



SMART START –CHATHAM – 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 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 [Nursing BScN 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 [Nursing BScN Program](#) website 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 black ink that reads "Linda Watson".

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

COLLABORATIVE NURSING PROGRAM

VALUES AND PHILOSOPHY

The faculty of the Collaborative 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

Due to the COVID-19 virus all Year 1, Semester 1 classes will be delivered virtually online.

Orientation will take place for the Chatham site before the start of the Fall semester. Dates, times and venue to be posted at a later date on the St. Clair College home page (www.stclaircollege.ca). There will be an open session that will give you general information and a session that is more specific to the Collaborative Nursing Program. Attending 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 university and a new program.

Who's here to help? (The 3 Linda's)

Linda Watson is the Chair for the School of Nursing. Her office is located upstairs outside the faculty office area. She is always happy to address any questions or concerns students may have. Her email is lwatson@stclaircollege.ca

Linda Quick is Ms. Watson's Administrative Assistant. She is located upstairs in the first office to your left outside the faculty office area. Her email is lquick@stclaircollege.ca

Linda MacDougall is the First Year Program Coordinator. Her office is located upstairs in the Faculty area. Her email is lmacdougall@stclaircollege.ca

Note-email is the preferred method of contact during COVID-19 restrictions.

ADDITIONAL DATES:

- **Classes begin** September 8, 2020
- **Fall Reading Week** (2020) Week of October 12th
- **Winter Reading Week** (2021) Week of February 15th
- **Consolidation-** (2021) 2 weeks in the month of May, dates to be announced

MEDICAL AND NONMEDICAL REQUIREMENTS FOR CLINICAL PLACEMENT

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 link on the [Nursing BScN Program](#) website entitled “[Windsor/Chatham Clinical Clearance Information First Year](#)”. Your requirements will be clearly explained there as well as the process to submit your documents for clearance. The medical preplacement document and Vulnerable Sector Police check documents and instructions can be found on the following link to “[Clinical Placement Requirements](#)”. Students in the first year of the Collaborative BScN program do not attend a clinical site until semester 2.

PROGRAM OVERVIEW

Please see the program overview information which is available on this website link: <https://www.stclaircollege.ca/programs/nursing-bscn>. The overview has a link to show you all the courses you must take to complete the BScN program.

TEXTBOOKS

Required textbooks can be found in the Campus Book Store under their course codes. Should restrictions still be in place as a result of COVID-19, all course materials will be available online through the Book Store website. All books are searchable by the author of the required textbook and the course code.

Here is the link to the Chatham bookstore site: <https://www.bkstr.com/stclairthamesstore> also found through the St. Clair College website.

The Campus Book Store is located near the cafeteria as you enter the main doors where the clock is located at the circular drive. Books will be available for purchase in August if the COVID-19 restrictions are lifted. Bookstore summer hours are Monday – Thursday 0830-1500 and Friday 0830-1230. If COVID-19 restrictions are lifted the telephone contact is (519)354-9100 Ext. 3231. If the restrictions are still in place the email is irylett@follett.com

Additional information can be found at:

<http://www.stclaircollege.ca/student-services/oncampusservices.html>

First Semester Courses and their corresponding Course Codes:

NRS 1110 Professional Nursing 1

NRS 1900 Writing for the Professional Nurse

NRS 1210 Human Anatomy and Physiology 1

NRS 1511 Experiential Learning Lab 1

BIO 1073 Microbiology

SHOES and UNIFORM

A solid pair of white, black or navy blue, non-mesh shoes is required for your first semester clinical/laboratory. Completely white shoes are no longer a requirement. Clogs, “Crocs”, flip-flops or plastic slip-on shoes are not acceptable due to health and safety concerns. They must be closed, non-slip duty or athletic shoes.

