

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

Revised: August 2007

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## **INTRODUCTORY MESSAGE**

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

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

### **1.0 PURPOSE OF THE HANDBOOK**

This handbook provides relevant information to help guide your experience at the School of Nursing and Sir Wilfred Grenfell College (SWGFC). The primary authority for academic policies, rules and regulations of the School of Nursing is Memorial University's Calendar. This Handbook outlines policies, procedures, and guidelines governing curriculum activities and is a supplement to the Calendar. When seeking information on policies, **always consult the Calendar and/or Handbook**. If further information is required, please consult the Associate Director or your faculty advisor.

### **2.0 HISTORY OF THE SCHOOL**

#### **2.1 Historical Sketch**

In 1962 the idea was conceived to build a School of Nursing and a residence at Western Memorial Hospital in Corner Brook, as a response to an ever increasing demand for registered nurses on the west coast of Newfoundland. In 1964 the first sod was turned, marking the beginning of construction of the new \$2,000,000.00 school/residence complex.

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

The first director of the school, Katherine Wells Daley and six faculty members were appointed in 1968, and one year later, September 1969, the school opened its doors to the first class of thirty-nine students, thirty-seven women and two men.

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

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

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

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

### **Integrated Nursing Access Program**

In January 2005, the Integrated Nursing Access Program (INAP) was initiated to help alleviate the severe nursing shortage in coastal Labrador. This culturally sensitive program option is six years in length. It consists of eight modules that integrate adult education courses and the first two years of the BN (Collaborative) Program. INAP is offered at the Happy Valley Goose Bay campus of College of the North Atlantic. INAP students will complete years three and four of the BN (Collaborative) Program in Corner Brook with students from WRSON.

### **Interprofessional Education**

In August 2005, the School of Nursing became involved in the project Collaborating for Education and Practice: An Interprofessional Education (IPE) Strategy for

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

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

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

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

## **3.0 THE ORGANIZATION OF THE SCHOOL OF NURSING**

### **3.1 Organization**

#### **3.1.1 Mission**

To graduate outstanding nurses committed to excellence and innovation in the advancement of nursing knowledge to enhance the quality of life in the communities where they work and live.

#### **Values**

Western Regional School of Nursing believes in:

- A student focused learning environment
- The diversity of people and their perspectives
- An environment that fosters leadership
- An intellectually stimulating and supportive environment
- Collaborative partnerships and teamwork
- A culture of scholarship
- Self directed life-long learning

- Quality programs
- Shared decision making

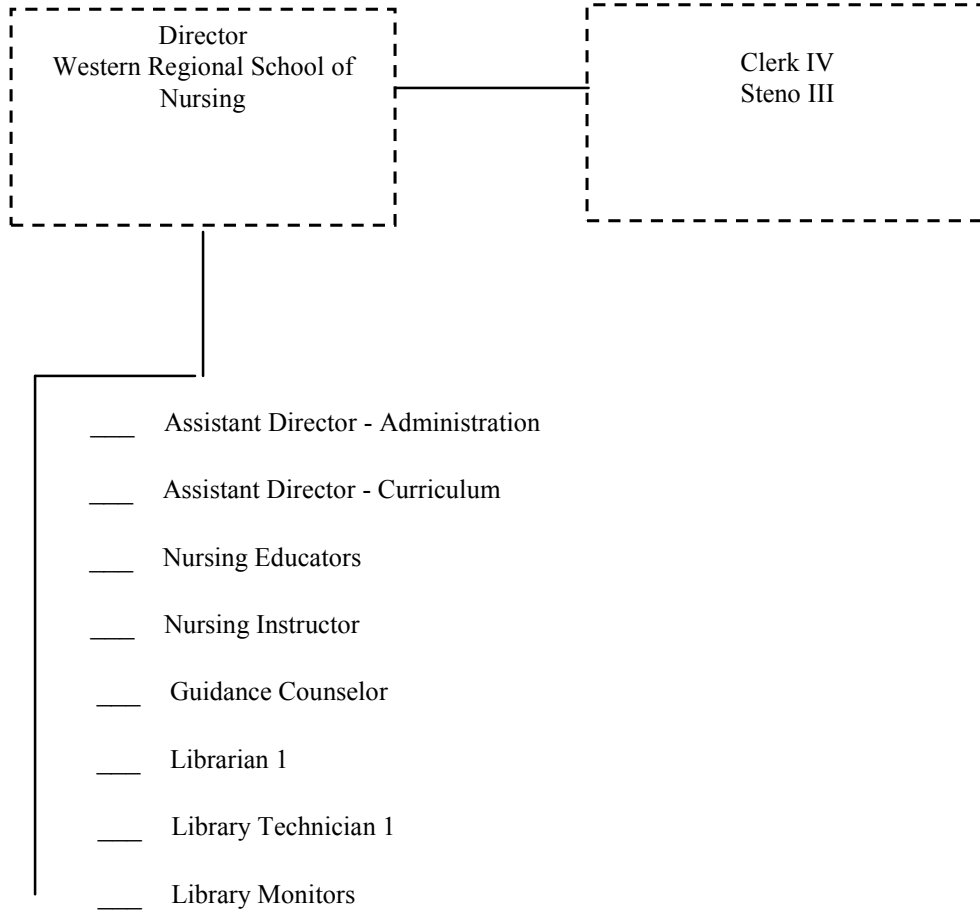
**Vision**

Western Regional School of Nursing is a center of excellence in nursing education.

