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.

### Welcome back Pizza Party

This year the Nursing Society is holding a welcome back pizza party which will be held on Friday, September 7, 2018 from 1200-1400 in the School of Nursing/Pharmacy Faculty/Staff lounge and H3454.

### Shinerama

This year’s Shinerama will be held on Thursday, September 13, 2018 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:


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 [777-6272; 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](http://www.mun.ca/regoff/registration/course_offerings.php)
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<th>Requesting an Official Audit</th>
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<td>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="http://www.mun.ca/regoff/Request_for_Degree_Advice.pdf">http://www.mun.ca/regoff/Request_for_Degree_Advice.pdf</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.</td>
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<th>Single e-mail policy in effect.</th>
<th>Email Addresses</th>
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<td>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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| List-serves | 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. |

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<th>Course Information Bulletins</th>
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<td>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.</td>
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| 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 - MUNSON 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.

**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 N3514-adult clinical, then halfway through the semester you switch.

N3513 Orientation Days will be: September 10th for Rotation 1 and October 22nd 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, eg. grams to mg, and abbreviations, eg.’prn’.

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

Nicole Lewis-Power

**N3514**

Welcome to 3514! This clinical course is designed to help you develop proficiency in medical/surgical nursing practice. You will have many opportunities in the clinical setting to apply your nursing knowledge to the care of middle and older adults and their families. This course consists of two 8-hour shifts per week on Mondays and Tuesdays, for a 6-week rotation (96 hours). On September 10th, half of the 4YO class will start clinical in Group 1, and on October 22nd, the other half of the 4YO class and all of the FT class will start clinical in Group 2. During the laboratory sessions you will be introduced to advanced practice skills such as inserting IV’s, interpreting ECGs and venipuncture. Information on your schedule is below.

**Clinical**

**Orientation Day** - Students are expected to dress in uniform for orientation and will be orienting to the clinical area in the afternoon.

Group 1: **September 10th** Lecture Theatre D @ 0900-1600

Group 2: **October 22nd** Auditorium @ 0900-1600

**Medication Quiz** - There will be a medication quiz during the morning of the orientation. You may bring a calculator, pen and pencil. In preparation for this quiz a practice medication quiz will be available in ATI on the first day of classes.
Laboratory

This course has a mandatory lab component that runs throughout the entire semester. Due to scheduling issues with the HSC computer room, the first labs will take place *Wednesday September 5th @ 08-10, 10-12, & 13-15 and Thursday September 6th @ 08-10 and 10-12*. This is an orientation to the MEDITECH Order Entry system and is necessary to prepare you for order transcription in the clinical setting.

Please check D2L for further course information including your group and clinical placement.

The 3514 Clinical Team is looking forward to meeting you all in September. Have a great summer!

Dr. Sandra MacDonald – 3514 Team Lead

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. The first information session will take place September 21st, 2018 from 1145-1245 in room 3454. *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 acceptance by the clinical agency and approval of the Undergraduate Program Team.

Please also be advised that, beginning in Spring 2019, there will be two rotations of N3523. For your cohort, one rotation will occur from May 13 - July 7th and the second rotation will be July 8 – September 1st. We are still working on the numbers of students for each rotation and how registration will occur. More information will be provided during your meeting on September 21st. 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 School 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 School 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.
### Meditech

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.

### MaskFit Testing

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 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, please contact Alison Maddigan-Cox.
- We have been advised that there is 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 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.

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**Planning Travel**

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 before confirming your final examination schedule. The examination period for Fall 2018 commences Wednesday, December 5 and ends on Friday, December 14. **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 January 2, 2018.** 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.

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**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.

We are exploring the possibility of a small number of international placements for N3523. We will keep you updated as further information becomes available.
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 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 practice 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 School of Nursing in which you identify yourself as a nursing student, you are representing MUN School 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
777-6679