CENTRE FOR NURSING STUDIES

OPERATED BY EASTERN HEALTH

PRACTICAL NURSING PROGRAM
CLASS OF 2020

STUDENT HANDBOOK

2019 - 2020

Copyright Notice and Disclaimer

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1.1   MESSAGE FROM THE CENTRE FOR NURSING STUDIES

Welcome to the Centre for Nursing Studies (CNS) and the Practical Nursing Program. The CNS, established in 1996, is operated by Eastern Health and is housed at the Miller Centre site, in the adjacent Southcott Hall building. The CNS offers a variety of programs across the continuum of nursing education.

This handbook is intended to provide information needed by students throughout their program of studies in the Practical Nursing Program. Regulations that govern the academic, clinical, and professional components of the program are described as well as information related to the resources available to students. Students must meet all regulations as outlined in this handbook. Please refer to the Table of Contents at the beginning of the handbook for a listing of its contents.

NOTE: While every attempt is made to update the PN Program Handbook, any alterations to existing policies or regulations after publication will supersede what is in print in this handbook. Students will be given prior notice of any changes to the published regulations, policies or information outlined in this handbook. Notification of regulation or policy changes will be communicated to students via Brightspace.

1.2   CNS MISSION, VISION AND VALUES

Our Mission

The Centre for Nursing Studies will deliver a continuum of nursing education programs that prepares highly competent practitioners and leaders through a commitment to excellence in teaching, practice, research and other forms of scholarship.

Our Vision

To enhance excellence and leadership in nursing education, innovation, partnerships, research and other forms of scholarship.

Our Values

Collaboration
Collaboration is the guiding principle in our approach to education, research and other forms of scholarship, practice, and international development.

Diversity
We respect diversity and foster inclusion among students, faculty, staff, and partners.

Excellence
Excellence is a means of assuring we prepare the highest quality practitioners and leaders.

Professionalism
We embody professionalism through continuous learning and the highest standards of integrity, ethical behavior, accountability, and transparency.

Respect
Respect is the foundation of all our interactions.

1.3   CNS PROGRAMS

The CNS offers a Bachelor of Nursing (Collaborative) Program and a Practical Nursing Program. The Bachelor of Nursing (Collaborative) Program is offered in partnership with Memorial University School of Nursing and Western Regional School of Nursing. The Nurse Practitioner Program is offered through Memorial University School of Nursing at the Masters level. Faculty members at the CNS teach the Nurse Practitioner courses as part of its partnership with Memorial University School of Nursing in delivery of the program. The CNS also offers Continuing Nursing Studies post-basic specialty programs, professional development courses, an Internationally Educated Nurses (IEN) bridging program, and re-entry programs for both registered (RNs) and licensed practical nurses (LPNs) across the province. Many of the human resources and services at the CNS are shared across all programs.

1.4   PN PROGRAM ACADEMIC DIARY 2019-2020
Semester I (15 weeks)

SEPTEMBER 2 - DECEMBER 17, 2019	
September 2	Labour Day
September 3	Registration and fees payment 9:00 a.m.
September 3	Program orientation; classes begin for semester one
September 13	Deadline for fees payment
September 13	Last date to receive 100% tuition reimbursement
September 27	Last date to receive 50% tuition reimbursement
September 30	No tuition reimbursement after this date
October 14	Thanksgiving Day
October 14 and 15	Mid-term break [MTB]
October 16	Lectures resume
November 11	Remembrance Day
November 15	Final day for all lab testing
November 21	Classes end for semester one
November 22 – 29	Final exams
December 2 – December 17	CN101 clinical
December 5 - 6	Supplementary exams
December 18	Christmas break

Semester II (15 weeks)

JANUARY 2 - APRIL 10, 2020	
January 2	Classes begin for semester two
January 10	Last date to receive 100% tuition reimbursement
January 10	Deadline for fees payment
January 24	Last date to receive 50% tuition reimbursement
January 31	No tuition reimbursement after this date
February 17, 18, 19	Mid-term break [MTB]
February 20	Resume lectures/clinical
March 9	Final day for all lab testing
March 24 - 27	Final exams
March 30 – April 3	Spring break
April 1 - 2	Supplementary exams
April 6 - 16	CN207 clinical
April 10	Good Friday

Semester III (15 weeks)

APRIL 20 – July 31, 2020	
April 20	Classes begin for semester three
May 1	Last date to receive 100% tuition reimbursement
May 1	Deadline for fees payment
May 15	Last date to receive 50% tuition reimbursement
May 18	Victoria Day
May 22	No tuition reimbursement after this date
TBA	Final day for all lab testing
July 1	Canada Day
July 17	Classes end for semester three
July 21 - 24	Final exams
July 29 - 30	Supplementary exams
July 31 - September 7	Summer break

Semester IV (15 weeks)

SEPTEMBER 8, 2020 - DECEMBER 20, 2020	
September 7	Labour Day
September 8	Semester four begins
September 18	Last date to receive 100% tuition reimbursement
September 18	Deadline for fees payment
October 2	Last date to receive 50% tuition reimbursement
October 9	No tuition reimbursement after this date
October 12	Thanksgiving Day
TBA	CN401 Clinical
TBA	CN402 Clinical
TBA	CN403 Clinical
December 20	Semester Ends

1.5 PN PROGRAM CONTACT INFORMATION

Director
Dr. Kathy Watkins (kwatkins@mun.ca)   Office 1030   777-8168

Associate Director – Non-Degree Programs
Denise English (denise.english@mun.ca)   Office 1035   777-8173

Coordinator – PN Program
Fran Abbott (fran.abbott@mun.ca)   Office 1027   777-8181

Business Officer
Brenda Haines (bhaines@mun.ca)   Office 1032   777-6644

Secretary - PN Program
Carol Rice (carol.rice@mun.ca)   Office 1024   777-8158

Registrar – Non-Degree Programs
Barbara Peters (barbara.peters@mun.ca)   Office 1007   777-8174

Operations Officer
Lori Francis (lori.francis(@mun.ca)   Ground Floor 777-8179

1.6 FINANCIAL INFORMATION GOVERNING FEES AND RECEIPTS

It is the responsibility of the student to ensure that financial obligations associated with the Program are met. Registration and fees payment dates are outlined in Item 1.4 PN Program Academic Diary 2019 -2020.

Payment of Fees for Students Receiving a Student Loan: Canada Student Loans Division has been notified of program costs. Tuition and other Program fees will be deducted directly from student loans. Receipts will be issued when the CNS receives the funds from the Lender.

Please note that if a loan is required for Semester Four, September to December, students must reapply to Student Aid Division in the spring of that year.

The CNS accepts online payments with MasterCard and Visa only. A non-refundable 1.75% convenience fee will be applied to credit card payments.

Payment by cash, cheque or debit card can be made by visiting the Business Office, room 1032, at Southcott Hall during regular business hours, 8:00 a.m. – 4:00 p.m.

For payment by mail, please send to:
Brenda Haines
Business Officer
Centre for Nursing Studies
Southcott Hall, 100 Forest Road
St. John's, NL A1A 1E5 Canada

For online payment, use the following link: accounts.receivable@easternhealth.ca

Other Program Fees: The following outlines other Program fees beyond tuition:
- Administrative Fee - payable Semester I, II, III, and IV $100 per semester
- Parking Permit – Applications available September 4th.
  Mailroom, Ground Floor $10
- Canadian Nursing Students' Association (CNSA)
  Fee - payable Semester One $10
- CNS Nursing Society $5

Supplementary Examination Fee: The fee for writing a supplementary examination is $50. Payment is to be made to the Business Officer, Office 1032. Students are not permitted to write a supplementary examination until the examination fee has been paid.

Credit Recognition Fee: Students applying for Credit Recognition through Transfer Credit or Prior Learning Assessment Recognition (PLAR) will be charged a minimum fee of $100.

Receipts: Students should retain all tuition and other program fee receipts. In the event of a dispute regarding the payment of fees, the CNS will be considered correct unless the student provides evidence of payment through the original receipt.

Late Payment and Outstanding Fees:
- Students who, without approval, pay their fees later than the deadlines specified in the PN Program Academic Diary must pay a late payment fee of $100.00.
- Students with outstanding accounts will:
  - be ineligible to write exams;
  - be ineligible to register for courses for a subsequent semester;
  - not be issued a grade report or academic transcript;
  - not be awarded a diploma.

Tuition Reimbursement for Students who Withdraw from the Program:
- Within two weeks following registration, 100% of tuition.
- Within the third to fourth week following registration, 50% of tuition.
- No tuition will be refunded at commencement of the fifth week following registration.

Income Tax Forms and Receipts: The CNS is required to issue a T2202A Tuition and Education Income Tax Form to students with respect to eligibility for the tax credits relative to education and tuition fees paid.
This form does not require students to attach receipts, but it is recommended that receipts are retained. Complete information including the Interpretation Bulletin of Revenue Canada is available in the CNS Learning Resource Centre.

Other Associated Program Costs: Students are provided with an approximated textbook cost list; textbooks can be purchased at Memorial University Bookstore.

Other program costs including uniforms, lab coats and other supplies are purchased individually by the student. Please refer to the Instructional Resource Centre Dress Code and Clinical Dress Code sections of this Handbook before purchasing clinical or lab attire and for information related to clinical equipment needs.

Students should also note that there is a cost associated with writing the Canadian Practical Nurses Registration Examination. This is payable in Semester IV of the Program (see 3.16 – Criteria for Writing the Canadian Practical Nurses Registration Examination).

** The CNS reserves the right to make changes to its financial policies as deemed necessary.

1.7   REGISTRATION PROCEDURES

Students are responsible to register every semester in the Program. Registration dates are identified in item **1.4 PN Program Academic Diary 2019-2020**. Students are notified of the time and place in advance. Program and/or semester course information is provided at registration and throughout the first week of each semester.

1.8   STUDENT SERVICES

1.8.1   Access to the CNS
Access to the CNS may be gained via the main entrance to Southcott Hall, Monday to Friday 0600 – 1800. All staff and students entering the building after 1800 hours are to sign in and sign out with security personnel. This also includes anyone staying late after normal working hours. Security can be reached at **746-1494**.

Students needing access during **evenings, weekends** and **holidays** will be required to use the main entrance of the Miller Centre which is opened from 0600-2100 daily. Students accessing the CNS during this time are required to sign in and out at the security office located directly at the main entrance of the Miller Centre.

Students are reminded that access to the Learning Resources Centre (LRC), Instructional Resource Centre (IRC) and Mailroom will only be provided during the hours when staff are available. Students may gain access to the CNS Mailroom for drop-off purposes until 2100 hours each day.

Students are requested not to ask security personnel to provide direction to these areas after the designated hours.

1.8.2   Classrooms
The CNS occupies seven floors of Southcott Hall as follows:
- **Basement Level** - Student lockers and Lounges, Records Room and Conference Room
- **Ground Floor** – Classrooms, LRC, CNS Mailroom, office of the Operations Officer, and Guidance and Counselling Services.

- **First Floor** - Classrooms, Computer Labs and Nursing Labs
- **Second Floor** - Conference rooms, Nursing Society Office, International Nursing Office and Faculty offices
- **Ninth Floor** - Nursing Labs and Faculty offices
- **Tenth Floor** - - Faculty, Secretarial and Administrative offices
- **Eleventh Floor** - Faculty, Secretarial and Administrative offices, Research Office

If students need to book a space for study or project work, the request (with a brief explanation of the reason for the request) should be made to the appropriate department as follows:
- Classroom Space – Administration Assistant to the Director, 10th Floor, Room 1034
- Lab Space – IRC, 9th Floor, Room 921
- Conference Room Space – LRC Personnel, Ground Floor, Room G39

Students should be aware that use of the lobby/foyer space for any activities (e.g., bake sales in support of class fundraising) should be booked through Debbie Peyton (Operations Manager).

1.8.3   Learning Resource Centre and Computer Lab
The Learning Resource Centre (LRC) is located on the ground floor of the CNS. The LRC provides an expanding collection of books, periodicals, A-V and computer software to support the CNS curricula and to foster independent learning.

