



SMART START – WINDSOR PRACTICAL NURSING – 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 [Practical Nursing 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 the [Practical Nursing 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 “Practical Nursing (H863/K963)” 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

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

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. Biology labs (BIO126) are yet to be determined.

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/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

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

IMPORTANT DATES:

- **Classes begin** Tuesday September 7, 2021
- **Thanksgiving Holiday** Monday, October 11, 2021
- **Exam Week** Monday December 13 – Friday December 17, 2021. 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.

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 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. ***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 will be required prior to attending clinical placement. Students without their vaccination 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)**.

Police Clearance letters and application forms for Police Clearance are available for you to download from the [Clinical Placement Requirements](#) website under the Practical Nursing (H863/K963) link as well.

***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 Chair of the School of Nursing. It is at the discretion of the administration of our partner clinical sites to allow or disallow students from attending clinical in their facilities. If your police clearance is not “clear” you may have to withdraw from the practical nursing program as you will not be able to fulfill the clinical requirements of the program.

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.

TEXTBOOKS

Required textbooks, e-texts and online resources can be purchased through the Campus Book Store under their course codes i.e. 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 may have restrictions due to pandemic. The contact number is (519)972-2727 Ext. 2722. Additional information can be found at the following link: <https://www.stclaircollege.ca/student-services/on-campus-services/bookstore> . We are pleased to announce that the e-text version of your Nursing Fundamental’s textbook, Medical-Surgical Nursing textbook and Health Assessment textbook will be included in your tuition this Fall and bundled with your Elsevier Clinical Learning Suite to save you some money. The remainder of the books can be purchased as stated above. Books can also be ordered

online.

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)**

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.

Your OneCard photo ID is also used for your clinical ID badge, please ensure you have the picture taken in your uniform.

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) 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 middle of July-early August (at the latest)** to ensure that the uniform is ready for September. The contact number for the bookstore is (519)972-2727 Ext. 2722. Uniforms are worn during labs and clinical, therefore are 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/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 respond to inquiries made through personal email addresses as there is a potential for a privacy breach.

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 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. Clinical hours may 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

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.

Attend all your classes. Students are directed to complete readings prior to class. There are multiple strategies to discuss content or issues with your Faculty. Your Faculty will identify and post their office hours on Blackboard.

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.

- 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 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 nurse.

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.

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

Professor Eva Beattie, Practical Nursing Coordinator, Year I
ebeattie@stclaircollege.ca or (519)972-2727 Ex. 4622
email is the best form of communication

Yelena Howson, Administrative Assistant for the School of Nursing
yhowson@stclaircollege.ca or (519)972-2727 Ext. 4227

Linda Watson, Chair of Nursing
LWatson@stclaircollege.ca
519-972-2727 Ex. 3233

Cynthia Renault, Clinical Nursing Manager
crenault@stclaircollege.ca
519-972-2727 Ex. 4883