- maintains a direct link with other organizations concerned with nursing.

**CNSA can work for you, so get involved!**

### **4.3 National Health Sciences Students' Association**

The National Health Sciences Students' Association is a national interprofessional student association comprised of 16 Canadian universities. Part of their mission is:

1. to foster teamwork activities among Canadian students in the health profession with their colleagues in different health disciplines, using education and social events.
2. to assist students in understanding each discipline's role in delivering patient care.

The local organization is called the Newfoundland and Labrador Health Sciences Student's Association and is looking for new members. So join up!

### **4.4 Grenfell College Student Union**

Grenfell College Student Union (GCSU) is comprised of approximately 1300 students attending Grenfell Campus. The student union provides academic advocacy, membership on committees, representation on external boards, and many services that you can take advantage of as a member of the GCSU. All students are members of Grenfell Campus' Student's Union and are entitled to all rights and privileges associated with this organization. For more information, find it at [www.gcsuonline.ca/](http://www.gcsuonline.ca/)

### **4.5 Policy in Support of Student Professional Development Activities/Student Organizations**

The faculty of the School of Nursing is supportive of student efforts to participate in professional development activities/student organizations. The following guidelines have been approved by faculty and students of the School and in an effort to clarify how support of nursing students will be demonstrated.

#### **Guidelines to obtain/provide faculty support:**

- Students will inform faculty, in writing, of their desire to attend a conference/activity, no later than **four** weeks prior to the conference/activity.
- Students attending the conference will normally be excused from clinical, class or lab during the time period of the conference/activity without that time being considered missed time.
- Faculty has the right to refuse a request for excused time from clinical if the faculty member has determined that the student's clinical performance is weak.

- Faculty refusing a request for excused clinical time must provide the student with writing documentation which supports this refusal.
- In collaboration with faculty, the learning experience gained by the student as a result of attending such conferences/activities, may be incorporated as an evaluation component of the course for that student.
- Students will collaborate, as necessary, with lab instructors for the purpose of rescheduling lab testing/re-testing.
- It is the student's responsibility to ensure that missed class and/or lab content is acquired independently.
- Students will collaborate, as necessary, with faculty to determine appropriate rescheduling of dates for the completion of assignments and/or exams. In the case of exams, rescheduling will normally occur **in advance** of the student's departure for the conference/activity.

## **5.0 Student Representation on Academic Council and Other School Committees**

The Nursing Society annually elects students to serve on the committees of the School of Nursing. The faculty members value student participation on these committees, which are useful forums for promoting channels of communication among students and faculty. The committees with provisions for student representation are:

- Academic Council
- Undergraduate Studies Committee
- Student Services Committee
- Site Program Evaluation Committee

## **6.0 Student Representation in the Public Sector and in Student Research**

### **6.1 Representation in the Public Sector**

Students planning to identify themselves as a representative of this School at public events require prior permission from the Director of the School or delegate. Such events may include career days, blood pressure clinics, health fairs, public speeches, etc.

Any students who plan fund-raisers of any type must have these activities sanctioned by either the Nursing Society or Administration of the School of Nursing. Any group planning fund-raisers must abide by guidelines established by the School

of Nursing and by city and provincial regulations. This information may be obtained through the Nursing Society.

Fund-raising activities conducted for non-charitable or non-professional purposes (e.g., fund-raisers for graduation celebrations) shall be governed by regulations set forth by Nursing Society and by Grenfell's Council of Students' Union (the latter being the higher authority).

## **6.2 Student Surveys and Research Projects**

Students undertaking surveys and interviews, in order to fulfill nursing course requirements, must have such projects approved by their faculty course leader. When projects are conducted at Grenfell Campus, they must first be approved by WRSON's Executive Committee. Questionnaires utilized by students should include the following statement that has been approved by the Human Investigations Committee of Memorial University (March 2005).

*This questionnaire is part of a course in the School of Nursing (**name of the course**). It is not part of a research study. Professor \_\_\_\_\_ has reviewed questionnaire with me and it has been approved for purposes of this course. The information collected will be used only for the course and you will not be able to be identified.*

All student research involving patients or residents (long term care) must be approved by the School's Executive Committee and the Ethics Committee of Western Regional Integrated Health Authority.

Student research involving non course activities and being conducted within the School must be approved by the School's Executive Committee and by the Ethics Committee of Western Regional Integrated Health Authority.

## **7.0 Supplementary Resources for Students**

### **7.1 Nursing Lab**

The Nursing Lab provides a setting in which students can learn and practice nursing competencies (communication skills, technical skills, and health/physical assessment skills) through demonstrations, practice and assessment/evaluation of their performance. This setting promotes competence, critical thinking, and confidence in the student which is required for the provision of safe, competent, and ethical nursing care in a health care setting.

### **7.1.1 Location**

The Nursing Lab is located in room 342. Seminar/Meeting rooms include the following: 116, 301, 304, 341, 337A, & 343. The video-taping room is 335.

### **7.1.2 Booking of Lab and Seminar Rooms**

Students can book the labs and seminar/meeting rooms for independent skills practice, meetings, etc. during regular school hours, Monday to Friday, 0830-1630 hours when not used by Instructors. These rooms are also available for evening and/or weekend usage according to the following regulations:

1. The Nursing Lab can only be booked on evenings and weekends when there is a Lab Assistant on duty to supervise the practice. (These times will be determined at the beginning of each semester and students will be informed of same.)
2. Students must check availability of rooms by viewing Scheduler Plus on designated School computers.
3. Booking requests for all rooms and times must be made in advance, 0830-1630 hours, Monday-Friday, through the General Office via e-mailing [mborde@swgc.mun.ca](mailto:mborde@swgc.mun.ca) or [klanger@swgc.mun.ca](mailto:klanger@swgc.mun.ca).
4. After 1630 hours and on weekends, the Lab Assistant will be responsible for opening the Nursing Lab. The Resident Assistant will be responsible for opening the seminar/meeting rooms as per the booking schedule.
5. When processing requests for booking of Nursing Lab, priority will be given as follows:
  - a) Scheduled nursing laboratory sessions,
  - b) Students scheduled for testing in that week (for the 3 days prior to the test) as notified by the Lab Instructor, and
  - c) Student self-learning.

### **7.1.3 Professional Behavior**

Students are expected to behave professionally, responsibly, and cooperatively in the labs and seminar/meeting areas. The noise level should not exceed quiet talking. Students should be considerate of others practicing or studying. The areas should be left in a tidy condition.

When students are present in the Nursing Labs, the following rules apply:

- a) No more than 2 students per bed unit are permitted and both students have to book the unit.
- b) No food, drink, or gum is permitted in the lab.
- c) Students must clean up following practice and leave the beds and manikins in tidy condition.

- d) Supplies must be returned to the storage area and replaced in an organized fashion.
- e) Regulations will be enforced by Lab Assistants who will be available evenings and weekends to supervise students.

#### **7.1.4 Booking of Equipment and Supplies for Lab Practice**

Labs will be equipped with the supplies needed for practice on manikins or students may be issued supplies to facilitate independent practice. If the practice of a competency requires the use of needles, angiocatheters, etc., these will be issued to the student and collected back by the Lab Assistant. These must be properly accounted for by completing the *Needle Count Form*. Under no circumstances are needles, angiocatheters, etc. to be taken from the lab. Needles must always be disposed of properly by using a sharps container.

To facilitate the practice of some nursing competencies, additional equipment may be required. This equipment will be available for booking as informed by the Lab Instructor. When borrowing equipment, an *Equipment Loan Form* must be completed and signed by the student to indicate awareness that he/she is responsible for all equipment signed out from either the Lab or General Office. When the equipment is returned, the form must again be signed by both the student and the General Office Staff or Instructor to verify that it was returned in good condition. If equipment is lost, damaged or stolen, the student will be financially responsible for its repair or replacement. Equipment and materials may be signed out for a maximum for 24 hrs. However, this time frame may be shortened during times of heavy demand. Students must return equipment promptly so that others are not deprived of access.

#### **7.1.5 Booking of Equipment for Student Projects and Presentations**

If equipment or resources are required by students to facilitate completion of projects or presentations, it may be obtained in consultation with the Instructor responsible. An *Equipment Loan Form* must be completed as outlined above and the items returned in a timely fashion as discussed with the Lab Instructor.

Please note that the School reserves the right to determine which equipment can be signed out for student use. Under no circumstances is equipment permitted to be signed out for personal use.

### **7.1.6 Video-Taping Room**

Students may book the Videotaping Room during the day, evening, or on weekends for student related projects, NURS 1003 only. The Resident Assistant is responsible for opening this room after hours. Students are expected to follow the guidelines outlined on the room's bulletin board when using the room and equipment. Any problems with equipment must be immediately brought to the attention of the staff in the General Office as soon as possible to ensure prompt repair.

