NIPISSING
U N I V E R S I T Y

Bachelor of Science in Nursing (BScN) On-Campus Handbook

2024-2025

Nipissing University Bachelor of Science in Nursing (BScN) On-Campus Handbook

Introduction

Nipissing University operates on the sacred lands of the people of Nipissing First Nation. We recognize that our work takes place on the territory of the Anishinabek Nation, which is within the area covered by the Robinson-Huron Treaty of 1850.

As part of the Nipissing community, we are committed to advocating and spreading awareness to advance Truth and Reconciliation in healthcare education. We are grateful to share with you the opportunity to live, meet, and work together in this community and on this territory.

It is with pleasure that we welcome you to the Bachelor of Science in Nursing (BScN) Program at Nipissing University.

Nursing is a diverse discipline, and this BScN program provides you with transferable skills and knowledge that can be applied to a variety of employment opportunities within our society. Our graduates go on to work in a variety of acute and community health care settings, government, and commercial roles and successfully apply for graduate programs.

Our School of Nursing BScN program prepares you for the role of a nurse in the 21st century in an ever-changing health care system. This handbook addresses program specific policies and information for the on-campus Bachelor of Science in Nursing program. Please read it carefully. If you require further information, please contact the School of Nursing and/or an academic advisor. General policies and academic regulations are identified in the Nipissing University Academic Calendar, which can be found here.

We wish you success in your studies, lasting friendships, and rewarding relationships at the School of Nursing and wider Nipissing University community and wish you all the best for your future nursing career.
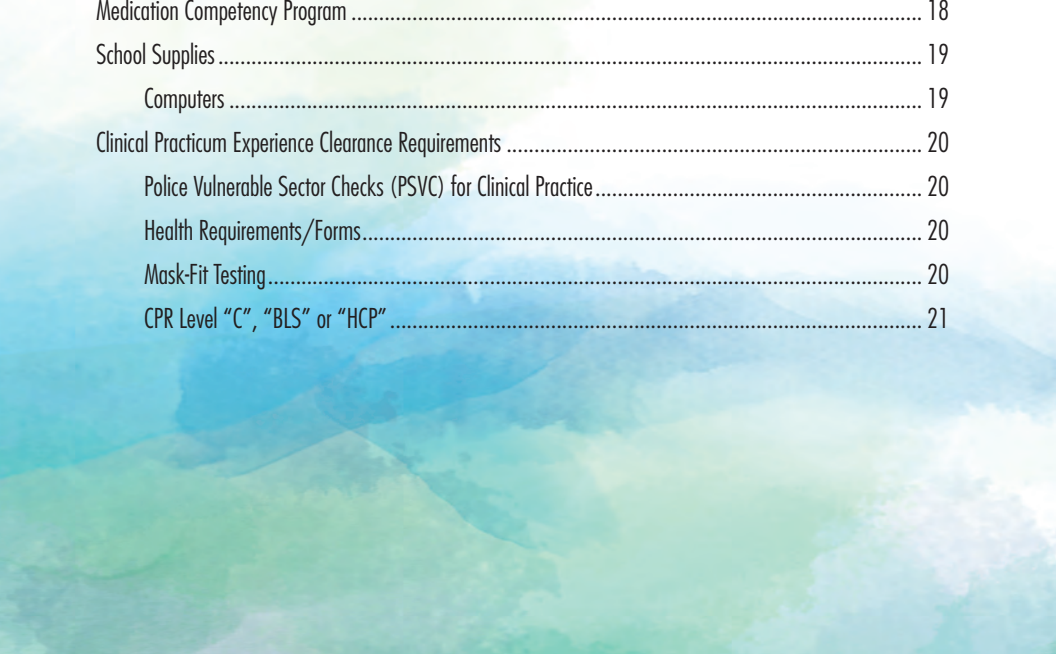
The NU School of Nursing

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Year 1			
NURS 1006	Professional Nursing 1	NURS 1526	Introduction to Patho-pharmacology
NURS 1016	Introduction to Holistic Nursing	SOCI 1016	Introduction to Sociology
NURS 1037	Heath Assessment	NURS 1516	Introduction to Health Concepts Across the Lifespan
BIOL 1022	Concepts in Human Anatomy and Physiology	NURS 1707	Nursing Practice Experience 1
BIOL 1011	Human Biochemistry	ACAD 1601	Academic Writing
Year 2			
NURS 2036	Development of Nursing Knowledge	NURS 2037	Advanced Patho-Pharmacology
NURS 2016	Care of Individuals and Families Experiencing Health Challenges	NURS 2517	Therapeutic Relationships
BIOL 2116	Principles of Microbiology	NURS 2707	Nursing Practice Experience 3
NURS 2706	Nursing Practice Experience 2	NURS 2047	Professional Nursing 2
PSYC 2506	Health Psychology	Elective	Elective
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NURS 2016	Care of Individuals and Families Experiencing Health Challenges	NURS 2517	Therapeutic Relationships
BIOL 2116	Principles of Microbiology	NURS 2707	Nursing Practice Experience 3
NURS 2706	Nursing Practice Experience 2	NURS 2047	Professional Nursing 2
BIOL 1011	Human Biochemistry	Elective	Elective
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NURS 3516	Population Health	NURS 3117	Quantitative Health Research
MATH 1267	Applied Health Statistics	One elective of:	
		NURS 3007	Community Health Nursing

		NURS 3517	Concepts of Maternal & Child Health Care
		NURS 3207	Concepts of Mental Health Nursing
Year 4			
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Elective	Elective	NURS 4126	Professional Nursing 3
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NURS 4706	Nursing Practice Experience 6		
NURS 4067	Leadership and Change in Nursing Practice		

Our School of Nursing Mission and Vision

Mission

The Nipissing University School of Nursing is committed to innovation, leadership and excellence in teaching and learning through evidence informed nursing education, research, and practice. Guided by imaginative faculty and innovative programming, our graduates learn to practice relationally and are dedicated to advancing health and systems transformation.

