Welcome to Memorial University of Newfoundland School of Nursing. Congratulations on the first of many academic milestones you will achieve during your preparation for entry into the nursing profession! You join a class of 85 other students who are about to embark on an exciting and challenging educational opportunity as students in the Bachelor of Nursing (Collaborative) Program (4-Year) and Fast Track (2-Year) Options. You are now part of this School’s proud 50+ year history of providing nursing education at the baccalaureate level.

You will find important information enclosed with this letter. Please take some time now to review ALL of this information.

Orientation:

To assist in making your transition to this professional school, there are orientation programs to Memorial University and the School of Nursing. On Tuesday, September 4, 2018 all nursing students accepted to Year 1 of the BN (Collaborative) Program will begin their orientation program to the School of Nursing at 9:00 a.m. in room H2956 (MUN School of Nursing) at the Health Sciences Centre. Please see the enclosed orientation information and September Calendar for further details. There will be an opportunity to join the Memorial University Orientation activities in the afternoon and evening.

Pre-Clinical Requirements:

The required documents must be submitted to the School, to the attention of Clinical Program Administrator, by August 24, 2018; after this date, applicants may jeopardize their progression in the program. Please contact Alison Maddigan-Cox (Clinical Program Administrator) at nursingrecords@mun.ca if you have any questions.

You are required to submit to the School of Nursing:

- A complete record of immunizations (including childhood immunizations)
- Blood work reports for titres
- 2-step TB skin test documentation
- A completed Student Information Form (see form enclosed)
- A completed Health Sciences Placement Network HSPnet Consent Form (see form enclosed).
- CPR Level - HCP (Health Care Provider) certificate
- Standard First Aid course certificate
- Certificate of Conduct and Vulnerable Sector Check

Please see the “Student Pre-Clinical Requirements” document regarding specific dates related to completion and for further information on these requirements in section 4.

Please ensure that you keep a photocopy of all documents for your records.
MUN Email Address:

It is necessary for every student to have an active MUN e-mail address. The School will be using a MUN e-mail address to communicate announcements and important information to the student body on a regular basis. If students have any questions or problems with accessing their @mun.ca e-mail accounts, they should contact Information Technology Services at (709) 864-4595. Please ensure your contact information (e-mail addresses, local and permanent, and telephone number) is up-to-date through Memorial Self-Service.

I would like to take this opportunity to congratulate you on your successful application to the BN (Collaborative) Program, and to wish you well through the rest of your summer.

We look forward to meeting you in September.

Sincerely,

[Signature]

Professor Andrea Brennan-Hunter
Associate Dean, Undergraduate Programs
MUN School of Nursing
709-777-6679 (Sec.)
nursundergrad@mun.ca
SECTION 1

ORIENTATION
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic of Discussion</th>
<th>Presenter</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:30 a.m.</td>
<td>Registration</td>
<td></td>
<td>Outside</td>
</tr>
<tr>
<td></td>
<td>Payment of Fees:</td>
<td>Society Student Volunteers</td>
<td>H2860</td>
</tr>
<tr>
<td></td>
<td>Name Tag Order</td>
<td></td>
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<tr>
<td></td>
<td>Contact Information Form</td>
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<td></td>
<td>Permission to Use Form</td>
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<tr>
<td></td>
<td><strong>Group 1 Pictures</strong></td>
<td>HSIMS</td>
<td>H1614</td>
</tr>
<tr>
<td>9:30-10:00 a.m.</td>
<td>Welcome to the SON</td>
<td>Dr. Alice Gaudine</td>
<td>H2956</td>
</tr>
<tr>
<td></td>
<td>Introduction to Faculty &amp; Staff</td>
<td>Dean</td>
<td></td>
</tr>
<tr>
<td>10:00-10:20 a.m.</td>
<td>Overview of Nursing Program</td>
<td>Andrea Brennan-Hunter</td>
<td>H2956</td>
</tr>
<tr>
<td></td>
<td>1. Nursing Program Sequence</td>
<td>Associate Dean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Resource Information</td>
<td>Undergraduate Programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Check-in Days</td>
<td></td>
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</tr>
<tr>
<td>10:20-10:30 a.m.</td>
<td>Health Science Library</td>
<td>Michelle Swab</td>
<td>H2956</td>
</tr>
<tr>
<td>10:30-10:45 a.m.</td>
<td>Break</td>
<td></td>
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</tr>
<tr>
<td>10:45-11:35 a.m.</td>
<td>Nursing Society</td>
<td>Bethany Kean, President</td>
<td>H2956</td>
</tr>
<tr>
<td></td>
<td>Austin Bowering, Vice President</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Peer Mentoring</td>
<td>Esme Campbell, Coordinator</td>
<td></td>
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<tr>
<td></td>
<td>CNSA</td>
<td>Ashley Joyce, Official Delegate</td>
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<td></td>
<td></td>
<td>Claire Murray, Associate Delegate</td>
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<tr>
<td></td>
<td>Shinerama</td>
<td>Kaur Kimdeep Singh, Coordinator</td>
<td></td>
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<tr>
<td></td>
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<td>Candace Green, Assistant</td>
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</tr>
<tr>
<td>11:35-12:15 p.m.</td>
<td>Review of Student Pre-Clinical Requirements Immunizations</td>
<td>Alison Maddigan-Cox</td>
<td>H2956</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Missy Power</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Andrea Watkins</td>
<td></td>
</tr>
<tr>
<td>12:15-1:30 p.m.</td>
<td>Lunch</td>
<td></td>
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<tr>
<td>12:15-12:45</td>
<td><strong>Group 2 Pictures</strong></td>
<td>HSIMS</td>
<td>H1614</td>
</tr>
<tr>
<td>1:00-1:30</td>
<td><strong>Group 3 Pictures</strong></td>
<td>HSIMS</td>
<td>H1614</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Scavenger Hunt Tour &amp; Locker Request Forms</td>
<td>Society</td>
<td>H2956</td>
</tr>
<tr>
<td></td>
<td>Books</td>
<td>A. Brennan-Hunter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Uniforms</td>
<td>Amelia Rowe</td>
<td></td>
</tr>
<tr>
<td>3:00-3:30 p.m.</td>
<td><strong>Group 4 Pictures</strong></td>
<td>HSIMS</td>
<td>H1614</td>
</tr>
</tbody>
</table>
SCHOOL OF NURSING
BN (Collaborative)
CHECKLIST FOR ORIENTATION DAY

Please Bring:

_____ Society Fee Money (1 payment for entirety of Program)
(4-Year Option) (cash – exact change $20.00)
(Fast Track Option) (cash – exact change $15.00)

_____ Money for Name tag (cash – exact change $15.00)

_____ Copy of weekly schedule of courses you are taking this Fall 2018

_____ Pencil or pen and a small notebook

_____ This Welcome Package (either in print format or electronically accessible)
<p>| | | | | | | | |</p>
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<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
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<td>6</td>
<td>7</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Holiday</td>
<td>Nursing Orientation 8:30-12:30 H2956</td>
<td>MUN Orientation Activities in p.m.</td>
<td>1st Year Information Session with Associate Dean 1:00-1:50 H2956</td>
<td></td>
<td>Student Pizza Party 12:00-2:00 H3460/H3452 SON/Pharmacy Faculty/Staff lounge</td>
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<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1st year Information Session with Associate Dean 1:00-1:50 H2956</td>
<td></td>
<td></td>
<td></td>
<td>Shinerama 9:00-4:00 University Centre</td>
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<td>16</td>
<td>17</td>
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<td>19</td>
<td>20</td>
<td>21</td>
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<td></td>
<td></td>
<td>1st year Information Session with Associate Dean 1:00-1:50 H2956 (Drop in)</td>
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</table>
... Invites You To A

PIZZA PARTY

on Friday, September 7, 2018
from 12:00- 2:00 p.m.

in the School of Nursing Faculty/Staff lounge
room H3460 & H3454

The School, in cooperation with the Nursing Society, will be hosting a pizza party for all students, faculty and staff to celebrate the beginning of the new school year and to welcome our new students. It would be great if everyone came for this afternoon of fun.

