July, 2017

Dear Nursing Students,

Congratulations! You are officially a First year nursing student.

On behalf of the faculty and staff of St. Clair College School of Nursing, we welcome you. The first year nursing program is an exciting time full of new challenges and opportunities to develop as critical thinking clinicians. We look forward to working with you towards the achievement of your professional and personal goals. Please note that the University of Windsor has added a study week from October 7th to the 15th, therefore there will be no scheduled classes that week.

Your medical/non-medical clearance will occur at St. Clair College, Thames campus in Chatham. Please call 519-972-2380 to make an appointment with the Health Center Nurse in Chatham and bring your completed medical forms with you that are on the website under the heading “Medical and non-medical clinical placement requirements”. Our nurse will review your documents to ensure the medical clinical requirements have been met. When the Health Center Nurse clears your medical requirements he/she will issue a “Passport to Health” which indicates you have met the medical requirements for clinical. Following this, St. Clair College, Thames campus in Chatham has created a schedule according to the first letter of your surname. Please check the St. Clair College website by clicking “First Year Students” under the heading “To all new (entering) and returning students” for further information about the date you are scheduled to complete the non-medical clearance once your “Passport to Health” has been completed. This will occur at our Registrar’s Office at the Chatham Campus. Please ensure you bring the required non-medical documentation with you and your “Passport to Health” to this scheduled meeting.

I wish to take this opportunity to extend my personal wishes for your continued success as you prepare for a rewarding career in your chosen Nursing field.

Have a wonderful summer.

Sincerely,

Linda Watson
Chair, School of Nursing St. Clair College
519-354-9100 EX. 3233
lwatson@stclaircollege.ca
Information Package – Thames Campus St. Clair College
July 2017

"Were there none who were discontented with what they have, the world would never reach anything better.” - Florence Nightingale

Dear Student Nurse and member of the Class of 2021,

Welcome to St. Clair College Thames Campus -- Collaborative BScN Nursing Program. On behalf of the teaching team, I would like to congratulate you on your acceptance into the program. We look forward to a great year ahead!

This package contains some of the special Thames Campus information and program details.

Who’s here to help?

Linda Watson (519-354-9100 ex.3233) is the Chair for the School of Nursing. Her office is located upstairs outside the faculty office area. She is always happy to meet with students to address any questions or concerns they have. Call her Administrative Assistant Linda Quick at extension #3244 to schedule an appointment with Ms. Watson. Email: lwatson@stclaircollege.ca

Linda Quick is Ms. Watson’s Administrative Assistant who can be reached at (519-354-9100 ex.3244) available from 8:00 am to 4:00 pm. Linda’s desk is upstairs in the first office to your left outside the faculty office area. Email: lquick@stclaircollege.ca

Campus Orientation

Orientation will take place at Thames Campus, St. Clair College on Thursday, August 31st, 2017 at 10:00 a.m. in the St. Clair College HealthPlex. Please attend this if you are able as it’s an excellent opportunity to meet the faculty and each other as well as pick up some important information. The Work Authority will also be selling uniforms this day on campus. This is a great time to set up carpools as well. The faculty has a wonderful introduction to nursing prepared for you that day!
Things to Do ASAP

St. Clair College staff will collect and validate clinical requirements, both medical and non-medical. Student documentation will be reviewed and provides St. Clair with a report stating the student has met (or not met, in some cases) all the requirements for clinical placement. In order to prepare for your appointment you must collect all the medical and non-medical documentation required prior to the appointment. Please see this website:

http://www.stclaircollege.ca/programs/postsec/nursing/health_requirements.html

The following should be initiated as soon as possible to avoid delays.

1. **Apply for your police clearance —**must be a **vulnerable sector police record check.** Information is available at the following site:
   http://www.stclaircollege.ca/programs/postsec/docs/annual_police_clearance_requirements.pdf

   **Reminder**— ID/Photo ID will be required i.e. Passport, License, etc. as well as payment (cost differ in each municipality). **Ensure your name is spelled correctly.**

   **Clear Police Clearances** are required for all clinical placements, and must be obtained **AFTER August 1st** as they must be done within 6 months of starting clinical placements in January. A police clearance is required **ANNUALLY or sooner** for the duration of your program. You will be required to present your original document (with the embossed seal) at your scheduled non-medical clearance appointment in the Registrar’s office and provide a photocopy for our records. Keep in mind that police clearances may take several weeks to arrive. Individuals are randomly selected for finger printing—this may also delay receiving your Police Clearance.