Vision

We will be an innovative leader in state-of-the-art experiential learning, curricula, and program delivery. We educate and empower a diverse population of nurse leaders who will be relational, and evidence-informed; transforming health, health systems and societal structures through knowledge, inquiry and service.

School of Nursing Values Statement

Respect

We believe respect for others is foundational to nursing practice. It is communicated to peers, patients, stakeholders, and the public through our words, listening skills and actions. Respect demonstrates a regard for the dignity of others' thoughts, choices, beliefs, and diverse backgrounds.

Client-Centredness

We believe client-centredness is establishing partnerships with our patients, and their families (when appropriate), groups, and communities to ensure that decisions respect their wants, needs, and preferences. The requirement to provide the knowledge and support to make informed health care decisions and to participate in their care is key. Client-centredness encompasses caring, compassion, service to others, diversity, empathy, advocacy, and collaboration.

Leadership

We believe nursing leadership is an integral part of every nurses' practice. Nursing leadership is about critical thinking, action, social justice, and advocacy – and it happens in all roles and domains of nursing practice. Nursing leadership plays a pivotal role in the immediate lives of nurses, and it has an impact on the entire health system and the Canadians it serves (Canadian Nurses Association [CNA], 2009, p. 1).

Nursing leadership encompasses the principles of authenticity, trustworthiness, boldness, accountability, action-oriented, innovation, empowerment, enthusiasm, and excellence.

Professionalism

We believe professionalism in nursing is essential in achieving a healthy and safe work environment and is contextualized. Professionalism involves nurses putting into action their values and attributes of professionalism when providing nursing care and collaborating with patients, nurse colleagues, other members of the health care team and nursing students. The principles of professionalism include knowledge, a spirit of inquiry, accountability, autonomy, advocacy, innovation, collegiality and collaboration, ethics, and values (Registered Nurses Association of Ontario [RNAO], 2007).

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Evidence-Informed Practice

We believe evidence to be conceptualized as a more inclusive and non-hierarchical notion. . . [Building on evidence-based practice, evidence-informed practice (EIP)] equally values practice wisdom, tacit knowledge, and all forms of knowing. It is thereby viewed as integrative, viewing practice and research less in opposition but more in support of one another. Evidence-informed practice respects the role of practice research (Webber & Carr, 2015, p. 19).

Therefore, our orientation towards EIP should foster and encourage in our graduate's critical inquiry and reflexivity skills in addition to understanding and know-how about EIP. It demands a commitment to educational, research and service practices rooted in curiosity and imagination by the faculty in the School of Nursing, and those we teach and mentor.

References

Canadian Nurses Association. (2009). Position paper: Nursing Leadership. Retrieved from: https://www.cna-aiic.ca/~/media/cna/page-content/pdf-en/nursing-leadership_position-statement.pdf?la=en

Registered Nurses Association of Ontario. (2007). Best Practice Guidelines: Professionalism in Nursing. Toronto: Author

Webber, M., & Carr, S. (2015). Applying research evidence in social work practice: Seeing beyond paradigms. In M. Webber (Ed.), Applying research evidence in social work practice. London: Palgrave.

Conceptual Framework/Philosophy

Our learning philosophy prioritizes understanding and critical thinking over rote memorization of facts. Together, we will embark on a learning journey to help you gain critical thinking (cognitive), psychomotor and relational skills that will support you in becoming a competent nurse and knowledge broker(1) regardless of where you choose to start your career.

Our four-year on campus BScN curriculum is underpinned by a conceptual learning approach, whereby concepts can be used effectively for framing learning while knowledge increases exponentially. This approach allows for a deeper understanding of core concepts that a student can recognise and as a result identify similarities and differences within a diverse set of contexts, thus supporting application of knowledge in a more effective way than memorising facts. Conceptual learning and teaching turns traditional learning upside down, focusing on general concepts first and then applying these to specific situations, rather than more traditional learning methods that rely more heavily on content and "facts" (which itself can be problematic, as who is to decide what is a fact?)[1]. Our curriculum is based on Giddens' Concepts for Nursing Practice and structured around three overarching concepts:

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1. Giddens, J. F. (2019). Concepts for Nursing Practice E-Book. Elsevier Health Sciences.

- Health Care recipient concepts
- Health and Illness concepts
- Professional Nursing and Health Care Concepts

We therefore invite you on this learning journey to become critical thinkers in an ever-changing health care system and world.

BScN Program Learning Outcomes

By the end of this BScN degree, successfully learners will be able to:

1. Apply the concepts of holistic caring to practice professionally and relationally within legislative and ethical parameters.

2. Develop and sustain therapeutics relationships and/or partnerships with clients as individuals, families, communities, or populations to co-create goals to achieve their health objectives.

3. Facilitate clients' ability to identify, plan, and achieve their health goals.

4. Participate actively as a member of the interprofessional health care team.

5. Integrate evidence-informed critical thinking and clinically relevant skills to engage in best practices in nursing across the lifespan.

