NIPISSING
UNIVERSITY

SCHOOL OF NURSING

RPN TO BSCN
BLENDED LEARNING PROGRAM

STUDENT HANDBOOK

2018-2019

Revised Nov 2018

WELCOME

It is with great pleasure that we welcome you to Nipissing University's Registered Practical Nurse (RPN) to Bachelor of Science in Nursing (BScN) Blended Learning Program. We are delighted that you have chosen to pursue a Nipissing University degree in nursing that utilizes a unique partnership model with your employer and other clinical sites to support your educational experience. It is our sincere hope that you enjoy your experience of blended learning and that you find the program both academically challenging and professionally rewarding.

At the heart of the Nipissing experience is our commitment to personalized learning; this is one of our defining strengths and is at the root of our consistently high student satisfaction ratings. The University is committed to ensuring you have the right academic and student resources to set you up for success. There are numerous tools and supports available to you as you embark on this new journey. Many of those resources are listed in this handbook and we encourage you to explore everything Nipissing has to offer you.

This handbook addresses program specific policies and information for the RPN to BScN Blended Learning Program. Please read it carefully. If the information in the handbook is not clearly understood you should seek clarification from the program administration, nursing faculty, program staff and/or an academic advisor.

We wish you success in your studies and in your future nursing career.

The Blended Learning Program Faculty, Staff & Administration

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CURRICULUM

Introduction

The Registered Practical Nurse (RPN) to Bachelor of Science in Nursing (BScN) Blended Learning program provides learners with a quality university education through an alternative delivery model, which is a 'blend' of both online courses and face to face clinical practicum experiences. Nursing is a dynamic, demanding profession, therefore, learners must demonstrate intellectual and clinical competence, and function according to the professional standards of the Colleges of Nurses of Ontario. The purpose of the program is to assist you in developing the competencies required to become a Registered Nurse.

As an adult learner you have made significant personal, professional, and financial commitments towards furthering your education. You are joining a community of learners and a program team who respect and share these commitments. Your experience will include the rewards and challenges of role transition from RPN to BScN graduate. As a distance education student, your active involvement in this online learning community is essential. Connecting with your classmates and the program team will support your success and enjoyment in earning this BScN degree. The skills, knowledge, and experience you bring as a practicing RPN will complement your coursework. As a successful learner, you will take initiative to reflect, research, and build on current knowledge and skills to broaden your learning experience and ultimately, transform your nursing practice (Legg, Adelman, Mueller, & Levitt, 2009; McAllister, 2015).

Statement of Nursing

Nursing, as a profession, has agreed on four major concepts that are common to nursing theories and nursing program curricula. The following definitions of the concepts reflect the values and beliefs of the Nipissing University RPN-BScN Blended Learning Nursing Program.

Health is a personal and societal resource. Health is defined and redefined by each individual (family, community, population) and has a unique meaning to each. Health is affected by a variety of determinants that are dynamic across the lifespan. Wellness and illness may coexist and, in fact, may intersect. Health may be promoted at any time and may be enhanced, maintained, or destroyed by the actions of persons or environments. Health facilitates the work of individuals, families, communities and populations in working toward their life goals.

Person is an ever-changing being in constant interaction with his/her environment. Each person is unique in that each comes with individual experiences that inform the moment and the process of dynamic and creative change. For the purposes of nursing and nursing education: persons are individuals; persons may be clients, nurses, colleagues; persons are members of and form families, groups, communities and populations.

Environment is the ever-changing context within which we live and work and hence, experience health. Our relationship with the environment is interactive and allows for an ever-evolving perception of our potential for change and growth. Components of the environment may be political, economic, social, biological, technological, spiritual, cultural and ecological.

Nursing is the art and science of caring within a therapeutic relationship. The nurse uses caring, communication, critical thinking and change to co-create health with clients and with members of multidisciplinary teams. The process is oriented to the activities of promotion, protection, maintenance, restoration, and palliation.

Nursing Education

Nursing education is an interactive process

between teachers and learners within an environment that encourages self-directed learning and participant accountability. Uniqueness, open inquiry, and a commitment to continued education are promoted. Application of knowledge and skills in a professional, caring, and holistic manner is expected. Nursing education should provide a broad general education, preparation in professional nursing, and a basis for graduate study.

Curriculum development in this program embraces knowledge from a variety of disciplines. The natural sciences, social sciences, and human sciences contribute to the development of nursing knowledge in providing a broad basis for students to understand the context of the human health experience. Faculty and students explore curriculum content, nursing concepts, and nursing issues from a variety of perspectives. Both quantitatively and qualitatively constructed knowledge is valued.

Mission, Vision and Values

Mission

To graduate caring, professional nurses prepared through critical inquiry and scholarship. The blended nursing program encourages a personalized student experience through innovations in nursing education and prepares students to engage in evidence informed practice with diverse individuals, families, and populations.

Vision

To provide quality Baccalaureate of Science in Nursing education to Registered Practical Nurses within a collaborative and diverse learning community in which nurses will continue to expand their professional knowledge and role as leaders in healthcare.

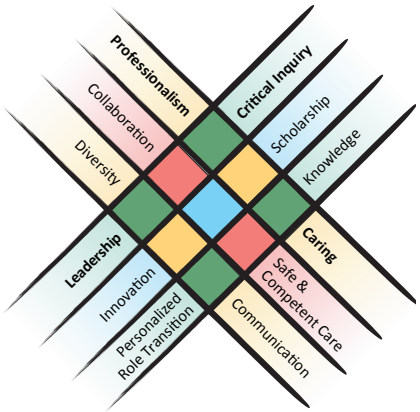
Values

- Caring
- Safe and competent practice
- Communication
- Professionalism
- Collaboration
- Diversity
- Critical Inquiry
- Scholarship
- Knowledge
- Leadership
- Innovation
- Personalized Role Transition

RPN to BScN Blended Learning Program Curriculum Weave

The values of the RPN to BScN Blended Learning Program are woven throughout the curriculum with a specific emphasis on four core values of professionalism, leadership, critical inquiry, and caring.

The values act as curricular threads, interwoven to connect the courses of the curriculum as depicted in the Curriculum Weave diagram below.



Values Defined

Critical inquiry is a process that expands on critical thinking where students reflect and examine their beliefs, assumptions, ideas, principles, relevant theory, and resulting actions in nursing practice (College of Nurses of Ontario, 2014). Theoretical and clinical practicum courses provide students with diverse and personalized learning opportunities to synthesize, evaluate, generate, and apply knowledge as students engage in their discovery and transition to the Registered Nurse (RN) role.

Scholarship involves intellectual and

creative activities that guide students through the process of generation, validation, synthesis, and application of knowledge to nursing practice (Canadian Association of Schools of Nursing, 2013). Students are encouraged to expand their depth and breadth of knowledge by researching scholarly databases, current literature, and incorporating evidence-informed theory in all courses.

Knowledge refers to the conceptual, factual, and theoretical information that is learned in a program (Canadian Association of Schools of Nursing, 2015). The Blended learning program supports students to further develop their foundational knowledge and nursing practice by incorporating various ways of knowing. The diverse ways of knowing include empirics, aesthetics, ethics, personal knowing (Carper, 1978; Registered Nurses Association of Ontario, 2013), and emancipatory knowledge (Chinn & Kramer, 2011).

Professionalism is demonstrated by ethical behaviour, integrity, respect, responsibility, and the values associated with the practice of nursing. It is a core value and an expectation within the RPN to BScN Blended Learning program. Students are supported in their commitment to lifelong learning and in the transformation of their professional presence.

Collaboration involves working together in a coordinated approach to achieve a common goal. The program provides opportunities for learners to collaborate within an online learning community and values the importance of collaboration among interprofessional healthcare team members with a focus on client-centred care.

Communication is the exchange of information between two or more people. Nurses intentionally use communication skills to develop and maintain therapeutic relationships with individual clients, families, populations, and interprofessional health care teams. In the blended program, students learn to navigate the complexities of communicating in both a traditional and technology supported learning environment.