## **7.2 Computer Lab**

### **7.2.1 Location/Other Information**

The computer lab is located in Western Memorial Regional Hospital (WMRH) Health Sciences Library. Students will be issued internet/e-mail accounts by Grenfell Campus. Information on the computer lab will be given during orientation week. A handout of general information and an overview of the lab and selected software will be provided during that week. The computer support specialist and/or librarian can provide assistance about the use of the computers and any technical problems that may occur. The lab is available to all nursing students Monday through Friday, during regular library hours. There are also computers in rooms 116, 241, 301, 304, 337A, 340, 341, and 344 in the Nursing School/Monaghan Hall. The policy and guidelines for the computer lab are to be followed.

### **7.2.2 Policy**

It is expected that account holders will follow all guidelines with the understanding that users can lose account privileges if guidelines are ignored.

#### **Guidelines**

1. WRSON students have priority for access to the computer labs.
2. Instructors will conduct classes in the computer lab located in the Library, at various times throughout the week. At these times, the lab is not available to account holders other than students scheduled for that class.
3. Account holders are required to sign in to the computer labs located in the Library and Study Hall. (The sign-in sheets are kept at the Circulation Desk in the Library and at a designated space in the Study Hall.)

4. Account holders are **not** permitted to make changes to any installed software on the lab computers (i.e. changing displayed menu, screen colors, etc.).
5. Account holders are **not** permitted to download (i.e. MSN, etc.).
6. Account holders are **not** permitted to install any software on the lab computers.
7. All user files are to be saved in the appropriate folder assigned on the server's "P" drive, or on an external device.
8. Account holders who encounter problems are to contact the IT Helpdesk at 637-5368 or 637-5468 or e-mail [helpdesk@westernhealth.nl.ca](mailto:helpdesk@westernhealth.nl.ca).

### **7.3 Photocopiers**

Photocopiers are available in the Library and outside Room 241 on the 2<sup>nd</sup> floor of Monaghan Hall. Students are responsible for their own photocopying. Staff in the General Office does not do photocopying for students.

### **7.4 Study Rooms**

Study rooms are available in the Library and the Study Hall is available at the School. Seminar/discussion rooms within the School can also be booked for study through the General Office (see 7.1.2 for booking of rooms).

### **7.5 Libraries**

Students are expected to supplement textbook information with materials from other sources. Sources of these materials include:

- WMRH Health Science Library
- Ferriss Hodgett Grenfell Campus Library
- Memorial University of Newfoundland's (MUN) Queen Elizabeth II Library and the Health Sciences Library (St. John's ~ through inter-library loans)

Information on services available at each library site will be distributed to all students during orientation week and is also available through the various library websites.

## 7.6 Grenfell Campus' Special Resources

The following student services and resources are available at Grenfell Campus:

- Writing Skills
- Counseling
- Accommodations
- Career Planning
- Peer Tutoring
- Scholarships
- Student Employment
- Students with special needs
- Chaplaincy services
- Student Activities
- Recreation

Information on these services and resources is available in the Student Information Package distributed through the Registrar's Office at Grenfell Campus.

## 7.7 Student Health and Counseling Services

### 7.7.1 Health

Health Services are available at Grenfell Campus, where a nurse is available from 0830 AM – 1230 PM one day a week.

Health services for students are also provided by WMRH's walk-in clinic or via the emergency room as appropriate. The Employee Health Department of the Hospital houses the students' health records and ensures that students are ready for clinical by assessing immunization status.

The Employee Health Department is located on the lower level of the Hospital. Needle stick injuries/blood or body fluid exposures **must be reported immediately** by telephoning 637-5000, Ext. 5297, according to Staff Health policy "Blood and/or Body Fluid Exposure."

### 7.7.2 Policy/Procedure on Immunization Records

#### Policy

All students at WRSON are responsible for submitting immunization records as per Memorial University Calendar requirements.

Students must satisfy the health and immunization requirements of the Bachelor of Nursing (Collaborative) Program. Failure to provide a complete immunization record will prevent the students from participating in all clinical activities; as a result, this lack of participation will affect the student's ability to progress in the Program.

## **Procedures**

1. Following notification of acceptance into the Program, students are to send the required completed immunization documents to the School.
2. Completed Immunization Record is sent to the School two to three weeks prior to the start date of the Program or as soon as possible thereafter.
3. The date the Immunization record is received by the General Office Staff and pertinent data from the immunization record is entered into the Banner System.
4. The Immunization Record is then forwarded to Western's Employee Health Department.
5. The Employee Health Department ensures all Immunization Records are complete.
6. If necessary, the Employee Health Department brings missing information to the attention of the Associate Director ~ Curriculum and Clinical Placement.
7. Students are notified of missing information by the Associate Director ~ Curriculum and Clinical Placement and a request is made for submission of same.
8. Completed documents arriving from the Employee Health Department are entered into Banner by the General Office Staff.
9. Any special requests for a student's Immunization Record are forwarded to the Employee Health Department by the Associate Director ~ Curriculum and Clinical Placement.

**Please Note: Students are not to make requests to the Employee Health Department Employees.**

### **7.7.3 Hepatitis Vaccine**

All first year nursing students are required to be immunized against Hepatitis.

Students are required to arrange for Hepatitis immunization through their Public Health Nurse or their family doctor. Currently, in NL, health profession students will be included in the publicly funded immunization plan. Blood work showing immunity through Anti-Hbs antibodies can be done through Staff Health.

### **7.7.4 Counseling**

A counselor is available at the School during the academic year. The Counseling Centre is located in the Nursing School, Room – 315, telephone 637-5000, Ext. 5377.

Free individual and group counseling services offered include the following:

- test anxiety management
- relaxation training and stress management
- grief counseling
- assertiveness training
- behavioral modification
- relationship issues
- sexuality
- conflict resolution and problem-solving skills
- interpersonal communication skills

### **7.7.5 Students with Special Learning Needs**

Students who have a diagnosed learning disability and desire accommodations during examinations or with assignments must contact Grenfell Campus' Learning Centre, Associate Director, and the Course Leader 3 weeks before the first assignment or examination is due.

#### **Guidelines:**

1. The School of Nursing follows the guidelines of Memorial University of Newfoundland regarding accommodations for students with learning disabilities. Accommodations are offered once the documented evaluation of a disability is provided to the Associate Director and the Course Leader.
2. All students are expected to meet the program requirements of the School of Nursing.

## **7.8 Food Services**

### **Policy**

Students use the student meal tickets in order to purchase three well balanced meals at minimum cost. Students are expected to choose well balanced meals intended for consumption at that meal.

For each meal ticket, students may spend up to the following per meal:

Breakfast	\$3.00
Lunch	\$5.00
Dinner	\$4.00

### **Procedure**

1. The student purchases the Student meal tickets through the Food Service Supervisor. The booklet costs \$30.00 and is redeemable for ten meals.

2. The student chooses their meal and brings it to the cashier. If the limit is not reached, the student is not permitted to pick up additional items. No change is given. Any overages are the student's responsibility.
3. The cashier checks in the meal under meal tickets. The cashier obtains meal card from student.
4. Cashier punches meal card and returns card to student.
5. At month end, the number of student tickets is tracked and tallied for month end purposes.

The Cafeteria is open from 7 AM to 6:30 PM Monday to Friday and from 9:15 AM to 6:30 PM on weekends and holidays, vending machines are available for drinks and hot and cold snacks.

Dress code is hospital work attire or street clothes. Discretion is advised in selection of street clothes worn in cafeteria, especially during summer months. (Swimsuits, bare feet, etc., are not suitable).

## **7.9 Residence Accommodation**

Monaghan Hall Residence, which is physically connected to Western Memorial Regional Hospital, provides single accommodations to students. The residence is the responsibility of the Regional Director for Residential Services at Western Regional Integrated Health Authority (phone 637-5000, Ext. 5235).

Further information on this service is contained in the Monaghan Hall Residence Policies Booklet made available to all residents of Monaghan Hall during orientation.

Residence accommodation is also available at Grenfell Campus. For further information, telephone Student Housing at 637-6200, Ext. 6266.

## **7.10 Student Identification**

During orientation, students will be issued a Memorial University student identification card and Western Regional Integrated Health Authority photo identification.

## **7.11 Posters/Notices**

### **Policy**

The policy on posters/notices for WRSON is designed to create a quality professional work/study environment for all key stakeholders including students, faculty, staff, and visitors. To assist with the achievement of this environment the following procedure will be followed.