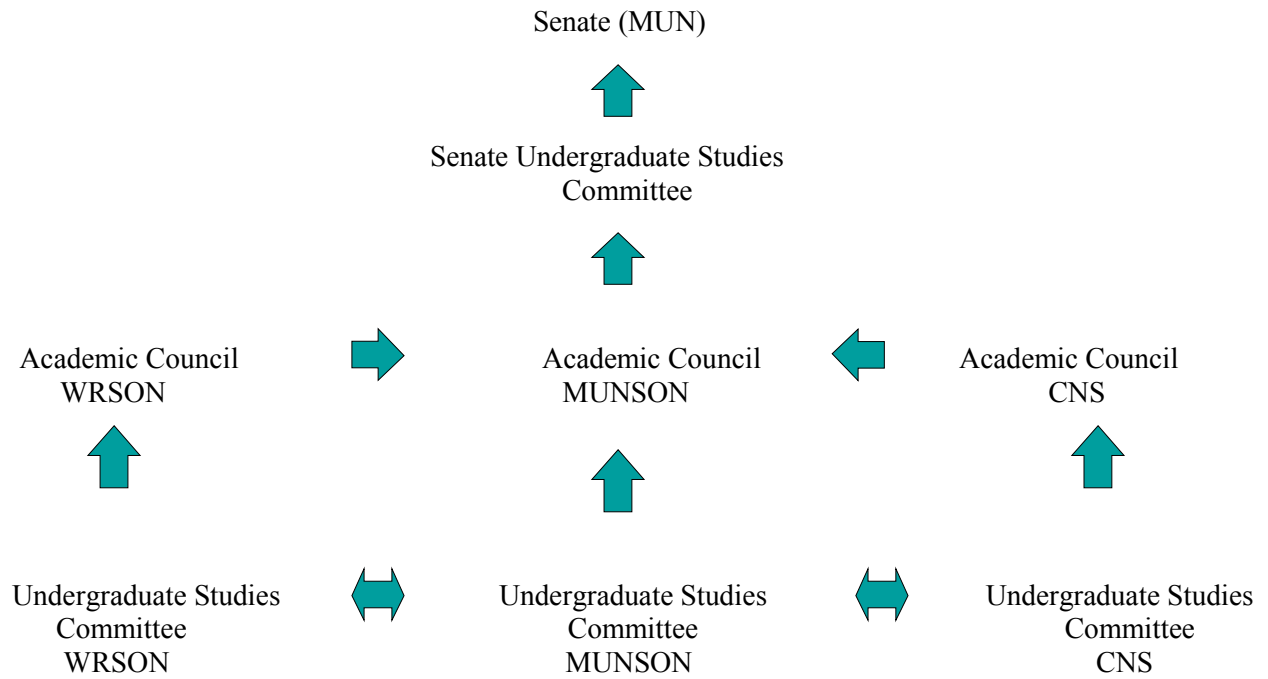


### 3.1.2 Organizational Charts

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



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



## **3.2 Curriculum**

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

#### **Mission Statement**

The mission of the BN (Collaborative) Nursing Program is to prepare competent entry-level nurses to practice in a variety of settings in a changing health care environment. The program fosters life-long learning, a spirit of inquiry and the pursuit of excellence. The program reflects the collaborative efforts of the province's three Schools of Nursing: The Centre for Nursing Studies, Memorial University of Newfoundland School of Nursing, and Western Regional School of Nursing.

#### **Philosophy**

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

#### **Person**

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

#### **Society**

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

#### **Environment**

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

#### **Health**

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

illness are dimensions of health.

## **Nursing**

Nursing is an evidence-informed practice profession grounded in the integration of art and science. The art of nursing is reflected in nurses' behaviours, relationships, and attitudes. The science of nursing is based on the body of knowledge of the discipline of nursing and its synthesis with the natural, social, and behavioural sciences. Nursing focuses on the interrelationship between persons, society, environment, and health in achieving healthy outcomes.

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

## **Nursing Education**

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

### **3.2.2 Conceptual Framework**

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

#### **Curriculum**

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

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

understand and work within the dynamic relationships among person, health, society, environment, and nursing.

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

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

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

### **Teaching and Learning**

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

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

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

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

### **Nursing Practice**

The goal of nursing practice is to assist persons across the lifespan in a variety of practice settings to achieve their desired health outcomes. Nurses assist persons to recognize and develop their capacity for self-determination and self-reliance. The provision of safe holistic care to persons requires clinical reasoning, critical thinking, technological competence, effective communication skills, and a commitment to lifelong learning.

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

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

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

Currently under review.

### 3.2.3 BACHELOR OF NURSING (COLLABORATIVE) PROGRAM CONTENT MAP

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

YEAR	FALL	WINTER	SPRING
1	1004 Introduction to Nursing 1002 Anatomy and Physiology I (Lab) 1003 Developing Therapeutic Relationships (Lab) 1017 Fundamental Psychomotor Competencies (lab) 3 credit hours in English Psychology 1000	1015 Health Promotion Throughout the Lifespan (Lab- 24 hours) 1012 Anatomy and Physiology II (Lab) 1014 Health Assessment (Lab) 1016 Healthy Aging Biochemistry 1430 1520 Extended Practice I (96 hours)	
2	2002 Nursing Concepts for the Care of Women and the Childbearing Family  2003 Pathophysiology (tutorial)  *2004 Pharmacology and Nutritional Therapies (Lab)  2502 Nursing Practice for the Care of Women and the Childbearing Family (Lab)  3 credit hours in English	2014 Community Health Nursing Theory (Lab)  2514 Community Health Nursing Practice I  Biology 3053 (Lab)  Statistics 2500 or equivalent, or Education 2900 (Lab)  3 credit hours in Sociology/ Anthropology  2520 Extended Practice II (96 hours)	
3	3001 Nursing Concepts for Mental Health (Lab)  3501 Nursing Practice for Mental Health  4104 Nursing Research  3 credit hours chosen from Philosophy 2800-2810 or Religious Studies 2610  3 credit hours in Business	3014 Nursing Concepts for Middle and Older Adult 3113 Nursing Leadership and Management 3514 Nursing Practice with Middle and Older Adults (Lab) 3012 Nursing Concepts for Children, Adolescents and Young Adults 3512 Nursing Practice with Children, Adolescents and Young Adults (Lab) 3523 Extended Practice III (320 hours)	
4	*4103 Issues in Nursing & Health Care  4515 Nursing Concepts & Practice for Complex Care  4501 Community Health Nursing Practice II  3 credit hours in Political Science	4512 Community Health Practicum (4 weeks)  4516 Consolidated Practicum (10 weeks)	Award of BN Degree

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

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

YEAR	FALL	WINTER	SPRING
1	N1001 Introduction to Nursing (Lab/Clinical) N1003 Developing Therapeutic Relationships (Lab) N1002 Anatomy & Physiology I (Lab) *N1011 Health Promotion throughout the Lifespan (Lab) **N2013 Professional Development	N1012 Anatomy & Physiology II (Lab) N1014 Health Assessment (Lab) N1511 Nursing Practice for Health Promotion *N2003 Pathophysiology *N2004 Pharmacology & Nutrition (Lab) N1520 Extended Practice I (3 weeks)	*N2001 Nursing Concepts for the Care of Women & the Childbearing Family (Lab) N2501 Nursing Practice for the Care of Women & the Childbearing Family *N2011 Nursing Concepts for Children, Adolescents & Young Adults (Lab) N2511 Nursing Practice with Children, Adolescents & Young Adults N2520 Extended Practice II  N.B. N2001 and N2501 run over 1 <sup>st</sup> 6 wks and N2011 & N2511 run over 2 <sup>nd</sup> 6 wks.
2	N3111 Nursing Concepts for Middle & Older Adults (Lab) N3511 Nursing Practice with Middle & Older Adults N4103 Advanced Professional Development N4104 Nursing Research *N3113 Nursing Leadership & Management	N3001 Nursing Concepts for Mental Health (Lab) N3501 Nursing Practice for Mental Health *N4101 Community Health Nursing (Lab) N4512 Community Health Practicum  N4501 Community Health Nursing	N3523 Extended Practice III (8 wks) N4514 Nursing Practice Elective (8 wks) N4110 Senior Seminar