Caring is a process in which a nurse creates a healing environment to address clients' holistic needs (Lukose, 2011). Students build on their skills, experience, and knowledge of caring concepts by incorporating relational caring for self and others, developing and maintaining a holistic and client-centred practice, and sharing the human experience.

Diversity is "the variation between people with respect to ethnicity, national origin, race, gender, ability, age, physical characteristics, religion, values, beliefs, sexual orientation, socioeconomic class or life experiences" (Canadian Nurses Association, 2010, p. 16). In the program, we recognize and value diversity by acknowledging, appreciating, and supporting the uniqueness of individuals and communities. Students engage in self-reflection and learning activities as a means to identify and analyze their own values and beliefs, and integrate cultural safety within all learning environments.

Safe and competent practice refers to the "nurse's independent ability to use her/ his knowledge, skill, judgment, attitudes, values and beliefs to perform in a given role, situation and practice setting" (College of Nurses of Ontario, 2014, p. 11). Students are prepared for the added responsibilities and challenges of the RN scope of practice by expanding their judgment and competency, and by incorporating evidence-informed practice to ensure optimal health outcomes for clients, families, and populations.

Leadership is an interactive process which influences or inspires people to work together towards a common goal. Leadership skills develop from personal qualities that are gained through knowledge, skills, experience, and education (Registered Nurses Association of Ontario, 2013). Nurses demonstrate leadership by providing, facilitating, and promoting the best possible care to the public. Students in the program enhance their capacity for leadership through

experiential engagement of theoretical and clinical learning within the healthcare community.

Innovation is the application of knowledge and skill to redesign or re-imagine ideas and experiences. Innovation requires deconstructing long-held assumptions and traditions in order to enable evidence-informed approaches that support a culture of smart risk-taking, creativity, and excellence. The program challenges students to critically think among people, ideas, and technology in preparation for a professional nursing career that is adaptable to the complexity of current and future healthcare environments.

Personalized role transition refers to the evolution of an individual's state of mind as it applies to their professional role (Suva et al., 2015). To facilitate role transition from RPN to BScN, the program respects individuals' previous nursing education and practice, integrates principles of adult learning, and emphasizes learner-centered experiences. By becoming actively engaged in their role transition, students take initiative in their learning and ownership for their continued competence, scholarly practice, and success within an inclusive and positive learning community.

Program Description

The RPN to BScN Blended Learning program provides an opportunity for RPNs to transition into a Baccalaureate of Science in Nursing through multiple modalities such as face to face, synchronous and asynchronous distance learning. The program uses Blackboard as the learning management system for course delivery. Students participate in varied learning activities that are technology supported and accessible throughout Ontario. Students actively collaborate with a diverse group of faculty who facilitate scholarly learning.

Program Outcomes

On completion of the RPN to BScN Blended Learning program, the graduate will:

1. Apply caring concepts and caring theory when practicing professionally within the legislative and ethical requirements.
2. Exemplify professional communication and collaborative behaviors in relationships with individuals, families, populations, nursing colleagues, and interprofessional healthcare team members.
3. Demonstrate cultural competence in nursing practice among diverse populations in a variety of contexts to ensure culturally safe care.
4. Integrate critical inquiry through ongoing reflection and examination of relevant theories and knowledge in nursing practice.
5. Demonstrate leadership attributes that promote adaptation, goal achievement, and innovation.
6. Commit to self-regulation, scholarship, and nursing competence through the personalized role transition from registered practical nurse to BScN.
7. Integrate evidence-informed literature with the nursing process to practice safe and competent nursing care.
8. Synthesize new knowledge by using various sources of information and communication technologies towards monitoring and evaluating health outcomes in individuals, families, and populations.

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COLLEGE OF NURSES OF ONTARIO

The College of Nurses of Ontario (CNO) is responsible for regulating nursing in Ontario. Here are some important Registration Requirements for those applying to practice nursing in Ontario. You must:

1. Complete a nursing program. You must demonstrate the successful completion of a nursing program designed to prepare graduates for the category (RN or RPN) to which you are applying.

2. Complete a registration examination. You must successfully complete the registration examination approved by the College for the category (RN or RPN) to which you are applying.

3. Complete the jurisprudence examination. You must successfully complete the RN/RPN Jurisprudence Examination. This online exam assesses your awareness and understanding of the legislative and regulatory framework (i.e., laws, regulations, and College by-laws, practice standards and guidelines) governing the nursing profession in Ontario.

4. Provide evidence of nursing practice. For most Ontario nursing graduates, evidence of practice is demonstrated by successful completion of a nursing program for the category (RN or RPN) to which they are applying.

5. Demonstrate language proficiency in English or French. You must provide evidence that you are proficient in English or French. This includes demonstrating you can communicate and comprehend effectively, both orally and in writing, in either language.

6. Provide proof of citizenship, permanent residency or authorization under the Immigration and Refugee Protection Act (Canada). You must be a Canadian citizen or a permanent resident of Canada or hold authorization under the Immigration and Refugee Protection Act (Canada) to engage in the practice of nursing in Ontario.

7. Report past offences, findings and other specified matters. You must truthfully state if you have ever been found guilty of an offence, had a finding related to the practice of nursing or another profession against you, or are involved in certain proceedings.

8. Meet College requirements related to health and conduct. Before you are registered, the College must be satisfied that you do not suffer from any physical or mental condition or disorder that could affect your ability to practice nursing in a safe manner.

For more information on registration and practice requirements, please contact the CNO at :

www.cno.org/en/become-a-nurse/new-applicants1/ontario/registration-requirements-for-rns-and-rpns/

CNO website: www.cno.org

or call 1-800 387-5526

GENERAL ACADEMIC GUIDELINES

Please refer to the academic calendar for the most complete and current information regarding Nipissing University policies and regulations.
http://academiccalendar.nipissingu.ca

Grades

To graduate with a BScN students must:

- Satisfy all stated requirements for the degree;
- Complete all 120 credits in no more than 162 credit attempts with an overall average of 60% (only courses taken at Nipissing University are to be included in the average);
- Successfully complete all **NSGD courses with a minimum grade of 60%, and all clinical practicum courses with a "Satisfactory" grade;**
- A student may be allowed to repeat a course once and the higher grade obtained will be used in the calculation of the cumulative and sessional (if appropriate) average. If a student fails the course on a second attempt after first passing, then the credits obtained for that course on the first attempt will be kept. A student may attempt a course for a third time only with departmental approval. **A student in the nursing program may not receive an "Unsatisfactory" grade in more than one clinical practicum course throughout the program. If a second "Unsatisfactory" grade is achieved, the student will be required to withdraw from the nursing program.**
- Complete the program within seven (7) years of the original date of admission;
- Distinction at Graduation; Undergraduate students who graduate with an overall average of 80% or higher on all courses taken at Nipissing University and presented for the degree will be granted their degree "with distinction". The overall average must be calculated on a minimum of 60 numerically graded credits (10 full courses or equivalent) completed at Nipissing University and presented for the degree.

Credit Attempt

A course is considered to have been attempted when a final grade has been assigned to it. A course from which a student has honourably withdrawn is not considered an attempt. Students are permitted a maximum of two attempts at a particular course.

Required Withdrawal from a Program

Students will be withdrawn from the BScN program should they receive more than one grade of "Unsatisfactory" in any Clinical Practicum courses. See the academic calendar for additional information on being asked to withdraw.

Course Syllabi

In each course you will be provided with a course syllabus (outline). This outlines all course activities and acts as a contract between student and the course instructor.

Textbooks

Required textbook information can be found by going to the campus bookstore at www.nipissingu.bkstr.com. Students who wish to be successful need to be using the most recent edition of the textbook. The School of Nursing strongly recommends that students obtain the most recent version of the required textbook(s). Courses are taught using the most recent version of the textbook to ensure that students are not learning out of date/incorrect information. Do not photocopy or share PDF's of textbooks.

Assignments

The following guidelines apply unless indicated otherwise in the course outline. All assignments must include references and follow APA format. Assignments must be submitted on time. Five percent (5%) of the potential mark standardized to 100% will be lost for each workday of lateness. Spelling and grammar must be accurate. A maximum of 20% of the mark for each written assignment will be assigned to spelling, grammar, and format. All assignments are due on the specified date. If permission is received for a late submission, the assignment will be due on the agreed upon date.

