



2025 – 2026 New Nursing Student Welcome Package

Updated June 17, 2025

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. Failure to meet these deadlines will result in cancellation of admission or the inability to participate in practice education.

Within your new student welcome package, you will find the following information:

- ✓ Risk Management certificate requirements and due dates
 - Immunization requirements
 - HSPNet Consent Form
 - Nursing Student Expectations and Professional Accountability Contract
 - Criminal Record Check with Vulnerable Sector Check
 - Basic Life Support/CPR HCP Certification
 - Standard First Aid
 - WHMIS
 - Transfer, Lifting, and Repositioning (TLR)
 - N95 Respiratory Mask Fitting
- ✓ Mandatory new student group academic advising
- ✓ University of Regina Orientation (optional)
- ✓ Mandatory SCBScN Program Orientation
- ✓ Information for your required uniform fitting
- ✓ Technology requirements for the program
- ✓ How to activate and set up your student accounts
- ✓ Registration for INHS 100 and ENGL 100 in the fall 2025 term
- ✓ Transfer Credit
- ✓ Student ID Cards
- ✓ Parking
- ✓ Textbooks
- ✓ Other required supplies
- ✓ First term expectations & practice education
- ✓ Academic accommodations
- ✓ Important information and links to review prior to the start of your program
- ✓ Supports available to students
- ✓ How to contact us
- ✓ HSPnet Consent form
- ✓ Nursing Student Expectations and Professional Accountability Contract
- ✓ Immunization requirements for healthcare students
- ✓ Recommended training providers and links

- ☐ **Complete the Immunization Requirements (Important to Complete as Early as Possible)**
 - See attached “Clinical Immunization Clearance Requirements Nursing and Health Sciences Students” for detailed information on immunizations processes.
 - Start the immunization requirements by completing **Step #1** on the document **as soon as possible**.
 - All immunization requirements must be met prior to starting any practice education experiences. You are encouraged to complete Step #1 **as soon as possible**, as this process can take several weeks to complete. If your immunizations are not up to date, it may affect your ability to participate in your practice education experiences.

- ☐ **Review and Submit the HSPnet Consent Form**

Submit to the email for your program site:

Regina: reginanursingdocuments@saskpolytech.ca
Saskatoon: saskatoonscbcsn.documents@saskpolytech.ca

 - Use your University of Regina ID for this form.
 - Review the attached “Identified Purposes and Handling of Personal Information and Personal Health Information in HSPnet” handout prior to signing consent form.
 - Review, sign, and submit the signed HSPnet Consent Form C (parental signature is needed if you are under 18 years of age) **as soon as possible**.
 - If you have any questions, you can include them in your email.

- ☐ **Complete the Nursing Student Expectations and Professional Accountability Contract**

Submit to nursing@uregina.ca

 - Use your University of Regina ID number.
 - Review, initial, sign, and date the attached “SCBScN Student Expectations and Professional Accountability Contract.”

COMPLETE BEFORE AUGUST 1, 2025

Submit the following documents to the SCBScN program by email, by either scanning or photographing them **separately**. Any questions or concerns can be included in your email.

Regina: reginanursingdocuments@saskpolytech.ca

Saskatoon: saskatoonscbcsn.documents@saskpolytech.ca

- ☐ **Criminal Record Check with Vulnerable Sector Check**
 - Must be dated three months or less prior to the start of the program. A Criminal Record Check with **Vulnerable Sector Check older than June 2025 will not be accepted**.
 - Must be issued for University of Regina and/or Saskatchewan Polytechnic Student and not any other organization.
 - Request a criminal record check with vulnerable sector check from city police or RCMP and submit a scanned colour copy of the original document.
 - Be prepared to produce the original hard copy upon request.
 - Students who turn 18 years of age after the August 1 deadline, must submit the Criminal Record Check and Vulnerable Sector Check immediately following their 18th birthday.

- RCMP detachments often require a confirmation letter from the program to obtain the vulnerable sector check. We recommend you confirm with your local RCMP detachment and if required, email your program site to request a personalized letter.

☐ **BLS Provider / Basic Life Support (BLS) / CPR HCP Certification**

- Must be dated year of entrance (2025)
- Please see attached “Recommended Training Providers” information sheet.

☐ **Standard First Aid Certificate**

- Must be dated year of entrance (2025)
- Please see attached “Recommended Training Providers” information sheet.

☐ **WHMIS 2015 Certification**

- Must be dated year of entrance (2025).
- 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 within 10 business days of receiving your welcome letter from nursing@uregina.ca.
- When WHMIS training is completed, you must download and submit a copy of your WHMIS certificate.