**\*Video Conference Course from St. John's**

**\*\* 2013 has been dropped from the Fast Track Option**



### 3.2.4 Leveled Objectives

Year 1	Year 2
<p>1. Practice nursing within a variety of settings by collaborating with individuals within the context of the family, to assist them to achieve optimal functioning through promotion, prevention, and maintenance.</p> <p>2. Discuss caring as an integral dimension of nursing.</p> <p>3. Create a caring environment through effective communication with individuals.</p> <p>4. (a) Apply concepts and theories of sciences, humanities and nursing in the care of individuals.</p> <p style="padding-left: 40px;">(b) Explain the conceptual framework of the collaborative program.</p> <p>5. Provide competent nursing care to well individuals with uncomplicated health related needs.</p> <p>6. Establish priorities in the organization of care for the individual</p>	<p>1. Practice nursing within a variety of settings by collaborating with individuals and families to assist them to achieve optimal functioning through promotion, prevention, maintenance, restoration and palliation.</p> <p>2. Demonstrate commitment to caring as an integral dimension of nursing.</p> <p>3. Create a caring environment through effective communication with individuals and families.</p> <p>4. (a) Analyze concepts and theories of sciences, humanities and nursing in the care of individuals and families.</p> <p style="padding-left: 40px;">(b) Use the conceptual framework of the collaborative program to guide nursing practice.</p> <p>5. Provide competent nursing care to individuals and families who are experiencing health related needs.</p> <p>6. Establish priorities in the organization of care for two or more clients.</p>

**Leveled Objectives (con't)**

Year 3	Year 4
<p>1. Practice nursing within a variety of settings by collaborating with individuals, families and groups to assist them to achieve optimal\ functioning through promotion, prevention, maintenance, restoration and palliation.</p> <p>2. Integrate the caring ethic as an integral dimension of nursing.</p> <p>3. Create a caring environment through effective communication with individuals, families and groups.</p> <p>4. (a) Integrate concepts and theories of sciences, humanities and nursing in the care of individuals, families and groups.</p> <p style="padding-left: 40px;">(b) Analyze the conceptual framework of the collaborative program in relation to conceptual frameworks for nursing practice.</p> <p>5. Provide competent nursing care to individuals, families and groups with complex health related needs.</p> <p>6. Use management and leadership skills to co-ordinate care to groups of individuals.</p>	<p>1. Practice nursing within a variety of settings by collaborating with individuals, families, groups and communities to assist them to achieve optimal functioning through promotion, prevention, maintenance, restoration and palliation.</p> <p>2. Practice the caring ethic as an integral dimension of nursing.</p> <p>3. Create a caring environment through effective communication with individuals, families, groups and communities.</p> <p>4. (a) Synthesize from concepts and theories of sciences, humanities and nursing, an approach to the care of individuals, families, groups and communities.</p> <p style="padding-left: 40px;">(b) Create a personal framework for nursing practice.</p> <p>5. Provide competent nursing care to meet the health related needs of individuals, families, groups and communities.</p> <p>6. Use management and leadership skills to co-ordinate and enhance health care within society.</p>

### Leveled Objectives (con't)

Year 1	Year 2
<p>7. Explain the relationship between nursing research and nursing practice.</p> <p>8. Use critical thinking to assist individuals to achieve optimal functioning.</p> <p>9. Establish collegial relationships as a participant in a learning environment.</p> <p>10. Explain the roles of the professional nurse.</p> <p>11. Discuss the legal, ethical and professional standards that guide the practice of nursing.</p> <p>12. Demonstrate, with guidance, self direction in learning.</p> <p>13. Discuss the components of the Canadian health care system.</p> <p>14. Discuss current social, cultural, political and economic factors which impact on the health care system</p>	<p>7. Use nursing research literature to identify rationale for nursing practice as it applies to individuals and families.</p> <p>8. Use critical thinking to assist individuals and families to achieve optimal functioning.</p> <p>9. Establish collegial relationships with members of the interdisciplinary health team.</p> <p>10. Recognize how nursing roles emerge in relation to health care situations.</p> <p>11. Apply the legal, ethical and professional standards that guide the practice of nursing.</p> <p>12. Demonstrate, independently, a self directed approach to learning.</p> <p>13. Incorporate the resources of the health care system in the provision of nursing care.</p> <p>14. Describe the impact of social, cultural, political and economic factors on the achievement of optimal functioning for individuals and families.</p>

**Leveled Objectives (con't)**

Year 3	Year 4
<p>7. Use nursing research literature to identify rationale for nursing practice as it applies to individuals, families, and groups.</p> <p>8. Use critical thinking to assist individuals, families and groups to achieve optimal functioning.</p> <p>9. Collaborate in collegial relationships with members of the interdisciplinary health team.</p> <p>10. Assume the appropriate nursing roles in relation to health care situations.</p> <p>11. Analyze nursing practice in relation to legal, ethical and professional standards.</p> <p>12. Accept responsibility for lifelong personal and professional growth through self directed learning.</p> <p>13. Discuss the interrelationship between the nursing profession and the nursing profession and the national health care system.</p> <p>14. Appreciate the need to promote change in health care in response to social, cultural, political and economic factors.</p>	<p>7. Foster the extension of nursing knowledge through use of the participation in nursing research.</p> <p>8. Use critical thinking to assist individuals, families, groups and communities to achieve optimal functioning.</p> <p>9. Promote collegial relationships among the different sectors of society participating in the delivery of health care.</p> <p>10. Appraise how nursing roles emerge as the needs of society evolve.</p> <p>11. Evaluate nursing practice in relation to legal, ethical and professional standards.</p> <p>12. Accept responsibility for lifelong personal and professional growth using formal and informal strategies for the continuous discovery of knowledge.</p> <p>13. Recognize the contributions of the nursing profession in global health affairs.</p> <p>14. Accept responsibility for promotion of change in health care in response to social, cultural, political and economic factors.</p>

## **4.0 STUDENT ORGANIZATIONS**

### **4.1 Council of Student Union and Nursing Society**

All students are members of Sir Wilfred Grenfell College's Students' Union and are entitled to all rights and privileges associated with this organization. Students are also encouraged to join the Nursing Society. The objectives of the Nursing Society include:

- the unification of the nursing student body.
- liaison between nursing students, faculty, and other organizations.
- provision of a medium through which students can express their opinions.
- student socialization.

