Welcome Package 2019 - 2020 Saskatoon

SASKATCHEWAN COLLABORATIVE
BACHELOR OF SCIENCE IN NURSING (SCBScN)

SASKATCHEWAN POLYTECHNIC | University of Regina

Saskatchewan Collaborative Bachelor of Science in Nursing
2019-2020 Welcome Package
Saskatoon

Welcome to the Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) program!

Please read all sections of this welcome package carefully as there are several required tasks to complete with varying deadlines.

Things to do before you start the program

Due Date: Mandatory Group Academic Advising Session

☐ **Register and attend one mandatory Group Academic Advising session**
- Session dates and times are listed in the "What is mandatory Group Academic Advising?" section. Choose one session only to register for.
- Failure to register for one session by August 1, 2019 may lead to cancellation of your admission in the SCBScN Program (*students coming off the wait list late in the summer may be exempt from this*)

☐ **Complete the HSPnet Consent Form and bring to your Group Academic Advising session**
- Review the attached "Identified Purposes and Handling of Personal Information and Personal Health Information in HSPnet" handout
- Review and sign the attached "Consent Form for Use and Disclosure of Student Information" sheet

☐ **Complete the SCBScN Student Expectations and Professional Accountability Contract and bring to your Group Academic Advising session**
- Review, complete, initial, sign and date the attached "SCBScN Student Expectations and Professional Accountability Contract"

Due Date: August 1, 2019

Submit an **original hard copy** of the following documents to the SCBScN program **by mail or in person** to:

Saskatoon SCBScN Office, Room 308
Saskatchewan Polytechnic
1130 Idylwyld Drive
Box 1520
Saskatoon, SK S7K 3R5

☐ **Criminal Record Check and Vulnerable Sector Search (CRC-VSS)**
- Must be dated six months or less prior to the start of the program (March 2019+)
- Submit **original** document to the Saskatoon SCBScN Office, room 308; **copies will not be accepted**
- Students that are under 18 years of age at the time of program start date must still provide a criminal record check (not including vulnerable sector search) to meet requirements of the CNUR 100: Community Partnerships course. If you have any questions, please call 306-659-4085

Submit the following documents to the SCBScN program **by email**, either scanning or photographing them separately, to: saskatoonscbscn.documents@saskpolytech.ca If you have any questions, please call 306-659-4085.

☐ **Basic Life Support (BLS) Providers or CPR for Healthcare Providers (CPR-HCP) Certificate**
- Must be dated year of entrance (2019)
- Basic Life Support (BLS) Providers is available through the Heart & Stroke Foundation
- CPR for Healthcare Providers (CPR-HCP) is available through St. John Ambulance or the Canadian Red Cross

☐ **Standard First Aid Certificate**
- Must be dated year of entrance (2019)
- Standard First Aid is available through the Heart & Stroke Foundation, St. John Ambulance or the Canadian Red Cross

☐ **Immunization Record and Blood Test Results**
- Please see attached "Immunization Requirements for Healthcare Students 2019-20" and "Sample Lab Requisition for Hep B and Varicella" for detailed instructions on how to obtain and submit a history of your immunizations and blood test results

☐ **WHMIS Certification**
- Must be dated year of entrance (2019)
- WHMIS is provided by the University of Regina and is completed by new students via UR Courses. You will receive access to WHMIS and UR Courses following your mandatory Group Academic Advising session.
- A copy of your certificate must be submitted to the program by email

Things to do once you start the program

Due Date: September 4 - 6, 2019

☐ **Attend the mandatory SCBScN Program Orientation Sessions: Room 104, Saskatchewan Polytechnic - Saskatoon Campus.** Students are required to attend all days in their entirety. If a student is late or misses a portion of mandatory orientation, they will be removed from the program.

Due Date: October 2, 2019

☐ **Complete uniform fitting at Uniform Choice** (located at 7A-3110 8th St. E, Saskatoon, SK)

Due Date: November 1, 2019

☐ **TLR® (Transferring, Lifting, Repositioning) Certificate**
- Must be dated year of entrance (2019)
- TLR® is available at Saskatchewan Polytechnic: https://saskpolytech.ca/programs-and-courses/part-time-studies/course/transfer-lift-repostntlrrc/SPCR-100CE/

☐ **Respiratory FIT Testing**

- Must be dated year of entrance (2019)
- An N95 mask is a type of mask that is worn in the practice education (clinical) setting to protect against airborne communicable diseases such as H1N1. In order to ensure you are wearing a mask that gives adequate protection you must be "fitted" as there are a number of different sizes and types of masks.

