ST. CLAIR COLLEGE OF APPLIED ARTS & TECHNOLOGY

WINDSOR CAMPUS

Personal Support Worker Program

Semester 1

Fall, Spring & Winter

Smart

Package

Welcome to Semester 1 of the Personal Support Worker Program!

Here is some very important information to help you prepare for the start of your program

IMPORTANT:

- **Synergy** will determine the Deadline for medical and nonmedical clinical clearance items to attend clinical **Only students that are cleared will attend clinical.**
- **Orientation Day to the Program:** Please review your college information, emails and College website
- **Classes begin** as per your schedule
- **Clinical starts Week 9 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) 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 PSW coordinator and 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:

Corrin Primeau is the Chair of the School of Nursing.
Office is on the 3rd floor of the CAHS, Room F3007A.
She is always happy to address any questions or concerns students may have.
Email: cprimeau@stclaircollege.ca

Sara Damphousse is the Administrative Assistant for the School of Nursing
Office is on the 3rd floor of the CAHS, Room F3007 B.
If you need to book an appointment with the Chair email Sara: sdamphousse@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 (Windsor) or K933 (Chatham) 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 several 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.stclairwindsorshop.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

TEXTBOOKS:

Author (primary)	Title	Edition No.
Elsevier Inc	**Clinical Skills: Skills for Nurse Assisting (eComm)**	**1**
Herlihy	**The Human Body in Health and Illness**	**8**
Mary J. Wilk, Sheila A. Sorrentino & Leighann N. Remmert	**Sorrentino's Canadian Textbook for the Support Worker**	**5**
Mary J. Wilk & N. Sekhon	**Workbook to Accompany Sorrentino's Canadian Textbook for the Support Worker**	**5**
Michael P. Adams, Carol Q. Urban, Rebecca E. Sutter, Mohamed El-Hussein, & Joseph Osuji	**Pharmacology for Nurses: A Pathophysiological Approach**	**4**

BLACKBOARD:

Check blackboard for **PSW 170** 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 at ext. 2500 or use the "Quick Links" found on the St. Clair College home page at the following link: https://www.stclaircollege.ca/it-services

CLINICAL GROUPS:

- Student placements are assigned. Student personal requests for placement cannot be accommodated.
- **Windsor students** may be placed anywhere in Windsor and Essex County
- **Chatham students** may be placed anywhere in Chatham and Kent County
- Students are responsible for their own travel and costs to placements
- Students are responsible for the cost of scrub uniforms/footwear, equipment, and other incidentals as required
- Placement schedules may include shifts on days, afternoons and weekends throughout the program based on placement need and agency availability

SEMESTER 1 - CLINICAL (PSW 170)

- Clinical will be as your schedule indicates on the SIS.
- Information will be posted on blackboard (Please check)
- Lab is part of clinical, therefore students are expected to follow the uniform policy.
- Lab and clinical time are **mandatory**.

CLINICAL AND LAB HOURS:

- Clinical and Lab hours are **mandatory** to maximize the opportunity for success.
- **All missed time requires a medical note.**
- Students may not miss more than **20% of required clinical hours** in any clinical course. If a student exceeds the **20%**, they will be required to **withdraw from the course**.
- Students are responsible for their own travel and costs to placements.

STUDENT I.D. CARDS:

- Your OneCard is St. Clair College's official identification card:
  - Writing official scheduled tests or exams.
  - Checking out books at the library facilities.
  - Printing your documents at print stations.

- 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:

- Program uniforms are to be purchased in person **ONLY** from the campus bookstore.
- You will need your Program uniform for your 1st week of school start.
- Black or white shoes (leather or leather like) and no mesh are required for clinical/lab.
- If wearing a hijab, 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 PSW170 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 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 day and afternoon shifts, depending on clinical placements.

- **Work, vacations, or routine appointments are not considered valid reasons for absences**.

- In preparing for the school 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 support. 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 the Blackboard site 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.

We are all looking forward to meeting and working with you !