Attention 3rd year students:

I hope you are all enjoying your summer. We look forward to your return in the fall. There are several pieces of information your instructors and the undergraduate administrative team would like to bring to your attention as you plan for your return in the Fall. These are organized under the following headings:

- Save the Dates!
- Registration information
- Email addresses
- Requesting a program audit
- Course information bulletins
- EH Policy regarding lanyards
- CPR
- Certificate of Conduct
- Planning travel
- International nursing
- Scholarships
- Learner accountability

Please keep this information for future reference.

### Welcome back Pizza Party

This year the Nursing Society is holding a welcome back pizza party which will be held on Thursday, September 8, 2016 from 1200-1400 in the School of Nursing/Pharmacy Faculty/Staff lounge and H3454.

### Shinerama

This year’s Shinerama will be held on Friday, September 9, 2016 from 0900-1600 at the University Centre.

### Registration for Nursing Courses

By now you should be registered for your courses. If you have not done so, please see the following webpage for information on registration:

[http://www.mun.ca/nursing/undergraduates/4YO_Crs_Reg_Fall_2016_revised.pdf](http://www.mun.ca/nursing/undergraduates/4YO_Crs_Reg_Fall_2016_revised.pdf)

Let us know if you are having problems [777-6272; nursundergrad@mun.ca](mailto:nursundergrad@mun.ca).

### Courses from other Faculties/Disciplines

When choosing/scheduling non-Nursing courses toward your degree, please check the MUN website to see when courses are being offered before registering for these courses so that scheduling conflicts with the nursing courses are avoided.

[Link](http://www.mun.ca/regoff/registration/course_offerings.php)
<table>
<thead>
<tr>
<th><strong>E-MAIL Addresses</strong></th>
<th><strong>If you haven’t already completed Statistics, you must register for a statistics course as a co-requisite for N3104 in the fall semester.</strong> Please note that in addition to the course offered by the Department of Mathematics and Statistics, other courses are available which satisfy the statistics course requirement in the BN (Collaborative) program.</th>
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<tbody>
<tr>
<td><strong>Single e-mail policy in effect.</strong> Please remember that all official email to and from university departments and students must be sent through accounts with the official Memorial domain names - @mun.ca.</td>
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<td><strong>List-serves</strong> have been created using students’ @mun.ca email addresses as the primary means of informing students about the program. Please check your account daily and respond to requests as soon as possible. If you are not receiving information via your email account, please notify the undergraduate team at <a href="mailto:nursundergrad@mun.ca">nursundergrad@mun.ca</a></td>
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<td><strong>Requesting an Official Audit</strong></td>
<td><strong>Although it might not seem like it yet, your final year and graduation preparations will approach quickly. All Year 3 students are advised to have an official program audit completed to make sure that both you and the Office of the Registrar are in agreement regarding the courses toward the degree which are yet to be completed; link - <a href="https://www.mun.ca/regoff/graduation/audit.php">https://www.mun.ca/regoff/graduation/audit.php</a>. In particular, please identify any outstanding non-nursing requirements left to be completed so that you can schedule these courses within the remaining semesters in the program.</strong></td>
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<td><strong>Course Information Bulletins</strong></td>
<td><strong>Please keep in mind that students’ schedules may vary depending on their clinical rotations and schedules. N3513 is 64 hours (8 clinical days – Mondays and Tuesdays) over a 4-week block and N3514 has 96 hours (12 clinical days – Mondays and Tuesdays) over 6 weeks. Clinical time is usually 0730-1530, but evening hours may be part your clinical week. In addition, obtaining and preparing for your clinical assignment usually is required each Sunday prior to clinical. Please plan other activities accordingly to accommodate your full schedule. For those who wish to continue external work opportunities, do not book external work time until you have your clinical schedule finalized.</strong></td>
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<td><strong>ATI</strong> - For the past two years, Year 3 and Year 4 students in the BN (Collaborative) program have been using ATI (Assessment Technologies Institute) resources to help prepare for the national licensure exam to be written after graduation. The School is happy with the success already seen and is implementing the use of ATI for all classes beginning in September 2016. You will be receiving a separate letter shortly about signing up for these resources.</td>
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**N3014**

Please be advised that in N3014 Adult Medical- Surgical Nursing you will be using ATI online testing as a method of evaluation during class lectures. Over the course of the semester you will be doing mini exams in addition to your midterm and final exam. The dates and times of exams will be posted in D2L at the start of the semester in September. You are expected to have an electronic device that will allow you to access the ATI testing site during class times 0900-1200 on Thursdays. Please ensure that you have registered for ATI and have an operational password for September 2016.

Regards,
April Manuel

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**N3513 (Pediatric clinical)** You will alternate between day and evening shifts (Monday and Tuesdays). Half of the class will start with pediatric clinical and the other half starts in N 3514-adult clinical, then halfway through the semester you switch.

**N3513 Orientation Days** will be: September 12 for Rotation 1 and October 24th for Rotation 2 (both are 8 hour days)

**Medication Quiz**: You will complete a medication quiz during orientation, you may bring a calculator, pen and pencil for med quiz in the morning (no test questions on body surface area, please review pediatric calculations in your med math book, you will need to know conversions, i.e. grams to mg and abbreviations, i.e. prn).

