PRACTICAL NURSE PROGRAM
YEAR 1
FALL 2019

Smart START Package
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Welcome to the School of Nursing. We are looking forward to working with you! There are a variety of personnel resources for the new nursing student. These resources are intended to support the new student during the orientation process. Please refer to the St. Clair College website at www.stclaircollege.ca under Practical Nursing program.

Heather DeWagner (extension #3286) is the First Year Coordinator of the Practical Nurse Program at the Chatham Campus. Her office is located upstairs in the faculty office area, Room 201. Email: hdewagner@stclaircollege.ca

Jan Jacklin (extension #3316) is the Second Year Coordinator of the Practical Nurse Program at the Thames Campus. Her office is located upstairs in the faculty office area, Room 201. Email: jjacklin@stclaircollege.ca.

Linda Watson (extension #3233) is the School of Nursing Department Chair. You may contact the Chair of the department if your concerns cannot be resolved by your faculty teacher (first contact) or the Coordinator of the Practical Nurse program (second contact). Ms. Watson’s office is located upstairs in the faculty office area and his office number is 200E. Call the departmental administrative assistant at extension #3244 to schedule an appointment with Ms. Watson if required. Email: lwatson@stclaircollege.ca

Linda Quick (extension 3244) Departmental Administrative Assistant for the Health Science programs is available from 8:00 am to 4:30 pm. Her desk is upstairs in the faculty office area. She is located at the second desk in room 200, the office across the hall from the elevator on the second floor. Email: lquick@stclaircollege.ca

Orientation

Orientation will take place at the HealthPlex, Chatham Campus, St. Clair College see website for further details. It is in your best interest to attend. The session will start with a general orientation to the college, and then you will meet your faculty and chair of the Practical Nurse program, where a good deal of valuable information about resources will be supplied. After the program specific sessions are done, the Student Service Centre offers a variety of Breakout Information Sessions on topics that will enhance your success in any program. Students in the past have reported that it was a very valuable experience!
Books to Purchase

The books will be found in the Campus Book Store under the course codes. The following are the course codes for the first semester (please see enclosed book list)

**Course Codes:**  PNR 116 – Introduction to the Practice of Nursing  
PNR 125 – Nursing Clinical I (Lab/Clinical)  
BIO 126 - Anatomy, Physiology and Pathophysiology  
ELEC 1030- General Education Elective

The books will likely be available by the end of July, call first to confirm. The Campus Book Store is located on the first floor just past the main lobby on the right side. Phone #: 519-354-9100, extension **3231**

For second hand books, check the bookstore or the bulletin boards on the wall across from the bookstore. There is also a program called Rent a Text, the bookstore will have details about this process.
What is the College of Nurses of Ontario?

The College of Nurses of Ontario is an important organization for nurses and nursing students. It is an organization that you MUST to get to know prior to the end of the program. The College of Nurses of Ontario (CNO) is the regulatory body for nurses in Ontario, legislated by the Regulated Health Professions Act. The purpose of the CNO is to be accountable to the public to ensure registered nurses and registered practical nurses in Ontario practice within the standards of practice laid out by the CNO. The following is for your future information needs.

The College of Nursing Web site and Resource information gateway:
College of Nurses of Ontario
Website:  [http://www.cno.org/](http://www.cno.org/)

Other Nursing Groups to Know About and Join …

RPNAO - Registered Practical Nursing Association of Ontario
Student membership available

Student membership in the RPNAO is an opportunity to be linked with the Professional body of RPN’s in Ontario.
The RPNAO offers mentorship, direction and leadership for nursing students in the Practical Nurse Program.
Within the RPNAO the nursing student will be linked with the local and global opportunities of scholarships, conferences, policy and political updates that impact on nursing and public health.
Helpful Hint

Always photocopy your documents and create a file for your nursing records. Label it ‘Student Nursing Records’. Keep every piece of paper related to the administrative process within the Practical Nursing program.

FORMS AND REQUIREMENTS:

Medical/Health Form
The health form can be found on the St. Clair College webpage under Practical Nursing. All health requirements need to be met BEFORE September 16, 2019. Please see refer to the “Chatham Clinical Clearance Schedule”

**Student Information Form – Attached – (Page 11 & 12)
This form is to be completed and given to the coordinator (Heather DeWagner) during orientation or the first week of school.

Police Clearance (Please refer to the St. Clair College webpage under Practical Nursing for information regarding your police clearance)
Nursing students are required to obtain an Extended Police Clearance (working with vulnerable populations) to be eligible for clinical placements. There is a cost associated with obtaining a police clearance. This process may take several months, please apply as soon as possible because you will NOT be allowed in clinical placement without a police clearance. Clinical starts the week of Sept 30, 2019. Many of the placements within Chatham-Kent require a valid police clearance within 6 months of your placement, please make sure your police clearance is within that time frame. If you have any questions about the police check, please contact our Administrative Assistant at extension 3244.