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	Health Care Recipient Concepts		Health and Illness Concepts					Professional Nursing and Health Care Concepts			
	Attributes and Resources	Personal Preferences	Homeostasis	Sexuality and Reproduction	Protection and Movement	Mood and Cognition	Maladaptive Behaviour	Nursing Attributes and Roles	Care Competencies	Health Care Delivery	Health Care Infrastructure
Y1	NURS 1516 SOCI 1016	NURS 1016 SOCI 1016	BIOL 1011 BIOL 1022 NURS 1526	NURS 1526 NURS 1516	NURS 1526 NURS 1516 NURS 1037	NURS 1526 NURS 1516 NURS 1037	NURS 1016 NURS 1006	NURS 1006 NURS 1037	NURS 1016 NURS 1516 NURS 1707	NURS 1016 NURS 1516 NURS 1707	NURS 1006 SOCI 1006
Y2	NURS 2016 PSYC 2506	NURS 2016 NURS 2517 PSYC 2506	NURS 2016 BIOL 2116 NURS 2037	NURS 2016 NURS 2037	NURS 2037 NURS 2016	PSYC 2506 NURS 2517 NURS 2037	NURS 2517 PSYC 2506 NURS 2037	NURS 2016 NURS 2047	NURS 2016 NURS 2706 NURS 2707 NURS 2517	NURS 2706 NURS 2707 NURS 2047 NURS 2517	NURS 2047
Y3	NURS 3017	NURS 3036 NURS 3536	NURS 3007 NURS 3527 NURS 3207	NURS 3017	NURS 3017 NURS 3706 NURS 3707	NURS 3017 NURS 3007 NURS 3527 NURS 3207	NURS 3007 NURS 3527 NURS 3207	NURS 3116 NURS 3117 NURS 3516	NURS 3007 NURS 3527 NURS 3207 NURS 3116 NURS 3117	NURS 3706 NURS 3707 NURS 3536 NURS 3516	NURS 3536 NURS 3516 NURS 3017
Y4	NURS 4436	NURS 4036	NURS 4436	NURS 4436	NURS 4436 NURS 4036	NURS 4436 NURS 4036 NURS 4706	NURS 4036	NURS 4067 NURS 4126	NURS 4036 NURS 4704	NURS 4706 NURS 4707	NURS 4704 NURS 4126 NURS 4036

College of Nurses of Ontario

Important Information for Individuals Enrolling in Nursing Programs in Ontario

The College of Nurses of Ontario (CNO), the body responsible for licensing and regulating nursing in Ontario, sets entry to practice requirements that nurses, and practical nurses, must meet to become registered in Ontario. CNO's mission is to regulate nursing in the public interest. Among CNO's entry to practice requirements are provisions specifically intended to enhance public safety. These provisions require that applicants for registration in Ontario must:

- not have been found guilty of a criminal offence or an offence under the Narcotic Control Act (Canada) or the Food and Drugs Act (Canada);
- not have been the subject of a finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction and whether in relation to the nursing profession or another health profession;
- not currently be the subject of proceedings for professional misconduct, incompetence or incapacity, whether in Ontario or in any other jurisdiction and whether in relation to the nursing profession or another health profession; and
- not suffer from a physical or mental condition or disorder that makes it desirable in the public interest that they not practice nursing.

An applicant for registration who does not meet one or more of these requirements must inform CNO and provide details about the incident or situation. The applicant will not necessarily be refused registration because CNO's Registration Committee will review information about the incident or situation to determine if an exemption from the requirement(s) will be granted. An applicant for registration, who does not inform CNO, may have their application for registration cancelled, or any certificate of registration which may be issued revoked.

If you have any questions about these registration requirements, please contact CNO at

(416) 928-0900 or 1-800-387-5526

CNO website

In Ontario, the Regulated Health Professional Act (RHPA) and the Nursing Act have conditions for provincial registration that impact Ontario students entering and completing nursing programs and writing the provincial licensing examination. Graduates of the program, provided they meet the conditions stated above, are eligible to write registration examinations. The College of Nurses of Ontario grants a certificate of registration to practice as a registered nurse to all candidates who succeed in the program specific examination and meet the requirements of the RHPA and the Nurses Act.

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Entry to Practice Competencies

The CNO establishes the entry to practice competencies. There are 101 competencies organized thematically under nine roles. The BScN courses have been mapped to these competencies.

1. Clinician

Registered nurses are clinicians who provide safe, competent, ethical, compassionate, and evidence-informed care across the lifespan in response to client needs. Registered nurses integrate knowledge, skills, judgment and professional values from nursing and other diverse sources into their practice.

2. Professional

Registered nurses are professionals who are committed to the health and well-being of clients. Registered nurses uphold the profession's practice standards and ethics and are accountable to the public and the profession.

3. Communicator

Registered nurses are communicators who use a variety of strategies and relevant technologies to create and maintain professional relationships, share information, and foster therapeutic environments.

4. Collaborator

Registered nurses are collaborators who play an integral role in the health care team partnership.

5. Coordinator

Registered nurses coordinate point-of-care health service delivery with clients, the health care team, and other sectors to ensure continuous, safe care.

6. Leader

Registered nurses are leaders who influence and inspire others to achieve optimal health outcomes for all.

7. Advocate

Registered nurses are advocates who support clients to voice their needs to achieve optimal health outcomes. Registered nurses also support clients who cannot advocate for themselves.

8. Educator

Registered nurses are educators who identify learning needs with clients and apply a broad range of educational strategies towards achieving optimal health outcomes.

9. Scholar

Registered nurses are scholars who demonstrate a lifelong commitment to excellence in practice through critical inquiry, continuous learning, application of evidence to practice, and support of research activities.
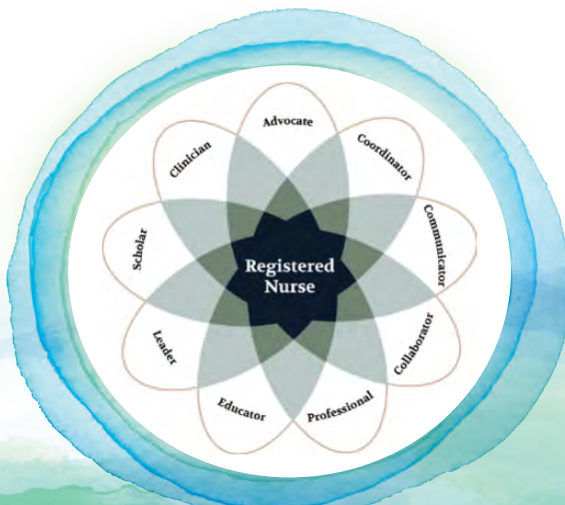
Best Practice Spotlight Organization (BPSO) - Registered Nurses' Association of Ontario

The School of Nursing at Nipissing University is a recognized Best Practice Spotlight Organization (BPSO) by the Registered Nurses' Association of Ontario (RNAO). We are proud to hold this title as part of a globally recognized group that are dedicated to creating and maintaining an evidence-based culture through systematic implementation and evaluation of Best Practice Guideline integration. Our nursing faculty look forward to engaging students in a variety of learning activities to support best practice guideline implementation throughout our nursing curricula.

