



**ST. CLAIR COLLEGE OF APPLIED ARTS &  
TECHNOLOGY  
CHATHAM CAMPUS**

**PRACTICAL NURSE PROGRAM  
YEAR 1**

**FALL 2020**

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# ST. CLAIR

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C O L L E G E

## SMART START

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

Attached is information and instructions to help you prepare for September 2020. Please see the St Clair College website for the [Practical Nursing Program](#) to assist in navigating the influx of information you will need in order to be prepared for the 2020-2021 year. You will also find information about completing your clinical clearance requirements.

Your clinical clearance information is posted on the St. Clair College [Practical Nurse](#) website and the forms are found on the [Clinical Placement Requirements](#) website . It 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

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## **Welcome to the School of Nursing. We are looking forward to working with you!**

There are a variety of personnel resources for the new nursing student. These resources are intended to support the new student during the orientation process. Please refer to the St. Clair College website at [www.stclaircollege.ca](http://www.stclaircollege.ca) under [Practical Nursing program](#) .

**Heather DeWagner** (extension #3286) is the First Year Coordinator of the Practical Nurse Program at the Chatham Campus. Her office is located upstairs in the faculty office area, Room 201.

Email: [hdewagner@stclaircollege.ca](mailto:hdewagner@stclaircollege.ca)

**Jan Jacklin** (extension #3316) is the Second Year Coordinator of the Practical Nurse Program at the Thames Campus. Her office is located upstairs in the faculty office area, Room 201.

Email: [jacklin@stclaircollege.ca](mailto:jacklin@stclaircollege.ca)

**Linda Watson** (extension #3233) is the Chair for the School of Nursing. You may contact the Chair of the department if your concerns cannot be resolved by your faculty teacher (first contact) or the Coordinator of the Practical Nurse program (second contact). Ms. Watson's office is located upstairs in the faculty office area and his office number is 200E. Call the departmental administrative assistant at extension #3244 to schedule an appointment with Ms. Watson if required.

Email: [lwatson@stclaircollege.ca](mailto:lwatson@stclaircollege.ca)

**Linda Quick** (extension 3244) Departmental Administrative Assistant for the Health Science programs is available from 8:00 am to 4:30 pm. Her desk is upstairs in the faculty office area. She is located at the second desk in room 200, the office across the hall from the elevator on the second floor.

Email: [lquick@stclaircollege.ca](mailto:lquick@stclaircollege.ca)

## ***Orientation***

Please refer to the St. Clair College website at [www.stclaircollege.ca](http://www.stclaircollege.ca) for orientation details

## ***Books to Purchase***

### **TEXTBOOKS**

Required textbooks, e-texts and online resources can be purchased through the Campus Book Store. Additional information can be found at the following link. **We are pleased to announce that your Nursing Fundamental's textbook will be included in your tuition this Fall.** The remainder of the books can be purchased as stated above.

<https://www.stclaircollege.ca/student-services/on-campus-services/bookstore>

## **Course Codes:**

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)**)

The books will likely be available by the middle of August. The Campus Book Store is located on the first floor just past the main lobby on the right side.

Phone #: 519-354-9100, extension **3231**

**For second hand books, check the bookstore or the bulletin boards on the wall across from the bookstore. There is also a program called Rent a Text, the bookstore will have details about this process.**

## ***What is the College of Nurses of Ontario?***

The College of Nurses of Ontario is an important organization for nurses and nursing students. It is an organization that you **MUST** to get to know prior to the end of the program. The College of Nurses of Ontario (CNO) is the regulatory body for nurses in Ontario, legislated by the Regulated Health Professions Act. The purpose of the CNO is to be accountable to the public to ensure registered nurses and registered practical nurses in Ontario practice within the standards of practice laid out by the CNO. The following is for your future information needs.

Website: <http://www.cno.org/>

## **Other Nursing Groups to Know About and Join ...**

### **RPNAO - Registered Practical Nursing Association of Ontario**

Student membership available

<https://www.werpn.com>

Student membership in the RPNAO is an opportunity to be linked with the Professional body of RPN's in Ontario. .

The RPNAO offers mentorship, direction and leadership for nursing students in the Practical Nurse Program.

Within the RPNAO 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.



