



PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

2023 - 2024

Copyright Notice and Disclaimer

The information contained in this work is the exclusive property of the Centre for Nursing Studies (CNS). This work is protected by Canadian copyright law. Except as otherwise provided for under Canadian copyright law, no part of this work may be reproduced or transmitted for any purposes, in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, except as expressly permitted in writing by the CNS.

TABLE OF CONTENTS

	PAGE
1. GENERAL ACADEMIC & INSTRUCTIONAL RESOURCES	
1.1 Message from the Centre for Nursing Studies	7
1.2 CNS Mission, Vision and Values	7
1.3 CNS Programs	8
1.4 PN Program Academic Diary 2023-2024	8-10
1.5 PN Program Contact Information	11
1.6 Financial Information Governing Fees and Receipts.....	11-13
1.7 Registration Procedures	13
1.8 Student Services	
1.8.1.Access to the CNS	13
1.8.2.Classrooms.....	13-14
1.8.3.Learning Resource Centre and Computer Lab.....	14-16
1.8.4.Instructional Resource Centre.....	16-18
1.8.5.Guidance and Counselling	18-19
1.8.6.Academic Accommodations	19
1.8.7.Academic Advising.....	19
1.8.8.Student Health.....	19
1.9 Class Executive, Student Organizations and Representation on CNS Committees	19-20
1.10 Awards	21
2. PRACTICAL NURSING PROGRAM INFORMATION	
2.1 The CNS Practical Nursing Program: An Overview	21
2.2 Program Approval.....	21
2.3 Mission.....	21
2.4 Program Description	
2.4.1 Philosophy.....	22
2.4.2 Practical Nursing Program Conceptual Framework	22-26
2.4.3 Conceptual Framework Schemata	26
2.4.4 Statement of Program Objectives	26-27
2.4.5 Classroom Etiquette	27-28
2.4.6 Policy: Missed Labs.....	28

TABLE OF CONTENTS

	PAGE
3. PROGRAM REGULATIONS	
3.1 Promotion Regulations.....	28-29
3.2 Supplementary Examinations	29-30
3.3 Course Sequencing and Pre-Requisites	30
3.4 Waiver of Program Regulations.....	30
3.5 Evaluation	30
3.6 Examinations (Term Tests, Midterm and Final Exams)	
3.6.1 Scheduling of Examinations.....	31
3.6.2 Regulations Governing Writing of Examinations	31
3.6.3 Student Feedback Following Examinations	31
3.6.4 Access to Final Examination	31
3.6.5 Re-reading of Final Examination	32
3.6.6 Route for Questioning Grades	32
3.7 Deferred Examinations	33
3.8 Extension of Deadlines for Assignments	33
3.9 Release of Grades	33
3.10 Guidelines for Students Returning to the Program Following A Period of Absence	33
3.11 Student Guidelines for Resolution of Conflicts	34-35
3.12 Formal Procedure of Student Complaints.....	35-36
3.13 Professional Misconduct.....	36-37
3.14 Credit Recognition	37
3.15 Graduation Requirements	38
3.16 Criteria for Writing the Canadian Practical Nurse Registration Examination	38
3.17 Transfer to Partner Site Delivering the PN Program	38

TABLE OF CONTENTS

	PAGE
4. CLINICAL POLICIES AND GUIDELINES	
4.1 Introduction.....	39
4.2 Clinical Placements and Scheduling.....	39
4.3 Clinical Agency Policy Guidelines.....	39
4.4 Clinical Orientation	40
4.5 Registration and Clinical Start Dates.....	40
4.6 Clinical Absenteeism	40-41
4.7 Reporting of Absenteeism	41
4.8 Accountability	41
4.9 Preparation for Clinical Assignment	42
4.10 Co-assignment	42
4.11 A. Confidentiality	42
B. WHMIS.....	42
4.12 Personal Health Information Act (PHIA).....	42
4.13 Evaluation of Student Performance.....	42
4.14 Medication Administration in Nursing Practice Courses	43
4.15 Transcription of Orders	44
4.16 Remedial Labs	44
4.17 Meditech Password Policy	44-45
4.18 CPR (Level HCP) For Health Care Providers and FA Requirements.....	45
4.19 Pre-Clinical Requirements	45-46
4.20 Valuables in the Clinical Setting	46
4.21 Clinical Incident Report	47
4.22 Students at Risk of Clinical Failure or Deemed Unsafe.....	47-50
4.23 Clinical Dress Code.....	50
A. Personal Grooming.....	51-52
B. Clinical Uniform Attire	52
C. Clinical Equipment.....	52
D. Identification	52
E. Non-Uniform Attire.....	52
4.24 Cell Phones in Clinical	53

TABLE OF CONTENTS

	PAGE
5. ADDITIONAL INFORMATION AND RESOURCES	
5.1 Cancellation of Learning Experiences Due to Inclement Weather.....	53
5.2 Course Evaluations	53
5.3 Identification	54
5.4 Student Records	
5.4.1 Files.....	54
5.4.2 Access	54
5.4.3 Use of Student Papers/Projects	54
5.5 Transcripts.....	54
5.6 Change of Name and Address.....	54
5.7 Lockers and Securing Valuables.....	55
5.8 Communications	
5.8.1 Mail Services	55-56
5.8.2 Email	56
5.8.3 Telephone.....	56
5.8.4 Bulletin Boards	56
5.9 Transportation	56-57
5.10 Food Services.....	57
5.11 Parking	57
5.12 Smoking Regulations	57
5.13 Fire Safety.....	58
5.14 Emergency Preparedness	58
5.15 Scent Free Guidelines	58
 APPENDICES	
APPENDIX A: Criteria for Awards	59-60
APPENDIX B: CNS Clinical Incident Report.....	61-62
APPENDIX C: Characteristics of the Graduate	63
APPENDIX D: Nursing Society Constitution.....	64-72

1. GENERAL ACADEMIC AND INSTRUCTIONAL RESOURCES

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 NL Health Services (NLHS) 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 domains of scholarship.

Our Vision

Excellence and leadership in nursing education, innovation, partnerships, research and other domains of scholarship.

Our Values

Collaboration

We value collaboration as the guiding principle in our approach to education, research and other domains of scholarship, practice, and international programming.

Diversity

We embrace diversity and foster equity and inclusion within a culturally safe environment for students, faculty, staff, and partners.

Excellence

We commit to excellence in the delivery of student-centered nursing programs that prepare the highest quality practitioners and leaders.

Professionalism

We embody professionalism and the highest standards of integrity, ethical behavior, accountability, and transparency.

Respect

We create respectful and psychologically safe teaching and learning environments with students, faculty, staff and partners.

1.3 CNS PROGRAMS

The CNS offers a Bachelor of Science in Nursing (Collaborative) Program and a Practical Nursing Program. The Bachelor of Science in Nursing (Collaborative) Program is offered in partnership with Memorial University Faculty of Nursing and Western Regional School of Nursing. The Nurse Practitioner Program is offered through Memorial University Faculty of Nursing at the Masters level. Faculty members at the CNS teach the Nurse Practitioner courses as part of its partnership with Memorial University Faculty 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 2023-2024

NOTE: Dates noted in the Academic Diary are accurate at time of print; however, dates are subject to change. Any alterations that occur after publication will supersede what is in print. Students will be given prior notice if any changes are to occur.