### **Procedure**

1. Bulletin Boards will be clearly marked as to their intended purpose. For example, there will be a student board located to the left of the elevator on the first floor of Monaghan Hall (opposite the mailboxes) that will be managed by the Admin. Office staff. Anyone or any organization wishing to post on this board must first submit the information to the Admin. Office for approval to post. If approved for posting, the Admin. Assistant will indicate the date of removal on the poster/notice, the deadline of the event or one week after the date of the posting, whichever comes first.
2. Posters/notices are to be designated to the appropriate bulletin board.
3. There is to be no posters/notices affixed to any painted surface. If painted surfaces are used, posters/notices are to be affixed with poster putty or masking tape. No scotch tape or any like substances is to be used at it defaces the original paint work.
4. Posters/notices are not to be placed on the following:
  - Gyproc walls
  - windows or glass
  - Doors
  - entranceways (only on bulletin boards present)

## **8.0 Financial Assistance**

### **8.1 Student Loans**

Financial assistance is awarded to students, on the basis of demonstrated financial need, through Canada Student Loan program and provincial government grants.

During the four (4) years of the BN program, students will be doing extended practice, including 1520, 2520, 3523, and 4516. These courses extend beyond the normal semester and into the spring semester. In addition, during the two (2) year Fast Track Option of the BN program, student will be doing courses beyond the normal semester and into the spring and fall semester. Students who are receiving

student loans will be eligible for an extension. In early March, the General Office will send the appropriate correspondence to Student Aid on behalf of the students. **Note:** It will be necessary for students to provide proof of their Social Insurance Number to the General Office Staff in order to facilitate this process.

Extended practice is the only time the School of Nursing corresponds with Student Aid. The Nursing School has no mechanism for dealing with individual loans for those students who are in the student loan program(s) of Memorial University. It is the student's responsibility to know current policies governing funds for which he/she is eligible.

For further information consult the Student Affairs Officer, Grenfell Campus, telephone (709) 637-6249.

## **8.2 Other Sources**

A full list of scholarships, bursaries and awards can be found in the University Calendar. A listing of those pertinent to nursing may be obtained from the Associate Director. The criteria for eligibility are included. Application forms may be obtained from the Registrar's Office, the Awards Office, or the sponsor.

## **9.0 Class, Clinical, Laboratories, Seminars and Interprofessional Education Experiences**

Students having questions about these policies and practices should consult their Course Leader or Lab Instructor for clarification.

### **9.1 Attendance**

The faculty strives for excellence in delivering a comprehensive education program that will graduate outstanding professional nurses committed to providing safe, competent and ethical nursing care. To achieve this goal, it is extremely important that students be present for and actively engaged in scheduled learning experiences throughout the program. In relation to this, the following general policies apply:

1. All appointments such as dental, medial, etc. must be booked outside of regularly scheduled class, clinical, lab, seminars, and interprofessional education sessions.
2. Students must arrive on time for all learning experiences. Lateness will not be tolerated and may result in the student being denied access.
3. Students who miss labs, seminars, and clinical will be at risk of not passing a course.
4. No vacation is taken during clinical courses.

### 9.1.1 Absenteeism

In order to obtain a passing grade in each course, students must demonstrate successful achievement of the course objectives. This is difficult to accomplish if absenteeism exists, regardless of the reason. A student who is not meeting nursing practice competencies due to absenteeism risks failure in the course or may be requested to withdraw from the course as per University Calendar Regulations. In relation to lab/seminar and clinical absenteeism, the following policies will apply:

#### **Laboratories (Labs)/Seminars:**

1. All labs and seminars are mandatory.
2. In the event of extenuating circumstances \* (such as illness) the student must contact the Lab Instructor by e-mail or phone prior to the start of the lab and discuss with the Lab Instructor the student's plan to independently make up the missed content.
3. It is the responsibility of each student to ensure that all lab content/requirements are completed.
4. Students who miss two consecutive labs must submit supporting documentation from a nurse practitioner or physician to the Lab Instructor.
5. Students who miss 3 scheduled labs/seminars in a given course will automatically receive a failing grade in that course.

#### **Clinical:**

1. All clinical hours are mandatory.
2. In the event of extenuating circumstances \* (such as illness) the student must notify the clinical instructor by email or phone, one hour prior to the commencement of clinical.
3. When absent from clinical, students must also phone the unit to which they are assigned one hour prior to the commencement of clinical.
4. Students who miss two or more consecutive clinical days must submit supporting documentation from a nurse practitioner or physician to the Clinical Instructor.
5. Students who miss one clinical day may be requested to provide supporting documentation from a nurse practitioner or physician if in the Clinical Instructor's opinion is required.
6. Students who miss clinical due to extenuating circumstances will be permitted to make up this time the 2<sup>nd</sup> last weekend (Saturday and Sunday) of the course or as per the course outline. In the case of Extended Practice Courses, missed clinical will be made up within a week following the completion of the clinical schedule. The School reserves the right to specify the practice area that will be utilized to provide these additional clinical practice sessions.
7. If the required number of clinical hours for the course is not met, the student will fail the course.

***\*Extenuating circumstances does not include events such as vacation and weddings.***

### **9.1.2 Inclement Weather**

Classes, labs, seminars, and clinical attended in Corner Brook will be cancelled when Grenfell Campus publicly announces closure in times of inclement weather.

Students may be expected to go to clinical if they are performing in a preceptorship or independent practice setting. The student should consult with their preceptor and clinical instructor. Students are expected to use their own discretion and not take unusual risks.

**Note:** If a late opening is announced, students are expected to report to class, lab, seminars, clinical or interprofessional education sessions at the announced later time. Weather updates can be accessed by visiting [www.grenfell.mun.ca](http://www.grenfell.mun.ca).

### **9.1.3 Extraordinary Circumstances**

When seminars and labs are cancelled due to extraordinary circumstances, this time will be made up prior to the end of the class schedule. This may require that the make-up time be scheduled outside of the original course schedule.

### **9.1.4 Orientation Attendance**

Orientation is the foundation for the clinical experience and it is mandatory that you attend scheduled orientation days. Topics covered are required for safe and competent provision of nursing care.

## **9.2 Preparation for Clinical Experiences**

Students are expected to prepare for client care/clinical experiences the day before the clinical practice commences. Due to the scheduling of clinical, this may require that students carry out clinical preparation on Sundays. If adequate preparation has not been done, the student may be asked to leave the clinical area/experience.

## **9.3 Policy Guidelines for Clinical Practice at Western Health**

Students attending WRSON are considered to be affiliates of Western Health (WH). Nursing students follow all applicable policies and procedures of Western Health.

### **Policy**

During the clinical practicum nursing students deliver care to the level of their education and to the level of their ability. It is understood that students may perform skills previously taught by faculty members, preceptors, and by other nurses.

Procedures within the scope of nursing may be performed by students if they are within the students' skill level. The level of supervision required is determined by the faculty member, preceptor, or other nurses in consultation with the student. Once competency is determined the student is permitted to complete the procedure independently. It is the students' responsibility to demonstrate safe, ethical, and competent practice. Procedures requiring advanced education and skill, and not performed routinely by staff nurses, are not considered to be within the scope of practice for nursing students.

To ensure continued safe, ethical, and competent practice, reassessment of a competency may be required depending on the area of clinical practice and the length of time since last completing the procedure/skill.

Nursing students are expected to follow the guidelines for professional behavior and standards of care as outlined by the ARNNL and the School of Nursing.

#### **9.4 Policy Guidelines for Clinical Practice at Agencies other than Western Health**

Guidelines are as stated above and are followed by all students; in addition, students follow the specific policies and procedures of the agency they are attending. If there is an uncertainty, the Course Leader and/or Associate Director's are notified accordingly.

#### **9.5 Accountability**

Students are responsible and accountable for their own actions in all clinical activities. The faculty will be available for guidance and/or supervision for nursing activities performed for the first time and/or verification that independent functioning is appropriate in a given situation.

Students **must not** engage in nursing activities for which they have not had adequate preparation. Any errors or incidents which occur in the clinical area must be documented on the School's Incident Report Form and forwarded to the Associate Director.

#### **9.6 Confidentiality**

All matters pertaining to patients/clients are to be held in the strictest confidence. In addition, the responsibility to protect the security and confidentiality of personal information is taken seriously. Any oral or written identification beyond that necessary for professional communication is considered a serious breach of ethical and legal conduct. The use of facebook, blogs, twitter or other social networking pertaining to patients/clients is not permitted.

Students will be required to complete online education related to the Personal Health Information Act. This act establishes law that custodians must follow when collecting, using and disclosing confidential personal health information.

Students must sign a confidentiality agreement upon admission to WRSON. Students are governed by Western Health's policy on confidentiality. While working in other clinical agencies outside of Western Health, students are also governed by the confidentiality policies of that agency.