Photo Identification
Please refer to the St. Clair College webpage for information on how to obtain your student card. You will be required to upload a picture following the steps provided on the webpage. Your photo ID must be worn at all times in clinical placement. Library services also requires your student card for book rentals and printing.
EXPECTATIONS AND ATTENDANCE:

E-mail

Nursing Students are to **only use their St.Clair College e-mail** when communicating with faculty. Other e-mails such as hotmail, gmail, etc. will not be answered. The **college will provide the student with a college e-mail address on enrollment.** Please familiarize yourself with the use of computer communication.

Blackboard

Blackboard is an internet based application which allows instructors to put course material, readings and discussion with the professors on the internet. All registered students will be enrolled in this resource. More information and instructions will be given about Blackboard during orientation.

Library Orientation

The library is located on the first floor and is open year round. A library orientation is available upon request. Continue to use the library resources for nursing journals/literature. Ask the librarian for assistance with literature searches if you are having a difficult time locating the material needed.

*Please remember there is an enormous difference between nursing research literature and what is found on the Internet about a subject.* We advise that the nursing student learn to access nursing research as soon as possible. Papers and presentations will be based on nursing research and the expected assignments are to be written in a scholarly manner.

Attendance:

**Regular class attendance is essential to the nursing student’s success in the program.** This is a full-time program and we expect that you attend lectures regularly and only miss class and clinical days due to illness or in emergency situations. Absences due to work, vacations or routine appointments are not considered valid reasons.

Your time commitment includes the official class schedule as well as preparation time for assignments and clinical skills practice sessions in the laboratory.

**If you are a student at the Chatham Campus of St. Clair College, your placement will be in the Chatham-Kent area**

*Mandatory hours of lab/clinical are not excused due to children’s illness.* It is necessary for students with children or other commitments that they **have a “back up” babysitting plan in case of children’s illness.**
Clinical Absenteeism:

If the nursing student misses a clinical or lab day due to illness, a MD or Nurse Practitioner note is required. Missed time may be required to be made up. All absenteeism is tracked and will show on the students' Clinical Performance Evaluation. The nursing student is to notify their clinical instructor, the coordinator of their program and the agency the student is to attend at least 1 hour prior to the clinical start time. Failure to follow the above process is subject to disciplinary action. This process is to be followed throughout your student nursing experience at St. Clair College – Thames Campus. One of the key questions asked by all employers on reference checks is “What is her/his attendance record?”

Bereavement Leave:

Three (3) days leave for bereavement will be granted for death of immediate family members, that is: mother, father, sister, brother, grandparents.

Employment during the Practical Nurse Program

While we understand that some students need to work, please remember that your first priority must be completing your nursing education. Schedule your work hours so that they do not interfere with your school schedule and study time, and do not work longer hours than you are comfortable with. Only you can decide on the appropriate balance between work, school and private time.

ACADEMIC PERFORMANCE:

Academic Counseling/Probation/Dismissal

The Nursing Student must maintain a Grade Point Average above 2.0. (Total possible GPA – 4.0) to graduate from the Practical Nurse program at St. Clair College

Program Overview

Practical Nurse Program Description – to be covered during orientation.

Clinical Performance Evaluation

Each student receives a clinical performance evaluation from the instructor after each clinical placement and at the end of the semester. The evaluation measures the student's performance in the course objectives, outlines strengths and areas for improvement and makes appropriate recommendations for improvement if necessary. Student and professor discuss the evaluation and sign it; the original is kept in Nursing Office to be placed into the student's academic file. Program effectiveness is evaluated on the basis of critical thinking, nursing therapeutics, and communication ability.

Any concerns about the student's performance and conduct may be discussed during the evaluation meetings and the professor may (with the student) set-up special guidelines and objectives to assist the student in the form of a learning contract.
Applying for Transfer Credit?

Book an appointment with the coordinator for the Practical Nurse Program within the first week of class. Please bring a copy of your transcript and course outline. If transfer credit is granted the coordinator will require an official transcript.

Professor and Course Evaluation

We are very interested in student feedback about our program. Students are invited to participate in program discussions. Additionally, during each semester you will be asked to complete an IFS (Instructional Feedback Survey) for each of your instructors. Please take a few moments of your time to give honest feedback about the course strengths and weaknesses and your satisfaction with the instruction. Data from the evaluations is used to review student satisfaction with the program and instruction. We can use everyone’s help to maintain quality improvement. Be part of the solution, and give us valuable suggestions for change.

KPI (Key Performance Indicators)

In a continued effort to evaluate the quality and results of our school and our program, we have instituted a formal program evaluation plan. Students are surveyed at multiple points in their involvement in their program of study. Results are circulated to the specific departments.

“What do we wear?”

Personal hygiene and appearance are to reflect that of a professional nurse. Your uniform should be clean and neat, and you must be easily identifiable as a St. Clair College nursing student. Hair, jewelry and other accessories must be worn in a fashion to avoid causing communication barriers and/or safety risks to yourself and/or patients. There are four separate forms of dress you must be aware of.

