

2021 – 2022 New Student Welcome Package

Saskatoon Site

**Saskatchewan Collaborative Bachelor of Science in Nursing
2021-2022 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. Failure to meet these deadlines will result in cancellation of admission or the inability to complete clinical placement opportunities.

Things to do before you start the program

AS EARLY AS POSSIBLE (NO LATER THAN AUGUST 1, 2021):

- ☐ **Register and attend one mandatory Academic Group Advising session**
 - Session dates, times and registration instructions are listed in the “What is mandatory Group Academic Advising?” section
 - Register for one session only
 - Failure to attend a session by August 1, 2021 will lead to cancellation of your admission in the SCBScN program*

*students coming off the wait list late in the summer may be granted an extension
- ☐ **Complete the immunization requirements**
 - See attached “Immunization Requirements for Healthcare Students 2020-21” for detailed information on immunizations processes
 - Please attend to the process in this document as soon as possible

DUE AUGUST 1, 2021:

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

- ☐ **Criminal Record Check with Vulnerable Sector Search (CRC-VSS)**
 - Must be dated six months or less prior to the start of the program. A CRC-VSS older than March 2021 will not be accepted.
 - Students who 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. These students must then submit an additional criminal record check with vulnerable sector search immediately following their 18th birthdate.
 - Be prepared to produce the **original hard copy** upon request

Things to do before you start the program

DUE AUGUST 1, 2021 CONTINUED:

- ☐ **Review and submit the HSPnet Consent Form**
 - Review the attached “Identified Purposes and Handling of Personal Information and Personal Health Information in HSPnet” handout in this package
 - Review, sign, and submit the signed HSPnet Consent Form C (parental signature is needed if you are under 18 years of age)
 - Use your University of Regina ID for this form
- ☐ **BLS Provider or Basic Life Support (HCP) / BLS (HCP) Certificate**
 - Must be dated year of entrance (2021)
 - Please see attached “Recommended Training Providers Saskatoon and Area” for information
- ☐ **Standard First Aid Certificate**
 - Must be dated year of entrance (2021)
 - Please see attached “Recommended Training Providers Saskatoon and Area” for information
- ☐ **WHMIS Certification**
 - Must be dated year of entrance (2021)
 - 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
 - You must email a copy of your certificate to the program

Submit the following document to nursing@uregina.ca

- ☐ **Complete the SCBScN Student Expectations and Professional Accountability Contract**
 - Review, initial, sign, and date the attached “SCBScN Student Expectations and Professional Accountability Contract”
 - Use your University of Regina ID number on this form

MANDATORY ATTENDANCE SEPTEMBER 1 AND 2, 2021:

- ☐ **Attend all mandatory SCBScN Program Orientation Sessions via remote delivery.** Students are required to attend all days in their entirety. If a student is late or misses a portion of mandatory orientation, they may be removed from the program. See ‘What is mandatory SCBScN Program Orientation?’ for more information.

DUE OCTOBER 1, 2021:

- ☐ **Complete uniform fitting at Uniform Choice (located at 7A-3110 8th St. E, Saskatoon, SK)**
 - See “What are the other supplies I need?” below for more details

Things to do when you start the program

DUE DECEMBER 1, 2021:

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

- ☐ **TLR® (Transferring, Lifting, Repositioning) Certificate**
 - Must be dated year of entrance (2021)
 - Please see attached “Recommended Training Providers Saskatoon and Area” for information

- ☐ **Respiratory Fit Testing**
 - More information will be available Fall 2021

Is there other training I will need?

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

What are the technology requirements?

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

What is Mandatory Academic Group Advising?

Mandatory Academic Group Advising is required for all students entering the SCBScN program. At these sessions you will meet your Academic Advisor and review important program information. All sessions will be offered virtually through Zoom. Students will be provided with a Zoom link 24-48 hours prior to their session.

To register for a Mandatory Academic Group Advising session, please email nursing@uregina.ca with your name, UofR student number, site, and session date you plan to attend.

You only need to attend **one session** from the list below.

Date	Time (Saskatchewan Time)
Thursday, April 29	1:00 p.m. to 4:30 p.m.
Thursday, May 6	1:00 p.m. to 4:30 p.m.
Wednesday, May 12	1:00 p.m. to 4:30 p.m.
Thursday, May 20	1:00 p.m. to 4:30 p.m.
Wednesday, June 16	9:00 a.m. to 12:30 p.m.
Wednesday, July 14	1:00 p.m. to 4:30 p.m.

Once registered in a session, the Faculty of Nursing will register students in their required nursing courses. Students are required to self-register in ENGL 100 and INHS 100. Students are encouraged to attend sessions as early as possible to ensure space in courses such as INHS 100 and ENGL 100. Students new to the University of Regina will be eligible to register in courses starting April 29th at 9:00 a.m.