Please visit the RNAO BPSO website for more information.

General Academic Guidelines

Please see the current Academic Calendar for a full set of rules and dates.

Grades

To graduate with a Bachelor of Science (Nursing) degree students must:

- Complete 120 credits that satisfy the stated requirements for the degree with a minimum overall average of 60%;
- Successfully complete all NURS courses with a minimum grade of 60%, and all clinical practicum courses with a "Satisfactory" grade;
- Complete the program within seven (7) years of the original date of admission.

Please refer here for further information.

First Year Nursing Courses

Students who are not successful in a first-year course in the BScN program must contact the program manager for course progression planning and review. This is also an opportunity for students to explore referrals to Nipissing University's Student Development and Services (SDS) to support their success in the program.

Students will remain in the BScN program so long as they do not withdraw from the program and register for courses by the standard deadlines.

These students will be added to the following year's course as additions over and above the normal course load numbers. There will not be caps applied to courses at this time. Students should be aware that need to repeat courses will extend their graduation timeline for their BScN.

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BScN Progression and Course Requirements

Course listings as per the Academic Calendar located online here.

Course Co-Requisites

Co-requisite courses link theory, laboratory, and clinical practicum to promote student success in the program. If a student has not been successful in obtaining 60% in a nursing course, but passed the co-requisites, only the failed course must be repeated.

Progressing in the Program

Progression in the BScN program is predicated on having a sound understanding on the preceding course's learning outcomes. As such, must meet all courses' prerequisites to register for it. If a student is unsuccessful in a required course or prerequisite, they may continue in the BScN program but will need careful replanning of their progression and the sequence of their courses. This process is completed in consultation with the program manager, academic advising, and/or the School of Nursing Director/ Associate Dean. 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 will extend the time frame for completing the program.

Clinical practicum courses are graded S (Satisfactory) or U (Unsatisfactory). Students must receive an S grade in these courses to proceed in the program. Students will be required to withdraw from the nursing program should they receive more than one grade of "unsatisfactory" in clinical courses.

A student may choose to take a semester (or more) off by not enrolling in courses and may be inactive for up to 18 months. A student who remains inactive beyond 18 months will be automatically removed from the program. Students who have taken time away from the program and wish to return to the program must register by March 31st for Fall and October 31st for Winter to ensure a clinical placement space will be held for them.

Third year Nursing Electives

In the winter semester of fourth year students may choose one of the three available nursing electives offered: NURS 3007 Community Health Nursing, 3517 Concepts of Maternal & Child Health Care, or NURS 3207 Concepts of Mental Health Nursing..

Fast Tracking Fourth Year

Students who have completed the third year of their BScN program may choose to fast track. Fast tracking allows students to start their fourth year (semester seven) courses the Spring/Summer (May to end of June) rather than wait for the fall, and start final preceptorship (semester eight) in the fall semester rather than the winter. This option allows student to graduate a semester early by the end of the fall semester rather than the following winter semester. There are limited spaces available for this and students must sign up by responding to the invitation to apply for fast tracking that is sent out around January of their third year.

Submitted Student File Names

Electronic files submitted to the School of Nursing or BScN courses must follow a standard naming format to ensure they are accurate and retrievable from archiving. Submitted file names should follow the following convention: "Course Code, Assignment Name, Student Name". For example: NURS 4026, Final Eval, Nancy Nurse

Student Email Signatures

Please include your full name (as it appears on your student records), student number, and year of program in your email signatures. You may include your preferred name you are commonly addressed by in brackets.

For example:

Nancy (Nan) Nurse,
0123345
Second year, On-campus BScN program

Clinical Learning

Clinical practice is a unique and central part of nursing education and is appropriately prevalent within our BScN program. This practical learning occurs in both the Simulation Centre and in practicum placements. As with any university level course, there are expectations, etiquette, and processes that must be met. The BScN program adheres to the CNO's position on professionalism, and nursing students are expected to present themselves in a respectful and professional way consistent with this. In addition to BScN program rules, students must also comply with placement rules and regulations.

Practice Experience Settings

Each nursing practice experience course will have its own specified clinical day(s). Please refer to the respective course syllabi for this information. Students will experience a wide variety of settings in nursing practice experience courses, such as, community healthcare settings, not-for-profit agencies, Non-Government Organizations (NGOs), as well as acute care settings including hospitals and clinics.

Clinical Placements

Students are NOT permitted to arrange their own preceptorship placements. All preceptorship arrangements or requests must go through The Clinical Placement Coordinator in the School of Nursing. This is to avoid confusion with our partner agencies.

Practice Experience Team Members

Course Professor

As listed on WebAdvisor, the course professors have a responsibility for academic components of the clinical course and submit final evaluations with input from clinical instructor(s). Course professors also serve as first-line liaison to the clinical agency, in instances of student issues or concerns. Course professor(s) reviews student documents including Competency Portfolios, Medication Competency program, and Learning Plans.

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Clinical Instructor

The clinical instructor is the "clinical expert" who guides the student in the experiential practice learning of the BScN program. These instructors are present in both the clinical settings and simulation settings. Instructors are responsible for ensuring a safe and supportive learning environment where students can experience and achieve entry to practice competencies. Instructors also contribute to student competency portfolios.

Simulationist

The simulationist is responsible for designing and delivering high-fidelity simulation learning in the simulation centre. They can help student meet their learning objectives and competency portfolio needs.

Faculty and Student Communication

Students must communicate with their relevant course professors regarding academic components for theory and clinical courses. Students must also communicate with clinical instructors and/or preceptors for practice experience issues such as illness, incidents, uncertainties, or questions of practice. Please refer to the applicable course syllabi for further details.

