



Welcome to the University of Windsor
Faculty of Nursing Collaborative BScN
Program!

Let the Journey Begin...



Congratulations as you join us at the University of Windsor, Faculty of Nursing!

Enclosed is an information package for your review. There are instructions that will help you prepare for September. In addition, please keep an eye on the University of Windsor website (www.uwindsor.ca/nursing), as it contains important updates and current information about your first year.

Windsor Welcome Week is September 5th - 11th, 2016. More details will be posted on the “Welcome Week” website (<http://www1.uwindsor.ca/windsorwelcome/>) as the summer progresses. During “Welcome Week”, there are opportunities to meet others, have some fun, and learn about the expectations of University life. Welcome Week should not be missed!

The compulsory orientation for the clinical experience course (11-63-172) will take place on **Thursday, September 8th. Please meet at 8:00am** in the CAW centre, 2nd floor (Ambassador Auditorium). Classes will commence starting the first day of class, September 8th, and labs will commence the following week. Your first class Introduction to Nursing (11-63-171) is scheduled on **Monday, September 12th at 8:30am – 9:50am.**

As you read your information package, you will note that there are several requirements that must be completed for the fall term. Details are provided in this package, and include (but are not limited to):

- ✓ Registering for your courses online
- ✓ Obtaining and preparing requirements/documents for your clinical clearance appointment at Bayshore Home Health (see attachments)
- ✓ Printing or downloading the College of Nurses of Ontario documents

Please start working on all your requirements by the end of August, as it may take up to six weeks for some of these items to be completed. Police clearance should be dated after September 1st. If you have questions about what you have received in this information package, please call the Faculty of Nursing to speak to someone (519-253-3000 x 2265 or nurse@uwindsor.ca). They will gladly answer your questions.

Wishing you a wonderful summer as you prepare to join the nursing profession!

Sincerely,

A handwritten signature in black ink, appearing to read 'Linda Patrick'.

Dr. Linda Patrick, Dean
Faculty of Nursing
University of Windsor

UNIVERSITY OF WINDSOR

Faculty of Nursing

4 YEAR BScN COLLABORATIVE PROGRAM POLICIES AND REQUIREMENTS

SECTION A: MEDICAL/NON MEDICAL CLINICAL PLACEMENT ENTRY REQUIREMENTS

Important note: Any and all costs associated with fulfilling requirements are the responsibility of the student.

You are required to complete certain medical and non-medical requirements prior to starting your first clinical placement, and annually thereafter. These clinical placement requirements have been developed under the guidelines of the Ontario Hospital Association, Canada's Immunization Guide and the Ontario Medical Association. An overview of the requirements is provided in this package.

The Faculty of Nursing uses an outside agency (Bayshore Home Health) to clear students prior to their clinical placements by verifying that they have completed the medical and non-medical requirements. **You may schedule your Bayshore clearance appointment to take place from October 11 to 31, 2016.** Please see Table 1 for an overview of the requirements and timelines to obtain them.

Appointments may be scheduled at Bayshore offices in Windsor, Chatham or Sarnia only. There is a fee for this appointment. The current fees are approximately \$40 + HST for your initial appointment, and approximately \$20 + HST for any subsequent appointments if needed. There is also a fee for a cancelled/missed appointment with less than 24 hours' notice. These fees may be subject to increases as determined by Bayshore.

The Bayshore nurse will verify that you have completed the requirements, and if so, will clear you to start your clinical placement. **If you fail to be cleared by October 31, 2016, you will be prohibited from starting your first clinical placement in Winter 2017 and any future clinical placements, thus impeding or preventing your successful completion of the clinical experience courses and the BScN program.** *The Faculty of Nursing is not responsible for providing alternate clinical placements for students who do not meet the clinical clearance requirements.*

Medical and Non-Medical Requirements Overview

Please read the following information carefully, and then refer to **Table 1** for specific timelines.

Details about these requirements will be provided at Head Start and in your Head Start package. Instructions and required forms will also be available on the nursing website (www.uwindsor.ca/nursing, under "Resources for Current Students", then "Placement Pre-clearance Program Information").

1. Vulnerable Sector (or extended) Police Clearance

The nursing program involves working with vulnerable populations. Thus, a vulnerable sector (or extended) police clearance must be obtained prior to starting your first clinical placement and annually thereafter. However, some agencies require updated police clearances to be obtained every three or six months. The **original** police clearance must be taken to your Bayshore appointment.

The police clearance may be obtained from your local police station, or via the Ontario Provincial Police (OPP) where you reside. The required forms to take to the police agencies may be downloaded from the nursing website (www.uwindsor.ca/nursing/police-clearance), or obtained from the Faculty of Nursing office if the form for your city/region is not available on the nursing website (email nurse@uwindsor.ca). You must take these completed forms to the appropriate police agency in time to be guaranteed a completed police clearance for your Bayshore appointment.

Important information regarding police clearances:

1. Year 1 students will be placed in long-term care facilities during the winter term clinical experience course (11-63-174). These facilities require a student's police clearance to be dated **within six months** of the beginning of the clinical placement.
2. Depending on where you live, police clearances can take **several months** to obtain. Please contact your local police agency or OPP station to determine the standard wait time to obtain your police clearance and be sure to submit your forms in adequate time to obtain your police clearance in advance of your Bayshore appointment.
3. Out of town students (i.e. those whose permanent address is not Windsor) may obtain a police clearance from the Windsor Police by showing two pieces of valid, government issued identification (e.g. birth certificate, driver's licence, passport, citizenship, etc.). You must also provide a document (e.g. a bill or invoice) that shows a current address in Windsor **or** a valid UWindsor student identification card. For details, see: <http://www.police.windsor.on.ca/services/info-requests/Pages/Acceptable-Forms-of-Identification.aspx>.