The LRC is an integral part of the CNS and has a major role in the facilitation of its educational programs. Its main objective is to provide quality information services and resources for all LRC clients. Instruction in the use of information resources focuses on equipping students with information retrieval and management skills which will enable them to become independent and lifelong students.

All CNS students are registered with the LRC and have usage and borrowing privileges. Students will be issued an ID card that must be presented when borrowing materials or booking facilities.

Students are encouraged to make use of all services and resources available through the LRC. There is a wealth of material which can be used for independent and self-paced learning by students. LRC staff will be happy to assist students with any questions or problems they may have in locating materials, using reference tools, etc. Students are responsible for following all LRC/Computer Lab policies to ensure equitable access to resources and facilities for all students. Students not adhering to policies may have LRC/Computer Lab privileges revoked.

Hours of Operation
Full reference and instructional services are available from 0800 – 1630 Monday to Friday. These hours are decreased at the end of April. Please check with the LRC or visit our website at www.centrefornursingstudies.ca/Library for exact hours of operation.

To Contact Us:
Circulation Desk   -   777-8192
Reference/Admin   -   777-8189
Computer Lab   -   777-8194

E-mail: jgarland01@mun.ca ; karen.hutchens@mun.ca

LRC General Policies
Polices in the LRC/Computer Lab are kept to a minimum, as our expectations are that students will use these facilities in a responsible and cooperative manner.
- Food is permitted in the LRC with the following exceptions: No Hot Food, No Take Out permitted in the LRC.
- All beverages must be in covered containers.
- The noise level should not exceed quiet talking. Students should be considerate of others working or studying.
- All materials must be signed out by a staff person or the student on duty.
- Borrowed materials should be returned promptly so that others are not deprived of access to them.

LRC Circulation Policies
All materials to be borrowed must be signed out at the Circulation Desk. Borrowed items must be returned by the due date. Students must present CNS ID when borrowing materials or equipment. Students with overdue materials will not be permitted to sign out any materials until overdue items have been returned. Students will be required to pay replacement or repair costs for materials that are lost or damaged.
- Print journals are for use in the LRC only.
- Books from stacks can be signed out for 2-week periods, and may be renewed once, unless previously reserved.
- Reserve materials are for 2-hour loan and must be used in the LRC. These include articles, books and videos which have been placed on Reserve.
- The library catalogue is now available through the Internet. This means that you can search for books and videos in the CNS library from anywhere. To Access:
  1. Go to http://www.libraryworld.com/opac
  2. On the log-on page, enter the library name, CNS. There is no need to enter a password.
- If you would like assistance using the catalogue, please contact the LRC staff.

LRC Services
Some of the LRC services which students can avail of:

Orientation sessions are provided to all incoming students. These consist of a thorough tour of the LRC/Computer Lab, a review of policies and services, and instruction in the use of certain reference materials and computer programs.

Circulation Services include checking out materials, renewing materials and placing holds or recalls on needed items.

Reference Services include provision of information regarding collection holdings, services, etc., including instruction in use of all software programs, including the Library Online Catalogue.

Interlibrary Loans can be obtained on a cost recovery basis. Contact Karen Hutchens.

Access to Photocopying Facilities – Photocopies are located in room G23. Photocopying cards in $2, $5 and $10 amounts can be purchased at the Circulation Desk in the library. A $2 refundable deposit is required for cards. There is one coin operated photocopier.

Access to A-V Equipment will be available on a limited basis through booking with the LRC. Basic instruction in the use of this equipment will be provided as needed. Borrowing is limited to LRC hours.

Computer Lab
The computer lab is located on the first floor of the CNS. This computer lab is available to all students during LRC hours. Some software programs available to students include word processing, CINAHL, e-mail and Internet access. Four printers are available for students use. LRC staff provide support to students during LRC hours. Orientation sessions are held to familiarize all new students with the available programs. Lab policies are posted in the Lab and must be adhered to by all students.

Study Rooms
Study rooms for group work can be booked through the LRC. Study rooms can be booked for a maximum of two hours. Groups of two or more are required. Rooms are not to be used as a single study space.

1.8.4   Instructional Resource Centre (IRC)
For nursing, it is important that the academic program is complemented by practice and experience in real and/or simulated settings. The IRC provides opportunity for simulated learning in both psychomotor competencies and interpersonal skills. IRC faculty and coordinator offices are located on the ninth floor.

Facilities and Equipment Available
The IRC is located on the first, ninth and basement floors of the CNS. The IRC rooms simulate both a hospital and clinic environment. The IRC has various clinical equipment and teaching aids that will be useful resources for student practice and community use. This equipment may be signed out for student use on a short term basis.

Lab Policies
Students must comply with the following lab policies or they may be asked to leave the lab setting.
1. Students must dress professionally for lab activities.
2. In order to avoid congestion in the lab and outside the lab rooms, students **MUST** keep coats and book bags in their lockers. **Do not sit or leave coats and bags in the corridor outside the lab rooms. Avoid leaving coats or book bags in chairs or by**

elevators (obstructs people walking down the corridor and entering/exiting rooms; looks unprofessional).

3. You may bring water but no coffee cups or food is permitted in the lab.
4. Lab rooms and stations must be tidied before leaving the room.
5. Students must be prepared for their lab.
6. Please handle lab equipment with respect. If damage is noted, please report.
7. Cell phones or electronic messaging and listening devices must be turned off in the lab and stored away.

Dress Code
The IRC simulates a professional clinical environment. Proper attire and footwear for lab activities is required in the lab setting.

Practice Rooms and Hours
Practice rooms will be set up on the first and ninth floors. Students must bring their lab kits when using practice rooms. Equipment and supplies not contained in student lab kits will be available in the designated lab rooms. These rooms will have supplies and equipment set up that corresponds to the lab topic for that week. In order to accommodate all students prior to lab practicums, students are required to sign up for practice.

Lab Supplies
Students must bring lab kits to required labs. Please do not discard any reusable material/supplies in the lab. Return all supplies to the original package when you have finished practicing. Needles and sharps must be disposed of in a sharps container. Needles are not to be reused and are only for practice on mannequins.

Returning Students
Students who have been away from clinical can seek remedial help for clinical skills. These sessions will be based on the students' individual learning needs.

Policy for Borrowing and Lending of Equipment
Students must fill out a request card (obtained from table opposite Room 921) and place it in the provided container. The card should be filled out 24 hours before the equipment is needed. Equipment can be borrowed for one night or a weekend. Students may be able to borrow equipment for a longer period depending on demand for the item at that particular time. Equipment will be held until 1200.
Students take responsibility for the safe return of equipment. If the equipment is damaged the student may have to replace it.

1.8.5 Guidance and Counselling

Guidance and Counselling services are provided by a qualified Guidance Counsellor and is available to all students enrolled at the CNS. These services are located at the CNS, ground floor, Southcott Hall, room G27.

Services Offered:
- *Individual and/or group counselling* is available in personal, academic and career planning areas.

- Small group sessions designed to meet identified student needs, include the following:
  - Study Skills
  - Exam writing strategies
  - Enhancing Personal and Professional Effectiveness
  - Dealing with Death and Dying
  - Resume Writing
  - Mindfulness
  - Stress Management
- A Direct Entry Student Support Program is offered to all students entering the nursing program directly from high school.
- Career exploration services are available to any prospective students who think they might benefit from counselling in terms of decision-making regarding nursing as a career.
- Ongoing assessment and program development to meet new need areas identified by students and/or faculty.

Accessing Services

An open door, drop-in policy is encouraged. However, in order to ensure a specific appointment time, advance booking is recommended. This may be done in either of the following ways:

- Telephone or email: Dawn Lanphear: Room G27 Phone: 777-8187 or Email: dawn.lanphear@mun.ca.
- Write the word "booked" beside a designated time slot on a schedule posted on the Guidance Counsellor's office door.

Group sessions will be advertised on student bulletin boards. Advance sign-up is recommended as attendance is limited.

Utilization of Services

Student utilization of these services is generally on a voluntary basis. However, students may also be referred to a Guidance Counsellor by a faculty member. In these instances, students work collaboratively with the Guidance Counsellor and faculty member, if necessary, to develop and implement strategies to help resolve the identified problem area. It is the student's responsibility to set up an appointment time and follow through with the sessions.

Confidentiality

The Guidance and Counselling policy for client/counsellor confidentiality is in accordance with the professional regulation of the Canadian Nurses Association.

1.8.6   Academic Accommodations

The CNS is committed to providing academic accommodations to all students who self-identify and have documentation pertaining to a disability. Academic accommodation refers to a change to teaching or evaluation procedures designed to accommodate the particular needs of a student with a disability without compromising academic integrity of the course, program, or assignment. Academic integrity is defined as the demonstration of acquisition of a body of knowledge or the skill normally required for passing a course and/or completing a course or program as determined by the instructor and/or the CNS.

Students should contact the Program Coordinator, with all appropriate documentation, in a timely manner to make a request for accommodation or to request a change in accommodation. Following contact with the Program Coordinator, students must discuss their academic accommodation needs with their instructors, and any others, in light of the nature and requirements of the particular course, program or assignment.

Students can seek the assistance of the CNS Guidance Counsellor to arrange for accommodation and access additional services or agencies available in the community.

1.8.7 Academic Advising

Students requiring academic advising should contact the PN Program Coordinator.

1.8.8 Student Health

The CNS clinical coordinator will monitor the immunization status and health record updates for students in the Program. The coordinator will contact students as immunization or health record updates are needed.

For all other health related matters, students are responsible to obtain the services of a health care provider of their choice.

1.9 CLASS EXECUTIVE, STUDENT ORGANIZATIONS AND REPRESENTATION ON CNS COMMITTEES

Each class in the PN Program has its own Class Executive. As well, upon payment of the associated fees, PN students are members of the Canadian Nursing Students Association (CNSA) and CNS Nursing Society. The following outlines information related to the Class Executive, CNSA, and CNS Nursing Society, as well as information related to student representation on various committees of the CNS:

Class Executive: Students in the PN Program elect their own Class Executive. The PN Program Coordinator acts in an advisory capacity to the Class Executive. The functions of the Class Executive are to:
- coordinate planning for graduation activities;
- plan social activities for the class;
- coordinate fundraising activities;
- refer any general issues or concerns raised to the appropriate persons.

Canadian Nursing Students' Association (CNSA): The purpose of the organization is to promote professionalism among nursing students. CNSA aims to bring issues of relevance in our field to the attention of student nurses and to make students more aware of the legal, moral, professional, and educational problems that are a large part of nursing and that must be faced now rather than when students become licensed or registered.

CNS Nursing Society: As students within the school of nursing, you will have the opportunity to become members of the CNS Nursing Society.
The purpose of the nursing society is to:
- promote interest in extracurricular nursing activities;

- promote unity among the nursing student body and to act as a liaison between nursing students, faculty and other student organizations;
- provide a forum through which students can express their opinion on issues in nursing;
- encourage participation in professional and liberal education.

The annual CNS Nursing Society fee is collected in September.

Student Representation on CNS Committees: The CNS is committed to enabling student representation on standing committees of the school. Faculty members value student participation on these committees, which are useful forums for promoting channels of communication among students and faculty.

A PN student representative is invited to sit on one of the following CNS Committees:
- PN Program Advisory Committee
- Learning Resource Committee
- Non-Degree Program Committee
- PN Recruitment Committee

1.10 SCHOLARSHIPS

A number of scholarships or awards are available to students in the PN Program. Each scholarship or award requires either application by the student or nomination by faculty. The NDPC is responsible for determining scholarship and award winners based on the selection criteria as identified in Appendix A. The scholarships and awards include:
- Carmelita Coady Scholarship
- Clinical Excellence Awards
- Academic Excellence Awards
- Marilyn Meadus Award

2. PRACTICAL NURSING PROGRAM INFORMATION

2.1 THE CNS PRACTICAL NURSING PROGRAM: AN OVERVIEW

The CNS is the lead institution for delivery of the PN Program in the province. Through a brokering agreement with the CNS, the College of the North Atlantic offers the Program at several of its campuses based on regional employment needs.

