

SASKATCHEWAN COLLABORATIVE
BACHELOR OF SCIENCE IN NURSING (SCBScN)



2023 – 2024 New Student Welcome Package

Welcome to the After Degree Nursing 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 practice education (clinical) placement opportunities.

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

- Requirement for various risk management certifications and due dates
- Date, time, and location of your Mandatory SCBScN Program Orientation
- Information for your required uniform fitting
- Technology requirements for the program
- New student group academic advising
- Information on the University of Regina Orientation Day
- How to activate and set up your student accounts
- Transfer Credit
- Student ID Cards
- Parking
- Textbooks
- Other required supplies
- 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 AS SOON AS POSSIBLE

Complete the immunization requirements

- See attached “Immunization Requirements for Healthcare Students 2023-24” for detailed instructions on how to obtain and submit a history of your immunizations and blood test results.
- Attend to the process in this document **as soon as possible**.

Meet With a Saskatchewan Polytechnic Health Nurse

- You are required to see the health nurse to assess your immunization status.
- All immunization requirements must be met prior to starting any practice education experiences. Immunizations can take a number of weeks to complete. If your immunizations are not up to date it may affect your ability to participate in your practice education experiences.

DUE AS SOON AS POSSIBLE (NO LATER THAN JUNE 30, 2023):

Complete uniform fitting at Dorothy Pearl Uniforms (located at 357 Albert Street)

- Please let them know that you are an After Degree Nursing Program student so they can expedite your order

DUE AS SOON AS POSSIBLE (NO LATER THAN AUGUST 1, 2023):

Complete the HSPnet Consent 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, date the attached “Consent Form for Use and Disclosure of Student Information” sheet and email to: reginanursingdocuments@saskpolytech.ca **as soon as possible**. Ensure to include your U of R student number on this form.
- If you have any questions you can include them in your email or call 306-775-7766.

COMPLETE BY AUGUST 1, 2023

Submit the following documents to the SCBScN program **by email**, by either scanning or photographing them **separately**, to: reginanursingdocuments@saskpolytech.ca. If you have questions, please include these in your email or call 306-775-7766.

BLS Provider / Basic Life Support (BLS) / CPR HCP certification

- Must be dated year of entrance (2023) or current upon entry
- Please see attached “Risk Management Training Providers” information sheet for course registration
- You must submit a copy of your certificate to the program by email

Standard First Aid Certificate

- Must be dated year of entrance (2023) or current upon entry
- Please see attached “Risk Management Training Providers” information sheet for course registration

WHMIS Certification

- Must be dated year of entrance (2023)
- WHMIS is provided by the University of Regina and is completed via UR Courses. You will receive access to WHMIS via UR Courses 5-10 business days after receiving your welcome letter.

Criminal Record Check with Vulnerable Sector Check

- Must be dated six months or less prior to the start of the program. A CRC-VSS older than March 2023 will not be accepted.
- Request criminal record check with vulnerable sector search 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.

Transferring, Lifting, Repositioning (TLR) Certificate

- Must be dated year of entrance (2023)
- Please see attached “Risk Management Training Providers” information sheet for course registration

Respiratory FIT Testing

- Must be dated year of entrance (2023)
- Students must get fitted for 2 different Saskatchewan Health Authority (SHA) approved N95 masks
- Please see attached “Risk Management Training Providers” information sheet for course registration

The following document must be reviewed, completed, and submitted by email to nursing@uregina.ca

Nursing Student Expectations and Professional Accountability Contract

- Review, initial, sign, and date the attached “Nursing Student Expectations and Professional Accountability Contract”
- Include your University of Regina student number on this form

OTHER TRAINING REQUIRED

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

MANDATORY NEW ADNP STUDENT GROUP ADVISING

Attend Academic Group Advising Session

Mandatory Academic Group Advising is required for all students entering the ADNP. A Academic Group Advising is an opportunity for all students entering the ADNP to learn about their program and what to expect. At this session you will meet your Academic Advisors and review important program information. At this session you will also meet fellow ADNP students, learn about course registration, and what to expect as a nursing student.

Your mandatory group advising session will be held on the following date virtually: **Monday, August 28th from 9:00 a.m. to 11:00 a.m. (virtual)**

UNIVERSITY OF REGINA ORIENTATION (OPTIONAL)

The University of Regina will be hosting an Orientation Day on **Tuesday, August 29th**. The event is a great way to familiarize yourself with your campus and learn about all of the different extracurricular opportunities offered. 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 will be available [online](#).