COMPLETE BEFORE AUGUST 1, 2025

MANDATORY NEW NURSING STUDENT ACADEMIC GROUP ADVISING

All newly admitted nursing students must complete a New Student Group Advising session by August 1, 2025. We strongly recommend students attend a session as early as possible. Once you have signed up for one of these sessions you will be registered in your CNUR and BIOL courses. Attending earlier also means you get registered in your courses earlier. **If you are wait-listed for the program, you may not sign up for or attend a session until you are admitted to the program.**

During your New Nursing Student Academic Group Advising session, you will:

- Learn about your program and available student supports.
- Learn about what it is like to be a nursing student.
- Learn about the expectations of a nursing student.
- Meet new classmates and your Academic Advisors.
- Get help registering for Indigenous Health Studies (INHS) 100 and English (ENGL) 100.

When choosing an on-site session, please ensure you register for the site you have been accepted to. Space in these sessions is limited, the earlier you register, the more likely you will get the date and time you want.

Bilingual Option students will be automatically added to their session on June 6. Bilingual students admitted after June 6, can attend an alternate session in July.

Date	Time (SK Time)	Session Modality	Site
Friday, June 6	1:00 p.m. to 4:00 p.m.	On-Site	Regina Bilingual Only
Thursday, July 3	1:00 p.m. to 4:00 p.m.	On-Site	Saskatoon
Monday, July 7	1:00 p.m. to 4:00 p.m.	On-Site	Regina & Bilingual
Wednesday, July 16	1:00 p.m. to 4:00 p.m.	Virtual	All
Tuesday, July 29	9:00 a.m. to 12:00 p.m.	On-Site	Saskatoon
Tuesday, July 29	1:00 p.m. to 4:00 p.m.	On-Site	Regina & Bilingual

To sign up for a session:

1. Visit: <https://www2.uregina.ca/nursing/services/>.
2. Click on U of R Student Login.
3. Log in with your U of R username and password. If you do not know your U of R username and password, refer to page 6 and 7 of this package.
 - a. If you have not received your welcome letter from nursing@uregina.ca when trying to register for a session, the system may not recognize you as a nursing student yet. Please wait to receive your welcome letter prior to booking a session.
4. Click on Group Advising.
5. Select the session you wish to attend and click Book Spot.
6. You will be prompted to enter your Phone number and Notes, your email, name, and student ID will automatically populate.
7. Click submit, this will display your information.
8. Click Submit again to confirm your registration.

UNIVERSITY OF REGINA ORIENTATION (OPTIONAL)

The University of Regina will be hosting a new student orientation in both Regina and Saskatoon:

Regina Orientation: Friday, August 29th

Saskatoon Orientation: Information coming soon

University of Regina, New Student Orientation is a great way to connect with other students, re-connect with your Academic Advisor(s), and learn from students who are currently in the nursing program. For more information and to sign up, please visit the University of Regina website here: <https://www.uregina.ca/orientation/index.html>.

COURSES BEGIN SEPTEMBER 2, 2025

Courses begin on Tuesday, September 2, 2025. Refer to your schedule in UR Self-Service.

MANDATORY ATTENDANCE ON SEPTEMBER 3, 2025

☐ **Attend MANDATORY SCBScN Program Orientation**

MANDATORY SCBScN Program Orientation will on-site on **Wednesday, September 3rd from 9:00 AM to 12:00 PM.** You will receive details and the agenda by email closer to the date.

There are two components to the MANDATORY orientation:

1. Attend the half-day of orientation on-site.
2. Complete the quiz on the SCBScN Orientation course page found on UR Courses – a mark of 80% is required.

If a student does NOT complete the two MANDATORY components for orientation by September 10, 2025, at 4:00 PM, they will be REMOVED from the program.

The fall term begins on Tuesday, September 2, 2025. If you have courses scheduled on the same date as orientation, **SCBScN Orientation must be prioritized**. Your CNUR instructors will know you are attending orientation.

DUE BEFORE SEPTEMBER 30, 2025

☐ Complete your uniform fitting in your site location:

- **Regina:** Dorothy Pearl Uniforms (located at 357 Albert Street)
- **Saskatoon:** Uniform Choice (located at 7A-3110 8th St. E, Saskatoon, SK)

See section named “Other required supplies for the program” for more details.

DUE BEFORE DECEMBER 1, 2025

Submit the following documents to the SCBScN program to the email for your program site, by either scanning or photographing them **separately**. Any questions or concerns can be included in your email.