CLASS OF 2025

Semester I (15 weeks)

SEPTEMBER 5- DECEMBER 22, 2023	
September 4	Labour Day
September 5	Registration and fees payment 9:00 a.m.
September 15	Deadline for fees payment
September 15	Last date to receive 100% tuition reimbursement
September 29	Last date to receive 50% tuition reimbursement
September 29	No tuition reimbursement after this date
October 2	National Truth and Reconciliation Day being observed
October 9	Thanksgiving Day
October 9 and 10	Mid-term break [MTB]
October 11	Lectures resume
November 13	Remembrance Day being observed
November 24	Classes end for semester one

November 27 – December 1	Final exams
December 4-9; 11-15; 18 & 19	CN101
December 7 and 8	Supplementary exams
December 22	Christmas break begins

Semester II (15 weeks)

JANUARY 3 - APRIL 14, 2024	
January 3	Classes begin for semester two
January 12	Deadline for fees payment
January 12	Last date to receive 100% tuition reimbursement
January 26	Last date to receive 50% tuition reimbursement
January 26	No tuition reimbursement after this date
February 19 - 23	Mid-term break [MTB]
February 26	Resume lectures
March 29	Classes end for semester two
April 1-5	Final exams
April 11 and 12	Supplementary exams
April 8-12	Spring break

Semester III (12 weeks)

APRIL 15 – July , 2024	
April 15	Classes begin for semester three
April 26	Deadline for fees payment
April 26	Last date to receive 100% tuition reimbursement
May 10	Last date to receive 50% tuition reimbursement
May 10	No tuition reimbursement after this date
May 20	Victoria Day
June 14	Classes end for semester three
June 17-21	Final exams
June 24-28; July 2-5; 8-12	CN307
June 27 and 28	Supplementary exams
July 1	Canada Day Holiday
July 15 to September 3	Summer break

CLASS OF 2024**Semester IV (15 weeks)**

SEPTEMBER 5- DECEMBER 20, 2023	
September 4	Labour Day
September 5	Semester four begins
September 15	Deadline for fees payment
September 15	Last date to receive 100% tuition reimbursement
September 29	Last date to receive 50% tuition reimbursement
September 29	No tuition reimbursement after this date
October 2	National Truth and Reconciliation Day being observed
October 9	Thanksgiving Day
October 9 and 10	Mid-term break [MTB]
October 11	Lectures resume
November 13	Remembrance Day being observed
November 24	Classes end for semester four
November 27 – December 1	Final exams
December 4-9; 11-15; 19 & 20	CN406
December 7 and 8	Supplementary exams
December 22	Christmas break begins

Semester V (15 weeks)

JANUARY 3 - APRIL 14, 2024	
January 3	Semester five begins
January 12	Deadline for fees payment
January 12	Last date to receive 100% tuition reimbursement
January 26	Last date to receive 50% tuition reimbursement
January 26	No tuition reimbursement after this date
January 3- April 14	Clinical rotations: CN 501, CN 502, CN 503 Schedule: TBA

1.5 PN PROGRAM CONTACT INFORMATIONDirector

Dr. Kathy Watkins (kwatkins@mun.ca) Office 1030 777-8161

Associate Director – Non-Degree Programs

Natasha Fulford (natasha.fulford@mun.ca) Office 1035 777-8173

Coordinator – PN Program

Denise Miller (denise.miller@mun.ca) Office 1027 777-8181

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 V 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 2022-2024**. 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 Lab, and Nursing Labs
- **Second Floor** - Conference rooms, Nursing Society 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 – Executive Assistant to the Director, 10th Floor, Room 1031
- 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 the 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 – 1600 Monday to Friday. These hours are decreased at the end of April. Please check with the LRC or visit our website at <https://cns.easternhealth.ca/resources/learning-resource-centre-lrc/> for exact hours of operation.

To Contact Us:

Circulation Desk - 777-8192

Reference/Admin - 777-8189

Computer Lab - 777-8194

E-mail: karen.hutchens@mun.ca; lindsay.porter@mun.ca

LRC General Policies

Policies 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 Food.
- 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. It 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 by contacting Carly Collins in 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 Instructional Resource Centre (IRC) provides opportunity for simulated learning in both psychomotor competencies and interpersonal skills. The IRC team consists of the IRC Coordinator, Simulation Lead and designated lab faculty. Faculty offices are located on ninth floor of Southcott Hall.

Facilities and Equipment Available

The IRC lab rooms are 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 valuable resources for student practice and simulation use. There is one high fidelity simulator, as well as three medium fidelity simulators and various task trainers.

Lab Policies

Students must comply with the following lab policies or they may be asked to leave the lab setting.

- Students must dress professionally for lab activities.
- In order to avoid congestion in the lab and outside the lab rooms, students **MUST** keep coats and book bags in their lockers. **Students must not sit or leave personal belongings in the corridor outside the lab rooms, in chairs, or by elevators, as this poses a safety risk.**

- Students may bring water in lab rooms, but no coffee cups or food are permitted.
- Lab rooms and stations must be tidied before leaving the room.
- Students must come prepared for their lab.
- Students must carefully handle and respect the lab equipment.
- Cell phones, smart watches and any other types 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. Please refer to your course outline for required dress.

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. In order to accommodate all students prior to lab practicums, students are required to sign up for practice times. Practice room request forms are located on the 9th floor adjacent to the IRC Coordinator's office.

Lab Supplies

Students must bring lab kits to required labs. Please do not discard any reusable materials/supplies in the lab. Students should return all supplies to the original package once they 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 or other provided lab equipment.

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.

Policies for Borrowing and Lending of Equipment

Students must fill out a lab equipment request form located adjacent to the IRC Coordinator's office and submit the form to the IRC Coordinator. The form should be submitted 24 hours before the equipment is needed. Equipment can be borrowed for one night during weekdays and must be returned by 0900 the following morning. Students who borrow equipment on Fridays may keep it for the duration of the weekend. Students may be able to sign out equipment for a longer period depending on demand for the item at that time. Students take responsibility for the safe return of equipment. If the equipment is damaged or lost, the student may have to replace that item.

Missed Labs

Students are expected to attend all scheduled psychomotor skills labs. Missed labs will not be repeated. Students who miss labs are expected to notify lab faculty and review lab content independently.

1.8.5 Guidance and Counselling

Guidance and Counselling services are provided by a qualified Guidance Counsellor and are 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.

Group sessions will be advertised on student bulletin boards and via email. 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 the 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 an equitable, accessible and collaborative educational environment. Accommodation refers to a change in academic procedures specific to teaching and/or evaluation that supports the learning needs of a student, without compromising the academic integrity of the program.

Students should contact the CNS Guidance Counsellor at dawn.lanphear@mun.ca, with supporting documentation in a timely manner to make a request for accommodation, request a change in accommodation, and/or to access services or agencies available in the community.

Students must discuss their academic accommodation need(s) with faculty in relation to the requirements of a course.

