ST. CLAIR COLLEGE OF APPLIED ARTS & TECHNOLOGY
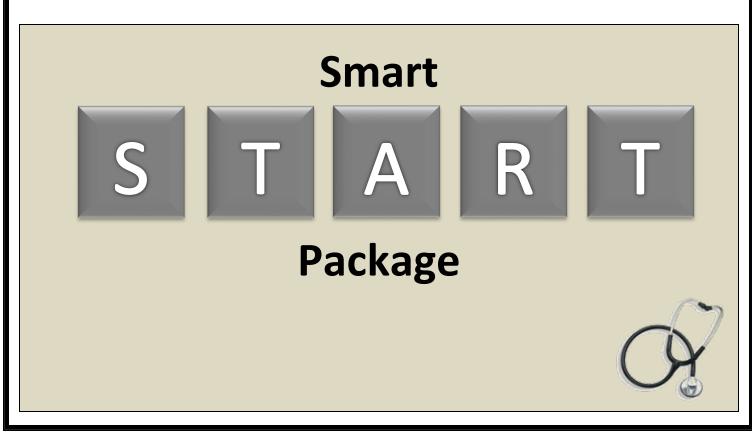
CHATHAM CAMPUS

Personal Support Worker Program

Semester 1

FALL 2023 and Winter 2024

Smart

S T A R T

Package

Welcome to Semester 1 of the Personal Support Worker Program!

Here is some information to help you prepare for September.

IMPORTANT DATES:
- **Synergy** will determine the Deadline for medical and nonmedical clinical clearance items to attend clinical
- **Classes begin** Tuesday September 5, 2023
- **Thanksgiving Holiday –** Monday, October 9, 2023
- **Clinical starts Week 8 of the academic calendar**
- **Exam Week – Week 15 of the academic calendar**. Students are expected to be available for all the days during exam week as exams are scheduled at different times and dates. Please do not book appointments or vacation during this week.

GETTING STARTED – ORIENTATION:

- The date and time for your orientation will be sent (or posted on the college website) over the Summer to you from the Registrar's Department.
- Information can also be found at the following link: https://www.stclaircollege.ca/student-services/orientation
- At your orientation, you will receive very important information about your program and can meet your nursing coordinator and some of your professors in the program.
- Attendance at orientation is **highly recommended** as we will provide an overview of the program and discuss topics such as schedules, expectations, and a "To do" list. This usually helps to alleviate the anxiety that you may be experiencing about attending college and a new program.

Who's here to help:

Nancy Davis is the Coordinator for the PSW Program in Chatham. She is located on the second floor in Faculty offices. There is a phone on the wall. Her extension is 3403 and her email is ndavis@stclaircollege.ca

Monica Staley Liang is the Chair for the School of Nursing. Her office is located on the 2nd floor in room W2001A (200F). She is always happy to address any questions or concerns students may have. Her email is mstaleyliang@stclaircollege.ca

Linda Quick is Ms. Staley Liang's Administrative Assistant. She is located on the 2nd floor, in room W2001 (200). Her extension is 3244 and her email is lquick@stclaicollege.ca

Jennifer Zegrean is the program manager. Her office is located on the 3rd floor of the CAHS in Windsor, in room F3007C.
Her email is jzegrean@stclircollege.ca

Jordan Smith is the Academic Advisement and Clinical Placement Officer. His office is located on the 3rd floor of the CAHS in Windsor, room F3007KZ. His extension is 5835 and his email is jsmith02@stclaircollege.ca

MEDICAL AND NONMEDICAL REQUIREMENTS FOR CLINICAL PLACEMENT

Clinical clearance is required before any student can attend the clinical setting. There are medical and non-medical requirements that must be met. Please refer to the Clinical Placement Requirements (click on this link)then go to the Personal Support Worker (H932/K933) tab for detailed information. Your requirements will be clearly explained there as well as the process to electronically submit your documents for clearance. This process may take weeks to complete so please begin promptly.

TEXTBOOKS:
- You may go in person to the bookstore or find the course materials online through the bookstore website. All books are searchable by the course code of the required textbook.
- Here is the link to the bookstore site: www.stclairthamesshop.ca also found through the St. Clair College website.
- Books will be available for purchase in August. For any updates to Bookstore hours please check the website.
- Additional information can be found at: http://www.stclaircollege.ca/studentservices/oncampusservices.html

Author (primary)	Title	Edition No.
Elsevier Inc	**Clinical Skills: Skills for Nurse Assisting (eComm)**	1
Wilk	**Sorrentino's Canadian Textbook for the Support Worker**	5
Herlihy	**The Human Body in Health and Illness**	7
Sorrentino, Remmert, Kelly, Wilk & Sekhon	**Workbook to Accompany Sorrentino's Canadian Textbook for the Support Worker**	5

BLACKBOARD:
Check blackboard for **PSW114** mid-August for any posted information or updates. The PSW student will be automatically enrolled in this resource once they are fully registered.

Check Blackboard and emails at least **twice a day**. Blackboard courses are generally activated a week prior to the start of the semester.
- If you are having difficulty accessing your blackboard account (and you have completed your acknowledgements on the SIS) or email, please contact the IT department or use the "Quick Links" found on the St. Clair College home page at the following link: https://www.stclaircollege.ca/it-services
- Blackboard courses are generally activated a week prior to the start of the semester.

CLINICAL GROUPS:
- Students will be placed in groups at Long-Term Care facilities in Chatham Kent.