2. Attestation of Notification of Change in Criminal Record Status Form

You are required to complete an Attestation of Notification of Change in Criminal Record Status form. Completion of the form acknowledges that it is your duty to inform the Faculty of Nursing at the University of Windsor if you are charged with or convicted of a criminal offense since your last police clearance was obtained while you are a student in the Faculty of Nursing. This form is on the nursing website.

3. WSIB Form

You are required to sign and complete a Student Declaration of Understanding – Workplace Safety and Insurance Board (WSIB) or Private Insurance Coverage for Students on Program Related Placements, in case of any injury or disease incurred while in your clinical placement. This form is on the nursing website.

4. Student Verification of Health Status Form

You are required to complete a Student Verification of Health Status form.

Please be advised that there is a risk of exposure to latex products/equipment in clinical placement sites and in the nursing lab. Students should be aware that repeated exposure(s) to latex may result in worsening of an existing latex allergy/sensitivity. If you have a latex allergy/sensitivity, you will be asked to disclose this on the Verification of Health Status form, and it is strongly recommended that you register with the University of Windsor's Student Disability Services **at least one month before the start of the fall term** to assess and determine your accommodation needs (email: disability@uwindsor.ca or call: 519-253-3000 x3288).

5. First Aid and CPR Certification

Standard First Aid preparation is required only at the start of your BScN program, and is not required in future years in the program.

Cardiopulmonary Resuscitation (CPR): Basic Life Support for Health Care Providers (HCP) is also required before you start the program. This must be HCP – some companies provide only Level C certification; however, this is not acceptable unless it is both Level C **and** HCP certification together. HCP certification alone (without Level C) is also acceptable. Annual CPR (HCP) re-qualification from a certified instructor will be required. **Note:** As per the Heart and Stroke guidelines, you must re-certify annually even if your card has an expiry date that is longer than one year.

6. Respiratory Mask Fit Test/Card

As mandated by the Canadian Standards Association, you are required to provide proof of mask fit testing for specific N95 respirators every two years – i.e. in Years 1 and 3. After you are tested, you will receive a mask fit test card, which you are required to keep and show at your Bayshore appointment.

Several healthcare service providers offer mask fit testing for a fee, including Bayshore Home Health. You must ensure that the service provider you use is testing with respirator mask sizes that are currently available at southwestern Ontario hospitals. The specific respirator sizes for 2016/17 will be provided in your Head Start package.

7. Immunizations and Test Records

The following immunizations/tests will be required prior to your first clinical placement and proof of completion will be needed for your Bayshore appointment. Specific immunization details will be included in your Head Start package.

1. **Measles, Mumps Rubella** (MMR) vaccination: up to date
2. **Tuberculosis** (TB) test: two-step TB Mantoux skin test **or** chest x-ray in case of positive TB skin test. If medical circumstances exclude you from having a TB skin test or chest x-ray, a healthcare provider must provide written evidence indicating that you are not a TB risk.
3. **Varicella (chicken pox)**: must provide documented history of varicella. If no history of varicella, must provide proof of varicella vaccination or serology report.
4. **Diphtheria/Tetanus** (TD) vaccination: up to date (recent within 10 years)
5. **Pertussis** vaccination: up to date
6. **Polio** vaccination: up to date
7. **Hepatitis B** vaccination: up to date
8. Annual **influenza** vaccination (i.e. flu shot): is not mandatory; however, the Faculty of Nursing **strongly encourages** all nursing students to protect themselves with annual influenza immunizations. Several clinical placement agencies mandate this immunization. Non-immunized students may be denied access to the clinical placement agency. The flu shot is offered free of charge at various locations each fall.

Table 1: Timelines for Medical and Non-Medical Requirements

Requirements to work on once you accept your offer to the BScN program:	Requirements to obtain after September 1, 2016:
Complete Attestation of notification of change in criminal record status form (form on nursing website)	Police Clearance: must be dated after September 1, 2016.
Complete WSIB form (form on nursing website)	An additional 1-step Tuberculosis skin test: Must be dated after November 15, 2016. This 1 step TB skin test does not need to be submitted at your Bayshore appointment, but will be submitted to the clinical placement site in January 2017.
Complete Student verification of health status form (form on nursing website)	
Obtain Standard First Aid	
Obtain CPR for Health Care Providers (HCP)	
Obtain Respiratory mask fit test/card (if you choose to have this done by Bayshore, you may schedule it to take place with your Bayshore appointment)	
Obtain Immunizations: Measles, Mumps and Rubella (MMR), Varicella, Diphtheria/Tetanus, Polio, Pertussis, Hepatitis B	
2-step Tuberculosis Skin Test	

SECTION B: OTHER PROGRAM REQUIREMENTS

Important note: Any and all costs associated with fulfilling requirements are the responsibility of the student.

1. Professional Conduct

As new members of the nursing profession, student conduct must adhere to the College of Nurses of Ontario (CNO) current Nursing Standards (available on the CNO website – www.cno.org), legal contracts between the Faculty of Nursing and the clinical placement agencies, and policies and by-laws of the Faculty of Nursing and University of Windsor. **Failure to conform to these standards, legal contracts, policies and by-laws may result in dismissal from the BScN program.**

Please also review the attached CNO Fact Sheet titled "Requisite skills and abilities for nursing practice in Ontario". This document provides information about the general demands and performance expectations of nurses in Ontario.