NOTE: Students must be Fit Tested using specific mask sizes and should bring this list to the service provider doing their Fit Testing	**Mask Sizes for FIT Testing** Kimberly Clark PRF-95 – Small or Regular 3M-1860 3M-1860S 3M-1870+
Recommended Fit Test Providers in Saskatoon and area:	**Advanced First Aid & CPR Training** 306-220-0854 bruce@advancedfirstaidtraining.ca http://advancedfirstaidtraining.ca/ **Levitt Safety** 1-888-453-8488 https://www.levitt-safety.com/contact/levitt-safety-saskatoon/

What is Mandatory Group Advising?

Please email nursing@uregina.ca to register for the following group advising session:

Wednesday, August 21st 12:30 -4:00 p.m.

This session will be held at Saskatchewan Polytechnic – Saskatoon Campus, in the Computer Lab room #102.5 (online option available)

During your mandatory Group Academic Advising session you will:

- Get familiar with SCBScN and available student supports
- Meet new classmates and your academic advisor
- Receive your fall schedule
- Learn how to use UR Self-Service, UR Webmail, and UR Courses
- Learn about what it's like to be a nursing student

What to bring to your Group Academic Advising session:

- Acceptance letter with your University of Regina student number
- HSPnet Consent Form for Use and Disclosure of Student Information (signed by a parent if under 18)
- SCBScN Student Expectations and Professional Accountability Contract
- Paper and pen for notes
- List of any questions you may have

Failure to attend the above session may lead to cancellation of your admission in the SCBScN Program.

What is the University 101 workshop?

Are you dreaming about what university life will be like? Worried you won't know your way around? Want to learn new study and time management techniques?

University 101 is designed to help you prepare for a successful first year of nursing education! University 101 is led by your academic advisor and a campus tour is led by upper year nursing students. Join us for the day and gain new found confidence.

University 101 and Tour

Wednesday, August 28 from 9:00 a.m. to 3:30 p.m. - Room 309

Sign up by emailing your advisor (nursing.saskatoonadvisor@uregina.ca)
** Please bring your own lunch **

What is the SCBScN mandatory Orientation?

University begins on **Wednesday, September 4, 2019**. Mandatory SCBScN program orientation takes place on **Wednesday, September 4, 2019 from 10:00 a.m. to 4:00 p.m.** All students are to pick up their SCBScN program orientation package outside Room 104, Saskatchewan Polytechnic - Saskatoon Campus between 9:30 a.m. and 10:00 a.m. Students are required to attend all days in their entirety and arrive on time. If a student is late or does not attend both days, they will be removed from the program.

All students will attend mandatory SCBScN programming on **Thursday, September 5** and **Friday, September 6, 2019.** You will receive a detailed agenda at your mandatory Group Academic Advising session. Your regular SCBScN Fall 2019 class schedule will begin the following week (refer to UR Self-Service).

What are the textbooks and other supplies I need?

Textbooks

The Fall textbook list is generally available by early August. You may access your personalized list through UR Self-Service. You have two options for purchasing textbooks:

1. **Online**: Order through UR Self-Service account or at Saskatchewan Polytechnic https://saskpolytech.ca/student-services/academic/bookstores.aspx (shipping charges may apply)
2. **In Person:** Purchase at the Saskatchewan Polytechnic Bookstore

Uniforms and Casual Dress

Mandatory Program Uniforms (Scrubs) – Standardized uniforms promote professionalism, role identification as well as improved personal safety and infection control. All students enrolled in the SCBScN program are required to wear a standardized uniform with the SCBScN logo and a year pin in the practice education setting (clinical).

Uniform Choice – is the provider in Saskatoon of uniforms for the SCBScN program. Students can visit the store (located at 7A-3110 8th St. E, Saskatoon, SK) to be fitted for their uniform. Students need to be fitted by **October 2, 2019**; uniforms will arrive in December.

Business Casual Dress – Students will need to be prepared to dress business casual for presentations and guest speakers.
For Women – A reasonable length skirt or pants of a non-jean material combined with a top (such as a dress shirt or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also considered acceptable. Revealing necklines and excessively high heels are not acceptable.
For Men – A combination of a collared shirt (such as a dress shirt), trousers (such as khakis or blue, green, brown, or black trousers). Jeans are NOT acceptable business casual attire. A blazer or business jacket can be added as an option.

Electronic Mobile Device

This is a generic term for devices like the iPod Touch and smartphone (iPhone/Android/BlackBerry/Windows Phone). The device will be used for the following services:

- SNApp web application – an online service used to capture things learned in clinical settings
- Nursing Central – an application which has been licensed for your use in the class and clinical environments

A license for this software has already been paid for in your student fees, and you will be provided with an opportunity to download the software once your first semester begins; please do not purchase a copy of Nursing Central ahead of time.