The Nursing Society is also a way for students to enjoy their years as nursing students by attending extra-curricular activities sponsored by the society, for example, socials, conferences, fund-raising activities and community initiatives.

Each student has the opportunity to become a member of the Nursing Society on admission to the Nursing School. A membership fee is required each year. Meeting times are posted outside the Nursing Society office/lounge located on the third floor of the Nursing School. Everyone is welcome and encouraged to attend.

The Nursing Society office/lounge is located in room N338 and is open to all members.

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

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

The CNSA:

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

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

### 4.3 Policy in Support of Student Professional Development Activities/Student Organizations

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

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

- Students will inform faculty, in writing, of their desire to attend a CNSA conference/activity, no later than **four** weeks prior to the CNSA conference/activity.
- Students attending the conference will normally be excused from clinical, class or lab during the time period of the CNSA conference/activity without that time being considered missed time.
- Faculty have the right to refuse a request for excused time from clinical if the faculty member has determined that the student's clinical performance is weak.
- Faculty refusing a request for excused clinical time must provide the student with written documentation which supports this refusal.
- In collaboration with faculty, the learning experience gained by the student as a result of attending such conferences/activities, may be incorporated as an evaluation component of the course for that student.
- Students will collaborate, as necessary, with lab instructors for the purpose of rescheduling lab testing/re-testing.
- It is the student's responsibility to ensure that missed class and/or lab content is acquired independently.
- Students will collaborate, as necessary, with faculty to determine appropriate rescheduling of dates for the completion of assignments and/or exams. In the case of exams, rescheduling will normally occur **in advance** of the student's departure for the conference/activity.

## **5.0 STUDENT REPRESENTATION ON ACADEMIC COUNCIL AND OTHER SCHOOL COMMITTEES**

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

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

## **6.0 STUDENT REPRESENTATION IN THE PUBLIC SECTOR AND IN STUDENT RESEARCH**

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

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

Any students who plan fund-raisers of any type must have these activities sanctioned by either the Nursing Society or Administration of the School of Nursing. Any group planning fund-raisers must abide by guidelines established by The School of Nursing and by city and provincial regulations. This information may be obtained through the Nursing Society.

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

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

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

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

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

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

## **7.0 SUPPLEMENTARY RESOURCES FOR STUDENTS**

### **7.1 Nursing Labs**

#### **7.1.1 Location**

Nursing Labs are located in rooms N342, N337A, N337B, and N116. Labs are available from 8:30 AM - 4:30 PM, Monday through Friday. Labs may be booked if required for evening and/or weekend usage. Students should contact the General Office. All labs have a computer available for student use.

#### **7.1.2 Booking of Labs, Equipment and Supplies**

Students are responsible for booking labs and other rooms, equipment and supplies as needed, through the secretaries in the General Office. Priority for use of equipment and labs is as follows:

1. Scheduled nursing laboratory classes
2. Students in the clinical area
3. Student self-learning

Availability of rooms, labs and equipment can be viewed on designated computers in the school. Requests for booking the same are to be forwarded to the General Office via email ([mborde@swgc.mun.ca](mailto:mborde@swgc.mun.ca) or [atargett@swgc.mun.ca](mailto:atargett@swgc.mun.ca))

Equipment request forms are available at the General Office. Secretaries in the General Office are responsible for obtaining the necessary equipment and/or supplies (if applicable). Equipment and materials may be signed out for a maximum of 48 hours, however, equipment check-out may be curtailed at times of heavy use.

Please allow 24 hour notice for the requests to be completed. Equipment can be picked up at the designated area. **Please sign your equipment back in, as you are responsible for all equipment signed out.** If equipment is lost, damaged or stolen, the student will be financially responsible for its repair or replacement.



Secretaries are responsible for giving students access to labs between 8:30 a.m. and 4:30 p.m. (Note: No keys are to be released.)

After 4:30 p.m. and on weekends, the residence assistant on duty will open booked rooms as requested.

**Note:** Students are expected to use the LRC for practice during evening and weekend hours under the supervision of student assistants and are strongly encouraged to do so. In addition, students are expected to clean up after usage.

## **7.2 Computer Lab**

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

The computer lab is located in Western Memorial Regional Hospital (WMRH) Health Science Library. Students will be issued internet/e-mail accounts by the Information Systems Department Personnel. Information on the computer lab will be given during orientation week. A handout of general information and an overview of the lab and selected software will be provided during that week. The computer support specialist and/or librarian can provide assistance on the use of the computers and any technical problems that may occur. The lab is available to all nursing students Monday through Friday, during regular library hours. There are also computers in rooms 116, 241, 301, 304, 315, 337A, 340, 341, 342, 343, and 344, in the Nursing School/ Monaghan Hall. The policy and guidelines for the computer lab are to be followed.

### **7.2.2 Policy**

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

#### **Guidelines**

1. WRSON students have priority for access to the computer labs.
2. Instructors will conduct classes in the computer lab located in the Library, at various times throughout the week. At these times the lab is not available to account holders other than students schedules for that class.
3. Account holders are required to sign in to the computer labs. (The sign-in sheets are kept at the Circulation Desk in the Library and at a space located in the Study Hall. This applies to the Library and Study Hall computer only).
4. Account holders are **not** permitted to make changes to any installed software on the lab computers (i.e. changing displayed menu, screen colors, etc.)

5. Account holders are **not** permitted to download (i.e. ICQ, etc.)
6. Account holders are **not** permitted to install any software on the lab computers.
7. All user files are to be saved in the appropriate folder assigned on the server's "H" drive, on a diskette on "A" drive, or on a USB storage device.
8. Account holders who encounter problems are to contact the IT Helpdesk at 637-5368 or 637-5468 or e-mail [helpdesk@healthwest.nf.ca](mailto:helpdesk@healthwest.nf.ca)

### **7.3 Photocopiers**

Photocopiers are available in the library and Room 241 on 2<sup>nd</sup> floor of Monaghan Hall. (The General Office staff do not do photocopying for students).

