



Laurentian University
Université Laurentienne

Bachelor of Science in Nursing Program
Post RN Stream - Distance Education

STUDENT HANDBOOK

2012-2013

This version of the Student Handbook takes precedence over earlier versions.



June 2012

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1.0 INTRODUCTION

1.1 Welcome

The faculty and staff at Laurentian University (LU) School of Nursing extend you a warm welcome. You are embarking on a challenging, life-changing course of study. We are committed to assisting students in meeting the objectives of the B.Sc.N. Post RN program.

1.2 Location

The main nursing office is located on the 5th floor of the RD Parker building. The School of Nursing fax is 705-675-4861. *The best way to communicate with faculty clinical advisors, course instructors, program coordinator and staff is by email.*

The mailing address is: 935 Ramsey Lake Road, Sudbury, ON P3E 2C6-Attention School of Nursing.

1.3 Purpose of Student Handbook

This handbook contains information specific to the LU-Post RN program delivered through distance education. The material in this handbook will help you better understand the program and what is expected of you. The handbook complements the resources available to students on the university website: www.laurentian.ca and Centre for Continuing Education website: cce.laurentian.ca.

The faculty reserves the right to change, delete, or expand any of the contents of this handbook without student notification. Students must comply with updated version which will be posted on the LU website.

You are expected to be self-directed in your learning. It is the responsibility of faculty and program instructors to facilitate your learning. You are encouraged to ask for our help when required.

1.4 Faculty and Clinical Placement Coordinator Information

We encourage all students to communicate by email with program personnel. Emails are normally answered within 24-48 hours during regular business hours.

Dayna Hicks
LU-Post RN administrative support
(Anglophone and Francophone programs)
705-675-1151 x 3800
dhicks@laurentian.ca

Patti Dickieson
 LU-Post RN program coordinator (Anglophone program)
 705-675-1151 x 3810
pdickieson@laurentian.ca

2.0 B.Sc.N. – POST RN PROGRAM DELIVERED THROUGH DISTANCE EDUCATION

The School of Nursing opened in 1967 and admitted students to a four year program leading to the degree of Bachelor of Science in Nursing (B.Sc.N.). Registered nurse students were first admitted to the program in 1975. Students may study on a full-time or part-time basis. In January, 1987, the B.Sc.N. program for registered nurses became available on a part-time basis through Distance Education at 5 sites. As the demand increased the number of sites expanded.

2.1 Program Philosophy

The philosophy of the Nursing Program is consistent with and reflects common beliefs of nurses in education and practice nationally and internationally. The program is influenced by and exists within a sociological, cultural, and political landscape and individual perspectives. The program's philosophy is informed by humanistic, existential, feminist, phenomenological and socially critical orientations. These orientations are reflected in the way in which faculty within the program view *nursing, professional caring, persons, health and healing, and curriculum*.

2.11 Nursing

Nursing is both an art and a science. As an art, Nursing is the professionalization of the human capacity to care. Nurses are in a unique position to help people to understand their health related experiences and to promote their ability to make informed health care choices. Through professional caring relationships, nurses inform and involve their clients. This relationship empowers clients to make the best possible choices for their health and enhances the healing process.

The scientific component of the practice of Nursing involves abstract and logical thinking skills and the generation and utilization of research findings, knowledge and experience.

Nurses work in a multi-disciplinary health care context, providing a unique perspective to client care. The unique orientation of nursing is the ability to understand people's life experiences from their perspectives and to collaborate with them to enhance and promote health. Nurses must assume responsibility for decisions and professional growth and be accountable to professional standards and ethics.

2.12 Professional Caring

Professional caring is an intentional process which has both scientific and humanistic components. It refers to those judgements and acts of helping others based upon tested or verified knowledge and refers to the creative, intuitive or cognitive helping process for individuals or groups. Professional caring encompasses moral, ethical, aesthetic, theoretical and practical nursing care. The first condition for caring is that the nurse value the client as an individual who has rights, dignity, and who requires respect. The second condition relates to what the nurse must know in order to care for the client.

This means that the nurse must have an understanding of clients needs, and knowledge of ones own powers and limitations. The third condition is that the nurse must choose what to do from knowledge of the possibilities; caring is intentional. The choice of action should be intended to bring about positive change in the client.

2.13 Persons

Persons refer to human beings, whether they are in an individual, family, group, community or societal context. As holistic beings, they bring unique meaning to life experiences. The way in which meaning is perceived results from the contribution of personal concerns, past experience, habits, culture, emotions and reflective thoughts. People make choices based on the meaning they attribute to their experiences and their choices are influenced by internal and external factors. Implicit in the choices people make, is the responsibility to be accountable for the consequences of their actions. Although ultimately alone and self-responsible, people live in relationships with others and are constantly evolving as they interact and strive toward a self-determined quality of life. In the pursuit of this quality of life, the nurse and client function as partners in a professional-caring relationship.