A uniform for Experiential Learning Lab 1 (NRS 1511) will be needed for Fall 2020. Even though labs are virtual, you will be submitting videos to your lab instructor and must be in professional uniform. A solid navy-blue uniform (one) is required to have “St. Clair College BScN Nursing Student” embroidered in white thread on the left upper uniform sleeve. Uniform brands that are consistent with the navy-blue colour of the St. Clair College Collaborative Nursing program are “Cherokee or Dickies”.

Stores such as *Work Authority* have four locations in Southwestern Ontario. Due to COVID-19, the store hours may be altered so please call ahead.

Windsor

2301 Tecumseh Road East
Windsor, Ontario NW 1E6
Ph: 519-971-9802

2001 Provincial Road
Windsor, Ontario N9A 6J3
Ph: 519-972-8376

Sarnia

1030 Confederation Street
Sarnia, Ontario N7S 6H1
Ph: 519-337-4643

London

1407 Dundas Street East
London, Ontario N5W 3B7
Ph: 519-451-4550

Work Authority does carry the brands listed above and will do the embroidery at a minimal cost to the student (approx. \$5.00). Purchases may be made in store or online. The change room is unavailable currently in the store. Please check their website as to times and online availability at <https://workauthority.ca/>

Students do not have to buy their uniforms at *Work Authority* although we prefer you buy “Cherokee or Dickies” because of the navy-blue color. You may still have your embroidery done at *Work Authority* if you do not purchase your uniform there. Please note the cost will increase to \$15.00 if you do not purchase your uniform at their store.

Lab coats will be needed **ONLY IF** we are on site for Anatomy and Physiology (A&P) labs in the **winter**. Therefore, they are **not** mandatory for Fall 2020 as A&P labs will be online. Lab coats/clinical jackets must be removed when providing direct care to patients. Lab coats must not be worn outside of the clinical area. Students may only wear the approved University of Windsor lab coat/clinical jacket when in client care areas once clinical begins.

Any shirts worn under the uniform or head coverings worn for religious/cultural purposes must be white, navy blue or black to match the uniform. However, if wearing long sleeves, they must be raised above the elbow during direct client care for infection control purposes. Head coverings must be plain and unadorned for infection control purposes. Disposable head coverings over or instead of hijab may be required in certain areas (e.g., Operating Room).

Clothing must be clean, free from rips/tears/odour, sized appropriately and modest with no exposed undergarments, midsection, or cleavage.

Gum chewing is not permitted.

Professional or business attire is required for some community clinical agencies and any visits to an agency for specific educational assignments such as health fairs, professional meetings, field trips 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 abdomen is allowed. NO blue jeans of any colour, leggings, jeggings, yoga pants, or hooded sweatshirts is allowed. In some agencies, denim may be permitted but this must be cleared by the agency.

Hair must be neat, clean, pulled away from the face and/or above the collar. Facial hair (e.g., moustache, beard) must also be neatly groomed.

Nails must be short, clean and well-manicured. Clear or pastel polish may be worn but must not be chipped. Coloured nail polish may be permitted in certain placement settings on certain days (e.g., "nail polish days" in mental health placements). Any type of artificial nails or nail adornment is not permitted. Make-up may be used conservatively.

Tattoos may need to be concealed according to clinical agency requirements.

Jewelry is restricted to a plain wedding band, watch and one pair of small earrings only (e.g., studs) will be worn at one time. Other visible body piercings may need to be removed or concealed according to agency requirements. No lip rings, tongue studs, navel rings, nose rings, eyebrow rings or necklaces will be allowed for safety reasons.

Photo-ID badges must always be worn and clearly visible as your identification in clinical placement. There may be exceptions to this in which case students are to follow agency policy regarding name badges. All St. Clair students are required to obtain a free student photo ID. Please stay tuned regarding how to obtain your photo ID badge.

SCHOOL SUPPLIES

Computers: Since all classes are online for semester 1, you will find that a computer is an important and necessary tool. **You will also need an internet connection that is dependable and consistent.** Computer labs at St Clair College may be an option if you are unable to obtain a computer, however there may be a limited number of students who can use the computer lab because of social distancing.