### **7.4 Study Rooms**

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

### **7.5 Libraries**

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

- Western Memorial Regional Hospital's (WMRH) Health Science Library
- Ferriss Hodgett Sir Wilfred Grenfell College (SWGC) Library
- Memorial University of Newfoundland's (MUN) Queen Elizabeth II Library and the Health Sciences Library ( St. John's ~ through inter-library loans)

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

### **7.6 Sir Wilfred Grenfell College's Special Resources**

The following student services and resources are available at Sir Wilfred Grenfell College (SWGC):

- |                   |                               |
|-------------------|-------------------------------|
| - Writing Skills  | - Students employment         |
| - Counselling     | - Students with special needs |
| - Accomodations   | - Chaplaincy services         |
| - Career planning | - Student Activities          |
| - Peer tutoring   | - Recreation                  |
| - Scholarships    |                               |

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

## **7.7 Student Health and Counselling Services**

### **7.7.1 Health**

Health services for students are provided by Western Memorial Regional Hospital's walk in clinic or via the emergency room as appropriate. The Infection Control/Staff Health Department of the Hospital houses the students health records and ensures that students are ready for clinical by assessing immunization status.

The Staff Health Office/Infection Control Department is located on the first floor the hospital. Needle stick injuries/blood or body fluid exposures **must be reported immediately**, by telephoning 637-5000, Ext. 5297, according to Staff Health policy "Blood/Body Fluid Exposure."

Health Services are also available at Sir Wilfred Grenfell College, where a nurse is available from 0830 AM- 1230 PM on Tuesdays. A physician is available one morning per week and the schedule will be posted early in the Fall.

### **7.7.2 Policy/Procedure on Immunization Records**

#### **Policy**

All students at Western Regional School of Nursing are responsible for submitting immunization records as per Memorial University Calendar requirements.

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

#### **Procedures**

1. Following notification of acceptance into the Program, by the Consortium Office, students are to send the required completed immunization documents to the School.
2. Completed Immunization Record is sent to the School two to three weeks prior to the start date of the Program or as soon as possible thereafter.

3. The date the Immunization Record is received by the General Office Staff is entered into the Banner System.
4. The Immunization Record is then forwarded to Western's Staff Health Department.
5. The Staff Health Department employees ensure all Immunization Records are complete.
6. If necessary, Staff Health Department employees bring missing information to the attention of the Associate Director ~ Curriculum and Clinical Placement.
7. Students are notified of missing information by the Associate Director ~ Curriculum and Clinical Placement and a request is made for submission of same.
8. Completed documents arriving from Staff Health are entered into Banner by the General Office Staff.
9. Any special request for a student's Immunization Record is forwarded to Staff Health by the Associate Director ~ Curriculum and Clinical Placement.

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

### **7.7.3 Hepatitis Vaccine**

All first year nursing students are required to be immunized against hepatitis. Arrangements have been made with Staff Health Service to have the immunizations given through Western Memorial Regional Hospital. In order to be immunized, students must be prepared to pay for the first two doses of the vaccine during orientation. **It is the student's responsibility to determine if a portion of the cost of the vaccine is refundable through his/her health plan.**

### **7.7.4 Counselling**

A counsellor is available at the School on a half time basis during the Academic year. The Counselling Centre is located in the Nursing School/Monaghan Hall, Room -N100, telephone 637-5000, Ext. 5377.

Free individual and group counselling services offered include the following:

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

### **7.7.5 Students With Special Learning Needs**

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

Guidelines:

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

### **7.8 Food Services**

Student meal tickets are sold through the Western Café at Western Memorial Regional Hospital. Tickets must be punched at the cash register at time of purchase - only one meal per ticket punch. Food purchased in excess of the limit must be paid for in cash at the time of purchase. No credit is allowed. (If the maximum value is not used, the difference is not refunded nor credited to another meal).

Soft drinks are not included in the subsidized program and must be paid for by students at time of purchase, and chocolate milk and bottled juices are limited to two per meal. The meal is to be chosen by the student and taken to the cashier. If the limit is not reached, the student is not permitted to leave the line to pick up additional items. Coffee break food and beverage items must be paid for at time of purchase.

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

Dress code is hospital work attire or street clothes. Discretion is advised in selection of street clothes worn in cafeteria, especially during summer months. (Swimsuits, bare feet, etc., are not suitable). The cafeteria is a smoke free environment and smoking is not permitted.

### **7.9 Residence Accommodation**

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

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

Residence accommodation is also available at Sir Wilfred Grenfell College. Further information is available through Student Housing, (phone 637-6266).

### **7.10 Student Identification**

During orientation, students will be issued Memorial University student identification cards and Western Regional Integrated Health Authority photo identification. Students must also purchase Nursing School identification name tags.

## **8.0 FINANCIAL ASSISTANCE**

### **8.1 Student Loans**

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

During the four (4) years of the BN program students will be doing extended practice, including 1520, 2520, and 3523. These courses extend beyond the normal semester and into the spring semester. Students who are receiving student loans will be eligible for an extension. In early March the General Office will send the appropriate correspondence to Student Aide on behalf of the students. The General Office will notify students via email when the loan certificates become available at Sir Wilfred Grenfell College Bursar's Office.

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

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

### **8.2 Other Sources**

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

## **9.0 POLICIES AND PRACTICES FOR CLINICAL EXPERIENCES**

Students having questions about these policies and practices should consult their clinical instructor for clarification.

### **9.1 Attendance**

Students are strongly encouraged to attend all clinical activities. Prolonged absence from clinical requires documentation. Regardless of the evidence provided for clinical absenteeism, the student must ultimately demonstrate successful achievement of the clinical objectives specified for each clinical nursing course. Failure to demonstrate an acceptable level of clinical competence may result in failure or a request to withdraw from the course. If students are ill on a clinical day, they must notify the General Office as early as possible, (phone 637-5489). If a student is absent due to illness for **two or more consecutive days**, a physician's certificate must be submitted to the General Office. All appointments, such as dental and medical, are to be scheduled for the student's free time.

In times of inclement weather, classes, labs, and clinical attended in Corner Brook will be cancelled when Sir Wilfred Grenfell College publicly announces closure. Students may be expected to go to clinical if they are performing in a preceptorship or independent practice setting. The student should keep in touch with their preceptor and take their advice about the weather. Students are not expected to venture outdoors and take risks. If students are unable to attend clinical due to the weather, they cannot be penalized for missing the day but they may need to make up the time if necessary.

When clinical time is cancelled due to extraordinary circumstances, or if a student misses excessive clinical time, faculty may require that clinical time be made up. If possible, time will be made up prior to the end of classes in the semester. This may mean that students will be required to make up missed clinical time on a weekend or at another time outside of the original course schedule.

### **9.2 Preparation**

Students are expected to be prepared for client care. If adequate preparation has not been done, the student may be asked to leave the clinical area.