Regina: reginanursingdocuments@saskpolytech.ca

Saskatoon: saskatoonscbscn.documents@saskpolytech.ca

☐ Transferring, Lifting, Repositioning (TLR) Certificate

- Must be dated year of entrance (2025).
- Please see attached “Recommended Training Providers” information sheet for course registration with Saskatchewan Polytechnic. You are encouraged to register for and complete this as soon as possible as training spots are limited.
- You are not required to attend at Saskatchewan Polytechnic. If you obtain TLR® training elsewhere, ensure you are meeting the requirements outlined in the Student Handbook.
 - The Student Handbook can be found in UR courses, under My Courses, Collaborative Nursing Portal, Student Handbook & Exam Regulations & SCBScN Curriculum Information.

☐ N95 Respiratory Mask Fit Testing

- Must be dated year of entrance (2025).
- Student should ensure they complete Fit Testing for two (2) SHA approved respirators.
- Please see attached “Recommended Training Providers” information sheet.

OTHER REQUIRED TRAINING

Other training and requirements will be communicated to students as they progress through their program.

TECHNOLOGY REQUIREMENTS

Students must meet the technical requirements for remote learning found here: <https://www.uregina.ca/is/study-off-campus.html> to fully participate in courses.

ACTIVATING AND SETTING UP YOUR STUDENT ACCOUNTS

If you are a new University of Regina student, you will need to activate and set-up your U of R student accounts. You will need access to your UR Self-Service, U of R email (outlook), and UR Courses. Links to access these can be found on the main University of Regina website, by clicking on STUDENTS at the top of the page. You will find links under the heading “Log into Your Online Services.” Below are instructions on how to get your accounts set up:

Find your username and password for U of R email, UR Self-Service, and UR Courses:

- If you have never accessed U of R email, UR Self-Service, or UR Courses before, you will need to find your username and update your password [HERE](#). You will enter in your U of R student number (200XXXXXX) and birthdate to find your username and information about your default password.
- You will need to update your password.
- Your official University of Regina email will be your username@uregina.ca. This will be your official email for communication throughout your program. Important information will be sent to this email address, you should be using this email to contact anyone within the program.
- If you experience any issues with accessing or setting up your account, contact Information Services at 306-585-4685

REGISTER FOR INHS 100 & ENGL 100

Students in the **bilingual option** will be registered in all their fall courses. You will not be required to self-register in any courses in the fall 2025 term.

The Faculty of Nursing will register SCBScN students in their BIOL and CNUR courses. Students will be registered in the following courses for the 2025 fall term once they have registered for a Mandatory First Year Group Advising:

- BIOL 110 – Human Anatomy and Physiology I
- CNUR 100 – Practice Education: Community Partnerships
- CNUR 102 – Foundations of Care 1: A Developing Professional

You will be responsible to register yourself in the following courses for the fall term:

- **ENGL 100 – Critical Reading and Writing (*not required for Bilingual Option*)**
 - The following sections are available on-site for **Saskatoon** students only:
 - ENGL 100-406 (CRN 31220).
 - ENGL 100-407 (CRN 31221).
 - ENGL 100-408 (CRN 31222).
 - Students in the Regina site do not have dedicated sections of ENGL 100 and will need to find a course that works best with their schedule.
- **INHS 100 – Introduction to Indigenous Health Studies (*not required for Bilingual Option*)**
 - Register in one of the following sections of INHS 100:
 - INHS 100-S90 (CRN 31794)
 - INHS 100-S91 (CRN 31795)
 - INHS 100-S92 (CRN 31796)

If you have successfully completed these courses at the U of R within the last 10 years, you do not need to repeat them.

Information on how to search and add courses can be found [HERE](#). Students will also be registered in their winter 2026 courses. Students will have no courses to self-register for in this term.

TRANSFER CREDIT

If you have attended another institution prior to entering the SCBScN program and have declared this on your application, you may be eligible for transfer credit. Transfer credits are automatically assessed for domestic transcripts when students are accepted to a program. Assessments can take six to eight weeks to be processed and applied to your student record. For more information on transfer credits, eligibility, and minimum grade requirements please visit the Transfer Credit website [HERE](#).

If you request transfer credit for any courses and did not declare that institution on your application to the SCBScN program, your admission will be revoked.

STUDENT ID CARDS

Once you are registered in your courses, you can apply to get your student ID Card. If you are a previous or current U of R student, you will need to request a new student ID Card. The ID Cards for nursing students include two cards: one with your U of R ID and Sask Polytech ID and another with your practice education ID card.

For information on how to obtain your Student ID card, please go [HERE](#).