The PN Program is 16 months in length and is delivered over four semesters. The Program commences in September of one academic year and is completed in December of the subsequent year. Completion of the Program enables graduates to write the national licensure exams. Success in the national exam is required for graduates to practice as Licensed `Practical Nurses (LPNs).

2.2 PROGRAM APPROVAL

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) is the regulatory body for LPNs in the province. As part of its mandate, CLPNNL is responsible for ensuring the PN Program meets specified educational standards. Every five years, CLPNNL uses an Approval Process for evaluating the Program against these standards. The PN Program has successfully achieved Approval from CLPNNL since its inception.

2.3 PROGRAM DESCRIPTION

2.3.1 <u>Philosophy</u>
Faculty believes that every individual is unique and complex with biological, psychosocial and spiritual dimensions. Individual uniqueness and complexity must be respected. Individuals have a right to competent care. Individuals can and must be enabled to become equal partners with the health care team in care planning and decision making.

Faculty accept the World Health Organization's definition that health is a state of physical, mental, social, and spiritual well-being, and not just the absence of disease and is manifested in the extent to which an individual or group is able to achieve goals or meet needs, and cope with the impacting environment. Health consists of an equilibrium between the biological, psychosocial and spiritual dimensions. Health status is dynamic and influenced by interactions between the individual, family, community and society. Client responses to those interactions are unique and manifested in an evolving level of health on the wellness-illness and developmental continua. Client health status is situationally and maturationally dependent.

Faculty believes that nursing is a practice discipline with caring as its core concept. Practical nurses are integral and valued members of the family of nursing. Practical nurses care for clients in institutional and community settings. Practical nurses collaborate with health care team members in caring for clients. Practical nurses facilitate client empowerment in care planning and decision making. Practical nurses care for clients cognizant of their unique biological, psychosocial, spiritual and environmental uniqueness and complexity.

Practical nurses care for clients at all stages of the health and developmental continua. Practical nurses care for clients by applying synthesized knowledge that is empirically sound and derived from the biological, behavioral, social and nursing sciences. Practical nurses care for clients by promoting, maintaining and restoring health, preventing illness and/or injury, and providing palliation. Practical nurses care for clients within the scope and standard of care directed by the regulatory/licensing body and the employing agency.

Faculty believes that learning is an interactive and reciprocal process by which knowledge, competencies and attitudes are acquired. Learning occurs from formal and informal study, experience and role modeling. Learning is lifelong and is facilitated by a learning milieu that is student-focused and fosters caring, independence, critical inquiry and creativity. Life-long learning is integral to the maintenance of competencies and professional development. Learning is a unique experience for each student and is influenced by individual interests, values, life experiences and readiness to learn. Learning is the responsibility of the student. Creating a milieu conducive to learning is the shared responsibility of the teacher and student. Students possess prior knowledge that has value and relevancy. Prior learning recognition fosters a commitment to life-long learning. Collaborative learning facilitates interdisciplinary understanding and fosters effective team functioning.

2.3.2   PRACTICAL NURSING PROGRAM CONCEPTUAL FRAMEWORK
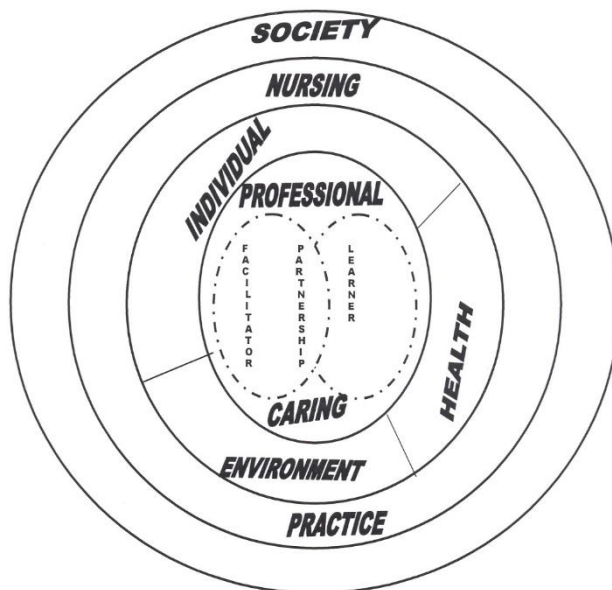
2.3.3   Conceptual Framework - Schemata

The Practical Nursing curriculum prepares the beginning practical nurse to function as direct caregiver, client advocate, teacher/mentor, facilitator, accountable practitioner and advocate for the continued professional development of the licensed practical nurse. The Practical Nursing program includes such concepts as professional caring and partnerships, individual, environment, health, nursing practice and society.

Central to the conceptual framework for the Practical Nursing Program is the partnership between the student and the facilitator. The creation of this partnership milieu is the shared

responsibility of the facilitator and the student. The facilitator provides learning opportunities through a variety of traditional as well as novice and creative student-focused activities. The facilitator possesses qualities of academic expertise and professional leadership, as well as the human spirit of support and caring. The facilitator acts as a role model. These qualities are displayed by the facilitator throughout the duration of the partnership of teaching-learning. The student enters this relationship with a varied background of academic and experiential learning. The students' role is to engage in learning activities that promote mastery of new academic learning and contribute to student self-discovery. The partnership between the facilitator and the student enables both participants to engage in a collaborative relationship that leads to the achievement of program goals. Through partnerships, the student is expected to develop an awareness of, and value for, self and others, as well as the desire to support the well-being of others. This desire is channeled into a commitment to knowledge development, which is essential for the delivery of sound nursing care.

The facilitator-student partnership is developed and nurtured in an environment of professional caring. Essential components of professional caring include the ability to demonstrate safe, competent, empathetic, ethical, reliable and accountable practice. The program prepares beginning practical nurses who are committed to a mutual nurse-client relationship that is client-focused, empowers the client and enhances the professional growth of the practical nurse.

The curriculum embraces the client as individual. Each individual is a holistic make-up of biological, psychosocial, cultural and spiritual dimensions. These dimensions are interdependent and intradependent. Individuals are considered to have fundamental rights. They have the right to their own beliefs and values; the right to be treated with respect; the right to make decisions about their own lives; and the right to quality health care.

The curriculum defines health as a state of physical, mental, social and spiritual well-being, and not merely the absence of disease (WHO, 1986). The meaning of health for an individual is shaped by the individuals' personal belief system, values and attitudes. Further shaping the construct of health is knowledge, culture, environment and developmental maturation. Health is viewed as a resource for everyday life where there is emphasis on social and physical resources as well as physical capabilities.

The curriculum views environment as the social, economical and physical factors which interact to shape and influence the health of individuals and populations. Environments are subject to change, both in a negative as well as positive sense. The construct and maintenance of positive environments, that promote well-being and empowerment, are influenced by the health care advocates.

Nursing practice involves the performance of, or, coordination of health care services, for the purposes of health promotion, maintenance, restoration, illness prevention, rehabilitation and palliation. The major goal of nursing is to maximize the ability of individuals to attain and maintain optimal health and independence. When individuals cannot be independent, nursing provides the appropriate assistance and support. Nursing involves caring for and about people. Caring in nursing is a commitment to the enhancement, protection, and well-

being of others. It requires the judicious application of knowledge and skills combined with the requisite self-confidence, conscience and compassion to provide quality health care.

The beginning practical nurse is prepared to provide individualized nursing care by drawing on knowledge acquired from nursing, science, and the humanities. Beginning practical nurses facilitate client participation in the decision making processes. They rely on the nursing process as the primary problem-solving approach to determining and prioritizing client care to individuals, families, groups, populations, and communities at all stages of the developmental and health continua. Beginning practical nurses are prepared to function both independently and interdependently as members of the multidisciplinary health team. They are prepared to collaborate with other health team members where necessary; the degree of collaboration depends on the stability, acuity, and complexity of the client's health status.

Society refers to individuals, families, groups, populations and communities for whom beginning practical nurses can expect to provide care services. The beginning practical nurse works in consultation with/under direction when performing population/community care. Members of society share and respect individual, as well as, collective goals and values. A society's goals and values change as the interests and needs of its members change. Society encompasses the biological, social, social, political, cultural, and ecological dimensions, which impact not only the health of its members but also their access to comprehensive health care services.

The PN curriculum is based on the belief that lifelong learning is essential for maintenance of competencies and professional development. Beginning practical nurses are prepared to assume responsibility for maintaining standards of practice and for lifelong learning. A commitment to lifelong learning is best facilitated by recognition of prior learning and by the creation of a learning milieu that is student focused and fosters caring, critical thinking, creativity and independence. This type of milieu promotes acquisition of the knowledge, skills, attitudes and judgments which are required by the beginning practical nurse.

2.3.4   Statement of Program Outcomes

The PN Program is designed to prepare graduates who are able to provide client care that is based on the knowledge acquired from the biological, behavioral, social and nursing sciences, and, in doing so, care for clients across the life cycle. Graduates will be prepared to implement health promotion, health maintenance, health restoration and illness prevention activities, in partnership and collaboration with the client and other members of the health care team.

The PN Program will prepare its graduates to perform psychomotor and behavioral competencies, within the approved Competency Profile for Licensed Practical Nurses of Newfoundland and Labrador. Graduates will have been given opportunities to practice competencies in acute care, continuing care and community care settings, with a teaching-learning approach that favors self-direction and life-long learning. The graduate of the PN Program will possess the attributes of professional caring and competence as he/she will have been prepared to assume any of the following roles: direct caregiver; teacher/mentor;

facilitator/counselor; client advocate; coordinator; participant in policy and community development.

2.3.5 Classroom Etiquette
There are rules of professionalism and courtesy that apply to classroom situations. A classroom is a formal setting; however, that does not mean that the interactions need to be controlled. It does mean that students and faculty have rights and responsibilities with regards to treating each other professionally and with courtesy.

Throughout this program you will have faculty lectures/lab/clinical, guest speakers, and student presentations which require much preparation. In a professional program, it is expected that you treat guest speakers, fellow classmates, and faculty members with respect. Respectful, professional and courteous behavior is expected during all activities. Outlined below are expectations for professional conduct to promote a healthy environment conducive to learning:

Entering and Exiting Class
- Please arrive on time to class and stay for the entire class. Late arrivals and early departures are disruptive for the presenter and for your classmates. If, despite your best efforts, you arrive late, please enter through the rear door and quietly take a seat at the back of the classroom. If there are extenuating circumstances you antici-pate that you will need to leave class early, please sit close to the rear door and leave as quietly as possible.

Noise
- When class begins, please stop your conversation.
- Wait until class is completely over before putting your materials away, standing up, or talking to friends.

Electronic Devices
- Cell phones/smart phones/other electronic devices should be silent during the class period and placed in your backpack, purse, etc.
- No audio, video, or picture taking during class without permission.
- If faculty notes any of the above, it will be addressed during the class period.

E-Mail Etiquette
- You are expected to write as you would in any professional correspondence. E-mail communication should be courteous and respectful in manner and tone.
- Faculty makes every effort to respond to e-mail promptly. However, if you e-mail a question at the last minute about an assignment or exam it may not be possible to send a response before the assignment or exam is due.

Food and Beverages
- Food is not permitted in the classroom during class time. Water bottles and beverages in covered cups are permitted.

- Food is permitted during class breaks. All garbage must be placed in the proper receptacle.

Other

If there are extenuating circumstances on a specific day regarding any of the above expectations please discuss with faculty in advance to ensure acceptable action.

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2.3.6 Policy: Missed Labs

Attendance is **mandatory** at all scheduled labs in the Practical Nursing Program. Students unable to attend a scheduled lab must notify their lab faculty prior to missing the lab. Failure to attend a mandatory lab may result in a grade of "fail" for the course. Extenuating circumstances resulting in a missed lab(s) will be assessed on an individual basis by the course leader, in consultation with the assigned lab faculty person.