2.14 Health and Healing

Health is defined as being all of which one is capable in one's life situation. Health is a dynamic life experience which changes with a person's perception, knowledge, and meaning of past, present and future situations or life events. Health is a resource, not an object of living: it is a positive concept emphasizing social and personal resources as well as physical capabilities. People in ill health (whether physical, social, psychological or spiritual) may still consider themselves to be healthy if they are able to lead, what they consider to be, satisfying lives. Healing is a process of becoming increasingly whole. It is a total organismic, synergistic response that emerges from within the individual if recovery and growth are to be accomplished (Quinn, 1986). Health and healing co-exist, and healing is not simply viewed as movement along a continuum from illness to health.

2.2 Program of Study & Student Learning Responsibilities

B.Sc.N. Program Post RN for Registered Nurses Delivered through Distance Education

The curriculum combines courses from the Humanities, Sciences, Social Sciences and Nursing. Nursing is studied in increasing intensity throughout the program. In the courses NURS 2276, NURS 2286 and NURS 2296, the emphasis is on health and normality. Students further develop their nursing process, interpersonal and physical examination skills that are required to assess individuals and families. NURS 3316 introduces students to Epidemiology and Biostatistics. NURS 3317 explores major contemporary issues affecting nursing and health care. The four 4000 level nursing courses provide opportunities for the student to pursue individual clinical interests, to test nursing theory, to apply aspects of the research process, and to function in a leadership role in a chosen clinical field.

2.21 Required Non Nursing Courses

*CHMI 2220 E - Clinical Chemistry

BIOL 2110 E - Medical Microbiology

*Students who do not have OAC Chemistry, or equivalent, or who took grade 13 Chemistry, or equivalent over 5 years ago, would be required to take CHMI 1041, CHMI 1031 or to consult with the Chemistry Department before taking the required Chemistry courses.

NOTE: CHMI 1041 or CHMI 1031 if taken, may be used as an elective.

Electives

12 credits of electives.

2.22 Nursing Courses

- Nursing 2276 E - Nursing Healthy Individuals and Families
- Nursing 2286 E - Nursing Health Assessment
- Nursing 2296 E - Community Health Nursing
- Nursing 3316 E - Epidemiology and Biostatistics
- Nursing 3317 E - Issues and Directions in Nursing and Health Care
- Nursing 4005 E - The Evolution of Nursing Knowledge
- Nursing 4015 E - Nursing Research
- Nursing 4025 E - Contemporary Nursing Leadership and Management I
- Nursing 4035 E - Contemporary Nursing Leadership and Management II

Total number of credits in the program: 63.

NOTE: NURS 2276 is the first clinical nursing course. It is a prerequisite for the subsequent clinical courses: NURS 2286 and NURS 2296.

NOTE: A student may apply to challenge NURS 2286, 2296, 3316 and 3317 if he/she is able to demonstrate appropriate educational and experiential background.

2.23 Credit by Challenge

Challenge in a given course is an opportunity for the registered nurse to demonstrate the ability to meet the objectives without actually taking the course. Credit in the course is earned by successful challenge. If the challenge is unsuccessful, the student must complete the course.

2.24 Course Descriptions

NURS 2276 E Nursing Healthy Individuals and Families

Course content includes the nursing process, group dynamics, teaching and learning, family assessment, growth and development and therapeutic communication. Students practice in the community with individuals. This course is open to Post R.N. students only.
(lec 2, tut 2) Credits 3

NURS 2286 E Nursing Health Assessment

Course content includes the physical and psychosocial assessment of the individual. Skill development in the area of interviewing and history taking are learned. Students practice in the laboratory setting. Prerequisite: NURS 2276. This course is open to Post R.N. students only.
(lec 2, lab 2) Credits 3

NURS 2296 E Community Health Nursing

Course content includes the roles and functions of the community health nurse practicing in a variety of community settings when working with client as individual, aggregate, population and community. Concepts such as health promotion, health behavioural change, illness prevention, program management, environmental health, community assessment, community development, and building healthy public policy will be explored. The theoretical concepts will be linked to the Canadian Community Health Nursing Standards of practice, Determinants of Health, Ottawa Charter, epidemiological applications and evidenced-based practice. Prerequisite: NURS 2276. This course is open to Post R.N. students only.
Clinical practice is a total of 24 hours. Credits 3

NURS 3316 E Epidemiology and Biostatistics

Course content includes the key concepts and methods of the fields of epidemiology and biostatistics. Students examine the epidemiologic approach to problems of health and disease and develop basic quantitative skills. The theoretical concepts will be applied to nursing practice. Credits 3

NURS 3317 E Issues and Directions in Nursing and Health Care

This course is an exploration and critical analysis of major contemporary issues affecting nursing and the health care system. Included in the analysis will be: exploration of historical background, government documents and briefs, current research and ethical and legal implications of various approaches to these issues. (lec 3) Credits 3