Nursing Central **does not** require you to be connected to the internet continuously; therefore students are not required to commit to a wireless data plan while attending the program. A device that is able to connect to the internet using Wi-Fi is sufficient. The device should be small enough to fit in your pocket; such devices as IPad, tablets, etc, are not to be used.

Other Required Resources

These items are available at the University of Regina and Saskatchewan Polytechnic bookstores:

- Protective eyewear
- Stethoscope with bell and diaphragm head
- Watch with second hand or digital readout in seconds (an EMD is not a substitute for this requirement)
- Writing style guide for APA formatting
- Year one student pin

Accommodation Process

The following steps must be completed to access accommodations during the program. We recommend students complete this process prior to the start of the semester. (Examples of accommodations; extended time, quiet space, etc.)

If an assessment has not been done that indicates a diagnosis/disability:

1. Obtain professional verification of a permanent or temporary disability from your doctor or appropriate heath care professional. Third party documentation will be required for your intake appointment.
2. Connect with either the Sask Polytechnic Accessibility Services (AS) to schedule an appointment for an assessment. Sask Polytech AS Saskatoon: 306-659-4050.
3. Once you receive a copy of your diagnosis/disability documentation from Sask Polytechnic, you must then schedule an intake appointment with the University of Regina Centre for Student Accessibility (CSA). You can schedule a phone intake appointment by calling 306-585-4631. This will ensure uninterrupted access to accommodations since you will have faculty who receive accommodation information from only one institution.

If you have had an assessment done previously:

1. Connect with Sask Polytechnic Accessibility Services (AS) – schedule an intake appointment: 306-659-4050
2. Intake appointment with SK Poly AS – bring a copy of your diagnosis/disability documentation, sign an accommodation plan, etc.
3. Connect with University of Regina Centre for Student Accessibility (CSA) – schedule an intake appointment 306-585-4631 (Saskatoon: telephone intake)
4. Intake appointment with U of R, CSA – ensure you have a copy of your diagnosis/disability documentation, sign an accommodation plan, etc.

Going forward in your program:

1. U of R: Each semester complete CSA online accommodation letter request form https://www.uregina.ca/student/accessibility/students/acommodation-request.html
2. Sask Polytech: Each fall semester connect with AS to review plan. Once the above steps are complete, letters will be sent to the professors/instructors.

Students must contact their professors/instructors at least two (2) weeks prior to any quiz or exam to discuss and arrange accommodations. Please visit the links below for more information on accommodations:

Sask Polytech Accessibility Services
https://saskpolytech.ca/student-services/support/accessibility-services.aspx
Saskatoon: 306-659-4050
Room 114

University of Regina Centre for Student Accessibility
https://www.uregina.ca/student/accessibility/
accessibility@uregina.ca
306-585-4631
Riddell Centre, Room 251

What are some of the other supports available?

It is a good idea to familiarize yourself with logistics like parking, bus routes, and location prior to your first day of programming. You should also become familiar with the student supports available; counselling, library services, recreation and athletic services, and many more services that are available to students free of charge or that are included with student fees!

Review both institutions' websites (www.uregina.ca and www.saskpolytech.ca) for information on services and programs, as well as the SCBScN program website www.sasknursingdegree.ca as important information will be posted here throughout the year.

The University of Regina and Saskatchewan Polytechnic have specialized supports and services for equity students. Please contact these supports if they are relevant to you:

Academic Advisor and Indigenous Support Coordinator
Christine Phillips
University of Regina
508 RIC Building
306-337-2554
nursing.indigenouscoordinator@uregina.ca

Aboriginal Nursing Student Advisor
TBD
Sask Polytech (*Saskatoon Campus)*
Room 404.5
306-659-4221

UR International
(International Student Support)
University of Regina
306-585-5082
international@uregina.ca

Centre for Student Accessibility
University of Regina
Riddell Centre 251
306-585-4631
accessibility@uregina.ca

Learning Services
Sask Polytech *(Saskatoon Campus)*
Room 121
306-659-4050
StudentServicesSaskatoon@saskpolytech.ca

Newcomer & International Centre
(International Student Support)
Sask Polytech (*Saskatoon Campus)*
306-659-4801 (Counsellor)
306-659-4666 (Language Instructor)

What else do I need to know?

