PERSONAL SUPPORT WORKER PROGRAM

VALUES AND PHILOSOPHY

The faculty of the Personal Support Worker Program are committed to developing high quality professionals to meet the health care needs of our community. Facilitating quality learning through knowledge attainment and skill development is our priority. This excellence is accomplished by having a supportive team who put student learning needs first. Teaching is supported by the Personal Support Worker Program Standards including concepts of professionalism, safety, communication and use of the nursing process.

GETTING STARTED - ORIENTATION

Orientation will take place at the Windsor campus of St. Clair College at our brand new Student Life Centre, located in the main building, near the cafeteria, on Thursday, August 31, 2017 at 0900 (9:00am). Following the opening session, you will be brought to another room by a tour guide. This session will be specific to the Personal Support Worker Program. You will receive information about your program and have the opportunity to meet your professors.

Attendance at orientation is highly recommended as we will provide an overview of the program, and discuss topics such as; schedules and expectations. This usually helps to alleviate the anxiety that you may be experiencing about attending college and a new program.

Contact Information:

Nicole LaPointe RN
Professor, School of Nursing
Personal Support Worker Program Coordinator
Room 3314-G, Center for Applied Health Sciences
(519) 972-2727 ext. 4824#
nlapointe@stclaircollege.ca

*****Note-email is the preferred method of contact*****

ADDITIONAL DATES

1. Classes begin: Tuesday, September 5, 2017
2. Thanksgiving Holiday Monday, October 9, 2017
3. Exam Week December 11-15, 2017
HEALTH CLEARANCE AND REQUIRED CLINICAL DOCUMENTATION

Students require health clearance from their physician or nurse practitioner, **police clearance** (vulnerable sector), and **CPR for healthcare providers (HCP)**, with **AED**. Students will be required to obtain an influenza immunization when they become available, usually in the late fall.

These clinical pre-placement requirements have been developed under the guidelines of the Ontario Hospital Association (OHA), Canada’s Immunization Guide and the Ontario Medical Association (OMA).

**Students are responsible to call and make an appointment with the St. Clair College Health Center located in the Main Lobby - Room 164. The Phone number is 519-972-2380. I have inserted the link for the Health Center below.**

http://www.stclaircollege.ca/studentservices/healthservices.html

It is your responsibility to ensure that your doctor or health care provider properly completes (signs and dates your health form) in the designated areas. If you do not have a family doctor, you may visit our St. Clair College Health Centre which is available to meet all of your primary health care needs, including clinical pre-placement health requirements. Your health requirements will be assessed by the nurse in the St. Clair College Health Centre and you will be issued a “Passport to Health” that tells you clinical teacher that you have met the medical requirements for clinical.

**Police Clearance:**

Letters and application forms for Police Clearance are available for you to download from the St. Clair College website

http://www.stclaircollege.ca/programs/postsec/docs/annual_police_clearance_requirements.pdf

Please note: If you have notations, charges, etc. on your police clearance this may prevent you from continuing in the program. Police clearances will be assessed along with your other clinical documents by your clinical lab instructors. Any concerns will be communicated to the program coordinator, arrangements will be made for you to meet the human resource department of our clinical partner to review your police clearance. It is at the discretion of the administration of our partners to allow or disallow students from practicing in their facilities. If your police clearance is not “clean” you may have to withdraw from the personal support worker program as you will not be able to fulfill the clinical requirements of the program.

Many of these services can take several weeks to obtain and must be completed prior to starting your clinical component of the program. Failure to meet to clearance requirements prior to the due date of your program may jeopardize your ability to meet the clinical requirements of the program.

The cost of all immunizations and non-medical requirements are the student’s responsibility.
Do not give away your original copies. You will be required to show the originals and provide copies to your Lab/Clinical Instructors and Placements.