Absences from Quizzes, Tests, etc.

The following guidelines apply unless indicated otherwise in the course outline. A mark of zero (0) will be given for any missed test or quiz. There will be no rewrites or supplemental tests or quizzes, unless alternate arrangements are made with the course instructor.

Examination Location

Most online courses have in-person final exams at our North Bay campus on a set, inflexible date within the final exam period for that session. The dates of the final exam period for each session are available in the Important Dates section of the Academic Calendar each year. The exact date and time of your exam(s) will be made available to you on WebAdvisor at least eight weeks prior to the start of the exam period each session.

If you wish to complete your exam(s) at a location outside of North Bay, you must submit a Distance Exam Request Form to the Office of the Registrar after your final exam schedule has been posted for each session. You would be responsible for booking any such exams at an approved testing centre near you on the same date as the exam taking place in North Bay for your course(s), for any fees charged by the testing centre for their services, and for ensuring that your completed Distance Exam Request form is submitted to the Office of the Registrar at distance_exams@nipissingu.ca prior to the withdrawal deadline each session.

Further details regarding this process and any applicable deadlines will be sent to your Nipissing University student email account each semester within eight weeks of the final exam period.

Absences from Final Examinations

Students who are unable to write final examinations because of illness or other circumstances beyond their control, or whose performance on the examination has been impaired by such circumstances, may, on application, be granted permission to write a deferred final examination.

Details regarding the application and process of deferred examinations may be found in the Final Examinations section of the Academic Calendar. Please be advised that travel or work arrangements or misreading the examination schedule are not valid reasons for requesting a deferred examination.

Expected Theory Course Commitment

Time commitment for theory courses will vary based on each student as well as the course, but expected time commitment is eight to ten hours a week for each course. It is expected that each student will have the required text.

Expected Clinical Commitment

To provide the best clinical experiences possible students can expect to commit the following hours in the clinical setting. Please note that days per week/hours may change based on the availability of the clinical agency. Clinical practicum course work includes time in the clinical setting, assignments, case studies, online discussions, testing or other assignments as listed in the course outline.

Paid RPN hours cannot be counted towards any non paid clinical hours. The role/scope of a practicing RPN and BScN student are very different and the two cannot be combined. Claiming paid hours towards learning hours will be considered academic dishonesty under Nipissing University's policy on Academic Integrity. Students demonstrating this behaviour will be subject to consequences that may include being reported to the CNO, and expulsion from the RPN to BScN Blended Learning Program.

Course	Weekly Hours/ Days in Clinical	Total Hours/Term (12 wk term)
NSGD 2106 - Clinical Practicum for RPN to BScN	14 hours/1 day	168
NSGD 2028 - Clinical Practicum - Nursing in Specialized Settings - Mental Health	14 hours/ 1 or 2 days	84 (6 wk term)
NSGD 2029 - Clinical Practicum - Nursing in Specialized Settings - Women and Children	14 hours/ 1 or 2 days	84 (6 wk term)
NSGD 3026 - Clinical Practicum - Family Nursing in Diverse Settings	14 hours/varies	168
NSGD 3027 - Clinical Practicum - Nursing Communities and Populations	14 hours/ 1 to 2 days	168
NSGD 4026 - Clinical Practicum - Advanced Nursing Practice	14 hours/2 days	168
NSGD 4027 - Clinical Practicum - Preceptorship	Varies One semester option = 36 hrs per week Two semester option = 36 hrs per two weeks	420 (12-24 wk term)
		1260 Total

Requesting/Reporting Time Off

There are many circumstances which require students to withdraw from taking courses for a semester or more, such as family commitments, financial concerns, illness or injury and more. Students should notify the Program Manager if extended time away from the program is expected. If 'leave' is required for illness or injury, documentation from a health care provider is required. For extenuating circumstances, an extended leave may be granted. Students who do not register for courses for a calendar year will become 'inactive' in our program and will need to reapply for readmission consideration before they can resume their studies. Previous enrolment in the program does not guarantee readmission.

Policy on Academic Dishonesty

The University takes a serious view of such offences against academic honesty as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced. For full details of the policy on academic dishonesty see the appropriate section of the Nipissing Academic Calendar. Please note that instructors in this program are expected to use plagiarism detecting software.

Plagiarism/Dishonest Behaviour

Students who commit acts of dishonesty are subject to penalty by the Dean. An example of such dishonest behaviour is when a student submits clinical documents that have been falsified to the School of Nursing. Any plagiarism or academic dishonest behaviour that occurs during studies is reportable to the College of Nurses.

False, misleading, misrepresented, altered, omitted or forged documentation occurring while in the program is considered dishonesty. This behaviour can result in serious consequences, including, but not limited to; receiving a 0 or U in the course, suspension from the university, special conditions for readmission, expulsion from the program, and reporting the incident to the College of Nurses of Ontario. Please see the academic calendar for additional information.

PROCEEDING IN THE PROGRAM

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- In order for the student to begin courses in the next 1000 level, for example, from 2000 to 3000 level, all 2000 level courses must be completed successfully, unless the student obtains prior approval from the RPN to BScN Blended Learning Program Manager.
- The RPN-BScN Blended Learning program is a part-time program designed for students to take two courses per semesters over three semesters per year for five years. It is not intended to be full-time and it does not designed with options to fast track.
- Students who hold a previous university degree who have been exempted from courses, and students who have received additional transfer credits must meet with academic advising for assistance with a modified study plan. Although it may sometimes be possible, students who hold a previous degree or have additional transfer credits should not expect to complete the program in less than five years.
- A student, who fails a course other than a nursing course, will be required to repeat the course when it is next offered, while continuing in the program

unless it contravenes the co-requisites. Students should be aware that this might extend the time frame for completing the program.
- All NSGD courses require a minimum grade of 60% to pass the course.
- Clinical practicum courses are graded S (Satisfactory) or U (Unsatisfactory). Students must receive an S grade in these courses in order to proceed in the program.
- Limited enrolment assists the School of Nursing in managing clinical placement opportunities. Students who follow the study plan, including selecting their placements on their "Clinical Intention to Register" form and meeting their clinical clearance requirements will be prioritized for placement planning.
- All nursing courses must be completed prior to the beginning of NSGD 4027 Clinical Practicum – Preceptorship.
- A student must complete the RPN to BScN Blended Learning Program within seven (7) academic years from initial registration in the Program.
- Students falling out of sequence need to notify the Program Manager of their intended date of return and a plan of study so appropriate planning can take place.
- All Students, including those taking time off of school are still expected to be checking their Nipissing University email account for important messages from the University.
- Students who are not registered in any courses for one calendar year must reapply to the program for admission consideration.
- If a student withdraws from the program and wishes to return at a later date he/she may be required to meet with the School of Nursing personnel to discuss their situation and possible additional requirements if they are readmitted to the program.

Dosage Calculation Competency Testing Schedule

- All students will be required to demonstrate proficiency in the Dosage Calculation Competency Course.
- Completion of the module and a grade of 90% on the final test are required to be satisfactory.

Dosage Calculation Test	When Module is to be Taken	Completion Required For
Test 1	During NSGD 2106	NSGD 2028/2029
Test 2	During NSGD 2028/2029	NSGD 4026
Test 3	During NSGD 4026	NSGD 4027

ACADEMIC POLICIES FOR CLINICAL PRACTICUM COURSES

Satisfactory Performance: Students demonstrate consistency in meeting clinical learning outcomes, as well as being satisfactory in clinical tests and assignments.

Unsatisfactory Clinical Performance: Students do not demonstrate consistency in meeting clinical learning outcomes as outlined on the clinical evaluation form at the completion of a rotation.

- If a student is not meeting the objectives of a clinical practicum by mid-rotation, it will be documented and signed by both the student and the professor/instructor. Documentation will include strengths, areas for improvement and strategies to structure success. Ongoing documentation will be maintained and signed by both the student and the professor/instructor. If improvement is not noted by the final evaluation, the student will have unsatisfactory performance.
- Students who fail a clinical course are encouraged to speak with the Program Manager about the next opportunity to repeat the course and program progress.