Western Health's Policy on Confidentiality must be reviewed annually by course leaders during the first clinical course of each academic year. Questions or concerns with respect to confidentiality are directed to faculty or a member of the Administration Team.

## **9.7 Co-assignment**

Students in institutional settings are co-assigned to patients/clients with a staff member of that institution. Students are to report to these staff members on an ongoing basis and when leaving the unit at any time during the day.

## **9.8 Medication Pretest**

### **Policy:**

All students must write and pass a course specific in medication pre-test prior to administering any medications in clinical course following successful NURS 2004 Pharmacology and Nutritional Therapies. Prior to the preceptorship course, students must write a comprehensive medication pre-test, which will test concepts related to all clinical areas. The pass mark for all medication pre-tests is 84%.

Any student who fails a pre-test is required to seek remedial help. The medication pre-test can be written a maximum of three times during a clinical course.

Any students who demonstrate continuing difficulty with medication pre-tests will be required to complete their clinical experiences in Corner Brook.

The following procedure applies to all medication pre-tests.

### **Procedure:**

1. The medication pre-test will be administered by the course leader (or designate).
2. Any student who scores less than 84% will be required to work with the course leader and/or the clinical instructor to identify problem areas.

3. When problem areas are identified, the student is required to complete remedial exercises identified from sources such as faculty, the Learning Center and calculation tests prior to any subsequent rewrite.
4. There will be a maximum of one week between writings. The timing of the writings will be determined by the course leader, in collaboration with the student.
5. If the student is unsuccessful with the first rewrite, then one on one work will be done with the course leader or clinical instructor, to identify problem areas and to develop a plan for further practice prior to the second rewrite.
6. Any student who fails the second rewrite will be unable to give medications in their clinical course. This will mean that the student will not meet the clinical objectives and will not pass the course.

## 9.9 Safe Medication Practice

In keeping with the recommendations of the Institute for Safe Medication Practices and to give direction on the safe administration of medications, students are required to follow agency policy regarding any procedures and precautions that may be required for medication administration.

Students are required to complete an **independent double check (verification)** with a Registered Nurse prior to the administration of:

- **ALL Anticoagulants administered via any route.**

In keeping with the recommendations of the Institute for Safe Medication Practices and Western Health policy students are also required to complete an **independent double check (verification) and double signing** with a Registered Nurse prior to the administration of the following medications:

- **ALL Narcotics via any route**
- **ALL High Alert Medications** (including, but not limited to: chemotherapy, insulin, hydromorphone, medications requiring detailed calculations, medications administered to pediatric and neonatal patients, intravenous antiarrhythmics, intravenous anticoagulants, intravenous benzodiazepines, intravenous sympathomimetics, intravenous opioids/narcotics (continuous infusion), intravenous potassium phosphates and potassium chloride, intravenous magnesium sulphate, intravenous oxytocin, neuromuscular blocking agents, thrombolytics, and medications via Patient Controlled Analgesia (PCA)/epidural/spinal route.

**NOTE:** Students must be aware that this list of high alert medications is not exhaustive and is subject to change.

## 9.10 Professional Appearance Policy

The public, the Nursing profession, and the agencies, with which Western Regional School of Nursing has contractual agreements, all expect students in the Bachelor of Nursing (Collaborative) Program to portray a neat and well-groomed appearance. A professional image communicates respect and caring and inspires confidence and trust with clients and others.

The School of Nursing expects that nursing students will follow this Professional Appearance Policy and the Dress Code outlined in the Agency Guidelines for Community-Based Experiences. To that end, very casual clothing (e.g., sweat pants, tracksuits, jeans, shorts, caps, sweats, and t-shirts with logos) are not considered appropriate dress for students who are representing a professional school in a practicum area.

### Identification

The photo ID must be worn at all times when in the practicum areas.

### Uniform

- All students will wear a uniform that can be either white with white, navy blue with navy blue, or white with navy blue. These colors are identified as colors of the WRSON school uniform and can be purchased as a pant suit, dress, or top with skirt.
- Uniforms may be worn to and from the clinical area provided they are covered when exposed to outside elements.
- No visible shirts are to be worn under the uniform.
- The uniform will be clean, pressed, and in good repair. The uniform fit must allow for reaching and bending without exposing skin.
- Pants are to be hemmed and should not touch the floor (no rolled ankle cuffs).
- A white or navy blue warm-up jacket may be worn. Warm up jackets are **not** to be worn at the bedside when delivering patient care.
- White socks or stockings are to be worn with uniforms.
- For safety reasons keys, pens or stethoscopes are not to be worn around the neck.
- When a student is in the practicum area in street clothes (i.e. data collecting, classroom assignments, community agency), all attire, including footwear, must be professional (no T-shirts, sweat shirts, sweat pants or jeans).
- Warm-up jackets or a white laboratory coat must be worn over street clothes when students are obtaining clinical assignments.

## **Shoes**

- Shoes are considered part of the uniform and must be all *white*.
- Shoes and laces must be kept clean.
- The school does not require a specific style of shoe; however, they must be enclosed at the toe and heel.
- Duty shoes are *not* to be worn outside the facility.

## **Jewelry**

- A watch with a second indicator is required.
- A plain wedding band is permitted.
- One pair of small studs or sleeper earrings is allowed—one earring per ear.
- All other visible piercing must be removed; tongue rings should be replaced with a clear spacer.

## **Make-up**

- Make-up, if worn, is to be subdued.
- Perfume, aftershave or products as scented lotions, soap, hairspray, and deodorants are *not* to be worn in the Nursing School or in any of the clinical agencies.
- Nails are to be clean, short and unpolished. No artificial nails are permitted.

## **Hair**

- Hair is to be neatly styled and work off the face and collar.
- Ponytails are not permitted.
- White or neutral color hair accessories may be worn to style hair.
- Men are to be clean-shaven or have facial hair trimmed.

## **9.11 Evaluation of Student Performance**

There will be regularly scheduled evaluations of the clinical performance of each student during the semester. Evaluative criteria will be provided at the beginning of each course. Please refer to the document Guidelines for Clinical Evaluation.

## **9.12 Protocol for Clinical Visits**

When attending a clinical agency to visit clients or review records, a student seeks out the nurse in charge of the unit (or patient/client) and provides a full introduction including name, school, course, and purpose of the visit. If there are difficulties in fulfilling the mission, the clinical instructor is contacted. A warm-up jacket or white laboratory coat, identification tag, and photo ID must be worn during the visit.

### **9.13 Access to Client Records**

If a student requires information from charts in the medical records departments of affiliating hospitals, a written request must be signed by a faculty member before the student will be given access to the file.

### **9.14 Clinical Attendance during Appeals**

Students may **not** attend a clinical course when an appeal affecting their status in the course is in progress. Time missed because of the appeal, will be made up once the student is registered for the course.

### **9.15 Safe Patient Handling and Movement**

#### **Policy:**

This policy describes ways to ensure that clinical staff uses safe patient/resident handling and movement techniques on all units, designated as high-risk for patient handling and movement.

#### **Guidelines:**

Faculty, students and staff will follow WH's Client/Patient/Resident Care Programs and Services Policy 15-01-52 titled "Safe Patient/Resident Handling in Acute and Long Term Care" available on the Western Health's Intranet.

- 1. Students are required to:**
  - Attend training on Safe Patient Handling and Movement. This session will take place in NURS 1017 in Year 1 and followed up as required prior to each subsequent clinical course.
  - Complete a Safe Patient Handling and Movement refresher before commencing clinical if they are delayed in progressing in the program.
  
- 2. Faculty members are required to:**
  - Ensure that students are updated regarding Safe Patient Handling and Movement prior to all clinical experiences.
  - Review common lifts pertinent to the clinical area.
  
- 3. Administrators are required to:**
  - Follow policy details for Managers and Supervisors in WH's Policy 15-01-52 as appropriate.

## **9.16 Mask Fit Testing**

### **PURPOSE**

To reduce the risk of respiratory hazards to faculty members, staff and students.

### **POLICY**

See Western Health's Organizational-Workplace Health & Safety Policy 3-01-55 (available on the Western Health Intranet). To ensure compliance with this policy the School of Nursing will have all students N-95 mask fit tested prior to any clinical experience in Year 1 of the program and re-fitted in Year 3. Faculty and staff will also be fitted and re-fitted according to policy. Individuals will receive a wallet sized card with their mask type and date of fitting identified. The information on the fit testing will be entered into the database maintained by Employee Wellness. The procedure outlined below will be followed.

