



SMART START – CHATHAM BScN – YEAR 1

Dear Nursing Students,

Congratulations, after a lot of hard work 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 navigate the influx of information you will receive in preparation for the 2021-2022 academic year. Please see the [St Clair College Student Hub](#) for lots of helpful information about getting started at the College. I also encourage you to review the [Nursing BScN Program](#) website for more specific program information.

Every nursing student needs to meet clinical clearance requirements to attend the clinical placement sites. Your clinical clearance information is posted on the St. Clair College [Nursing BScN Program](#) website under the “Admissions” tab. There you will find links to the medical preplacement form, the Annual Vulnerable Sector Police check information and other information about required CPR, First Aid and N95 Mask Fits. This information can also be found on the [Clinical Placement Requirements](#) website under the “Nursing BScN (H850/K950)” link. It’s vital that you review these requirements as early as possible to ensure your requirements are met well in advance of your first clinical placement.

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
lwatson@stclaircollege.ca
519-354-9100 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 the determination regarding in-person classes or virtual online classes will be decided later this summer. An announcement will go out to all students as soon as the decision has been made. All nursing labs and clinical will be in person. Anatomy and Physiology labs (NURS1210) will be virtual for the Fall 2021 semester only and will be back in person in the Winter 2022 semester for NURS1220.

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.

IMPORTANT DATES:

- **Classes begin** the week of September 6th, however, your first class will be on September 8, 2021
- **Fall Reading Week** – Week of October 11th, 2021
- **Winter Reading Week** – Week of February 21st, 2022
- **Consolidation** – 2 weeks at the end of May and beginning of June, 2022, dates TBA

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](#) website under the “Nursing BScN (H850/K950)” link for detailed information. Your requirements will be clearly explained there as well as the process to electronically submit your documents for clearance. Students in the first year of the Collaborative BScN program do not attend a clinical site until semester 2. ***Please note that medical requirements, specifically vaccination updates, can take up to 2 months to complete. Start your medical clearance as soon as possible.***

Many of our clinical placement sites are requiring students to have their first COVID vaccine, as a minimum, to be eligible to attend clinical placement. Please note that COVID vaccination status will become a part of the clinical placement clearance requirements for fall 2021. A COVID vaccination is not a requirement to attend St. Clair College, however a vaccination may be required prior to attending clinical placement. This additional requirement will be added to the list of current vaccinations required on the Medical form for clearance. Students without their vaccinations cannot be guaranteed a clinical placement for their program and therefore will not be able to complete their programs. The Health Centre at St. Clair College can provide the physical exam and all other vaccinations except for the COVID vaccine. To obtain the COVID vaccination, Students must arrange an appointment through Public Health, a participating pharmacy, or their health care provider.

If you have any questions, please contact our St. Clair College Health Centre at **519-972-2727 ext. 4484 (in Windsor)** or **519-354-9100 ext. 3729 (in Chatham)**.

CPR with BLS, First Aid and N95 Mask fitting can be completed through any external organization that offers them. CPR cannot be completed entirely online. The practice and assessments for the course must be in person. If you are looking for a one stop shop for all of these, **Second Chance** at <https://www.sccpr.com/> can do CPR with BLS, First Aid and N95 mask fitting.

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 (see below). Should restrictions still be in place because of COVID-19, all course materials will be available online through the Book Store website and curb side pickup will be available. All books are searchable by the course code of the required textbook.

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. Bookstore summer hours are Monday – Thursday 0900-1500 and Friday 0900-1230. 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 0941mgr@follett.com

Please make sure that if you are attending St. Clair College in Chatham that you search your required course materials from the Chatham website. 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 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 2021. You must be in professional uniform. A solid navy-blue uniform (one) is required to have “BScN 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”. Scrub pants with elastic on the ankle are permissible however ‘fleece joggers’ are not allowed.