2. **Medical Clearance Health form** – A health form for your medical clearance may be downloaded from the following
   http://www.stclaircollege.ca/programs/postsec/docs/health_docs/windsor/Medical-Requirements-Form.pdf

   Appointments with your family physician or nurse practitioner can take a long time to schedule. Some immunizations require more than one office visit as well. Schedule this appointment as soon as possible to avoid delays, as you cannot attend clinical without your medical clearance health requirements being met (if you can’t attend clinical you are not eligible to pass the course). Please present your original documents at your appointment with the Health Center Nurse and provide a photocopy for our records.

3. **N95 Mask Fit Testing** – This fitting is needed every two years or anytime your facial features change in a significant way (i.e. large change in weight, cosmetic surgery, injury, etc.). This fit test is not required for first year of the program but is required for second year of the program and would need to be updated every 2 years.
4. CPR Level HCP (Health Care Provider) Certificate Card with AED (defib) and First Aid – You are required to have CPR Level HCP Certificate Card with AED, regular CPR will not be accepted. CPR must be updated every year despite what your CPR card may say. Our hospital placements require annual CPR updates for every nurse. You are also required to have a First Aid certificate but only for admission to the program, the first aid certificate will not require annual renewal. You will be asked to show these cards at your Campus nurse appointment each year. You may take these certifications from any provider that offers them.

5. Order your uniform from Work Authority
   Uniforms for the program must have the collaborative program crest on the shoulder. The colour of our uniforms is navy blue. The uniforms will be worn throughout all four years of your education. Students are encouraged to double check the fit of their uniform. Larger is better than smaller. Nursing can be a very physical job and students need to be able to, bend, crouch, and reach comfortably and professionally. Furthermore, nurses carry a large number of items in their pockets (e.g. pens, tape, stethoscope, alcohol wipes, gloves, keys, etc.) you need room in your uniform for full pockets. The collaborative BScN program would like to remind you that clinical uniforms are not to be regarded as regular clothes. They are a representation to the public and other health professionals of your professionalism as a student nurse not a statement of your social image.

Books and Equipment Needed

Books - The books will be located in the Campus Book Store under their course codes. The following are the course codes for first semester classes:

46-115 Introduction to Psychology
63-171 Introduction to Nursing Theory I
63-172 Clinical Nursing Experience
63-166 Health Assessment 1
63-175 Human Anatomy/Human Physiology

Equipment – A stethoscope will be required during your first week of the program and throughout the four years of the program. The choice of a specific brand of stethoscope is a personal choice; however, please ensure that your stethoscope has both a bell and a diaphragm, as each is used for different physical assessments. Blood pressure cuffs are not required and will be supplied in the lab for practice purposes but if you are able to purchase your own it will afford you more opportunity to practice the skill on your own at home. 
Very Useful Websites & Resources

Standards of Practice for Nurses in Ontario - College of Nurses of Ontario (CNO)
This is a listing of all the standards of practice and guidelines available on the College of Nurses website. The College of Nurses of Ontario (www.cno.org) is an important organization for you to get to know. The CNO is the regulatory body for nurses in Ontario under The Regulated Health Professions Act and the Nurses Act. The purpose of the CNO is to be accountable to the public to ensure registered nurses and registered practical nurses in Ontario practice safely and within professional standards of practice laid out by the CNO. It is strongly suggested that you go to the CNO website www.cno.org over the summer and explore what it has to offer and the information provided there. The following contact information for the CNO is for your future needs:

College of Nurses of Ontario
101 Davenport Road
Toronto, ON M5R 3P1
E-mail: cno@cnomail.org
Web site: www.cno.org
Phone: 416-928-0900  Toll-free in Ontario: 1-800-387-5526  Fax: 416-928-6507

The Standards of Practice for Nurses in Ontario is a resource that is required for courses 63-171, 63-172 and 63-166 in first semester from the very first week and will also be used throughout the BScN program and well into your career as a nurse! Each document may be downloaded and printed as needed (your course outlines will indicate what you need each week), or you can download the entire package over the summer in order to have it in time for classes the second week in September. Documents that you will need the first few weeks include:

- You and Your College
- Developing Practice Standards and Guidelines
- Professional Standards, Revised 2002
- Confidentiality and Privacy - Personal Health Information
- Infection Prevention and Control
- An Introduction to the Nursing Act, 1991
- RHPA: Scope of Practice, Controlled Acts Model


Registered Nurses Association of Ontario (RNAO)
The RNAO is the professional organization for registered nurses (RN) in Ontario. Membership in this organization is voluntary but very important. Student membership in the RNAO is an opportunity to be linked with the Professional body of RN’s in Ontario. The organization has celebrated over 100 years of nursing excellence and is a forerunner of health policy development in Ontario. The RNAO offers mentorship, direction and leadership for nursing students in the Collaborative Program. Within the RNAO 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. Professionalism in nursing is an important concept to learn as a student nurse, therefore membership costs for RNAO is included in your student fees ($20), to provide you with the opportunity to get connected with our professional nursing
organization in Ontario. Applications for membership will be handed out the first week of October and you will receive your membership starting November 1st for a year.