3.   PROGRAM REGULATIONS

3.1   PROGRAM REGULATIONS

a) Students must achieve the required 65% pass mark in each nursing theory course and a PASS in each nursing practice course.

b) Students who fail three (3) or more courses in the program are required to withdraw from the program.

c) Students who fail a given course in the program twice are required to withdraw from the program.

d) Students who are required to withdraw from the program as outlined in clause b) or c) of the program regulations may appeal for readmission after the lapse of two (2) semesters. The appeal will be heard by the Non-Degree Program Committee (NDPC).

e) Students who fail 1-2 courses are considered out-of-sequence. Out-of-sequence students do not need to submit a written request for readmission but must notify the PN Coordinator and Registrar one semester in advance of the anticipated return.

f) A student may write a supplementary examination for any one (1) course only once.

g) Students who are required to withdraw from the program a second time are ineligible for future admission to the program.

h) Students who return to the program after a required withdrawal are permitted no more failures in a nursing theory or nursing practice course.

i) A student may be required to withdraw from a nursing practice course or the program at any time if, upon review by and a recommendation from the NDPC, it is deemed that the student would not profit from continued practice and/or is considered to be unsafe in the practice setting. In such cases, students who are required to withdraw from the program would not be eligible for future admission/readmission to the program.

j) Students who wish to take a leave of absence from the program must apply in writing to the Chair of the NDPC. A leave of absence may be approved for a maximum of 12 months. The student must forward a written request for readmission to the Chair of the NDPC two semesters in advance of the anticipated return.

k) A student who is not enrolled in a PN Program course for more than three (3) consecutive semesters will be considered withdrawn from the program (see 3.1 (m) for procedural process for readmission to the PN Program).

l) Students in the program who are readmitted following a period of absence, either as a result of a leave of absence or a withdrawal from the program, may be required to do remedial work as recommended by the NDPC. The remedial work can include repeating clinical, laboratory, or classroom courses or repeating one or more semesters of the program. Students will be advised of their remedial program at the time of readmission. All remedial work must be successfully completed before a student will be permitted to proceed in the program.

m) The process for making an appeal for readmission following a voluntary or a required withdrawal is as follows:
The student must forward a written appeal for readmission to the Chair of the NDPC. This request must be received (2) two semesters in advance of the anticipated return. The letter must state what actions the student has taken that will improve chances for

success with a readmission. The NDPC will table the request at its next regularly scheduled meeting and will respond to the student within one week of that meeting.

3.2 SUPPLEMENTARY EXAMINATION

The program allows for students to write a supplementary examination in a failed course under certain conditions. These include:

a) The student must have achieved a cumulative grade of at least 60% in the failed course.
b) Supplementary examinations are permitted only in courses that have a final examination.
c) Only two supplementary examinations can be written in the program.

In determining whether a student achieves a passing grade in the course when a supplementary examination is written, the supplementary examination will have the same weight as the final examination for the course.

Students who achieve a passing grade following a supplementary examination will be awarded a final grade of 65% in the course. The fee to write a supplementary exam is $50 payable before writing the supplementary exam (see p. 5).

Supplementary examination dates are listed in the Academic Diary.

NOTE: Students are required to pay a fee for supplementary exams as outlined in Section 1.5 of the Student Handbook.

3.3 COURSE SEQUENCING AND PRE-REQUISITES

The PN Program is designed to provide progressive building of knowledge. The placement of courses in specific semesters sequenced to accommodate the student's learning and knowledge attainment. Enrollment in a semester requires successful completion of all the previous semester courses as a pre-requisite for course registration.

There are two exceptions for out of sequence students Refer to Policy 3.1 (e):

a) Students who fail a theory course in Semester I, II, III are ineligible to complete the nursing practice course(s) following final exams.
b) Students who are unsuccessful in one-two courses in Semester I, but are successful in N109 Anatomy and Physiology 1 and N108 Pharmacology I in Semester I, are eligible to register for N209 Anatomy and Physiology II; N210 Health Assessment; and N208 Pharmacology II. Students who are unsuccessful in N109 Anatomy and Physiology 1 cannot register for N208 Pharmacology II or N210 Heath Assessment.
c) A student whose academic status is outlined in clause 3.3 a) or b) should consult with the PN Program Coordinator once the semester grades have been released.

3.4 WAIVER OF PROGRAM REGULATIONS

The CNS reserves the right to modify, alter or waive any PN Program regulation in its application to individual students in the event where special circumstances may apply. Requests for waivers should be directed to the Associate Director, Chair of the NDPC.

3.5 EVALUATION

a) The method of evaluation for each course is identified in the course outline. These are distributed to students during the first week of classes each semester.

b) For nursing theory courses with a lab component, lab performance is evaluated through scheduled assessments. Students will have three (3) opportunities to be successful in the lab assessments, the initial assessment and a maximum of two (2) re-assessments. Students who are unable to pass the lab assessments can only achieve a maximum final grade of 59%.

c) Students must successfully complete all components of a course in order to receive a final grade and be eligible to proceed to the next semester.

3.6 EXAMINATIONS (TERM TESTS, MIDTERM AND FINAL EXAMINATIONS)

3.6.1 Scheduling of Examinations

a) Students will be notified by the course faculty of the date for term tests or midterm examinations within the first week of classes each semester.

b) The Final Examination week for each semester is identified in this Student Handbook (see 1.4: PN Program Academic Year 2018-2019, p. 2). The final examination date for each course will be identified for students at least one month in advance of the scheduled writing.

c) No term tests or midterm examinations valued at more than 10% shall be held during the last two weeks of the class schedule.

3.6.2 Regulations Governing the Writing of Examinations

a) All students are required to sit for the examination at the time scheduled for the writing.

b) Photo IDs must be worn at the sitting of all examinations.

c) Brief cases, textbooks, binders, handbags etc., are not permitted in an examination room.

d) Students are expected to come prepared for examinations with pencils / erasers and any other learning tool identified by the course leader.

e) Examinations will start at the designated time and will be invigilated by a faculty member. Students will not be permitted to enter an exam room after the designated start time, except under extraordinary circumstances, at the discretion of the exam invigilator.

f) Examination booklets, answer sheets and scrap paper must be returned to, and checked by the faculty member upon completion of the exam. Duplication of examination questions is strictly prohibited.

g) Caps of any sort are not to be worn during examinations.

h) Palm pilots, cell phones, electronic translators and other electronic devices are NOT permitted in the examination room. A basic calculator may be permitted at the discretion of the course faculty.

3.6.3 Student Feedback Following Examinations

Students who wish to request specific feedback following the release of term exams/papers/assignments should approach the faculty member within four (4) working days

following the release of grades or assignments. Feedback will be provided at faculty discretion.

3.6.4 Access to Final Examinations

1. A student has a right to see his or her final examination prior to a supplementary examination. However, the examination is the property of the CNS and the CNS retains full possession and control of the examination at all times. This regulation upholds the authority and judgment of the examiner in evaluation.
2. To access a final examination, a student must make a written request to the Associate Director, Non-Degree Programs. The request is subject to the following conditions:
   - Any such request must be made following release of examination results for the semester in which the course was taken and within one month of the official release of grades by the CNS.
   - The final examination must be viewed in the presence of the course instructor or other person designated by the Associate Director, Non-Degree Programs. Both the instructor and the student have the right to be accompanied by a registered student or a member of the faculty or staff of the CNS.
   - The final examination must not be taken away or tampered with in any way.

3.6.5 Re-reading of Final Examinations

1. A student may apply to have a final examination re-read whether or not he or she has obtained a passing grade in that course.
2. A student who wishes to have a final examination re-read must make application, in writing, to the attention of the Associate Director, Non-Degree Programs within one month of the official release of grades by the CNS. When a re-reading is requested, the CNS will make every reasonable attempt to have the re-reading conducted by a faculty member(s) other than the original marker(s).
3. The fee for re-reading a final examination is $50.00 and must be paid at the time of application. If the final numeric grade is raised after re-reading, the fee is refunded. If the final numeric grade is unchanged or lowered, the fee is forfeited.

3.6.6 Route for Questioning Grades

1. Grades awarded in individual courses cannot be appealed, as the student shall normally have had the opportunity to contest grades within one month of the official release of examination results (see Access to Final Examinations (3.6.4) and Re-reading of Final Examinations (3.6.5). Dissatisfaction with grades is not sufficient grounds for an appeal.
2. Notwithstanding the above, and recognizing that the awarding of grades is an academic matter, a student who wishes to question the grades awarded in individual courses may consult with the following in the order given:
   - The course instructor
   - The PN Program Coordinator
   - The Associate Director, Non-Degree Programs

3.7 DEFERRED EXAMINATIONS

Students unable to write a scheduled examination MUST notify the course leader **at least one hour prior to the scheduled writing time,** to request a deferred writing. This notification must be made by the student in person directly to the course leader (except in cases where a student can provide written verification that he / she was unable to do so) or by voice mail to the course leader's CNS telephone number. Deferred exams are accommodated at the discretion of the course leader and are only accommodated under extraordinary circumstances. Documentation must be provided to be eligible for a deferred examination. Should a deferred be granted, the time, nature and method of that testing will be at the discretion of the course leader.

3.8 EXTENSION OF DEADLINES FOR ASSIGNMENTS

Assignment deadlines will be extended only under extraordinary circumstances. Students requesting extensions are expected to contact the faculty member prior to the assignment due date. The granting of extensions is at the discretion of faculty.

3.9 RELEASE OF GRADES

Grades will not be released to students by phone. Students may obtain term test or midterm results via web access (Brightspace). Final course grades will be released to students via web access (Brightspace). Semester transcripts will be mailed.
Faculty are **not** to release student grades to another student.

3.10 GUIDELINES FOR STUDENTS RETURNING TO THE PROGRAM FOLLOWING A PERIOD OF ABSENCE

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

b) Returning students may be asked to provide the following documentation; a) up-to-date immunization record; b) current CPR certificate; c) updated health assessment; d) Certificate of Conduct; e) updated references; and f) Child Protection Record.

c) All regulations outlined in the current PN Student Handbook (2018-2019) as they relate to Promotion Regulations and Supplementary Examinations will apply from the time of the students' INITIAL admission to the program.

d) Students returning from a program absence must notify the PN Program Coordinator at least two semesters in advance of the return.

e) If at any time during a period of absence the student decides not to continue with the nursing program, the student must notify the school in writing.

f) Students wishing to do so may access the services of the CNS Guidance Counsellor during a period of absence from the Program.

3.11 INFORMAL RESOLUTION OF STUDENT COMPLAINTS

These guidelines are intended to facilitate informal resolution of student complaints. The initial attempt to resolve the complaint is made by the student and faculty member. Students are expected to approach faculty prior to seeking resolution at any other level.

Students who perceive that they need assistance with communication and or conflict management techniques may seek the services of the Guidance Counsellor prior to requesting an appointment with the faculty member.

a) If the problem is not able to be resolved in the initial discussion between the student and faculty member, the PN Program Coordinator or Associate Director meets with the faculty member and student to try and seek a solution.
b) If the faculty member or student does not wish to attend this meeting or if a solution cannot be reached, then the matter is referred to the Director.
c) Prior to referring the matter to the Director, the PN Program Coordinator or Associate Director will provide documentation of the problem identified and the efforts at resolution initiated to that point.
d) At any point in the process, the student may have another student present as a support person. Any student choosing to do so will be made aware that the confidentiality which normally prevails in faculty/student discussions cannot be guaranteed with a second student in attendance.

3.12 FORMAL PROCEDURE FOR STUDENT COMPLAINTS

Regulations of the PN Program are designed to ensure the integrity of Program Standards and the fair and equitable treatment of students. The CNS recognizes the right of individual students to appeal decisions that result from the application of program regulations. The Appeal Process is available to consider application of program regulations to a student who wishes to have a program regulation reviewed based on the existence of extenuating circumstances. Extenuating circumstances include illness, bereavement or other acceptable causes. In all cases of appeals, written evidence to support the reason for the appeal is required.