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 (Appendix D: Nursing Society Constitution). 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 AWARDS

A number of scholarships or awards are available to students in the PN Program. Each or award requires either application by the student or nomination by faculty. The NDPC is responsible for determining award winners based on the selection criteria as identified in Appendix A. The awards include:

- Isabel Woodford Memorial Award in Nursing
- Clinical Excellence Awards
- Academic Excellence Awards
- Marilyn Meadus Award

2. PRACTICAL NURSING PROGRAM INFORMATION

2.1 THE CNS PRACTICAL NURSING PROGRAM: AN OVERVIEW

The Centre for Nursing Studies (CNS) is the lead institution for the delivery of the Practical Nursing Program (PNP) in Newfoundland and Labrador (NL). The College of the North Atlantic offers the PNP at several of its campuses based on the needs of Regional Health Authorities.

The PNP is delivered over five semesters. The PNP commences in September of each academic year. Upon successful completion of all program requirements, graduates write the Canadian Practical Nurse Registration Examination (CPNRE). Success in the CPNRE 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 PNP meets specified educational standards. Every five years, CLPNNL uses an Approval Process for evaluating the PNP against these standards. The PNP has successfully achieved maximum Approval from CLPNNL since its inception.

2.3 MISSION

The PNP will incorporate a variety of teaching-learning modalities to prepare graduates to practice in a professional, safe, competent, compassionate, and ethical manner, in an ever-changing health care environment. Utilizing the art and science of nursing, faculty will engage, facilitate, and prepare graduates to acquire and demonstrate knowledge, skills, leadership, critical inquiry, and clinical judgement, required of an entry-level graduate to care for individuals, groups, families and communities.

2.4 PROGRAM DESCRIPTION

2.4.1 Philosophy

Practical nurses are integral and valued members of the nursing profession and the healthcare team. The Practical Nursing Program (PNP) is grounded in theory, research and knowledge derived from the biopsychosocial, spiritual and nursing sciences. Practical nurses are cognizant of the client's individuality, diversity and environmental uniqueness when collaborating with the healthcare team to assess, plan, implement and evaluate client care. They also care for clients across the lifespan and provide competent, compassionate, safe and ethical care using critical inquiry and clinical judgement.

A fundamental principle of the PNP is that health is manifested by the extent to which an individual or group is able to achieve goals, meet needs, and respond to internal and external environmental factors. On the continuum, health and wellness is viewed as a dynamic process influenced by interactions between individuals, families, communities and society. A client's response to those interactions is unique, situational, contextual, and manifested in an evolving level of health on the wellness-illness and developmental continua.

A foundational core concept of the PNP is 'caring'. Practical nurses utilize the nursing process, evidenced-informed practice, interprofessional collaboration, organizational policies, and technology, to deliver quality client-centered care. Further, practical nurses empower clients to be active participants in plans of care. As care providers and advocates for clients, practical nurses apply competent nursing judgment to promote, maintain and restore optimal health, prevent illness and/or injury, and provide palliation. Practical nurses also contribute to quality improvement initiatives in collaboration with the healthcare team. Providing care for clients in compliance with the code of ethics, scope of practice and standards of practice that are established by a regulatory/licensing body and the employing agency, is an essential underpinning of the PNP.

Through the utilization of the teaching-learning process, faculty and students engage in a respectful, interactive and reciprocal relationship whereby knowledge, competency and professionalism are acquired. It is recognized that learning is a unique experience for each student and is influenced by individual learning styles, values, life experiences and readiness to learn. Learning is self-directed and it is the responsibility of the student. Learning occurs from formal and informal study, mentorship, role modeling and experience. It is facilitated by an atmosphere that is student-centered and fosters caring, independence, critical inquiry, clinical judgment, and creativity. It is incumbent upon the practical nurse to acquire the knowledge to provide safe and competent care, and to commit to lifelong learning and ongoing professional development. Collaborative learning facilitates interprofessional understanding, fosters effective team functioning and enhances leadership development.

2.4.2 PRACTICAL NURSING PROGRAM CONCEPTUAL FRAMEWORK

The components included in the conceptual framework reflect the mission and values of the Centre for Nursing Studies, the mission of the Practical Nursing Program (PNP). The conceptual framework functions as a guide to develop nursing curriculum and learning outcomes, and determines the sequential delivery of courses that provide meaningful learning experiences for practical nursing students.

Nursing Process

The curriculum is guided by the Nursing Process. The Nursing Process provides a systematic guide for nurses to deliver a holistic approach to nursing care with the goal of optimizing client outcomes. It consists of five steps that includes assessment, diagnosis, planning, implementation, and evaluation. The first step is assessment of the health concern which leads to the development of a nursing diagnosis. Once the diagnosis has been identified, a plan of care is developed and implemented. Finally, an evaluation of the plan is completed to determine its success. If unsuccessful, the steps of the nursing process are reviewed and evaluated until the required plan of care is achieved. The nursing process requires critical thinking, clinical judgment, collaboration, communication, and critical reflection to provide evidence-informed nursing care to individuals, families, groups and communities.

The Conceptual Framework is further guided by the Metaparadigm Concepts of Nursing that includes Person, Environment, Health, and Nursing. All components included in the Conceptual Framework will be incorporated in various courses in the PNP, to adequately prepare practical nurses to meet the required program outcomes, entry-level competencies and standards of practice. The broken lines within the framework represents the interconnectedness to each other and to the overarching metaparadigm concepts of person, environment, health and nursing.

Metaparadigm Concepts

Person

This metaparadigm views the person as an individual. Each individual is a holistic make-up of the biopsychosocial, cultural and spiritual dimensions. 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. It is important to acknowledge the rights of all individuals regardless of their diverse values, beliefs and culture. The curriculum includes content specific to culture, gender, sexual orientation and vulnerable populations, necessary for practical nurses to identify specific health-related needs through the lens of the determinants of health, social justice and population health.

Environment

The environmental aspect of the metaparadigm centers on the physical, economic, emotional, ecological dimensions, social surroundings, and societal beliefs, which interact to shape and influence the health of individuals and populations. Environments are fluid and subject to have positive and negative changes. The construct and maintenance of positive environments, that promote well-being and empowerment, are influenced by health care advocates.

Health

The meaning of health for an individual is shaped by one's personal belief system, values and attitudes. The health and well-being of an individual is always in a state of flux, and is represented on the health-illness continuum. The construct of health is further shaped by knowledge, culture, environment and developmental maturation. Health is viewed as a resource for everyday life where there is emphasis on the individual's social, physical and spiritual dimensions, as well as their functional capabilities.

Nursing

Nursing is viewed as an art and a science that consists of knowledge derived from theory, research and other disciplines. As a practice discipline, nursing provides a humanistic approach to care. Nurses apply the skills of communication, collaboration, professional and clinical judgment and evidence-informed practice to promote, maintain and restore health in partnership with persons, families, groups and communities. The practice of nursing encompasses the four metaparadigm concepts of person, environment, health and nursing.

Student

The student is central to the conceptual framework. Each student is viewed as an individual with unique learning needs. Faculty support and facilitate the learning of each student. After completing the PNP, the students are prepared for entry-level practice.

Curriculum

The curriculum prepares the student to sequentially acquire the knowledge and competencies required for entry-level practitioners, to meet the changing needs of healthcare environments. The curriculum is evidence-informed and incorporates a variety of methodologies to guide the delivery of theoretical, lab and clinical concepts. The curriculum prepares the student to function as a direct caregiver, client advocate, teacher/mentor, leader, and an accountable practitioner who is committed to continued professional development.