NURS 4005 E The Evolution of Nursing Knowledge

This combined theory and practice course focuses on historical and contemporary dimensions of nursing knowledge through a critical examination of elements of nursing philosophy, nursing epistemology, the nursing meta-paradigm and nursing theory. The relationship between nursing knowledge and evidence based practice is explored. Students apply course content in selected clinical settings. This course is given in one term. Prerequisite: NURS 2276 (Online Theory- 10-15 hours per week, and Clinical Practice- 108 hours) Credits 6

NURS 4015 E Nursing Research

The student will develop an understanding of the purpose of research for nursing practice. Students will examine the two major research paradigms and the components of the research process. They will develop skills in the critical appraisal of nursing research. These skills will assist them in their role as research consumers and enhance their evidence-based practice. Students will practice in a selected clinical setting, demonstrating research-mindedness while developing nursing skills to function in that area. Prerequisite: NURS 3316. This course is given in one term. (lec 3, total clin 108) Credits 6

NURSING 4025EL: Contemporary Nursing Leadership and Management I

This combined theory and practice course provides students with a conceptual and experiential foundation for understanding effective nursing leadership and management in today's health care settings. Students apply course content in a clinical practice setting. This course is given in one term. Prerequisite: NURS 2276 (Online Theory- 10-15 hours per week, and Clinical Practice- 108 hours) Credits 6

NURS 4035EL: Contemporary Nursing Leadership and Management II

This combined theory and practice course provides students with an opportunity to explore leadership and management as a situation-specific process, building on the theories and concepts studied in Nursing 4025. Opportunities are provided for students to apply course content in a clinical practice setting. This course is given in one term. Prerequisite: NURS 4025 (Online Theory- 10-15 hours per week, and Clinical Practice- 108 hours) Credits 6

CHMI 2220 E Clinical Chemistry

A course designed for students in Nursing to provide an understanding of the relationship between disease, the underlying biochemical causes and the methodology for diagnosis. Prerequisites: CHMI 1041, CHMI 1031, OAC or equivalent. (lec 3, lab/tut 3) Credits 6

BIOL 2110 E Medical Microbiology

This course consists of an introduction to microorganisms, the principles of medical microbiology, basic immunology, and a survey of infectious diseases that emphasizes causative agent, symptoms, chemotherapy, and prevention. Exceptionally, students in the

three-year or four-year program in Biology may take this course for Biology credit, but only if they have prior permission of the Department. (lec 3, lab 3) Credits 6

Electives

Elective courses are open, which means any course that is of interest to you, can be taken.

Please note **session availability** and **prerequisites** that are indicated within each course description, in the Continuing Education Calendar.

Cardiac Care on the Web

A maximum of 6 credits of Cardiac Care courses may be applied to the elective credits of the degree requirements.

2.25 Prior Learning Assessment Policy

Laurentian University School of Nursing employs Prior Learning Assessment (PLA), an evaluative process for assessing a student's prior learning and ongoing professional development.

Prior learning is evaluated against specific course content, objectives and outcomes so that credit(s) can be awarded for equivalency as appropriate. The percentage of credit granted toward the B.Sc.N. degree is a function of the program applied to and the student's portfolio. In accordance with university policy, a student must complete a minimum of 30 credits in order to obtain a degree from Laurentian.

The PLA process necessitates the student to prepare and submit a portfolio. A portfolio is a comprehensive dossier encompassing a student's achievements, reflections and critical thinking in view of previously acquired knowledge and skills. It can also include courses completed, work experience, volunteer work and other life experiences. The School of Nursing has specific guidelines for the portfolio content.

2.26 Second Degree Programs / Professional Programs

If the student is a Registered Nurse with a first degree, admitted to the Distance Education B.Sc.N. Program for Registered Nurses, a student must complete 51 credits.

Of the 51 credits, at least 39 will be in nursing courses, regardless of whether courses in that subject area were included in the first degree (students may receive credit for courses already completed if these were not used to meet the requirements of the first degree).

2.27 Time Limit

Students must complete the **nursing courses in eight calendar years** from the beginning of the first nursing course at Laurentian.

2.28 Advanced Standing for Registered Nurses

Students who have completed approved Health Assessment courses in their diploma program within the last five years and who have attained a minimum G.P.A. of 2.5 on these courses will be given advanced standing in NURS 2286 - Nursing Health Assessment.

Students who have successfully completed the Introduction to Nursing Management: Distance Education program sponsored by CNA/CHA or McMaster University, will be given advanced standing in NURS 4025. Only students who have completed this course in 1982 or thereafter are eligible.

Students who have successfully completed the OHA Applied Management Skill Development - Series 1 and 2 can be considered for eligibility to challenge NURS 4025 after completion of the pre-requisite courses.

CNA Certification - 3 credits will be granted for a current CNA Certificate. A maximum of two CNA certifications (3 credits each) may be applied to the elective credits of the degree requirements.

3.0 ACADEMIC POLICIES

It is your responsibility to familiarize yourself with all LU policies and procedures.