Attend class, study hard, and make friends! If you ever need assistance or are unsure of what to do, please do not hesitate to contact us at:

University of Regina
Faculty of Nursing
Room 508, Research and Innovation Centre (RIC)
3737 Wascana Parkway
Regina, SK S4S 0A2
Email: nursing@uregina.ca
Phone: 306-337-3300
Toll Free: 1-855-830-3300

Saskatchewan Polytechnic
School of Nursing (SCBScN Program)
Room 308
1130 Idylwyld Dr. N.
Saskatoon, SK S7K 3R5
Phone: 306-659-4085

Health Sciences Placement Network
Réseau de gestion des stages en sciences de la santé

Identified Purposes and Handling of Personal Information and Personal Health Information in HSPnet

Updated: September 1, 2016

Background

The Health Sciences Placement Network (HSPnet) is a secure web-based system that is used by several provinces in Canada. The HSPnet system contains information about students in clinical placements within health agencies and other placement sites. Students authorize their educational program to use and disclose their Personal Information (name, student profile) and to use (but not disclose) their Personal Health Information via HSPnet for the purpose of locating and coordinating placements as required for their educational program. This document provides a summary of the national HSPnet Policies relating to the protection of student information within HSPnet. The full Policies can be viewed on the HSPnet website at www.hspcanada.net.

Collection, Use, and Disclosure of Personal Information and Personal Health Information in HSPnet

HSPnet policies ensure that Personal Information and Personal Health Information in HSPnet:

- Are collected, used, and disclosed only for purposes consistent with identifying and coordinating a student's clinical placements;
- Cannot be used or disclosed without the consent of the student whose Personal Information or Personal Health Information is to be collected; and
- Are used by or disclosed on need-to-know basis only, and accessed by those involved in student placements from an educational program or placement site. Personal Health Information is not disclosed to users outside of the student's educational program.

Personal Information Collected *May include any or all of:*	**Uses of Personal Information** *BY authorized users in the student's educational program*	**Disclosure of Personal Information** *TO authorized users at the placement site*
• Student name • Student home address, phone numbers, email addresses • Student number • Student photograph • Placement Preferences (1st, 2nd and 3rd choices if offered) • Student gender • Student certification ID with registering body for their discipline (e.g. RN Association, College of Physicians and Surgeons) • Date of Birth: DD/MM (excludes year)	• To contact students regarding placement needs or status, or regarding urgent issues such as labour disruption at the placement destination • To generate class placement lists, confirmation notices and schedules • To maintain a student history of placements	**Student name** is disclosed after a placement is accepted by the site and confirmed by the educational program, to facilitate arrangements (such as orientation and preceptor assignment) and as a record of placements. Name may be disclosed prior to acceptance if the site has a reasonable justification (e.g. to arrange a student interview). **Student email address** (issued by the educational program) may be released to support administration of computer access at the site. **Student certification ID** may be released to sites if needed to coordinate placement arrangements such as computer access. **Student gender** may be disclosed in the following limited situations: • For allocation of change rooms and lockers at the site • For matching the gender of the student and supervisor (e.g. for homecare visits where the client may specify a preference). **Date of Birth (DD/MM):** may be released to sites if needed to coordinate placement arrangements such as computer access.
Student prerequisite status as required by placement sites (e.g. criminal records check, CPR or other certifications)	To track student compliance with each site's published requirements for criminal records check, CPR certification, etc.	Not disclosed
Student profile of educational or work history relevant to placement requests	To facilitate a good fit between the student and the placement Site, learning experiences offered, and supervisor/preceptor to be assigned.	

Personal Health Information Collected *May include any or all of:*	**Uses of Personal Health Information** *BY authorized users in the student's educational program*	**Disclosure of Personal Health Informatioyannn** *TO authorized users at the placement site*
Status of compliance with site requirements for safety and/or infection control: • Information on a student's immunity or immunization status for vaccine-preventable diseases such as Varicella, Diptheria/Tetanus, Influenza, and Measles/Mumps or Rubella • Information on Tuberculosis status including TB test and/or chest X-ray results	To track status of a student's eligibility according to the requirements of placement sites	Not disclosed

Safeguards

- The accuracy and completeness of personal information within HSPnet is maintained through the use of system tools such as mandatory fields and formatting rules, and through periodic reviews of data quality to identify the need for interventions such as user training or system modifications.
- HSPnet data is physically and logically secured in accordance with industry standards and best practices, including enforcement of strict rules for physical security and backups, password protection at all points of access, and use of anti-virus software, firewall protection, and data encryption.
- Periodic audits of HSPnet transactions are carried out to ensure there are no problems and/or gaps in the user interface that might permit inappropriate access to or update of data.
- Personal information on each student, along with their placement history, is retained for a housekeeping period of180 days after the student's completion of or withdrawal from the educational program, or after the consent expiry period of six years, whichever occurs first. A copy of their Personal Information is available to a student upon request to their jurisdiction's Privacy Officer or the national HSPnet Privacy Officer.