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 depending on COVID-19 restrictions or online. The change room may not be available in the store depending on COVID-19 restrictions. 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 when you are on site for Anatomy and Physiology (A&P) labs in the winter semester. We are planning to have the A&P labs online in the fall and in-person in the winter. When we are online lab coats will NOT be mandatory.

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. Uniforms must be loose enough to carry pens, papers, stethoscope, etc. in the pockets.

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. Please be aware that N95 mask fits require that beards and moustache’s be trimmed very short to fit completely into the N95 masks for a tight fit and protection from exposure.

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 see <https://www.stclaircollege.ca/onecard/getting-your-onecard> and follow the steps outlined to obtain your student photo ID OneCard.

SCHOOL SUPPLIES

Computers: It has not yet been determined if classes will be in person or online for semester 1 this fall. Despite this 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 should these restrictions still be in place. Please be aware that some College programs cannot be enabled on a tablet or Google Chrome device.

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 when they receive their St. Clair One access and email.

Students will be required to complete two 'attestations' on their Student Information System (SIS) prior to getting access to their individual course Blackboard sites in the fall. Please review the instructions for completing the attestations at this [link](#).

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). Please stay tuned for further information for how kits will be made available to students. Kits are paid for through your lab fees/tuition. The following items are in the kits.

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"

Miscellaneous Supplies:

Consider your own organizational needs for course notes. Suggestions include: 1-4 large binder(s), note paper, binder dividers, 2 duotangs (any colour), highlighters, several black and red ink pens, HB pencils, erasers, "white out", pencil sharpener, 3 hole punch, simple calculator, small pocket sized notebook, 10 - 9 x 12 manila (brown) envelopes for assignment submission.

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. Clinical hours may include day and afternoon shifts as well as shifts on the weekend.

CLINICAL ATTENDANCE

The clinical day is treated like a job. If you are going to be absent due to illness you need to notify your clinical teacher by email or phone at least 1 HOUR PRIOR to the clinical start time. You also need to call the nursing station on the floor you are scheduled to attend to report your absence as it may affect how nurse-patient assignments are delegated and assigned. This process (notifying the school and the clinical site) is to be followed throughout your student nursing experience in the Collaborative BScN program.

PROGRAM ACADEMIC STANDING – not the same as St. Clair College Academic Standing 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 program dismissal. In the case of academic dismissal, the student is dismissed from the Collaborative BScN 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.

ACADEMIC COUNSELING AND OTHER SERVICES

There are multiple resources such as [Student Services](#), [Library Services](#) and [Tutoring Service](#) and the Nursing Lab. These will also be available online if restrictions are still in place. 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.

Nursing Lab

The Nursing Lab will be available for supervised practice by appointment only. Please contact Marlena Zalewska, our lab technologist, at MZALEWSKA@stclaircollege.ca.

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.

TIPS FOR SUCCESS

Attend all your classes online or in class for your entire student career. Students are directed to complete readings prior to attending class. There are multiple strategies to discuss content or issues with your Faculty. Your Faculty will identify and post their office hours on Blackboard. Check Blackboard and emails at least twice a day for important updates and information. Blackboard courses are generally activated a week prior to the start of the semester

Be professional in all interactions with your Faculty, Lab Technologists, Peer Tutors and classmates. Appropriate communication will demonstrate your interest and aspiration to be a professional nurse.

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 regarding the decision to whether you have been granted advanced standing.

“What day do classes begin?” Some of your classes will begin the week of September 6th after Labor Day weekend while others will begin the week of September 13th, 2021. Please review your schedule on the SIS carefully.

“Do I need an email address?” Nursing Students are to use their St. Clair College email address for all correspondence with St. Clair College Faculty and Staff. For privacy reasons, St. Clair Faculty and Staff cannot respond to academic inquiries from personal email accounts.

COMMUNICATION

- Email communication is the preferred method of contacting faculty. Faculty will be back to work on August 30th, 2021. 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
- 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!*