3.1 Academic Regulations for students who entered the program prior to May 2009 are governed by the following

3.11 Degree Requirements

To graduate with a Bachelor of Science in Nursing a student must:

1. satisfy all stated requirements for the degree;
2. complete all nursing courses with a minimum of 60% and all nursing practice courses with a satisfactory clinical performance after no more than two attempts in any one of those courses;
3. complete the program with an overall average of 60% on all passed courses (only courses completed at Laurentian University are to be included in the calculation of averages);
4. satisfy the requirements for competence in clinical performance throughout the program;
5. complete all nursing courses for the degree within 8 years of the first nursing course;
6. complete all requirements for the degree within two years of the last nursing course.

3.12 Academic Standing

Good academic standing is demonstrated when a student:

1. has satisfied all conditions of admission;
2. has failed no more than 3 credits in any one year or in any sequence of 30 credits (a minimum of 60% is required to pass a nursing course);
3. has achieved an overall average of 60% in all passed courses in the previous year or in the previous 30 consecutive credits;
4. has demonstrated satisfactory clinical performance in courses where clinical experience is a requirement.

3.13 Probation

A student is placed on probation if he/she:

1. fails more than 3 credits in an academic year or in a sequence of 30 credits (a minimum of 60% is required to pass a nursing course);
2. does not maintain an average of 60% on passed courses in an academic year or in a sequence of 30 credits;
3. has not demonstrated satisfactory clinical performance in any Nursing Practice course.

While on probation, the student must demonstrate good academic standing (refer to #1-3 above). If the student does not demonstrate good academic standing while on probation, he/she will be required to withdraw from the Nursing Program for one academic year.

3.14 Withdrawal from Program

Withdraw from the program is required when a student:

1. does not satisfy all conditions in one year or 30 consecutive credits;
2. fails 36 credits or more;
3. has not achieved academic standing in two consecutive years or 60 consecutive credits;
4. while on probation has not demonstrated satisfactory clinical performance in any Nursing Practice course.

A student who, in the opinion of the faculty of the School of Nursing, is not making satisfactory progress and/or is failing to meet the criteria for performance in professional areas may be asked to withdraw from the program. This action will be taken only after extensive consultation among faculty and with the student involved.

A student required to withdraw may petition the Senate Committee on Admissions, Promotions and Requests for re-admission after one calendar year. Such an appeal should have a recommendation from the director of the school prior to consideration by the Committee.

Contact the LU-Post RN program coordinator for information about withdrawing from the program.

****NOTE**** Important dates, such as the deadline of honorable course withdrawals, can be found at the LU website:

http://www.laurentian.ca/Laurentian/Home/Departments/Registrar/Important+dates.htm?Laurentian_Lang=en-CA

3.15 Application for Readmission

Students who discontinue their studies at the end of the 1st year or any succeeding year, in good standing with successful completion of that year, may apply for readmission with advanced standing. Each application will be considered on an individual basis.

3.2 Academic Regulations for students who entered the program as of May 2009 are governed by the following

3.21 RN Degree Requirements

To graduate with a Bachelor of Science in Nursing, a student must:

1. satisfy all stated requirements for the degree;
2. complete all nursing courses with a minimum of 60% and all clinical requirements where appropriate with a satisfactory clinical performance after no more than two attempts in any one course;
3. complete BIOL 2110 (Medical Microbiology), and CHMI 2220 (Clinical Chemistry) with a minimum grade of 60% in each;
4. achieve a minimum overall average of 60% on all passed courses (only courses approved by Laurentian University are included in the calculation of averages);
5. complete all NURS courses for the degree within 8 years of the first nursing course.

3.22 Academic Standing

To be in good academic standing and progress in the B.Sc.N. program, a student must meet **all of the** following:

1. meet all conditions of admission;
2. not fail more than 3 credits in any one year or in any sequence of 30 credits;
3. **achieve a minimum of 60% in each required Nursing and Science Course;**
4. achieve an overall average of 60% in all passed courses in the previous year (or previous 30 consecutive credits);

5. demonstrate satisfactory clinical and laboratory performance in courses where clinical experience is required. Failure to demonstrate satisfactory performance in these areas constitutes a failure in the course regardless of numerical grade, therefore all aspects of the course must be repeated;
6. complete all course evaluation components.

3.23 Probation

A student is subject to a one year probationary period for failure to meet *any of the above criteria* under academic standing.

3.24 Withdrawal from Program

Withdrawal from the program is required when a student:

1. does not satisfy all conditions after one probationary year or 30 consecutive credits
2. fails 36 credits or more
3. has not achieved good academic standing in two consecutive years or 60 consecutive credits
4. has not demonstrated, while on probation, satisfactory clinical performance in any nursing practice course
5. fails to obtain the minimum academic grade and satisfactory clinical and lab performance where appropriate in a course on a second attempt.
6. fails to demonstrate professional practice as outlined by Laurentian University School of Nursing, professional regulatory bodies and host clinical agencies.

A student who is required to withdraw may petition the Senate Committee on Academic Regulations and Awards for readmission after one calendar year. Such an appeal should have a recommendation from the director of the school before being considered by the committee.

Contact the LU-Post RN program coordinator for information about withdrawing from the program.