Openness, Access, and Challenging Compliance

- An individual can access their own information as well as a complete description of the type of Personal Information or Personal Health Information used/disclosed and the purposes for using or disclosing the information. Such requests can be made in writing by the student to the national HSPnet Privacy Officer and/or to the local Privacy Officer within the student's jurisdiction (contact information for each province or jurisdiction is available on the HSPnet website at www.hspcanada.net/privacy/index.asp).
- An individual may request changes to their Personal Information or Personal Health Information contained in HSPnet, or may register a complaint or challenge regarding the handling of their information in HSPnet, by submitting a request in writing to the national HSPnet Privacy Officer or local Privacy Officer within their jurisdiction.

Consent Form for Use and Disclosure of Student Information

Student Name: _____ Student No: _____

1. Permission to Use and Disclose Your Student Related Personal Information and Personal Health Information

By signing this consent, you authorize your educational Program _____ to:

- Collect, use and/or disclose your personal information (name and student profile information that is under the custody and control of your Program) to authorized staff of Receiving Agencies for the purpose of locating and coordinating an appropriate placement experience (e.g. clinical practica, fieldwork, or preceptorship) as required by your educational program;
- Use your student related personal information and personal health information relating to placement prerequisites, for the purpose of tracking your compliance against Receiving Agency safety and infection control prerequisites for accepting students. Placement prerequisites that may be tracked include personal information such as CPR certification or criminal records check status, and personal health information such as immunity/immunization status of vaccine-preventable diseases. Placement prerequisite information is used only by staff involved with your educational program, and is never disclosed to users external to your educational program.
- Disclose your personal information to the owner and administrator of the HSPnet system, namely Provincial Health Services Authority British Columbia (PHSA), to allow PHSA to indirectly collect your personal information to provide HSPnet student placement services.

2. Consent Period

This consent is effective immediately and shall remain valid for up to six years, or shall be voided upon your completion of the Program, your formal withdrawal from the Program, or upon written request as described below.

3. Your Rights With Respect to This Consent

3.1 Right to Refuse Consent - You have the right to refuse to sign this consent, and if you refuse your placement will be processed manually at the earliest convenience of the Program and Receiving Agency.

3.2 Right to Review Privacy & Security Policies - A copy of the document entitled *Identified Purposes and Handling of Personal Information in HSPnet*, which summarizes Privacy and Security policies relating to how we may use and disclose your personal information via HSPnet, is distributed with this Consent Form. You may wish to review the complete Privacy and Security Policies for HSPnet before signing this consent. The Privacy and Security Policies may be amended from time to time, and you may obtain an updated copy by contacting privacy@hspcanada.net.

3.3 Right to Request Restrictions on Use/Disclosure - You have the right to request that we restrict how we use and/or disclose your personal information or personal health information via HSPnet for the purpose of locating and coordinating a suitable placement experience. Such requests must be made in writing to the placement coordinator for your Program. If we agree to a restriction you have requested, we must restrict our use and/or disclosure of your personal information in the manner described in your request. If this restriction precludes our ability to coordinate your placement via HSPnet, then your placement will be processed manually at the earliest convenience of the placement coordinator and receiving agency.

3.4 Right to Revoke Consent - You have the right to revoke this consent at any time. Your revocation of this consent must be in writing to the placement coordinator for your Program. Note that your revocation of this consent, or the voiding of this consent upon your completion or withdrawal from the Program, would not be retroactive and would not affect uses or disclosures we have already made according to your prior consent.

3.5 Right to Receive a Copy of This Consent Form - You may request a copy of your signed consent form.

Collection of your personal information is done under the authority of the privacy legislation that applies to educational institutions in your province. For more information visit www.hspcanada.net/privacy/index.asp.

I hereby authorize my educational Program to use and/or disclose my personal information via HSPnet for the purpose of locating and coordinating appropriate student placement(s) as required by the curriculum.

Signature of Student	Name/Signature of Parent/Guardian *(if student is under18 years of age)*	Date

SCBScN Student Expectations and Professional Accountability Contract

Faculty and staff of the Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) program, have responsibility to the Saskatchewan Registered Nurses Association (SRNA), Canadian Nurses Association (CNA), and the general public to ensure that students and graduates of the SCBScN program are competent and professional in their academic performance and nursing practice.

The SCBScN program expects all students to act in a manner which demonstrates an understanding of the professional responsibilities of a nurse. This document serves as a contract, outlining a selection of the behaviours and professional accountability expected of all SCBScN students.

Prior to beginning studies in the SCBScN program, all students must review this document. Students are required to initial the bottom of each page and provide a full signature at the end of the document to demonstrate their understanding and agreement of the *SCBScN Student Expectations and Professional Accountability Contract.* This contract must be received by the Nursing Student Services office no later than the first day of fall term classes.