- A student, who is unsatisfactory in 2 clinical courses, will be required to withdraw from the nursing program.
- In clinical practicum courses, students must be satisfactory in all components (Practice, assignments and testing) of the clinical course. An unsatisfactory grade in any one component will result in an unsatisfactory grade in the course.

Clinical Intention to Register

Clinical planning for each year is done based on the information students provide on their "Clinical Intention to Register" form in WebAdvisor. The annual deadline for submitting this form is November 1st for the following Spring/Summer, Fall and Winter. Submission is done via WebAdvisor. Information and Instructions are emailed to the student's Nipissing email account in the fall each year. Students who are admitted in January will be required to submit their initial selections in their first semester then in the fall of that year and each year after.

Submitting the "Clinical Intention to Register" form is not the same as registering for courses. This is our way to know the student intends to register for these clinical courses. This form is very important. It is what we use to make sure we plan the correct clinical placements. The clinical placement team needs each student to accurately indicate what placement they will be taking in which semester (with careful consideration to prerequisites and co-requisites and course offerings). This is important so we can begin planning months ahead of course registration. If any plans change during the year it is important to revise the selections on the "Clinical Intention to Register" form by submitting a change request.

Before making selections, please consult the study plan, the academic calendar and/or any previously revised course plan developed with Academic Advising or the Program Manager.

Clinical Course Registration

There are several additional requirements that need to be taken into consideration to register for a clinical course. Please review these common issues if you are having difficulty registering.

Clinical Clearance	Have you been cleared for Clinical? You must meet all of the clinical clearance requirements to be granted permission to register in clinical courses. Contact clearance@nipissingu.ca for additional information. NOTE - Winter semester clinical registration is permitted only after the fall clinical clearance process is complete in mid-December.
Clinical Intention to Register Form	Have you previously selected your clinical course in the correct semester on the "Clinical Intention to Register" form in WebAdvisor? If you have not completed the form then we have not been planning for you and we will not forward your name to the Office of the Registrar to grant you permission to regsiter. This form must accurately reflect your intentions and be updated if your plans change. Contact nursingblended@nipissingu.ca for additional information.
Required Prerequisites	Have you successfully completed all the required prerequisites? You must complete the 2000 level courses before you can move onto your 3000 level clinicals, and your 3000 level courses before you can move onto your 4000 level clinicals. All NSGD courses require a minimum grade of 60 to be considered successful. Refer to the academic calendar for more information at https://academiccalendar.nipissingu.ca/

Required Corequisites	Are you registering in corequisites at the same time? Several clinical courses must be taken with a corequisite. If you are registering in these courses you must register for both courses at the same time. (NSGD 2106/2107, NSGD 3026/3016, NSGD 3027/3007). Refer to the Academic Calendar for more information at https://academiccalendar.nipissingu.ca/
Tuition and Fees	Have you paid all your fees? A financial restriction will be placed on your account that will prevent you from registering. Please contact the finance office for assistance in repaying any outstanding fees or developing a payment plan, if required. Contact finance@nipissingu.ca for additional information.

If you have answered "yes" to all of these questions and you are still having difficulty registering then please contact the Office of the Registrar at registrar@nipissingu.ca.

Students Contacting Agencies Regarding Clinical Placements

All clinical placements are arranged through the Distance Placement Coordinator. Students are not permitted to contact agencies directly to discuss or try to arrange a placement or a preceptor for any clinical course. The processes established by the School of Nursing for placement must be followed. Circumventing these processes will pose a risk to your opportunity for placement.

Student Employment at a Partner Health Care Agency

Students are expected to remain employed at a partner agency for the duration of the program and the School of Nursing must be notified when a student changes employers. Due to the nature of our partnerships, students who are employed at a partner agency will be given priority for confirmed placements. Students will not be removed from the program if they are no longer employed at a partner agency, but must be aware that there will be challenges in securing future placements. Being required to travel more than 100 kms, deferred or delayed clinical placements, a delayed completion time are just some of the challenges that can arise when students are not employed at a partner agency. Students are required to inform the School of Nursing about any changes in employers so students are being planned for appropriately. Failure to notify the School of Nursing will be considered dishonest behaviour and students will be subject to consequences as laid out in the Plagiarism/Dishonest Behaviour section of the RPN to BScN Blended Nursing Program Student Handbook (see page 9).

Attendance Policy (for Clinical Practicum courses)

Full-time attendance is part of the value system of the professional nurse and of the nursing profession. Attendance at all clinical experiences (including pre-clinical and post-conference) is COMPULSORY and will contribute significantly to a student's success in nursing. Students must be aware of academic dates, which can be found in the Academic Calendar. Students should NOT plan any travel during a clinical semester.

Records of attendance during the clinical experience (including pre-clinical and post-conference) will be maintained during the length of the program. There will not be an opportunity for students to make up missed clinical time. For students missing any time from clinical; their situation will be reviewed by the School of Nursing to assess if time missed has impacted the student's ability to consistently meet the required course outcomes.

Clinical Experience Location

Clinical placements are chosen with the expertise of the Program Manager, Clinical Education Leader and Distance Placement

Coordinator based on clinical areas that agencies have available to create the richest clinical experience possible to meet the learning needs of the students. In some situations students may be required to attend clinical placements in agencies other than their home agency. The School of Nursing endeavors to limit students travel to no more than 100 km for their clinical experience, wherever possible.

In some cases, if the School of Nursing is unable to secure a placement in certain geographic areas (usually only NSGD 2028) a student may be required to defer the placement to the next available semester, or in some cases, be offered the option to travel to North Bay for a condensed offering during the summer semester.

Clinical Experience Cancellation

If clinical experience is cancelled due to unforeseen circumstances, such as illness of the instructor, students will be notified. It is the responsibility of the student to ensure that they always use their Nipissing University email and that the school has their most up to date contact information.

INCIDENT OR INJURY DURING CLINICAL PRACTICUM

Students must notify the Clinical Instructor immediately following any incident/injury that occurs during a clinical placement. In addition to an agency specific incident report a School of Nursing Clinical Incident Form must be completed. The clinical instructor must notify the Clinical Lead and the Clinical Education Leader of the incident as well as fax or email the completed School of Nursing Clinical Incident form to 705-474-6111 or nursing@nipissingu.ca within 8 hours of the incident occurring. The form can be found in all clinical course Blackboard sites.

Students will be assigned to a variety of agencies. Students assigned to clinical practice areas, as part of their program requirements, will be covered by Workplace Safety and Insurance Board (W.S.I.B.) Should incident/injury occur please inform your clinical instructor immediately. All students will be required to complete a Student Declaration form on an annual basis in order to be covered by W.S.I.B while on clinical placement.

NON-ACADEMIC REQUIREMENTS

Students are responsible for all associated costs and expenses incurred for application to or while enrolled within any Nursing program. These may include, but are not limited to, the following: BCLS-HCP CPR certification, police vulnerable sector check, mask-fit testing, required lab/practicum equipment and/or supplies, licensure preparatory requirements, transportation to and from any theoretical and/or practicum course placement, etc.

Submission of Documents for Clearance

Clinical placement clearance requirements are mandatory on an annual basis for all students in the clinical practicum courses including but not limited to Communicable Disease Screening Form, CPR certification, Mask Fit Testing and a Police Vulnerable Sector Check. In addition, students may be required to submit agency specific requirements or take part in agency specific training prior to the start of the clinical placement. All forms and instructions can be found on the clearance website at: https://selfservice.nipissingu.ca/Student/Student/NursingApplication

False, misleading, misrepresented, altered, omitted or forged documentation occurring while in the program is considered academic dishonesty. This behaviour can result in serious consequences, including, but not limited to; receiving a 0 or U in

the course, suspension from the university, special conditions for readmission, expulsion from the program, and reporting the incident to the College of Nurses of Ontario. Please see the academic calendar for additional information.

