



ST. CLAIR COLLEGE OF APPLIED ARTS & TECHNOLOGY
WINDSOR CAMPUS

PRACTICAL NURSE PROGRAM

YEAR 1

FALL 2023

Smart



Package



Welcome to Year 1 of the Practical Nursing Program!

Here is some information to help you prepare for your return in September.

IMPORTANT DATES:

- **August 1, 2023** – Deadline for medical and nonmedical clinical clearance items in order to attend clinical.
- **Classes begin** Tuesday September 5, 2023
- **Thanksgiving Holiday** – Monday, October 9, 2023
- **Exam Week** – Monday December 11 – Friday December 15, 2023. 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) over the Summer 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 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, 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:

Monica Staley Liang is the Dean of Nursing and Health Sciences and the Chair for the School of Nursing. Her office is located on the 3rd floor of the CAHS, in room 3314a. She is always happy to address any questions or concerns students may have. Her email is mstaleyliang@stclaircollege.ca

Jennifer Zegrean is the Program Manager for the School of Nursing and Health Sciences. Her office is located on the 3rd floor of the CAHS, in room 3314c. Her extension is 4934 and her email is jzegrean@stclaircollege.ca

Eva Beattie is the Year One Program Coordinator of the Practical Nursing Program. Her office is located on the 3rd floor of the CAHS, in room 3314f. Her extension is 4622 and her email is ebeattie@stclaircollege.ca

Sara Damphousse is Ms. Staley Liang's Administrative Assistant. She is located on the 3rd floor of the CAHS, in room 3314b. Her extension is 4227 and her email is sdamphousse@stclaircollege.ca

Jordan Smith is the Academic Advisement and Clinical Placement Officer. His office is located on the 3rd floor of the CAHS, in room 3314d. His extension is 5835 and his email is jsmith02@stclaircollege.ca

MEDICAL AND NONMEDICAL REQUIREMENTS FOR CLINICAL PLACEMENT

Clinical begins the fifth week in Year One of the Practical Nursing Program and 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 Practical Nursing (H863/K963) link 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 weeks to complete so please begin promptly.

TEXTBOOKS

Three e-texts as well as the Elsevier Clinical Learning Suite are included in your material kit fees.

The books are as follows:

- Canadian Fundamentals of Nursing – Potter and Perry – 7th edition
- Medical-Surgical Nursing in Canada – Lewis – 5th edition
- Physical Examination and Health Assessment - Canadian – Jarvis – 3rd edition
- The Elsevier Clinical Learning Suite is a wonderful online resource providing numerous activities, case studies, quizzes, practice questions and resources that you will find very helpful.
- Other required textbooks can be purchased through the Campus Book Store under their specific course codes, i.e. BIO126, PNR116 and PNR125.
- 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/studentervices/oncampusservices.html>

BLACKBOARD

Check blackboard for **PNR 125** mid-August for any posted information or updates. The nursing 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>
- Blackboard courses are generally activated a week prior to the start of the semester

CLINICAL GROUPS

- Students will be placed at Windsor Regional Hospital Met Campus, Ouellette Campus, Hotel Dieu Grace Healthcare on a medical, complex medical, or rehabilitative unit or in Long Term Care in Year 1.

SEMESTER 1 CLINICAL (PNR 125)

- Clinical will be as your schedule indicates on the SIS. There will be:
 - 7-hour shifts – days (0630 – 1300h) or evenings (1430 – 2130h)
 - Simulation labs (med/surg)
- Information will be posted on blackboard in August
- Lab is part of clinical, therefore students are expected to follow the uniform policy as per clinical.

CLINICAL AND LAB HOURS:

- 100% attendance is expected to maximize the opportunity for success.
- **All missed time requires a physician's note.**
- All students are responsible for their own reliable transportation to and from clinical.

STUDENT I.D. CARDS:

- 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 test or exam.
 - Checking out books at the library facilities.
 - Printing your documents at print stations.
 - Clinical placement 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>

UNIFORMS:

- A solid hunter green uniform and white or black shoes (no mesh – as these can be soiled in the clinical area and result in a contaminated spill) are required for clinical/laboratory.
- Uniforms are required to have, “St. Clair College Practical Nursing” embroidered in white thread on their left upper uniform sleeve. Students can purchase their uniforms at the college bookstore.
- The college will provide the embroidery for free. Please contact bookstore to order uniforms by the middle of July-early August (at the latest) to ensure that the uniform is ready for September.
- Uniforms are worn during labs and clinical, therefore are required for week 1 of semester.
- White or black lab coat (no sweatshirts, no hoods) and white/black shoes and socks (no logos, etc).
- This link will direct you to the campus bookstore: <https://www.bkstr.com/stclairwindsorstore/home>
- Students will require a wristwatch with a second hand for measuring vital signs, clinical documentation, etc.
- You will need to purchase a stethoscope for Semester 1 as you will be practicing vital signs.
- 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.
- 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/registrar-office> You require three general elective courses to fulfill your diploma requirements. One during semester one, and two 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 a transfer credit?”

- If you would like to request advanced standing for a previously completed course to be applied towards a course in your Practical Nursing 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/registrar-office>
- "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 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/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.
- "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 for 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

- 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 course that is a prerequisite for the following semester.

ATTENDANCE

- Regular class attendance is essential to the practical nursing student's success. Practical nursing is a fulltime 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. First semester classroom 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. Clinical hours may include both days and afternoon shifts as well as weekends. 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

- **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 supports. 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 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. Have a wonderful summer.

REGISTERED PRACTICAL NURSE ASSOCIATION OF ONTARIO (WeRPN) STUDENT MEMBERSHIP

- St. Clair College encourages you to join this professional organization.
- **Benefits of Joining:**
 - Savings and discounts
 - Educational opportunities
 - Career-building services and support
 - Communications and Information
 - Looks great on a resume and portfolio assignment in 4th semester

WeRPN Student Member Application

<https://members.werpn.com/step-1/>



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