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 the Fall semester. These are organized under the following headings:

- Save the Dates!
- Registration information
- Requesting a program audit
- Email addresses
- Course information bulletins
- Meditech
- MaskFit testing
- CPR
- Certificate of Conduct
- Planning travel
- International nursing
- Scholarships
- Learner accountability

Please keep this information for future reference.

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<th>Save the Dates!</th>
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<td><strong>Welcome back Pizza Party</strong></td>
<td><strong>Registration for Nursing Courses</strong></td>
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<td>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.</td>
<td>By now you should be registered for your courses. If you have not done so, please see the following webpage for information on registration: <a href="https://www.mun.ca/nursing/undergraduates/Order_of_Reg_4YO_YR3_F19.docx.pdf">https://www.mun.ca/nursing/undergraduates/Order_of_Reg_4YO_YR3_F19.docx.pdf</a></td>
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<td><strong>Shinerama</strong></td>
<td><strong>Courses from other Faculties/Disciplines</strong></td>
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<td>This year’s Shinerama will be held on Thursday, September 12, 2019 from 0900-1600 at the University Centre.</td>
<td>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 - <a href="http://www.mun.ca/regoff/registration/course_offerings.php">http://www.mun.ca/regoff/registration/course_offerings.php</a></td>
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### Requesting an Official Audit

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 - [https://www.mun.ca/regoff/completing/audit.php](https://www.mun.ca/regoff/completing/audit.php). 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.

### Email Addresses

**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

### Course Information Bulletins

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.

- Please note that Year 3 4YO students will be participating in the Interprofessional Skills Training [IPST] program in the Fall and Winter semesters. IPST activities are scheduled for Oct 5th and Nov 2nd from 1-4 pm as part of N3104. All students are expected to attend the IPST sessions. Arrangements have been made for the N3014 classes scheduled for that time during those weeks. More information will follow at the beginning of the semester.

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.
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 shortly about signing up for these resources.

3514 Fast Track and 4-Year Streams
Welcome to the world of acute medical surgical nursing! In this course, you will develop your nursing practice competencies in the care of adult patients experiencing conditions such as cardiovascular disease, stroke, asthma, arthritis, and diabetes. You may also care for patients experiencing rapidly changing conditions such as myocardial infarction, surgical complications, acute neurological or respiratory events, cardiopulmonary arrest, diabetes crisis, shock and trauma. Clinical experiences in this course will also provide you with opportunities to further develop your competencies in safely and appropriately administering PO, IM, IV, and S/C medications.

Clinical shifts will occur on Mondays and Tuesdays (0730-1530) at either the Health Sciences Center or St. Clare’s during a 6-week (96 hours) rotation. Rotation 1 will start September 9th and Rotation 2 will start October 21st. This course has both a clinical and a mandatory laboratory component that runs throughout the semester (see 3514 Laboratory news).

**Orientation 0800 - 1600** - Students are expected to dress in uniform and will begin orientation to the clinical area in the afternoon. Bring your MEDITECH, Pyxis (if applicable) and glucometer passwords to Orientation.

Rotation 1: Monday September 9th @ 0800 Lecture Theatre A H1622
Rotation 2: Monday October 21st @ 0800 Lecture Theatre A H1622

**MEDITECH Order Entry** - There will be a mandatory orientation to the MEDITECH Order Entry system in the HSC computer lab during N3514 Orientation for Group 1 on Monday, September 9th at 1000-1200 and Group 2 on Tuesday, October 22nd at 1400-1600.

**Medication Quiz** - There will be a medication quiz during Orientation. You may bring a calculator, pen and pencil. In preparation for this quiz, a practice medication quiz will be available in ATI at the start of the semester.

Please check 3514 Bright Space for further course information including your clinical group assignment and clinical placement.

N3514 labs will begin the first week of classes (September 4th and 5th). No preparation is required, but it is very important to attend this first lab.

The 3514 Clinical Team is looking forward to meeting you all in September.

Have a great summer!