MANDATORY ATTENDANCE ON AUGUST 30, 2023

Attend on-site **MANDATORY ADNP Orientation**

MANDATORY ADNP Orientation will take place on-site on Wednesday, August 30th from 3:30 PM to 5:00 PM. More details will be provided closer to the date, please watch your UR email.

There are two components to the MANDATORY orientation:

1. Attend orientation from 3:30 PM to 5 PM – this will take place in your CNUR 212 classroom.
2. Complete the quizzes 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 6, 2023 at 4:00 PM, they will be REMOVED from the program.

Classes will begin Wednesday, August 30th, please refer to UR Self-Service for your course schedule.

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.

ACTIVATING AND SETTING UP YOUR STUDENT ACCOUNTS

If you are a new University of Regina 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, Webmail, and UR Courses. Links to access these can be found on the main University of Regina website, by clicking on CURRENT STUDENTS at the top of the page. Along the top black bar, you will see links for UR Self-Service, Webmail, and UR Courses. Below are instructions on how to get your accounts set up:

Access UR Self-Service

- Your user ID will be your U of R student number (200XXXXXX)
- If you have never accessed [UR Self-Service](#) before, your pin by default will be your birthdate (DDMMYY). If this does not work try (MMDDYY).
- You will be prompted to change your password to an 9-digit password
- If you experience any issues with accessing or setting up your account, contact Information Services at 306-585-4685

Find your user name and password for Webmail and UR Courses:

- If you have never accessed UR Courses or Webmail 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 for UR Courses and Webmail
- 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 and 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

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 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

Students in the After Degree Nursing Program 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.

TEXTBOOKS

The Fall textbook list is generally available in early August. You may access your personalized list through UR Self-Service. Students can order textbooks online through [UR Self-Service account](#) or [Saskatchewan Polytechnic](#) (shipping charges may apply). Students will also be required to purchase a lab tote for their CNUR 212 course. The tote will be available at the Saskatchewan Polytechnic bookstore.

SUPPLIES NEEDED FOR 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 and ADNP are required to wear a standardized uniform with the SCBScN logo in the practice education setting (clinical) and lab. Students are required to wear a pin which indicates which year of the program they are in. The year pins can be ordered from the University of Regina Bookstore. You will purchase a year two pin.

Dorothy Pearl Uniforms – is the provider in Regina of uniforms for the SCBScN program and ADNP. Students can visit the store (located at 357 Albert Street) to be fitted for their uniform(s). Students need to be fitted by **June 30, 2023. It is best to go earlier if possible**, as you will need the uniforms for September. Please inform them that you are an ADNP student when you are fitted so the order is expedited.

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 practice education settings.

Unacceptable business casual:

- Jeans, shorts, or underwear as outerwear
- Work out wear or lounge wear (ie. 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/BlackBerry/Windows Phone). The device will be used for the following services:

- SNapp web application: an online service used to capture reflections on learning in practice education settings
- 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 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 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

FIRST TERM EXPECTATIONS

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

The ADN program is made up of classes, labs, seminars, and practice education experiences. Students are expected to attend all classes, labs, seminars, and practice education experiences. 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, lab, or seminar experience 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 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.

ACCOMMODATIONS 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 term**. 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 Saskatchewan Polytechnic's Registration
 - Link :https://saskpolytech-accommodate.symlicity.com/public_accommodation/
 - Verification Form (if clicking the link does not work, copy and paste into your internet browser):
<https://saskpolytech.ca/student-services/support/documents/Verification-of-Disability-Request-Form-July-2020.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 Polytech 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 Saskatchewan Polytechnic, 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
Room 228

University of Regina Centre for Student Accessibility

<https://www.uregina.ca/student/accessibility/>
306-585-4491
Riddell Centre, Room 229

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:

2023-2024 University of Regina, Undergraduate Calendar

- The Undergraduate 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.
- Access the Student Handbook via [UR Courses](#)
 - 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 everything is
- Anything posted to the Program Announcements will be automatically sent to your U of R email address

Nursing Student Handbook via the Collaborative Nursing Student Portal

- The Nursing Student Handbook outlines the rules, regulations, and policies that apply to nursing students
- Access the Student Handbook via the Collaborative Nursing Student Portal
- Review the Student Handbook and 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](#)

OTHER SUPPORTS

After Degree nursing students will attend all two years of their nursing degree at two campuses: University of Regina and Saskatchewan Polytechnic – Regina Campus

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!