Submission Schedule

January intake - April 1st for initial submission, then December 1st of the same year and every year thereafter

May intake - December 1st for initial submission, then December 1st for every year thereafter

September intake - December 1st for initial submission, then December 1st for every year thereafter

****NOTE**** DEADLINES - It is strongly encouraged that all required documentation be submitted a minimum of 30 days prior to the final submission deadline.

This will allow time for the School of Nursing to review your documentation prior to the deadline. Documentation submitted at the last minute that is incomplete, out of date or missing will not allow sufficient time for revision. Documentation received after the deadline will NOT be accepted.

Do not start renewing your documentation too early. All documents need to have an issue date of September 1st. If your documents are dated prior to September 1st, they will not be accepted.

Police Vulnerable Sector Check (PVSC):

Your PVSC must have a request date within the first 30 days of the clearance period (i.e. January 1-30 and/or September 1-30). Requests dated outside of this timeframe will not be given special consideration due to delayed processing if not received by the final deadline. Processing times vary depending on region so you must contact your local police department ASAP to inquire about turnaround time to ensure you are able to meet the clearance deadline. Police Vulnerable Sector Checks are only considered valid by the School of Nursing for one year from the date of issue. Some placement agencies have different "dates of validity" and students may be required to request and submit a second PVSC if required by the agency. Your local police authority may require a representative of the School of Nursing to complete a "Consent to Disclosure" form or letter. A personalized letter will be prepared and sent to your Nipissing University email by the Clearance Office in the beginning of each clearance cycle, if the police department requires additional information please contact our office as soon as possible.

Health Requirements - Communicable Disease Screening Form (CDSF):

All students will be required to submit a completed Communicable Disease Screening Form (CDSF) prior to starting in the program. Communicable Disease Screening Forms must be renewed on an annual basis. NOTE: Information is only to be submitted using the CDSF provided. No additional forms (i.e. medical documentation, lab results, etc.) will be accepted. Immunizations must be up-to-date. TB testing and immunization for Hepatitis B (including a post immunization Hepatitis B titer blood test) are required as mandated by the Ontario Hospital Association. Failure to comply with the protocol for health records and submission of required documentation will result in the student's removal from the clinical setting.

Mask-Fit Testing:

Note: Your mask fit must not expire prior to September 1st of the following calendar year.

Mask fit testing must be submitted upon admission to the RPN to BScN Blended Learning Program and on a biannual basis in following with provincial mandated regulations. Failure to comply with the protocol for maintaining up to date Mask Fit Testing will result in the student's removal from the clinical setting.

CPR Certificate – Level "C" or "HCP":

It is the responsibility of the student to obtain a valid annual CPR (Level 'C' or 'HCP') certificate to be cleared for clinical placement. The cost of this certification and recertification is the responsibility of the student. The School of Nursing does not accept online certification for CPR; the certification session must have a "hands on" component and must be delivered by an approved healthcare training agency. Proof of CPR must include the date the course was completed.

Recertification of CPR is required on an annual basis and must not expire before the next clearance period. CPR certificates are only considered valid by the School of Nursing for one year from the date of issue, regardless of the expiry date provided on the card or the policy at your place of employment. Failure to submit valid certificates will result in the student's removal from the clinical setting.

Ministry of Labour Certificate

Nipissing University is responsible for providing health and safety training for our unpaid placements. To satisfy this initiative you must complete the Ministry of Labour Health and Safety training located at this link: www.labour.gov.on.ca/english/hs/elearn/worker/index.php

Go to the link provided and complete the training. Upon completion of the training you will be awarded a certificate which you must print, scan and include in your complete initial clearance package submission.

The training will take approximately 45 min and must be completed in one sitting.

WHMIS Certification:

WHMIS Certificates are only considered valid by the School of Nursing for one year from the date of issue. You must self-enroll in WHMIS through Nipissing University's Blackboard. Please follow the WHMIS directions included in the clearance website.

Influenza Vaccination:

Students are required to provide proof of Flu Shot if they have received it. Students who choose not to receive the annual Flu shot, must be prepared to follow the clinical agency's policy for students in practicum.

Renewal of non-academic clinical placement requirements on an annual basis is mandatory for all students in the Blended Learning Program.

Transportation

Transportation to and from the clinical placement is the student's responsibility.

Uniform Policy in Clinical Practice Setting

Students are to change into uniform after arriving at the clinical agency and change into street clothes before leaving the agency. Uniform shoes must only be worn in the clinical setting.

Acute Care Placement Centers

- A clean plain navy blue uniform with appropriate under garments must be worn every day while in clinical agencies that require uniforms. A full length lab coat must be worn over civilian clothing when uniforms are not required (e.g. pre-clinical experiences). Lab coats, warm-up jackets and sweaters must be solid white.
- Shoes
  - Clean, white
  - Soft-soled, low-heeled
  - Closed toe and heel
- Stockings or Socks
  - Must be white
- The following jewelry items may be worn:
  - Plain gold wedding band
  - One pair of stud earrings
  - Watch with second hand
  - Medic alert bracelet
- Not to be worn:
  - Dangling earrings
  - Engagement rings or ornate rings
  - Necklaces
- Hair:
  - Well-groomed and professional

- Long hair tied up and back
- No ornate hair ornaments
- Beards closely trimmed

- Nails
  - Short and clean
  - Nail polish not permitted

An RPN to BScN Blended Learning Program name tag must always be worn in the clinical setting. Students will receive a name tag prior to the start of their first clinical practicum course or on the first day of their first clinical placement. Students may use this name tag throughout the whole program. If you lose your name tag, please inform the School of Nursing as soon as possible so that a replacement tag can be issued. Nipissing University name tags may not be worn outside the clinical setting.

Stethoscopes are not to be worn about the neck. No eating or chewing gum in the clinical area. Make-up, if worn, should be simple and professional. Scented or perfumed hygiene products must be avoided.

Depending on specific agency policy, it may be necessary for the student to remove all visible body piercing or conceal visible tattoos which the agency feels are not appropriate in meeting the professional expectations for their clients.

Dress Code for Community and Mental Health Placements

(To be confirmed with instructor before placement begins)

- Clothing should be clean, neat and professional.
- Clothing must not be revealing in any way. No skin should be showing at the waistline even when bending over.
- Shoes must be clean and sturdy with a closed heel and toe.

In addition to the above, students in all years must follow the following guidelines as per faculty direction:

- Must wear the Nipissing BScN Community Uniform in agencies where traditional nursing uniforms are not worn.
  - o The Community Uniform consists of business casual dress.
- Shoes appropriate to the clinical setting must be clean and sturdy with a low, soft-soled closed heel and toe. 'Nursing shoes'/sneakers are not appropriate in many community settings.
- Appropriate sock wear must be worn at all times.
- Students may wear a plain cardigan (no hood, no graphic logo) over their uniform for warmth as needed.
- Policies for jewelry, hair, and nails are the same as for the hospital setting.

REFLECTIVE JOURNAL WRITING GUIDELINES

Hint: For this framework use one level of heading to maintain focus and flow of writing. Be sure to refer to your APA manual for proper format.

Title

(Addressing the focus of the entry)

Introduction

(Do not include this heading, as per APA guidelines)

Brief introduction: 3 – 4 sentences that introduce the particular situation from your clinical experience that you will be writing about. The introduction should set the context for the reflective entry. The introduction must also include other key concepts that will be discussed in the entry.

Trigger Event

The trigger event is a positive or negative impression evoked by behaviours, ideas, or feelings that intrigue you (puzzlement, surprise, or shock, something that aroused curiosity or makes you say 'a-ha'.

This section should be 3 – 4 sentences that tell the reader why you have chosen to write about this particular situation or experience from your clinical experience.

Appraisal

This section offers you the opportunity to identify and clarify a concern and engage in self-examination. Perhaps begin with those who face a similar contradiction.

This section needs to be 1 – 2 paragraphs in length. In this section you return to the situation and ask: What is generally known about this issue? What does the literature say about it? There is a requirement to use the literature (scholarly writing in textbooks and professional journals) to support your thoughts and ideas.