The curriculum is based on the belief that lifelong learning is essential for maintaining competencies and professional development. Students are prepared to assume responsibility and adhere to the ethical and professional standards of practice established by regulatory/licensing bodies, as beginning practitioners. They are also prepared and encouraged to engage in continuous learning opportunities. A commitment to ongoing learning is best facilitated by recognition of prior learning and by the creation of a learning environment that is student focused, and fosters critical thinking, critical inquiry, creativity

and independence. Students engage in a myriad of learning opportunities to acquire the knowledge, skills, attitudes and judgments required for entry-level practice.

Teaching/Learning

Through the teaching and learning process, students of the PNP acquire the knowledge and skills to guide nursing practice as competent practitioners. Using Bloom's Taxonomy, the curriculum concepts will be organized and leveled for each semester. Students will be provided opportunities to apply learned concepts in a variety of situations.

The teaching and learning process is dynamic, reciprocal, and a shared partnership between the student and faculty. Faculty provide learning opportunities through a variety of educational strategies that are creative and student centered. Through academic expertise, professional leadership, and a humanistic, caring approach, faculty foster a supportive teaching and learning relationship. 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 self-discovery. The partnership between the faculty and the student enables both participants to engage in a collaborative relationship that leads to the achievement of program outcomes and readiness for practice.

The faculty-student partnership is developed and nurtured in an environment of professional caring. Essential components of professional caring include engagement in therapeutic nurse-client relationships, and demonstration of safe, competent, compassionate and ethical practice.

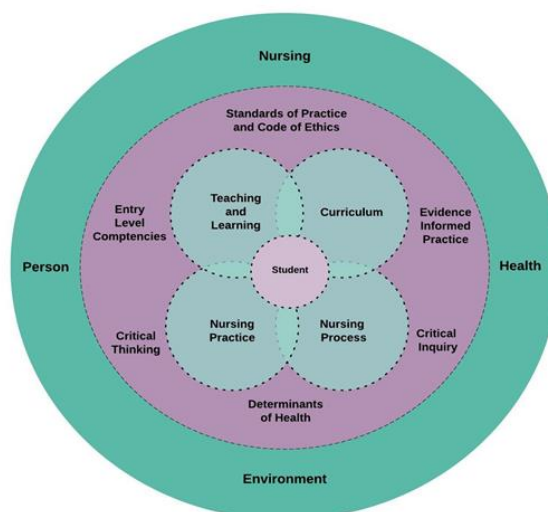
Nursing Practice

Nursing practice requires the application of knowledge, skills and values combined with the requisites of self-confidence, compassion, critical thinking and inquiry, clinical judgment, and technological supports to provide evidence-informed care to individuals, families, groups, and communities across the continuum. The goal of nursing practice is to maximize the ability of individuals to attain and maintain optimal health and independence and involves collaboration with individuals, healthcare teams and community groups. Practical nurses incorporate evidence-informed practice when developing plans of care to ensure the appropriate level of assistance and support is provided. Practical nurses also assess and address the fundamental factors that impede health equity in relation to the social determinants of health when developing plans of care.

Nursing practice involves the coordination of health care services by incorporating interprofessional communication, collaboration, and leadership in all practice settings for the purposes of health promotion, maintenance, restoration, illness prevention, rehabilitation and palliation. Nursing involves caring for and about people. Caring in nursing is a commitment to the enhancement, protection, and well-being of others. Reflective practice is key to nursing and involves evaluation of one's own practice, clinical knowledge, critical thinking and clinical judgment abilities, and is essential for advancing nursing as a profession.

Students function both independently and interdependently as members of the interprofessional healthcare team. They are prepared to provide individualized nursing care by drawing on knowledge acquired from nursing, science, and the humanities. Students apply the nursing process as the primary problem-solving approach to determine and prioritize client care while taking into consideration the predictability, acuity, and complexity of the client's health status. Students learn to empower clients and or caregivers to be active participants in the decision-making processes.

2.4.3 Conceptual Framework Schemata



2.4.4 Statement of Program Outcomes

Program Outcomes are statements that describe the expectations that students must achieve by the end of their program. Program Outcomes encompass the skills, knowledge, and attitudes that students are expected to build upon throughout the PNP. Upon completion of the PNP, and having achieved the program outcomes, students demonstrate readiness for entry-to-practice.

Upon successful completion of the Practical Nursing Program graduates will:

1. Demonstrate accountability by practicing safe, competent, and ethical nursing care in accordance with legislation, standards of practice, and organizational policies.
2. Demonstrate critical thinking, critical inquiry and clinical judgment when assessing, planning, implementing, and evaluating plans of care for clients to achieve optimal health.
3. Incorporate evidence-informed practice in collaboration with the healthcare team to advocate for changes that promote optimal health and well-being of clients, caregivers, groups and communities.
4. Apply the nursing process to provide culturally safe care for all individuals, groups and populations across the lifespan.
5. Identify individual personal values, biases, and assumptions and understand their impact when engaging with clients, caregivers, healthcare team, groups and communities.

6. Establish therapeutic and collaborative relationships with clients, caregivers, healthcare team, groups and communities, through effective communication.
7. Advocate for equal access to care, treatment, and resources for marginalized populations.
8. Demonstrate formal and informal leadership in the healthcare environment.
9. Participate in quality improvement and risk management initiatives that promote safe practice environments.
10. Promote a culture of civility and respect in workplace environments.
11. Engage in life-long learning opportunities to enhance personal and professional growth, maintain standards of practice, and continuing competence.
12. Participate in emergency preparedness and disaster management.
13. Demonstrate an understanding of the impact of global health on individuals, environment, community and nursing.

2.4.5 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 anticipate 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.

Endorsed by Nursing Society, Centre for Nursing Studies

2.4.6 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) Three supplementary examinations can be written in the program, with no more than two supplementary exams written in a given semester.

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 1.6 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, IV 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 I in Semester I, are eligible to register for N209 Anatomy and Physiology II and N210 Health Assessment. Students who are unsuccessful in N109 Anatomy and Physiology I cannot register for N210 Health 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 2023-2024, p. 8). 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 with Vulnerable Sector Check; e) updated references; and f) Child Protection Record.
- c) All regulations outlined in the current PN Student Handbook (2023-2024) 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 STUDENT GUIDELINES FOR RESOLUTION OF CONFLICT

Conflict resolution is an essential element of a healthy school environment. Professional and ethical conduct is an expectation of every person at the Centre for Nursing Studies (CNS), whether it be during interactions between student-faculty and student-student, and including all other interactions when representing the CNS. Should students have concerns about the performance or actions of a student or faculty member, students are expected to initially approach the individual with whom they have concerns as a first step in reaching a resolution.

The following guidelines are intended to facilitate the resolution of conflicts. If a student has concerns regarding a course, student, or faculty member, these guidelines should be followed.

Student to Student Conflict

1. Discuss the concern with the other student. Should a student express their inability to meet with the other student directly, the student should consult with the Course Leader and/or Program Coordinator.
2. If the concern is not able to be resolved with the other student, the student should then consult with the Course Leader and / or Program Coordinator.
3. If the concern is not able to be resolved after meeting with the Course Leader and / or Program Coordinator, the student should then address the concern with the Program Associate Director.
4. Students who perceive that they require assistance with communication and/or conflict management techniques may seek the services of the Guidance Counsellor prior to meeting with the other student.