Review both institutions' websites (www.uregina.ca and www.saskpolytech.ca) for information on services and programs, as well as the Collaborative Nursing 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
306-775-7436

Intercultural Services
Saskatchewan Polytechnic
306-775-7595

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

Indigenous Support Coordinator
Celeste Pelletier
University of Regina
nursing.indigenoussupport@uregina.ca

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

CONTACT US

If you ever need assistance or are unsure of what to do, please do not hesitate to contact us:

University of Regina
Faculty of Nursing
3737 Wascana Parkway
Regina, SK S4S 0A2
Email: nursing@uregina.ca
Phone: 306-337-3300

Saskatchewan Polytechnic
School of Nursing (SCBScN Program)
4635 Wascana Parkway
Regina, SK S4P 3A3
reginanursingdocuments@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 RubellaInformation 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@hspscanada.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://hspscanada.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 lectures, labs, or practice education. When students miss lectures, labs, and practice education, 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 lectures, labs, and/or practice education 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 UR Webmail, 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 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 Nursing Student Portal on 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.

Please ensure that you regularly check your course pages on 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/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/assets/pdf/2022-23/Faculty-of-Nursing.pdf>), 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 and SCBScN and ADNP Student Handbook

Students are responsible for informing themselves on all University of Regina Undergraduate policies listed in the Undergraduate Calendar (<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html>) and the SCBScN and SCBScN Student Handbook (Nursing Student Portal on 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.

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 and ADNP 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

Page 3 of 3
Initials

Immunization Requirements for Healthcare Students 2023-24

Congratulations on your acceptance to your program! To ensure you are safe to enter the clinical setting, please complete the following:

Step 1: Book an appointment with your Family Physician/ Nurse Practitioner or go to a Walk-In-Clinic and ask for the following **(2)** 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 **(5)** blood tests to be completed:

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 Health Nurse will look up your blood work results online at eHealth Saskatchewan. **If you were born in Saskatchewan, the Health Nurse will also look up your child/ adult immunization records on eHealth.** Please do not email copies of lab results unless requested by the Health Nurse. **Proceed to Step 3 for your SCBScN program site / location below.**

Regina Campus

If you have received child/adult immunizations outside of Saskatchewan (including International Students) and you have these records, please submit via email as soon as possible to:

Jill Heshka: jill.heshka@saskpolytech.ca

****Please include on the subject line of all email communications: First & Last Name, Program, Sask Polytech Student ID #**

Step 3: After you have completed your blood work, please sign up for a Fall Immunization appointment using these 3 easy steps:

- 1) Click this link to see the Sign-Up sheet: <https://signup.com/go/MwFBhjR>
- 2) Review the options listed and choose the appointment spot you like.
- 3) Sign up! It's Easy - you will NOT need to register an account or keep a password on Sign-Up.

Saskatoon Campus

If you have received child/adult immunizations outside of Saskatchewan (including International Students) and you have these records, please submit via email when requested by the Saskatoon Campus Health Nurse.

****Please include on the subject line of all email communications: Year, Program Name or abbreviation, Last Name, First Name, Sask Polytech Student ID #**
Ex: 2023 SCBScN Doe, Jane 000123123

We will start accessing your Lab and Immunization records in eHealth May 1st, so please get these tests done as soon as possible.

Step 3: Wait patiently! Once the Saskatoon Campus Health Nurse has reviewed your records and blood work in **eHealth, she will contact you with a plan, book you for an appointment on campus or request missing Immunization Records or Lab results.** Please do not book appointments for immunizations and/or TB skin tests through your Doctor or Public Health Office until you have received a plan from the Saskatoon Campus Health Nurse.

Shelley McKay, RN
Office Phone: 306-659-4046 (you may leave a message)
Email: shelley.mckay@saskpolytech.ca

****Please Note: 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 do NOT want the Health Nurse to access your eHealth account, please email to inform us.**

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

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/ |
| Regina area | University of Regina | https://www.uregina.ca/recservices/urfit/firstaid.html |
| Saskatoon area | Advanced First Aid & Safety 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 & Safety 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 |
|----------------------|--------------------------|--|

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.**