We hope to see you all there!
SECTION 2

REGISTRATION COURSE SCHEDULE
Memorial University of Newfoundland School of Nursing

Fall 2018 Registration Information

BN (Collaborative) Program (4-Year Option)

The nursing courses you are required to complete during Fall 2018 are listed below, please review course offering information ([http://www.mun.ca/regoff/registration/course_offerings.php](http://www.mun.ca/regoff/registration/course_offerings.php)), including times for each class and lab to coordinate your schedule and avoid overlaps.

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.

If you have questions regarding nursing course registration, please email nursundergrad@mun.ca

### Year 1 (4-Year Option)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biochemistry 1430</td>
<td>081</td>
<td>49549</td>
</tr>
<tr>
<td>Nurs 1002 Anatomy &amp; Physiology I</td>
<td>001</td>
<td>41782</td>
</tr>
<tr>
<td>Nurs 1002 Laboratory</td>
<td>002</td>
<td>41783</td>
</tr>
<tr>
<td>Nurs 1002 Laboratory</td>
<td>003</td>
<td>41784</td>
</tr>
<tr>
<td>Nurs 1002 Laboratory</td>
<td>004</td>
<td>61667</td>
</tr>
<tr>
<td>Nurs 1004 Nursing Foundations</td>
<td>001</td>
<td>49687</td>
</tr>
<tr>
<td>Nurs 1003 Dvlp Therapeutic Relationship</td>
<td>001</td>
<td>41787</td>
</tr>
<tr>
<td>Nurs 1003 Laboratory</td>
<td>002</td>
<td>41803</td>
</tr>
<tr>
<td>Nurs 1003 Laboratory</td>
<td>003</td>
<td>41798</td>
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<tr>
<td>Nurs 1003 Laboratory</td>
<td>004</td>
<td>46384</td>
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<tr>
<td>Nurs 1003 Laboratory</td>
<td>005</td>
<td>47758</td>
</tr>
<tr>
<td>Nurs 1003 Laboratory</td>
<td>006</td>
<td>52550</td>
</tr>
<tr>
<td>Nurs 1017 Fund Psychomotor Comp</td>
<td>003</td>
<td>68030 OR</td>
</tr>
<tr>
<td>Nurs 1017 Fund Psychomotor Comp</td>
<td>004</td>
<td>68032 OR</td>
</tr>
<tr>
<td>Nurs 1017 Fund Psychomotor Comp</td>
<td>005</td>
<td>68034</td>
</tr>
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</table>

3 credit hours in English*

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<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIA 1000 Health Privacy Law Train</td>
<td>004</td>
<td>56744</td>
</tr>
<tr>
<td>Science 1807 Safety in the Scientific Lab</td>
<td>001</td>
<td>63122</td>
</tr>
</tbody>
</table>

*For further information on PHIA 1000, refer to page 4 of the Student Pre-Clinical Requirements Booklet

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science 1807 Safety in the Scientific Lab</td>
<td>001</td>
<td>63122</td>
</tr>
</tbody>
</table>

Science 1807 consists of on-line modules in Laboratory Safety and WHIMIS. The course must be taken by all students who take lab courses (i.e., Anatomy & Physiology and Microbiology) where hazards are present.

If you have already completed ENGLISH 1080 (or its equivalent), please select another course requirement in the program from the following list:

- Psychology 1000
- 3 credit hours chosen from the former Philosophy 2500-2599 series, or Religious Studies 2610
- 3 credit hours in any one of Anthropology, Archaeology, or Sociology
- 3 credit hours in English (you need a total of 6 credit hours in English for the BN (Collaborative) Program)
- Statistics 1510 or 2500 or equivalent, or Education 2900
- 3 credit hours in an Elective Course
# BN (Collaborative) Program Course Sequence

Revised Model beginning Fall 2018

**Year 1 – All sites**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NURS 1004 Nursing Foundations</td>
<td>NURS 1015 Health Promotion</td>
<td>[No nursing courses scheduled for Spring Semester of Year 1]</td>
</tr>
<tr>
<td></td>
<td>NURS 1017 Fundamental Psychomotor Competencies (Lab course)</td>
<td>NURS 1012 Anatomy &amp; Physiology II (has a Lab component)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 1003 Developing Therapeutic Relationships (has a Lab component)</td>
<td>NURS 1014 Health Assessment (has a Lab component)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 1002 Anatomy &amp; Physiology I (has a Lab component)</td>
<td>NURS 1016 Caring for the Older Adult: Theory</td>
<td></td>
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<tr>
<td></td>
<td>Biochemistry 1430</td>
<td>NURS 1520 Caring for the Older Adult: Practice (Clinical Placement Course - 96h)</td>
<td></td>
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</tbody>
</table>
SECTION 3

UPCOMING EXPENSES
As a university student, most of your expenses in the upcoming year will be a part of that overall experience at MUN (tuition, accommodation costs as applicable, meal plans, etc. Please see http://www.mun.ca/undergrad/money/index.php for an overview of those general costs.

As students entering a professional school, please know that there are also a number of items and services that you will be required to purchase beyond those general costs. As possible, estimates of the costs for the items listed below are provided. This information is being provided at this time since budgeting for these extra costs may be more easily accommodated with early notification. This list does not include every extra cost associated with nursing education but it does represent the major categories of extra costs.

1. **TEXTBOOKS & DOCUMENTS**
   You will be required to purchase a number of text books/documents across the four years of the nursing program. Most of those texts will be in the first half of the program and used sequentially through the program; as such your costs will be expected to be greatest in the first half. Some of these resources are linked to specific courses and others are ‘core books’ used throughout the program. The books and documents you are asked to purchase will be provided in a list posted on the School of Nursing Website before each semester (the 2018-2019 Fall list will be posted by July 16th). Please check the University Bookstore website at https://mun.bookware3000.ca/Course/campus if you have questions regarding access to your books or costs.

   *Please note a separate bulletin following this letter regarding a move to electronic texts.*

   If you consider buying used textbooks for some of your courses to help reduce costs, be careful that the edition of the used text is the same as the one required by your professor. If you have any questions about the suitability of a used text book, consult your course professor during the first week of classes.

2. **ATI**
   All students are required to buy an on-line resource to be used throughout the program. Please see the bulletin following this letter. Expected costs $150.00 US +tax/year.

3. **UNIFORMS and CLINICAL SUPPLIES**
   *Please refer to the enclosed professional appearance policy and information bulletin for new incoming students.*
   - Uniforms (at least two). The School of Nursing does require that you buy a specific uniform style and color. Needed for winter semester. Prices vary - approximately $80-100 per uniform
   - Crests (available at the University bookstore - about $5.00 each)
   - MUNSON name tag (ordered on Orientation Day - $15.00)
   - Footwear (prices vary – about $100.00)
   - Lab coat/warm-up jacket for clinical – $40-50
- Watch (one that enables you to count off 60 seconds)
- Stethoscope/ Penlight/ Bandage scissors (more information at Orientation)
- Vaccines and/or TB testing – some costs may apply

4. **LAB KITS**
Used for courses with a psychomotor lab component in Years 1-3 and practice throughout the program – 3 kits presently used – Year 1 N1017 kit is $33.00 (including tax).

5. **TRANSPORTATION FOR CLINICAL COURSES.**
All of your classes will occur at the Memorial University Campus or via on-line technologies.