### **9.3 Policy Guidelines in Clinical Agencies**

Faculty and students follow the policies and procedures of that agency in which clinical experience is being obtained.

### **9.4 Accountability**

Students are responsible and accountable for their own actions in all clinical activities. The faculty will be available for guidance and/or supervision for nursing

activities performed for the first time and/or verification that independent functioning is appropriate in a given situation.

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

## **9.5 Confidentiality**

All matters pertaining to patients/clients are to be held in the strictest confidence. Any oral or written identification of patients/clients beyond that necessary for professional communication is considered a serious breach of ethical and legal conduct.

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

### **Procedure:**

1. Within the first semester, Year 1 students are required to view a video, "Patient Confidentiality". This video is on reserve in the library.
2. Once the video has been viewed, the student must sign a confidentiality agreement found in the School's General Office and a copy of the signed document will be kept on file.
3. Questions or concerns with respect to confidentiality are directed to faculty or a member of Administration of the School of Nursing.
4. Western Health's Policy on Confidentiality must be reviewed annually during the first clinical course of each academic year.

## **9.6 Co-assignment**

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

## **9.7 Evaluation of Student Performance**

There will be regularly scheduled evaluations of the clinical performance of each student during the semester. Evaluative criteria will be provided at the beginning of each course.



## **9.8 Medication Pretest**

### **Policy:**

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

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

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

The following procedure applies to all medication pre-tests.

### **Procedure:**

1. The medication pre-test will be administered by the course leader (or designate).
2. Any student who scores less than 84% will be required to work with the course leader and/or the clinical instructor to identify problem areas.
3. When problem areas are identified, the student is required to complete remedial exercises identified from sources such as faculty, the Learning Center and calculation texts prior to any subsequent rewrite.
4. There will be a maximum of one week between writings. The timing of the writings will be determined by the course leader, in collaboration with the student.
5. If the student is unsuccessful with the first rewrite, then one on one work will be done with the course leader or clinical instructor, to identify problem areas and to develop a plan for further practice prior to the second re-write.
6. Any student who fails the second re-write will be unable to give medications in their clinical course. This will mean that the student will not meet the clinical objectives and will not pass the course.

## **9.9 Expenses**

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

## **9.10 Insurance Coverage**

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

## 9.11 Cameras in Clinical Settings

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

## 9.12 Professional Appearance Policy

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

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

### Identification

The designed name tag must be worn at all times when in the practicum areas.

### Uniform

- All students will wear a white uniform with navy stripe. This uniform is identified by the school and available for purchase from a specified local business.
- Uniforms may be worn to and from the clinical area provided they are covered when exposed to outside elements.
- No visible shirts are to be worn under the uniform.
- The uniform will be clean, pressed, and in good repair. The uniform fit must allow for reaching and bending without exposing skin.
- Pants are to be hemmed and should not touch the floor (no rolled ankle cuffs).
- A white or navy blue warm-up jacket (as identified by the school and available for purchase from a specified local business) may be worn. Warm up jackets are **not** to be worn at the bedside when delivering patient care.

- White socks or stockings are to be worn with uniforms.
- For safety reasons keys, pens or stethoscopes are not to be worn around the neck.
- When a student is in the practicum area in street clothes (i.e. data collecting, classroom assignments, community agency), all attire, including footwear, must be professional (no T-shirts, sweat shirts, sweat pants or jeans).
- Warm-up jackets or a white laboratory coat must be worn over street clothes when students are obtaining clinical assignments.

### **Shoes**

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

### **Jewelry**

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

### **Make-up**

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

## **Hair**

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

## **9.13 Other Supplies**

### **9.13.1 Watch**

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

### **9.13.2 Clinical equipment**

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

## **9.14 Protocol for Clinical Visits**

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

## **9.15 Access to Client Records**

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

## **9.16 Money in Clinical Area**

Students are advised not to take more money than they require for the day to the clinical area. In most clinical areas there is no where to store purses. Money, cheque books and credit cards are never left in lockers, whether in a clinical area or in the School. If money, cheque-book and credit cards are needed, they are to be kept on your person at all times.

## **9.17 Clinical Attendance During Appeals**

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

### 9.18 Safe Medication Practice

In keeping with the recommendations of the Institute for Safe Medication Practices, students are required to have the following medications checked with a Registered Nurse prior to administration:

- Heparin
- Insulin
- Narcotics

Students are to comply with agency policy regarding any additional precautions that may be required for medication administration.

### 10. FIRST AID/CPR (BCLS - HCP)

Students are expected to be certified upon admission to the Nursing School. Students who are not already certified will be required to take these courses on their own time, during the first month of classes. **Students are responsible for ensuring that they are appropriately recertified for BCLS - HCP throughout the nursing program. Students are responsible to maintain a current certificate every 12 months.** In addition, students are responsible for maintaining the original copies of these certificates as they are required to be produced throughout the program. A photocopy of the certificates is kept on the students file in the General Office.

### 11.0 MATH PLACEMENT TEST

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

In Year Two students will take a course NURS 2004 Pharmacology and Nutritional Therapies. An acceptable level of mathematical proficiency is required as a prerequisite to ensure accuracy in calculating medication dosages in this course. Therefore, one of the prerequisites that must be satisfied before you take NURS 2004 is the achievement of a score of **at least 50** on the MPT. If the student does not achieve this score they must demonstrate successful completion of Math 102 F through distance learning at Memorial University before taking NURS 2004 Pharmacology and Nutritional Therapies. We recommend that you complete this course **before the end of the winter semester.**

If students have already taken 3 credit hours in university mathematics (excluding Statistics 2500) and has achieved at least a 50% in that course the student **does not** have to take the MPT. Verification must be submitted to the School of Nursing upon acceptance into the program. If the course was obtained through Memorial University of Newfoundland, the School of Nursing will be able to access that information.

## **CERTIFICATE OF CONDUCT/CHILD PROTECTION RECORDS CHECK**

### **Certificate of Conduct**

Students are required to have a current Certificate of Conduct and this is available from the RCMP or RNC **upon admission** to the School of Nursing. In addition, this needs to be updated for **entrance into the second year** of the program.

### **Child Protection Records Check**

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

## **12.0 TEXTBOOKS , USED TEXTS, LOCKERS, MAILBOXES, MICROLOCK CARDS, and E-MAIL**

### **12.1 Textbooks**

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

### **12.2 Used Texts**

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

### **12.3 Lockers**

Students are encouraged to rent lockers for storage of personal belongings in the School of Nursing. Information on lockers is available both in the Information Booklet from Residential Services, Western Regional Integrated Health Authority and in the Student Information Package from Sir Wilfred Grenfell College.