Blackboard - Blackboard is an Internet service/site used by the faculty to communicate readings, lecture notes, assignments, internet links, test results, etc. to students. The nursing student will be automatically enrolled in this resource if you are registered by mid-August. More information and instructions will be given about Blackboard. Check Blackboard and emails at least twice a day. Blackboard courses are generally activated a week prior to the start of the semester.

Watch: Students will require a wristwatch with a second hand for measuring vital signs and performing clinical documentation.

Stethoscope: You will need to purchase a stethoscope for Semester 1 as you will be practicing vital signs for NURS 1511 (Experiential Learning Lab I). 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.



Lab Kits: These kits will be used during NURS 1511 (Experiential Learning Lab 1) and NURS 1521 (Experiential Learning Lab II). The following items are in the kits. Please stay tuned for further information for how kits will be made available to students. Kits are paid for through your lab fees/tuition.

Health Assessment Kit (Semester 1)

BP cuff

Penlight

Wound Care Kit (Semester II-please keep these kits intact. Do not use until the lab in Semester II)

Dressing tray

ABD Pad

Non-woven 4x4 x 2

Sterile Saline (Squirt Bottle)

Transpore tape 1"

MediMeter

Measuring Tape – 60"

ATTENDANCE

Regular class attendance is essential to the collaborative nursing student's success, regardless if it is an online or in class delivery. Collaborative nursing is a full-time program that requires your participation in lectures/activities, and in the clinical/laboratory setting. Missed time is only acceptable for sick or emergency reasons. Missing tests due to work, vacation or routine appointments are not considered valid reasons. In preparing for the fall semester, consider a "back up plan" for childcare in the case of children's illness. There will be no accommodations made for students booking holidays over the March break as this is regular class/clinical time for the BScN Program. Students should schedule their work hours so that they do not interfere with their school/study schedule. Second semester, consolidation, and consecutive semester clinical hours will include both day, afternoon shifts and possibly night shifts. There is also potential for weekday and weekend shifts for Winter 2021 and Clinical Consolidation 1 in May 2021.

CLINICAL

The clinical day is treated like a job. If you are going to be absent due to illness you need to notify either your clinical teacher or Ms. Watson's Administrative Assistant, Linda Quick (519-354-9100 extension 3244) and leave a message stating your name, student number and clinical teacher at least 1 HOUR PRIOR to the clinical start time. When you are going to a clinical site you also need to call the nursing station at that site to report your absence as well because it may affect how they have delegated their nurse-patient assignments. This process (notifying the school and the clinical site) is to be followed throughout your student nursing experience in the Collaborative BScN program.

ACADEMIC COUNSELING AND OTHER SERVICES

There are multiple on-site resources such as Student Services, Library Services and Tutoring Service. These will also be available online. More information to follow regarding online hours. When booking times, please book in advance and cancel ahead of time if you cannot attend so that someone else may book the time slot.

If you are ever struggling in a course, it is important that you seek help from the individual course Professors as soon as possible. Make an appointment with the Professor to go over difficult material or seek guidance and assistance. In addition, you can always contact the Coordinators to discuss any concerns or to seek help or direction. The Coordinators can arrange tutoring, mentoring or provide guidance as to the best resources to meet your needs. Furthermore, 'Student Services' offers a wide range of services to help students be successful and are very knowledgeable and supportive regarding the BScN program.