Attendance

Students are expected to attend all lectures, labs and clinical experiences. The SCBScN program recognizes circumstances do occur which might affect attendance; however, students will not be excused for absences, regardless of the reason. There is no mechanism for students to make up missed time from lectures, labs and clinical experiences. When students miss lectures, labs and clinical experiences they miss critical nursing knowledge and opportunities to apply their knowledge and skills thereby impacting their ability to provide safe, competent nursing care. The program is obligated to guarantee a minimum number of student attendance hours in the program to ensure that comprehensive learning and evaluation have occurred. Students who miss more than 10% of lectures, labs and/or clinical experiences may be unable to meet the course objectives and therefore, may be removed from the course.

Clinical orientations and other learning experiences that are assigned as mandatory program components must be attended as scheduled, failure to do so will result in withdrawal from the course and may impact progress in the program.

If students are concerned about meeting the attendance requirements, or situations arise during the study term which will affect future attendance, students are expected to inform the program as soon as possible and meet with an academic and/or nursing advisor to discuss support services available and future course planning options.

Social Media

The SCBScN program recognizes and values that social media is a significant aspect of student's learning in the post-secondary academic environment; however, students are expected to use social media in a responsible, professional and confidential manner. Once a message is posted on the internet, in any form, even when privacy settings are at their most restricted, the posted message is **not** considered to be private or confidential and must be considered a permanent record online.

It is **never** appropriate to post messages or photos about clients, patients, clinical placement settings, fellow students, faculty, or staff. Even if the post does not include a name, other details may be used to identify who or what the post is about.

If students are concerned about a situation with another person, the program, clinical placement area, or institutional practice the student is expected to speak directly with the person or program representative involved.

Inappropriate use of social media will be addressed by the SCBScN program and may result in expulsion from the program and/or the University of Regina and Saskatchewan Polytechnic. This contract will be considered the first and only warning about the consequences of inappropriate use of social media.

Program Communication

The four official electronic methods of communication between students and the SCBScN program are UR Webmail, UR Courses, UR Self Service and Health Sciences Placement Network (HSP*net*). Students are responsible for monitoring

these systems on a regular basis to ensure they stay informed of all changes, requests and communications concerning the SCBScN program.

Students who do not check their electronic communication systems on a regular basis are at risk of missing key information needed for the successful completion of the SCBScN program. Students need to be aware that forwarding UR Webmail to another email account is unreliable and may result in missing important communications.

Risk Management

Students are required to submit various risk management documents by the posted deadlines. Failure to submit these documents on time will prevent student registration in required courses. Since program courses are generally only offered once per year, missing required registrations will result in a delay in program progression.

The required risk management documents and deadlines are:

Due by August 1, 2019:
Criminal Record Check and Vulnerable Sector Search
Immunization Record
Workplace Hazardous Materials Information System (WHMIS)
Standard A First Aid
BLS-CPR Health Care Provider

Due by November 1, 2019:
Transferring, Lifting, Repositioning (TLR®)
Respiratory FIT Testing

Renewal every 2 years while in program:
BLS-CPR Health Care Provider
Respiratory FIT Testing

Renewal every 3 years in while in program:
Transferring, Lifting, Repositioning (TLR®)

Renewal prior to year 4:
Criminal Record Check and Vulnerable Sector Search

If a change occurs to a student's Criminal Record Check and Vulnerable Sector Search during the duration of the SCBScN program, the student must notify the Program Head immediately, failure to do so may result in expulsion from the program.

Once immunization records are assessed, it may be recommended for students to receive further vaccines. Students can choose to **not** receive a vaccine; however, they must sign a waiver form acknowledging possible risks by remaining unvaccinated. Many clinical agencies have policies regarding immunizations required by students and have the right to refuse unvaccinated students entry to their environment; this may result in the student being unable to complete the requirements of the clinical rotation.

Additional risk management documents will be required while in the program that are related to specific clinical placements (e.g., Work-Based Learning Contract, Workers Compensation (WCB) forms, Confidentiality Agreements, FIT Testing). Students have a professional responsibility to ensure that they have completed all the risk management requirements.

Students are responsible for regular monitoring of their own risk management documents and ensuring they are up to date. Students can find a record of the information they submitted to the program on HSP*net*. Current, up to date risk management documents are requirements for entering the clinical setting. Students who do not present up to date requirements will not be permitted to participate in the clinical experience.