**RNAO Best Practice Guidelines**

The Best Practice Guidelines published by the RNAO are an excellent resource for nurses to use when assessing and planning care for their clients. They are well researched, peer-reviewed and offer the latest information to practicing nurses. Over the BScN program you will be required to access, download and print these guidelines specific to your area of study at the time. The RNAO website is: [http://www.rnao.org/](http://www.rnao.org/) . The Best Practice Guidelines (BPG) list can be found at: [http://www.rnao.org/Page.asp/PageID=1212&SiteNodeID=155&BL_ExpandID](http://www.rnao.org/Page.asp/PageID=1212&SiteNodeID=155&BL_ExpandID)

**St. Clair College – Thames Campus Nursing Society**

The Nursing Society is an organization for BScN students at Thames Campus. The Mission Statement of the Society is: *Promoting Excellence in Nursing Education*. The purpose of the society is to offer a forum for nursing students to interact on an academic, social and community basis. The Nursing Society has the opportunity to bring forward issues that concern all nursing students to the Coordinators of the nursing program or the Chair of the nursing program at Thames Campus. In addition the society plans social events, coordinates the year-end parties, and gets the nursing students involved in the community. The Nursing Society’s Executive Members are looking forward to meeting new students this year.

**Photo Identification**

All St. Clair students are required to obtain a free student photo ID card in the first few weeks of classes (photo times will be announced and posted at the college). This photo ID is your identification in clinical placement and must be worn at all times in clinical.

**Communication and Resources**

**Computer and Internet** - It is not necessary for you to have access to a computer and the internet at home but it will be much more convenient for you if you do. Internet and computer access is available at the college at no cost to you. Computer access is available in the library and in several computer rooms around campus. Computer and internet access will be necessary throughout the collaborative program for course work and preparation. Faculty will use electronic resources to share class materials with you.

**E-mail** - The College will provide the student with a college email address on enrollment. Students will be required to check it regularly as it will be the **ONLY** email address the College faculty and staff will use to contact you, personal email addresses cannot be used for College communication. It is a curriculum requirement for first year BScN nursing students to competently use e-mail and check that email regularly.

**Blackboard** - Blackboard is an Internet service/site used by the faculty to communicate readings, lecture notes, assignments, internet links, test results, etc. to students. The nursing student will be automatically
enrolled in this resource if you are registered by mid-August. More information and instructions will be given about Blackboard during orientation.

**Library** – The library is located on the first floor and is open year round.

**Hours: September to the end of April**

- Monday – Friday 7:30 a.m. – 9:00 p.m.
- Saturday 9:00 a.m. – 3:00 p.m.

**May and June**

- Monday – Thursday: 7:30 am – 9:00 pm
- Fridays: 7:30 am - 4:00 pm
- Saturday: Closed

**Summer hours (July and August)**

- Monday – Friday: 7:30 am – 4:00 pm
- Saturday: Closed

A library orientation will be arranged in the first week of clinical and will take place during your clinical day. The library has a wide section of hard copy books, journals and videos but also provides comprehensive access to electronic databases, nursing specific search engines, full text electronic journal articles and interactive CD ROMs. You will find the library resources essential for homework and research. The electronic databases and e-journals can be accessed from home with your student number. An orientation on how to do this will be provided in the first week of classes. The librarians are very happy to assist you with literature searches or if you are having a difficult time locating the material needed. Please feel free to approach Jeanette Giroux (ex. 3232) or Cheryl Smith (ex. 3273).

*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 and following American Psychological Association (APA) formal writing format, FYI: Wikipedia is not considered a scholarly source.