****NOTE**** Important dates, such as the deadline of honorable course withdrawals, can be found at the LU website:

http://www.laurentian.ca/Laurentian/Home/Departments/Registrar/Important+dates.htm?Laurentian_Lang=en-CA

3.25 Application for Readmission

Students in good academic standing who choose to discontinue their studies at the end of the first or any other year, with successful completion of that year, may apply for readmission with advanced standing. Cases are considered on an individual basis.

3.3 Additional Costs

In addition to the regular tuition and general fees, students in the School of Nursing are required to purchase learning resources (eg. textbooks, laboratory kits, etc.) and required uniforms. All expenses (eg. travel, parking, accommodations, etc.) related to clinical placements are the responsibility of the student.

Graduation pins in gold or goldplated can be purchased by students on completion of the program. These pins vary in cost from year to year.

3.4 Attendance

Attendance and preparation are mandatory for all program components including classes, laboratories, and clinical. Communication with the course instructor and/or program coordinator is required for consideration of extenuating circumstances for absences and for academic counseling regarding progress in the course. These circumstances will be evaluated on an individual basis. The method for monitoring attendance is at the discretion of the course instructor(s). Substantiating documentation may be required for absences.

3.5 Academic Counselling

Academic counselling is available for students in the program. The Academic Counsellor for students in all years of the program is Patti Dickieson, Post R.N. Distance Education Program Co-ordinator. Patti can be contacted at the R.D. Parker Building room 921 or call 1-866-279-5325 and ask to be transferred to ext. 3810 or 1-705-673-6589. E-mail: pdickieson@laurentian.ca.

The purpose of academic counselling is to:

1. answer any questions students may have regarding the program.
- 2.* assist students with selection of courses.
- 3.* help students meet all program requirements prior to graduation.
4. discuss individual student's academic progress and assist with any academic concerns.
5. advise students about the many services available at Laurentian University.

Contact with your Academic Counsellor if you are having any concerns regarding your academic progress.

***Note: The student is ultimately responsible to see that all program requirements are met before graduation.**

3.6 Accessibility Services

Student assessments and services with respect to special learning needs are provided by the Accessibility Services office. Confidentiality with respect to special needs may not necessarily apply to students in the School of Nursing because depending on the nature of the learning disabilities may cause harm to clients in the clinical setting and so disclosure of the condition is

essential in the Nursing Program. Students, who pose a risk in the opinion of faculty, may be counseled out of the nursing program.

The Accessibility Services office has a coordinator whose role is to encourage equal access, create awareness and advocate when necessary for disabled students. An Accessibility Committee consisting of faculty and disabled students addresses issues of concern to the University.

Examination procedures are arranged on an individual basis for special needs student. The Coordinators office has a database of community resources available for all students. Students who require assistance are asked to contact the Coordinator of Accessibility Services, Earl Black, at 705-675-1151 ext. 4806 or via e-mail at eblack@laurentian.ca.

4.0 SCHOOL OF NURSING POLICIES

4.1 Guidelines for Written Assignments

Requirements for written assignments are consistent across courses in the Post RN program.

****All submissions must be in accordance with the most current A.P.A. guidelines, unless otherwise specified by the course professor. You can purchase the latest A.P.A. Manual in the Laurentian University bookstore:**

American Psychological Association. (Latest edition). Publication *Manual of the American Psychological Association*. Washington, D.C.

You can also access the following official website for APA:

<http://www.apastyle.org/index.aspx>

Plagiarism is not allowed. Students are responsible for understanding the meaning of plagiarism and for being aware of the consequences of plagiarism (Refer to Laurentian University Policy Statement on Academic Integrity).

The LU-Post RN program, when necessary, will implement the regulation on Academic Integrity which can be found at the following link.

<http://laurentian.ca/NR/rdonlyres/E90307FF-0943-4A93-BE5B-CF502D7B763B/0/AcademicIntegrityDec2010.PDF>

4.2 Clinical Learning Experiences (Commence with NURS 2276)

4.21 Mandatory Yearly Documentation (Checklist found in Appendix A)

Documentation is required *prior to* the clinical component of program.

Clinical component of program includes practice courses NURS 2276, NURS 2286, NURS 2296, NURS 4025, NURS 4035, NURS 4005 and NURS 4015.

1. Immunizations

All students are required to receive a TB test for tuberculosis (two Step Mantoux where appropriate) prior to the clinical component of the program. The annual influenza vaccine is recommended yearly. If you have medical reasons for not getting these, please contact the LU-Post RN program coordinator.

2. Criminal Record Check

It is mandatory for all students ***prior to*** entering the clinical component of the Post RN program and ***each subsequent year*** to complete a FULL CRIMINAL CHECK, including vulnerable populations. Any delay in providing the School with this document will not be tolerated.

Note: these record checks take a minimum of 2-3 weeks to be processed, and this document must be in the possession of the Post RN Program Administrative Support BY ***AUGUST 1ST OF ACADEMIC YEAR.***

3. CPR Certification and Mask Fit

Current CPR – Level C is a requirement of the program and therefore must be renewed yearly. CPR course must use Canadian Heart & Stroke Foundation guidelines.