### **12.4 Mailboxes**

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

### **12.5 Microlock Cards**

All students **must** purchase a microlock card which allows access to Monaghan Hall after hours. This is available from Residential Services, Western Regional Integrated Health Authority

## **12.6 E-mail**

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

## **13.0 STUDENT RECORDS**

### **13.1 Student Files**

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

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

### **13.2 Content of Student Files**

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

### **13.3 Student Change of Name**

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

### **13.4 Access**

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

### **13.5 References**

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

## **14.0 ACADEMIC MATTERS**

### **14.1 Regulations**

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

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

1. Classification of Students
2. Degree and Departmental Regulations
3. Residence Requirements
4. Registration
5. Attendance
6. Evaluation
7. Examinations
8. Grading
9. Continuance and Readmission
10. Academic Misconduct
11. Graduation
12. Waiver of Regulations
13. Appeal of Regulations\*

Under “General Regulations for the Bachelor of Nursing Collaborative Programme”

Admission  
Academic Standards and Promotions  
Supplementary Examinations  
Programme of Studies  
Program Requirements  
Suggested Sequencing of Courses  
Registration Examinations



**\* Note: Students have the right to appeal regulations. Refer to the University Calendar or website <http://www.mun.ca/regoff/calendar/> for further information.**

## **14.2 Evaluations**

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

- |                    |   |                           |
|--------------------|---|---------------------------|
| Faculty evaluation | - | 11th week of the semester |
| Course evaluation  | - | 12th week of the semester |

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

## **14.3 Supplementary Examinations**

### **14.3.1 Policy**

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

### **14.3.2 Guidelines**

1. Supplementary examinations are allowed only in nursing courses that have a written final examination.
2. Supplementary examinations will have the same weight as final examinations for the course in determining whether the student achieves a passing grade for the course.
3. Any student writing a supplementary examination can only obtain a maximum grade of 65% in the course.
4. Supplementary examinations will be written no later than the first week of the semester immediately following the one in which the course was failed. Normally they should coincide with the writing of deferred examinations in courses where deferred examinations are granted for the semester in question. Grades for supplementary examinations must be received by the Registrar's Office within one week following the completion of the examination.
5. A student may write a supplementary examination for any one course only **once**.

6. If it is mathematically impossible to achieve a passing grade in a course, then the student will not be granted a supplementary examination.
7. There is a \$50.00 fee for supplementary exams payable to the School of Nursing. This fee **must be paid** at the General Office in the School **before** the exam is written.

### 14.3.3 Procedure

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

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

Revised grades are submitted on the change of grade form and on the student file. “Supplementary” is also noted so as not to exceed the total number of supplementary examinations possible for each student.

### 14.3.4 Notification of Failure in Nursing Courses

The following outlines the process for notification of students who fail a nursing course.

#### *Fall Semester Failure*

Students who fail a fall semester nursing course will receive their grade via MUN telephone or web access, once grades are officially released by the University.

#### *Winter Semester Failure*

Students who fail a winter semester nursing course will receive notification via their SWGC e-mail accounts once the grades are approved by the Director. The e-mail notification will also include notification of supplementary exam eligibility or ineligibility. First and second year students who are ineligible for a supplementary exam in a required course or who fail a supplementary in the course will not be permitted to complete N1520 or N2520.

*All students should check their e-mail accounts daily for the first week following their last nursing exam. Only failed grades will be released via e-mail.* Students must **not** telephone the Associate Director or their course leader for their grades.

ACADEMIC STANDARDS AND PROMOTIONS of the BN (Collaborative) program identifies a passing grade of at least 65%. Therefore, you have failed a nursing course if this grade is not achieved. If your grade is 59% or less you will have to repeat the course next year. If the failed course is a pre-requisite to the next semester course(s) you will not be able to take those courses. You can determine pre-requisites by referring to the course list at the end of the School of Nursing section in the University Calendar. Any student in this situation should immediately make an appointment with the Associate Director for advice about a new program of studies plan. If your grade is at least 60% through 64%, you **may** be eligible for a supplementary exam.

#### 14.4 Challenge for Credit

The Schools of Nursing will offer a limited opportunity for **Challenge for Credit** within the BN (Collaborative) Program. Students of the BN (Collaborative) Program who are also licensed practical nurses will be given the opportunity to **Challenge for Credit** N1520 and N 1017. This opportunity was approved by the UGSC in February 2004 and June 2007.

- 1) In the first week of classes the Associate Directors at each site will inform year one students who are LPN's of the opportunity to **Challenge for Credit** N1017.
- 2) In the last week of October the Associate Directors of each site will inform year one students who are LPN's of the opportunity to **Challenge for Credit** N1520.
- 3) At that time students will be advised that they must apply for the **Challenge for Credit** as stipulated in the University Calendar.

#### 14.5 Re-read of Final Exams

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

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

1. The **Director/Associate Director**, who normally would receive the request, will delegate the responsibility to conduct the re-read to the **Associate Director**.
2. The **Associate Director/Director** will contact the relevant course professor to request the following:
  - a) Final examination script of the student who made application for the re-read.

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

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

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

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

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

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

**professor to communicate those concerns.**

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

All students in the last year of their program will be required to write the CRNE preparatory exam (LeaRN™) on-line and submit their test result to the Associate Director. On reviewing the results a student deemed to be “at risk” will be required to undertake a remedial program provided by the WRSON Counsellor and be successful in the rewriting of the LeaRN™ exam before being recommended by the Director to write the CRNE.

#### **14.7 Use of Student Papers/Projects**

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

#### **14.8 Adverse Weather**

Adverse weather, such as winter storms, may affect normal scheduling of classes and clinical. In certain cases of adverse weather, the University may decide to close or open late.

- When the University is closed, it means that all classes, including nursing and clinical are cancelled and students need not report for class or clinical.
- If a late opening is announced, students are expected to report to class or clinical at the announced later time. (Students can access weather updates by visiting [www.swgc.mun.ca](http://www.swgc.mun.ca)).
- If the University closes while students are in clinical, the situation will be assessed on an individual basis.
- In 4512, winter storms may keep Community Health Nurses and students from performing their scheduled work. If the site office is closed the student should act accordingly and not report for work or study. Students may do preparatory work or study at home. Students are expected to keep in touch with their preceptor.