2. Clinical Course Information: Schedule, Orientation Dates, and Transportation

Nursing clinical practice occurs in various institutions and organizations: hospitals, long-term care agencies, community agencies, health units, schools, etc. These experiences enable students to become comfortable and competent in a variety of health care settings and to put into practice the knowledge and skills that they are learning in the classroom and labs. Clinical placements are unpaid positions. **Nursing courses titled "Clinical Nursing Experience" are clinical placement courses.**

Clinical placements are arranged within Windsor and tri-county region in Southwestern Ontario. This includes Essex County, Chatham-Kent County and Lambton County (Sarnia region). If needed, placements may be arranged as far away as 150 kilometres from Windsor. **You are responsible for arranging and covering costs for your own transportation and accommodation (if needed) to and from your clinical placement agency or hospital** (e.g. vehicle, public transit, car-pool, car share, etc.).

Day, afternoon, evening, weekend, and/or night clinical shifts may be required. Clinical shifts will be 8 or 12 hours in length, depending on the year of your program and the clinical placement site.

You will be required to attend clinical course orientations prior to the start of each term in **every year** of your BScN program. **These mandatory orientations are held before classes start each term.**

For 2016/17: Nursing clinical orientations will take place on **Thursday, September 8, 2016 (for fall)** and **Wednesday, January 4, 2017 and Thursday, January 5, 2017 (for winter)**. **You must be available to attend these mandatory orientations.**

Additional information about clinical placements is available at:

<http://www.uwindsor.ca/nursing/390/clinical-placements>.

3. Appearance for Clinical

A dress code policy is necessary for the purpose of infection control and the conveyance of a professional, well-groomed appearance for clinical placement experiences. Proper hygiene practices are required.

- **Hair** - must be neat, clean, pulled away from the face and above the collar. Facial hair (e.g. moustache, beard) must be neatly groomed.
- **Hands** - nails must be short, clean and well-manicured. Clear or pastel polish may be worn but must not be chipped. Coloured nail polish may only be permitted in certain placement settings on certain days (e.g. "nail polish days" in mental health placements). Artificial nails are not permitted.
- **Make-up/Tattoos** – Make up may be used conservatively. Tattoos may need to be concealed according to clinical agency requirements.
- **Jewellery** - is restricted to a plain (unadorned) wedding band, watch and small earrings (i.e. studs). Other visible body piercings may need to be removed or concealed according to clinical agency requirements.
- **Clothing** – Uniforms (scrubs) and lab coat are required for **hospital and long term care** clinical placements. Details on purchasing these items are provided in this package. Professional or business attire (i.e. no jeans) may be permitted for some community clinical placements. Clothing must be wrinkle-free and modest – i.e. no exposed undergarments, mid-section or cleavage.
- **Shoes** - solid white, navy blue or black, closed, non-slip duty or athletic shoes required. These types of shoes are available at uniform stores. Clogs, "Crocs", or back-less shoes, and shoes with mesh openings are **not** acceptable due to health and safety concerns, including ankle injuries, trips, falls, spillage, fluid penetration, and/or build-up of static electricity that may interrupt electronic devices. Shoes must be kept clean.
- **Gum** - gum chewing is not permitted.
- **Scents/perfume** - most clinical agencies/hospitals are scent-free facilities, so students must respect this policy accordingly.

4. Uniform/Lab Coat – required for September

Students are responsible for purchasing their own uniforms (scrubs) and lab coat. Uniform and lab coat must be worn for **university sanctioned** clinical experiences and placement settings only. During first year and subsequent years of clinical experiences, you will require the following:

i. Collaborative Uniform: The Collaborative BScN program has a standard uniform (scrubs) for nursing students. First year students are required to purchase one uniform prior to starting the BScN program in September. In second year, it is recommended that students have two uniforms, particularly for clinical course 63-278 (consolidation) in spring, as students will be in clinical placements on a daily basis.

The collaborative uniform **must** be purchased via the **Work Authority**, which has several locations in southwestern Ontario and offers competitive pricing (see flyer included with this package). Students try on uniforms at the store to determine their size, and then order and pre-pay for their uniform directly to Work Authority. In order to ensure that students obtain their uniform in time for September, orders should be placed by **June 1**.

The uniform consists of a navy blue short-sleeve scrub top with "BScN Student" embroidered in white on the sleeve, and a navy blue pant. Work Authority will embroider the "BScN Student" wording on the scrub top once it is purchased. Prices vary depending on the style of pant and scrub top selected. Skirt options (including floor-length that may be worn for religious/cultural purposes) are also available at Work Authority as a special order, and are navy blue in colour.

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. Head coverings must be plain and unadorned for infection control purposes. Shirts are available for purchase at Work Authority; however, students may also purchase them independently at any store.

If students purchase a uniform from an unapproved vendor that is not consistent with the quality, appearance and colour of the Work Authority uniforms, they may not be allowed to use this uniform for clinical placements and may then be required to purchase an approved uniform from Work Authority. As well, if students request Work Authority to embroider "BScN Student" on a uniform purchased from another vendor, Work Authority will charge a higher fee for the embroidery service than for those who purchase their uniforms from Work Authority. Work Authority will only embroider "BScN Student" on uniforms that match the colour, appearance, and quality of the Faculty of Nursing approved uniforms.

ii. White Lab Coat: Lab coats are available for purchase at Work Authority; however, students may also purchase them independently at any store.