The George and Helen Vari Simulation Centre

The George and Helen Vari Simulation Centre is a place students at Nipissing University are encouraged to use to build knowledge and confidence while engaging in psychologically safe experiential learning. Simulation-based learning experiences will include acute care, community health, maternal and child health, immersive simulation, and digital narrative experiences with experts by experience.

Students will have simulation-based learning throughout the program, both with other nursing students and students from other programs (interprofessional learning), both as part of courses but also as an open lab and simulation learning approach.

Simulation-Based Learning

Nursing practice experience courses provide students with early exposure to simulation-based learning and allows learners to evaluate their practice competency portfolio. Students will experience a range of high fidelity and low fidelity simulation enhanced interprofessional education experiences. The learning objectives, the simulation scenario, and the debriefing strategies are carefully created by the faculty and in collaboration with clinical instructors and simulationist.

Students will experience:

High Fidelity Simulation: scenarios designed by faculty with briefing, enactment of the scenario, and debriefing. The simulation-based learning is facilitated by your clinical instructors, within clinical groups. Experiences may also include use of virtual simulation activities as pre-briefing before the face-to-face simulation experience.

Preparation for Learning in Practice Setting and Simulation

Students must come prepared for learning with necessary texts, documents, equipment, assigned preparation, and wearing their NU name tags, community polo or school scrubs (following the

uniform policy). Bags and coats should be stored in an appropriate area: students must take out what they need and leave their backpacks and coats in the assigned area of the room.

- Absolutely no food or drinks in the Simulation Centre
- Appropriate use of the beds: student should not sit on the beds unless they are using them in practice
- Respect for equipment: student must treat the equipment with respect and treat the mannequins as if they were real clients.
- Efficient use of time: student should use the time in the Simulation Centre to practice when there is help available to assist them.
- Maintain professional conduct: students must treat each other with respect, and not use swearing/inappropriate language.
- Leave unit neat before dismissal: student must tidy the unit they have been working at and check

around to see if there is any other cleanup to do before they go.

Competency Portfolio

The competency portfolio is to be used by students to keep an on-going record of progress in meeting entry-to-practice guidelines set out by the CNO. Each clinical course has its portfolio that adds to the previous and existing sections. By the end of the program each student will have a comprehensive record of competencies completed. All competencies must be achieved in full for a student to pass the practice-based courses.

It the responsibility of the student to seek each competencies completion in consultation with course faculty, clinical instructors, lab instructors, simulationists, and preceptors - who can sign off on each section. It is the learner's responsibility to read and be familiar with this portfolio.

Uniform Policy in Clinical Practicum Experience Settings

BScN Acute Care Uniform

The acute care uniform (scrubs, worn in most acute care hospital settings) must be hunter green in colour. Different cuts and styles of approved scrubs, that are embroidered with the Nipissing University logo, are available to purchase via the Nipissing University Nursing Society (NUNS) at the beginning of the year.

BScN Community Uniform

The non-acute, or "community" or "mental health" uniform will be a hunter green polo shirt similarly embroidered with the Nipissing University logo are available to purchase via the Nipissing University Nursing Society (NUNS) at the beginning of the year.

Students, when required to change into uniform and appropriate footwear, should do so upon arriving at the clinical agency and change out of their uniforms before leaving the agency. This is to maintain infection control protocols. Shoes must be dedicated to clinical and not worn outside of placement. All clothing and footwear worn in clinical practicum must be clean, presentable, and professional looking with appropriate under garments. Warm-up jackets and sweaters may be worn, and they must be clean and professional looking. No skin should be showing at the waistline, or below the neckline, even when bending over. A neutral undershirt can be worn beneath shirt.

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Jewelry

For infection control and professionalism reasons, only the following jewelry are permitted:

- Studded earrings
- Watch (preferably with a second hand)
- Medic alert bracelets
- Plain wedding band

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 should be closely trimmed and in compliance with Personal Protective Equipment including N95 mask standards.

Nails

- Short and clean
- Nail polish not permitted while in clinical practice settings.

Stethoscopes are not to be worn around the neck for safety reasons. 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 a student to remove all visible body piercings or conceal visible tattoos which the agency feels are not appropriate in meeting the professional expectations for their clients.

Name Tag and Identification

A BScN program name tag must always be worn in practice experience setting or in the Simulation Centre. These name tags may NOT be worn outside the clinical setting or the Simulation Centre. Students can and will be asked to leave clinical settings if they are not adhering to these uniform expectations.

Attendance Policy

Attending the maximum number of classes, labs, simulations, and clinical experience practicums are essential to students' learning and success in the BScN program. Punctual and regular attendance is expected for the successful completion of a course.

Nipissing University's institutional policy is that students must attend at minimum 80% of their course classes to be eligible to write final exams and assignments. The School of Nursing's College of Nurses of Ontario (CNO) accreditation is predicated on maintaining this standard. When absenteeism exceeds 20%, a student can be excluded from writing the final examination/ assignment. Attendance will be taken for all classes.

Further information on academic integrity, assignments, attendance, and absences can be found in your course syllabi and the academic calendar on the Nipissing University website.

Requesting and Reporting Absences

Students must follow the instructions given by their instructors and faculty during course orientation, and as stated in course syllabi, for reporting absences in practice experience setting or class. If a student is requesting leave for extenuating circumstances, students must notify their relevant faculty and instructor. Length of leave will be discussed on an individual basis. Leave due to illness requires a primary health provider note; bereavement leave may require death certificate and travel receipts. At faculty discretion, additional assignments may be required for students who have missed clinical experience.

Absences from clinical practicum cannot be rescheduled due to logistical reasons and academic calendar restrictions. It is the responsibility of the student to communicate with faculty and instructors to seek opportunities to address any missed learning content. There are no guarantees that missed learning can be compensated for and is at the discretion of the course faculty or instructor to offer alternatives. Missed learning can impact student success in passing a course.