### **Roles of Administrators:**

Administrators will:

- Follow the policy as established by Western Health.
- Ensure that students, faculty and staff have opportunities provided so that they are N-96 Fit Tested at regular intervals.
- Ensure there is a designated and approved Fit Tester to Fit Test students, faculty and staff. (Students may be recruited, trained, and paid to perform these duties).
- Designate a faculty member who will take responsibility for the maintenance of the testing equipment and the scheduling of Fit Testing at the School of Nursing.

### **Role of Faculty, Staff and Students:**

Faculty, staff and students will:

- Follow the roles as set down for employees in WH's Policy 3-01-55.

### **Role of Fit Testers:**

Fit Tester must:

- Follow the roles as set down for Fit Testers in WH's Policy 3-01-55.

### **Role of Employee Wellness:**

- As stated in WH's Policy 3-01-55.

### **PROCEDURE**

- Fit Testing is mandatory and is carried out in the fall semester targeting Year 3 students and any faculty, staff or Year 4 students requiring Fit Testing.

- Fit Testing is also carried out in the winter semester targeting Year 1 students and if necessary, any faculty, staff and Year 2 students requiring Fit Testing.
- Individuals are to be clean shaven prior to Fit Testing or prior to commencement of a shift where they are required to wear a respirator.
- All individuals tested will receive a wallet sized card identifying their respirator mask number and the date of the testing. This is to be retained for future use.
- Graduates from the School of Nursing are responsible to let their employers know when they need to be re-tested.
- All individuals will comply with policy number: WH's 3-01-55 (Occupational Health & Safety-Employee Respiratory Protection Program) available on Western Health's Intranet.

### **9.17 Expenses**

Students are personally responsible for expenses incurred for travel to and from clinical agencies both in and outside the province.

### **9.18 Insurance Coverage**

If a legal question arises out of a student action, the matter will be referred to the School's insurance advisers.

### **9.19 Cameras in Clinical Settings**

The use of cameras in any clinical setting for study, research or personal purposes is regulated by the agency administration. Written consent to take pictures of patients/clients must be obtained from the agency administration and from the patients/clients or their guardians.

### **9.20 Other Supplies**

#### **9.20.1 Watch**

A watch that enables you to count off **60** seconds is required.

#### **9.20.2 Clinical Equipment**

All students must have their own stethoscopes, pen lights and bandage scissors.

When you bring personal equipment such as stethoscopes and bandage scissors in the clinical areas, you should clean them with Accel or Virox wipes. These wipes are found in each clinical area. Any patient that is suspicious of a communicable disease

such as H1N1 or is on Isolation Precautions, your personal equipment should be cleaned after usage. There may be other situations that require cleaning after usage and one example of this would be taking a blood pressure on an arm that is excoriated.

## **9.21 Money in Clinical Areas**

Students are advised not to take more money than they require for the day to the clinical area. In most clinical areas there is nowhere to store purses. Money, cheque books and credit cards are never left in lockers, whether in a clinical area or in the School. If money, cheque-book and credit cards are needed, they are to be kept on your person at all times.

## **10.0 Smoke Free/Scent Free Policy**

Western Health is Smoke Free. If you notice someone smoking on the property, please give them one of the Smoke Free cards as an encouragement not to smoke. The cards will be kept close to main entrances. This smoke free policy also pertains to students during home visits. For further information, please refer to [www.westernhealth.nl.ca/uploads/PDFs/Western\\_Health\\_Smoke-Free\\_Properties\\_Policy.pdf](http://www.westernhealth.nl.ca/uploads/PDFs/Western_Health_Smoke-Free_Properties_Policy.pdf).

Western Health is Scent Free. Because of the serious effects scented products have on individuals, all students of the School of Nursing must comply with this policy. Please refrain from wearing perfume, cologne, scented personal care products such as deodorant, aftershave, lotion, hair products and so forth. Students who return to class, lab, or clinical with an intensified smoke odor on their clothing due to smoking in a confined space are reminded of Western Health's Scent Free Policy and may be asked to leave class, lab, or clinical. Students who do not adhere to the Scent Free Policy will meet with the School's Director of Nursing and progression through the program may be jeopardized.

## **11.0 First Aid/CPR (BCLS – HCP)**

Students are expected to be certified upon admission to the Nursing School. Students who are not already certified will be required to take these courses on their own time, during the first month of classes.

The First Aid course is valid for three years and students are not required to update their First Aid Certificate while in the program.

*Students must renew their CPR-HCP certification on an annual basis. If current certification is not ensured, then students may be asked to leave clinical and complete*

*the required certification in a timely manner. Students unable to meet the requirements may be delayed or prevented from completing the Nursing Program.*

Students are responsible to obtaining recertification at their own expense. In addition, students are responsible for maintaining the original copies of these certificates as they are required to be produced throughout the program. A photocopy of the certificates is kept on the students file in the General Office.

## **12.0 Certificate of Conduct/Child Protection Records Check**

Students are required to have a current Certificate of Conduct to include the vulnerable populations' category and this is available from the RCMP or RNC **upon admission** to the School of Nursing.

To facilitate clinical placement in child care facilities for NURS 2514, all students are required to have a Child Protection Records Check at the **beginning of second year**.

After admission, and any time prior to completing the program, students charged with or convicted of a criminal offence, or listed on the Child Abuse Registry, are required to report this information to the Director or the Associate Directors of the School of Nursing.

Failure to report a criminal offence may result in dismissal from the program. Criminal offences will be reviewed by the School of Nursing for the implications of the conviction in view of the professional and ethical mandate to protect the public. A list on the Child Abuse Registry, or failure to report the listing, will result in dismissal.

## **13.0 Math Placement Test**

Upon being accepted into the 4 year program BN (Collaborative) Program and the Fast Track Option, students have to complete a Math Placement Test (MPT) by the end of the first day of classes.

An acceptable level of mathematical proficiency is required as a prerequisite for NURS 2004 Pharmacology and Nutritional Therapies to ensure accuracy in calculating medication dosages in this course. Therefore, one of the pre-requisites that must be satisfied before you take NURS 2004 is the achievement of a score of **at least 50** on the MPT. If the student does not achieve this score, they must demonstrate successful completion of Math 102N Mathematics Skills Program for the BN (Collaborative) Program through distance learning at Memorial University before taking NURS 2004 Pharmacology and Nutritional Therapies. For students in the 4 year program, it is highly recommended that you complete this course before the end of intercession in Year One.

For students in the Fast Track Option, this course must be completed by the end of the fall semester in Year One.

If students have already taken 3 credit hours in university mathematics (excluding Statistics 2500) and has achieved at least a 50% in that course, the student **does not** have to take the MPT. Proof of completion of the Math course is required. If you have completed the Math course at another university or college, a transfer credit is required.

## **14.0 Textbooks, Used Texts, Lockers, Mailboxes, Microlock Cards, and E-Mail**

### **14.1 Textbooks**

Students are encouraged to purchase textbooks that are essential to courses. These textbooks are available in the Bookstore at Grenfell Campus.

### **14.2 Used Texts**

Students may consider buying used textbooks for some courses to help reduce costs. Ensure the edition of the used text is the same as the one required by the faculty member. Required textbooks may change at the discretion of the faculty member.

### **14.3 Lockers**

Students rent lockers for storage of personal belongings at the School of Nursing. Information on lockers is available from Shelley Blackler via email [shelleyblackler@westernhealth.nl.ca](mailto:shelleyblackler@westernhealth.nl.ca)

### **14.4 Mailboxes**

Only residents of Monaghan Hall are required to purchase a mailbox.

### **14.5 Photo ID Card**

All students **must** purchase a photo ID card which is required to complete clinical at Western Health and allows access to Monaghan Hall after hours. The photo ID access card is to be returned to Residential Services at the end of the program. If you lose your card it will cost \$10 to issue a replacement.

## **14.6 E-mail**

All students are issued an e-mail account through Grenfell Campus. It is **required** that students obtain this account and check it frequently, as this is the main means of communication within the School.

## **15.0 Student Records**

### **15.1 Student Files**

All documentation concerning a student's progress through the program is kept in the student's file. Students should know that this information is used by the faculty for the following purposes:

- Eligibility for admission to and promotion in the program,
- Assessment of special needs or circumstances relevant to the student's progress, and
- References to potential employers and/or admission to graduate studies.

### **15.2 Content of Student Files**

- Application form
- Personal statement
- Transcript of high school leaving marks
- Transcript of university grades
- Student progress sheet
- Clinical evaluations by faculty and preceptors, including sites of activity
- Waiver forms
- Letters of reference
- Certificate of conduct
- CPR Certification
- Standard First Aid
- Copies of all correspondence sent to the student
- Math Placement Test results
- PHIA Certificate

### **15.3 Student Change of Name**

When there is a change in the student's name, that student is responsible to notify the General Office. When female students marry, the General Office staff will add the married name to the student's surname on their file (hyphenated). All records will be filed in this manner.