All medical forms and non-medical requirements can be downloaded from the St. Clair College website: [http://www.stclaircollege.ca/programs/postsec/personalsupport/](http://www.stclaircollege.ca/programs/postsec/personalsupport/)

**TEXTBOOKS**

Required textbooks can be found in the Campus Book Store under their course codes. The Campus Book Store is located on the first floor of the main building. Books will be available for purchase in late July. Bookstore summer hours are: Monday – Thursday 0830-1530 and Friday 0830-1230: (519)972-2727 Ext. 2722. Additional information can be found at: [http://www.stclaircollege.ca/studentservices/oncampusservices.html](http://www.stclaircollege.ca/studentservices/oncampusservices.html)

**First Semester Courses:**

- PSW 114 – Practicum 1: Laboratory/Clinical
- PSW 117 – Anatomy and Physiology for the Personal Support Worker
- PSW 159 – Skills Management and Safety Promotion
- PSW 164 – Professionalism and Cross Cultural Communication
- PSW 168 – Pathophysiology for the Personal Support Worker

**STUDENT ID CARDS:**

Student I.D. card photos must be taken through the St. Clair Space for Current Students. [http://www.stclaircollege.ca/stclairspace/](http://www.stclaircollege.ca/stclairspace/) Please go to this site for directions. You will see “Student Card”. From there you will find easy to follow directions for obtaining your student card. The cost is covered within your tuition fees.

Clinical I.D. photo cards are to be purchased (cost approx. $7.00). SRC office will take these photos during the first few weeks of school and must be taken in your clinical uniform.

**UNIFORMS:**

A solid grey uniform and white or black shoes are required for clinical/laboratory. Uniforms are required to have, “St. Clair College Personal Support Worker Program Student” embroidered in black thread on their left upper uniform sleeve. Uniforms brands that have the required grey colour consistent with that of the St. Clair College Personal Support Worker program are “Cherokee or Dickies”.

Students may use any uniform store. Stores such as Work Authority on Walker and Tecumseh Rd. carry these brands and will do the embroidery at a minimal cost to the student (approx. $7.50). In order to ensure that your uniform is embroidered for Fall start up, stores encourage students to purchase their uniforms no later than the second week of August.

Consult the St. Clair College Student Information Manual (provided to you during the first week of school on your PSW 114 Laboratory/Clinical Blackboard site) for information on professional
attire, jewelry, hygiene, tattoos, etc. This information will be reviewed during orientation and the first week of classes.

**SCHOOL SUPPLIES**

Consider your own organizational needs for course notes. Suggestions include: 1-4 large binder(s), note paper, 4 sets of binder dividers, 2 duotangs (any colour), highlighters, several black and red ink pens, HB pencils, erasers, “white out”, pencil sharpener, 3 hole punch, simple calculator, small pocket sized notebook, 10 - 9 x 12 manila (brown) envelopes for assignment submission.

**FREQUENTLY ASKED QUESTIONS**

*“Do I need access to the internet?”*

It is not necessary for you to have internet access via your personal computer at home, however it is convenient and highly recommended if you plan to complete school work, study and do research at home. Internet access is available to all students in the library and the computer lab in the main building.

*“Do I need an email address?”*

PSW students are to **use their St. Clair College email address for all correspondence** from within the college and from home. Faculty will not to respond to personal email addresses.

**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 the week work. **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**

Personal Support Worker 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 any PSW Program course.
ATTENDANCE

Regular class attendance is essential to the personal support worker student’s success. Personal Support Worker is a full time program that requires your participation in classroom lectures/activities, and the mandatory hours in clinical/laboratory setting. Missed time is only acceptable for sick or emergency reasons.

First semester classroom hours are approximately 08:00 – 18:00 daily. Clinical hours can be scheduled between 06:30 – 23:00. Students should schedule their child care and/or work hours so that they do not interfere with their school/study schedule. Second and consecutive semester clinical hours will include days and afternoon shifts.

Work, vacations or routine appointments are not considered valid reasons for absences. In preparing for the fall semester, consider a “back up plan” for child care in the case of children’s illness.

TIPS FOR SUCCESS

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.

- If you are having difficulty accessing your blackboard account or email, please contact the IT department at ext. 2500
- Blackboard courses are generally activated a week prior to the start of the semester

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 resources such as the Learning Commons, 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.

CONTACTS

School of Nursing, Centre for Applied Health Sciences Building, 3rd floor, room 3314. The office is open 08:00 – 16:00, Monday – Friday. The office is closed for lunch between 1200 – 1300.
Contact: yhowson@stclaircollege.ca or 519-972-2727 Ext. 4227.

Linda Watson, Chair School of Nursing
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