Clinical Experience Cancellation

Clinical placement will be cancelled if Nipissing University is closed due to bad weather. Announcements of the university closing will usually be made over the radio before 06:30 hours. (e.g. 100.9 FM, 101.5 FM and AM 600) and on the homepage of Nipissing's website.

If students and instructors have already arrived and started their off-campus practice experience, they may choose to stay and complete it at the instructor and placement institution's discretion.

If clinical experience is cancelled due to illness of the instructor, students will be notified by WebAdvisor and/or email and/or by phone by the instructor. Students can update their information via WebAdvisor. It is the student responsibility to ensure that this information is updated and accurate.

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Transportation

Students will be assigned clinical placements in North Bay and surrounding areas. Transportation to and from the clinical placement is the student's responsibility.

Confidentiality

The nursing profession, legally and ethically, requires that patient (client) confidentiality always be respected and maintained. The expectations with regards to confidentiality are stated in the College of Nurses of Ontario Ethical Framework for Registered Nurses and Registered Practical Nurses which can be found here.

Any breach of policies is subject to all related processes of the law and/or professional regulatory policy at the discretion of Nipissing University, affiliate health care agencies, employers, or other involved parties (e.g.: Legal and Public Affairs, Nipissing University Academic Integrity policy, the College of Nurses of Ontario).

Formal notification regarding breach of social media policy is made to the College of Nurses of Ontario for licensed nursing professionals enrolled in any Nipissing University nursing program.

Academic and Professional Integrity Process

Maintaining the standards of academic and professional integrity is imperative to the BScN program; Nipissing University holds a strict position on any actions that compromise academic honesty, which includes plagiarism, cheating, impersonation, falsification of documents, and misrepresentation of any kind. It is highly recommended that students review Nipissing University's Academic Dishonesty policy found here.

Student Conduct

Nursing students are subject to Nipissing University's Code of Student Rights and Responsibilities. Please refer to the following link for details here.

Nursing students are also held to the CNO professional standards both on campus and in practicum experiences. Please refer to the CNO's Professional Standards document.

Harassment and Discrimination

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. Details of the policies on harassment and discrimination are included in the pamphlets entitled "Personal Harassment and Discrimination Policy", and, "Sexual Harassment", which are issued by Nipissing University to all students at orientation. These documents can be found here.

Student Professional Conduct Policy

The Bachelor of Science in Nursing (BScN) degree

is an important determinant of eligibility for registration with the College of Nurses of Ontario. Given the professional trajectory of the BScN degree, a professional standard of behaviour is expected from nursing students. At issue in this policy is the protection of the public and the University's role in graduating competent professionals.

Student and patient safety are of the highest priority. If a concern regarding a student's presence in a practicum setting is brought forward, there will be a review at the most immediate level of the instructor and/or faculty and escalated as required as per the Student Professional Conduct Policy. This can be found under the "Program Resources" tab on the on-campus BScN website (https://www.nipissingu.ca/academics/faculty-education-and-professional-studies/nursing/bachelor-science-nursing-bscn).

Use of Personal Technology Policy

Professional behavior and proper technology etiquette should be always followed when using electronic devices, such as but not limited to, smartphones, laptops, or tablets. Phone conversations, texting, or recording of any kind, is prohibited in lecture, laboratory, and clinical settings. It is expected that students shall demonstrate professional conduct in relation to the use of their personal electronic devices.

Social Media Policy

Social media is a prevalent and integrated part of many students' personal lives. Freedom of expression is important and encouraged when it is respectful and civilized. A student may choose to include on their social media account that they are a nursing student at Nipissing University. In which case, the student code of conduct and professional standards apply to social media and students must use caution in how

they present themselves and must make a clear distinction that any of the opinions shared on their account are their own and not reflective of Nipissing University's or the BScN program's. The use of the following disclaimer is recommended.

Disclaimer

"The views expressed on this site are my own and do not necessarily represent those of Nipissing University or its affiliates."

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The 6 'P's of Social Media Use, adapted from the CNO

Please see recommendations from the CNO regarding social media use in the nursing profession here.

- Professional — Act professionally always
- Positive — Keep post positive
- Patient/Person-free — keep posts patient and person free
- Protect yourself — Protect your professionalism, your reputation, and yourself
- Privacy — keep your personal and professional lives separate; respect privacy of others
- Pause before you post — Consider implications; avoid posting in haste or anger

Safe Medication Competency Program (SMCP)

Patient safety is a crucial and fundamental part of the nursing profession. The domains of the Canadian Patient Safety Institute (CPSI) underpin the medication competency program:

Domain 1: Patient Safety Culture

Patient safety culture improvement involves recognizing the importance of ongoing collaboration and the commitment to advocate for change.

Domain 2: Teamwork

High-performing interprofessional teams demonstrate capabilities and competencies that are essential to efficient, effective, and safe collaborative practice.

Domain 3: Communication

Effective communication is beneficial to patients and healthcare providers, builds trust, and is a precondition of obtaining patient consent.

Domain 4: Safety, Risk, and Quality Improvement

Healthcare providers collect and monitor performance data to assess risk and improve outcomes.

Domain 5: Optimize Human and System Factors

Optimizing the human and environmental factors that support the achievement of best human performance is an essential safety competency for all healthcare providers.

Domain 6: Recognize, Respond to and Disclose Patient Safety Incidents

Open, honest, and empathetic disclosure and appropriate apologies benefit patients and families, health providers, and their organizations.

Each domain aligns to the programmatic competencies, and is built upon across years, starting in year one.

The Safe Medication Competency Program (SMCP) is threaded throughout the BScN program. The SMCP is a requirement of the progression into the program for practice experience courses. If a student cannot demonstrate medication competency in the MCP, they will not be permitted to progress to the following practice experience course and/or graduate from the BScN program. Further details will be provided in first year courses.