4. Additional requirements may be requested by individual clinical placement settings (e.g. signed statements of confidentiality).

5. Registered nurses who are enrolled in the Post RN program must maintain an annual certificate of registration with the College of Nurses of Ontario.

All documents are to be returned to the School of Nursing, Attention: Dayna Hicks, Post RN Program Administrative Support.

****NOTE**** Some agencies also request their own copy of the criminal check and immunization record. MAKE SURE THAT YOU RETAIN THE ORIGINAL COPIES OF ALL THE RECORDS YOU SUBMIT TO YOUR CLINICAL PLACEMENT AGENCY.

**** NOTE** Failure to provide these documents will mean you are ineligible for clinical placements, thus earning an academic failure.**

4.22 Clinical Placement Contracts

Agency contracts are required between Laurentian University and each agency. YOU ARE NOT PERMITTED TO BEGIN YOUR PLACEMENT UNTIL THE CONTRACT IS ARRANGED BY THE LAURENTIAN UNIVERSITY POST RN ADMINISTRATIVE SUPPORT AND THE AGENCY.

YOU ARE NOT PERMITTED TO BEGIN YOUR CLINICAL PLACEMENT UNTIL YOU HAVE THE APPROVAL OF YOUR COURSE INSTRUCTOR AND THE LU-POST RN PROGRAM COORDINATOR. THE FINAL NOTIFICATION WILL BE SENT TO YOU BY D2L EMAIL FROM THE POST RN PROGRAM COORDINATOR.

Dress code

It is expected that you will dress in a professional manner for your clinical placements. Review the Clinical and Community Dress policies (Appendix B). Some agencies have special dress code standards; please check with your preceptor regarding agency appropriate clothing.

Resources

When going to clinical, bring your appropriate resources.

4.23 Home Visits

Home visit guidelines will be provided in the course syllabus for each clinical course that requires home visiting.

4.24 WSIB

WSIB forms are required for EACH clinical placement. You will be mailed the form. Bring the form to the agency where you are going to be working. The form needs to be signed by the agency. The yellow copy stays with the agency, the white copy stays with the student, and the pink copy is returned to Laurentian University.

- a. YOU ARE NOT PERMITTED TO WORK IN A PLACEMENT SETTING WITHOUT THE FORM SIGNED AND RETURNED TO LU. IT IS YOUR RESPONSIBILITY TO MAKE SURE ONE COPY IS RETURNED TO LAURENTIAN UNIVERSITY IN A TIMELY MANNER. FAILURE TO DO SO MAY JEOPARDIZE YOUR ABILITY TO CONTINUE WITH YOUR PLACEMENT.

Legislation has been passed which now enables students to be covered by the Workers Safety Insurance Board (WSIB) in most clinical settings. As a result, a policy has been set up within the School of Nursing making **YOU**, the student, responsible for reporting any injury.

The WSIB states that any injury, **however, minor, must be reported to the contact person within the School of Nursing**. This information **MUST** be reported within **1 working day** to allow the claim to be processed. Accidents requiring only First-aid do not have to be reported to WSIB BUT a record **MUST** be kept within the School of Nursing in the event that a report is required in the future.

The University must submit a Report to the WSIB if a student's accident results in injury that requires:

1. Health care by a medical practitioner for which there is a fee for service (this could include a physician, dentist, chiropractor, hospital, etc.) and/or
2. Lost time from clinical beyond the date of the accident, or
3. Exposure to communicable disease.

Students are responsible for reviewing information related to infection control practices provided in this link:

http://www.health.gov.on.ca/english/providers/program/infectious/disease/ic_hh.html

You, the student, are responsible, in the event of an accident or injury for notifying the following within 1 working day:

1. **Patti Dickieson at the School of Nursing 705-673-6589**
2. **Faculty Clinical Advisor assigned to support your clinical learning experience**
3. **The Agency /Unit in which you are completing a clinical placement.**

Please make sure that your injury has been attended to and then let us know so that it will be reported.

4.25 Clinical Incident Policy

When an incident which adversely affects the safety of a patient occurs or would have occurred had it not been for the intervention of the preceptor or other health team member during the period of time in which the student is responsible for the patient's safety, the following procedure should be followed.

1. Proceed with the clinical incident procedure that is used in the agency.
2. The student is required to meet with the clinical teacher to discuss the incident and decide on the action to be taken.
If the incident was the result of student error then the following procedure is followed:

- a) The student prepares a written statement which includes:

- i) the principles governing the nursing action or situation in which the incident occurred;
- ii) the specific step which was omitted or performed inaccurately;
- iii) statement of how to prevent the occurrence of a similar problem in the future.

b) The written statement should be submitted to the course professor within one day of the incident.

c) The course professor will submit the statement to the coordinator and/or director and it will be placed in the student's file and coded red.

d) Having reviewed the student file, the coordinator or director will meet with the student to discuss the incident and plan any follow-up.