There are no clinical courses in the first semester, but transportation costs associated with clinical course placements have been a source of extra expenditure by nursing students. **Students are responsible for any costs associated with these placements.**

Traditionally, most clinical courses have made use of well-known health care institutions and agencies within the City of St. John’s for student placements. In any clinical course, students may be assigned to shifts which demand arrival to and/or departure from an agency sometimes outside the normal operating hours of public transportation.

Metrobus operates in and around St. John’s and connects frequently with MUN. Information re schedules can be obtained at 709-722-9400 or [http://www.metrobustransit.ca/home.asp#](http://www.metrobustransit.ca/home.asp#)

We are also increasingly making use of clinical placements in non-traditional health care and health related agencies within St. John’s and the surrounding communities of Mount Pearl, the Gould’s, Bay Bulls, Paradise, Torbay etc. In many cases, there is no public transportation available to these sites and often taxis are the only means of transportation. Car pooling and sharing cab fares is one way to reduce costs.

In your 4th year, you will be placed with a Community Health Nurse (N4512) somewhere in the province, or in another province. It is unlikely that your placement will be in St. John’s.

*If you have any questions about the material contained within this information packet please write them down today and we will answer them on Orientation Day or feel free to contact us at [nursundergrad@mun.ca](mailto:nursundergrad@mun.ca).*
Message to Incoming Students
Revised Curriculum and Move to E-Books

Concept-based Curriculum

The Schools of Nursing in Newfoundland and Labrador (Memorial University School of Nursing [MUNSON], Western Regional School of Nursing [WRSON], and the Centre for Nursing Studies [CNS]) are implementing a revised curriculum model for the 4-Year Option of the Bachelor of Nursing [BN] (Collaborative) Program. This model is based on a concept- and context-based framework focusing on the sequential development of clinical reasoning, judgement, and practice competencies throughout the four years of the program.

The program focuses on principles and concepts that students must apply in the classroom, skills lab, and clinical experiences to become competent and compassionate nurses. Through structured and self-directed learning opportunities with individuals, families, groups and communities, graduates of the program will demonstrate competence in the delivery of nursing care, including clinical competence, professional accountability, leadership, critical reasoning, communication and self-directed learning.

Move to E-Books

Consistent with the changes in the curriculum, the schools have decided to make the switch to e-books for courses unless paper versions are required. This is recognized as a change for many students and adjustment is expected, but nursing students at other universities have valued the cost saving achieved as well as the easy and immediate access they have to their books in all settings. Each site has developed ‘a Year 1 E-package’ that contains the books required for the first year of your studies and the package cost. This information is provided to you at the end of this document. Please note the following information:

- The anticipated costs of the package and the e-books if bought separately or in paper format have been provided. Although the package is strongly recommended, students may choose the options that work best for them.
- The University bookstore for your site (at either St. John’s or Grenfell campus) will have E-package access cards that you can purchase. If you choose to buy books individually in either electronic or paper format, the Bookstore will not have cards/books that you can buy immediately. Please ask staff to assist you in ordering the individual books/e-books that you would like to purchase. They will work on getting them to you as quickly and economically as possible.
- Be sure to purchase the correct package for your site. There are slight differences based on the text choices by the site you are attending. Once opened, books and access codes for e-books are non-refundable.
Please note the following:
  o There are six (6) books which are not ordered as e-texts. These are four “core” texts which will be used as referents in each course of the program and two course texts which the instructors have requested in paper format based on their use in the respective courses. You will see these texts and expected costs in a table below.
  o There is also a “lab kit” which must be purchased for NURS 1017 Fundamental Psychomotor Competencies.

  The resources listed reflect those needed for the whole first year of the nursing program.

  If you have questions, please feel free to contact the bookstore for your School site in person, by phone or email.

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>TITLE &amp; EDITION</th>
<th>PUBLISHER</th>
<th>Format</th>
<th>Quote Paper</th>
<th>E Quote – Individual Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gottlieb, L.N.</td>
<td>Strengths-based Nursing Care: Health and Healing for Person and Family</td>
<td>Springer Publishing Company</td>
<td>Paper</td>
<td>103.50</td>
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<tr>
<td>Jarvis</td>
<td>Jarvis Laboratory Manual For Physical Examination and Health Assessment 3CE</td>
<td>Elsevier</td>
<td>Paper</td>
<td>54.55</td>
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</tr>
<tr>
<td>AUTHOR</td>
<td>TITLE &amp; EDITION</td>
<td>PUBLISHER</td>
<td>Format</td>
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<td>E Quote – Individual Purchase</td>
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<tr>
<td>Potter &amp; Perry</td>
<td>Canadian Fundamentals of Nursing (6th ed)</td>
<td>Elsevier</td>
<td>E</td>
<td>166.95</td>
<td>147.20</td>
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<tr>
<td>Giddens, Jean</td>
<td>Concepts for nursing practice</td>
<td>Elsevier</td>
<td>E</td>
<td>147.00</td>
<td>83.89</td>
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<tr>
<td>Jarvis, C., Brown, A.J., MacDonald-Jenkins, Luckar-Fujde</td>
<td>Physical examination &amp; Health Assessment, 3rd Canadian edition</td>
<td>Elsevier</td>
<td>E</td>
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- E package price – 764.35 + tax = 879.00

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ATI (see separate memo) $150.00\(^{\text{tax}}\) US

Lab kit: NURS 1017 Fundamental Psychomotor Skills $33.50
TO:                BN Students (Year I and Year I Fast Track)
FROM:              Associate Dean/Directors, Schools of Nursing
DATE:              July 1, 2018
RE:                ATI Integration 2018 – 2019

In order to prepare students for the NCLEX-RN® Exam, the three Schools of Nursing (CNS, MUNSON & WRSON) have endorsed the Assessment Technologies Institute (ATI) Nursing Education Learning System resources. ATI, a Kansas-based company, specializes in e-learning products such as online assessments, tutorials and remediation tools designed to prepare nursing students for the NCLEX-RN® Exam. Specifically, the three Schools of Nursing will be utilizing ATI’s Comprehensive Assessment and Review Program.

Please note that it is mandatory for students to purchase these resources, as they include the comprehensive exam required at the end of the BN (Collaborative) program prior to students writing the NCLEX-RN® Exam (as per School of Nursing Section 4.1 General Regulations – in the Memorial University Calendar 2018 – 2019). Failure to purchase these resources means that students will not be able to write the NCLEX-RN® Exam.

We recognize that the purchase of ATI resources is a “beyond tuition” program cost, however, we remain committed to providing students every opportunity for success and have been very satisfied with the success so far of students who have consistently used ATI.

Registration is now open. In order to access the materials available, students must register with ATI by September 16, 2018. Please note that students registering after this date will be charged a late registration fee of $35 US.

Registration information, payment codes and costs are available as a second attachment to this e-mail.
Product ID Student Handout

Date: 5/14/2018 5:17:06 PM
To: Memorial University of Newfoundland
Cohort: 0522
Graduation Date: May 2022

The product ID below can be used to give your account access to all of the products associated with your cohort (shown above).

**Product ID**

CDN005933929

Before using the Product ID above, review the information in the header at the top of this document. **If it does not match the information for your class/cohort, do not activate this Product ID and contact your instructor immediately.** If you activate a Product ID for the wrong class/cohort, the wrong products will be assigned to your account.

If the class/cohort information is correct:

- Activate your Product ID by logging into the ATI Website and clicking on the **+Add Product link** located in the top right of your Home or My ATI page.

- In the Add Product window, enter the Product ID and then click the Continue button. You will be granted immediate access to all online practice assessments and tutorials that are associated with your class/cohort and have been enabled by your instructor.