Exploration

This section provides you with the opportunity to take the time and begin searching for new ways of explaining discrepancies in your understanding or new ways to live with them; to test options and search for new meanings; to develop alternative perspectives; to come to a way of thinking and acting that you feel makes sense of a situation. It is a transition stage.

Leaving behind a familiar but inappropriate assumption can be a wrenching experience. A common tendency is to hang onto the assumption or behavior. Try to modify it to fit the situation more closely.

Include 2 – 3 paragraphs describing how this process has affected your understanding, your 'sense-making' of what you wrote in the initial paragraphs. Are there other ways to look at the situation? What did you read in the literature that led you to think differently about the experience?

Integration

Integration refers to integrating new ways of understanding into the fabric of your life. It includes integration of cognitive and affective domains. In this phase, there is a connecting of the present with the past and with the future.

If professional practice is about change, development and meaningful conscious action, [then] the art of reflection becomes a pre-requisite (Burrows, 1995. P. 347)

This section should be 1 – 2 paragraphs in length. You may begin by asking yourself 'Have I learned something that I think will inform/further my professional development? Is this something I had not thought of before'? Like what you knew before to what you know now and to how this might affect your thinking and/or your responses (language and/or actions) in the future.

References

Brookfield, S. (1987). *Developing critical thinkers: Challenging adults to explore alternative ways of thinking and acting.* San Francisco, CA: Jossey-Bass.

Burrows, D. (1995). The Nurse teacher's role in the promotion of reflective practice. *Nurse Education Today*, 15, 346-350.

Additional Resource:

Ashby, C. (2006). *Models for reflective practice.* Practice Nurse, 32(10), 28-32.

ON LINE LEARNING TOOLS

USB Headset

Students will be required to attend many webinars and Blackboard 'Collaborate' sessions throughout their program. These sessions require students to have appropriate equipment to participate and fully engage in their course activities. Headsets with a microphone and USB connection are available at most retail stores that sell office or computer equipment.

Computer and Laptops

Students need to ensure that their primary 'tool' for their work in the program is being done on a desktop or laptop computer. While cell phones and tablets are very convenient tools, their features are limited and will not allow students to perform everything required for participation in their course work. Students are strongly encouraged to own their own computer so they are able to work, join online or take tests in a private area, as well as download additional software, if required. Regular access to a reliable computer is essential to success in this program. Using the computer at work or at the local library can be problematic and is discouraged.

Respondus Lockdown Browser

Respondus LockDown Browser is a locked browser for taking tests in Blackboard Learn. It prevents students from printing, copying, going to another URL, or accessing other applications during a test.

If a Blackboard test requires that Respondus LockDown Browser be used, the student will not be able to take the test with a standard web browser.

Students may be required to use LockDown Browser with a webcam, which will record the student during an online, non-proctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.")

LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test. If the instructor is using this, then the student will be provided with the link for downloading and installing LockDown Browser. It is easy to install by following the onscreen instructions to complete the install.

Students in courses that are using LockDown Browser will be advised in the syllabus at the beginning of the course this technology is being used.

Wireless vs 'Wired' Connections

Many courses will require students to participate in live sessions - Webinars and Blackboard 'Collaborate' sessions throughout their program. There is a difference between wireless service and 'wired' or hardwired service when it comes to internet connectivity. Students must be aware of this difference and ensure that they select a wired connection for online tests and quizzes, for example, so that the connection is less likely to be lost during a test.

ACADEMIC RESOURCES

Academic Advising

Professional academic advisors are available via email, telephone or by appointment. Their responsibility is to advise all students in all programs on degree requirements and course selection as well as university policies and procedures. Academic Advising Services can be reached at 705-474-3450 ext 4358 or advising@nipissingu.ca.
To book an appointment Email advisingappointment@nipissingu.ca to request a telephone appointment or email questions to distanceadvising@nipissingu.ca where an advisor will respond by email.

The Program Manager of RPN to BScN Programs is also available to assist in the resolution of any issues related to student progress. In addition, the Director of the School of Nursing, or the Dean of Applied and Professional Studies are also available. Office numbers and phone numbers are available on the Nipissing University website and in the course outlines.

Harris Learning Library

They are there to help! Visit the library website at www.eclibrary.ca to find resources for assignments and to get information about services available to you. Library Info Desk staff are happy to assist you and can be reached at 1-800-655-5154 (choose library) or info@eclibrary.ca

University Technology Services (UTS)

UTS provides technical support and service to students undertaking online studies through Blackboard Learn. For inquiries dealing with access to course information, Blackboard, student cards, e-mail addresses and MyNipissing username and password; contact UTS at techsrv@nipissingu.ca or 705-474-3450 ext 4342. Alternatively, Technology Services recommends our quick and easy to use, Self-Serve Reset Password Management (SSRPM) tool. This convenient tool is not only designed to help you reset your password, but remember a forgotten password as well. Please register now at: https://mypassword.nipissingu.ca

Student Development and Services (SDS)

Student Development and Services (SDS) engage Lakers in holistic and individualized learning and development opportunities through a dynamic network of services. Academic skills, Accessibility Services, Peer Tutoring, Counselling Services, Mental Health Case Management, Sexual Violence Support and Response, are all services offered by SDS to all Nursing students. We encourage students who experience difficulty with academic or personal issues to connect with SDS as soon as possible to receive the benefits of these services. For distance students, services are often provided via email, telephone and skype technologies. For more information you can visit their website (www.nipissingu.ca/sds) or call 705-474-3450 ext. 4362.

Student Accessibility Services (SAS)

If you have, or suspect you have a disability for which you require academic accommodation or supports, you are encouraged to complete Student Accessibility Services Self-Identification Form, which is available on our website (www.nipissingu.ca/sas).

Upon receipt of the Self-Identification Form, Student Accessibility Services will be in contact with you to discuss support services and available academic accommodations.

If you have any questions about supports or registration with Student Accessibility Services, please contact us at (705) 474-3450 ext 4362, or by email at sas@nipissingu.ca.

Student Learning & Transitions (SLT)

The mission of the Student Learning and Transitions department is to enhance the

student experience through learning and development opportunities that support students' academic and personal success. They can provide academic skill support in the areas of statistics, dosage calculations, writing (including APA), time management, study strategies, weekly discussion posts, and more. The services are intended to address the development of specific skills and have been proven to reduce learning anxiety and increase confidence among students who access our services. All of SLT's academic skills services are included in your student fees and are available both in-person and online with Google Hangouts, which can be accessed through your Nipissing University student email address.

Book an appointment through nipissingu.ca/slt

OTHER RESOURCES

Financial Aid, Scholarships, Bursaries, And Awards

Financial aid is available from a variety of resources. All students are considered automatically for scholarships based on their top 24 credits in the previous fall/winter session. Students may also apply for awards and bursaries, based on criteria other than academics, through the fall award application posted on Web Advisor the whole month of October.

Please see the university web site or speak to the financial aid office to learn more about awards for which you may qualify.

The following general definitions apply to financial assistance options:

Scholarships – based on academic achievement. (Note: unless otherwise specified in the terms of the scholarship, students must be in a full course load (24 credits fall/winter) to be considered for an award and (18 credits) to receive the award)

Bursaries – based on financial need.

Awards – based on financial need/academics and other relevant criteria.

Student Financial Assistance

Ontario Student Assistance Program (OSAP)

Students enrolling in at least 60% of a full course load who are Canadian citizens or permanent residents, who have been residents in Ontario for one year prior to beginning their academic program and who satisfy the admission requirements of a Canadian university or an eligible post-secondary institution in Ontario, may apply for financial assistance under this program.

Students qualify for assistance from OSAP on the basis of an established financial need. Funds are provided to supplement students' own financial resources and those of their immediate families. To facilitate early processing, prospective students are strongly advised to apply in May for the following academic year. Students wishing to use OSAP funding to pay for tuition must submit their OSAP documentation, to complete their file, to the Financial Aid Office by August 1.