Failure to attend a session by August 1, 2021 will lead to cancellation of your admission in the SCBScN Program.

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 about what it's like to be a nursing student

How to prepare for your Mandatory Academic Group Advising session:

- Have your acceptance letter with your University of Regina student number
- Ensure you complete steps 1 through 3 on the New Student Page [HERE](#)
- Bring paper and pen for notes (lots of information will be covered)
- Prepare a list of any questions you may have
- Review registration information provided prior to your session and ensure you can access UR Self-Service and UR Courses

What is the Mandatory SCBScN Program Orientation?

Mandatory SCBScN Program Orientation takes place virtually via Zoom on **Wednesday, September 1, 2021 from 10:00 a.m. to 12:00 p.m.** All students will also attend mandatory SCBScN programming virtually via Zoom on **Thursday, September 2 from 1:00 p.m. to 4:00 p.m.** You will receive joining details and agenda closer to the mandatory SCBScN Program Orientation date.

****Please do not confuse this with the optional Orientation Day at the University of Regina on August 27****

Students are required to attend all days in their entirety of the SCBScN Orientation and arrive on time. If a student is late or does not attend all days, they will be removed from the program.

The term begins on **Monday, August 30th**. Students are expected to attend and/or access their courses (via UR Courses) starting on this date. Please note that there will be no CNUR courses or labs during this week.

Your regular SCBScN 2021 Fall class schedule will begin on **Tuesday, September 7** (refer to UR Self-Service). The Fall 2021 semester of the SCBScN program will be delivered via remote delivery.

What is the Optional University of Regina Orientation?

The University of Regina will be hosting an **optional** virtual Orientation Day on **Friday, August 27th**. The event is a great way to familiarize yourself with the University of Regina campus and learn about all of the different extracurricular opportunities offered on campus. This popular event is the kick-off to “Welcome Week” and is packed full of information. Attend the University of Regina Fall New Student Orientation, and start your career off ahead of the rest! More details are available [online](#).

What textbooks will I need?

The Fall textbook list is generally available by early August. You may access your personalized list through UR Self-Service. Students can order their textbooks online through [UR Self-Service account](#) or [Saskatchewan Polytechnic](#) (shipping charges may apply).

What are the other supplies I need?

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). Jogger style scrub pants are not approved program uniforms.

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 1, 2021**; uniforms will arrive in December.

What are the other supplies I need? Continued

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-jeans 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 clinical practice education settings

Unacceptable business casual:

- Jeans, shorts, or underwear as outerwear
- 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 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: 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 EMD is not a substitute for this requirement)
- Writing style guide for APA formatting
- Year one student pin

Accommodation Process

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.

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 health care professional. Third party documentation will be required for your intake appointment.
2. Connect with Saskatchewan Polytechnic Accessibility Services at 306-659-4050 to schedule an appointment for an assessment.
3. Once you receive a copy of your diagnosis/disability documentation from Saskatchewan Polytechnic Accessibility Services, you must then schedule an intake appointment with the University of Regina Centre for Student Accessibility by calling 306-585-4491. 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. Call Saskatchewan Polytechnic Accessibility Services to schedule an intake appointment at 306-659-4050.
2. Bring a copy of your diagnosis/disability documentation to your intake appointment with Saskatchewan Polytechnic Accessibility Services where you will sign an accommodation plan.
3. Register with the University of Regina Centre for Student Accessibility online here: https://uregina-accommodate.symlicity.com/public_accommodation/
4. Ensure you have a copy of your diagnosis/disability documentation at your intake appointment with University of Regina Centre for Student Accessibility.

Going forward in your program you must continue to register at each institution:

1. Register **each semester** with University of Regina Centre for Student Accessibility online: <https://uregina-accommodate.symlicity.com/>
2. Register **each fall semester** with Saskatchewan Polytechnic Accessibility Services by phone or in person to review your plan.
3. Once the above steps are complete, accommodation letters are sent to the professors/instructors at their respective institutions.

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:

Saskatchewan Polytech Accessibility Services
<https://saskpolytech.ca/student-services/support/accessibility-services.aspx>
306-659-4050

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

What other supports are 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 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

Learning Services

Saskatchewan Polytechnic
studentservicessaskatoon@saskpolytech.ca
306-659-4050

**Newcomer & International
Centre**

Saskatchewan Polytechnic
306-659-4801 (Counsellor)
306-659-4666 (Language Instructor)

**Indigenous Student Advisor
Aaron Tootoosis**

Saskatchewan Polytechnic
totoosisaa@saskpolytech.ca
306-775-7380

**Indigenous Support Coordinator
Christine Phillips**

University of Regina
nursing.indigenouscoordinator@uregina.ca

**UR International Student
Support**

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

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**

3737 Wascana Parkway
Regina, SK S4S 0A2
nursing@uregina.ca

**Saskatchewan Polytechnic
School of Nursing (SCBScN Program)**

1130 Idylwyld Dr. N.
Saskatoon, SK S7K 3R5
saskatoonscbnscn.documents@saskpolytech.ca

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 <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>