Before initiating an appeal the student should request an informal review with the course faculty. This will ensure that the faculty member is aware of all the facts that the student believes impacted the decision. If a resolution to the concern is not found, the student may commence the Appeal Process.

The following outlines application of the Appeal Process for students in the Practical Nursing Program:
a) The responsibility for making the appeal rests with the student and must be made within one (1) week following the decision resulting from application of the program regulation, except for 3.1 (d).
b) Students with an appeal in progress may attend classes and labs but are not permitted to attend clinical experience.
c) The appeal should be made in writing to the Associate Director, Non-Degree Programs.

d) The appeal letter should state the reason for the appeal and written evidence to support the extenuating circumstances that are cited in the letter of appeal.

e) Appeals based on medical grounds must include a letter from a physician that clearly indicates that the medical problem was serious enough to interfere with the student's work.

f) An appeal based on bereavement must be supported by proof of death.

g) The appeal process recognizes a student's right to confidentiality. However, the NDPC requires substantial evidence in order to make a decision on an appeal. A student who wishes that certain facts concerning the extenuating circumstances remain confidential should discuss these with the Guidance Counsellor. The Guidance Counsellor, depending on the facts provided and with the student's permission, may write a letter confirming that sufficient grounds existed to support the appeal. This letter would not include the specific confidential extenuating circumstances disclosed by the student to the Guidance Counsellor.

h) A student making an appeal has permission to address the NDPC prior to the appeal hearing.

i) Appeals are heard by the NDPC.

j) The appeal decision is communicated to the student in writing within a week following the appeal hearing.

k) When an appeal is denied by the NDPC, the student may make application to the CNS Executive Committee for a second appeal hearing. Should the appeal be denied by the Executive Committee, no further appeal within the CNS is possible.

3.13 PROFESSIONAL MISCONDUCT

Professional conduct in the nursing profession is exhibited by actions and behaviors that demonstrate respect for the freedom and rights of others. While in the program, all students are expected to follow a prescribed standard for professional conduct. When this standard is breeched, the result is misconduct. Misconduct will subject the student to disciplinary action, which may result in a penalty ranging from reprimand to dismissal, depending on the nature of the act/s.

Some examples of misconduct include, but are not limited to:
a) Dishonesty in any form, such as cheating, plagiarism, furnishing false information through written or spoken media (e.g., falsifying e-mail identity).

b) Theft of, and/or intentional damage to, institutional or personal property of others.

c) Continued refusal to comply with directives of CNS officials, CNS policies and/or institutional policies of clinical practice.

d) Chemical substance abuse.

e) Conviction of a crime that relates adversely to the practice of nursing or to the ability to practice nursing.

f) Engaging in unfit or incompetent or unsafe nursing practice such as:
- Performance of unsafe or incompetent patient care, failure to adhere to established agency guidelines for the provision of care, or failure to practice within the approved scope of practice.
- Being unable to provide care by reason of physical or mental disability, and/or substance abuse.

g) Non-compliance with the professional Code of Ethics, Standards and Scope of Practice for the Licensed Practical Nurses in Newfoundland & Labrador (2013).

h) Violation of patient confidentiality, through inappropriate written or verbal disclosure of patient information outside the boundaries of professional communications.

i) The use of loud, offensive, discriminatory or other kinds of language that may cause or result in defamation of character and/or harm to other students, faculty, staff, patients or visitors at the CNS.

An Informal and/or Formal Process for Resolution of Professional Misconduct may be used.

The Informal Process for Resolution of Professional Misconduct is designed to provide a mutually satisfactory resolution between the parties involved. In the case of application of the informal process the accusation will be reviewed by the CNS Director in the presence of the parties involved.

The Formal Process for Resolution of Professional Misconduct is used in cases where i) a satisfactory resolution to the issue cannot be reached through the informal process, or ii) in the opinion of the Director, the misconduct is a major breach of conduct. The formal process for resolution of professional misconduct involves review of the alleged misconduct by the NDPC.

If a student wishes to appeal the decision made by the NDPC in relation to Professional Misconduct, it should be made to the CNS Executive Committee. Should the appeal be denied by the Executive Committee, no further appeal within the CNS is possible.

3.14 CREDIT RECOGNITION

The CNS recognizes that students may enter its programs having acquired knowledge or competencies through work, experiential learning or formal education. These students may wish to seek credit recognition related to their program of study through a transfer credit process or through Prior Learning Assessment Recognition (PLAR).

Normally, students seeking credit recognition for the PN Program will have acknowledged their intent upon acceptance into the Program by contacting the Program Coordinator to initiate the process. Students applying for Credit Recognition through Transfer Credit or PLAR will be charged a minimum fee of $100.00.

Transfer Credit: Students entering the PN Program who have completed nursing courses in another educational institution or program may be eligible for transfer credit for identified courses. In such cases the student identifies the CNS PN Program course or courses for which equivalency assessment is requested and subsequently provides course outline and transcript information from the educational institution. The course and transcript information provided will be assessed by faculty against the CNS PN Program courses to determine equivalency. If the assessment identifies course equivalency a transfer credit will be awarded thus exempting the students from the identified course.

Prior Learning Assessment Recognition (PLAR): Students entering the PN Program who wish to seek prior learning assessment recognition based on work, experiential learning, and/or formal education in a related field may be eligible to challenge a course or courses in

the program. Prior learning is assessed by faculty and/or nurse experts against the learning outcomes established for the course using methods such as challenge examinations, oral interview/ exam, portfolio assessment, and/or performance evaluation (lab and/or clinical. If prior learning is recognized through the assessment process, a student could be given exemption from an identified course or components of a course (e.g., lab).

3.15 GRADUATION REQUIREMENTS

The following requirements must be met in order for a PN student to be considered for graduation:

a) Successful completion of the theory, lab and nursing practice components of the program.
b) All outstanding CNS fees have been paid.

3.16 CRITERIA FOR WRITING THE CANADIAN PRACTICAL NURSES REGISTRATION EXAMINATION

The following must be met in order for a PN student to write the Canadian Practical Nurses' Registration Examination:

a) The requirements of the College of Licensed Practical Nurses of Newfoundland and Labrador Practical Nurses (includes an examination fee).
b) Completion of an application and a recommendation for writing by the CNS.

3.17 TRANSFER TO A PARTNER SITE DELIVERING THE PN PROGRAM

Students may request a transfer to another site (i.e., Clarenville, Grand Falls-Windsor or Corner Brook Campus of the College of the North Atlantic) after the completion of Semester I, and if they are experiencing extenuating circumstances (such as illness of a family member). The granting of a transfer is dependent on the resources available at the requested site which may not always be immediately available. Students should follow the following process when requesting a transfer:

1. Transfer requests should be made, in writing, to the PN Program Coordinator of the school he/she is currently attending.
2. Transfer request letters should clearly state the extenuating circumstances and provide appropriate documentation.
3. A copy of the school's transcript indicating progress to date should accompany the request.
4. The PN Program Coordinator sends the request to the receiving site to be considered as soon as possible.
5. Once the PN Program Coordinator is notified of the outcome of the request, the student and Registrar are notified as soon as possible.
6. If the request is granted, a copy of the student's file is sent to the receiving site.

4. CLINICAL POLICIES

4.1 INTRODUCTION

Each nursing practice course (clinical course) is made up of a pre-determined number of clinical days (clinical rotation). The nursing practice courses provide students with the opportunity to integrate and apply the knowledge and skills learned in classes and labs to the clinical practice setting. Nursing Practice courses are evaluated using a pass/fail grading scheme with evaluation based on the student's performance in meeting identified objectives. These objectives are outlined in the Nursing Practice Evaluation Record for each clinical course.

4.2 CLINICAL PLACEMENTS AND SCHEDULING

The coordinator for clinical placement assumes responsibility for clinical placements and clinical rotation scheduling. Students may be scheduled for 8 hour shifts, 12 hour shifts, weekdays and/or weekends. Any changes in clinical schedules will be communicated to students by faculty.

Final clinical placement decisions will be made on the basis of the number of students enrolled, number of placements allocated by agencies, etc. Students wishing to submit clinical placement requests must do so by e-mail to paula.fifield@mun.ca. Requests must include the student's full name and telephone number as well as the course name and number. Verbal or telephone requests will not be accommodated. There is no guarantee that clinical placement requests will be accommodated.

4.3 CLINICAL AGENCY POLICY GUIDELINES

Students will follow the policy and procedures of the agency in which the clinical learning experience is being provided.

The PN Program relies on the assistance of a number of health care and community organizations for delivery of clinical experiences for students. These agencies often will have a number of requirements that need to be met before students are permitted access for learning purposes. Some of these requirements include up-to-date immunization status, Certificate of Conduct, Child Protection Record Check, and current CPR and First Aid certificates. Many of these requirements must be renewed annually. It is the student's responsibility to ensure currency and that documentation is submitted to the Program in a timely fashion. Students unable to meet an agency requirement through proof of documentation may be delayed or prevented from completing the Program.

4.4 CLINICAL ORIENTATION

An orientation session will be provided at the beginning of each nursing practice course. This session will include information related to:
- faculty
- course objectives
- client populations

- clinical rotations and clinical hours
- method of evaluation/evaluation tools
- assignment guidelines
- course materials
- accessing information related to clinical agencies
  - policies
  - dress code
  - parking arrangements
  - food service arrangements
  - security of personal belongings

4.5 REGISTRATION AND CLINICAL START DATES

Students are not permitted to attend clinical learning experiences unless they are registered for the clinical course.

Students are not permitted to begin clinical experiences earlier than the scheduled date unless permission has been granted by the NDPC.

4.6 CLINICAL ABSENTEEISM

Attendance is **mandatory** at all scheduled clinical rotations in the Practical Nursing Program. Students unable to attend clinical must notify their faculty prior to missing the clinical shift(s). Failure to attend clinical may result in a grade of "fail" for the clinical course. Extenuating circumstances resulting in a missed clinical time will be assessed on an individual basis by the course leader and assigned clinical faculty. Students may be required to make up clinical time due to absenteeism.

4.7. REPORTING OF ABSENTEEISM

Students unable to attend a scheduled clinical activity must notify the clinical agency and assigned faculty member prior to commencement of the scheduled time. Faculty are to be notified via voice mail, which is accessible 24 hours per day. When calling the clinical area, the student should clearly determine the name of the individual taking the message.

4.8 ACCOUNTABILITY

Students are expected to have the knowledge, skill and judgment to perform safely, effectively and ethically in the clinical setting. Adequate preparation for clinical practice shall normally include prior attendance at the skills labs and seminars in which nursing competencies are learned.

The decision to permit a student to perform a skill prior to completion of a nursing lab will be at the discretion of faculty. Such skills may be undertaken only under the direct supervision of the faculty member. Such situations are referred to as "Incidental Learning" and require that the student voice a readiness to participate. An assessment of the student's readiness would be determined by questioning the student about the purpose of the skill and

the steps inherent in carrying out that skill. The student would also be expected to identify issues around client safety prior to engaging in the 'incidental learning' opportunity.

Students are responsible and accountable for the standard of care provided within the competency level at which they are prepared. Students are accountable to know the limits of their competency and to work within these limitations. Students are expected to identify situations where assistance is required, seek appropriate direction and supervision and to be aware of unit policies regarding student practice.

Faculty will be available for guidance and/or supervision. In the absence of the faculty member, students who have completed the required skills lab, may request guidance from the agency personnel to whom they have been directed by faculty.

A student performing a psychomotor skill for the first time must consult with faculty to determine what level of supervision is required.

In new or unusual situations, students must consult with faculty.

4.9 PREPARATION FOR CLINICAL ASSIGNMENT

Students are expected to be prepared for all clinical learning experiences and to meet clinical course assignment deadlines. Failure to demonstrate adequate preparation may result in the student being asked to leave the clinical area.

4.10 CO-ASSIGNMENT

Students in clinical settings are co-assigned to patients/clients with a staff member of the institution. Students are to report to these staff members at the end of the clinical experience and when leaving the unit at any time during the day.