PARKING

Regina Students:

Students in the Regina location will be attending courses at the University of Regina and Saskatchewan Polytechnic. If you plan on buying a parking pass, you will need to purchase a parking pass that allows you to park at both institutions. When purchasing your parking permit, let Parking Services know you are a nursing student. You can purchase your parking pass and find more information online [HERE](#) or visit Parking Services at the University of Regina at College West 108.

Saskatoon Students:

Students in the Saskatoon location will be attending their courses at the Saskatchewan Polytechnic campus on Idylwyld Drive. Weekly and monthly parking is available for purchase from the parking machines located within the building. Information on how to pay for parking can be found [HERE](#). Your Academic Advisor will speak to options for parking.

TEXTBOOKS

The Fall textbook list will be available in the first or second week of August. You may access your personalized list through UR Self-Service. Students can order their textbooks online through [UR Self-Service account](#) or at [Saskatchewan Polytechnic](#) (shipping charges may apply).

OTHER REQUIRED SUPPLIES FOR THE PROGRAM

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). The year one pins can be ordered from the University of Regina or Saskatchewan Polytechnic Bookstore.

Students need to be fitted by **September 30, 2025**; uniforms will arrive in December 2025. Please visit one of the following locations to get fitted for your program uniform.

Regina Students:

Dorothy Pearl Uniforms –located at 357 Albert Street, Regina, SK

Saskatoon Students:

Uniform Choice – located at 7A-3110 8th St. E, Saskatoon, SK

Students represent the program. Students will be required to dress in “business casual” attire frequently throughout the program. This may include community experiences, interprofessional conferences, delivery of presentations and other activities. Health Authority personnel have the authority to determine if a student is dressed appropriately.

Acceptable business casual:

- Pants or trousers of a non-jean material.
- Dress shirt, polo shirt, sweater set.
- A reasonable length skirt or informal dress with appropriate skirt length.
- Blazer or business jacket can be added as an option.
- Shoes must have a closed toe and heel in all community and practice education settings.

Unacceptable business casual:

- Jeans, shorts, or underwear as outerwear
- Work out wear or lounge wear (i.e. yoga or gym wear)
- T-shirts, shirts, or other clothes with logos
- Revealing necklines, bare midriffs, or miniskirts
- Bare feet, flip flops, or excessively high heels

Electronic Mobile Device

This is a generic term for devices like a smartphone (iPhone/Android/Windows Phone). The device will be used to access Nursing Central: an application which has been licensed for your use in the class and practice education environments. For more information about the different devices Nursing Central operates with, please go to: <http://www.unboundmedicine.com/support>.

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 can 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 in the practice education areas.

Other Required Resources

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

- Protective eyewear: Sealed Goggles with CSA/ANSI rated for Splash Hazard (indirectly or non-vented) with a neoprene or elastic head strap (not cloth). Lenses are scratch resistant and anti-fogging.

- Face shield (optional)
- Stethoscope with bell and diaphragm head
- Watch with second hand or digital readout in seconds (an electronic mobile device is not a substitute for this requirement)
- Writing style guide for APA formatting
- Year one student pin
- Lab tote for winter 2026 lab courses. Totes will be available at the Saskatchewan Polytechnic bookstores.

FIRST TERM EXPECTATIONS

Students in the SCBScN program are expected to conduct themselves in a professional manner both on and off campus.

The SCBScN program is made up of classes, labs, seminars, and practice education. Students are expected to attend all classes, labs, seminars, and practice education. Within the program, there is no mechanism to make up lost practice education, lab, or seminar time. Students who miss more than 10% of practice education course for any reason may be unable to consistently meet the course objectives and are at risk of being unsuccessful in the course.

FIRST PRACTICE EDUCATION EXPERIENCE

Students are expected to be prepared for practice education. This preparation may include patient chart research or other activities prior to actual client care. Incomplete preparation for practice education may result in your removal from the practice education area. Additionally, you are responsible to report to your assigned faculty member prior to the beginning and regularly throughout practice education experience.

ACADEMIC ACCOMMODATIONS

If you identify as an individual with a disability and/or health condition, the following steps must be completed to access academic accommodations during the program. We recommend students complete this process prior to the start of the semester. Academic accommodations are modifications made to the usual educational institution procedures and/or the provisions of support services. Accommodations help create the opportunity to demonstrate knowledge without fundamentally altering core course requirements. Accommodations are determined individually, based on appropriate assessment and documentation, consultation with an Accessibility Advisor, and instructional criteria.