## **15.4 Access**

A student has the right to view his/her file in the presence of a faculty member or the executive secretary.

## **15.5 References**

Students **must** always obtain permission from a faculty member prior to submitting the name of that person to provide a reference, whether it is for employment between semesters, after graduation, or for any other reason.

## **16.0 Academic Matters**

### **16.1 Regulations**

The Nursing School is governed by the rules and regulations passed by the Senate on all academic matters and are outlined in the Memorial University Calendar. Students must become familiar with the academic regulations pertaining to their program and are advised to make a point of reading the following:

#### **General Academic Regulations (Undergraduate)**

- Classification of Students
- Degree and Departmental Regulations
- Residence Requirements
- Registration
- Attendance
- Evaluation
- Examinations
- Grading
- Continuance and Readmission
- Academic Misconduct
- Graduation
- Waiver of Regulations
- Appeal of regulations\*

Students are required to complete the last 30 credit hours at Memorial/Grenfell Campus. Please see Calendar for exceptions.

#### **Bachelor of Nursing (Collaborative) Program Regulations:**

- Description of Programs/Registration Examinations

- Admission/Readmission Regulations
- Program Regulations/Suggested Sequencing of Courses
- Promotion Regulations
- Waiver of School Regulations
- Supplementary Examinations
- Appeal of Regulations
- Course Descriptions

**\*Note: Refer to the University Calendar of website [www.mun.ca/regoff/calendar/](http://www.mun.ca/regoff/calendar/) for further information.**

Any student who wishes to initiate an appeal of nursing courses should submit the appropriate information to:

Cathy Stratton  
 Associate Director  
 Office 96, Western Regional School of Nursing  
[cstratto@swgc.mun.ca](mailto:cstratto@swgc.mun.ca)

## 16.2 Evaluations

Students may be requested to complete the following evaluations during class:

Faculty evaluation	-	11 <sup>th</sup> week of the semester
Course evaluation	-	12 <sup>th</sup> week of the semester

These evaluations are meant to be used to improve either the course structure or the teaching methodologies. Individual student responses are anonymous. The faculty member will not have access to the evaluations until the course grades are submitted.

## 16.3 Supplementary Examinations

### 16.3.1 Policy

Any student receiving a grade of 60% in a Nursing course is eligible to write a supplementary examination in that course. Only **three** supplementary examinations in nursing courses can be written during the program.

### 16.3.2 Guidelines

1. Supplementary examinations are allowed only in nursing courses that have a written final examination.

2. Supplementary examinations will have the same weight as final examinations for the course in determining whether the student achieves a passing grade for the course.
3. Any student writing a supplementary examination can only obtain a maximum grade of 65% in the course.
4. Supplementary examinations will be written no later than the first week of the semester immediately following the one in which the course was failed. Normally they should coincide with the writing of deferred examinations in courses where deferred examinations are granted for the semester in question. Grade for supplementary examinations must be received by the Registrar's Office within one week following the completion of the examination.
5. A student may write a supplementary examination for any one course only **once**.
6. If it is mathematically impossible to achieve a passing grade in a course, then the student will not be granted a supplementary examination.
7. There is a \$50.00 fee for supplementary exams payable to the School of Nursing. This fee **must be paid** at the General office in the School **before** the exam is written.

### **16.3.3 Procedure**

Students who wish to write supplementary examinations must e-mail the Associate Director within one week of release of grades.

If the student meets the requirements as set out in the calendar, this request is passed on to the appropriate course leader. Supplementary exams are normally written on the weekday immediately prior to the first day of classes in the Winter Semester or Spring Semester or during the first week of extended practice courses.

### **16.3.4 Notification of Failure in Nursing Courses**

The following outlines the process for notification of students who fail a nursing course(s):

#### ***Fall Semester Failure***

Students who fail a Fall Semester nursing course will receive their grade via web access once grades are officially released by the University. Students must **not** telephone the Associate Director or their course leader for their grades.

### *Winter Semester Failure*

Students who fail a Winter Semester nursing course will receive notification via their SWGC e-mail accounts once the grades are approved by the Director. The e-mail notification will also include notification of supplementary exam eligibility or ineligibility. First, second, and third year students who are ineligible for a supplementary exam in a required course or who fail a supplementary in the course will not be permitted to complete NURS 1520 or NURS 2520 or NURS 3523. **All students should check their e-mail Grenfell Campus accounts daily for the first week following their last nursing exam. Only failed grades will be released via e-mail.** Students must **not** telephone the Associate Director or their course leader for their grades.

### **Student Decision Making in the Event of A Failed Nursing Grade**

Students *will* initiate appropriate action in response to the knowledge that they have failed a nursing course(s) by attending to the information contained in this document and reading relevant sections of the current University Calendar (hardcopy or on MUN website).

***Students who do not have access to the web during the Christmas break are expected to have a hardcopy of the current University Calendar in his/her possession.***

**What to do in the case of a failure in a nursing course if you are a student in**

**a) The generic/regular four year stream of the BN (Collaborative) Program:**

1. ACADEMIC STANDARDS AND PROMOTIONS of the BN (Collaborative) Program, as outlined in the University Calendar, identify a passing grade as 65%. Therefore you have failed a nursing course if this grade is not achieved.
2. If your grade is 59% or less, you will have to repeat the course next year. If the failed course is a pre-requisite to Winter Semester course(s) such as NURS 1520 or NURS 2520 or NURS 3523, you will not be able to take those courses. You can determine pre-requisites by referring to the course list at the end of the School of Nursing section in the University Calendar. **If you are a student in this situation, please make an appointment *immediately* with the Associate Director**, either Cathy Stratton ([cstratto@swgc.mun.ca](mailto:cstratto@swgc.mun.ca) / phone 637-5000, ext. 5320) or Barbara Turner ([bturner@swgc.mun.ca](mailto:bturner@swgc.mun.ca) / phone 637-5000, ext. 5383), in order to be advised about a new program of studies plan.
3. If your grade is between 60% and 64%, you may be eligible for a supplementary exam.
  - Only three supplementary examinations in nursing courses can be written during the program.

- If you have written fewer than three supplementary exams and your grade is between 60% and 64%, send the Associate Director an e-mail stating your intent to write a supplementary. There is a fee for writing a supplementary. Fees can be found on the website <http://www.mun.ca/regoff/calendar/> under University Regulations: FEES AND CHARGES PERTAINING TO APPEALS. **Please note:** If you are paying the fee in cash, it can be paid to the General Office, WRSON, one hour before the writing of the exam. If you are paying the fee by credit card, it can be paid to the Business Office, first floor of WMRH, one business day before the writing of the supplementary. **The fee must be paid before the supplementary exam writing and receipt of same shown to the invigilator of the exam.**
  - If you have already written three supplementary exams, you are not eligible to write a fourth one. If this represents your situation and the failed course is a pre-requisite to Winter Semester course(s) such as NURS 1520 or NURS 2520 or NURS 3523, you will not be able to take those courses. **If you are a student in this situation please make an appointment immediately with the Associate Director, Cathy Stratton.**
  - A student may write a supplementary examination for any one course only once. If you have already written a supplementary exam for the failed course in a previous year, you are not eligible to write another supplementary in the same course. A second failure in a given nursing course requires withdrawal from the BN (Collaborative) Program. **If you are a student in this situation please make an appointment immediately with the Associate Director, Cathy Stratton.**
  - Failure in excess of two nursing courses during the program results in mandatory withdrawal from the BN (Collaborative) Program.
4. Supplementary Exam Dates will be communicated to all students via e-mail before the last class day each semester. Fall semester supplementary exams will normally be scheduled the week preceding the start of Winter Semester. Winter Semester supplementary exams will normally be held within a week of the last nursing exam.
- b) The Fast Track Option the BN (Collaborative) Program:**
1. ACADEMIC STANDARDS AND PROMOTIONS of the BN (Collaborative) Program, as outlined in the University Calendar, identify a passing grade as 65%. Therefore you have failed a nursing course if this grade is not achieved.
  2. If your grade is 59% or less, you will have to withdraw from the BN (Collaborative) Program Fast Track Option. **If you are a student in this**

**situation, please make an appointment *immediately* with the Associate Director, Cathy Stratton, 637-5000, ext. 5320 or [cstratto@swgc.mun.ca](mailto:cstratto@swgc.mun.ca) in order to be advised accordingly. It is possible that with special permission from the Director, the student may be allowed to resume studies within the regular four year program.**