- In addition, on proctored testing days, your proctored assessments will appear automatically under the Test tab on your My ATI page once a proctor is available. Simply click the Begin button on the assessment card front to begin your assessment.

- In future semesters, any new products associated with your class/cohort will be added automatically to your account.

Your cohort has been set up to use ATI's online payment system. Use the following steps to make your payment for this semester.


2. Enter your Username and Password in the Sign-in Box on the right hand side of the screen. If you do not already have an ATI Username, click on 'Create an Account' below the password box.

3. On your My Account page, confirm the school you are attending is chosen under Institution Info. Your Institution should be listed as Memorial University of Newfoundland.

4. Click on the "My Purchases and Payments" tab on the top of your My Account page. Enter the Payment and Cohort Code shown below:

   Payment Code: 0129097
   Cohort Code: 0522
   Amount Due: $172.50

5. Payments must be made before midnight on September 16, 2018 (Eastern time zone) to avoid a late payment fee of $35.00. If you have missed the payment deadline you can still make your payment by following the steps above.

The system will not allow you to access any ATI online materials or exams until the order is submitted.

This payment must be made via credit or debit card. ATI does not take your payment information over the phone. ATI does not offer returns, refunds or credits once the payment is made.

Please don't hesitate to contact our Customer Service Department at 800.667.7531 if you need additional information.

Thanks,

Assessment Technologies Institute®, LLC

This document is intended for Instructors/Directors to hand out or email to students.
SECTION 4

STUDENT PRE-CLINICAL REQUIREMENTS

- Student Pre-Clinical Requirements Document
- Student Information Form
- HSPnet Consent Form
BACHELOR OF NURSING
(COLLABORATIVE) PROGRAM

Student Pre-Clinical

Requirements

2018

Memorial University School 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.
INTRODUCTION TO STUDENT PRE-CLINICAL REQUIREMENTS ........................................3
CONFIDENTIALITY ..................................................................................................................3
OVERVIEW OF STUDENT PRE-CLINICAL REQUIREMENT ..............................................3
   Personal Health Information Act (PHIA) 1000-Health Privacy Law Training ..................3
   Vaccinations .........................................................................................................................4
   Titre / Serology Results .......................................................................................................5
   Two-Step TB Skin Testing .....................................................................................................6
   Student Information Form .....................................................................................................6
   Protocol for Students with Identified Allergies .................................................................6
   Cardiopulmonary Resuscitation (CPR)/ Standard First Aid .............................................6
   Certificate of Conduct and Vulnerable Sector Check .......................................................7
   Child Protection Record Check ..........................................................................................7
IMPORTANT CONTACT INFORMATION ..............................................................................8
STUDENT PRE-CLINICAL REQUIREMENTS CHECKLIST ..................................................9
CONTACT INFORMATION FOR DOCUMENT SUBMISSION .................................................11
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.

**You 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 School of Nursing 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 School of Nursing at (709) 777-8819

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) 1000-Health Privacy Law Training**

The Personal Health Information Act (PHIA) 1000 - Health Privacy Law Course is mandatory and is required to be completed prior to beginning any clinical placements in Newfoundland and Labrador. This course is offered in the Fall semester through online learning (Brightspace) at MUN. Students have to register for this course through MUN Self-Service registration. Please see the course offerings for the course reference number (CRN). Students should review the Personal Health Information Act (PHIA) 1000 - Health Privacy Law Course Home Page on Brightspace before completing the 45 minute track for health care providers. Following completion of the course, print the **Record of Achievement** form and the **Oath/Affirmation of Confidentiality** form.

The Oath/Affirmation of Confidentiality form has to be signed in the presence of a Commissioner for Oaths. During the Fall semester a time will be arranged for witnessing your documents. The Commissioner for Oaths is required to view your Memorial University Student Identification card. Following the Oath, you will be required to submit the original copies of the documents to:

**Memorial University School of Nursing:** Clinical Program Administrator

**Centre for Nursing Studies:** BN Registrar

**Western Regional School of Nursing:** General Office

*Keep a copy of the Record of Achievement for your records.*
**Vaccinations**

All students **MUST** submit a copy of their complete immunization record (including childhood immunizations). These are clinical agency requirements. This information may be obtained through your local community health office.

The following immunizations, with exception of Hepatitis B, are **required**. Protection against Hepatitis B is **strongly recommended** prior to attending clinical. Please see below for more information about these immunizations:

- **Hepatitis B** – If you have not been previously immunized, it is recommended that students of Memorial University School of Nursing and the Centre for Nursing Studies contact the Memorial University Student Wellness and Counselling Centre to arrange to have the Hepatitis B immunizations. Western Regional School of Nursing recommends that you receive these immunizations from a Community Health Nurse. Upon completion of the Hepatitis B vaccine series you are required to provide a copy of your Hepatitis B surface antibody* titre result (see section on Titre/Serology Reports) to the school.

**What is Hepatitis B?**

Hepatitis B is one of several viruses that can cause hepatitis. Hepatitis B is found mainly in the blood and bodily fluids of an infected person.

**How Can I Become Infected with Hepatitis B?**

Hepatitis B infection can be spread through having contact with the blood and body fluids of someone who already has a hepatitis B infection.

**Who Is at Risk for Becoming Infected with Hepatitis B?**

Health care workers who will be repeatedly exposed to blood or blood products or to the risk of needle stick injury will be at risk for infection with the Hepatitis B virus.

The current Canadian Immunization Guide recommends the following:

1. Receive 3 doses of the Hepatitis B vaccine:
   - Second dose is given 1 month after the first dose and the third dose is given 5 months after the second dose.

2. After receiving 3 doses of the Hepatitis B vaccine:
   - Check anti-HBs level 1-6 months after the 3rd dose. [If the anti-HBs value is at least 10 IU/L, submit a copy of the blood work report to the School of Nursing.]

3. What do I do if my anti-HBs level is less than 10 IU/L after 3 doses of the hepatitis B vaccine?
   - If the anti-HBs titre was completed 1-6 months after the 3 dose series and the value is less than 10 IU/L, the 3 dose series should be completed again, following the schedule outlined in # 1 and 2.
   - If the anti-HBs titre was completed greater than 6 months after the 3 dose series and the value is less than 10 IU/L, obtain 1 dose of the hepatitis B vaccine and check the anti-HBs level in 1-6 months. If the value is still less than 10 IU/L complete the vaccine series and check the anti-HBs level 1-6 months after completing the series. [If the anti-HBs value is at least 10 IU/L, submit a copy of the blood work report to the School of Nursing.]

*Note:* Hepatitis B surface antibody is post hepatitis B immunization blood work (anti-HBs or HBsAb titre).
- **Measles, Mumps, Rubella (MMR)** – You must have evidence of two doses of MMR vaccine after 1 year of age.

- **Diphtheria/Tetanus/Polio** – Documentation of a primary series of three doses of a combined tetanus, diphtheria, and inactivated polio vaccine. This may be noted on your immunization record from childhood.

A booster dose of Tetanus/Diphtheria (Td) is recommended every ten years in adulthood.*

* **Tetanus, Diphtheria, and acellular Pertussis (Tdap)** - One dose of Tdap vaccine is now recommended in adulthood (18 years of age and older). If you have not received a dose of pertussis-containing vaccine within the last ten years and are due for a tetanus booster, you should receive Tdap vaccine to meet this requirement.

- **Varicella** – You must have evidence of a varicella titre (see section on Titre/Serology Reports). If the titre result indicates that you are not considered protected to the varicella virus, you must have evidence of two doses of the varicella vaccine at least four weeks apart.

**Please Note:**

Students who refuse immunizations must have supporting documentation from their health care provider to be kept on file.