### **Helpful Hint**

**Always photocopy your documents and create a file for your nursing records. Label it 'Student Nursing Records'. *Keep every piece of paper* related to the *administrative process* within the Practical Nursing program.**

## **FORMS AND REQUIREMENTS:**

### **Medical/Health Form**

The health form can be found on the St. Clair College webpage under '[Clinical Placement Requirements](#)' for your program. **All health requirements need to be met BEFORE September 28<sup>th</sup>, 2020.**

### **\*\*Student Information Form – Attached – (Page 11 & 12)**

***This form is to be completed and given to the coordinator (Heather DeWagner) during the first week of school or emailed at [hdewagner@stclaircollege.ca](mailto:hdewagner@stclaircollege.ca).***

### **CLINICAL CLEARANCE REQUIREMENTS (Mandatory)**

Please review the document "[Windsor/Chatham Clinical Clearance Information First Year](#)" on the Practical Nurse Program website for important information regarding your clinical clearance. Clinical clearance is mandatory to attend the clinical practice sites. Clinical clearance involves both medical and non-medical requirements. Please read the information on the website thoroughly and follow the instructions to obtain your clearances. 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). In addition, students will be required to obtain an influenza immunization when they become available, usually in the late fall.

All medical forms and non-medical requirements can be downloaded from the St. Clair College Practical Nursing website after June 22, 2020 at the following link

<https://www.stclaircollege.ca/programs/clinical-placement-requirements>

Police Clearance letters and application forms for Police Clearance are available for you to download from the '[Clinical Placement Requirements](#)' for your program. Nursing students are required to obtain an Extended Police Clearance (working with vulnerable populations) to be eligible for clinical placements. There is a cost associated with obtaining a police clearance. This process may take several months, please apply as soon as possible because you will NOT be allowed in clinical placement without a police clearance. Clinical starts the week of Oct 19, 2020. Many of the placements within Chatham-Kent require a valid police clearance within 6 months of your placement, please make sure your police clearance is within that time frame. If you have any questions about the police check, please contact our Administrative Assistant, Linda Quick, at extension 3244.

\*\*\*Please note\*\*\* If you have notations, charges, etc. on your 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 "clean" you may have to withdraw from the practical nursing program as you will not be able to fulfill the clinical requirements of the program.

## Photo Identification

### 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 exam.
- Checking out books at the library facilities.
- Printing your documents at print stations.

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>

## ***EXPECTATIONS AND ATTENDANCE:***

### Blackboard

Blackboard is an internet based application which allows instructors to put course material, readings and discussion with the professors on the internet. All registered students will be enrolled in this resource. More information and instructions will be given about Blackboard on the St.Clair College website.

### Library Orientation

The library is located on the first floor and is open year round. A library orientation is available upon request. Continue to use the library resources for nursing journals/literature. Ask the librarian for assistance with literature searches if you are having a difficult time locating the material needed.

***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.

**Clinical Absenteeism:**

This will be addressed during program orientation, classes and labs.

**Bereavement Leave:**

Three (3) days leave for bereavement will be granted for death of immediate family members, that is: mother, father, sister, brother, grandparents.

**Employment during the Practical Nurse Program**

While we understand that some students need to work, please remember **that your first priority must be completing your nursing education**. Schedule your work hours so that they do not interfere with your school schedule and study time, and do not work longer hours than you are comfortable with. Only you can decide on the appropriate balance between work, school and private time.

***ACADEMIC PERFORMANCE:*****Academic Counseling/Probation/Dismissal**

The Nursing Student must maintain a Grade Point Average above 2.0. (Total possible GPA – 4.0) to graduate from the Practical Nurse program at St. Clair College

**Program Overview**

Practical Nurse Program Description – to be **covered during orientation**.

**Clinical Performance Evaluation**

Each student receives a clinical performance evaluation from the instructor after each clinical placement and at the end of the semester. The evaluation measures the student's performance in the course objectives, outlines strengths and areas for improvement and makes appropriate recommendations for improvement if necessary. Student and professor discuss the evaluation and sign it; the original is kept in Nursing Office to be placed into the student's academic file. Program effectiveness is evaluated on the basis of critical thinking, nursing therapeutics, and communication ability.

Any concerns about the student's performance and conduct may be discussed during the evaluation meetings and the professor may (with the student) set-up special guidelines and objectives to assist the student in the form of a learning contract.



## **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 others 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 advanced standing?”***

If you would like to discuss advanced standing for a previously completed course (with a **minimum grade of 60 %**) to be applied towards your practical nursing diploma, you can book an appointment or contact the Registrar’s Department. **You will require an official transcript from your previous school and any course outlines from courses** you would like considered for advanced standing prior to making an appointment.

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

Until the advanced standing has been granted, you should continue to attend all classes as scheduled. You will be notified by student email that advanced standing has been awarded.