**Attendance**

**Classroom/Lecture** - Regular class attendance is essential to the nursing student’s success in the program. The program includes lecture attendance and participation in laboratories and clinical. We expect that you attend scheduled classes/lectures regularly and only miss due to illness or in emergency situations. Missing tests due to work commitments, vacations or routine appointments are not considered valid reasons for absence. The BScN program operates on the University of Windsor’s schedule for reading weeks. There will be a **reading week** October 7th to the 15th, 2017 and again in the winter semester February 19th to the 23rd, 2018. You will **not have the standard March break off** in this program. There will be no accommodations made for students booking holidays over the March break as this is regular class/clinical time for the BScN Program.
Clinical - Lab and clinical time are vitally important. Clinical is an opportunity to synthesize all the knowledge learned in your classes/lectures and start to put it together to assess clients and, plan and give nursing care. These are your only opportunities to learn the practical hands-on skills of nursing. Clinical teachers will monitor and evaluate your progress in clinical based on the CNO competencies for entry to practice as a registered nurse. Missed clinical time can severely limit your ability to meet those competencies. Even with completed makeup work, students who miss lab/clinical may be at risk of not being successful in their clinical courses. Makeup work can never truly simulate the work done in the group, lab or clinical setting. Due to the importance of this the nursing student who misses a clinical or lab day may be required to produce a Doctor or Nurse Practitioner note or meet with the Coordinators of the program to discuss concerns or issues with attendance. All clinical/lab absenteeism is tracked and will show in the students’ Clinical Performance Evaluation.

The clinical day is treated like a job if you are going to be absent due to illness you need to notify either your clinical teacher or Ms. Watson’s Administrative Assistant, Linda Quick (extension 3244) and leave a message stating your name, student number and clinical teacher at least 1 HOUR PRIOR to the clinical start time. When you are going to a clinical site you also need to call the nursing station to report your absence as well as it affects their nursing assignments. Failure to follow the above process is considered a breach of professionalism and is subject to disciplinary action. This process (notifying the school and the clinical site) is to be followed throughout your student nursing experience in the Collaborative BScN program. Something to consider is that one of the key questions asked by all employers on reference checks is “What is her/his attendance record?” Your clinical teacher or the Coordinator of the program may be happy to provide you with a reference for a job but they will be honest about your attendance as well as all aspects of your practice.

“What do we wear to labs and clinical?”

Personal hygiene and appearance are to reflect that of a professional nurse. During clinical placement or field trips, your attire should be either professional business or a designated navy blue nursing uniform with the Collaborative BScN program insignia, depending on the placement. Your clinical teacher will inform you of which will be required for specific circumstances. Uniforms for the BScN program are standardized and must be ordered from “Work Authority” (see included flyer). Dress, hair, jewelry and other accessories are regulated by our professional conduct and appearance policy. St. Clair College is a scent free institution.

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 very cold, others may be hot. Layer your clothing for your own comfort.)
2. **Lab Dress**: Flat, comfortable shoes (i.e. running shoes), comfortable fitting clothing for ease of movement in caring for simulated ‘clients’ and in assessment practice.
3. **Clinical Dress**: Full BScN navy blue uniform. One pair of earrings (studs) only will be worn at one time. **No lip rings, tongue studs, navel rings, nose rings, eyebrow rings or necklaces will be allowed for safety reasons.** A plain wedding band may be worn on the ring finger. Shoes: Low rubber-heeled, closed and soled white shoes that can easily be cleaned and should be reserved for clinical only. Dress Codes for most clinical agencies do not permit clogs, sandals or Crocs™. A lab coat will also need to be purchased for lab and clinical.
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, field trips 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 abdomen is allowed. Professional business attire will be discussed in class in the first week of school.

Program Overview

Please see the attached program overview information which is available on the website:
http://www.stclaircollege.ca/programs/postsec/nursing/

The overview shows you all the courses you must take to complete the BScN program.

Academic Counseling & Program Academic Policies

If you are ever struggling in a course it is important that you seek help from the individual course Professors as soon as possible. Make an appointment to meet with the Professor to go over difficult material or seek guidance and assistance. In addition, you can always come to the program Coordinators to discuss any concerns or to seek help or direction. The Coordinators can arrange tutoring, mentoring or provide guidance as to the best resources to meet your needs. Furthermore, ‘Student Services’ offers a wide range of services to help students be successful and are very knowledgeable and supportive regarding the BScN program.