4.11 A. CONFIDENTIALITY

All students must complete an online Confidentiality education session and sign a Confidentiality agreement form as required by Eastern Health. The session is offered at the beginning of Semester One and must be completed by Friday, September 20st.

All matters pertaining to clients/patients/residents are to be held in the strictest confidence. Any verbal or written identification beyond that necessary for professional communication is considered a serious breach of ethical and legal principles. **This includes postings on social media, such as Facebook.**

B. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

All students must complete an online WHMIS education session. The session is offered at the beginning of Semester One and must be completed by Friday, September 21st.

4.12 PERSONAL HEALTH INFORMATION ACT (PHIA)

As per the Newfoundland and Labrador Personal Health Information Act (PHIA), students will be required to sign an oath/affirmation of confidentiality, as well as complete the online PHIA education.

4.13 EVALUATION OF STUDENT PERFORMANCE

The evaluation criteria included in the Nursing Practice Evaluation Record will be reviewed with students at the beginning of each nursing practice course.

There will be regularly scheduled evaluations of the clinical performance of each student during the semester. Any clinical incidents deemed to be of a serious nature will be discussed with students at the time of the occurrence.

Students experiencing difficulties with nursing practice courses will be made aware of potential solutions and sources of help for the problems identified.

4.14 MEDICATION ADMINISTRATION IN NURSING PRACTICE COURSES

Medication Administration is a supervised skill until Semester IV. In CN401 Nursing Practice for Professional Development, each student will be given the opportunity to administer medications so as to reach the required level of proficiency for this skill. Achievement of proficiency in medication administration in CN401 is a requirement to successfully complete the course.

Medication Administration
Students may administer medications at their level of competency as they progress through the program.
- In clinical courses where there is direct supervision by a clinical instructor from the school of nursing, competency level is determined by the student and the clinical instructor.
- In clinical courses where there is no direct supervision by a clinical instructor from the school of nursing, competency is determined by the student and the preceptor/co-assigned Licensed Practical Nurse or Registered Nurse.
- In addition, students are expected to comply with all agency policies regarding medication administration.

High Alert Medications
The CNS, in an effort to promote client safety and decrease the likelihood of medication errors, follows the recommendations of the Institute for Safe Medication Practices (ISMP). High alert medications are described by the ISMP as "drugs that bear a heightened risk of causing significant patient harm when they are used in error" (ISMP, 2014).
Medications that are designated as **high alert** require an independent double check before administration. An independent double check is a process in which the student and the Licensed Practical Nurse or a Registered Nurse will separately check each component of prescribing, dispensing, and verifying the high alert medication before administering it to

the patient (ISMP, 2008). In addition, both the student and Licensed Practical Nurse or Registered Nurse are required to sign the medication record.

When **deemed competent**, a student may perform an independent double check. Students **cannot** independently double check medications prepared by another student. Students are expected to comply with agency policy regarding medications, designated as high alert. In addition, if not indicated in agency policy, the following medications must be treated as high alert:

- All Antihrombotics (including anticoagulants and thrombolytics)
- Insulin
- Controlled substances (as identified in agency policy)
- All Narcotics

4.15 TRANSCRIPTION OF ORDERS

When deemed competent, nursing students can transcribe and verify medication orders (i.e., a student cannot be both the transcriber and verifier of the same medication order). Students **cannot** be the second check for another student (i.e., two students cannot be the transcriber and verifier for the same medication order). **Students are not permitted to take verbal or telephone orders.** If placement is outside of the Eastern Health Authority, students must follow the agency's policy in consultation with faculty.

4.16 REMEDIAL LABS

Students experiencing problems in the performance of nursing skills may be referred to the IRC to do a remedial lab.

4.17 MEDITECH PASSWORD POLICY

An initial Meditech password will be issued to students in the PN Program, usually in the first clinical course. This password will be needed for the remainder of the PN Program and will be necessary for students to complete clinical with Eastern Health. The computer will prompt you to take a new password every 12 months. You will NOT receive a new password for every clinical course. Access to this computer system is vital for students to complete preparation forms, communication and documenting their patient care. A student should not access the system using another student, staff or faculty password. It is important that students keep their password in a safe and secure place (NOT on the back of their ID) and log in on each clinical day. Students can log on in the computer lab here at the CNS during semesters they are not in clinical.

Process for Obtaining Student Meditech Passwords

Students will fill out an application for a Meditech password. The passwords are sent to the CNS from IM&T in a week and they will be distributed to the clinical faculty. The clinical faculty will issue the students an envelope containing their passwords. They will assist them in their particular clinical setting with the documentation and use of the system.

The students will receive an initial password from IM&T. The clinical faculty will be responsible to help the students with their first login to the system. Students are now required

to choose their own password and have it ready to enter. * Note: New alpha-numeric passwords must be 8 characters in length and include at least one number.

Students will then be responsible for keeping this to memory or in a safe secure place. This is a confidential code and should not be shared. The password request form they have signed has an agreement to be responsible for their password and to keep it confidential.

If students are having difficulty with their passwords or Meditech menu, they should contact Paula Fifield at 777-7194 or email paula.fifield@mun.ca

Process for Replacement of a Meditech Password

Loss of a Meditech password is a serious incident, as this could compromise patient confidentiality. Attaining a new password is time intensive and requires a coordinated effort between the CNS and the Healthcare Technology and Data Management (HTMDM) department. The process for requesting a new password is as follows:

1. Schedule an appointment to see Paula Fifield, Office 1126, Southcott Hall.
   Email and telephone requests will not be accepted, unless exceptional circumstances apply.
2. Complete the HTDM Computer Password Form including full signature and MUN number. This must be completed legibly and in ink.
3. Complete an Incident Report. The incident form is required as patient confidentiality has potentially been compromised. This form will be retained on the student's file.
4. Submit a replacement fee of $20.00.

* Always keep your password in a safe place.

4.18 CARDIOPULMONARY RESUSUTATION (CPR CERTIFICATE) FOR HEALTH CARE PROVIDER AND FIRST AID REQUIREMENTS

You are required to successfully complete a **Basic Life Support (BLS) and a Standard First Aid course.**

Examples of companies that provide these courses are St. John Ambulance, Canadian Red Cross, and Lifesaving Society. A BLS (Provider) certificate, BLS Health Care Provider (HCP)/AED, or Cardio-Pulmonary Resuscitation-Health Care Provider (CPR-HCP) certificate is acceptable to meet the BLS requirement. Please ensure you register for the correct course required for the nursing program.

As a nursing student, you are required to update your BLS course every 12 months. Your BLS certificate MUST be current prior to entering clinical. It is your responsibility to ensure that this is done annually and to forward a copy of your certificate to the School for your file. Students will not be permitted to attend clinical practice if the BLS requirement is incomplete or has expired. Although the School of Nursing does not require you to update your Standard First Aid course, it is only valid for a three year period.

4.19 PRE-CLINICAL REQUIREMENTS

Important: Pre-clinical requirements must be submitted to the Clinical Coordinator and/or the PN Registrar. If the pre-clinical requirements have not been submitted, students **will not** be permitted to begin a clinical placement. There will be **no exception** to this policy.

<u>The following pre-clinical requirements must be submitted before clinical begins</u>.

PRE-CLINICAL REQUIREMENTS:
- Criminal Records Screening Certificate.
- Vulnerable Sector Check
- Child Protection Records
- Up to date immunization status:
  - Tuberculin Testing
  - DPT (Diphtheria, Polio, Tetanus)
  - MMR (Measles, Mumps, Rubella)
  - Varicella (Chickenpox)
  - Hepatitis B (Optional)
- Standard First Aid Certificate
- Basic Life Support (BLS)

Hepatitis B Vaccine
It is recommended that all PN students be immunized against hepatitis. Three doses of vaccine are required to receive a Varivax vaccine.

Varivax
Students who are "varicella non-immune", as demonstrated by a non-reactive varicella titre are required to receive a Varivax vaccine.

Note: At any time throughout the Program, if a student's immunization status is not current, the student will not be permitted to do the ongoing nursing practice course until the immunization requirements have been met. This could result in students being delayed or prevented from completing the Program.

STUDENTS RETURNING TO THE PN PROGRAM ARE REQUIRED TO COMPLETE PRE-CLINICAL REQUIREMENTS AS FOLLOWS:

- Basic Life Support (BLS) (1 year)
- Code of Conduct and Vulnerability Sector Check: expiry (6 months)
- Updated one-step TB skin testing

4.20 VALUABLES IN THE CLINICAL SETTING

Valuables taken to the clinical agency are the responsibility of the student. Students are advised not to take more money than they require into the clinical area. In most clinical agencies, there is nowhere to store purses. Money, cheque books, and credit cards should never be left in lockers.

4.21 CLINICAL INCIDENT REPORT

In the event of a clinical incident such as a medication error, treatment error, patient fall, etc., the student, in consultation with faculty, will complete a CNS Clinical Incident Report (Appendix B).

In most clinical agencies students will also be assisted in completing an agency-specific incident report.

The action taken following any clinical incident will be at the discretion of faculty and in keeping with the seriousness of the incident as well as the unique circumstances surrounding each situation.

A major focus of the incident review will be assisting the student to meet learning objectives identified as a result of the incident. The Clinical Incident Report will also be used to document any injury incurred by a student (i.e., needle stick in the clinical area).
Any injury is to be reported immediately to the Occupational Health Nurse at the site. The Occupational Health Nurse will assume responsibility for initiating necessary treatment, teaching and follow-up. If the Occupational Health Nurse is not available or if any injury occurs during an evening or night shift or during a weekend, students should proceed immediately to the Emergency Department at that site for assessment. Based on the assessment, priority is determined and students are seen in order of importance.

4.22 STUDENTS AT RISK OF CLINICAL FAILURE OR DEEMED UNSAFE

As per PN Program promotion regulations, 3.1 (i) noted in the Student Handbook: A student may be required to withdraw from a nursing practice course or the Program at any time if, upon review by, and a recommendation from the NDPC, it is deemed that the student would not profit from continued practice and /or is considered to be unsafe in the practice setting. In such cases, students who are required to withdraw from the Program would not be eligible for future admission/readmission to the Program.

Policy

Expectations for Safe Clinical Practice:
1. Students are expected to demonstrate growth in clinical practice through the application of knowledge and skills from previous and concurrent courses.
2. Students are expected to demonstrate growth in clinical practice as s/he progresses through the course and to meet the clinical practice expectations described in the course outline.
3. Students are expected to prepare for clinical in order to provide safe and competent care.

If the clinical course is not faculty led, the faculty member will instruct the preceptor, co-signed nurse or agency contact to notify the faculty member as early as possible if any of the above three expectations are not met. This provides for timely initiation of remedial activities to maximize a student's clinical progress.

Definition

At Risk
A student is considered to be *at risk* for clinical failure if s/he has difficulty meeting the PN Program course objectives as outlined in the clinical evaluation tool.

Unsafe
A student is considered to be *unsafe* in clinical practice when his/her performance places himself/herself or another individual at risk for, or actually causes physical, psychosocial, or emotional harm (Scanlan, Care, & Gessler, 2001).

The CNS recognizes the importance of identifying students who are *at risk* of failing a clinical course or who are deemed *unsafe* in clinical practice. Once the student has been identified as *at risk or unsafe*, through an occurrence or a pattern of behavior*, a process is put in place to assist the student towards achieving competent and safe practice. If the *at risk* student's performance does not improve and continues to place himself or herself or others at harm or potential harm, the student will fail the clinical course and the PN Program promotion regulation 3.1(i) will apply.

Procedure for the At Risk Student

The Faculty Member:
1. Identifies the occurrence or pattern of behavior* that places the student at risk of clinical failure and arranges to meet and discuss the same with the student as soon as possible.
2. Informs the course leader and, at any point in the process, the course leader may inform the PN Program Coordinator and/or the Associate Director, Non-Degree Programs.
3. Documents, within 48 hours, specific information about the area of concern (e.g., objective not being met due to an occurrence or pattern of behavior). Documentation must include date and time when the student was originally informed of the occurrence or pattern of behavior and the verbal feedback given to the student.
4. Meets with the student as soon as possible to review the documentation.
5. Signs and dates the documentation.