Should a student present herself/himself at a clinical placement with alcohol on her/his breath or act in a manner which would suggest drug intake, the student will be asked to leave the clinical area for that day. The procedure outlined above for student error will be followed.

3. Each incident will be dealt with individually taking into account all variables.

4.26 Agency Manuals and Policies

Most agencies have manuals containing policies, procedures and charting requirements specific to that agency. Students should familiarize themselves with these manuals and follow policies and procedures of the assigned clinical agency. If in doubt, the preceptor should be consulted.

****NOTE****

Students are to sign clinical documentation in the agency setting as follows:

NAME, Laurentian University Post RN Student

4.3 Student Appeals

According to academic regulations, students have the right to appeal if they are dissatisfied with a grade or a decision of the course instructor. Students are encouraged to discuss the matter with the instructor as a first point. If not satisfied, then contact the LU-Post RN program coordinator to implement the informal resolution process. If you are not satisfied with the results of the informal session, you may submit a formal appeal to the Director of the School of Nursing. For more information on *Terms of Reference, Composition and Procedures for Department/School Appeals Committees* please go the following link:

<http://laurentian.ca/NR/rdonlyres/77A2CB20-4B12-44D0-8241-A16805983A5F/0/APPEAL STUDENT.pdf>

4.4 Code of Student Conduct

All students enrolled at Laurentian University have certain freedoms and privileges, as well as responsibilities. The University makes every effort to ensure proper conditions for teaching and learning, availability of academic and general facilities, freedom of movement, freedom from harassment, and protection of property. Laurentian's Code of Student Conduct establishes the authority and jurisdiction of the University, standards of student conduct, and disciplinary and appeal procedures. Copies of the Code are available from the Office of the Registrar or by going to the following link:

http://laurentian.ca/NR/rdonlyres/F3863BE2-8E85-4C59-BE14-1CBC82D5045D/0/AcademicDishonestyPolicy_Jan18_2005.pdf

For the Code of Student Conduct Companion Document, go to the following link:

http://laurentian.ca/NR/rdonlyres/536124E7-48E3-44B6-A24A-84B2C6DAC279/0/Code_Companion_05.pdf

4.5 Policy on a Respectful Workplace & Learning Environment

Laurentian University endeavors at all times to provide a learning environment supportive of productivity, academic achievement and the dignity and self-esteem of every student and employee. The policy can be found at

http://www.laurentian.ca/Laurentian/Home/Departments/Human+Rights+Office/Policies/Policy+on+A+Respectful+Workplace+and+Learning+Environment.htm?Laurentian_Lang=en-CA

5.0 OTHER IMPORTANT INFORMATION TO ENSURE YOUR SUCCESS

5.1 Academic Dates including exam dates are posted on CCE website

****NOTE** It is the student's responsibility to register on webadvisor**

5.2 Student Email

Students are to use the **LU Novell email accounts** for communication- the use of home and personal emails is not permitted

5.3 Student Resources and Services

For additional information on the following services please see the Continuing Education calendar or call the University.

Student Services	705-673-6506
Student Awards	705-673-6578
Accessibility Services	705-675-1151, ext. 3324
	TDD - (705) 675-1151, ext. 6617

Placement Centre	705-673-6598
Spiritual Life Services	705-675-1151 ext. 1080
Counselling & Support Programs	705-673-6506
Health Services	705-675-1151, ext. 1067
	Fax: 705-675-4821

Library Resources

Laurentian University – J.N. Desmarais Library

Off campus Library Services provide Laurentian and Thorneloe Envision students who live 50 kilometres or more from Sudbury with supplementary readings.

- 1-800-661-1058 or (705) 675-1151, ext. 3317
- (705) 671-3803 (Fax)
- distance_l@laurentian.ca
- <http://laurentian.ca/library>

Bookstore

Texts and other learning resources including computers for on-campus or distance education courses may be purchased at the Laurentian University Bookstore, situated on the second floor of the R.D. Parker building. Texts for off-campus and in-class courses are sold at the beginning of the courses. If you have never taken a course at Laurentian University, we recommend that you attend the first class before purchasing your required text(s). If you are unable to visit the Bookstore in person, you may wish to visit our web site at www.bookstore.laurentian.ca. For more information, call the Bookstore at 705-673-6504 or e-mail at bookstore@laurentian.ca.

5.4 University Policies

Student life and conduct at Laurentian University are governed by a number of policies. Policies and procedures relating to academic matters are available on the University website at the following link.

http://laurentian.ca/Laurentian/Home/Departments/Academic+Staff+Relations/PoliciesandProcedures/Policies+and+Proc+New.htm?Laurentian_Lang=en-CA

5.5 Graduation

The LU-Post RN graduation is in the fall and spring of every academic year. It is your responsibility to apply for graduation. Refer to the LU university calendar found at www.laurentian.ca

5.6 Professional Nursing Associations

There are 3 major *provincial* nursing organizations in Ontario, each with a distinct function.