3. If your grade is between 60% and 64%, you may be eligible for a supplementary exam.
  - Only three supplementary examinations in nursing courses can be written during the program.
  - If you have written fewer than three supplementary exams and your grade is between 60% and 64%, send the Associate Director an e-mail stating your intent to write a supplementary. There is a fee for writing a supplementary. Fees can be found on the website <http://www.mun.ca/regoff/calendar/> under University Regulations: FEES AND CHARGES PERTAINING TO APPEALS. **Please note:** If you are paying the fee in cash, it can be made to the General Office, WRSON, one hour before the writing of the exam. If you are paying the fee by credit card, it can be made to the Business Office, first floor of WMRH, one business day before the writing of the supplementary. **The fee must be paid before the supplementary exam writing and receipt of same shown to the invigilator of the exam.**
  - If you have already written three supplementary exams, you are not eligible to write a fourth one. If this represents your situation and the failed course is a pre-requisite to other courses, you will not be able to take those courses. **If you are a student in this situation please make an appointment *immediately* with the Associate Director, Cathy Stratton.**
  - A student may write a supplementary examination for any one course only once. If you have already written a supplementary exam for the failed course previously, you are not eligible to write another supplementary in the same course. A second failure in a given nursing course requires withdrawal from the Bachelor of Nursing (Collaborative) Program. **If you are a student in this situation, please make an appointment *immediately* with the Associate Director, Cathy Stratton.**
  - Any failed nursing course during the program results in mandatory withdrawal from the Fast Track Option of the Bachelor of Nursing (Collaborative) Program.
4. Supplementary Exam Dates will be communicated to all students via e-mail before the last class day each semester. Fall semester supplementary exams will

normally be scheduled the week preceding the start of Winter Semester. Winter Semester supplementary exams will normally be held within a week of the last nursing exam.

## 16.4 Re-read of Final Exams

A student who makes an inquiry about the re-reading of final examination scripts should be referred to the University Calendar, “General Academic Regulations (Undergraduate): Regulation 4.7.5 Rereading of Final Examination Scripts”. This regulation applies to final examinations only. A formal application must be made to the Office of the Registrar for a re-read to occur.

Once the School has received a request for a re-read from the Office of the Registrar the following process will occur:

1. The **Director/Associate Director**, who normally would receive the request, will delegate the responsibility to conduct the re-read to the **Associate Director**.
2. The **Associate Director/Director** will contact the relevant course professor to request the following:
  - a) Final examination script of the student who made application for the re-read.
  - b) The grading key for the examination, alternatively, a selection of other graded final examination scripts from the same cohort can be obtained which demonstrates an A, B, C, F range of awarded grades.
3. The script of the student who requested the re-read will remain unaltered but the original will be copied. All comments and marks made by the course professor will be removed by white-out on copy. That copy will then be re-copied, thus resembling as closely as possible the original script submitted by the student. It is this copy that will be given to the professor selected to re-read the script.
4. The **Associate Director/Director** will contact an appropriate professor to re-read the script in question.
5. An ‘appropriate’ professor will be one who has taught the same or a similar course. That professor may be another faculty member of the same School of Nursing or a faculty member at one of the collaborative partner sites.
6. Once a professor has agreed to re-read the script, (s)he will be given the ‘copy’ as previously defined, the grading key, and/or a sample of unaltered, original scripts that reflect a range of grades from A through F.
7. There will be no collaboration between the course professor and the re-read professor during this process.
8. The professor who conducts the re-read will submit his evaluation and grade for the script to the **Associate Director/Director** and will return all pertinent documents. The professor will be expected to grade the re-read script within 48 hours.
9. The **Associate Director/Director** will complete the appropriate change of grade section on the re-read request form, and will return it to the Office of the Registrar.

### **Recalculation of the Grade following the Re-read**

Students should be advised that the outcome of a re-read may either improve or lower their grade.

The grade awarded by the professor designated to re-read the exam will be substituted for the original grade on the same evaluation component. The student's final mark will then be re-calculated. If the mark on the re-read script is higher, thus improving the final grade, that mark will be submitted on the re-read request form.

If the mark on the re-read script is lower, thus reducing the final grade, that mark will be submitted on the re-read request form.

**NOTE: For all other examination and assignments associated with a course, this regulation would not apply. Students who request re-reads of such evaluation components will be advised that re-reads do not normally occur. If a student has concerns about an examination that was not a final examination or an assignment, the appropriate action to take is to make an appointment with the relevant course professor to communicate those concerns.**

## **16.5 Challenge for Credit**

The Schools of Nursing will offer a *limited* opportunity for **Challenge for Credit** within the BN (Collaborative) Program. Students of the BN (Collaborative) Program who are licensed practical nurses will be given the opportunity to **Challenge for Credit** NURS 1003, 1017, and 1520. This opportunity was approved by the UGSC in February 2004 and June 2007.

1. In the first week of classes the Associate Directors at each site will inform year one students who are LPN's of the opportunity to **Challenge for Credit** NURS 1003, 1017, and 1520.
2. At that time students will be advised that they must apply for the **Challenge for Credit** at stipulated in the University Calendar. Please refer to the 2011-2012 University Calendar Regulation 3.6 Challenge for Credit.

## **16.6 Preparatory Examination for Canadian Registered Nurse Examination (CRNE)**

### **Purpose**

The set comprehensive examination of the BN (Collaborative) Program is the online CRNE Preparatory Exam (LeaRN™). Students are required to write the set exam as per the University Calendar. The purpose of this exam is to identify areas of weaknesses for individual students so they have adequate time to prepare for the CRNE.

**Policy**

To be eligible to write the CRNE, students must complete all course requirements for the degree and be recommended by the Director of the School of Nursing. In order to be recommended for the CRNE, a student must complete a comprehensive examination set by the Bachelor of Nursing (Collaborative) Program. All costs associated with exam writing are the responsibility of the student.

The Associate Director shall inform the students of the policy regarding the requirement to write the online CRNE preparatory exam (LeaRN™). Regular stream students will be notified in March, Year 3 and Fast Track students shall be notified in January, Year 2.

Students shall write the LeaRN™ exam online at an assigned time in a secured area with an invigilator. Year 4 Regular Stream students shall write by early September and Year 2 Fast Track students shall write by the early July. If writing the exam outside Corner Brook, the student is responsible for finding an invigilator and the invigilator has to be approved by the School of Nursing. The student is responsible for the cost associated with the invigilation.

Students shall submit copy of their online LeaRN™ results to the Associate Director immediately after the writing of the exam.

Remedial assistance is available to all students. Students scoring less than 70% are required to seek this remedial assistance from the Guidance Counselor.

**16.7 Use of Student Papers/Projects**

There will be times when faculty members may wish to use a student's paper/project as a sample of student work for accreditation purposes. Such paper/projects may be retained for program evaluation purposes providing that all identifying information is removed.

**16.8 Student Preparation for Exam Success**

Students will be provided will access to resources to foster exam success.

**Procedure:**

1. Sessions on study skills offered through the Learning Centre at Grenfell Campus, will be posted by e-mail for all students.
2. Sessions on time management and exam taking skills, offered through the Learning Centre at Grenfell Campus, will be posted by e-mail for all students.

3. Sessions in multiple choice test taking skills and short answer questions are available through the counselor, course leader, and/or Learning Centre.
4. Pamphlets addressing exam taking are available to all students in the Health Sciences Library at WMRH, on-line at Grenfell Campus Learning Centre and on line (<http://www.swgc.mun.ca/lcentre/Pages/default.aspx>).
5. Supplemental Instruction sessions, offered through the Learning Centre at Grenfell Campus will be designated by the course leader, when offered and students are encouraged to attend.

## **16.9 Examination Room Decorum**

### **Policy:**

The School of Nursing expects that students follow Grenfell Campus' procedures during the writing of all examinations. In addition, the School of Nursing will enforce the following guidelines for the writing of all examinations by students of the School of Nursing.

### **Guidelines of the School of Nursing:**

1. Students are advised of the examination protocol whereby:
  - No student is permitted to leave the room once the examination has started unless in the case of an emergency. In the case of an emergency (such as student needing to be escorted to the washroom) a second faculty member is contacted to assist.
  - Baseball caps, other hats and hoodies are not to be worn on the head during an exam.
  - Gum chewing and eating are not permitted during an exam/
  - No pencil cases are permitted. Two or more pencils/pens and an eraser may be brought to the desk. Calculators are permitted at the discretion of faculty if required for the exam.
2. All exams will be set up prior to students entering the room.
3. Students may not enter the exam room until invited by the invigilator.
4. Conversation amongst students is not permitted once they enter the exam room.
5. Students leave all books, bags, purses, coats, hats, etc. at the front of the classroom. All pagers, PDAs and cell phones must be turned off and placed with the students' personal belongings at the front of the exam room.
6. Water in a clear bottle (label removed) is permitted.
7. Extension of the time is at the discretion of the invigilator and/or in consultation with faculty.