How SCBScN Students Register for Academic Accommodations

1. You must provide professional verification of a permanent or temporary disability from your doctor or appropriate health care professional. Your documentation can be uploaded by submitting it through Sask Polytech's Registration:
 - Link below:
https://saskpolytech-accommodate.symlicity.com/public_accommodation/
 - Verification Form (if clicking on the link does not work, copy and paste into your web browser):
<https://saskpolytech.ca/student-services/support/documents/verification-of-a-disability-request-form.pdf>
2. You must contact Saskatchewan Polytechnic's Accessibility Services to schedule an appointment to meet with an Accessibility Counsellor who will review your documentation and develop an accommodation plan for you. Due to nursing being a collaborative program, your information will automatically be sent to the U of R's Centre for Student Accessibility office to register with both institutions.
 - **Saskatchewan Polytechnic Accessibility Services**
 - Email for all sites: as.forms@saskpolytech.ca
 - Regina: 306-775-7436
 - Saskatoon: 306-659-4050
 - Moose Jaw: 306-691-8311
 - Prince Albert: 306-765-1611
3. Once registered with Sask Polytech, you will need to submit the U of R's Accommodation Request at the link below to complete the U of R's process. Then, a Registration and Accommodation Contract will be issued to your U of R email outlining your expectations and procedures.
 - https://uregina-accommodate.symlicity.com/public_accommodation/
4. Each term moving forward, you are expected to request your accommodation letters to be sent to your instructors. Instructions for doing this will be included in the information you receive from the U of R contract. You will then follow up with your instructors to discuss their plans.

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

Saskatchewan Polytechnic Accessibility Services
<https://saskpolytech.ca/student-services/support/accessibility-services.aspx>
306-775-7436 (Regina)
306-659-4050 (Saskatoon)

University of Regina Accessibility Hub
<https://www.uregina.ca/student/accessibility/>
306-585-4491

INFORMATION TO REVIEW PRIOR TO START OF PROGRAM

Prior to the start of your program, we encourage you to review the important links and program information below:

2025-2026 University of Regina, Undergraduate Academic Calendar

- The Undergraduate Academic Calendar outline the rules, regulations, curricula, programs, and fees applied to University of Regina students.
- Important sections to review:
 - Faculty of Nursing
 - Important Dates and Deadlines
 - Class Registration and Withdrawal
 - Academic Regulations
 - Student Code of Conduct & Right to Appeal
- Access the Undergraduate Calendar online [HERE](#)

Collaborative Nursing Student Portal via UR Courses

- The Collaborative Nursing Student Portal contains important program announcements and information. This is also where you will find the final exam schedule for your CNUR courses.
- Log into [UR Courses](#) and click on My Courses at the top of the page. Under My Courses you will find the *Collaborative Nursing Student Portal.
- Review the various tabs within the Collaborative Nursing Student Portal to get familiar with where you can find important information.
- Important program information will be posted under Program Announcements and will be automatically sent to your U of R email address.

Nursing Student Handbook & Academic Schedule via the Collaborative Nursing Student Portal

- The Nursing Student Handbook outlines the rules, regulations, and policies that apply to nursing students.
- The 2025-2026 Academic Schedule outlines important dates and deadlines nursing students need to be aware of. This includes course start and end dates, as well as the final exam schedule. These dates are very important as they may be different than the university-wide dates.
- Ensure to review the Student Handbook and Academic Schedule to become familiar with the information important to your program.

Advisor - Degree Audit

- Advisor, our Degree Audit tool, is designed to help you understand what requirements you need to complete in your program to graduate.
- You can access Advisor, Degree Audit via [UR Self-Service](#) > Student Services> Academic Advising and Program Planning> Advisor (Degree Audit).
- This is a great tool to track your progress through your program, Program GPA, and CNUR average.
- Information on how to use Advisor, Degree Audit can be found [HERE](#) (scroll past the list of faculties).

OTHER AVAILABLE SUPPORTS

It is a good idea to familiarize yourself with logistics such as 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, housing registries, 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 Collaborative Student Cohort Portal www.uregina.ca/urcourses/ as important information will be posted here throughout your program.

