BACHELOR OF NURSING
(COLLABORATIVE) PROGRAM

Student Pre-Clinical

Requirements

2021

Memorial University Faculty of Nursing

Centre for Nursing Studies

Western Regional School of Nursing

The student is responsible for completing all of these requirements as outlined in the document and at their own expense as per the timelines indicated. Students unable to meet these requirements may be delayed or prevented from completing the Nursing Program.
STUDENT PRE-CLINICAL REQUIREMENTS CHECKLIST ................................................................. 3

INTRODUCTION TO STUDENT PRE-CLINICAL REQUIREMENTS ........................................ 4

CONFIDENTIALITY .................................................................................................................. 4

OVERVIEW OF STUDENT PRE-CLINICAL REQUIREMENTS ................................................ 4

Personal Health Information Act (PHIA) .................................................................................. 4

Newfoundland and Labrador Practice Education Guideline: Student Pre-Placement Immunizations
and Communicable Diseases Screening Form ........................................................................... 5

Basic Life Support (BLS)/ Standard First Aid ....................................................................... 5

Certificate of Conduct and Vulnerable Sector Check ................................................................. 5

Child Protection Record Check .................................................................................................. 6

Student Information Form .......................................................................................................... 6

Protocol for Students with an Allergy or Medical Condition ..................................................... 6

IMPORTANT CONTACT INFORMATION ................................................................................. 7
### Student Pre-Clinical Requirements Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Documents to be Submitted to the School of Nursing</th>
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| **Student Pre-Placement Immunizations and Communicable Diseases Screening** | ☐ Newfoundland and Labrador Practice Education Guideline: Student Pre-Placement Immunizations and Communicable Diseases Screening Form (see Welcome Package for more information)  
☐ Exemption to Immunizations Waiver (if applicable; See Newfoundland and Labrador Practice Education Guideline: Student Pre-Placement Immunizations and Communicable Diseases Screening Form in Welcome Package for more information)  
☐ Hepatitis B Non-Immunity Waiver (if applicable; See Newfoundland and Labrador Practice Education Guideline: Student Pre-Placement Immunizations and Communicable Diseases Screening Form in Welcome Package for more information) |
| **Personal Health Information Act**                                   | ☐ Personal Health Information Act (PHIA) Record of Achievement |
| **Basic Life Support (BLS)**                                          | ☐ Basic Life Support (BLS) Certificate |
| **Standard First Aid**                                                | ☐ Standard First Aid Certificate |
| **Certificate of Conduct and Vulnerable Sector Check**               | ☐ **Original** Certificate of Conduct (as per dates on page 5)  
AND  
☐ **Original** Vulnerable Sector Check (as per dates on page 5) |
| **Student Information Form**                                         | ☐ Student Information Form (See Welcome Package for more information) |
| **HSPnet Consent Form**                                               | ☐ HSPnet Consent Form (See Welcome Package for more information) |
|                                                                      | ☐ Keep copies of all your documents submitted to the School of Nursing |

**4-Year and Accelerated Option Students:** All Documents must be submitted by **Monday, August 23, 2021**  
**LPN Bridging Students:** All Documents must be submitted by **Friday, July 30, 2021**

All documents are to be submitted to:

<table>
<thead>
<tr>
<th>If enrolled at Memorial University Faculty of Nursing:</th>
<th>If enrolled at Centre for Nursing Studies:</th>
<th>If enrolled at Western Regional School of Nursing:</th>
</tr>
</thead>
</table>
| Memorial University  
Faculty of Nursing  
300 Prince Philip Drive  
St. John’s, NL Canada  
A1B 3V6  
Attention: Clinical Program Administrator | Centre for Nursing Studies  
100 Forest Road  
St. John’s, NL Canada  
A1A 1E5  
Attention: BN Registrar  
Denise Waterman | Western Regional School of Nursing  
P.O. Box 2005  
Corner Brook, NL Canada  
A2H 6J7  
Attention: General Office |
INTRODUCTION TO STUDENT PRE-CLINICAL REQUIREMENTS

The purpose of this document is to provide the nursing student with a concise and organized way of collecting and maintaining all of the basic requirements necessary for entry into the clinical setting. The School of Nursing has an obligation to protect the safety and well-being of both its students and the public. To ensure this, there are several criteria the clinical agencies require of the student. Use this document as a guide for you to meet these requirements. **The student is responsible for completing all of these requirements as outlined in the document and at their own expense. Students unable to meet these requirements may be delayed or prevented from completing the Nursing Program.** All students must have the relevant documentation submitted to the School of Nursing as per the timelines indicated in this document. All documents submitted to the School of Nursing must be in English.

**Students are responsible for keeping copies of any documents submitted to the School of Nursing to prove that all requirements are met.**

CONFIDENTIALITY

All information requested by the Bachelor of Nursing (Collaborative) Program will be used solely for the administration and management of the program. Personal information is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), under the authority of Sections 61 and 62 of the Access to Information and Protection of Privacy Act, 2015 and the Personal Health Information Act. This is used and disclosed for the purposes of facilitating your clinical placement, academic administration and program planning and will not be otherwise disclosed except as authorized by law. Questions about this collection, use and disclosure of personal information and personal health information may be directed to:

Memorial University Faculty of Nursing at (709) 864-8352

Centre for Nursing Studies at (709) 777-8161

Western Regional School of Nursing at (709) 784-5489

OVERVIEW OF STUDENT PRE-CLINICAL REQUIREMENTS

**Personal Health Information Act (PHIA)**

Personal Health Information Act (PHIA) training is **mandatory** and is required to be completed **prior** to beginning any clinical placements in Newfoundland and Labrador. Students must register for the PHIA course at the following link (http://nlchi.skillbuilder.ca/home). In the top right corner of the webpage, click “Sign Up”. After signing up, select the course “Direct Contact with Personal Health Information”.