6. Collaborates with the student to develop a Learning Plan to address his/her deficiencies in meeting the standards of nursing practice and/or other course designated evaluation criteria. The plan provides specific details outlining the objectives, strategies (e.g., return to the lab for instruction and review; review specific theory before next clinical day, follow up meeting(s) with faculty), outcomes, and timelines that the student will have to meet. The consequences of failing to meet criteria will be outlined in the Learning Plan (e.g., removal from clinical unit or failure of the course).
7. Informs the student that his/her clinical performance will be evaluated for consistent and sustained improvement in accordance with the Learning Plan.
8. Advises the student that the consequences of failing to demonstrate consistent and sustained improvement in nursing practice will result in a failed grade.
9. Holds periodic meetings with the student to discuss progress toward meeting the Learning Plan objectives.
10. Documents supporting evidence of the student's ongoing clinical performance in relation to meeting the competencies as outlined in the PN Program clinical evaluation tool.
11. Determines if the student passes or fails the course in consultation with the course leader, PN Program Coordinator and/or the Associate Director, Non-Degree Programs.

The Student:
1. Meets with the faculty member to review the documentation.
2. Signs the form to verify s/he has read the document. The student's signature does not mean that they agree with the documentation but that it was discussed with him/her.
3. Responds, in writing, to the documentation, if desired, within 48 hours of receiving the document. It is recommended that the student discuss his/her perceptions of personal performance and how it relates to the competencies as outlined in the Practical Nursing clinical evaluation tool.
4. Collaborates with the faculty member to develop a Learning Plan to address his/her deficiencies to meet the competencies.
5. Acknowledges, in writing, that s/he is willing to participate in the Learning Plan.
6. Meets all components outlined in the Learning Plan.
7. Consults at any point in the procedure with individuals such as the course leader, individuals from counselling services, PN Program Coordinator and/or the Associate Director, Non-Degree Programs.

Procedure for Unsafe Student

The Faculty Member:
1. Dismisses the student immediately from the clinical area if the student is deemed to be unsafe, either through one serious event or a pattern of unsafe behaviors.
2. Notifies the course leader, who will notify the PN Program Coordinator and/or the Associate Director, Non-Degree Programs.
3. Documents, as soon as possible, specific information about the unsafe situation/event/behavior*. Documentation must include how the occurrence or behavior failed to meet the PN Program course objectives as outlined in the clinical evaluation

tool. Documentation includes date and time when the student was originally informed of the occurrence or behavior and the verbal feedback given to the student.

4. Meets with the student as soon as possible to review the documentation.
5. Signs and dates the documentation.
6. Collaborates with the student to develop a Learning Plan to address the unsafe practice or behavior. The plan provides specific details about the objectives, strategies (e.g., return to the lab for instruction and review; review specific theory before next clinical day, follow-up meeting(s) with faculty), outcomes   and timelines that the student will have to meet. The consequences of failing to meet the criteria outlined in the Learning Plan will be clearly outlined (e.g., result in a failed grade in the course and/or implementation of the PN Program promotion regulations).
7. Informs the student that clinical performance will be evaluated for consistent and sustained improvement in accordance with the Learning Plan.
8. Informs the student that the consequences of failing to demonstrate consistent and sustained improvement in nursing practice will result in a failed grade.
9. Holds periodic meetings with student to discuss progress toward meeting the Learning Plan objectives.
10. Documents supporting evidence of the student's ongoing clinical performance in relation to meeting the competencies, as outlined in the PN Program clinical evaluation tool.
11. Determines if the student passes or fails the course in consultation with the course leader and PN Program Coordinator and/or the Associate Director, Non-Degree Programs.
12. The Associate Director, Non-Degree Programs consults with the NDPC at any point, as necessary, to review the unsafe clinical practice of the student. The committee will make a determination as to whether the unsafe practice requires that the student be required to withdraw from the nursing course and/or from the program as per the PN Program Promotion regulation.

The Student:
1. Meets with the faculty member to review the documentation.
2. Signs the form to verify s/he has read the document. The student's signature does not mean that s/he agrees with the documentation but that it was discussed with him/her.
3. Responds, in writing, to the documentation, within 48 hours of receiving the document. It is recommended that the student discuss his/her perceptions of personal performance and how it relates to the standards of nursing practice and/or competencies, as outlined in the PN Program clinical evaluation tool.
4. Collaborates with the faculty member to develop a Learning Plan to address his/her deficiencies to meet the standards of nursing practice and/or competencies.
5. Meets all components outlined in the Learning Plan.
6. Acknowledges, in writing, that s/he is willing to participate in the learning plan.
7. Consults at any point in the procedure with individuals such as the course leader, individuals from counselling services, PN Program Coordinator, and/or the Associate Director, Non-Degree Programs.
8. May appeal the decision if it is determined that unsafe behavior requires him/her to be withdrawn from the nursing course and/or from the program, as per Regulation 3.12 Formal Procedure for Student Complaints, PN Student Handbook.

* **Note:** In relation to competencies, as outlined in the PN Program clinical evaluation tool.

4.23 CLINICAL DRESS CODE

The purpose of the clinical dress code is to assist the student to identify the boundaries for personal decision making regarding professional dress and grooming. These guidelines reflect recognition that clients' perceptions of the profession of nursing are influenced in part by how practical nurses display a professional image in all practice settings. These guidelines also reflect the boundaries that are acceptable to agencies that provide clinical placements for students in the PN Program. Students are also referred to review the CLPNNL's position statement "Professional Image of the LPN in the Workplace" at www.clpnnl.ca.

Students Who Do Not Comply With The Clinical Dress Code Will Be Asked To Leave The Clinical Setting.

A. <u>Personal Grooming</u>
In keeping with principles of infection control and a professional image, the following guidelines apply to personal grooming:

<u>Hair:</u> Hair must be neatly groomed. Hair longer than shoulder length must be tied back. Hair ornaments must be small and neutral in color. Whether short or long, hair should not hang in the face or over the eyes when leaning forward.

<u>Make Up</u>: An overall neutral look is permitted.

<u>Nails:</u> Fingernails must be short and neatly groomed. Artificial nails, nail enhancements and nail polish are prohibited.

<u>Jewelry</u>: For purposes of infection control and student/client safety, the following guidelines apply:
- No rings are permitted.
- Small stud earrings, to a maximum of two per ear only, are permitted.
  <u>In relation to body piercing, no other visible jewelry is permitted.</u>
  <u>Neutral solid spacers are permitted</u>.
- Wrist or brooch style watch is permitted. Wrist watches must be removed during client care and when hand washing.

<u>Perfumes/Scents:</u> Because of the increasing incidence of allergies within the general population, the use of scents is not permitted. This policy is strictly enforced and is inclusive of perfume, aftershave, and scented products such as lotions, soap, hair spray, deodorants and powder. In the interest of clients and colleagues who experience allergic reactions, students are asked to use non-scented products and to avoid offensive odors such as cigarette smoke on clothing.

B. <u>Clinical Uniform Attire</u>
Uniforms are required for clinical practice within a hospital or nursing home environment. Students are required to purchase their own uniforms. A minimum of two uniforms is needed to satisfy the usual requirements of most clinical courses. Uniform selection should be made in accordance with the following guidelines:

Standard Uniform: A white uniform is required. Warm up jackets must be white. Long-sleeved tee-shirts under the uniform are not permitted.

The uniform must accommodate the freedom of body movement needed to perform tasks in a manner that will prevent injury. It should be roomy and loose fitting. It should have pockets large enough to hold items such as a small pad, pen and scissors.

The clinical uniform must be standard uniform apparel and professional in appearance. Tops should extend beyond the top of the leg and provide full coverage during movement.

Footwear: Footwear is considered part of uniform attire. A standard "duty" shoe or footwear of a sports shoe/sneaker variety is required. Footwear must be primarily white. The shoe must be closed at the toe and heel. Clinical uniform footwear must **NOT** be worn outside the clinical area.

Lab Coats/Warm-Up Jackets for Clinical Area: Students are required to wear a lab coat or warm-up jacket when in client care areas and not in uniform.

C. Clinical Equipment

All students are responsible for having the following items with them at all times in the clinical area:

- pen (blue ink)
- notebook (pocket size)
- stethoscope (optional)
- watch with second hand

D. Identification

Students must wear appropriate identification at all times when in the clinical setting. This includes the school name tag, photo identification badge and PN student crest. The student's full name must be visible at all times in all clinical areas.

E. Non-Uniform Attire

When assigned to clinical practice in community agencies and within some hospital units, students may not be required to wear the standard uniform. Within these settings, certain types of street attire are appropriate. Faculty, during orientation, will advise students as to the appropriate attire. Students should note that in the case of visits to clinical agencies to conduct patient research, the guidelines for Casual Attire should be followed.

Casual Attire: Within most community agencies the guidelines for suitable casual attire includes casual/dress pants, skirts that are knee length or longer, non-see-through blouses and casual/dress shirts. Unsuitable attire include clothing that is excessively tight, form fitting or excessively baggy. Low necklines are inappropriate. Any attire displaying pictures, names, slogans, logos or inappropriate expressions is not acceptable. Spandex, jeans, and sweatpants are unsuitable.

Suitable footwear includes casual shoes with enclosed toe and heels; clogs, sandals or boots are not appropriate.

STUDENTS WILL BE REQUIRED TO LEAVE THE CLINICAL AREA IF THEIR ATTIRE DOES NOT CONFORM TO THESE GUIDELINES.

4.24 CELL PHONES IN CLINICAL SETTING

The use of electronic communication devices, such as cell phone and iPhones, to place/receive calls, text message, access internet sites, email, video or photograph in the workplace for personal reasons in the clinical setting is prohibited during working hours.

Personal smart phones should be placed on vibration/silent mode during working hours and should only be used during rest periods and meal breaks. Use of personal cell phones in the presence of a patient is strictly prohibited.

Cell phone use is permitted in Southcott Hall, but must be turned off during scheduled learning activities.

5. ADDITIONAL INFORMATION AND RESOURCES

5.1 CANCELLATION OF LEARNING EXPERIENCES DUE TO INCLEMENT WEATHER

Students are advised that if Memorial University is closed DUE TO ADVERSE WEATHER CONDITIONS scheduled learning activities for the CNS will also be cancelled.

When the university is closed due to weather conditions, students are not expected to attend clinical if the clinical experience is supervised by faculty.

Students in a preceptored experience supervised by staff LPNs may go to clinical because they will be supervised by the agency.

Senior students in Preceptorship must make their own decision regarding their ability to get to their clinical area safely. If you are working in a clinical area and the university closes, you must make your own decision as to whether you remain in the area.

ALL STUDENTS ARE REMINDED THAT LEARNING EXPERIENCES MISSED DUE TO MUN CLOSURE MAY HAVE TO BE MADE UP IF FACULTY DEEMS THAT MAKE UP IS NECESSARY FOR EVALUATION PURPOSES.

5.2 COURSE EVALUATIONS

Students may be requested to complete the following evaluations on or near the last scheduled class time for each course:

- Faculty evaluation
- Course evaluation

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

5.3 IDENTIFICATION

All students are required to purchase a CNS photo ID card. This card is to be worn in a visible area at all times during all clinical learning experiences and when writing examinations at the CNS. It is also to be presented when requesting borrowing privileges from the LRC or IRC.

Students will also be required to purchase a name pin with the CNS logo, name and the designation: PN Student. Name pins will be required for all lab and clinical learning activities.

5.4   STUDENT RECORDS

5.4.1   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;
- references to potential employers and admission to other related programs of study.

5.4.2   Access

A student has the right to view his/her file in the presence of a faculty member or a CNS office staff member who has responsibilities for the PN Program.

5.4.3   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 PN Program Approval purposes. Such papers/projects may be retained for program evaluation purposes providing that all identifying information is removed.

5.5   TRANSCRIPTS

Students may obtain transcripts from the CNS by contacting the Registrar. Students will provide 24-hour notice to Registrar prior to obtaining transcripts.