Professionalism

The nature of the study and practice of nursing places individuals in a position of trust in relation to clients and in a close relationship with fellow students, colleagues and staff in the university and clinical settings. A student's performance in a clinical setting that does not meet the expectations of the experience has the potential to cause physical and/or emotional harm to the client, significant others, and/or other health care providers; such performance may damage the reputation of the educational program and institution(s) as well as harm the reputation of the profession of nursing.

As future nurses, students must adhere to professional nursing expectations, values, and ethics, which include respect for inherent dignity and worth of the person, the pursuit of social justice, service to humanity as well as integrity, confidentiality and competence in professional practice. In addition, students must adhere to legal statutes and requirements governing the practice of nursing.

A student in the SCBScN program may be required to discontinue from their program of studies when the student is found to be unsuited for the profession of nursing through consideration of competence or professional fitness.

University of Regina Undergraduate Calendar and SCBScN Student Handbook

Students are responsible for informing themselves on all University of Regina Undergraduate policies listed in the Undergraduate Calendar (www.uregina.ca) and the SCBScN Student Handbook (Student Portal on UR Courses). All policies listed in the above publications, even if not repeated specifically in this document, are expected to be adhered to by all students.

I, _____, agree that my signature below reflects that I have read and agree to comply with all terms in this contract. I acknowledge my responsibility to fully understand this document and all policies listed in the University of Regina Undergraduate Calendar and the SCBScN Student Handbook. If I have questions about this document or other policies relating to my university studies, I understand I can seek assistance from an Academic Advisor, Nursing Advisor, Student Advocate, or other form(s) of Student Support Services.

Consequences for failing to comply with the expectations and responsibilities in this document may include, but are not limited to, placement on probation or performance contact, assignment of failing grades or grade reduction, removal from a course, dismissal from the program, suspension or expulsion from the University of Regina and/or Saskatchewan Polytechnic.

_____ **Signature**

_____ **Witness**

_____ **Student ID #**

_____ **Date**

Initials

SASKATCHEWAN COLLABORATIVE
BACHELOR OF SCIENCE IN NURSING

Immunization Requirements for Healthcare Students 2019-2020

Please complete each of these steps:

Step 1: ☐ **Obtain a copy of your history of immunizations.** This would include childhood and school-age records and possibly immunizations received for employment, travel or for other post-secondary education.

- If you do not have a copy of your childhood or school age record, call the Public Health Office where you attended elementary and high school.

Step 2: ☐ **Get a blood test done for Immune Status (IgG) for the following or submit the documentation of a previous result that was taken within 2 years of the start of the program for:**

- Varicella-zoster Immune status/IgG
- Hepatitis B surface antibody (HBsAB).

Please take this sheet and the attached sample lab requisition with you to a physician or Nurse Practitioner so they can order the blood tests. *Note: Do not go directly to a lab.

Step 3: ☐ **Obtain a copy of the blood test results from the physician or Nurse practitioner who ordered the test(s).**

Step 4: ☐ **Submit the reports of your blood tests results and your immunization records to your program.** *Please keep a copy for yourself.*

The deadline for submitting these documents to the program is August 1, 2019

Submit to the Saskatoon SCBScN office, Room 308

By Email: saskatoonscbscn.documents@saskpolytech.ca or

By Fax: 306-659-4613

The Saskatchewan Polytechnic Campus Health Nurses will provide you with any required immunizations ***on campus, after your program begins***. The program will set up appointments for you to come to the Campus Health Office.

These immunization requirements **must be met** before your first clinical experience. Those failing to complete the required immunizations *may* be excluded from some areas of clinical practice until the requirements are met.

Saskatchewan Health Authority

Roy Romanow Provincial Laboratory
Chemistry & Immunoserology Requisition

Patient's Name & Address (Print Clearly)

Patient HSN

Birthdate D / M / Y

Gender ☐ Male ☐ Female

Sending Location Phone #

Provider (Include First Name and Middle Initials)

Provider MSB#

Return Address (Provider/Clinic/Hospital) Clinic # _____

Provider or Lab Phone Number _____

HIV Only: Confidential Patient ID Code (see reverse)

☐☐ First 2 letters of first name ☐☐ First 2 letters of last name

Travel History

Symptoms Onset Date D / M / Y

Hospital ID, Ward or Room # ☐ In Patient ☐ Out Patient

Outbreak #

If Additional Copy is Required:

☐ Fax to Ordering Provider - Fax # _____

☐ Provider _____ (Last Name First Name Initial) Fax # _____

Address _____

City/Prov. _____ Postal Code _____

Diagnosis

Medication

Collection Date D / M / Y

Collection Time H / M

Sample Type

☐ Serum ☐ Plasma (Heparin) ☐ Urine

☐ Blood ☐ Plasma (EDTA) ☐ CSF

☐ Plasma (K_2EDTA – Royal Blue)

☐ All tests indicated with a pink selection box can be performed on a **single** 13 x 100mm x 5.0 mL gold top SST provided the tube is full and the sample is not hemolyzed. Place tube for pink highlighted tests in pink foam rack unless patient has non-pink tests ordered then place all tubes (except frozen*) in blue foam rack for transport to SDCL.