Student to Faculty Conflict

1. Discuss the concern with the faculty member. Should a student express their inability to meet with the faculty member directly, the student should consult with the Course Leader and/or Program Coordinator.
2. If the concern is not able to be resolved after meeting with the Course Leader and / or Program Coordinator, the student should then address the concern with the Program Associate Director.
3. If the concern is not able to be resolved after meeting with the Program Associate Director, a meeting with the Director would be required. A summary record of the concern and efforts made to find a resolution will be provided to the Director prior to the meeting with the student.
4. If a student has a concern related to the Program Associate Director, the student should contact the Director.
5. If a student has a concern related to the Director, the student should contact the NLHS Vice-President responsible for the CNS.
6. At any point in this process, the student may have another student present as a support person. Any student choosing to do so will be notified at the beginning of the meeting that the confidentiality which normally prevails in student/faculty discussions cannot be guaranteed with a second student in attendance.

7. 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.

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

The Centre for Nursing Studies has a responsibility to maintain a high level of academic and professional integrity. 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 PN program, all students are expected to follow a prescribed standard for professional and academic conduct (please refer to Policy 3.13 of the PN Student Handbook for additional information at <http://cns.easternhealth.ca>). When this standard is breached, the result is misconduct.

Academic/professional misconduct will not be tolerated and students will be subjected to disciplinary action. Disciplinary action could result in a penalty ranging from reprimand to dismissal, depending on the nature of the offense.

Some examples of academic/professional 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 others, institutional or personal property of others.
- c) Continued refusal to comply with directives of CNS administration/faculty, CNS policies and/or institutional policies of clinical practice.
- d) Chemical substance misuse.
- e) Conviction of a crime that relates adversely to the practice of nursing or to the ability to practice nursing.
- f) Engaging in unfit, incompetent or unsafe nursing practice such as:
 - Performance of unsafe or incompetent client 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 misuse.
- g) Non-compliance with the professional Code of Ethics (2013), and Standards of Practice for Licensed Practical Nurses in Canada (2020).
- h) Violation of patient confidentiality, through inappropriate written or verbal disclosure of client information outside the boundaries of professional communications.
- i) The use of loud, offensive, discriminatory or other kinds of verbal and non-verbal language that may cause or result in defamation of character and/or harm to other students, faculty, staff, clients or visitors at the CNS, within a clinical practice setting, via social media and/or electronic communications.

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 *successful* 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 they are currently attending six weeks prior to the end of a semester.
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 heather.reynolds@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. Final clinical placement decisions are determined based on various factors (i.e.: the number of placements allocated by agencies, etc.). Students wishing to submit clinical placement accommodations for travel must do so by e-mail to heather.reynolds@mun.ca Requests must include the student's full name, telephone number and the course name and number. Submitted requests will be considered however, cannot be guaranteed.

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). Continued or excess absence from scheduled clinical rotations due to illness or injury, requires medical documentation. Vacations will not be accepted as valid reasons for clinical absences. Regardless of the evidence provided to support valid clinical absenteeism, the student must successfully demonstrate achievement of the objectives of the clinical practice course. A student's absence from clinical opportunities can impact the amount and/or quality of information obtained to assess student progress and complete their evaluation.

Students who miss 10% or less of the required clinical hours for any clinical course will require **mandatory** make-up time of the clinical hours. The nature and schedule of the make-up time will be at the discretion of the Program Coordinator and/or Associate Director, in consultation with the course leader.

Students who miss more than 10% of the required clinical hours for any clinical course will be required to meet with the Program Coordinator and/or Associate Director to discuss available supports and the ability to provide make up clinical time. This will be determined on an individual basis.

Students who are required to make up clinical time, regardless of the circumstance, will be required to pay a fee of \$50.00 for each clinical make up day, prior to the start of the clinical make up time.

Students who demonstrate a repetitive pattern of absenteeism in clinical courses will be required to meet with the Program Coordinator to discuss available supports and identify strategies to promote attendance during clinical rotations.

Continued absence from clinical will result in a grade of “fail” for the clinical course.

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 NLHS. The session is offered at the beginning of Semester One and must be completed by **Friday, September 22nd**.

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 22nd**.

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 V. In CN501 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 CN501 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 Antithrombotics (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 NLHS 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 NLHS. 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 Nicki Randell at 777-8144 or email heather.reynolds@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 Nicki Randell, Office 914, 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 BASIC LIFE SUPPORT (BLS CERTIFICATE) FOR HEALTH CARE PROVIDER AND FIRST AID REQUIREMENTS

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

Examples of companies that provide these courses are St. John Ambulance, Canadian Red Cross, and Lifesaving Society. A BLS (Provider) certificate, 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. Courses have to be a direct delivery model or a blended model where skills are practiced hands on with supervision.

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 the student's 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.

The following pre-clinical requirements must be submitted before clinical begins.

PRE-CLINICAL REQUIREMENTS:

- ☐ Criminal Records Screening Certificate.
- ☐ Vulnerable Sector Check
- ☐ Up to date immunization status:
 - ☐ Tuberculin Testing
 - ☐ DPT (Diphtheria, Polio, Tetanus)
 - ☐ MMR (Measles, Mumps, Rubella)
 - ☐ Varicella (Chickenpox)
 - ☐ Hepatitis B
- ☐ Standard First Aid Certificate
- ☐ Basic Life Support (BLS) or CPR-HCP

Hepatitis B Vaccine

It is recommended that all PN students be immunized against hepatitis. Two- three doses of the vaccine may be required.

Varivax

Students who are “varicella non-immune”, as demonstrated by a non-reactive varicella titre are required to receive two Varivax vaccines.

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:

- ☐ First AID/CPR/HCP expiry date: First Aid (3 years) and CPR/HCP (1 year).
- ☐ Code of Conduct and Vulnerability Sector Check: expiry (6 months).
- ☐ Two Step TB Testing – Required to complete Step One before returning.
- ☐ Fit Testing – Required before returning: expiry (3 years).

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 Non-Degree Programs Clinical Incident Form (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 they progress 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 they have 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 their performance places them or another individual at risk for, or actually cause's 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 them 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 their 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 the criteria will be outlined in the Learning Plan (e.g., removal from clinical unit or failure of the course).
7. Informs the student that their 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 they have read the document. The student's signature does not mean that they agree with the documentation but that it was discussed with them.
3. Responds, in writing, to the documentation, if desired, within 48 hours of receiving the document. It is recommended that the student discuss their 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 their deficiencies to meet the competencies.
5. Acknowledges, in writing, that they are 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 they have read the document. The student's signature does not mean that they agree with the documentation but that it was discussed with them.
3. Responds, in writing, to the documentation, within 48 hours of receiving the document. It is recommended that the student discuss their 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 their 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 they are 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 them 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. Personal Grooming

In keeping with principles of infection control and a professional image, the following guidelines apply to personal grooming:

Hair: 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.

Make Up: An overall neutral look is permitted.