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:

Centre for Student Accessibility

University of Regina
accessibility@uregina.ca
306-585-4491

Accessibility Services

Saskatchewan Polytechnic
StudentServicesRegina@saskpolytech.ca
StudentServicesSaskatoon@saskpolytech.ca
306-775-7436 (Regina)
306-659-4050 (Saskatoon)

Intercultural Services

Saskatchewan
Polytechnic
306-775-7595

Indigenous Nursing Advisor

Suzanne Toombs
Saskatchewan Polytechnic
IndigenousNursingAdvisor@saskpolytech.ca
306-659-4221

Indigenous Support Coordinator

Kendra Poitras
University of Regina
nursing.indigenouscoordinator@uregina.ca

UR International

Student Support
University of Regina
international@uregina.ca
306-585-5082

CONTACT US

If you have any questions before starting your program or throughout your program, we are here to support you. Please reach out if you need any assistance along the way:

University of Regina

Faculty of Nursing

Academic Advisors - Regina & Saskatoon

Email: nursing.advising@uregina.ca

Saskatchewan Polytechnic

School of Nursing (SCBScN Program)

Risk Management Support – Regina

reginanursingdocuments@saskpolytech.ca

Saskatchewan Polytechnic

School of Nursing (SCBScN Program)

Risk Management Support – Saskatoon

saskatoonscbscn.documents@saskpolytech.ca

Background

The Health Sciences Placement Network (HSPnet) is a secure web-based system used by provinces across 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 (www.hspcanada.net) relating to the protection of student information in HSPnet.

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, stored, 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 except where there is a statutory obligation (required by law) to collect and disclose the information (e.g., disease notification requirements or a Public Health Order), or where the student accesses HSPnet to share their information with the placement site.

Personal Information Collected <i>May include any or all of:</i>	Uses of Personal Information <i>BY authorized users in the student's educational program</i>	Disclosure of Personal Information <i>TO authorized users at the placement site</i>
<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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 	<p>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).</p> <p>Student email address (issued by the educational program) may be released to support administration of computer access at the site.</p> <p>Student certification ID may be released to sites if needed to coordinate placement arrangements such as computer access.</p> <p>Student gender may be disclosed in the following limited situations:</p> <ul style="list-style-type: none"> • 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) <p>Date of Birth (DD/MM) may be released to sites if needed to coordinate placement arrangements such as computer access.</p>

Information on a student's 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.	Details not disclosed except: 1. Where there is a statutory obligation. 2. Where the student accesses HSPnet and shares their information with the placement site. Access to the information is limited to a certain date chosen by the student or until consent expiry.
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 <i>May include any or all of:</i>	Uses of Personal Health Information <i>BY authorized users in the student's educational program</i>	Disclosure of Personal Health Information <i>TO authorized users at the placement site</i>
Status of compliance with site requirements for safety and/or infection control: <ul style="list-style-type: none"> Information on a student's immunity or immunization status for vaccine-preventable diseases such as Varicella, Diphtheria / 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.	Details not disclosed except: 1. Where there is a statutory obligation. 2. Where the student accesses HSPnet and shares their information with the placement site. Access to the information is limited to a certain date chosen by the student or until consent expiry.

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 until the student's completion of or withdrawal from the educational program as recorded on their HSPnet profile, 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 <https://hspcanada.net/privacy-officers/>).
- 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 <https://hspcanada.net/privacy-and-security/>

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 under 18 years of age)

Date (MMM/DD/YYYY) _____

NURSING STUDENT EXPECTATIONS AND PROFESSIONAL ACCOUNTABILITY CONTRACT

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

All students are expected to act in a manner that demonstrates an understanding of the professional responsibilities of a nurse. This document serves as a contract outlining behaviours and professional accountability expected of all SCBScN and ADNP students.

All students must review this document before beginning their studies in the SCBScN or ADNP. Students must initial the bottom of each page and provide a full signature at the end of the document to demonstrate their understanding and agreement with the *Nursing Student Expectations and Professional Accountability Contract*. This contract must be received by the Nursing Student Services office at the U of R prior to your first day of classes.

ATTENDANCE

Students are expected to attend all lectures, labs, and practice education (clinical). There is no mechanism for students to make up missed time from course components. When students miss any course components, they miss critical nursing knowledge and opportunities to apply their knowledge and skills, impacting their ability to provide safe, competent nursing care. Students who miss more than 10% of their course may be unable to consistently demonstrate course competencies and be unsuccessful in the course. This may impact progress through the program.

Practice Education orientations and other learning experiences 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. Extenuating circumstances will be considered with appropriate supporting documentation.

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 Saskatchewan Polytechnic Program Head as soon as possible.

SOCIAL MEDIA

The SCBScN and ADNP providers recognize and value that social media is a significant aspect of the student's learning in the post-secondary, academic environment; however, students are expected to use social media responsibly, professionally, and confidentially. 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.

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

Inappropriate use of social media will be addressed by the Faculty of Nursing 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 their program are their U of R Outlook email, UR Courses, UR Self-Service, and Health Sciences Placement Network (HSPnet). Students are responsible for monitoring these systems regularly to ensure they stay informed of all changes, requests, and communications concerning their program.