All nursing courses beginning with 63XXX have a pass of 60% others have a pass of 50%. All courses need to be completed successfully each semester in order to advance to the next semester. If any courses are not completed successfully they need to be repeated successfully in order to advance. Courses beginning with 63XXX are nursing faculty core courses and are only offered in their designated semester with no exceptions, therefore being unsuccessful in one 63XXX course will require the student to go on a five year degree pathway rather than the four year path, as that missed 63XXX course is only offered annually. Being unsuccessful in the same 63XXX course twice or being unsuccessful in a total of three 63XXX courses in the program is grounds for academic dismissal. In the case of academic dismissal the student is dismissed from the program and must sit out for a minimum of 2 years to raise their grade point average (GPA) through taking other university level courses. At the end of two years if the student has raised their GPA they are permitted to reapply to the program to start again and then would enter the competition for spots in the program.

The University of Windsor uses a system of percentage grades to evaluate your success in a course and to calculate your grade point average (GPA). A GPA of 60% or better keeps you in good standing with the program. A GPA of 55% to 59.9% results in academic probation. If you find yourself in this situation you have one semester to raise your GPA above 60% or you will be required to withdraw from the program. If your GPA is less than 55% you will be immediately required to withdraw from the program.

Your classes start September 5th after Labour Day. Clinical will also begin this week.
Some comments from previous nursing students!

“Only nurses know what nurses do, we become a family. You can feel the connection grow as you go through the program.” “The friends you make in nursing school will be friends for life.” “It’s exciting working towards a career that leads to a professional job helping others.”

Have a wonderful summer. We are all looking forward to meeting and working with you this fall. Congratulations on your acceptance victory!
Nursing collaborative Dickies scrub tops must be embroidered on the left arm with “BScN Student”

**V-Neck Top-#810506**
Classic Missy Fit, V-neck, features two patch pockets and side vents for ease of movement  
XS-5XL

**Empire Waist Top-#815906**
Classic Missy Fit, mock wrap top features and empire waist, front darts, two slanted patch pockets and side vents for ease of movement  
XS-3XL

**Men’s Utility Top-#816406**
Men’s Fit top with a chest pocket, set-in sleeves, back pleats, side vents and a center locker loop on the back yoke. The right patch pocket has a Velcro closure to keep items secure. The left pockets has a pencil pocket  
S-5XL

**Unisex Utility Pant-#854706**
Unisex Utility Pant  
XS-5XL

**Elastic Waist Pant-#850506**
Classic Missy Fit pant features full elastic waist, two cargo pockets and two slash pockets. Also, available in petite (shorter inseam)  
XS-5XL

Long sleeve t-shirts, lab coats and white slip resistant footwear are also available
Please visit or contact one of our four convenient locations in Southwestern Ontario.

**Chatham**

The Work Authority staff will visit the St. Clair Chatham Thames campus for uniform fitting on Thursday, August 31st, 2017 from 1000 - 1200 and again Tuesday, September 5th, 2017 from 1000 - 1200. They will be located in the Debriefing Room #2001 in the Mary Uniac Building.

Work Authority accepts Visa/MasterCard/American Express and cash. They do not accept debit. Nursing students receive a 15% discount.

With the 15% discount included, prices are:

- $20.99(Pant)+$20.99(Top)+$3.00(Embroidery)=44.98+5.85(tax)=**$50.83**
- $38.24(Lab coat short fitted version)+$4.97(tax)=**$43.21** if name embroidered add $5.00
- $25.49(Lab coat longer version)+$3.31(tax)=**$28.80** if name embroidered add $5.00

**Windsor**

2301 Tecumseh Road East
Windsor, Ontario N8W 1E6
Ph: 519-971-9802
Fx: 519-971-0982
Manager: Barb Richards
Hours: M-F 7:00am-8:00pm Sat 9:00am-6:00pm
Sun 10:00am-5:00pm

2001 Provincial Road
Windsor, Ontario N9A 6J3
Ph: 519-972-8376
Fx: 519-972-9713
Manager: Carole Richards-Harway
Hours: M-F 8:00am-8:00pm Sat 9:00am-6:00pm
Sun 10:00am-5:00pm

**Sarnia**

1030 Confederation Street
Sarnia, Ontario N7S 6H1
Ph: 519-337-4643
Fx: 519-337-4644
Manager: Tim Maitland
Hours: Mon-Wed 8:30am-6:00pm Thur-Fri 8:30am-8:00pm Sat 8:30am-5:00pm Sun 11:00am-4:00pm

**London**

1407 Dundas Street East
London, Ontario N5W 3B7
Ph: 519-451-4550
Fx: 519-451-2230
Manager: Terra Maxey
Hours: M-W 9:00am-6:00pm Thu/Fri 9:00am-8:00pm Sat 9:00am-6:00pm Sun 12:00pm-4:00pm