Dr. Sandra MacDonald – 3514 Clinical Team Lead
**N3513 (Pediatric Clinical):** Welcome to Pediatrics! You will be assigned to one of the units at the Janeway Children’s Hospital (either medicine or surgery). You will alternate between day and evening shifts (Monday and Tuesdays), completing patient research on Sundays. Half of the class will start with pediatric clinical and the other half starts in adult med-surg clinical (N 3514). Halfway through the semester you will switch. This clinical course is 64 hours.

**Orientation Days:** will be September 9 (rotation one) & October 21 (rotation two). Both are 8-hour days. You will complete a medication quiz during your orientation day. You may bring a calculator, pen and pencil. The quiz will be in the morning, please review pediatric calculations in your med math book and pharmacology text. You need to know conversions, e.g. grams to mg and abbreviations e.g. prn (no questions on body surface area).

If you have any questions, please feel free to contact me at: nicolelewis@mun.ca

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**Clinical Preceptorship Course (N3523)**

Planning for the clinical preceptorship course takes a lot of effort on the part of students, faculty and clinical agencies, and has already begun. This year we will have a number of information sessions outside of your scheduled classes in order to make this important planning activity successful.

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 acceptance by the clinical agency and approval of the Undergraduate Program Team.

Please also be advised that there will be two rotations of N3523. For your cohort, one rotation will occur from May 11 - July 5th and the second rotation will be July 6 – August 30th. We are still working on the numbers of students for each rotation. Please also see the information in the section below regarding clinical placements.

**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.
**Clinical Placement Assignments**

1. Clinical placements will be assigned by the Faculty of Nursing for clinical courses throughout the program.
   a. Group clinical courses will use a variety of clinical areas to support learning.
   b. The primary foci of clinical experiences in N3523 and N4516 will be medical and surgical clinical areas.

2. Students may submit requests for placements outside St. John’s, within or outside Newfoundland and Labrador for N3523, N4512 and N4516.

3. Students cannot submit requests for unit/hospital-specific placements within St. John’s.

4. It is the decision of the Faculty of Nursing to approve student placements.

5. Placements may be changed at any time due to unforeseen circumstances.

**Approval Criteria for Clinical Placements**

The following will be used to determine clinical placement assignments:

- Clinical placement history
- Academic performance in courses completed to date
- Clinical performance throughout the program; this includes nursing practice appraisal comments, consideration of learning plans, med errors, occurrence reports, sick time, etc.
- Student’s professional behaviour demonstrated throughout the program
- In addition, the following will be used to determine students' eligibility for clinical placements outside the St. John's area and outside of the province.
  - Student must have had no previous clinical failures throughout the program.
  - Pre-clinical placement requirements must have been met by the last day of class of the preceding semester to receive approval for an out of city/out of province placement, regardless of whether or not the placement is confirmed by the agency.

**Meeting with Clinical Placement Coordinator:** An information session is planned for September 19, 2019 from 12:30-1:00 in H2908. This session will provide the opportunity to ask questions about upcoming clinical courses.
As you are aware, use of the Meditech system is essential to retrieving and documenting needed information regarding your clinical care. You will be using Meditech from Day 1 in N3513 and N3514. It is essential that you know your user name and Acute Care password, and that any documentation of this information (as well as the Longterm Care password received prior to N1520) is maintained securely.

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.

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 you require follow-up testing due to a change in your health such that your use or fit of the N95 mask could change, please contact Alison Maddigan-Cox directly.
- 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.
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.
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<td>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.</td>
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<td>For the same reason, do not book flights before confirming your final examination schedule. The examination period for Fall 2019 commences Wednesday, December 4 and ends on Friday, December 13. <strong>DO NOT</strong> book any flights until you have confirmed your personal exam schedule with the official university examination timetable [released in November]. Please also note that any retesting of psychomotor skills will be scheduled to occur after nursing exams are complete for the cohort; this is not expected to impact you, but it may be a consideration for some.</td>
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<td>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 3rd, 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.</td>
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<td>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.</td>
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<td>We are exploring the possibility of a small number of international placements for N3523. We will keep you updated as further information becomes available.</td>
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<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>
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As you commence Year 3 of the BN (Collaborative) program, remember that accountability as a learner and beginning professional continues to be a personal and professional responsibility.

This year you will complete three clinical theory courses and four clinical practice courses. 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 have already 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 class, lab and clinical sessions.
- 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 Faculty of Nursing
864-4626