



SMART START – WINDSOR – YEAR 1

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 of the nursing program is an exciting time full of new challenges and opportunities to develop as critical thinking professionals. We look forward to working with you towards the achievement of your professional and personal goals.

Enclosed is an information package for you with instructions to help you prepare for September 2022. The [Practical Nursing website](#) will assist you in navigating the influx of information in a central, accessible location.

Your clinical clearance information is posted on the St. Clair College [Practical Nursing website](#) under the “Admissions” tab and the forms are found on the [Clinical Placement Requirements](#) website. This will provide important information on which medical and non-medical clearances are to be completed before school starts in September.

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,

A handwritten signature in cursive script that reads "Linda Watson".

Linda Watson
Chair, School of Nursing St. Clair
College 519-972-2727 EX. 3233

PRACTICAL NURSING PROGRAM

VALUES AND PHILOSOPHY

The faculty of the Practical Nursing 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 College of Nurses of Ontario (CNO) Practice Standards, including concepts of professionalism, safety, communication and use of the nursing process.

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

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

ADDITIONAL DATES

1. **Classes begin** Tuesday September 6, 2022
2. **Thanksgiving Holiday** Monday, October 10, 2022
3. **Exam Week** Monday December 12-Friday December 16, 2022. 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.

TEXTBOOKS

Three e-texts as well as the Elsevier Clinical Learning Suite are included in your material kit fees. The books are as follows:

Canadian Fundamentals of Nursing – Potter and Perry – 6th edition
 Medical-Surgical Nursing in Canada – Lewis – 5th edition
 Physical Examination and Health Assessment - Canadian – Jarvis – 3rd edition

The Elsevier Clinical Learning Suite is a wonderful online resource providing numerous activities, case studies, quizzes, practice questions and resources that you will find very helpful.

Other required textbooks can be purchased through the Campus Book Store under their specific course codes, i.e. BIO126, PNR116 and PNR125. 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.stclairwindsorshop.ca also found through the St. Clair College website.

Books will be available for purchase in August. Bookstore summer hours are Monday – Thursday 0900-1500 and Friday 0900-1230. The telephone contact is (519)354-9100 Ext. 3231 and the email is 0941mgr@follett.com

For any updates to Bookstore hours please check the website. Additional information can be found at: <http://www.stclaircollege.ca/student-services/oncampus-services.html>

FIRST SEMESTER COURSES:

PNR 116 Introduction to the Practice of Nursing
 PNR 125 Nursing Clinical 1
 BIO 126 Anatomy, Physiology and Pathophysiology
 ELEC 1030 General Education Elective (The elective is selected by the student. See frequently asked questions below).

CLINICAL CLEARANCE REQUIREMENTS (Mandatory) ****High Priority****

Clinical Placement 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 tab on the [Practical Nursing Website](#) entitled “Admissions” and scroll down for further details. Your requirements will be explained there as well as the process to submit your documents for clearance.

Students, in the first year of the Practical Nursing program, don't attend their clinical site until October, however, it is important that they start their clearances during the summer as there may be delays. For

example, you may require a series of vaccinations that require up to 2 months to complete. All forms can be obtained at this link: [Clinical Placement Requirements](#) under your specific program.

Our clinical placement sites are requiring students to be fully vaccinated (2 COVID vaccines) to be eligible to attend clinical placement. A COVID booster shot is also a requirement of most of our Long Term Care sites where 1st semester Practical Nursing students are placed. It is strongly recommended that all Practical Nursing students obtain their COVID booster to minimize the chance they are denied placement. A COVID vaccination is not a requirement to attend St. Clair College, however, students without their vaccination cannot be guaranteed a clinical placement for their program and, therefore, will not be able to complete their programs.

In addition, an influenza immunization (when they become available, usually in the late fall) will also be required.

*****Please note***** If you have notations, charges, etc. on your vulnerable sector police clearance this may prevent you from attending a clinical practice site. Any concerns with your police clearance will be communicated to the program coordinator. 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 clear you may have to withdraw from the Practical Nursing program as you will not be able to fulfill the clinical requirements of the program.

Failure to meet the clearance requirements prior to the start date of your clinical placement will result in you not being able to attend clinical. There are no exceptions.

STUDENT I.D. CARDS:

St. Clair College OneCard

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:

- Writing an officially scheduled test or exam.
- Checking out books at the library facilities.
- Printing your documents at print stations.
- Clinical placement

The OneCard serves many functions and can provide you with access to a wide variety of services. The benefits associated to 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:

A solid hunter green uniform and 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. Uniforms are required to have, “St. Clair College Practical Nursing” embroidered in white thread on their left upper uniform sleeve. Students can purchase their uniforms at the college bookstore. The college will provide the embroidery for free. Please contact bookstore to order uniforms **by the middle of July-early August (at the latest)** to ensure that the uniform is ready for September. The contact number for the bookstore is (519) 354-9100 ext 3231. Uniforms are worn during labs and clinical, therefore are **required for week 1** of semester. This link will direct you to the campus bookstore: <https://www.stclaircollege.ca/student-services/on-campus-services/bookstore>

Students will require a **wristwatch** with a second hand for measuring vital signs, clinical documentation, etc.

You will need to purchase a **stethoscope** for Semester 1 as you will be practicing vital signs. The decision regarding purchase 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 assessment.



Review carefully the **St. Clair College Student Clinical Placement Policy Manual** (provided to you during the first week of school on your PNR 125 Nursing Clinical Blackboard site) for information on professional attire, jewelry, hygiene, tattoos, etc.

FREQUENTLY ASKED QUESTIONS

“How do I choose a general elective?”

General electives give you the opportunity to take a course of interest. Course availability and schedules are available at the bottom of the Registrar’s office page: The link to this site is:

<https://www.stclaircollege.ca/registrar-office>

You require three general elective courses to fulfill your diploma requirements. One during semester one, and two during third semester. General electives may be taken in the spring/summer session, however, note that third semester tuition is not reduced by taking your general electives in the spring/summer.

“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 Practical Nursing 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.

“How do I drop or add a course?”

If you have previously taken the same class (for example, BIO 126 or a general elective) 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/registrar-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 for 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

Nursing students must maintain a grade point average (GPA) above 2.0 (60%) to graduate from the Practical Nursing Program at St. Clair College. Students are not eligible to advance to the next semester if they are unsuccessful in any course that is a prerequisite for the following semester.

ATTENDANCE

Regular class attendance is essential to the practical nursing student's success. Practical nursing 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.

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 childcare and/or work hours so that they do not interfere with their school/study schedule. 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 as well as weekends.

Work, vacations, or routine appointments are not considered valid reasons for absences. 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.
- If you are having difficulty accessing your Blackboard account or email, please contact the IT department at ext. 2500 or using 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.
- 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. Congratulations on your acceptance victory!