School Supplies

The BScN program strives to keep accessory costs to a minimum for students. Students are responsible for acquiring the required uniform(s) and personal equipment, such as a watch with a second hand and a stethoscope. While not required, it is beneficial for students obtain the recommended textbooks, software, printed materials, and lab supplies outlined in the respective course outlines and syllabi. More information will be provided at orientation for clinical courses. Students are also responsible for meeting other expenses, which may arise within the planned program.

Computers

A personal computer that can reliably access the internet and, at minimum, support Microsoft Word, Excel, and PowerPoint, is highly recommended. The Chrome web browser is the most common and compatible one used. There are computers for students to use, with limited availability, in Student Development and Services (SDS) as well as Harris Learning Library.

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Clinical Practicum Experience Clearance Requirements

Prior to starting the program, and on an annual basis, clinical placement requirements are mandatory for all students in clinical practicum courses including health forms, proof of vaccinations, CPR certification, Mask Fit Testing, and Police Vulnerable Sector Checks (PVSCs). In addition, and on an on-going basis, students must provide evidence of an influenza vaccination and other immunizations/testing (e.g.: COVID-19 vaccines, TB testing, etc.) that may be required by the practicum agencies.

The purpose of clinical clearance protocols is to give confidence to our clinical practicum partner agencies (hospitals) that we are following safety protocols to protect patients as well as students. For this reason, students who cannot submit evidence of these items will not be permitted to attend clinical practice experiences. There will be a late penalty of $75 applied to a student's account if they do not submit required documents by the deadline(s). The Clinical Placement Clerk via clinicalclearance@nipissingu.ca sends out clearance requirements well in advance of the start of the semester and will inform BScN administration and faculty if a student is not cleared for clinical practicum experiences.

Police Vulnerable Sector Checks (PSVC) for Clinical Practice

Students will be required to obtain a PSVC on an annual basis as outlined in the Annual Required Documentation for Clinical Placement. The cost of the PSVC is the responsibility of the student. Some police services require a letter for a PSVC to be completed.

A personalized Consent to Disclosure Letter will be emailed to you with your annual clearance package.

Health Requirements/Forms

All students are required to submit the completed Communicable Disease Screening Form (CDSF) to the Campus Health Centre. Students will receive a Clearance Card from the Campus Health Centre which will be uploaded to the clearance website. There is a processing fee ($35.00 in 2023) for all Clearance Cards which is payable to the Campus Health Centre. All forms and instructions can be found on the clearance website at the beginning of the clearance period at the following link.

Students are responsible to maintain up-to-date health records with the Campus Health Centre for the duration of their time in the BScN Program. Failure to comply with this protocol will result in a student's removal from the clinical setting until this is resolved.

Mask-Fit Testing

Mask Fit Testing must be completed upon admission to the BScN Program and on a biennial basis. Year-one students are responsible for cost and completion of their Mask Fit Testing prior to September 1. Students will be responsible for the cost of the testing and as mandated by provincial regulation. Failure to comply with this protocol will result in the student's removal from the clinical setting. Students must be fitted to the approved and available masks at their clinical placement. These are: 3M 1870+, 1860, or 1860s N95 masks.

Algonquin Safety Training (480 Cassells Street, North Bay) offers a discounted rate for BScN students for

mask fitting. Please show your Nipissing University student card to access this discount.

CPR Level "C", "BLS" or "HCP"

It is the responsibility of the student to obtain a valid CPR Level "C", "BLS" or "HCP" certificates outlined in the Annual Required Documentation for clinical placement. The cost of this certification is the responsibility of the student. Failure to present certificates will result in denial of access to practicum placement. The School of Nursing does not accept online certification for CPR, as the training session must have a hands-on component delivered by an approved healthcare training agency. Recertification of CPR is required annually as outlined in the Annual Required Documentation for Clinical Placement.

Non-Violent Crisis Intervention (NVCI) training

NVCI training for students is requirement by local placement agencies. There are limited sessions booked through the School of Nursing. If students are unable to attend these sessions, they must find this training elsewhere. Students are responsible for this cost.

Ministry of Labour Training for Unpaid Placements

As per the new Ministry of Labour (MOL) ruling (Bill 18) all students are required to complete the Ministry of Labour Worker Health & Safety Awareness in Four Steps certificate available online here. This is a one-time requirement for clinical placement.

Incident or Injury During Clinical Practicum

Student Absence Due to Illness

Students are expected to attend all lecture, classrooms, labs, simulations, and clinical learning. There may be instances where a student cannot attend required learning due to illness or other extenuating circumstances. Students must notify their relevant faculty and/or instructors if they will be absent as soon as reasonably possible.

Missed practicum experience time cannot be made up due to academic calendar limitations and course scheduling — with some exception for final-year preceptorship. Student attendance is recorded, and missing clinical practicum can impact a student's successful completion of a course. Students should be realistic and judicious in missing learning.

If a student is absent or must leave clinical placement or activities in the Simulation Centre early due to illness, the clinical lead, clinical placement coordinator, and program managers must be notified as soon as reasonably possible.

Incident or Injury During Clinical Practicum

Patient-Related Incidents

In the event of an injury/incident to a patient/client the student and clinical instructor must follow the agency-specific patient incident reporting policy for incidents including medication errors or patient falls. More on this below under Incident Reports: School of Nursing On-Campus BScN Program

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Student Incidents

Students will be assigned to clinical practice areas in Hospitals, Long Term Care Facilities, and Community Agencies. Students assigned to clinical practice areas, as part of their program requirements, will be covered by Workplace Safety Insurance Board (WSIB). All students will be required to complete a Work Education Placement Agreement form on admittance in the BScN Program to be covered by WSIB while on clinical placement. Should incident/injury occur students must inform their clinical instructor immediately to complete the appropriate forms within 12 hours of the incident/injury. If a student seeks medical attention, the providing healthcare setting, e.g.: the emergency department, typically initiates and shares the WSIB paperwork.

Students who fail to comply with WSIB paperwork within the required timeframe of 72 hours will be subject to a $75 penalty fee on their student account.