Further information and applications are available from the Financial Aid Office or from the OSAP website: Ontario.ca/OSAP

Codes of Conduct

Code of Student Conduct

Nipissing University recognizes the need for guidelines, regulations, and standards of acceptable behaviour. Students in the RPN to BScN Blended Learning Program will follow the guidelines outlined in the Nipissing University "Code of Student Rights & Responsibilities", which can be located on our website at: http://academiccalendar.nipissingu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=5&chapterid=414&topicgroupid=1902

Professional Conduct

Students in the nursing programs are expected to adhere to Professional Standards as mandated by the College of Nurses of Ontario (CNO). The expected professional conduct applies to both the clinical practice areas and online course activities. Failure to adhere to the Professional Conduct Guidelines will result in a recommendation to the Director for involuntary withdrawal from the program.

Students demonstrating unsafe clinical practices and thereby jeopardizing patient safety may at any time be withdrawn from the clinical area at the discretion of the clinical instructor. A decision regarding the student's progress in the program will be decided by the School of Nursing within one week of the incident.

Privacy and Confidentiality Conduct

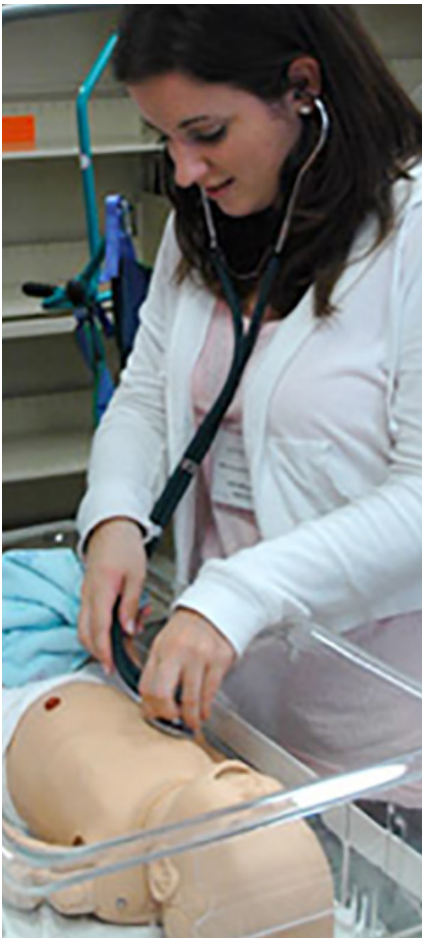
Students will adhere to all Nipissing University and clinical agency privacy and confidentiality related policies. The nursing profession, legally and ethically, requires that confidentiality be maintained at all times. The expectations with regards to confidentiality are stated in the College of Nurses of Ontario Ethical Framework for Registered Nurses and Registered Practical Nurses.

Harassment, Discrimination and Sexual Violence Response

The Board of Governors of Nipissing University endorses the principle that all members of the university community have the right to study and work in an environment free from harassment and violence. Policies on sexual violence, harassment and discrimination can be found on the Nipissing University website:

www.nipissingu.ca/nuperspective

http://academiccalendar.nipissingu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=5&chapterid=414&topicgroupid=1900



NETIQUETTE GUIDELINES

The RPN to BScN Blended Learning program's unique online and distance delivery format requires students to make extensive use of the internet and technologies. As such we have developed the following guidelines to assist students to be successful in the program:

a) Netiquette- A set of rules for persons to act and communicate properly in an online environment (Shea, 2004). Netiquette or network etiquette is critical in an online learning environment, where it can be easy for an online learner to forget you are interacting with real people. The written word is the only form of communication being received and viewed, with the absence of tone of voice, facial expressions, and body gestures.

Description	Expectations	Reflection
Professional Communication • **Emails** • **Phone Calls** • **Course Postings**	• Demonstrate respect and courteous behavior for fellow classmates, Nipissing personnel, and course instructors. • Use professional language when communicating. • Address the professor and fellow colleagues by his/her name. • Avoid language that may be perceived as sarcastic or offensive. • Respond to emails from your course instructors in a timely manner (e.g. 24 to 48 hours excluding weekends). • Reply to questions from fellow colleagues and course instructors within the required posting session timeframe. • Be aware of how you are using capital letters (may appear as shouting) and emoticons in relation to how they may be interpreted. • Any form of bullying, harassment, or discrimination is absolutely unacceptable. • Avoid sending an email or posting a message when you are feeling frustrated or angry. Remember, there is no opportunity to take back a comment once it has been sent. Wait to review and send your message after a "cooling off" period. • Review all writing prior to sending or posting to ensure it clearly conveys the exact intended message.	• "Does the message convey respect for everyone involved?" • "Would I say this to the person's face?" • "Am I clearly stating the message I want to convey?" • "Would this be perceived as being offensive or unprofessional?"

	• If you are unsure or have questions, please refer to the guidelines for writing professional emails. • To expedite a response from course instructors and program staff: o The subject line of your email should include the course code and topic of your inquiry o Only use your Nipissing University email o Set up your email 'signature' to include your first and last name, student ID number and home agency o When leaving a voice message, be sure to indicate your first and last name and student ID.	
Engagement as an Active Learner	• Be an active participant, thereby contributing to the online learning community. • The quality of participation will demonstrate achievement of the online course learning outcomes. • Participants are encouraged to share their knowledge and nursing practice experiences. • Familiarize yourself with the course materials/ resources and initiate communication with course instructors as questions arise. • Students can often expect a response to emails from course instructors within 24 to 48 hours, excluding weekends.	• "Am I consistently participating and collaborating in the online learning community?" • "Have I completed and submitted the required course work?" • "Am I clear about the course expectations?
Academic Integrity and Academic Writing.	• Scholarly writing is expressed in formal academic language along with proper APA format. • Adhere to the University policies concerning academic integrity. • Plagiarism and any other forms of dishonesty are unacceptable in all academic work. • All information (words, images, charts, videos, etc.) taken from another source must be referenced properly, thereby giving proper credit to the original source. • Review information for any applicable copyright laws.	• "Am I adhering to academic integrity policies and following proper APA format?" • "Does my writing support academic language?" • "Have I considered and checked any applicable copyright laws?" • "Have I used the required APA resources as a reference?"

Privacy and Confidentiality	• Consent must be obtained prior to posting online or emailing confidential and private information, and/ or images, etc. • Avoid sharing 'identifiers' (names of persons and places) unless permission has been obtained from the required source. • Consider the privacy of fellow classmates.	• "Am I sharing any information or images that would be considered private and confidential?" • "Am I aware of what type of consent is required?"
Use of Personal Technology and Social Media	• Adhere to the School of Nursing policy on the Use of Personal Technology and Social Media. • Refer to the following resources: 1. College of Nurses of Ontario www.cno.org/en/learn-about-standards-guidelines/educational-tools/webcasts/social-media-reflect-before-you-post/ 2. College of Nurses of Ontario www.cno.org/en/learn-about-standards-guidelines/educational-tools/ask-practice/discussing-clients-with-colleagues-online/ 3. International Nurse Regulator Collaborative- www.cno.org/globalassets/docs/prac/incr-social-media-use-common-expectations-for-nurses.pdf 4. National Council of State Boards of Nursing- www.ncsbn.org/Social_Media.pdf	• "Am I aware of how to use personal technology and social media properly as a professional health care provider?"
Reference: Shea, V. (2004). Netiquette: Table of contents. Retrieved from http://www.albion.com/netiquette/book/index.html		

PLANNED PROGRAM/COURSE PROGRESSION

STUDY PLAN: RPN TO BScN Blended Learning			
Degree Type: 5-year part time			
Course Tracking			
Course Code	Credit Value	Planned Semester	
		Fall or Winter Intake	Spring/Summer Intake
ACAD 1601	3	1ST	1ST
BIOL 1011	3	1ST	2ND
NSGD 2047	3	2ND	3RD
NSGD 2016	3	2ND	3RD
NSGD 2106	3	3RD	4TH
NSGD 2107	3	3RD	4TH
MATH 1257	3	4TH	5TH
BIOL 2116	3	4TH	5TH
NSGD 2017	3	5TH	6TH
NSGD 2007	3	5TH	6TH
Elective	3	6TH	7TH
NSGD 2028	1.5	6TH	7TH
NSGD 2029	1.5	6TH	7TH
NSGD 3036	3	7TH	8TH
Elective	3	7TH	8TH
NSGD 3016	3	8TH	9TH
NSGD 3026	3	8TH	9TH
NSGD 3006	3	9TH	10TH
Elective	3	9TH	10TH
NSGD 3007	3	10TH	11TH
NSGD 3027	3	10TH	11TH
NSGD 4036	3	11TH	12TH
NSGD 4006	3	11TH	12TH
NSGD 4026	3	12TH	13TH
NSGD 4017	3	12TH	13TH
NSGD 4016	3	13TH	14TH
NSGD 4007	3	13TH	14TH
NSGD 4027	9	14TH & 15TH	15TH & 16TH
Elective	3	14TH	15TH