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

Jewelry: 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.
- In relation to body piercing, no other visible jewelry is permitted.**
Neutral solid spacers are permitted.
- Wrist or brooch style watch is permitted. Wrist watches must be removed during client care and when hand washing.

Perfumes/Scents: 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. Clinical Uniform Attire

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: The required uniform consists of a white top and 'Caribbean Blue' colour pants. 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 wear an official CNS photo ID at all times while attending NLHS sites, including Southcott Hall and clinical areas. 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.

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 their 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 Mail Services

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 not 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:

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

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. The completed application must be submitted to the Operations Office (Student Mailroom) by Friday, September 8 at 4 pm. The completed application must include: Student's Name, Present Address, Model and Color of Car, License Plate Number, indicate BScN or PN Student and Year. A random draw will occur and the names of the students receiving a permit will be posted on September 13 at 9 am. The payment of \$10 must be made by 4 pm on September 14. Cash payments can be made at the Operations Office (Student Mailroom). All other types of payments can be made at the Business Office on 10th floor at office 1032. These permits are good from September 18, 2023 to August 31, 2024. The CNS does not replace lost or misplaced parking permits.

Students who are not successful in obtaining a permit through the draw, will be able to purchase a parking permit at the Concord Parking office at the Health Science Centre at a cost of \$63.25. Students **MUST** have their CNS student ID in order to purchase this permit. Please note that the Concord Parking permits **CANNOT** be purchased until the week of September 11. These permits are good from the time of purchase to May 31, 2024. Ticketing in the student parking lot and 9M lot will not take place until September 18.

5.12 SMOKING REGULATIONS

NLHS 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 NLHS 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

As part of the CNS orientation, all students are required to complete the online module **Emergency Preparedness** and submit a screen shot/picture by **Friday, September 1st, 2022**, to Debra Green at **debra.green@mun.ca**.

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, **DIAL EXTENSION 2000** 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

NLHS 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 NLHS Buildings. All persons are advised to use fragrant-free personal care products. NLHS 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.**

STUDENT HANDBOOK APPENDIX A

CRITERIA AND AWARDS

1. ISABEL WOODFORD MEMORIAL AWARD IN NURSING

The Centre for Nursing Studies (CNS) shall recommend one recipient based on the following criteria:

- Successful completion of the Practical Nursing (PN) Program;
- Demonstrate academic excellence (minimum cumulative average of 80%) and clinical excellence;
- Participate in extracurricular activities within the PN Program, CNS, and /or community;
- A written personal statement from the student outlining (maximum of 250 words):
 - The student's active engagement within the PN Program, CNS, and /or community;
 - How the student has demonstrated strong leadership skills and initiative in the PN Program, previous educational experiences and / or community;
 - Why the student believes they should be chosen for the award.

Selection Process

The selection of the award recipient will be made by the Non-Degree Program Committee.

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 four 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 four 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 fifth 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
NON-DEGREE PROGRAMS CLINICAL INCIDENT FORM

Student Name:		Date:	
Student Number:		Course:	
Clinical Area:			
Agency Incident/ Occurrence Form Completed:		Yes	No

**Note: Client refers to client, patient, and resident.*

SECTION A: TYPE OF INCIDENT/ OCCURRENCE (Check Appropriate Box)

Medication Incident (complete Section B)	Infection Control Issue	Client Fall (witnessed by student)	Needle Stick Injury (requires referral to Occupational Health)
Breach of Policy/ Protocol	Breach in Confidentiality	Near Miss	Other (describe in Section C)

SECTION B: TYPE OF MEDICATION INCIDENT (Complete Only If Medication Incident)

Wrong Medication	Wrong Dose	Administered discontinued med
Wrong Client	Omission- Failure to Administer	Documentation Error
Wrong Time	Medication Already Given	Other (describe below)
Wrong Route	Administered a Held Dose	

SECTION C: DETAILED INCIDENT/OCCURRENCE DESCRIPTION

C-1 Description of the Incident/Occurrence (include a precise description including client's immediate reaction if applicable, person(s) advised of the incident, where/how the incident was recorded)

C-2 Description of client follow-up if applicable

C-3 Description of student follow-up if applicable (e.g., details of Occupational Health follow-up)

SECTION D: STUDENT REFLECTION ON INCIDENT/ OCCURRENCE

--

SECTION E: FACULTY COMMENTS

--

Academic Follow-up Required (e.g. student interview, learning plan, etc.)	Yes (If yes explain below)		No	

Student Signature:		Date:	
Faculty Signature:		Date:	

STUDENT HANDBOOK

APPENDIX C

CHARACTERISTICS OF THE GRADUATE

Upon successful completion of the Practical Nursing Program graduates will:

1. Demonstrate accountability by practicing safe, competent, and ethical nursing care in accordance with legislation, standards of practice, and organizational policies.
2. Demonstrate critical thinking, critical inquiry and clinical judgment when assessing, planning, implementing, and evaluating plans of care for clients to achieve optimal health.
3. Incorporate evidence-informed practice in collaboration with the healthcare team to advocate for changes that promote optimal health and well-being of clients, caregivers, groups and communities.
4. Apply the nursing process to provide culturally safe care for all individuals, groups and populations across the lifespan.
5. Identify individual personal values, biases, and assumptions and understand their impact when engaging with clients, caregivers, healthcare team, groups and communities.
6. Establish therapeutic and collaborative relationships with clients, caregivers, healthcare team, groups and communities, through effective communication.
7. Advocate for equal access to care, treatment, and resources for marginalized populations.
8. Demonstrate formal and informal leadership in the healthcare environment.
9. Participate in quality improvement and risk management initiatives that promote safe practice environments.
10. Promote a culture of civility and respect in workplace environments.
11. Engage in life-long learning opportunities to enhance personal and professional growth, maintain standards of practice, and continuing competence.
12. Participate in emergency preparedness and disaster management.
13. Demonstrate an understanding of the impact of global health on individuals, environment, community and nursing.

**STUDENT HANDBOOK
APPENDIX D**

**CENTRE FOR NURSING STUDIES
NURSING SOCIETY CONSTITUTION**

ARTICLE I: NAME, PURPOSE, MEMBERSHIP, AND AFFILIATIONS

Section 1: Name

- a. The name of this organization shall be the Centre for Nursing Studies Nursing Society hereafter referred to as the CNS Nursing Society.

Section 2: Purpose

- a. The Objectives of the CNS Nursing Society:
 - i. to promote interest in extracurricular nursing activities.
 - ii. within the limits of the society, to promote unity among the nursing student body and to act as a liaison between nursing students, faculty and other student organizations.
 - iii. to provide a medium through which students can express their opinions on issues in nursing.
 - iv. to encourage participation in professional and liberal education.
 - v. to enact events to encourage school spirit and morale.

Section 3: Membership

- a. Membership shall be open to students duly registered in the Bachelor of Science in Nursing (Collaborative) Program and the Practical Nursing Program at the Centre for Nursing Studies.
- b. Such students become, upon payment of the prescribed fee, members in good standing of the CNS Nursing Society.
- c. Members of MUN Faculty of Nursing (Nursing Society) and the Western Regional School of Nursing (Nursing Society) may attend meetings as non-voting participants, by invitation.
 - i. One member chosen by the MUN Faculty of Nursing Nursing Society may attend meetings, upon invitation by CNS Nursing Society, and be allowed to vote on exclusively collaborative events between MUN Faculty of Nursing and CNS sites.