5. Photo/Identification Badge

You are responsible for purchasing your UWin photo identification badge from the University of Windsor's UWinCard Office (located on campus in the CAW Student Centre). These badges cost \$16.00 (subject to any price increases) and may be obtained at Head Start or during the first week of the fall term. Your badge must be worn and visible on all faculty-related outings and clinical placements. **Note:** This badge is separate from your student UWinCard, which is free of charge and required for identification for many university activities, such as access to library resources and computer centre, on-campus purchases, and for admission to write exams.

6. Stethoscope/Blood Pressure Cuff

A stethoscope is required and may be purchased at a medical supply store or through the Nursing Society at the start of the fall term. A blood pressure cuff is optional, but beneficial. It may also be purchased at a medical supply store.

Stethoscope Requirements: Students are required to have a good quality dual-headed adult stethoscope equipped with both a bell and a diaphragm. The head of the stethoscope must be 45 to 50 mm and made of stainless steel or aluminium. The ear pieces of the stethoscope should have an angle to align with the ear canal. The stethoscope should have a large internal diameter, shorter length of tubing and thicker walls to reduce external noise. An example is a Littman Classic II stethoscope.

If you are uncertain about the quality of a particular stethoscope, we recommend that you wait to purchase your stethoscope until you meet your health assessment instructor in September.

7. Watch

A wristwatch or pocket watch with second hand or digital display with seconds is required for monitoring vital signs.

8. Textbooks

Textbooks are available for purchase through the University of Windsor Bookstore (www.bookstore.uwindsor.ca). It is recommended that students purchase textbooks prior to the first day of classes. Representatives from some textbook publishers will be on campus during the first week of classes to assist students with accessing the online resources that accompany some of your textbooks. Required readings must be completed prior to each class. You are required to supply your own learning material and supplies.

9. Citizenship Requirement

Per the College of Nurses of Ontario (CNO), you will be required to provide proof of Canadian Citizenship, permanent resident status, or authorization under the Immigration and Refugee Protection Act (Canada), in order to obtain your Registered Nurse (RN) designation and practice nursing upon graduation. For more details, please see the CNO website – www.cno.org.



Nursing collaborative Dickies scrub tops must be embroidered on the left arm with "BScN Student"



V-Neck Top

Classic Missy Fit, V-neck, features two patch pockets and side vents for ease of movement

XS-5XL



Empire Waist Top

Classic Missy Fit, mock wrap top features and empire waist, front darts, two slanted patch pockets and side vents for ease of movement

XS-3XL



Men's Utility Top

Men's Fit top with a chest pocket, set-in sleeves, back pleats, side vents and a center locker loop on the back yoke. The right patch pocket has a Velcro closure to keep items secure. The left pockets has a pencil pocket

S-5XL



Unisex Utility Pant

XS-5XL



Elastic Waist Pant

Classic Missy Fit pant features full elastic waist, two cargo pockets and two slash pockets. Also, available in petite (shorter inseam)

XS-5XL

*Long sleeve t-shirts, lab coats and white slip resistant footwear are also available



Please
visit
or

contact one of our four convenient locations in Southwestern Ontario to try on and order before
AUGUST 1st

Windsor

2301 Tecumseh Road East
Windsor, Ontario N8W 1E6
Ph: 519-971-9802
Fx: 519-971-0982
Hours: Mon-Fri 7:00am-8:00pm
Sat 9:00am-6:00pm
Sun 10:00am-5:00pm

2001 Provincial Road
Windsor, Ontario N9A 6J3
Ph: 519-972-8376
Fx: 519-972-9713
Hours: Mon-Fri 8:00am-8:00pm
Sat 9:00am-6:00pm
Sun 10:00am-5:00pm

Sarnia

1030 Confederation Street
Sarnia, Ontario N7S 6H1
Ph: 519-337-4643
Fx: 519-337-4644
Hours: Mon-Wed 8:30am-6:00pm
Thurs-Fri 8:30am-8:00pm
Sat 8:30am-5:00pm
Sun 11:00am-4:00pm

London

1407 Dundas Street East
London, Ontario N5W 3B7
Ph: 519-451-4550
Fx: 519-451-2230
Hours: Mon-Wed 9:00am-6:00pm
Thurs/Fri 9:00am-8:00pm
Sat 9:00am-6:00pm
Sun 12:00pm-4:00pm

Chatham

The Work Authority mobile truck can visit the St. Clair Chatham campus for fitting upon request

Head Start - Nursing Student Cost Projection



Clinical Learning Centre



Nursing Computer Centre

Approximate first year incidental expenses for students Level I Fall and Winter as quoted by local businesses. Some businesses offer discounts to new student nurses with a copy of the letter of acceptance.

Textbooks	\$1800.00
Stethoscope – double-headed (Purchase after meeting with Fall Health Assessment Professor)	\$100.00
Watch with second hand	\$40.00
Lab Coat	\$30.00
Photo ID Badge with holder from U of W CAW Centre in September	\$16.00
Bayshore Initial Appointment	\$40.00
Subsequent Appointments	\$15.00
Extended Police Clearance	\$30.00-\$45.00
Mask Fit Testing	\$40.00
CPR Certification for Health Care Professionals HCP Level C and First Aid	\$100.00
Standard Uniform (Fee subject to change with different uniform styles)	\$50.00
A box of disposable gloves for Anatomy and Physiology Labs and Long Term Care (LTC)	\$5.00
Costs of completion of Health Forms and Immunizations according to your Health Practitioner fees	

Important Note: Most textbooks purchased in your first year will continue to be references that you will use as you pursue your nursing education and career. Students are responsible for supplying their own paper and memory storage devices for daily use and when using the Nursing Computer lab. Supplies are expensive! It is suggested that you consider protecting them by adding extended household insurance.