CHEMISTRY

☐ Thyroid Screen (TSH) ☐ On thyroid medication or previous abnormal result

If approved: ☐ Free T3 ☐ Free T4

☐ Estradiol ☐ DHEA-SO_4 ☐ Lipase

☐ Progesterone ☐ Cortisol ☐ B12

☐ Prolactin ☐ Magnesium ☐ Ferritin

☐ LH/FSH ☐ Cholinesterase ☐ Iron Studies (Iron, Transferrin, Ferritin)

☐ Testosterone ☐ Ceruloplasmi

☐ SHBG/FAI ☐ Phenylalanine ☐ FIT (FOBT) (Stool)

☐ RBC Folate Hematocrit (EDTA whole blood) _____ ☐ Neurological Condition

→ **Required** - Please attach CBC result

☐ 25-OH Vitamin D Status (Combined Total D2 &D3)

***Samples must be received frozen for the following tests:**

☐ Gastrin* ☐ ACTH* ☐ 17-OH Progesterone*

☐ Insulin* ☐ C-Peptide* ☐ Free/Total Carnitine*

☐ HGH* ☐ Homocysteine* ☐ Methylmalonic Acid*

☐ iPTH* ☐ Androstenedione* ☐ Thyroglobulin Level*

Heavy Metals:

☐ Lead (Whole Blood) ☐ Copper ☐ Zinc

☐ Other _____

24 Hour Urine Tests:

24 hr volume: _____(mL) Start Date/Time: _____

Body weight if child 10 or under: _____(kg) End Date/Time: _____

☐ Catecholamines ☐ Oxalate ☐ UFC

☐ Metanephrines ☐ Porphyrins

☐ HVA, VMA, 5HIAA ☐ Citrate ☐ Other _____

Drugs of Abuse (URINE only):

☐ Standard screen (includes 40 common drugs of abuse)

☐ Alcohol ☐ Barbiturates ☐ Other _____

Toxicology (Special):

☐ Ethanol (whole blood) ☐ Methanol ☐ Ethylene Glycol

☐ Carboxyhemoglobin (CO)

☐ Specify drug(s) required: _____

IMMUNOSEROLOGY

Needle Exposure Work-Up: ☐ **Source** ☐ **Staff**

Cross Reference of Exposure: Indicate corresponding source or staff

_____

Contact Person: _____ Phone #: _____

HIV Serology: Please fill in HIV Epidemiology Data on reverse

☐ HIV Screen

☐ Hepatitis A IgG (immune)

☐ Hepatitis A IgM

☒ Hepatitis B surface antibody

☐ Hepatitis B surface antigen

☐ HBV/HAV vaccination in last 4 weeks

☐ Hepatitis C antibody

☐ HIV Viral Load (Frozen EDTA plasma)

☐ HBV Viral Load (Frozen EDTA plasma)

☐ HCV Viral Load (Frozen EDTA plasma)

☐ HCV Genotype (Frozen EDTA plasma)

☐ Prenatal Panel (Rubella IgG, Syphilis, HBV, HCV, HIV)

☐ Prenatal HIV not required on this patient

☐ Syphilis (serum only) ☐ VDRL (CSF only)

☐ H. pylori ☐ ANA ☐ C_1 Esterase Inhibitor

☐ Rheumatoid Factor ☐ ANCA (Vasculitis) ☐ C_3 Complement

☐ Anti-CCP ☐ Celiac Panel ☐ C_4 Complement

☐ C Reactive Protein ☐ Antistreptolysin (ASO) ☐ CH_{100}* (Frozen serum)

☐ CRP High Sensitivity

☐ IgA ☐ IgG ☐ IgM ☐ IgE

☐ Thyroid Antibodies (Thyroglobulin Antibody & Microsomal TPO Antibody)

Viral Serology Tests: ☒ **Immune Status/IgG** ☐ **IgM**

☐ Measles ☐ Cytomegalovirus ☐ Toxoplasmosis

☐ Mumps ☐ Epstein-Barr Virus ☐ Lyme Disease

☐ Rubella ☒ Varicella Zoster ☐ C. pneumoniae (IgM only)

☐ Parvovirus ☐ HSV 1&2 (IgG only)

☐ West Nile Virus ☐ ToRC screen (CMV, Toxo, Rubella) ☐ M. pneumoniae (IgM only)

Other Tests: