To: 2nd Year Students in 4-Year Option,

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!
- Email addresses
- Registration information
- Course information bulletins
- Meditech
- MaskFit testing
- CPR
- Certificate of Conduct
- International nursing
- Scholarships
- Planning travel
- 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 Friday, September 6, 2019 from 1130-1330 in the Faculty of Nursing/Pharmacy Faculty/Staff lounge and H3454.

**Shinerama**

This year's Shinerama will be held on Thursday, September 12, 2019 from 0900-1600 at the University Centre.

**Single e-mail policy in effect.** 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.

**List-serves** 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 nursundergrad@mun.ca
### 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:


Please ensure you register for all your courses at the same time and that you do so as soon as possible to allow for successful registration. Let us know if you are having problems [864-4804; 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 http://www.mun.ca/regoff/registration/course_offerings.php before registering for these courses so that scheduling conflicts with the nursing courses are avoided.

**IMPORTANT:** If you haven’t already completed Statistics, you **must** register for a Statistics course during 2019-2020 as a pre-requisite for N3104 in the fall semester of Year 3. 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.

### Course information Bulletins

Please keep in mind that students’ schedules may vary depending on their clinical rotations and schedules. For example, N2502 is a clinical course with a new structure this Fall; it has 48 hours in clinical placements and 24 lab hours. Students will be ‘in clinical’ some weeks on both Monday and Tuesday and other weeks not at all. With labs in N2004 and N2502, your schedule may not be the same as your classmates. Please plan other activities to accommodate your full schedule of nursing courses. For those who wish to continue external work opportunities, do not book external work time until you have your class, lab and clinical schedule finalized.

**Meeting with Clinical Placement Coordinator:** An information session is planned for September 20, 2019 from 1:30-2:00 in H2908. This session will provide the opportunity to ask questions about upcoming clinical courses.
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 often 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.

**NURS 2003**

Tutorials for N2003 this fall will be on Fridays 3:15 – 4:15 in Room H2956 following your classes. There is class, but no tutorial, on Wednesday, September 4th and Friday, September 6th.

**NURS 2004**

Labs for N2004 will start during Week 2 (Sept 12th) for all groups. The labs are on Thursdays.

**NURS 2502**

Labs for N2002 will start during Week 1 (Sept 6th) for all groups.

Orientation for all groups will occur on **Monday Sept 9 0900-1700**. Please meet in Main Auditorium dressed business casual, no jeans with your clinical ID, clinical lab coat, warm up jacket, a writing pad, and pen in hand. Please also bring your Year 2 Meditech password (see note below)

NURS 2502 will involve both day and evening shifts (8 hours).

**Please note re clinical practice for Winter semester 2019:**

NURS 2520 occurs at the end of the semester (April 20 - May 10). Clinical hours are often 12-hour shifts and may occur on any day of the week, including weekends. Students must be available for the entire 3-week period.

**ATI – MUNFON** is continuing and expanding the use of ATI for all class cohorts in the coming year. You will be receiving a separate letter about signing up for these resources.
### Meditech

Before you began N1520, Eastern Health emailed you a user name and (for most) two passwords for the Meditech system; one password was specific to long-term care and the other to acute care within Eastern Health [Some students would have received only one password depending on the long-term care agency assigned; this password is for all agencies]. These passwords were sent to you from ISPOSecurity@easternhealth.ca. Use of the Meditech system is essential to retrieving and documenting needed information regarding your clinical care.

You will need this password during your N2502 orientation.

Loss of passwords and issuing of new passwords inhibits the care you will be able to provide in clinical placements and is added work for the Eastern Health personnel who must provide them. Please also note that reissuing a password requires that an “incident report” be completed, with a copy to the Associate Dean and to the student’s academic file.

### MaskFit Testing

As you are aware, all students in the BN (Collaborative) Program must be fitted for an N95 respirator as part of the pre-clinical requirements (usually done in Years 1 and 3). This is for your safety in the case of clinical care situations which require respiratory isolation/airborne precautions. Because it is so important to your safety, mask fittings are completed at least every two years.

Information to keep in mind:

- You need to know which mask is appropriate for you to don the mask if the need arises.
- If anything has changed in your health which could impact your use or fit of the N95 mask, you may require follow-up testing. Please contact Alison Maddigan-Cox.
- We have been advised that there continues to be a charge for testing ($40.00). Students may be charged an additional fee if a scheduled appointment is missed and must be re-booked.
## CPR

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

- CPR [Level HCP or BLS] 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.
- BLS (Provider) certificate, BLS Health Care Provider (HCP)/AED, or Cardio-Pulmonary Resuscitation-Health Care Provider (CPR-HCP) certificate is acceptable to meet the BLS requirement. Please ensure you register for the correct course required for the nursing program.
- Examples of companies that provide these courses are St. John Ambulance, Canadian Red Cross, and Lifesaving Society.
- Students will not be allowed to attend clinical practice activities if they do not complete the above requirement.

*Keep a copy of all documents submitted to the Faculty 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 Faculty 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 Faculty 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.

## International Nursing

Many students are 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, and are working to address obstacles, arranging an international placement for a clinical course usually is not possible due to scheduling, resources, and the legal arrangements required. Andrea Watkins will talk to your group about any possibilities available for the upcoming year.
<table>
<thead>
<tr>
<th>Scholarship Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planning Travel</th>
</tr>
</thead>
</table>
| We certainly hope that you get relax-time and time to visit with friends and family 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 home before confirming your final examination schedule. The examination period for Fall 2019 commences on Wednesday, December 4 and ends on Friday, December 13. **DO NOT** book any flights, until you have confirmed your personal exam schedule with the official university examination timetable [released in November]. **Please also note that retesting for psychomotor skills will be scheduled after all nursing exams for a cohort have finished; this will not impact most students, but may be a consideration for some.**  

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 Friday January 3, 2020. 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. |
As you commence this year of the BN (Collaborative) program, remember that accountability as a learner and beginning professional continues to be a personal and professional responsibility.

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. We expect that you will set high and comprehensive standards for the level of care you provide. It will be these personal standards that will guide and determine your work as a beginning practitioner and for years to come.

- 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.
- We are privileged to have clinical placement agencies that are eager to work with students as you learn. We hope you will find each to be a supportive and respectful environment, and that you will maximize the opportunities afforded by such placements and differences you will make to the patients/clients you will meet.

Finally, remember that in all learning environments (classrooms, labs and clinical placements) and anywhere outside of the Faculty of Nursing in which you identify yourself as a nursing student, you are representing MUN Faculty of Nursing, nursing in general, and you personally as a beginning nurse professional.

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
864-4626