College of Nurses of Ontario: The Regulatory body
 101 Davenport Road
 Toronto, ON, M5R 3P1
 1-416-928-0900 or 1-800-387-5526
 Fax: 1-416-928-6507
 E-mail: cno@cnomail.org
www.cno.org

Registered Nurses Association of Ontario: The Professional Voice
 438 University Avenue, Suite 1600
 Toronto, ON, M5S 2K8
 1-416-599-1925 or 1-800-268-7199
 Fax: 1-416-599-1926
 E-mail: info@rnao.org
www.rnao.org

Ontario Nurses Association: The Nurses Union
 85 Grenville St., Suite 400
 Toronto, ON, M5S 3A2
 1-416-964-8833 or 1-800-387-5580
 Fax: 1-416-964-8864
www.ona.org

National Professional Association

Canadian Nurses Association (CNA): Professional voice at national and international level
 50 Driveway
 Ottawa, ON K2P 1E2
 Telephone: 613-237-2133 or 1-800-361-8404
 Fax: 613-237-3520
<http://www.cna-aiic.ca>

APPENDIX A- Clinical Placement Documentation Checklist

Clinical component of program includes practice courses NURS 2276, NURS 2286, NURS 2296, NURS 4025, NURS 4035, NURS 4005 and NURS 4015.

****NOTE**** All documentation is to be updated and submitted to School of Nursing **by August 1st** of the academic year.

Laurentian University Post RN Program Required Documents

1	Criminal Record Check (with Vulnerable Sector Screen) Every 12 months	
2	Respiratory Mask Fit Every 2 years	
3	WHIMIS Training Every 12 months	
4	CPR (Health Care Provider) Training Every 12 months (Must use Canadian Heart & Stroke guidelines)	
Immunizations (Submit Proof of Immunity) (Required)		
6	Measles Prior to registering for NURS 2276	
7	Mumps Prior to registering for NURS 2276	
8	Rubella Prior to registering for NURS 2276	
9	Tuberculosis Screening: <ul style="list-style-type: none"> Two-Step (Prior to NURS 2276), then One-step (every 12 months) 	
Immunizations (Proof of Immunity) (Not Required but Strongly Recommended)		
11	Tetanus and diphtheria vaccination Every 10 years	
12	Hepatitis B Immunity Status Prior to registering for NURS 2276	
13	Flu Vaccination Every 12 months	

APPENDIX B- Acute and Community Clinical Dress Policies

The purpose of dress policies are to: ensure the safety of both the caregiver and the client; promote mobility and comfort; reduce the risk of cross infection; project a professional image; comply with the policies of the clinical area; and to allow identification for security purposes.

- A. Students change into their uniforms at all institutions where uniforms are required and otherwise abide by the policies of the agency where clinical experience is being acquired. Clinical attire must not be worn outside the clinical setting.
- B. White laboratory coats must be worn by all students on the units while collecting data during unassigned hours.
- C. An identification tag with the name of both the student and educational institution must be worn in all clinical practice environments.
- D. In a community agency, students must wear dress pants or a skirt (knee length or longer), jeans are not permitted. Clothing must be professional in nature – midriff and shoulders must be covered.
- E. Scented products may not be used (i.e. soaps, deodorants, powder etc.)

Acute Settings

1. Uniform

- Females: dress, pant, or jump suit of a simple pattern with no writing and the student's colour choice.
- Males: pant suit of the student's colour choice.
- Clinical attire must be professional in appearance and should be laundered and ironed frequently.
- Appropriate fit. Clothing should not be low cut at the neck or tight across the chest and hips. There will be no exposure of the midriff and lower back.
- Undergarments should not be visible at any time. Sleeves in tops worn for direct patient care must be no longer than $\frac{3}{4}$ length.
- Lanyards are not permitted.
- Clinical attire must not be worn outside of the clinical setting.

2. Shoes

- White, clean, closed toe and heel with non-slip sole with a low heel and shoes and laces must be in good repair.
- Running shoes may be worn only if they meet the above and are inside shoes only.
- Clogs, crocs, high heels and sandals are not permitted.
- Shoes used in clinical are not to be worn outside of clinical

3. Socks

- White socks are preferable or of matching uniform colour.

4. Hair

- Off collar and face (clean shaven or trimmed facial hair).

5. Jewelry (must not compromise safety or infections control or professional image)
 - Small studs, watch and plain wedding band. No hoops or dangling earrings are to be worn.
6. Cosmetics
 - Make up may be worn in moderation
 - Scented products may not be worn in any clinical setting
7. Nails
 - Appropriately cut, no polish including clear
 - No artificial, acrylic or gel nails may be worn
8. Watch
 - Must have a second indicator
 - Must be conservative and professional in appearance and clean
9. Educational Institution Name Tag
 - Name tag must be attached to front of uniform.
10. Body Adornment
 - Consistent with the clinical agency policy
11. Psychiatry and Community Setting
 - Street clothes appropriate for a professional nurse should be worn according to the guidelines of the relevant agency.

NOTE: Additional requirements may be requested by individual clinical placement settings.