SEMESTER 1 CLINICAL (PSW114)

- Clinical will be as your schedule indicates on the SIS.
- Information will be posted on blackboard in August
- Lab is part of clinical, therefore students are expected to follow the uniform policy as per clinical.

CLINICAL AND LAB HOURS:
- 100% attendance is expected to maximize the opportunity for success.
- **All missed time requires a physician's note.**
- All students are responsible for their own reliable transportation to and from clinical.

STUDENT I.D. CARDS:
- OneCard is essential to campus life at St. Clair College.
- Currently your OneCard is St. Clair College's official identification card, library card and print card.
- Your OneCard will be required for:
    o Writing an officially scheduled test or exam.
    o Checking out books at the library facilities.
    o Printing your documents at print stations.
    o Clinical placement the OneCard serves many functions and can provide you with access to a wide variety of services.
- The benefits associated with the OneCard include savings, convenience, flexibility, and security.
- The cost is covered within your tuition fees.
- For downloading your OneCard, please visit the following link: https://www.stclaircollege.ca/onecard

UNIFORMS:
- Uniforms are to be purchased from the campus bookstore, according to your program.
- White or black shoes (no mesh – as these can be soiled in the clinical area and result in a contaminated spill) are required for clinical/laboratory. Shoes must be kept clean.
- Uniforms are worn during labs and clinical, therefore are required for week 1 of semester.
- Please contact the bookstore to order uniforms by the middle of July-early August (at the latest) to ensure that the uniform is ready for September.
- If wearing a headscarf, it must be white or black 2-piece head covering no loose scarves.
- Students will require a nursing watch with a second-hand for measuring vital signs, clinical documentation, etc.
- St. Clair College Student Information Manual will be provided and reviewed during the first week of mandatory PSW114 Lab.

FREQUENTLY ASKED QUESTIONS:

- "Can I apply for a transfer credit?"
  - If you would like to request advanced standing for a previously completed course to be applied towards a course in your Personal Support Worker program, go to this link for the Registrar's Office and look down the right-hand column for the information on how to do it. You will require a sealed official transcript from your previous school and a course outline from the course you would like considered for the transfer credit. You must have achieved at least a 60% in a previous course to have it considered. Until the transfer credit has been granted, you should continue to attend all classes as scheduled. You will be notified by student email regarding the decision of your transfer credit. https://www.stclaircollege.ca/registrars-office

- "How do I drop or add a course?"
  - If you have previously taken the same class for example, PSW117 at St. Clair College and are satisfied with the mark you achieved, you may wish to drop the class. Note that when you drop a course you may remain in full-time status (based on course credits), therefore, there may be no refund provided. Contact the Registrar's office for more information, https://www.stclaircollege.ca/registrars-office

- "Do I need access to the internet?"
  - Yes, you will require access to the internet especially if you plan to complete schoolwork, study, and do research at home. Internet access is available to all students in the library and the computer lab in the main building as an option.

- "Do I need an email address?"
  - YES!! All students are to use their St. Clair College email address for all correspondence from within the college and from home. Faculty cannot respond to personal email accounts due to the risk of breach of confidentiality.

COMMUNICATING WITH FACULTY

- Email communication is the preferred method of contacting faculty. Faculty email addresses can be found under each course on Blackboard under "staff information". Faculty will attempt to respond within 24 hours during business hours. Emails sent after hours or on weekends will be read and responded to as soon as possible during working hours. Please address your faculty as "Professor" and/or "Doctor" (as appropriate) in all verbal and written communication.
- When writing emails, the following etiquette must be followed:
  - Specific subject line
  - Proper salutation, for example, "Hello Professor…."
  - Do not use text message forms of communication i.e., "ttyl", "u", etc.
  - Always include your first and last name and student number

ACADEMIC PERFORMANCE:
- Students must maintain a grade point average (GPA) above 2.0 (60%) to graduate from the Personal Support Worker Program at St. Clair College. Students are not eligible to advance to the next semester if they are unsuccessful in a course that is a prerequisite for the following semester.

ATTENDANCE:
- Regular class attendance is essential for a successful progression through the PSW program. The PSW program is a full-time program that requires your participation in classroom lectures/activities, and in the clinical/laboratory setting. Missed time is only acceptable for illness or emergency reasons.
- Please note that this is a full-time program and students are expected to be available Monday-Friday. Clinical hours may include both days and afternoon shifts, depending on clinical placements. **Work, vacations, or routine appointments are not considered valid reasons for absence**s. In preparing for the fall semester, consider a "back up plan" for childcare in the case of children's illness.

TIPS FOR SUCCESS:
- **Complete "THRIVES" modules prior to Starting school. What is THRIVES?**
  - THRIVES is an extended orientation to the college – to the culture and the expectations the college has of our students and to information about services and supports. THRIVES also highlights tips and techniques students can use to be more successful in their studies and advice on how to maintain good mental and physical health. Information is presented to you in 12 modules through short readings, videos, and interactive self-check exercises. https://www.stclaircollege.ca/thrives
  - Attend all your classes. Students are directed to complete readings prior to class! There are multiple strategies to discuss content or issues. Your instructors will identify and post preferences. Check Blackboard at least twice a day.
  - Be professional. Appropriate communication with Faculty, Laboratory Technicians, Peer Tutors, and classmates will demonstrate your interest and aspiration to be a professional.
  - There are multiple on- site/ virtual/ resources such as the Student Success Centre, Library Services, Tutor Services, and the Nursing Lab. When booking times, please book in advance and cancel if you cannot attend so that someone else may book the time slot.

Have a wonderful summer. We are all looking forward to meeting and working with you this fall!