COURSE AVAILABILITY			
Course Code	**Fall Semester**	**Winter Semester**	**Spring/Summer Semester**
ACAD 1601	√	√	√
BIOL 1011	√	√	
NSGD 2047	√	√	√
NSGD 2016		√	√
NSGD 2106	√		√
NSGD 2107	√		√
MATH 1257	√	√	*
BIOL 2116	√	√	
NSGD 2017		√	√
NSGD 2007		√	√
NSGD 2028	√		√
NSGD2029	√		√
NSGD 3036	√	√	
NSGD 3016		√	√
NSGD 3026		√	√
NSGD 3006	√		√
NSGD 3007	√	√	
NSGD 3027	√	√	
NSGD 4036		√	√
NSGD 4006		√	√
NSGD 4026	√		√
NSGD 4017	√		√
NSGD 4016	√	√	
NSGD 4007	√	√	
NSGD 4027 Full Time (12 weeks)	√	√	√
NSGD 4027 Part Time (24 weeks)	√	√	

*Usually offered

NCLEX-RN STUDENT PREPARATION

Roles & Responsibilities

Writing your RN licensing exam is something that many students both look forward to and also get nervous about. Getting prepared for writing your NCLEX-RN exam is a shared responsibility. As a school, our role is to give you the educational foundation in nursing, as well as guide you toward appropriate resources to help you succeed in your licensing exam. As a graduate, you need to study and prepare for successfully completing the NCLEX-RN exam. This information is a guide to help you undertake this important part of your nursing journey.

Understanding the NCLEX-RN Exam

The NCLEX-RN exam is a comprehensive assessment using a specific format. One of the most important things you can do to prepare is to practice writing NCLEX-style questions. Many organizations such as the College of Nurses of Ontario (CNO), National Council of State Boards of Nursing (NCSBN) and the Canadian Student Nursing Association (CNSA) have information on resources.

As a first step, take a look at the NCLEX-RN resources from the College of Nurses of Ontario. You can read about the NCLEX-RN for Ontario and Canadian applicants and the frequently asked questions that are listed: www.cno.org/en/become-a-nurse/entry-to-practice-examinations/nclex-rn/

As a second step, take a look at the NCLEX-RN resources from the National Council of State Boards of Nursing (NCSBN) website for some test preparation information that includes resources such as sample NCLEX-RN test questions a video about Computerized Adaptive Testing (CAT), as well as what to expect throughout the stages of taking the NCLEX-RN exam: www.ncsbn.org/nclex.htm

Preparing & Studying for the Exam

We suggest early preparation. Students should not assume that by completing a BScN, this has prepared you for the specifics of writing the NCLEX-RN exam. Practicing with a variety of question types that you will see on the NCLEX including: multiple choice/response questions, fill-in-the-blank questions, exhibit/chart based questions, graphic and 'hot spot' questions, drag and drop/ordered response questions, video and audio based questions are essential to understand the emphasis on critical thinking.

Available Resources

There are many resources available to students such as courses, books, apps and websites. We have gathered multiple resources from various publishers and have listed them here:

Canadian Nursing Student Association (CNSA)

You may wish to start with is the Canadian Nursing Student Association (CNSA) website at: cnsa.ca
Also check out the CNSA Facebook Page and NCLEX-RN resources:

www.facebook.com/CNSA.AEIC/

cnsa.ca/nclex/

Online & Live Guided Reviews

Kaplan Nursing Testing
Uses adaptive quizzing
Website: www.kaptest.com/nursing/nclex-prep

U-World
An online question bank with similar testing styles to the NCLEX. Has over 1700 challenging questions and more information can be found on their website: www.uworld.com/NCLEX/nclex_rn_qbank.aspx

Bloomberg Faculty of Nursing at U of T
The University of Toronto offers a 2 day NCLEX-RN exam preparation course. It is available to all students nation wide who are planning on writing the NCLEX. They usually run two sessions per year; one in the spring and the other in the early Fall. The School of Nursing will be emailing out the specific dates however, more information can be found on their website at:
www.bloomberg.nursing.utoronto.ca/pd/exam-preparation/nclex#content2

NCLEX Review Books
There are many books to choose from and should be previewed prior to purchase to make sure a specific book matches your learning style.

Publishers

Walters/Kluwer/Lippincott
Online learning/studying resources
Website: www.lww.com/

Elsevier
Online and in-class learning/studying resources
Website: evolve.elsevier.com/studentlife/

FA Davis
Textbooks and online learning/studying resources
Website: www.fadavis.com/Good luck in your preparations. Talk with your fellow classmates for support, for ideas and for getting together to study! If you have questions, contact your course instructor, the program team, or the Nursing office.

CONTACT INFORMATION

School of Nursing

Clinical "Intention to Register"
Distance Education Coordinator
705-474-3450, ext 4086
nursingplacement@nipissingu.ca

Clinical Placements
Distance Placement Coordinator
705-474-3450, ext 4602
nursingplacement@nipissingu.ca

Clinical Clearance
Clinical Placement Clerk
705-474-3450, ext 4579
clinicalclearance@nipissingu.ca

Clinical Instructors
Clinical Education Leader
705-474-3450, ext 4617

Office of the Registrar

Admissions
Admission to the RPN to BScN Blended Learning Program
admissions@nipissingu.ca
705-474-3450, ext 4600

Registration
(Registering, withdrawing, appeals)
registrar@nipissingu.ca
705-474-3450, ext 4600

Final exams
(location, date, time)
705-474-3450 ext 4513
distance_exams@nipissingu.ca

Academic Advising
course sequencing/planning
advising@nipissingu.ca
advisingappointment@nipissingu.ca
705-474-3450, ext 4358

General Information
800-655-5154 opt 1
705-474-3450 ext 4521
registrar@nipissingu.ca

Other

Financial Aid, bursaries, scholarships, loans, OSAP
705-474-3450 ext 4311
finaid@nipissingu.ca

Student Financial Services
course fees (tuition, ancillary fees, payment, credits, etc)
800-655-5154 opt 5
705-474-3450 ext 4419
finance@nipissingu.ca

Technology Services Help Desk online systems (Blackboard, MyNipissing, passwords, student cards)
705-474-3450 ext 4342
techsrv@nipissingu.ca

Harris Learning Library
library resources (online articles, borrowing books)
800-655-5154 opt 2
705-474-3450 ext 4221
distance@eclibrary.ca
www.eclibrary.ca

Nipissing University Student Union
non-academic student life (benefits, insurance, clubs)
705-474-3461 ext 4801
vpinternal@nusu.com

Online Campus Shop
course materials (textbooks, software, pricing, order status, etc)
705-474-3450 ext 5347
www.nipissingu.bkstr.com

Student Development and Services

Accessibility Services
705-474-3450 ext 4362
Hard of Hearing: 877-688-5507
sas@nipissingu.ca

Student Learning & Transitions
705-474-3450 ext 4459
slt@nipissingu.ca

Student Counselling Services
Counselling
705-474-3450 ext 4507
counselling@nipissingu.ca

- NOTES -

NIPISSING
UNIVERSITY

SCHOOL OF NURSING

100 College Drive, Box 5002, North Bay, ON P1B 8L7
tel: (705) 474-3540, ext. 4567 • fax: (705) 474-6111
email: nursing@nipissingu.ca
www.nipissingu.ca/nursing