ARTICLE II: ORGANIZATION

Section 1: Society Positions

- a. The student represented executive directors of the CNS Nursing Society shall be the President, Vice-President, Secretary, Treasurer, and CNSA Official Delegate.
 - i. Students holding the position of CNSA Official Delegate may also hold another executive position, including President, Vice President, Treasurer, or Secretary.
 - ii. Members holding executive positions of President, Vice President, Secretary, Treasurer, and CNSA Official Delegate are also given the role of student representatives of the CNS Academic Council.
 1. One (1) delegate from the acting executive shall attend each academic council meeting.
- b. The student represented officers of the CNS Nursing Society shall be the Charity Ball Coordinator, Associate Charity Ball Coordinator, MUNSU representative, and CNSA Associate Delegates (2).
 - i. Students holding these positions may simultaneously be executive directors in the event of being elected for multiple positions or by appointment by the President in the event no names are put forward for said positions.
- c. Other student-represented positions of the CNS Nursing Society shall be considered student affiliates. They include: the Shinerama Coordinator, Shinerama Associate Coordinator, CRNNL Student Representatives from each year of the Bachelor of Science in Nursing program, Undergraduate Studies Committee Student Representatives, Non Degree Programs Committee Representative, two Student Representatives from the 1st, 2nd, 3rd, and 4th year Bachelor of Science in Nursing classes, and two Student Representatives from each year of the Practical Nursing Program.
 - i. Students holding these positions may simultaneously be executive directors in the event of being elected for multiple positions or by appointment by the President in the event no names are put forward for said positions.
- d. Other represented positions of the CNS Nursing Society shall be the staff representative and faculty representatives, including a Bachelor of Science in Nursing representative and a Non-Degree Programs representative.

Section 2: Elections

- a. Elections for the following student-held positions shall take place the last week of September so that positions are elected by September 30th and ready to take office by October 1st: President, Vice President, Secretary, and Treasurer.

- i. Previous experience as a class representative is required of an individual to run as a candidate for the above-listed positions. Positions may be held by a BScN or PN Student.
 - ii. The above clause (i) be overwritten in the event of no other names being put forward for the positions.
 - iii. A crossover period of executive duties shall take place from October 1st to November 1st each year whereby outgoing executive members shall mentor incoming executive members relative to their respective duties. This clause applies to the President, Vice President, Treasurer, and Secretary.
 - iv. When a director or officer position is unable to be held in the middle of the term, acting executive members will hold an application process to determine the representative(s) of these positions.
- b. Class representatives will be voted for during the second week of class of the Fall semester for Bachelor of Science in Nursing years 2, 3 and 4 and during the fourth week of class of the Fall semester for the Bachelor of Science in Nursing Year 1 and Practical Nursing Program.
- c. The MUNSU representative shall be elected in coalition with the MUNSU General Elections and By-elections.
- d. The Associate Shinerama Coordinator from the previous year will become the acting Shinerama Coordinator for the upcoming year.
 - i. The Associate Shinerama Coordinator shall be appointed by acting executive members by means of an application process by the end of April each year.
 - ii. In the event of a vacancy of either position for the Shinerama Coordinator or the Associate Shinerama Coordinator, acting executive members and terminating coordinator(s) will collaborate to hold an application process to determine the representatives of these positions.
- e. The incoming Charity Ball Coordinator is solely responsible for the selection of the incoming Associate Charity Ball Coordinator by means of an application process by October 1st of each year. The Associate Charity Ball Coordinator from the previous academic year may then become the Charity Ball Coordinator for the next academic year.
 - i. In the event of a vacancy of either position for the Charity Ball Coordinator or the Associate Charity Ball Coordinator, acting executive members will hold an application process to determine the representatives of these positions.
- f. The outgoing CNSA Official Delegate is solely responsible for the selection of the incoming CNSA Official Delegate by the end of February each year.
 - i. CNSA Associate Delegates are to be selected by the current acting CNSA Official Delegate.
 - ii. The CNSA Official Delegate position can be held for a maximum of two (2) academic years.

- g. CRNNL Student Representatives shall be appointed by staff and faculty representatives by means of an application process on an annual basis.
- h. Undergraduate Studies Committee Student Representatives and Non-Degree Programs Committee Representative shall be selected by the staff and faculty members of the committee by means of an application process each Fall semester.

Section 3: Functions of the Society Positions

- a. The President shall:
 - i. preside over all meetings.
 - ii. represent the society in its relations with any other organization or person, except business pertaining to MUNSU and CNSA.
 - iii. be responsible for the direction and integration of the actions of the executive.
 - iv. be responsible for the calling of meetings of the Society subject to the provision of Article 3.
 - v. be an ex-officio member of the Charity Ball Committee and the CNSA Chapter at the Centre for Nursing Studies.
 - vi. appoint special committees, as they see fit.
 - vii. attend graduation committee meetings upon invitation.
 - viii. oversee all financial duties of the Treasurer and Vice President and be a signatory on all bank accounts.
 - ix. update the CNS Society bulletin board with help of other executive members as they see fit.
- b. The Vice-President shall:
 - i. assume the duties of the President in their absence or at the request of the President.
 - ii. automatically assumes the office of the President should that office become vacant during the academic year.
 - iii. carry out such other duties as the executive shall assign them.
 - iv. be a signatory on all bank accounts and assist the Treasurer with financial duties, including maintenance of lottery licenses, submission of financial reports, payment of fees, and reimbursements.
 - v. be responsible for all public relations, including email and social media correspondence.
- c. The Secretary shall:
 - i. once elected, submit a copy of the newly elected Society Executive to the MUNSU.
 - ii. be responsible for and keep a record of all correspondence of the CNS Nursing Society.
 - iii. be responsible for keeping accurate minutes of the important actions and points of the Society and Executive meetings.

- iv. shall keep an accurate record of membership.
- v. shall be responsible for notification of the members of the Executive in the case of an emergency meeting.
- vi. assume such other duties as the executive shall assign them.
- d. The Treasurer shall:
 - i. be responsible to the Society and the Council of the Student's Union for the finances of the Society.
 - ii. submit an annual financial report to the society and to the MUNSU.
 - iii. keep books showing the current financial condition of the CNS Nursing Society.
 - iv. collect and keep a record of membership dues.
 - v. carry out such other duties as the executive shall assign them.
 - vi. maintain an organizational system of receipts such that reimbursements may be issued efficiently.
 - vii. work in conjunction with the Vice President for the submission of financial reports and for the maintenance of lottery licenses including lottery tracking and overseeing all lotteries held by students of the Centre for Nursing Studies.
- e. Canadian Nursing Students Association (CNSA) Representative shall:
 - i. The Official Delegate shall:
 - 1. represent the Centre for Nursing Studies on a national level.
 - 2. be an official or associate delegate of the previous year if possible.
 - 3. attend regional and national CNSA meetings and conferences.
 - 4. update the CNSA bulletin board throughout their term as they see fit.
 - ii. The Associate Delegate shall:
 - 1. represent the Centre for Nursing Studies on a national level.
 - 2. attend Regional and National CNSA meetings/conferences.
 - 3. assist the official delegate in updating the CNSA bulletin board throughout their term as they see fit.
- f. MUNSU Representative shall:
 - i. act as a liaison between the Nursing Society and other societies on campus.
 - ii. assist the treasurer in ratifying the Nursing Society for each semester. In the case that the MUNSU representative is away on a clinical rotation they are responsible for delegating someone to do this.
 - iii. attend all MUNSU meetings and provide the minutes from the previous meeting to the Nursing Society by email. The MUNSU Representative is then responsible for informing students of any relevant information from the meeting minutes through means of email and social media. Any student wishing to see an electronic or print copy of the minutes can directly request this from the Nursing Society.
 - iv. pass on any Special Project Grants or Individual Merit Fund Applications to the MUNSU for approval of funds.