In addition to the above immunizations, you are strongly encouraged as a future health professional to obtain an annual influenza (flu) shot.


**Titre / Serology Reports**

Titres are blood tests to determine if you are considered immune to a certain disease. You are required to submit titre results to the School of Nursing for the following:

- Hepatitis B surface antibody which is post hepatitis B immunization blood work (Anti-HBs or HBsAb titre) and
- Varicella Zoster

You will need to book an appointment with your physician or nurse practitioner to request a requisition for blood work for the Hepatitis B surface antibody (anti-HBs or HBsAb) and Varicella Zoster titres. Please make sure you also book a follow up appointment with your physician or nurse practitioner to discuss your Hepatitis B surface antibody (anti-HBs or HBsAb) and Varicella Zoster titre blood work results and to retrieve a copy of these reports.
Two-Step TB Skin Testing

You are required to submit documentation of the injection date, the reading date, and results in mm induration of both Step 1 and Step 2 of the TB skin test. Each step consists of an intradermal injection and skin reading for a total of 4 visits. Your Public Health Clinic or Student Health Clinic can do this for you. This does not need to be ordered by a physician. This is a clinical agency requirement and you will NOT be permitted to enter the clinical setting without meeting the below requirements.

The following dates MUST be followed for TB Skin Testing. Students entering the:

- 4-Year and Fast-Track Options MUST complete the testing no earlier than February 2018 but no later than August 24, 2018.
- LPN Bridging Option MUST complete the testing no earlier than October 2017 but no later than August 24, 2018.

If you ever had a 2-step TB Skin test performed, you will need a 1-step done no earlier than the date mentioned above for your respective stream of the program. In this case, you will need to provide documentation for both sets of testing (previous 2-step and recent 1-step). Some students may have had TB exposure or have received a BCG vaccine and this may cause the TB test to be positive. If the TB test is positive, the student will need to submit a copy of chest x-ray results verified by a physician along with quantiferon bloodwork results. The chest x-ray report must be dated within 12 months prior to the start of clinical.

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 Identified Allergies

Students are accountable to inform faculty if they have allergies to any drug and/or material for example penicillin and/or latex.

Cardiopulmonary Resuscitation (CPR) / Standard First Aid

You are required to successfully complete a CPR Level – Health Care Provider (HCP) course and a Standard First Aid course. Other levels are generally not acceptable.

As a nursing student, you are required to update your CPR Level – HCP course every 12 months. Your CPR Level-HCP 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 CPR 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. Examples of companies that provide these courses are St. John Ambulance, Canadian Red Cross and the Lifesaving Society.
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.**

The **original documents MUST** be submitted and the following dates **MUST** be adhered to for the certificate of conduct and vulnerable sector check. For students entering:

Memorial University School of Nursing and the Centre for Nursing Studies

- **4-Year and Fast-Track Options MUST** submit the documents **dated between July 15, 2018 and August 24, 2018.**

- **LPN Bridging Option MUST** submit the documents **dated between March 30, 2018 and August 24, 2018.**

Western Regional School of Nursing

- **4-Year and Fast-Track Options MUST** submit documents **dated between March 5, 2018 and September 5, 2018.** The documents **MUST** be submitted **on or before September 5, 2018.**

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 Association 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.**
IMPORTANT CONTACT INFORMATION

Memorial University School of Nursing:
Clinical Program Administrator: 709-777-8819, nursingrecords@mun.ca
Student Wellness and Counselling Centre: 709-864-8500
School of Nursing, General Office: 709-777-6695
Academic Program Administrator: 709-777-6272
Associate Dean: 709-777-6679
Undergraduate Program Office: nursundergrad@mun.ca
Undergraduate Program Office Fax: 709-777-7403

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, baines@mun.ca
Associate Director: 709-777-8169

Western Regional School of Nursing:
School of Nursing: 709-784-5489, nursingschool@grenfell.mun.ca
General Office Fax: 709-637-5161
Associate Director: 709-784-5320
<table>
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<th>Item</th>
<th>To Include:</th>
<th>Date Documents to be Submitted to the School of Nursing</th>
<th>Document Submitted to the School of Nursing (For Student Use only)</th>
<th>This checklist does not have to be submitted to the School of Nursing</th>
</tr>
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</table>
| **Complete Immunization Record** *(including childhood immunizations)* | - 3 doses of the hepatitis B vaccine  
- 2 doses of MMR vaccine after 1 year of age  
- Primary series (3 doses) of tetanus/diphtheria and inactivated polio vaccine  
- Td or Tdap booster (if applicable) vaccine documentation | Submit a copy of your complete immunization record (including childhood immunizations) on or before Friday, August 24, 2018. | Yes ___  
No ____  
*Kept copy for self ___* |
| **Titre/Serology Reports**                                            | - Anti-HBs or HBsAb titre *(post hepatitis B immunization blood work)*  
- Varicella Zoster Titre                                                                 | Submit a copy of your titre blood work reports on or before Friday, August 24, 2018.                                    | Yes ___  
No ____  
*Kept copy for self ___* |
| **Two-Step TB Skin Testing**                                         | TB skin testing documentation for Step 1 and Step 2 to include:  
- Dates both tests were administered  
- Dates both tests were read  
- Results of both tests in mm induration AND  
- Signature of health care provider completing the test(s)  
Note: If you previously had a 2-step TB skin test or a positive TB skin test refer to “Two-Step TB Skin Testing” on page 6 for information on the documents required to be submitted | Submit TB skin testing documents on or before Friday, August 24, 2018.                                                  | Yes ___  
No ____  
*Kept copy for self ___* |
| **CPR-Level HCP**                                                    |                                                                                                                                                                                                          | Submit a copy of the certificate on or before Friday, August 24, 2018.                                                   | Yes ___  
No ____  
*Kept copy for self ___* |
<table>
<thead>
<tr>
<th>Item</th>
<th>To Include:</th>
<th>Date documents to be Submitted to the School of Nursing</th>
<th>Document Submitted to the School of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard First Aid</td>
<td>Submit a copy of the certificate on or before Friday, August 24, 2018.</td>
<td>Yes ___</td>
<td>No ____</td>
</tr>
<tr>
<td>Student Information Form</td>
<td>See Welcome Package for more information</td>
<td>Yes ___</td>
<td>No ____</td>
</tr>
<tr>
<td>Certificate of Conduct</td>
<td>Submit original document (as per dates in this document)</td>
<td>Yes ___</td>
<td>No ____</td>
</tr>
<tr>
<td>Vulnerable Sector Check</td>
<td>Submit original document (as per dates in this document)</td>
<td>Yes ___</td>
<td>No ____</td>
</tr>
<tr>
<td>HSPnet Consent Form</td>
<td>See Welcome Package for more information</td>
<td>Yes ___</td>
<td>No ____</td>
</tr>
</tbody>
</table>

Keep copies of all your documents submitted to the School of Nursing
All documents are to be submitted to:

If enrolled at Memorial University School of Nursing:
Memorial University
School of Nursing
300 Prince Philip Drive
St. John’s, NL Canada
A1B 3V6
Attention: Clinical Program Administrator

If enrolled at Centre for Nursing Studies:
Centre for Nursing Studies
100 Forest Road
St. John’s, NL Canada
A1A 1E5
Attention: BN Registrar
Denise Waterman

If enrolled at Western Regional School of Nursing:
Western Regional School of Nursing
P.O. Box 2005
Corner Brook, NL Canada
A2H 6J7
Attention: General Office

Keep copies of all your documents submitted to the School of Nursing
 Name: ___________________________________________ Date of Birth: _____/_____/_______
(First) (Middle) (Last) (Day) (Month) (Year)

Student Number: ___________________ Health Card Number (i.e., MCP, OHIP): _________________________

MUN Email Address: ___________________________ Telephone: ______________________________

Permanent Address: ___________________________ Postal Code: ______________________________
______________________________

Local Address: _________________________________ Telephone: ______________________________
______________________________

Person to be notified in case of emergency:
Name and Relationship: ___________________________________________
Address: ___________________________________________ Telephone: ______________________________

1. All nursing students must read the Association of Registered Nurses of Newfoundland and Labrador (ARNNL) document “Requisite Skills and Abilities for Entry-Level Registered Nurse Practice” to determine their ability to meet the requirements of the program. It is the student’s responsibility to disclose any information that may require accommodation during the completion of their program. 
https://www.arnnl.ca/sites/default/files/RD_Guidelines_For_Requisite_Skills_And_Abilities.pdf

This signature confirms you have read the above document:

Student Signature: ___________________________ Date: ___________________________

2. Do you have any allergies? ☐ Yes ☐ No If yes, please list: _______________________________________

Students are accountable to inform faculty if they have allergies to any drug and/or material such as penicillin and/or latex.

Student Signature: ___________________________

Date: ___________________________

All information requested by the Bachelor of Nursing (Collaborative) Program will be used solely for the administration, management, and delivery 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. Questions about this collection and use of personal information and personal health information may be directed to the Clinical Program Administrator at 709-777-8819.

June 2017
Background
The Health Sciences Placement Network (HSPnet) is a secure web-based system that is used by several provinces in Canada. The HSPnet system contains information about students in clinical placements within health agencies and other placement sites. Students authorize their educational program to use and disclose their Personal Information (name, student profile) and to use (but not disclose) their Personal Health Information via HSPnet for the purpose of locating and coordinating placements as required for their educational program. This document provides a summary of the national HSPnet Policies relating to the protection of student information within HSPnet. The full Policies can be viewed on the HSPnet website at www.hspcanada.net.

Collection, Use, and Disclosure of Personal Information and Personal Health Information in HSPnet
HSPnet policies ensure that Personal Information and Personal Health Information in HSPnet:
• Are collected, used, and disclosed only for purposes consistent with identifying and coordinating a student’s clinical placements;
• Cannot be used or disclosed without the consent of the student whose Personal Information or Personal Health Information is to be collected; and
• Are used by or disclosed on need-to-know basis only, and accessed by those involved in student placements from an educational program or placement site. Personal Health Information is not disclosed to users outside of the student’s educational program.

<table>
<thead>
<tr>
<th>Personal Information Collected</th>
<th>Uses of Personal Information BY authorized users in the student’s educational program</th>
<th>Disclosure of Personal Information TO authorized users at the placement site</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student name</td>
<td>• To contact students regarding placement needs or status, or regarding urgent issues such as labour disruption at the placement destination</td>
<td>Student name is disclosed after a placement is accepted by the site and confirmed by the educational program, to facilitate arrangements (such as orientation and preceptor assignment) and as a record of placements. Name may be disclosed prior to acceptance if the site has a reasonable justification (e.g. to arrange a student interview).</td>
</tr>
<tr>
<td>• Student home address, phone numbers, email addresses</td>
<td>• To generate class placement lists, confirmation notices and schedules</td>
<td>Student email address (issued by the educational program) may be released to support administration of computer access at the site.</td>
</tr>
<tr>
<td>• Student number</td>
<td>• To maintain a student history of placements</td>
<td>Student certification ID may be released to sites if needed to coordinate placement arrangements such as computer access.</td>
</tr>
<tr>
<td>• Student photograph</td>
<td></td>
<td>Student gender may be disclosed in the following limited situations:</td>
</tr>
<tr>
<td>• Placement Preferences (1st, 2nd and 3rd choices if offered)</td>
<td></td>
<td>• For allocation of change rooms and lockers at the site</td>
</tr>
<tr>
<td>• Student gender</td>
<td></td>
<td>• For matching the gender of the student and supervisor (e.g. for homecare visits where the client may specify a preference).</td>
</tr>
<tr>
<td>• Student certification ID with registering body for their discipline (e.g. RN Association, College of Physicians and Surgeons)</td>
<td></td>
<td>Date of Birth (DD/MM): may be released to sites if needed to coordinate placement arrangements such as computer access.</td>
</tr>
<tr>
<td>• Date of Birth: DD/MM (excludes year)</td>
<td></td>
<td>Not disclosed</td>
</tr>
<tr>
<td>Student prerequisite status as required by placement sites (e.g. criminal records check, CPR or other certifications)</td>
<td>To track student compliance with each site’s published requirements for criminal records check, CPR certification, etc.</td>
<td></td>
</tr>
<tr>
<td>Student profile of educational or work history relevant to placement requests</td>
<td>To facilitate a good fit between the student and the placement Site, learning experiences offered, and supervisor/preceptor to be assigned.</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Health Information Collected</strong></td>
<td><strong>Uses of Personal Health Information</strong></td>
<td><strong>Disclosure of Personal Health Information</strong></td>
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<tr>
<td><em>May include any or all of:</em></td>
<td><em>BY authorized users in the student’s educational program</em></td>
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<tr>
<td>Status of compliance with site requirements for safety and/or infection control:</td>
<td>To track status of a student’s eligibility according to the requirements of placement sites</td>
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<tr>
<td>- Information on a student’s immunity or immunization status for vaccine-preventable diseases such as Varicella, Diphtheria/Tetanus, Influenza, and Measles/Mumps or Rubella</td>
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<td>Not disclosed</td>
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<tr>
<td>- Information on Tuberculosis status including TB test and/or chest X-ray results</td>
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**Safeguards**

- The accuracy and completeness of personal information within HSPnet is maintained through the use of system tools such as mandatory fields and formatting rules, and through periodic reviews of data quality to identify the need for interventions such as user training or system modifications.
- HSPnet data is physically and logically secured in accordance with industry standards and best practices, including enforcement of strict rules for physical security and backups, password protection at all points of access, and use of anti-virus software, firewall protection, and data encryption.
- Periodic audits of HSPnet transactions are carried out to ensure there are no problems and/or gaps in the user interface that might permit inappropriate access to or update of data.
- Personal information on each student, along with their placement history, is retained for a housekeeping period of 180 days after the student’s completion of or withdrawal from the educational program, or after the consent expiry period of six years, whichever occurs first. A copy of their Personal Information is available to a student upon request to their jurisdiction’s Privacy Officer or the national HSPnet Privacy Officer.

**Openness, Access, and Challenging Compliance**

- An individual can access their own information as well as a complete description of the type of Personal Information or Personal Health Information used/disclosed and the purposes for using or disclosing the information. Such requests can be made in writing by the student to the national HSPnet Privacy Officer and/or to the local Privacy Officer within the student’s jurisdiction (contact information for each province or jurisdiction is available on the HSPnet website at [www.hspcanada.net/privacy/index.asp](http://www.hspcanada.net/privacy/index.asp)).
- An individual may request changes to their Personal Information or Personal Health Information contained in HSPnet, or may register a complaint or challenge regarding the handling of their information in HSPnet, by submitting a request in writing to the national HSPnet Privacy Officer or local Privacy Officer within their jurisdiction.
Consent Form for Use and Disclosure of Student Information

Student Number: ___________________________ Educational Program: ___________________________

First Name: ___________________________ Middle Initial: ___________ Last Name: ___________________________

1. Permission to Use and Disclose Your Student Related Personal Information and Personal Health Information

By signing this consent, you authorize your educational Program (Bachelor of Nursing (Collaborative) Program) to:

- Collect, use and/or disclose your personal information (name and student profile information that is under the custody and control of your Program) to authorized staff of Receiving Agencies for the purpose of locating and coordinating an appropriate placement experience (e.g. clinical practica, fieldwork, or preceptorship) as required by your educational program;
- Use your student related personal information and personal health information relating to placement prerequisites, for the purpose of tracking your compliance against Receiving Agency safety and infection control prerequisites for accepting students. Placement prerequisites that may be tracked include personal information such as CPR certification or criminal records check status, and personal health information such as immunity/immunization status of vaccine-preventable diseases. Placement prerequisite information is used only by staff involved with your educational program, and is never disclosed to users external to your educational program.
- Disclose your personal information to the owner and administrator of the HSPnet system, namely Provincial Health Services Authority British Columbia (PHSA), to allow PHSA to indirectly collect your personal information to provide HSPnet student placement services.

