



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 black ink 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 posted on the college website over the Summer. Information can also be found at the following link <https://www.stclaircollege.ca/orientation>. At your orientation, you will receive 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 and expectations. This usually helps to alleviate the anxiety that you may be experiencing about attending college and a new program.

Contact Information:

Eva Beattie RN, BScN
First Year Program Coordinator
Room 3314C, Center for Applied Health Sciences
(519) 972-2727 ext. 4622#
ebeattie@stclaircollege.ca

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

ADDITIONAL DATES

1. **Classes begin** Monday September 21, 2020
2. **Thanksgiving Holiday** Monday, October 12, 2020
3. **Exam Week** December 14-18, 2020 (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

Required textbooks, e-texts and online resources can be purchased through the Campus Book Store under their course codes e.g. PNR 116. The Campus Book Store is **located on the first floor of the main building**. Please check website for Bookstore hours. *****Please note summer hours may vary and access to the bookstore is currently closed due to pandemic***** (519)972-2727 Ext. 2722. 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>

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)

Please review the document “**Windsor Clinical 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 St. Clair College website in the highlighted yellow area “St. Clair Links” on the Practical Nursing website

<https://www.stclaircollege.ca/programs/police-clearances>

*****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.**

Many of these **clearances can take several weeks-months 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.

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>

Clinical I.D. photo cards are to be purchased at the SRC office. Photos will be taken during the first few weeks of school **and the photos are taken in your clinical uniform. Please do not take Clinical I.D. in normal attire! They must be taken in uniform. There is a small fee for the ID card.**

Uniforms:

A solid hunter green uniform and white or black shoes (**no mesh**-as these can be soiled in the clinical area) are required for clinical/laboratory. Uniforms are required to have, "St. Clair College Practical Nursing" embroidered in gold thread on their left upper uniform sleeve. Students can purchase their uniforms at the college bookstore. The college will provide the embroidery for free. Uniforms must be the same colour as what the college uses. Please contact bookstore to order uniforms **by the end of July-early August (at the latest)** in order to ensure that the uniform is ready for September. Due to the pandemic, there will be no fittings. If the uniform does not fit, you will be able to exchange the uniform when the bookstore reopens. **Uniforms are worn during labs and clinical, therefore required for week 1 of semester.** The link below 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.

Other equipment such as **stethoscopes**, are available for purchase through the St. Clair College bookstore or at any medical equipment vendor.

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/registrars-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/registrars-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/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. ****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.**

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. “tyl”, “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 nursing or biology course that is a prerequisite for the following semester.

ATTENDANCE

Regular class attendance is essential to the practical nursing student’s success, whether it be online or onsite. Practical nursing is a **full-time program** that requires your participation in classroom or online lectures/activities, and in the clinical/laboratory setting. **Missed time is only acceptable for sick or emergency reasons.**

First semester classroom/online 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. **Second semester and consecutive semester clinical hours will include both 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 childcare 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 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.

Nursing Society Nursing Society is an excellent opportunity to learn and demonstrate leadership and become involved with issues across the nursing programs.

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. ****Please note-the above hours may vary due to distancing restrictions****
Contact: yhowson@stclaircollege.ca or (519)972-2727 Ext. 4227.

Linda Watson,
Chair of Nursing
LWatson@stclaircollege.ca

Professor Eva Beattie, Practical Nursing Coordinator, Year I

(519)972-2727 Ext. 4622 or ebeattie@stclaircollege.ca

*****email is the best form of communication*****