1. **Street Dress** is acceptable in the classroom. This will be discussed in the first class. (Some of the classrooms are chilly, others may be warm. Layer your clothing to achieve optimal classroom comfort.)

2. **Lab Dress**: program uniform and white/black running shoes or nursing shoes.

3. **Clinical Dress code**: All uniforms are to be purchased through the Chatham Campus Book store. The program colour is green with embroidery on the left sleeve. You can try on sizes in the bookstore. **No lip rings, tongue stud, navel ring, nose ring, eyebrow ring or necklace will be allowed for safety reasons.** A plain band may be worn on the ring finger.
4. **Professional Business Dress:** The nursing student will be required to present in professional business attire for specific educational assignments for example health fairs, professional meetings and presentations. Professional business attire means suits, jacket with dress pant or skirt, conservative shoes and conservative jewelry. Whatever the well dressed executive would wear. No casual wear. No exposure of the shoulders, chest or abdomens is allowed. Professional business attire will be discussed in class in the first week of school.

**Stethoscope and Watch**
The student will need a watch with a second hand that is easy read (for vital signs).

If you choose to purchase a stethoscope, the following information will help with your decision. A stethoscope with a diaphragm and bell, and dual capability for children and adults will be the most versatile. It must be 22 to 25 inches in length. When purchasing a stethoscope consider the warranty of the stethoscope (usually 5 years) and the feasibility of replacing parts. Both ends of the tubing on the stethoscope should fit comfortably and snugly in the canals of your ears and should be able to adjust the rotation and the ear pieces. Place the ear tips in your ears pointing toward you nose. Test for auscultation by tapping gently with your finger on the diaphragm to elicit sounds.

**Other useful information …**

**Parking**
You may purchase a parking pass through Thames campus parking office. Call 519-354-9100, ext. 3515 or visit: [www.stclaircollege.ca/studentservices/oncampus.html](http://www.stclaircollege.ca/studentservices/oncampus.html)

**CPR and First Aid**
The practical nurse student is required to obtain a CPR Level HCP with AED (to be recertified annually) and First Aid Certificate by Sept 16, 2019. You will be required to carry a current CPR Level HCP with AED card with you at all times during clinical.

**Mask Fit Testing:** all nursing students are to be mask fit tested (N95) prior to attending clinical experience. Book your mask fit appointment through the continuing education department at our campus. To find the appointment dates and times go to the St. Clair College website under Practical Nursing. There is a fee associated with this test.

**Workshops and Conferences**
During the Practical Nurse Program there will be opportunities for all the students to attend workshops and conferences related to nursing. It is the student’s responsibility to pay for the cost of the workshop. Some are free to attend and others include a fee.
PRACTICAL NURSE PROGRAM
Student Information Form 2019-2021

Carefully complete this form. Print neatly. Return to your coordinator during orientation or the first week of classes

Name: Full – Including middle name

Complete Address of Current Residence. (Please indicate if you are living in residence):

Town/City:

Phone Number (with Area Code):

Permanent Address (parents, if applicable):

Permanent Phone Number with Area Code (if applicable):

Email Address: (Please ensure this is a reliable, confidential email address that will not be continuously changed throughout the years to come)

Cell phone number – (if applicable):

Date of Birth:
In Case of an Emergency Contact Name (& relationship):

Phone Number:

FOR CLINICAL CONSIDERATIONS:

Do you currently work at or have any relatives currently working at Riverview Gardens in Chatham?

List any experience in health care:

Do you have reliable transportation?

If you plan to car pool with other students in the PN program, please list the name(s):

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________

If there is any information that you feel is important to disclose to your professor to maintain your safety (insulin dependent diabetic, hypoglycemic, etc).
Summary of Things to Do …

Please ensure that the following forms requirements are completed by the specified dates. Remember to keep a copy or the original, as indicated, for your Nursing Records. Please visit the St. Clair College website under Practical Nursing for information regarding submitting your forms.

1. Health Forms – Date Due: **BEFORE** September 16, 2019.
   - Please call your physician or NP **NOW** to book an appointment, many have a waiting list for physicals and forms.
   - Make an appointment to bring your health forms to our campus nurse, Mary Sinclair, at ext 3729. This can be done prior to starting in September. Please see St. Clair College website for upcoming details on providing completed forms for medical clearance for clinical placement.

Student Information Form – *Return to your coordinator during orientation or the first week of classes*

   - The Student Information form is on page 11 and 12 of this document.

2. Mask Fit Testing- Date due: before Sept 16, 2019

3. CPR – Level HCP with AED (or annual recertification) and First Aid Certificate – Date due: before Sept 16, 2019

4. Police Clearance - Date due: before Sept 16, 2019
   - Complete the Police Clearance form **NOW**, it can take a few months to receive.
   - *You will not be allowed in the clinical placement without it!*