NURSING - Collaborative Four-Year BScN Program, University of Windsor

Course Sequence/Schedule

Total courses: 43. **Note:** 11-63-278, 11-63-472, 11-63-476 and 11-63-481 are 2 course equivalents.

YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR
<p>Fall 11-63-171. Introduction to Nursing I 11-63-172. Clinical Nursing Experience 11-63-166. Health Assessment I 11-63-175. Human Anatomy/Physiology I 02-46-115. Introduction to Psychology as a Behavioural Science</p> <p>Winter 11-63-173. Introduction to Nursing II 11-63-174. Clinical Nursing Experience 11-63-176. Health Assessment II 11-63-177. Human Anatomy/Physiology II 03-59-191. Organic and Biological Chemistry for Health Sciences</p>	<p>Fall 11-63-271. Family Health 11-63-272. Clinical Nursing Experience 11-63-273. Nursing Care of Clients with Episodic & Long-Term Health Needs 11-63-279. Pharmacology in Nursing Practice 03-55-237. Introductory Microbiology</p> <p>Winter 11-63-274. Clinical Nursing Experience 11-63-275. Family Health: Child Bearing and Child Rearing Families 11-63-277. Nursing Care of Children and Youth with Episodic and Long-Term Health Needs 03-55-351. Medical Microbiology 02-02-250. Basic Quantitative Methods in Social Science; or 03-65-205. Statistics for the Sciences Open option</p> <p>Intersession 11-63-278. Clinical Nursing Experience (4 weeks – 160 hours total). Note: this “consolidation” course normally starts in early to mid-May (following the Winter term).</p>	<p>Fall 11-63-371. Families Experiencing Crises 11-63-372. Clinical Nursing Experience 11-63-373. Nursing Care of Clients with Complex Health Problems I 11-63-377. Nursing Research 11-63-391. Basic Human Nutrition</p> <p>Winter 11-63-374. Clinical Nursing Experience 11-63-375. Nursing Care of Clients with Complex Health Problems II 11-63-389. Community as a Client 11-63-xxx. One Nursing option – available options rotate each year. Arts option Open option</p> <p>Intersession 11-63-378. Clinical Nursing Experience (2 weeks – 72 hours total). Note: this “consolidation” course normally is taken during the last week of April and first week of May, immediately following Winter term final exams.</p> <p>NOTE: all option courses must be completed prior to taking Year 4 level nursing courses.</p>	<p>Fall 11-63-472. Clinical Nursing Experience – Hospital (192 hrs)* or 11-63-476. Clinical Nursing Experience – Community (192 hrs)* 11-63-473. Concepts of Leadership in Nursing Practice 11-63-479. Issues in Global Health</p> <p>Winter 11-63-472. Clinical Nursing Experience – Hospital (192 hrs)* or 11-63-476. Clinical Nursing Experience – Community (192 hrs)* 11-63-481. Transition to Professional Practice</p> <p>* If 11-63-472 is taken in the Fall term, then 11-63-476 is taken in the Winter term. If 11-63-476 is taken in the Fall term, then 11-63-472 is taken in the Winter term.</p>

Clinical Nursing Experience Courses - Additional Information:

- Day, afternoon, evening, weekend, and/or night shifts may be required in all years.

YEAR I BSCN PROGRAM SCHEDULE -FALL 2016 -TENTATIVE FOR HEAD START

* Students will take either their 2 hour Health Assessment (63-166) lab on Tuesday or Thursday. Students must select a section that does not conflict with their clinical course (63-172) schedule.

**Anatomy & Physiology (A&P) labs (63-175) are scheduled in alternate weeks, on either Thursday or Friday, and are 2 hours long. Students must select a lab section that does not conflict with their clinical course (63-172) schedule and their Health Assessment (63-166) lab schedule.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY											
8:00-8:30		* 63-166 Health Asses Labs		* 63-166 Health Assess Labs	**63- 175 A&P Labs											
8:30-9:00	171-1 Intro to Nursing	166(51)HA lab MEB 3129	172-Clinical 8:00-4:20 Prof. D. Dayus	172-Clinical 8:00-4:20 Prof D. Dayus	**63- 175 A&P Labs											
9:00-9:20	Erie Hall 2123					(10) CN G129 (11) CS 53-2 (12) MEB 3112 (16) MB 3108 (18) CS 53-1	171-1 Intro to Nursing	(13) CS 53-2 (14) CS 53-1 (15) MEB 3112 (17) CN G129 (19) MEB 3100 (20) MEB 3108	Every other week							
9:30-9:50										Erie Hall 2123	166(56)HA MEB 3129	(53) A&P				
10:00-10:30															BB 103	
10:30-10:50																
11:00-11:20		166(52) HA MEB 3129	175(1) A & P I Theory TBA Erie Hall 3123	166(57)HA MEB 3129	(54) A&P BB 103											
11:30-12:00	175(1) A & P I Theory															
12:00-12:20									Erie Hall 3123							
12:30-12:50																
1:00-1:30		LUNCH	LUNCH	LUNCH	LUNCH											
1:30-2:00		166(53) HA MEB 3129		166(58)HA MEB 3129	(55) A&P BB 103											
2:00-2:20	166 (1)- HA I Theory															
2:30-3:00									Toldo 100							
3:00-3:20													166(61) HA MEB 3129			
3:30-3:50																
4:00-4:20	02-46-115(3) Psych															
4:30-5:00	Toldo 100		02-46-115(3) Psych													
5:00-5:20			Toldo 100													
5:30-6:00		166 (54) HA MEB 3129		166 (60)HA MEB 3129	(52) A&P BB 103											
6:00-6:20																
6:30-7:00																
7:00-7:20																
7:30-8:00		166 (55) HA MEB 3129														
8:00-8:50																
9:00-9:20																