Any questions, please feel free to contact me at: nicolelewis@mun.ca

Nicole Lewis-Power

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**N3514 4-Year Option Students**

Orientation Dates:

First Group: September 12th

Second Group: October 24th

Please check D2L prior to the course start date to find out which group you are in. Orientation location, student placements and a course outline will also be posted on D2L. Please wear your lab coat, dressy-casual attire and your name tags to orientation day.
**NURS 3523 Orientation Sessions**

Planning for the clinical preceptorship course takes a lot of effort on the part of students, faculty and clinical agencies. This year we will have a number of orientation sessions outside of your scheduled classes in order to make this important planning activity successful! The first orientation session will take place in September and the second one will occur in November. There will be two additional one-hour sessions during the Winter Semester. (Fall dates will be announced shortly; winter dates will be announced prior to Christmas break). All students are required to attend these sessions.

In preparation for these courses, a tremendous amount of information will be exchanged between students and faculty. Securing your clinical placements will be a major endeavour. Be advised that while it will not be possible for everyone to be placed in St. John’s, placements upon request outside of the city/province are also not guaranteed and require approval of the Associate Dean, Undergraduate Programs.

**Student Aid, Bursary and N3523**

Student Aid now recognizes courses in which there is a compressed full time study block in less than a 13 week semester. Students are now able to access student aid for N3523, an 8 week course. All sites offer NURS 3523 in the spring semester.

**Lanyards**

As you choose uniforms and supplies, please be aware of the Eastern Health Policy regarding Lanyards (Policy OPS-SC – 040: Identification badges and access cards [Infection Control section]). It states the following:

- Lanyards are only to be worn when there is no patient/resident/client contact.
- ID badges must be secured by a clip when providing direct patient care.

**CPR Level-HCP**

All students in the BN (Collaborative) Nursing Program must provide proof of current CPR Level-HCP certification. Students must submit a copy of their current certificate to MUNSON’s Clinical Program Administrator, Alison Maddigan-Cox.

- CPR-HCP re-certification will be required for all nursing students every 12 months, while they are registered in the nursing program.
- Students are accountable to ensure they have completed the CPR-HCP re-certification before or during the month of expiration.
- Students will not be allowed to attend clinical practice if they do not complete the above requirement.

*Keep a copy of all documents submitted to the School of Nursing for your records.*
### Certificate of Conduct

**Please note:** After admission, and any time prior to completing the program, students charged with or convicted of a criminal offence, or listed on the Child Abuse Registry, are required to report this information to the Dean/Director or the Associate Director/Dean of the School of Nursing.

Failure to report a criminal offense may result in dismissal from the program. Criminal offences will be reviewed by the Administrative Team of the School of Nursing for implication of the conviction in view of the professional and ethical mandate to protect the public.

A listing on the Child Abuse Registry, or failure to report the listing, will result in dismissal.

### Planning Travel

We certainly hope that you get to return home for family visits during the semester. While it is your decision to make plans for such visits you should know that classes, labs and clinical time are not cancelled to accommodate students who may wish to take extended midterm breaks, long weekends, etc. Midterm exams, lab exams or assignments also are not deferred or changed for this reason.

For the same reason, do not book flights before confirming your final examination schedule. The examination period for Fall 2016 commences on Friday, December 2 and ends on Friday, December 16. **DO NOT** book any flights until you have confirmed your personal exam schedule with the official university examination timetable [released in November].

**Supplementary exams for the Fall semester are normally scheduled for the day immediately preceding the first day of classes in the Winter Semester; this year’s date is Wednesday Jan. 4th, 2017.** Take this into consideration when booking your return flight to campus if you want to reserve your opportunity to write a supplementary exam if needed.

### International Nursing

Many students are becoming more interested in working on foreign aid projects in e.g., Africa or South America. We are then asked if we could arrange clinical placements there. While we certainly support your independent endeavours on your own time, to arrange a placement for a clinical course usually is not possible due to scheduling, resources, and the legal arrangements required.

### Scholarship Information

School of Nursing scholarships, awards and bursaries will be available throughout the year. You are encouraged to explore which opportunities for funds are applicable to you and to apply for those awards. Information will be sent out through the student list serves and posted on the website.
As you commence this year of the BN (Collaborative) program, remember that your accountability is a personal and professional responsibility.

As a personal responsibility, we encourage you to seek opportunities to augment the assigned reading requirements (set down in course outlines) with reference readings, web searches etc., in order to enhance your understanding of concepts. We encourage you to take advantage of tutorial sessions when they are offered. We expect students to maximize their time and active learning in lab sessions whether those sessions are science labs associated with Microbiology, or psychomotor skills labs that are part of nursing courses. After-hour practise is needed to master nursing skills. Equipment used to teach labs on a weekly basis will remain set up for students during the after-hour sessions of that week. Open times for the lab will be posted weekly.

Faculty in this professional program will be encouraging you to gain the cognitive, psychomotor and attitudinal competencies that are necessary for nursing practice to evolve safely and holistically. It is expected that students have ready access to all required books identified for their courses. Purchasing used textbooks by the same author that may be the last edition is usually an appropriate alternative to not purchasing a new textbook, but check online or with the instructor for changes between editions. All textbooks will serve as sources of reference for future classroom and clinical courses, but more importantly they will help you begin to find the answers to clinical practice issues that you encounter.

I hope you are having opportunities to relax and enjoy the summer. Welcome back and best wishes for a successful term.

Professor Andrea Brennan-Hunter
Associate Dean Undergraduate Programs
MUN School of Nursing