2. Consent Period

This consent is effective immediately and shall remain valid for up to six years, or shall be voided upon your completion of the Program, your formal withdrawal from the Program, or upon written request as described below.

3. Your Rights With Respect to This Consent

3.1 Right to Refuse Consent - You have the right to refuse to sign this consent, and if you refuse your placement will be processed manually at the earliest convenience of the Program and Receiving Agency.

3.2 Right to Review Privacy & Security Policies - A copy of the document entitled Identified Purposes and Handling of Personal Information in HSPnet, which summarizes Privacy and Security policies relating to how we may use and disclose your personal information via HSPnet, is distributed with this Consent Form. You may wish to review the complete Privacy and Security Policies for HSPnet before signing this consent. The Privacy and Security policies may be amended from time to time, and you can obtain an updated copy by contacting privacy@hspcanada.net.

3.3 Right to Request Restrictions on Use/Disclosure - You have the right to request that we restrict how we use and/or disclose your personal information or personal health information via HSPnet for the purpose of locating and coordinating a suitable placement experience. Such requests must be made in writing to the placement coordinator for your Program. If we agree to a restriction you have requested, we must restrict our use and/or disclosure of your personal information in the manner described in your request. If this restriction precludes our ability to coordinate your placement via HSPnet, then your placement will be processed manually at the earliest convenience of the placement coordinator and receiving agency.

3.4 Right to Revoke Consent - You have the right to revoke this consent at any time. Your revocation of this consent, or the voiding of this consent upon your completion or withdrawal from the Program, would not be retroactive and would not affect uses or disclosures we have already made according to your prior consent.

3.5 Right to Receive a Copy of This Consent Form - You may request a copy of your signed consent form.

Collection of your personal information is done under the authority of the privacy legislation that applies to educational institutions in your province. For more information visit www.hspcanada.net/privacy/index.asp.

I hereby authorize my educational Program to use and/or disclose my personal information via HSPnet for the purpose of locating and coordinating appropriate student placement(s) as required by the curriculum.

_____________________________________________ ___________________________
Student Signature Date
SECTION 5

UNIFORMS

- MUNSON Clinical Dress Code Policy
- Message from Nursing Society Representative Regarding Selecting Uniforms
The purpose of the clinical dress code is to assist the student to identify the boundaries for personal decision making regarding professional dress and grooming. These guidelines reflect recognition that clients’ perceptions of the profession of nursing are influenced in part by how nurses display a professional image in all practice settings. These guidelines also reflect the boundaries that are acceptable to agencies that provide clinical placements for students in the BN (Collaborative) Program. Faculty will review the clinical dress code policy of the particular clinical setting with you prior to your clinical practice.

Students who do not comply with the clinical dress code will be asked to leave the clinical setting.

Clinical Uniform Attire
Unforms are required for clinical practice within a hospital or long-term care facilities. Students are required to purchase their own uniforms. A minimum of two uniforms is needed to satisfy the usual requirements of most clinical courses. Uniform selection should be made in accordance with the following guidelines:

Standard Uniform
Burgundy pants and a white top are required. Warm up jackets must be white. Long-sleeved tee-shirts under the uniform are not permitted. The uniform must accommodate the freedom of body movement needed to perform tasks in a manner that will prevent injury. It should be loose fitting and properly hemmed and pressed. It should have pockets large enough to hold items such as a small note pad, pen, and scissors. The clinical uniform must be standard uniform apparel and professional in appearance. Tops should be full length tunic style with no revealing neck lines and provide full coverage during movement.

Footwear
Clinical footwear is considered to be part of the uniform. A standard “duty” shoe or footwear of a sports shoe / sneaker variety is required. Footwear must be primarily white. The School does not require a specific style of shoe; however, it is recommended that students purchase footwear which satisfies the guidelines established by the Canadian Centre for Occupational Health and Safety.

- Footwear should be shaped like your foot i.e., it should not be pointed, it should not crowd your toes (The end of your longest toe should be a thumb’s width away from the end of the shoe. You should be able to pinch the leather across the widest part of your foot).
- The footwear should have a reinforced heel and should firmly grip your heel. It should be closed at the toes and heel, fit securely and have a pivot area under the ball of the foot. The footwear should have a good arch support and the soles should be flexible.
- Footwear made of fabric or leather is best to allow for cleaning and the foot to breathe.
Most styles of footwear specifically designed for nurses satisfy all these criteria. Some styles of joggers, cross trainers and court footwear also satisfy these criteria. **Clinical uniform footwear will be carried to and from clinical settings and not worn outside the clinical area.**

**Lab Coats/Warm-Up Jackets for Clinical Area**

For client research, students are required to wear a lab coat or warm-up jacket when in client care areas and not in uniform. Under no circumstances are students to wear lab coats that are worn for Science-based lab courses. Also hoodies are not to be worn in client care areas.

*We will talk more about uniforms during the orientation sessions.*

**Personal Grooming**

In keeping with principles of infection control and a professional image, the following guidelines apply to personal grooming:

**Hair**

Hair must be neatly groomed. Hair longer than shoulder length must be tied back. Hair accessories must be small and neutral in color. Wide hair bands and scarves are not permitted. Extreme hair color may not be permitted by some agencies/unites. Whether short or long, hair should not hang in the face or over the eyes when leaning forward.

**Make Up**

An overall neutral look is permitted.

**Nails**

Fingernails must be short and neatly groomed. Artificial nails, nail enhancements and nail polish are prohibited.

**Jewelry**

For purposes of infection control and student/client safety, the following guidelines apply:

- No rings are permitted.
- Small stud earrings, to a maximum of two per ear only, are permitted. **In relation to body piercing, no other visible jewelry is permitted. Neutral, solid spacers are permitted.**
- Wrist or brooch style watches are permitted. Wrist watches must be removed during client care and when handwashing.

**Perfumes/Scents**

Because of the increasing incidence of sensitivities and allergies within the general population, the use of scented products is not permitted. This policy is strictly enforced and is inclusive of perfume, aftershave, and scented lotions, soaps, hair sprays, deodorants and
powders. Students are asked to use non-scented products and to avoid offensive odors such as cigarette smoke on clothing.

**Clinical Equipment**

All students must have their own:
- Bandage scissors
- Stethoscope
- Watch with second hand
- Name tag
- Penlight

**Identification**

Students must wear appropriate identification at all times when in the clinical setting. This includes the school name tag, a photo identification badge (Clinical ID) and on the upper left sleeve, the school crest. The student's full name must be visible at all times in all clinical areas.

**Non-Uniform Attire**

When assigned to clinical practice in community agencies and within some hospital units, students may not be required to wear the standard uniform. Within these settings, certain types of street attire are appropriate. Faculty, during orientation, will advise students as to the appropriate attire.

Students should note that in the case of visits to clinical agencies to do patient research, the guidelines for professional attire should be followed:

**Professional Attire**

Within most community agencies the guidelines for suitable professional attire includes casual/dress pants, skirts knee length or longer, non-see-through blouses and casual/dress shirts.