## **Illness:**

Students taken sick during examinations should be advised to consult their family doctor for appropriate medical documentation.

## **17.0 Readmission**

### **17.1 Policy**

Students who have not taken a nursing course in the Bachelor of Nursing (Collaborative) Program within **three** consecutive semesters will be withdrawn from the Program.

A student who has not taken a nursing course in the Bachelor of Nursing (Collaborative) Program within **three** consecutive semesters and who is interested in resuming his/her studies must submit a Bachelor of Nursing (Collaborative) application to the Undergraduate Studies Committee of the site he/she previously attended. This is in addition to the General Application for admission/re-admission to Memorial University.

Students who voluntarily withdraw from the program must notify the Director in writing and may be required to apply in competition for re-admission after the lapse of three semesters.

### **17.2 Guidelines**

Students who withdraw from a course/semester for medical reasons must provide proof of medical clearance before resuming studies.

Returning students will be asked to provide the following documentation: (a) up-to-date immunization record, (b) current certification or re-certification of CPR, (c) updated health assessment if necessary, (d) current certification of conduct if necessary, and (e) current references.

All policies outlined in the Academic Standards and Promotion and Supplementary Exam Sections for the BN (Collaborative) Program will apply from the time of the students' **initial** admission to the program.

Students may be required to do remedial work upon the recommendations of the Committee on Undergraduate Studies. Remedial work may include the repetition of class and clinical courses. Students wishing to register for nursing courses are asked to notify the Associate Director by May 1<sup>st</sup> for Fall Semester Registration and by October 1<sup>st</sup> for Winter Semester Registration.

If at any time during a period of absence the student decides not to continue with the Program the student must notify the School in writing.

## **18.0 Transfer to another Site of the BN (Collaborative) Program**

### **18.1 Policy**

Students may request a transfer to another site if they are experiencing extenuating circumstances (such as the illness of a family member). The granting of a transfer is dependent on the resources available at the requested site and may not always be immediately available.

### **18.2 Procedure**

1. The student makes a request in writing to the Associate Director of the School he or she is currently attending.
  - a. The letter of request states the extenuating circumstances and provides appropriate documentation.
  - b. the student includes a copy of his or her transcript indicating progress to date
2. The Associate Director sends the request to the receiving site to be considered as soon as possible.
3. The student, Associate Director and Registrar is notified of the outcome as soon as possible.
4. If request granted, a copy of the student's file is sent to the receiving site.

## **19.0 Transfer to Fast Track Option of the BN (Collaborative) Program**

### **19.1 Policy**

Students in the regular stream who qualify may apply for transfer to the Fast Track Option should seats become available and if they meet the requirements. To determine eligibility for Fast Track Year Two, the student must satisfy the requirements for admission to the Fast Track Option (as outlined in the University Calendar for 2011-2012 found on [www.mun.ca/regoff/calendar](http://www.mun.ca/regoff/calendar)) by the conclusion of the 2012 winter semester. The student must also be able to proceed to year two of the fast track option with the required pre-requisites. Students who fail a Nursing course in the regular stream of the BN (Collaborative) Program are **NOT** eligible to apply.

## **19.2 Procedure**

1. In early winter semester, second year regular stream students at each site would be advised of a March 1 deadline to apply for transfer to the Fast Track Option, by the Associate Directors of each site. Students would be cautioned that while applications will be accepted until March 1, there is no guarantee that seats will be available to fill (that information will not be available from Administrative Council until the conclusion of the winter semester).
2. Students will direct a letter of request to transfer to the Fast Track Option to the Associate Director of their site.
3. Associate Directors will take responsibility for advising students of their eligibility to apply. The students will be advised that they **MUST** satisfy all admission requirements outlined in the MUN Calendar for the Fast Track Option.
4. Students **MUST** satisfy the requirements for transfer into the Fast Track Option by the end of the winter semester in which they have made application to the Fast Track Option.
5. Students shall be advised that when vacancies arise in the Fast-Track Option, students from St. John's area (CNS and MUNSON) compete for vacancies at MUNSON. Students from Corner Brook area (WRSON) compete for vacancies at WRSON. If all seats are not filled using this process, offers will be extended to students from the other city.
6. The Associate Director will review and recommend transfers.
7. The Associate Director will notify students of their decision.

## **20.0 Access to Fast Track Courses For Regular Stream Students Who Have Failed Courses**

### **20.1 Policy**

Students are permitted access to Fast Track courses, as resources allow, to enable continued sequencing with their regular stream cohort.

### **20.2 Guidelines**

1. Students must have been eligible for a supplementary examination in the course.
2. Students must have no failures in any other courses (nursing or non-nursing) in the same semester.

3. Students must be provided with guidance before making the decision to repeat a course with the Fast Track. That guidance will include:
  - a) Caution that success in the repeated course will not guarantee admission to additional Fast Track courses, especially linked classroom/clinical courses, as clinical course availability is dependent on resource availability (placements and faculty).
  - b) The option to repeat a course with the Fast Track is given only *once*.
  - c) A second failure in the same course (having been repeated with the Fast Track and failed) will result in the normal application of ACADEMIC STANDARDS AND PROMOTIONS. **This may mean that a student will be unable to progress in the program for a period of at least four semesters given the yearly availability of regular stream courses.**
4. Resources must be available to accommodate the students.
5. Students are eligible for seats only in the city where they currently attend the BN (Collaborative) Program.
6. If available seat(s) are opened to competition then students will be ranked according to the final grade achieved in the failing courses. Those students with the highest grade in the failed course (either by original final exam or supplementary exam-whichever gives the higher overall course grade) will be given the highest ranking. In the case of a tie, the academic average in the nursing program will be used to award the seat.

## **21.0 Director's List**

### **21.1 Criteria**

Nominations to the Director's List shall be made in May of each year. Student must place within the top 10% of the degree program candidates and have a GPA of 3.5 or greater in the credit hours over the nominating period. Students should have completed a minimum of 27 credit hours (21 credit hours in year four) over the three nominating semesters and be full-time in at least two of the three semesters. The nominating period is the spring, fall and winter semester immediately preceding the nomination.

### **21.2 Procedure**

1. Graduates will be identified by the Registrar's Office and noted during the Graduation and Awards Ceremony.
2. All students will be honored by displaying a list of their names in a prominent place in the school.
3. All students will receive a letter of congratulations from the Director.

## **22.0 Graduation**

### **22.1 Regulations**

Note the following in the University Calendar under “General Academic Regulations (Undergraduate)”

11. Graduation

11.1 Application for degrees, diplomas and certain certificates

### **22.2 Ceremonies**

#### **22.2.1 Convocation**

This is the major event during graduation that is organized by the University where degrees are awarded and graduates receive the Bachelor of Nursing hoods.

#### **22.2.2 Graduation and Awards Ceremony**

This event is organized by the Nursing School and normally includes the:

- recognition of the graduates,
- presentation of awards,
- a special guest speaker,
- a graduate valedictorian, and a
- reception.

### **22.3 Application to write Canadian Registered Nurse Exam (CRNE)**

Graduates of Schools of Nursing must successfully complete a national registration examination (CRNE) in order to be employed as a nurse in Canada. Applicants must write at the first scheduled writing following completion of the nursing program. In order to prepare for this exam, students are required to write the LeaRN on-line prep exam from the Canadian Nurses Association in fall semester of fourth year and in the spring semester of year 2 for Fast Track students.

Examinations occur  
in the following  
months:

June  
October

Application to be  
received by ARNNL  
St. John’s by:

December  
July

Applications must be accompanied by:

- a) application fee,
- b) head-and-shoulder photograph to be used as identification in the examination, and
- c) verification from the Registrar's Office of completion of program.

## **Important Numbers**

Associate Director (Administration).....	637-5000, Ext. 5320
Associate Director (Curriculum/Clinical Placement) .....	637-5000, Ext. 5383
Counseling Center, School of Nursing .....	637-5000, Ext. 5377
Director .....	637-5000, Ext. 5491
General Office, School of Nursing .....	637-5489
Nursing Society Office .....	637-5000, Ext. 6901
Registrar’s Office, Grenfell Campus .....	637-6298
Residential and Communication Services .....	637-5000, Ext. 5235
Student Affairs Office, Grenfell Campus .....	637-6249
Student Aid .....	(709) 729-3484
Student Aid .....	1-888-657-0800
Student Aid Appeals Officer.....	637-8593
Wellness Centre, Grenfell Campus.....	637-6200, Ext. 6417
Information Systems Help Desk .....	637-5000, Ext. 5468
Library.....	637-5000, Ext. 5395

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