Students are expected to check their University of Regina email account frequently for program and course announcements, and important information. This is the program's primary and official method of communicating with students. Please note that this email should **NOT** be forwarded to another account, i.e., Hotmail, Yahoo, etc.

You should regularly check the Collaborative Nursing Student Portal in UR Courses. You will find useful, helpful, and *essential* information there. For instance, occasionally, changes to timetables and room bookings are necessary. These changes will be posted to the Nursing Student Portal. The final exam schedule for CNUR courses and the Academic Schedule for the academic year are posted in the Nursing Student Portal. Students are expected to read these posts and plan their courses, vacations, and events around them. Nursing courses may start earlier than other courses at the U of R.

Please ensure you regularly check your course pages in UR Courses, University of Regina, for updates and current information about your courses.

If you have any concerns or questions regarding the program, your courses, or your experience within the program, please ensure that you follow the appropriate communication pathway. For concerns with a course, your first line of communication would be with the course faculty. If you have unresolved or general program concerns, you will next contact the Saskatchewan Polytechnic Program Head.

RISK MANAGEMENT

Students are required to submit various risk management documents by the specified deadlines as outlined in the Undergraduate Calendar in the Faculty of Nursing regulations (<https://www.uregina.ca/registrar/academic-calendars-and-schedule/undergraduate-calendar.html>), as well as the SCBScN and ADNP Student Handbook. Students are responsible to be aware of the deadlines and meeting indicated expectations. Students can find a record of the certificates and documents submitted to the program in HSPnet. Students are responsible for regularly monitoring their risk management documents and ensuring they are up to date. Current, up to date risk management documents are required for entering the practice education setting. Students who do not present up to date requirements will not be permitted to participate in any practice education experiences.

Once immunization records are assessed, students may be recommended to receive further vaccines. Many practice education agencies have policies regarding immunizations required by students and have the right to refuse unvaccinated students into their environment. Refusal of a required vaccine may result in the student being unable to enter a practice education setting to complete the practice education course requirements.

Additional risk management documents will be required in the program related to specific practice education placements (e.g., Work-Based Learning Consent, Workers Compensation [WCB] forms, and Confidentiality Agreements). Students have a professional responsibility to ensure they have completed all risk management requirements.



PROFESSIONALISM

The nature of the study and practice of nursing places individuals in a position of trust with clients and a close relationship with fellow students, colleagues, and staff in the university and practice education settings.

Unprofessional student behaviour in the practice education setting can cause physical and/or emotional harm to the client, significant others, and/or other healthcare providers. This behaviour may also damage the reputation of the educational program and institutions and harm the reputation of the nursing profession.

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

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

UNIVERSITY OF REGINA UNDERGRADUATE CALENDAR, SCBScN AND ADNP STUDENT HANDBOOK, AND ACADEMIC SCHEDULE

Students are responsible for informing themselves on all University of Regina Undergraduate policies listed in the [Undergraduate Academic Calendar](#) and the SCBScN and SCBScN Student Handbook (Nursing Student Portal in UR Courses). All policies listed in the above publications, even if not explicitly repeated in this document, are expected to be adhered to by all students. Students must also review the SCBScN/ADNP Academic Schedule which outlines course start dates, exams, and other important dates. Students must be aware of these dates and plan accordingly.

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, SCBScN & ADNP Student Handbook, and Academic Schedule. 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

U of R Student ID Number

Date





Clinical Immunization Clearance Requirements **Nursing and Health Sciences Students**

Nursing and Health Sciences students are expected to meet Saskatchewan Polytechnic's Clinical Clearance Requirements BEFORE being permitted into a clinical/practicum setting.

Step 1: Blood Work Immediately upon acceptance to your program, book an appointment with your Family Physician, Nurse Practitioner, or visit a walk-in-clinic and ask for the following applicable blood test(s) to be completed:

- a. Hepatitis B Surface Antibody (regardless of your immunization history)
- b. Varicella IgG (If your Immunization record shows 2 doses of Varicella Vaccine (VAR) you do NOT need this test)
- c. Measles IgG
- d. Mumps IgG
- e. Rubella IgG

Measles, Mumps, and Rubella IgG only required if you do not have official documentation of your immunization history and/or you were immunized outside of Canada.

Step 2: Review by Student Health Nurse The Student Health Nurse will review your blood work results and immunization history online, at eHealth Saskatchewan. *

*Health Nurses are only authorized to access eHealth information that directly pertains to the requirements for the clinical portion of your program. (i.e. Immunization Records, Hepatitis B, Varicella, Measles, Mumps, Rubella lab results, and chest x-ray results).