- v. bring a list of agenda items from weekly MUNSU meetings to the Nursing Society meetings and discuss each item so it may be passed on to other students by their class representatives.
 - vi. As a councillor on the MUNSU you are also required to help out MUNSU campus activities such as volunteering for Fall Orientation, Winter Carnival, and other such events.
- g. Bachelor of Science in Nursing (Collaborative) Program Class representatives and Practical Nursing Program representatives shall:
 - i. inform their class of meeting times, business discussions and agendas for future meetings.
 - ii. bring suggestions and issues from the class to Society meetings.
 - iii. carries out such other duties as the executive should assign.
 - iv. propose and organize events as approved by the Nursing Society executive which foster school spirit and community within the representative's class.
 - v. update their class's bulletin board throughout the year as they see fit.
- h. Staff and Faculty representatives shall:
 - i. attend all Nursing Society meetings.
 - ii. act as a resource person between faculty and the Society.
 - iii. carry out such other duties as the executive should assign.
- i. The Charity Ball Coordinators Shall:
 - i. The Charity Ball Coordinator shall:
 - 1. attend all CNS Nursing Society meetings.
 - 2. act as a liaison between the CNS Nursing Society and the MUN Faculty of Nursing (Nursing Society) regarding information relative to the annual Charity Ball fundraiser.
 - 3. collaborate with MUN Faculty of Nursing's Charity Ball Coordinator.
 - 4. assist in selecting a charity which will receive the revenue from the Charity Ball.
 - 5. organize and facilitate fundraisers and sponsorship throughout the year leading up to the Charity Ball in order to fund the event.
 - 6. contact faculty, staff, and relevant community representatives.
 - 7. act as a mentor to the incoming Charity Ball Coordinator.
 - 8. oversee the coordination and delivery of the Charity Ball event day.
 - ii. The Associate Charity Ball Coordinator Shall:
 - 1. Collaborate under the direction of the Charity Ball Coordinator to organize the Charity Ball Fundraiser.
 - 2. Assist in the coordination of the Charity Ball Fundraiser.
 - 3. Act as a mentee of the Charity Ball Coordinator.
- j. The Shinerama Coordinators shall:
 - i. The Shinerama Coordinator shall:

1. act as a liaison between all relevant jurisdictions of Shinerama and the CNS Nursing Society.
 2. coordinate and facilitate fundraisers leading up to and including Shine Day.
 3. present the monies raised to the representative from Cystic Fibrosis Canada.
 4. attend the annual National Shinerama Conference in May if possible.
 5. act as a mentor to the Associate Shinerama Coordinator.
 6. Facilitate the selection of the incoming Associate Shinerama Coordinator.
- ii. The Associate Shinerama Coordinator shall:
1. Assist the Shinerama Coordinator with the planning and execution of all fundraising and awareness events.
 2. Oversee the logistics of Shine Day as directed by the Shinerama Coordinator.
 3. Act as a liaison between the Shinerama Coordinator and the campaign volunteers.
 4. Act as a mentee of the Shinerama Coordinator.
- k. CRNNL Student Representatives shall:
- i. attend an orientation session to the program.
 - ii. share CRNNL resources with fellow students.
 - iii. attend monthly CRNNL meetings and all nursing society meetings.
 - iv. support communication between the CRNNL and nursing students.
 - v. optionally participate in CRNNL Workplace Representative Meetings, the CRNNL Annual General Meeting, and Business Meetings.
 - vi. maintain a Nursing Student Representative Program bulletin board at the Centre for Nursing Studies.
- l. Undergraduate Studies Committee Student Representatives shall:
- i. be a student in the second year of the Bachelor of Science in Nursing (Collaborative) Program at the time of selection.
 - ii. hold the position for a two year term.
 - iii. attend all monthly meetings of the Undergraduate Studies Committee.
 - iv. act as a liaison between the Undergraduate Studies Committee and the Nursing Society.
 - v. attend the first Nursing Society Meeting following each Undergraduate Studies Committee meeting.
- m. The Non Degree Programs Committee Student Representative shall:
- i. attend all monthly meetings of the Non Degree Programs Committee.
 - ii. act as a liaison between the Non Degree Programs Committee and the Nursing Society.

- iii. attend the first Nursing Society Meeting following each Non Degree Programs Committee meeting.

ARTICLE III: MEETINGS

Section 1: Annual General Meeting

- a. The annual general meeting of the Nursing Society shall be held in the month of March each year.
- b. Public notice shall be given at least one week before the annual meeting stating the time, place, and purpose of the meeting. Posters should be posted throughout the various sections of the Centre for Nursing Studies.
- c. The business of the meeting shall consist of:
 - i. general business
 - ii. presentation of the financial report
 - iii. review of the goals of the Nursing Society
 - iv. review of Society initiatives since the previous September
 - v. amendments to the constitution of the Nursing Society
 - 1. all amendments to the constitution must be ratified by the majority of the members at the Annual General Meeting. Notices outlining proposed amendments must be made available to students throughout the Centre for Nursing Studies one week prior to the Annual General Meeting.
 - vi. recommendations for following year of Nursing Society
 - vii. adjournment.

Section 2: Regular Meetings

- a. Regular meetings of the society shall be held no less than once every three weeks of the academic year as called by the President in accordance with Article II, Section 3.
- b. At least one week's notice shall be given before all meetings with the exemption of emergency meetings.
- c. Attendance shall be taken at each meeting by Secretary as per Article II Section 3:
 - i. all residing directors, officers, and affiliates shall attend all CNS Nursing Society meetings unless they have reasonable cause for absenteeism.
 - ii. presiding directors, officers, and affiliates of nursing society must give at least 24 hours' notice if they are unable to attend the meeting
 - 1. above subclause (ii) shall be overwritten in cases of emergencies
 - iii. if a presiding director, officer, or affiliate misses 3 or more meetings or events without notice of absenteeism, the executive directors may hold an emergency meeting to discuss the member's term of office being terminated.

ARTICLE IV: OTHER

Section 1: Fundraising

- a. All Nursing Society related fundraising, including but not limited to Charity Ball, Shinerama, and CNSA, have precedence over all other fundraising efforts at the Centre for Nursing Studies with relation to the reservation of space required for the fundraiser, including classrooms and table spaces.

Section 2: The Council of the Students' Union

- a. The Council of the Students' Union has the right to make changes to this constitution in regards to matters that apply to all clubs and societies. These changes shall be made known to clubs/societies in the term that they are made.