FINAL EXAMS: 11-63-166 (theory): Dec.13 @3:30. Note: OSCE exam schedule TBA; 11-63-171: Dec. 16 @8:30; 11-63-172: Dec 17@8:30; 11-63-175: Sat. Dec. 15 @8:30; 11-63-175-labs: Dec. 19 @3:30;

02-46-115-3 Dec. 14 @8:30

Quick Tips when Reading your Schedule

- If you would like to see what courses you have left to complete in the nursing program or if you would like to learn about what courses you can take as options, go to "Academics, Academic Tools, Degree Audit" through your my.uwindsor.ca account. The Degree Audit is also referred to as the "DARS".
- Please note "T" represents Tuesday and "R" represents Thursday. If day states "TR" it represents Tuesdays and Thursdays.
- Courses for each semester can be found at <http://www.uwindsor.ca/registrar/541/timetable-information>.

Section Numbers Guide

- Sections 1-49 are clinical or theory courses
- Section 51-80 are lab sections
- Sections 91-96 is a registration code used to note that this is a partial distance course. The course is offered online but some tutorials and exams may still be in the classroom setting.
- Theory courses that are labelled section 30, 31, 32 are registration codes used to note that this is an evening course (on or after 7:00 pm).
- Nursing courses are designated by prefix 11-63- XXX(course)- XX(section number)

The Office of the Registrar has a list of important dates on their website. Please follow this link to review these dates: <http://www.uwindsor.ca/registrar/events-listing>

BScN COLLABORATIVE PROGRAM
POLICIES, BYLAWS, GUIDELINES

It is your responsibility to be familiar with and to follow the bylaws, rules and regulations of the University of Windsor and the BScN Collaborative Nursing Program.

Please Visit: www.uwindsor.ca/nursing

Go to www.uwindsor.ca/nursing/policies-bylaws-and-guidelines

This Link Includes:

- 1) Senate Bylaws
- 2) Collaborative BScN Nursing Student Clinical Placement Policies
 - University of Windsor Medications Administration Policy and practices (second and third year students)
- 3) Laboratory Guidelines for Students in the Faculty of Nursing
- 4) Cheating Policy for Faculty of Nursing, University of Windsor
- 5) Faculty of Nursing Notice of Use, Collection and Disclosure
- 6) Transportation Policy for Students and Instructors
- 7) Nursing Missed examination and Missed Assignment Policy
Forms, i.e. Police Clearance Request forms, Nursing Make-up Examination Request Form
Student Medical Certificate, www.uwindsor.ca/nursing/student-forms
- 8) BScN Collaborative Program Student Handbook. Please see the handbook for the Social Media Policy and Conflict of Interest Policy. <http://www1.uwindsor.ca/nursing/resources-for-current-students>.
- 9) Student with Disabilities/Accommodation Requirements Policy
<http://www1.uwindsor.ca/nursing/resources-for-current-students> in Student Handbook under Services and Support.

DISABILITY SERVICES

Our Role on Campus

To serve students with various documented disabilities including, but not limited to:

- Deaf/Hard-of-Hearing
- Low Vision/Blind
- Mobility Impairments
- Chronic Medical Conditions
- Learning Disabilities / ADD/ADHD
- Acquired Brain Injury
- Psychiatric Disabilities

Student Disability Process

Students with disabilities who require academic accommodations in any nursing course must contact an Advisor in Student Disability Services (SDS) to complete SDS Registration and receive the necessary Letters of Accommodation. After registering with Student Disability Services, you must present your Letter of Accommodation and discuss your needs with your professor(s) as early in the term as possible. Please note that deadlines for submission of documentation and completed forms to Student Disability Services are available on their website:

www.uwindsor.ca/disability.

Classroom Accommodations

- are adjustments provided to ensure that students with disabilities have fair and equal access to the curriculum and an opportunity to process classroom information

Exam Accommodations

- are adjustments to standard exam conditions that lessen the impact of the disability without fundamentally altering the nature or security of the examination or providing unfair advantage