If you DO NOT want the Student Health Nurse to access your eHealth account, please email the appropriate Student Health Nurse address (see below).

If you have received immunizations outside of Saskatchewan (including international students) and you have official documentation, please submit your documentation immediately upon acceptance into your program via email to:

- Regina: healthnurse_regina@saskpolytech.ca
- Saskatoon: healthnurse_saskatoon@saskpolytech.ca
- Prince Albert: healthnurse_princealbert@saskpolytech.ca

Please include your first and last name, program, Saskpolytech student number (starts with "000") in the subject line of your email.

Step 3: Appointment with Student Health Nurse The booking process may vary depending on your location and program. Your local Student Health Nurse and/or your program will inform you of the appropriate process for booking an appointment with the Student Health Nurse. Your appointment will be scheduled prior to your practicum start date.

Please Note: All immunizations/TB Skin Testing required for your program will be provided by the Student Health Nurse at **NO COST** to the student. If you choose to have your immunizations (including Rabies)/TB skin testing elsewhere, any costs will be the student's responsibility.

RECOMMENDED TRAINING PROVIDERS FOR NEW STUDENTS

SASKATOON AND REGINA

STANDARD FIRST AID & BASIC LIFE SUPPORT (BLS) / “CPR-HCP” / BLS PROVIDER

**Heart & Stroke Foundation, St. John Ambulance, Canadian Red Cross, St. Mark James certificates are acceptable.*

** Blended (In class with online learning) delivery options from most providers are acceptable.*

** American Health Association and/or training done solely online is not appropriate.*

**Complete Standard First Aid and Basic Life Support (BLS)/“CPR-HCP” or BLS Provider. If you complete Standard First Aid and CPR Level A or C, you will still need to obtain and submit proof of Basic Life Support (BLS)/“CPR-HCP” or BLS Provider certification.*

City	Business Name	Website
Saskatchewan	Heart & Stroke Foundation	https://cpr.heartandstroke.ca/s/article/Course-Standard-First-Aid-BLS?language=en_US
Saskatchewan	St. John Ambulance	http://www.sja.ca/English/Pages/default.aspx
Saskatchewan	Canadian Red Cross	https://www.redcross.ca/in-your-community/saskatchewan
Saskatchewan	St. Mark James Training	https://www.stmarkjamestraining.ca/first-aid-and-cpr/
Saskatoon area	Advanced First Aid & CPR Training	http://advancedfirstaidtraining.ca/

N95 RESPIRATORY FIT TESTING

“A fit test is a test protocol conducted to verify that a respirator is both comfortable and provides the wearer with the expected protection. Fit testing uses a test agent, either qualitatively detected by the wearer’s sense of taste, smell, or involuntary cough (irritant smoke) or quantitatively measured by an instrument to verify the respirator’s fit.”

Ensure to be properly fitted for **two (2) Saskatchewan Health Authority (SHA) approved N95 respirators.*

Regina area	Regina First Aid	Mask Fit Testing - Regina First Aid (firstaidregina.ca)
Regina and Saskatoon area	Haztech	https://haztech.com/occupational-testing/
Saskatoon area	Advanced First Aid & CPR Training	Respirator Fit Testing – Saskatoon & Area (advancedfirstaidtraining.ca)

TLR®: Transferring, Lifting and Repositioning

** Students are encouraged to register and complete as soon as possible.*

Saskatoon and Regina	Saskatchewan Polytechnic	Saskatchewan Polytechnic - TLR: Transferring Lifting and Repositioning
Regina	Saskatchewan Association for Safe Workplaces	www.saswh.ca/training

CRIMINAL RECORD CHECK WITH VULNERABLE SECTOR CHECK (CRC VSC)

** If your local RCMP office has required a letter from the program to obtain the vulnerable sector check, please email your program site to request your personalized letter. Students who are under the age of 18 as of August 1 must obtain and submit their criminal record check with vulnerable sector check immediately after their 18th birthday.*

**Email a scanned colour copy to your program site. Retain your original document.*

Saskatoon	Saskatoon Police Services	https://saskatoonpolice.ca/recordcheck/
Regina	Regina Police Services	https://reginapolice.ca/resources/criminal-record-check/
Saskatchewan	Royal Canadian Mounted Police (RCMP)	https://www.rcmp-grc.gc.ca/en/criminal-record-checks

Refer to individual websites for details and business contact information.
Note this is not a comprehensive list of all providers in Saskatchewan or Canada.