#### **14.9 Student Preparation for Exam Success**

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

##### **Procedure:**

1. Sessions on study skills offered through the Learning Centre at SWGC, will be posted by e-mail for all students.

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

#### **14.10 Examination Room Decorum**

##### **Policy:**

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

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

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

### **Illness:**

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

## **15.0 READMISSION**

### **15.1 Policy**

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

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

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

### **15.2 Guidelines**

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

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

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

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

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

## **16.0 TRANSFER TO ANOTHER SITE OF THE BN (COLLABORATIVE) PROGRAM**

### **16.1 Policy**

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

### **16.2 Procedure**

- The student makes a request in writing to the Chair of the Consortium's Administrative Council and sends a copy of same to the Director of the School, he or she is currently attending.
- The letter of request states the extenuating circumstances and provides appropriate documentation.
- A copy of the student's transcript indicating progress to date, accompanies the request.
- The request is presented at the earliest meeting of Administrative Council and the student is notified of the outcome as soon as possible.

## **17.0 TRANSFER TO FAST TRACK OPTION OF THE BN (COLLABORATIVE) PROGRAM**

### **17.1 Policy**

Students in the regular stream who qualify may apply for transfer to the Fast Track Option should seats become available and if they meet the requirements. To determine eligibility for Fast Track Year Two, the student must satisfy the requirements for admission to the Fast Track option (as outlined in the University Calendar for 2005-2006 [www.mun.ca/regoff/calendar/pdf/2006\\_2007/nursing.pdf](http://www.mun.ca/regoff/calendar/pdf/2006_2007/nursing.pdf)) by the conclusion of the 2006 winter semester. The student must also be able to proceed to year two of the fast track option with the required pre-requisites. Students who fail a Nursing course in the regular stream of the BN (Collaborative) program are **NOT** eligible to apply.

### **17.2 Procedure**

1. In early winter semester, second year regular stream students at each site would be advised of a March 1 deadline to apply for transfer to the Fast Track



option, by the Associate Directors of each site. Students would be cautioned that while applications will be accepted until March 1, there is no guarantee that seats will be available to fill (that information should not be available from Administrative Council until the conclusion of the Winter semester).

2. Students will direct a letter of request to transfer to the Fast Track Option to the Associate Director of their site.
3. Associate Directors will take responsibility for advising students of their eligibility to apply. The students will be advised that they must satisfy all admission requirements outlined in the Calendar for the Fast Track Option.
4. Students MUST satisfy the requirements for transfer into the Fast Track Option by the conclusion of the winter semester in which they have made application to the Fast Track Option.
5. Students shall be advised that when vacancies arise in the Fast-Track Option, students from St. John's area (CNS and MUNSON) compete for vacancies at MUNSON. Students from Corner Brook area (i.e., WRSON students) complete for vacancies at WRSON. If all seats are not filled using this process offers will be extended to students from the other city.
6. The Associate Directors will forward the applications to the Chair of Joint Admissions Committee (JAC). The Associate Directors will also send a list of their applicants' names to the Registrar's delegate on JAC who will supply an updated transcript for each applicant to JAC.
7. JAC will prepare the necessary files to conduct a review process to rank the applicants (the review will probably occur in June).
8. As soon as possible following the completion of winter semester, Admin Council will (i) inform JAC of resource (seat) availability and (ii) inform Associate Directors of same. If there are no seats available, this will be announced to students by the Associate Director.
9. If seats are available, JAC will inform the applicants of acceptance or denial of a seat in the Fast Track Option.
10. Students will be informed they have the right to appeal to Undergraduate Studies Committee if they have been denied a seat as a result of competition for available seats. There is **no right to appeal** a resource decision.

## **18.0 ACCESS TO FAST TRACK COURSES FOR REGULAR STREAM STUDENTS WHO HAVE FAILED COURSES:**

### **18.1 Policy**

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

### **18.2 Guidelines**

1. Students must have been eligible for a supplementary examination in the course.
2. Students must have no failures in any other courses (nursing or non-nursing) in the same semester.
3. Students must be provided with guidance before making the decision to repeat a course with the Fast Track. That guidance will include:
  - Caution that success in the repeated course will not guarantee admission to additional Fast Track courses, especially linked classroom/clinical courses, as clinical course availability is dependant on resource availability (placements and faculty).
  - The option to repeat a course with the Fast Track is given only *once*.
  - A second failure in the same course (having been repeated with the Fast Track and failed) will result in the normal application of ACADEMIC STANDARDS AND PROMOTIONS. **This may mean that a student will be unable to progress in the program for a period of at least four semesters given the yearly availability of regular stream courses.**
4. Resources must be available to accommodate the students.
5. Students are eligible for seats only in the city where they currently attend the BN (Collaborative) program.
6. If available seat(s) are opened to competition then students will be ranked according to the final grade achieved in the failing courses. Those students with the highest grade in the failed course (either by original final exam or supplementary exam-whichever gives the higher overall course grade) will be given the highest ranking. In the case of a tie, the academic average in the nursing program will be used to award the seat.

## **19.0 DIRECTOR'S LIST**

### **19.1 Criteria**

Nominations to the Director's List shall be made in May of each year. Students must place within the top 10% of the degree program candidates and have a GPA of 3.5 or greater in the credit hours over the nominating period. Students should have completed a minimum of 27 credit hours (24 credit hours in year four) over the

three nominating semesters and be full-time in at least two of the three semesters. The nominating period is the spring, fall and winter semesters immediately preceding the nomination.

## **19.2 Procedure**

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

## **20.0 GRADUATION**

### **20.1 Regulations**

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

#### 11. Graduation

##### 11.1 Application for degrees, diplomas and certain certificates

### **20.2 Ceremonies**

#### **20.2.1 Convocation**

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

#### **20.2.2 Graduation and Awards Ceremony**

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

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

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

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

Examinations occur  
in the following  
months:

Application to be  
received at ARNNL  
St. John's by:

June  
October

December  
July

Applications must be accompanied by:

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

### **Important Numbers**

Associate Director (Administration).....	637-5000, Ext. 5320
Associate Director (Curriculum/Clinical Placement) .....	637-5000, Ext. 5383
Counselling Center, School of Nursing.....	637-5000, Ext. 5377
Director .....	637-5000, Ext. 5491
General Office, School of Nursing.....	637-5489
Nursing Society Office.....	637-5000, Ext. 2901
Registrar’s Office, SWGC.....	637-6298
Residential and Communication Services.....	637-5000, Ext.5235
Staff Health .....	637-5000, Ext.5297
Student Affairs Office, SWGC.....	637-6249
Student Aid.....	(709) 729-3484
Student Aid.....	1-888-657-0800
Student Aid Appeals Officer.....	637-8593
Wellness Centre, SWGC.....	637-6200, Ext. 6417
Information Systems Help Desk .....	637-5000, Ext. 5468
Library .....	637-5000, Ext. 5395

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