For students in preceptorship, if illness or injury occurs while attending clinical, course faculty must be notified as soon as possible, and a School of Nursing incident form must be completed as above. Medical treatment is a priority and should not be delayed filling out forms or contacting personnel. However, this incident form must be submitted within eight hours of the incident.

After-hours Incidents

If a student experiences a critical situation outside of normal business hours (0830-1630h) the first person to be contacted should be course faculty. If faculty is not available, the clinical placement coordinator or program manager can be contacted. If the student injury is minor, this can wait until the next business day. WSIB can wait for business hours (within 72 hours of incident).

If there is a safety issue that is related to something on campus, there are On-Duty Officers 24/7

Cell: 705-498-7244 or 705-471-2488

Incident Reports: School of Nursing On-Campus BScN Program

An incident is defined as any occurrence or event that deviates from normal procedure and potentially has a harmful impact on the patient, family, or nurse.

A near miss is defined as any occurrence in which there is significant potential for harm, but no actual incident occurred. This includes any incident that was intercepted or corrected.

In the event an incident or injury occurs during a clinical practicum it is the responsibility of the Clinical Instructor to notify the Clinical Lead & Clinical Placement Coordinator within 8 hours of the incident occurring.

The Clinical Instructor and the student must follow the process below and complete the **School of Nursing Clinical Incident Form** and follow the agency reporting process.

Process

1. The Clinical Instructor must provide the course faculty and Clinical Placement Coordinator with the following information using the Clinical Incident Form:

   - Student name(s)
   - Academic Year
   - Clinical course/shift/rotation information

- Instructor name
- Patient number if applicable and patient permits
- Institution/Agency Name
- Date of Incident
- Time of Incident
- Type of incident
- Those impacted by the incident
- Detailed information
- Medication Administration Incident Section

or

- Patient Incident Section

or

- Student Incident Section

or

- Special Incident (Note: A special incident is defined as any incident that does not fit into the above-mentioned categories. If you experience a special incident and/or are unsure if the incident is classified as special, contact the Program Manager to discuss as the special incident form may need to be completed)

1. The Clinical Instructor is also responsible for ensuring that the agency's incident form is completed immediately following the incident. School of Nursing Clinical Form, once completed, is sent via email to the Clinical Placement Coordinator within 8 hours of the incident occurring. The form must be completed electronically or can be scanned and emailed or faxed to the Clinical Placement Coordinator. Email and Fax number is provided on the form. In addition to completion of this form, the clinical instructor and student must complete any incident reporting process that the hospital/agency requires. It is the responsibility of the Clinical Instructor and the student to ensure all information is included on the incident forms including program, student(s) names, and detailed description of the incident.

2. The Clinical Instructor is also responsible for advising the student to contact the Clinical Placement Coordinator within 8 hours of the incident occurring if it involves an injury to the student (Needlestick, fall etc).

3. The student is responsible for providing the Clinical Placement Coordinator with the following information:

- Date of birth
- Home address
- Date and time of health care provided
- Name of treating physician(s), nurse(s) or other healthcare provider(s)
- Social insurance number.

This information is required for completion of the WSIB form that must be submitted to the HR Generalist, Health, Safety & Wellness at Nipissing University. In addition, the student is responsible for ensuring they sign the WSIB sheet within 24 hours of the incident occurring.

4. The Clinical Placement Coordinator is responsible for notifying the appropriate departments at the facility, completing the WSIB form and working with the HR Generalist, Health, Safety & Wellness to report the incident.

**It is imperative that this process be followed for all incidents that occur when on clinical placements. Any incident involving a student seeking medical attention by a physician or nurse (ER, blood work etc.), requires the School of Nursing to submit the above-mentioned information to the WSIB within 72 hours. Failure to submit the appropriate documentation within 72 hours results in a fine from the Ministry of Training, Colleges and Universities to the School of Nursing. **

Any questions regarding clinical incident reporting or the clinical incident form, please contact Clinical Placement:

705-474-3450 ext. 4461

bscnclinicalpractice@nipissingu.ca

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Academic and Student Resources and Supports

Academic Services

Professional academic advisors are available to all students. Their responsibility is to advise students in all programs on degree requirements and course selection as well as university policies and procedures. Students may also choose to confer with a nursing professor regarding specific nursing courses or the Program Manager/ Director regarding issues related to student progress.

https://www.nipissingu.ca/departments/academic-advising

Harris Learning Library

The Harris Learning Library offers an orientation, including a self-directed library assignment. Students are strongly urged to take advantage of this opportunity, as they will be expected to use the library resources to complete their assignments.

https://www.eclibrary.ca/library/

Campus Health Centre

In the event of illness or other related matters, students can be assessed by the college/university health nurses, with referrals made to a physician if required. Doctor's appointments may be made for students who are from out of town.

In case of an emergency, go to the North Bay Regional Health Centre emergency unit. Information concerning time and place for walk in clinics is available at the Health Centre.

Dental or medical appointments should be made during your free periods and not during scheduled class hours or clinical time.

https://www.nipissingu.ca/departments/student-development-and-services/campus-health-centre

Student Development and Services

Student Development and Services (SDS) supports Nipissing students through a wide variety of on-campus services including Student Learning and Transitions (academic and personal support), Student Counselling Services (mental health and emotional support), Student Accessibility Services (learning accommodations and disability support), and the Student Intervention Specialist (crisis support).

https://www.nipissingu.ca/departments/student-development-and-services

Financial Aid, Scholarships, Bursaries, and Awards

Nipissing University can offer assistance in navigating access to financial aid as well as offering scholarships, bursaries, and awards. Please see:

https://www.nipissingu.ca/departments/student-financial-services/student-awards-and-financial-aid

School of Nursing Contact Information

School of Nursing- Main Line:

(705) 474-3450, ext. 4567

nursing@nipissingu.ca

Clinical Placement Coordinator:

705-474-3450, ext. 4661

bscnclinicalpractice@nipissingu.ca

Clinical Clearance:

705-474-3450, ext. 4579

clinicalclearance@nipissingu.ca

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