Required information:
- name
- address
- dates of attendance

5.6   CHANGE OF NAME AND ADDRESS

It is the student's responsibility to notify the Registrar, PN Program of any change in name, address or telephone number as these changes occur. Notification should be in writing and include all related information.

5.7   LOCKERS AND SECURING VALUABLES

Valuables, whether brought on site at the CNS or to the clinical agency are always the responsibility of the student to secure. The CNS does not assume responsibility for any personal losses. Purses should not be left unattended in the classroom, lounge or nursing practice areas. Money, cheque-books, and credit cards should never be left in lockers.

Lockers will be made available at the CNS to students upon request. Students will complete locker application forms during the first week of class. These applications are available from the mailroom and should be returned there, with attention to the CNS Operations Officer, ground floor, Southcott Hall.

Lockers will be shared. Locker assignment will be posted. Students are responsible for purchasing their own locks. Lockers should be locked at all times. At the end of the academic year, all personal belongings and locks should be removed from the lockers or they will be removed by the Operations Officer.

Locker availability varies at the different nursing practice settings. Where available, assignment of lockers is facilitated by faculty when they arrive at the respective assigned areas.

5.8   COMMUNICATIONS

5.8.1   <u>Mail Services</u>

The CNS mailroom is located on the Ground Floor of Southcott Hall. The hours for mail distribution will be posted at the beginning of each semester.

Assignments, papers and other mail that you need to submit to faculty must be brought to the mailroom. The Operations Officer will place any mail submitted in the designated faculty mailbox. Students should ensure that the faculty member's name is clearly indicated on any mail submitted.

There is a drop slot in the mailroom door and students may submit mail via this manner between the hours of 0600 – 2200 hours.

Memos from faculty/staff intended for students will also be distributed from the CNS mailroom. When there is mail for you, your name will be posted on the student Mail Distribution Bulletin Board adjacent to the mailroom. It is your responsibility to check for mail daily and to cross your name off the list when you have collected your mail. Students are requested not to have personal mail directed to the CNS. Such mail will be returned to sender.

For confidentiality reasons, students are not permitted to request mail for any other student.

Students are <u>not</u> permitted to enter the faculty workrooms on second, ninth, tenth or eleventh floors to place mail in the internal faculty mail boxes.

Correspondence that you wish to submit to the Program Coordinator or the Associate Director should be given to the secretary for the PN Program, Room 1024.
Members of the Class Executives may have professional correspondence forwarded to their attention to the:

<div align="center">

Centre for Nursing Studies
10th Floor, Southcott Hall, 100 Forest Road
St. John's, NF A1A 1E5
Fax: (709) 777-8176

</div>

5.8.2   Email

All students will have a MUN e-mail account. Students will be given their e-mail address and have a password set up by the LRC staff during the LRC orientation.

5.8.3   Telephone

Students can contact faculty by calling the numbers given to the student by their respective faculty. All faculty telephones are equipped with message managers. It is important to leave comprehensive messages when prompted by the message manager. (e.g., your full name, the program you are registered in, nature of your call and the preferred way and time for the faculty to contact you).

5.8.4   Bulletin Boards

Bulletin boards are provided for notices and other informational materials. Such notices must be kept current and should not be placed elsewhere.

Notices should be typed or neatly written and should be dated. Notices, with the exception of those containing information needed throughout the entire semester, will not remain on the bulletin boards for more than two weeks. Removal of outdated items will be the responsibility of the CNS Operations Officer.

Bulletin boards needed by PN students are located as follows:

Ground Floor
- Nursing Society
- Learning Resource Centre
- Student Mail Distribution

First Floor
- General Information Board
- PN Classroom

Students Are Responsible For Checking Bulletin Boards On A Regular Basis.

5.9   TRANSPORTATION

Transportation costs associated with clinical course requirements require additional financial expenditure on the part of nursing students. Students assigned to acute care agencies and nursing homes will be assigned to shifts which necessitate arrival to, or departure from an agency, outside the normal operating hours of public transportation.

The CNS increasingly makes use of clinical placements in community and non-traditional health care agencies within St. John's and the surrounding communities.

Due to the difficulty in finding sufficient clinical placements within St. John's to accommodate learning experiences for all students, it is possible that clinical placements outside of St. John's may be required.

The travel and/or living expenses associated with clinical placements need to be budgeted for during each semester.

5.10 FOOD SERVICES

Cafeteria service is available on the first floor of the Miller Centre. Hours of operation are as follows:

- **Monday-Friday 0800 – 1430**

Please note: These times may vary throughout the year. Notices of change are posted in the cafeteria.

5.11 PARKING

A limited number of parking permits will be made available to CNS students. A parking permit does not guarantee a parking place. A parking permit application form may be obtained from the CNS Operations Office, ground floor and must be submitted by Tuesday, September 10th noon. A completed application must include: Student's Name, Present Address, Model and Color of Car, License Plate Number, indicate BN or PN Student and Year. A random draw will occur on Friday, September 13th for students who have completed an application. A permit will not be issued unless the application form is complete. The cost for a parking permit is $10.00. The CNS does not replace lost or misplaced parking permits.

5.12 SMOKING REGULATIONS

Eastern Health has a Smoke Free Environment Policy at all of its owned and operated facilities. Smoking or non-smoking devices are not permitted in or near buildings, on the grounds, in parking garages, or on the parking lots of Eastern Health sites and facilities.

5.13 FIRE SAFETY

As part of the CNS orientation, all students are required to attend a general information session on fire safety.

Part of the orientation to every clinical area includes reference to the student's duties in the event of fire.

The guidelines entitled, "Centre for Nursing Studies Code Red Action Card", prepared by the Emergency Preparedness Committee, Miller Site are posted by all elevators in Southcott Hall. Students are advised to acquaint themselves with these guidelines, as well as knowing the nearest exit of all the rooms occupied for learning activities scheduled at Southcott Hall.

5.14 EMERGENCY PREPAREDNESS

Codes have been established for various types of emergency situations in Southcott Hall.

For any **MEDICAL EMERGENCY** requiring medical assistance at Southcott Hall, **Dial 9 for an outside line, then 911**. State your medical emergency and your exact location in Southcott Hall.

For all other codes, **<u>DIAL EXTENSION 2000</u>** and identify the emergency situation you are reporting.

Action cards for Code Red (fire) are posted in all classrooms, lab rooms, conference rooms and near all elevators.

5.15 SCENT FREE GUIDELINES

Eastern Health endeavors to provide a scent-free environment for clients, employees and all persons who use its facilities. Scented products contain chemicals which may cause severe problems for persons with asthma, allergies and chemical sensitivities. To achieve this goal a Scent-Free Policy is in effect for all Eastern Health Buildings. All persons are advised to use fragrant-free personal care products.   Eastern Health is committed to using environmentally friendly products.
Students are expected to follow this policy and are not to wear scented products in any clinical setting or while in Southcott Hall or Miller Centre Buildings.

CRITERIA FOR SCHOLARSHIPS AND AWARDS

1. CARMELITA COADY SCHOLARSHIP

A scholarship is awarded annually by the Congregation of the Sisters of Mercy to a student in the Practical Nursing Program at the Centre for Nursing Studies (CNS). The scholarship will be awarded during the official graduation ceremonies of the Practical Nursing Program.

The CNS shall recommend one candidate based on the following criteria:

- Successful complete the PN Program.
- Demonstrate academic excellence (minimum cumulative average of 80%).
- Participate in extracurricular activities within the Practical Nursing Program, within the Centre for Nursing Studies, and/or within the community.
- A written personal statement from the candidate outlining (maximum of 250 words):
- The candidate's involvement in the Practical Nursing Program, within the Centre for Nursing Studies, and/or within the community.
- Why the candidate believes he/she is a good candidate for the scholarship.
- Sources of external funding (bursaries, scholarships, loans, etc.) the candidate is receiving while in the program.

Selection Process

The selection of the scholarship recipient will be made by a Review Committee of 3-4 faculty who have taught in the Practical Nursing Program.

2. CLINICAL EXCELLENCE AWARDS – TWO AWARDS

An award is presented at graduation by the **Centre for Nursing Studies** to a student who has demonstrated ongoing excellence in the Nursing Practice Courses. Students are nominated by clinical faculty at the end of each clinical rotation. All nominations are reviewed by the Program Coordinator at the completion of the preceptorship and a candidate is then selected.

An award is presented at the graduation by the **College of Licensed Practical Nurses of Newfoundland and Labrador** to a student who has demonstrated ongoing excellence in the Nursing Practice Courses. Students are nominated by clinical faculty at the end of each clinical rotation. All nominations are reviewed by the Program Coordinator at the completion of the preceptorship and a candidate is then selected.

3. ACADEMIC EXCELLENCE AWARDS – TWO AWARDS

An award is presented at graduation by the **Centre for Nursing Studies** to a student who has demonstrated ongoing academic excellence over three terms. All academic records are reviewed by the Program Coordinator at the completion of term three and the candidate with the highest overall academic achievement is identified.

An award is presented at graduation by **College of Licensed Practical Nurses of Newfoundland and Labrador** to a student who has demonstrated ongoing academic excellence over three terms. All academic records are reviewed by the Program Coordinator at the completion of term three and the candidate with the second highest overall academic achievement is identified.

4. MARILYN MEADUS MEMORIAL AWARD

A scholarship is awarded annually by friends and colleagues in memory of Marilyn Meadus, LPN. This award will be presented to the graduate who exemplifies astute awareness of meeting physical, emotional and spiritual needs of patients, clients and their families.
Selection Process

1. Candidates will be recommended by a fourth semester clinical faculty member.
2. Recommended candidates will provide a brief statement (250 words maximum) on the topic: The Nurse-Client/Patient Relationship – What it Means to Me.
3. The applications will be reviewed and the award winner selected by the Non-Degree Program Committee.

STUDENT HANDBOOK
APPENDIX B

CNS CLINICAL INCIDENT REPORT

To be completed by faculty for student incidents and submitted to the PN Program Coordinator.

Date of Incident _____   Course _____
Clinical Area in which the incident occurred _____

Student: _____
Faculty: _____

Type of Incident: _____   Drug Error _____   Treatment Error _____   Fall ___
Other ___ (please specify) _____ _____

Description of the Incident (include a precise description of the event; client's immediate reaction, if any; person(s) advised of incident; where/ how incident was recorded; outcome)

_____
_____
_____
_____
_____
_____
_____

Summary of Student Interview and Recommendations Made

_____
_____
_____
_____
_____
_____
_____
_____

STUDENT HANDBOOK
APPENDIX C

CHARACTERISTICS OF THE GRADUATE

The Practical Nursing (PN) Program is designed to prepare graduates to provide care that is based on knowledge acquired from the biological, behavioral, social and nursing sciences, to clients across the lifespan within various health care settings. PN graduates are prepared to function as direct caregiver, client advocate, teacher/mentor, facilitator, accountable practitioner and advocate for the continued professional development of the licensed practical nurse. PN graduates have acquired the competencies which include nursing knowledge, skills, attitudes and judgment that are essential to:

1. Practice 'caring' as an integral dimension for nursing.
2. Develop an approach to care that is empirically sound and acquired from nursing, sciences and the humanities.
3. Practice holistic nursing in a non-judgmental manner within various health care settings to meet the needs of individuals, families, groups and communities.
4. Practice nursing within the legal, ethical and professional standards directed by the regulatory/licensing body and the employment agency.
5. Practice nursing in a collaborative and cooperative partnership by respecting the contributions of each professional, to ensure safe and competent care.
6. Practice at own level of competence and recognize when to seek guidance regarding care that is beyond individual level of competence.
7. Apply critical thinking and clinical reasoning for decision-making to assist individuals, families, groups and communities to attain and maintain optimal health and independence.
8. Apply leadership practices to promote and improve health care within society.
9. Engage in lifelong learning for professional growth and maintaining standards of practice.
10. Recognize the importance and contributions of practical nurses in global health issues.
11. Accept responsibility for the promotion of change in relation to biological, social, political, cultural and environmental factors.