### ***“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 dropping a course** that keeps you at full time status (based on course credits), there is no refund given for the dropped course. 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. **\*\*please note due to social distancing guidelines, you may be required to book an appointment in advance\*\***

<https://www.stclaircollege.ca/it-services/contact>

### ***“Do I need an email address?” YES!!***

Nursing 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.**

## **“What do we wear?”**

**Personal hygiene and appearance** are to reflect that of a professional nurse. Your uniform should be clean and neat, and you must be easily identifiable as a St. Clair College nursing student. Hair, jewelry and other accessories must be worn in a fashion to avoid causing communication barriers and/or safety risks to yourself and/or patients. 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 chilly, others may be warm. Layer your clothing to achieve optimal classroom comfort.)
2. **Lab Dress:** program uniform and white/black running shoes or nursing shoes.
3. **Clinical Dress code:** All uniforms are to be purchased through the Chatham Campus Book store. The program colour is green with embroidery on the left sleeve. You can try on sizes in the bookstore. **No lip rings, tongue stud, navel ring, nose ring, eyebrow ring or necklace will be allowed for safety reasons.** A plain band may be worn on the ring finger.
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 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 abdomens is allowed. Professional business attire will be discussed in class in the first week of school.

### **Stethoscope and Watch**

The student will need a watch with a second hand that is easy read (for vital signs).

If you choose to purchase a stethoscope, the following information will help with your decision. A stethoscope with a diaphragm and bell, and dual capability for children and adults will be the most versatile. It must be 22 to 25 inches in length. When purchasing a stethoscope consider the warranty of the stethoscope (usually 5 years) and the feasibility of replacing parts. Both ends of the tubing on the stethoscope should fit comfortably and snugly in the canals of your ears and should be able to adjust the rotation and the ear pieces. Place the ear tips in your ears pointing toward you nose. Test for auscultation by tapping gently with your finger on the diaphragm to elicit sounds.

## Other useful information ...

### Parking

You may purchase a parking pass through Thames campus parking office. Call 519-354-9100, ext. 3515 or visit: [www.stclaircollege.ca/student-services/oncampus.html](http://www.stclaircollege.ca/student-services/oncampus.html)

### CPR and First Aid

**The practical nurse student is required to obtain a CPR Level HCP with AED** (to be recertified annually) **and First Aid Certificate by Sept 21, 2020**. You will be required to carry a current CPR Level HCP with AED card with you at all times during clinical.

**Mask Fit Testing:** all nursing students are to be mask fit tested (N95) prior to attending clinical experience. Book your mask fit appointment through the continuing education department at our campus. To find the appointment dates and times go to the St. Clair College website under Practical Nursing. There is a fee associated with this test.

### Workshops and Conferences

During the Practical Nurse Program there will be opportunities for all the students to attend workshops and conferences related to nursing. It is the student's responsibility to pay for the cost of the workshop. Some are free to attend and others include a fee.

**PRACTICAL NURSE PROGRAM  
Student Information Form 2020-2022**

*Carefully complete this form. **Print neatly.** Return to your coordinator during orientation or the first week of classes*

**Name:** Full – Including middle name

**Complete Address of Current Residence. (Please indicate if you are living in residence):**

**Town/City:**

**Phone Number** (with Area Code):

**Permanent Address** (parents, if applicable):

**Permanent Phone Number** with Area Code (if applicable):

**Email Address:** (Please ensure this is a reliable, confidential email address that will not be continuously changed throughout the years to come)

**Cell phone number** – (if applicable):

**Date of Birth:**

**In Case of an Emergency Contact Name (& relationship):**

**Phone Number:**

**FOR CLINICAL CONSIDERATIONS:**

**Do you currently work at or have any relatives currently working at Riverview Gardens in Chatham?**

**List any experience in health care:**

**Do you have reliable transportation?**

**If you plan to car pool with other students in the PN program, please list the name(s):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**If there is any information that you feel is important to disclose to your professor to maintain your safety (insulin dependent diabetic, hypoglycemic, etc).**

## **Summary of Things to Do ...**

*Please ensure that the following forms requirements are completed by the specified dates. Remember to keep a copy or the original, as indicated, for your Nursing Records. Please visit the St. Clair College website under Practical Nursing for information regarding submitting your forms.*

### **1. Health Forms – Date Due: BEFORE September 28<sup>th</sup>, 2020.**

- Some of the required vaccinations may take several months to complete the immunity. Please receive required vaccinations asap. Refer to health form for a list of required vaccinations.
- Please call your physician or NP **NOW** to book an appointment, **many have a waiting list** for physicals and forms.
- Make an appointment to bring your health forms to our campus nurse **at ext 3729**. This can be done prior to starting in September. Please see St. Clair College website for upcoming details on providing completed forms for medical clearance for clinical placement

**Student Information Form** – *Return to your coordinator by an e-mail attachment before Sept 21, 2020*

- The Student Information form is on page 10 and 11 of this document.

### **2. Mask Fit Testing:** refer to the St.Clair College website.

### **3. CPR – Level HCP with AED (or annual recertification) and First Aid Certificate** – Date due: before Sept 28, 2020

### **4. Police Clearance - Date due:** before Sept 28, 2020

- Complete the Police Clearance form **NOW**, it can take a few months to receive.
- **You will not be allowed in the clinical placement without it!**