Library

The library is located on the first floor. The library has a wide section of hard copy books, journals and videos but also provides comprehensive access to electronic databases, nursing specific search engines and full text electronic journal articles. You will find the library resources essential for homework and research. The electronic databases and e-journals can be accessed from home with your student number. The librarians are happy to assist you with literature searches or if you are having a difficult time locating the material needed. Please feel free to email Jeanette Giroux at jgiroux@stclaircollege.ca or Cheryl Smith csmith@stclaircollege.ca. Assistance is also available on the library link of our website by entering your question in the “quick to chat” option box at <https://www.stclaircollege.ca/library>

Nursing Society

The Nursing Society is an organization for BScN students at Thames Campus. The Mission Statement of the Society is: Promoting Excellence in Nursing Education. The purpose of the society is to offer a forum for nursing students to interact on an academic, social and community basis. The Nursing Society can bring forward issues that concern all nursing students to the Coordinators of the nursing program or the Chair of the nursing program at Thames Campus. In addition, the society plans social events, coordinates year-end parties, and gets the nursing students involved in the community. The Nursing Society is an excellent opportunity to learn and demonstrate leadership and become involved with issues across the nursing programs.

PROGRAM ACADEMIC POLICIES

All nursing courses begin with the code ‘NURS’ and have a pass of 60%. Those not beginning with this code have a pass of 50%. All courses need to be completed successfully each semester to advance to the next semester. If any courses are not completed successfully, they need to be repeated successfully to advance. Courses beginning with ‘NURS’ are nursing core courses and are only offered in their designated semester with no exceptions. Therefore, being unsuccessful in one ‘NURS’ course will require the student to go on a five-year degree pathway rather than the four-year path, as that missed ‘NURS’ course is only offered annually. Being unsuccessful in the same ‘NURS’ course twice or being unsuccessful in a total of three ‘NURS’ courses in the program is grounds for academic dismissal. In the case of academic dismissal, the student is dismissed from the nursing program at St. Clair College. If they want to attempt to reenter the nursing program, they must sit out for a minimum of 2 years. During this time, they may take other university level courses in order to raise their grade point average (GPA). At the end of two years, if the student has raised their GPA they are permitted to reapply and enter the competition in an attempt to be accepted into the program.

The University of Windsor uses a system of percentage grades to evaluate your success in a course and to calculate your grade point average (GPA). A GPA of 60% or better keeps you in good standing with the program. A GPA of 55% to 59.9% results in academic probation. If you find yourself in this situation you have one semester to raise your GPA above 60% or you will be required to withdraw from the program. If your GPA is less than 55% you will be immediately required to withdraw from the program.

FREQUENTLY ASKED QUESTIONS

“Can I change my schedule?”

We do not change student schedules as a rule. Please make an effort to manage your work schedules, sports practice schedules, childcare, or other home care issues on your own to avoid conflict with your nursing school schedule.

“Can I apply for advanced standing?”

If you would like to discuss advanced standing for a previously completed university course (with a minimum grade of 60%), you can book an appointment with the Year 1 Program Coordinator at the beginning of the semester. Please obtain a copy of your official sealed transcript and the course outline related to the course in which you are requesting advanced standing. You will continue to attend the class as scheduled until you have been notified by the Registrar’s office in writing that you have been granted advanced standing.

“What day do classes begin?”

Some of your classes will begin the week of September 8th after Labor Day weekend while others will begin the week of September 14th, 2020.

“Do I need an email address?”

Nursing students are to use their St. Clair College email address for all correspondence from within the college and from home.

COMMUNICATION

- Email communication is the preferred method of contacting faculty. Faculty will be back to work on August 24th, 2020. If you have any questions or concerns over the summer, please contact the Year 1 Program Coordinator, Linda MacDougall (lmacdougall@stclaircollege.ca). If you are unable to reach the coordinator with a concern, please contact the Nursing Chair: Linda Watson at lwatson@stclaircollege.ca
- Faculty are not permitted to respond to personal email addresses from students.
- If you are having difficulty accessing your blackboard account or email, please contact the IT department at 519-972-2727 Ext. 2500.

Some comments from previous nursing students!

“Only nurses know what nurses do, we become a family. You can feel the connection grow as you go through the program.”

“The friends you make in nursing school will be friends for life.”

“It’s exciting working towards a career that leads to a professional job helping others.”

Have a wonderful summer. We are all looking forward to meeting and working with you this fall. Congratulations on your acceptance victory!