Following completion of the course, **print the Record of Achievement and submit the document with your pre-clinical requirement documents by August 23, 2021.**

Students are also required to complete the Oath/Affirmation of Confidentiality For Students of Memorial University form after completion of the PHIA course. The Oath/Affirmation of Confidentiality form has to be signed in the presence of a Commissioner for Oaths. In the Fall semester, the form will be provided and a time will be arranged for witnessing the Oath/Affirmation of Confidentiality For Students of Memorial University form.

**Keep a copy of the Record of Achievement for your records.**
Newfoundland and Labrador Practice Education Guideline:
Student Pre-Placement Immunizations and Communicable Diseases Screening Form

The Newfoundland and Labrador Practice Education Guideline: Student Pre-Placement Immunizations and Communicable Diseases Screening Form must be completed and returned to the School of Nursing. This document is included in the Welcome Package.

Please note: Students who require additional immunizations and have had or planning to have the Covid-19 vaccine, must discuss their plan with their healthcare provider to ensure the correct timing between the Covid-19 vaccine, any additional immunizations needed, and TB skin testing.

The MUN Student Wellness and Counselling Centre offers immunizations and TB skin testing.

**Basic Life Support (BLS) / Standard First Aid**

You are required to successfully complete a Basic Life Support (BLS) and a Standard First Aid course. Other levels are generally not acceptable.

Examples of companies that provide these courses are St. John Ambulance, Canadian Red Cross, and Lifesaving Society.

A 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.

As a nursing student, you are required to update your BLS course every 12 months. Your BLS certificate MUST be current prior to entering clinical. It is your responsibility to ensure that this is done annually and to forward a copy of your card to the School for your file. Students will not be permitted to attend clinical practice if the BLS requirement is incomplete.

Although the School of Nursing does not require you to update your Standard First Aid course, it is only valid for a three-year period.

**Certificate of Conduct and Vulnerable Sector Check**

The Certificate of Conduct is a check for a criminal record. The Vulnerable Sector Check is to determine if a person has received a pardon for a criminal offence of a sexual nature. It is completed in addition to the criminal record check. For a Vulnerable Sector Check you may need to complete a separate application or a specific component on the criminal record check application form. Both documents are obtained through the RCMP, RNC or other Municipal Police Departments. You are responsible for the costs. Note: A Court Record Check alone is not acceptable; it must accompany a Certificate of Conduct and Vulnerable Sector Check.

Most agencies require students to have a current Certificate of Conduct and Vulnerable Sector Check that is satisfactory to the clinical agency. The original documents MUST be submitted and the following dates MUST be adhered to for the certificate of conduct and vulnerable sector check.

- **4-Year and Accelerated Option Students** MUST submit the documents dated between July 30, 2021 and August 23, 2021.
- **LPN Bridging Students** MUST submit the documents dated between March 31, 2021 and July 30, 2021.

Keep a copy of the documents for your records.
**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 implications of the conviction in view of the professional and ethical mandate to protect the public and the requirements of health agencies and College of Registered Nurses of Newfoundland and Labrador re: conduct standards. A listing on the Child Abuse Registry, or failure to report the listing, will result in dismissal.**

**Child Protection Record Check**

Currently, the child protection record check is not required for all incoming nursing students. The School of Nursing reserves the right to request a child protection record check, if necessary.

**Please see the section above “Certificate of Conduct and Vulnerable Sector Check” regarding further information on the child abuse registry.**

**Student Information Form**

Upon admission to the School of Nursing, you are sent a Student Information Form to complete and return. This form requires that you read the document, 'Requisite Skills and Abilities for Entry-Level Registered Nurse Practice'.

**Protocol for Students with an Allergy or Medical Condition**

As applicable, students are accountable to inform faculty if they have:

- Allergies to any drug and/or material such as penicillin and/or latex
- Medical condition(s) that may require immediate treatment.
IMPORTANT CONTACT INFORMATION

Memorial University Faculty of Nursing:
Clinical Program Administrator: 709-864-8352, nursingrecords@mun.ca
MUN Student Wellness and Counselling Centre: 709-864-8500
Faculty of Nursing, General Office: 709-864-2719
Academic Program Administrator: 709-864-4804
Undergraduate Program Office: nursundergrad@mun.ca

Centre for Nursing Studies:
BN Registrar: 709-777-8171, dwaterman@mun.ca
BN Registrar’s Fax: 709-777-8177
MUN Student Wellness and Counselling Centre: 709-864-8500
School of Nursing, Business Officer: 709-777-6644, bhaines@mun.ca

Western Regional School of Nursing:
School of Nursing: 709-784-5489, nursingschool@grenfell.mun.ca
General Office Fax: 709-637-5161