Student Disability Services Website

www.uwindsor.ca/disability

RESOURCES

www.uwindsor.ca/support

Location:	Reason for assistance:
<p>Faculty of Nursing Main Office 3rd Floor room 336, Anthony P. Toldo Health Education Center</p>	<p>Student Advising Nursing Faculty offices</p>
<p>Aboriginal Education Centre (Turtle Island) Located at 496 Sunset Ave. Ext. 3481</p>	<p>Offers support and activities to meet Aboriginal student's academic, personal, and cultural needs.</p>
<p>Writing Support for Students Email: writingsupport@uwindsor.ca Link: http://leddy.uwindsor.ca/writing-help-services</p>	<p>A writing advisor is available at the Leddy Library – main desk on a drop in basis. Check http://leddy.uwindsor.ca/writing-help-services for hours.</p>
<p>Cashiers Office Chrysler Hall North, 1st Floor Ext 3307 Email: cashiers@uwindsor.ca</p>	<p>Tuition payments Account information</p>
<p>Student Success Center Dillon Hall</p>	<p>Provides workshops on resume writing, interview skills and job-search strategies. Job Fair and specialized career-specific seminars.</p>
<p>S.T.E.P.S Workshop Sessions Lower Level of Dillon Hall, room 117 Ext. 3471 (www.uwindsor.ca/steps)</p>	<p>S.T.E.P.S. offers sessions throughout the semester to introduce practical methods that can help students improve learning and study skills across disciplines.</p>
<p>International Students' Centre 2nd Floor, Laurier Hall Ext. 3938 Email: isc@uwindsor.ca</p>	<p>Centre offer students to become involved in various aspects of international student life on campus.</p>
<p>Registrar's Office Chrysler Hall North, Room 1118 Ext. 3315</p>	<p>Registration and Admissions Application Information DARS, add/drop/change course forms</p>
<p>Student Counselling Centre (SCC) Room 293 of CAW Student Centre The dedicated counsellor for nursing is Dayna Rodrigues. Book appts. x 4616</p>	<p>Provides free, short-term and crisis counselling by appointment. Offers workshops in areas such as stress and anxiety management.</p>
<p>Student Awards and Financial Aid Education Building, basement, room 1124 Ext. 3300</p>	<p>Awards, Bursaries Financial Aid Financial Problems OSAP Scholarships, Work-Study Program</p>

Location:	Reason for assistance:
Student Disability Services Lower Level of Dillon Hall Ext. 3288	Provides a number of services and accommodations for students with documented disability-related needs.
Student Information Resource Centre (SIRC) Located in the Common area of the CAW Centre. Ext. 7024	Provides information, with referral to other campus service
UWIN Office CAW Centre Lower Level x8946	This is where you obtain your UWIN ID Cards (clinical and student card)

Other Services Offered in the Student CAW Centre:

- Student Health Service
- Campus Parking Services
- General Academic Advising
- Pharmacy
- Food Services
- University Bookstore

Other on Campus Services

- Campus police (478 Sunset Avenue) 519-253-3000 ext.1234
- ATM's located throughout campus

Additional University of Windsor Student Support Services

<http://www.uwindsor.ca/156/lots-student-support-services>

Parking Services/ Map Links:

Directions to the campus, campus map (www.uwindsor.ca/campusmap) and Parking Services (<http://www.uwindsor.ca/parking/>)



Information on Bayshore Clearance Process

Students must attend a Bayshore Clinic as the final step in the process for their Bayshore Clearance prior to starting their clinical course. Bayshore will do a final review of all the clinical placement requirements to ensure students are prepared for their clinical placement. Please follow the steps below to guarantee your successful completion of all requirements.

Immunization/Test Records

The following immunizations/tests will be required prior to your clinical placement and proof of completion will be needed at your pre-clearance appointment. Specific immunization details are listed below.

- **Measles, Mumps Rubella (MMR)** vaccination: must provide proof of vaccination or serology report.
- **Tuberculosis (TB)** test: two-step TB Mantoux skin test **or** chest x-ray in case of positive TB skin test. If medical circumstances exclude you from having a TB skin test or chest x-ray, a healthcare provider must provide written evidence indicating that you are not a TB risk. A **2 step baseline is required** in the first year with a 1-step each year thereafter.
- **Varicella (chicken pox)**: must provide proof of vaccination or serology report.
- **Diphtheria/Tetanus (TD)** vaccination: up to date (recent within 10 years)
- **Pertussis** vaccination: up to date
- **Polio** vaccination: up to date
- **Hepatitis B** vaccination: up to date and serology report showing immunity required
- Annual **influenza** vaccination (i.e. flu shot): is not mandatory for entry to clinical placement; however, the Faculty of Nursing **strongly encourages** all nursing students to protect themselves with annual influenza immunizations. Several clinical placement agencies mandate this immunization. Non-immunized students may be denied access to the clinical placement agency, thus jeopardizing successful completion of their clinical course. The flu shot is offered free of charge at various locations each fall.

Non-Medical Requirements

Standard First Aid preparation is required **ONLY** at the start of the BScN program, and is not required in future years in the program.

Cardiopulmonary Resuscitation (CPR): *Basic Life Support for Health Care Providers (HCP)* is also required before you start the program. This must be HCP – some companies provide only Level C certification; however, this is not acceptable unless it is both Level C **and** HCP certification together. HCP certification alone (without Level C) is also acceptable. Annual CPR (HCP) re-qualification from a certified instructor will be required. **Note:** As per the Heart and Stroke guidelines, you must re-certify annually even if your card has an expiry date that is longer than one year.

Respiratory Mask Fit Testing (completed every two years)

- As mandated by the Canadian Standards Association, the Faculty of Nursing requires proof of mask fit testing for specific N95 respirators every two years – i.e. in Years 1 and 3. After you are tested, you will receive a mask fit test card, which you are required to keep and show at your pre-clearance

appointment. Please ensure that the agency performing the mask fit test uses respirator sizes that are used in South Western Ontario Hospitals - specifically 3M N95 8210 and 8110s. 9210+ should **only** be used if the student fails fit testing with the other two respirators

- Several health care providers, including Bayshore, offer mask fit testing for a fee.