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 <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	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 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) _____

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 (HSPnet). 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, 2021:

Criminal Record Check and Vulnerable Sector Search
Immunization Record and Blood Test Results
Basic Life Support (BLS) or CPR Health Care Provider (CPR-HCP)
Standard First Aid
Workplace Hazardous Materials Information System (WHMIS)

Due by December 1, 2021:

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 HSPnet. 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



Immunization Requirements for Healthcare Students 2021-22

Congratulations on your acceptance to your program!

In order to ensure you are safe to enter the clinical setting, you will be required to complete the following tasks:

Step 1: ☐ Book an appointment with your Family Physician/Nurse Practitioner or go to a walk-in-clinic and ask for the following blood tests to be completed:

1. Hepatitis B **Surface Antibody** (NOT Hep B Antigen)
2. Varicella Zoster **IgG** (NOT IgM)

IF you were born outside of Canada OR you are unable to obtain your childhood immunization records (i.e.: records destroyed, born in another province etc.) please ask for the following blood tests:

1. Hepatitis B **Surface Antibody** (NOT Hep B Antigen)
2. Varicella Zoster **IgG** (NOT IgM)
3. Measles **IgG**
4. Mumps **IgG**
5. Rubella **IgG**

Step 2: ☐ **The Campus Health Nurse will look up your blood work results online at eHealth Saskatchewan.**

Please do not submit copies of lab results unless requested by the Health Nurse.

IF: you were born in Saskatchewan, The Campus Health Nurse will also look up your child / adult immunization records on eHealth.

****Please note: Campus Health Nurses are only authorized to access information that directly pertains to the requirements for the clinical portion of your program.**

(i.e.: Immunization Records, Hepatitis B, Varicella, Measles, Mumps and Rubella Lab Results)

IF: you have received child/adult immunizations outside of Saskatchewan (including International Students) and you have these records, please submit them via email as soon as possible to the Campus Health Nurse at the campus location where your program is offered.

****Please include on the Subject Line of all Email communication:**

- First / Last Name, Program, Sask Polytech Student ID #

Prince Albert Campus: Denise Bell bell2783@saskpolytech.ca

Regina Campus: Jill Heshka jill.heshka@saskpolytech.ca

Saskatoon Campus: Shelley McKay mckay0668@saskpolytech.ca

Step 3: ☐ Once your program has started and the Campus Health Nurse has reviewed your records and blood work, please wait patiently for your program/nurse to contact you with a plan to book an appointment on campus or in your local area.

Please avoid booking appointments for immunizations and/or TB skin tests through your Doctor's/Public Health Office until you have received a plan from the Campus Health Nurse. This will help you avoid unnecessary costs.

*****All immunizations required for your program will be provided at the Campus Health Offices at **NO COST** to the student*****

NOTE: Please complete the blood work **as soon as possible**, this will ensure you are cleared in time for the lab/clinical portion of your program.

We look forward to meeting you and we will be happy to answer any of your questions and concerns at your first appointment! 😊

Sincerely,
Campus Health Services

RECOMMENDED TRAINING PROVIDERS (SASKATOON AND AREA)

STANDARD FIRST AID and BLS PROVIDER (HCP) / BASIC LIFE SUPPORT (HCP)

Ensure that you take BLS Provider or Basic Life Support (HCP). CPR "Level C" is not appropriate.

City	Business Name	Phone	Website
Saskatchewan	Heart & Stroke Foundation		https://resuscitation.heartandstroke.ca/courses click on Find a Course and search for "BLS" course
Saskatchewan	St. John Ambulance		http://www.sja.ca/English/Pages/default.aspx
Saskatchewan	Canadian Red Cross		https://www.redcross.ca/in-your-community/saskatchewan
Saskatoon area	Advanced First Aid & CPR Training	(306) 220-0854	http://advancedfirstaidtraining.ca/

TLR®: Transferring, Lifting and Repositioning

City	Business Name	Phone	Website
Saskatoon	Saskatchewan Polytechnic	306-659-4800 1-866-467-4278	https://saskpolytech.ca/programs-and-courses/part-time-studies/course/transfer-lift-repostntlrrc/SPCR-100/
Regina	Saskatchewan Polytechnic	306-775-7301 1-866-467-4278	https://saskpolytech.ca/programs-and-courses/part-time-studies/course/transfer-lift-repostntlrrc/SPCR-100/

CRIMINAL RECORD CHECK WITH VULNERABLE SECTOR

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

***Please refer to individual websites for business information and details.
This is not a comprehensive list of all providers in Saskatchewan.***