Vulnerable Sector (or extended) Police Clearance

- The nursing program involves working with vulnerable populations. A vulnerable sector (or extended) police clearance must be obtained prior to starting your first clinical placement and annually thereafter. Some agencies require updated police clearances to be obtained every six months. The original police clearance must be taken to your pre-clearance appointment.
- Police clearance request forms are available on our website at <http://www.uwindsor.ca/nursing/338/annual-police-record-check-requirements-clinical-placements>
- A “positive” police check will not be cleared by Bayshore. Please contact the placement coordinator of your program.
- **Please start this process as soon as possible as background screens can be lengthy.**

The following three forms are found on the University of Windsor, Nursing website at <http://www.uwindsor.ca/nursing/376/medicalnon-medical-forms-pre-clearance> :

- Student WSIB Declaration Waiver
- Attestation of Notification of Change in Criminal Record Status
- Student Verification of Health Status

When you have completed all requirements on checklist, please contact the Windsor Bayshore Home Health Branch Monday-Friday from 8:30a.m.-4:30 p.m. to schedule an appointment - **Tel: 519-973-5411 or Toll-Free: 1-800-542-7471**. When making the appointment, please indicate which Bayshore office location you would like to go to for your appointment. Bring **ALL** of the above information to your appointment. A **\$40.00 fee (cash payments only)** will be due at the time of appointment*.

Bayshore Windsor
1275 Walker Rd., Unit 10
Windsor, ON N8Y 4X9

Bayshore Sarnia
49 Finch Dr., Unit 8
Sarnia, ON N7S 5C6

Bayshore Chatham
857 Grand Ave. W., Suite 206
Chatham, ON N7L 4T1

If your information is incomplete at the time of your appointment, you will have to make a follow up appointment, which will be an additional **\$15 fee.*

Cancellation: If you cancel with less than 24 hours notice or do not show up for your scheduled appointment, a **\$20 fee will be added to your next visit.*

Bayshore does not have access to previous records. All paperwork must be completed and students must bring proof of all immunizations and documentation to every appointment.

For questions regarding the clearance process, please email Natasha St. Louis- nstlouis@bayshore.ca

****Note: All students are required to cover all costs to obtain their CLEARANCE****

KEEP ORIGINAL DOCUMENTS IN A SAFE PLACE –

These documents will be required yearly!

Student Checklist

Once you have checked all the boxes below, then you are ready to make your appointment with Bayshore.

Important notes:

- Unlike in previous years, your healthcare provider is not required to complete or sign any forms prior to your appointment.
- Original documentation, including immunization records and blood work if required must be brought to **each** appointment, as Bayshore does not have access to previous records. Keep originals in a safe place.

Part 1: Immunization History:

- Diphtheria/Tetanus - Date of last Booster - required every 10 years.
- Tuberculosis Test (TB skin testing - Mantoux)

A **2 step baseline is required** in the first year with a 1-step each year thereafter

- Chicken Pox (Varicella) – must provide proof of vaccination or serology report
- Measles/Mumps Immunity:

Only the following will be accepted as proof of measles/mumps immunity:

- Documented evidence of immunity with 2 doses of live measles/mumps vaccine
OR
- Laboratory evidence of immunity: Titre (measles) and Titre (mumps)

- Rubella Immunity:

The person can be considered immune to Rubella if they have one of the following:

- Laboratory evidence of Rubella immunity - Titre (rubella)
OR
- Documented evidence of immunization with live rubella vaccine.

Important note re above Measles/Mumps/Rubella (MMR): The University of Windsor requires students who have only received one MMR vaccine to have laboratory evidence of immunity to Rubella (Titre). Approximately 5% of people are not immune to Rubella and therefore require a second vaccine.

- Pertussis Immunity: up to date
- Polio: up to date
- Hepatitis B Series—*Please note: Lab evidence of immunity is **MANDATORY**

Post Immunization Titre within 1 to 6 months of completion of vaccine series

- Flu Vaccine: Strongly encouraged by the Faculty of Nursing.

Part 2: Non-Medical Requirements:

- Standard First Aid (**required upon entry into 1st year of BScN Program only**)
- CPR Level HCP (Health Care Providers) Card - Annual recertification. **Note:** As per the Heart and Stroke guidelines, this must be re-certified annually even if your card has an expiry date that is longer than one year.
- Respiratory Mask Fit Testing (completed every two years - i.e. in Years 1 and 3) Please ensure that the agency performing the mask fit test uses respirator sizes that are used in South Western Ontario Hospitals – specifically 3M N95 8210 and 8110s. 9210+ should **only** be used if the student fails fit testing with the other two respirators.
- Vulnerable Sector (or extended) Police Clearance annually (Photo ID required with birthdate)
- Student WSIB Declaration Waiver
- Attestation of Notification of Change in Criminal Record Status
- Student Verification of Health Status

Bayshore Windsor
1275 Walker Rd., Unit 10
Windsor, ON N8Y 4X9

Bayshore Sarnia
49 Finch Dr., Unit 8
Sarnia, ON N7S 5C6

Bayshore Chatham
857 Grand Ave. W., Suite 206
Chatham, ON N7L 4T1

Call either of these numbers (Monday to Friday, 8:30 a.m. to 4:30 p.m.) to schedule appointments at any of the above Bayshore locations: 519-973-5411 or toll-free: 1-800-542-7471