Unsuitable attire includes clothing that is excessively tight, form fitting or excessively baggy. Low necklines are inappropriate. Any attire displaying pictures, names, slogans, logos or inappropriate expressions is not acceptable. Spandex garments, jeans, and sweatpants are unsuitable.

Suitable footwear includes casual shoes with enclosed toe and heel, and dress boots.

**STUDENTS WILL BE REQUIRED TO LEAVE THE CLINICAL AREA IF THEIR APPEARANCE DOES NOT CONFORM TO THESE GUIDELINES.**
Hello everyone,

Below is a checklist of what you will need to compose the MUNSON uniform. This uniform is mandatory for all students entering the 4-Year and Fast Track options here at MUN School of Nursing. The faculty have entrusted to you the responsibility of purchasing your own uniforms and supplies. In previous years, the school has organized uniform sales through uniform sale companies, but these efforts have proven to be an added stress on students, as there are often difficulties with returns and exchanges.

Attached to this checklist are images of what the uniform should look like, and locations to where they can be purchased. If there are any questions, please do not hesitate to email me at acr305@mun.ca.

☑️ Checklist:

☐ White scrub top – Recommended to have at least 2 tops
  - Women: nude bras must be worn under scrub tops. If this is not an option for you, light coloured tank tops or camisoles must be worn underneath.
  - Men: white undershirts may be worn under thinner scrub tops for extra coverage as needed.

☐ Burgundy scrub pants – Recommended to have at least 2 bottoms
  - Variations in style are allowed, but please do not stray too far from the original colour. Red, pink, or purple uniform bottoms are not acceptable.
  - Dickies brand of pants have been a favorite among students for color and fit.
- **White warm-up jacket**
  - Warm up jackets must be worn to the clinical area when doing patient research, or as an extra layer during clinical rotations. Must be hip length and be of a cotton or similar material. Long lab coats, cardigans, sweatshirts, performance sweaters, etc. are not acceptable.

- **White nursing shoes**
  - White nursing shoes can be bought at a uniform store.
  - White sneakers are allowed, but please keep in mind there should be minimal coloured details. Bright coloured shoes are not acceptable.
  - Remember, you need to be comfortable. If nursing shoes are not comfortable for you, please do not force yourself to wear them. Simple white sneakers can be purchased at Walmart and Costco.
  - White socks should be worn with uniform.

- **MUNSON crest**
  - A MUNSON crest must be sewn or ironed onto the left arm sleeve of each scrub top. They must be visible at all times.
  - You will receive one crest at your Crest Ceremony (Winter 2018-19); multiples can be purchased at the MUN Bookstore.

- **Stethoscope**
- **Penlight**
- **Small notebook and pen**
- **Clinical ID badge (arranged by MUNSON)**
- **School of Nursing nametag (ordered from MUNSON in September)**
Here are some visual representations of what is expected of the MUNSON uniform:

White scrub top:

Keep in mind that the shirt must fit you well, cover your midriff if you reach up or bend over.

Where you can buy white scrub tops:
- Walmart
- Mark’s Work Warehouse
- The Uniform Shop (320 Torbay Road [in Fall River Plaza], St. John’s)
- Professional Uniforms and Mats (205 Blackmarsh Road, St. John’s)

Burgundy pants:

Keep in mind that pants must be burgundy in colour, but companies may label them differently. Colours may be called red wine, deep red, wine, etc.

Picture 2 is closest to the desired colour of uniform
Below are colours of pants that are not acceptable:

![Pink and purple scrub pants](image)

Where you can buy burgundy scrub pants:
- Walmart
- Mark's Work Warehouse
- The Uniform Shop (320 Torbay Road [in Fall River Plaza], St. John’s)
- Professional Uniforms and Mats (205 Blackmarsh Road, St. John’s)

**Warm-up jackets:**

![Warm-up jackets](image)

Keep in mind that the warm-up jackets will be worn over both business casual clothes out in public (community health placements, mental health placements, patient research days, etc.) and in the clinical area as an extra layer.
Where you can buy white warm-up jackets:
- Walmart
- Mark’s Work Warehouse
- The Uniform Shop (320 Torbay Road [in Fall River Plaza], St. John’s)
- Professional Uniforms and Mats (205 Blackmarsh Road, St. John’s)

**Nursing shoes**

Nursing shoes can be bought at the uniform stores on Torbay or Blackmarsh Road.

**White Sneakers**

Keep in mind that you need to be comfortable! Minimal colour is okay, please no bright colours!

Where you can buy white sneakers:
- Walmart
- Payless (Sketchers, New Balance)
- Sportchek
- Foot Locker
- Costco

So, keeping all this in mind, when you enter the LRC or clinical area you must wear:
- Your white top (with your crest on the left arm sleeve)
- Your burgundy bottoms
- Your white nursing shoes or sneakers
- Your School of Nursing nametag
- Your Clinical ID badge
You will also need to carry the following supplies:

- Your stethoscope
- Your penlight (can be bought at the bookstore)
- A small notebook that can fit in your pocket
- A pen
- A watch with a seconds hand (nursing brooch watches can be purchased at Walmart, The Uniform Shop, and Professional Uniforms and Mats.

If anyone has any questions, please do not hesitate to contact me. This is a lot of information, but I wish you the best of luck in both your shopping endeavors and your nursing school career!

Sincerely,

Amelia Rowe
MUNSON Society Promotions Representative
SECTION 6

WELCOME NOTES FROM STUDENT GROUPS
As you embark on your new journey as a nursing student, you will often hear the phrase “nurses are the heart of healthcare”. It is my pleasure to welcome you on behalf of the Nursing Society, which serves the heart of Memorial University’s School of Nursing: students like you.

MUN’s School of Nursing Society is a vessel to which all nursing students can be heard, as members are elected by the student body each year. We are a unified group of 21 members who represent and advocate for student needs, acting as a liaison between students and faculty. MUN’s School of Nursing Society also plans and organizes both prestigious and fun events throughout the school year such as Charity Ball and Spirit Week. We are inclusive of each and every nursing student, and all are welcome to join!

I encourage you to participate in these events and to become involved within the School of Nursing, especially with the Nursing Society. These activities are a great way to mingle with other students and form bonds with your peers that will last throughout your next four years of Nursing School. It is going to be a great year!

If you have any questions or would like to learn more about MUN’s School of Nursing Society, do not hesitate to email me at bjk528@mun.ca.

I wish you the best of luck in the upcoming school year and I look forward to meeting you on Orientation day in the Fall! 😊

Bethany Kean
MUNSON Society President
Welcome to Memorial University’s School of Nursing!

This is the beginning and first step of the path to starting a long and successful career as a nurse as well as first introduction into the professional community. The School of Nursing prides itself on student involvement by creating a caring and professional environment. The Peer-Mentoring Program is a student run collaborate effort between Memorial University’s Nursing Society and its members to provide a welcoming environment for new students.

No matter if you are a first year university student or have a previous degree, the program will allow for opportunities for you as new students to bond with other students and forge lifelong friendships. It will also help you receive insight about campus activities, and navigate a smooth transition to university and the nursing profession. The goal of the Peer Mentoring Program is to help you, the new nursing student, make the most out of your time here by getting involved in the activities offered at the school. Also, to help you grow a sense of community as well as to have the opportunity to make a difference in the nursing community.

By becoming involved in the peer-mentoring program you will be connected with another nursing student who has already completed one or more years of the program, they will be matched based on similarities that you two may share. It is the responsibility of the mentor to provide assistance and answer questions that may arise in your first year of nursing. This could involve you requiring information specific to nursing or requiring more generalized information about MUN, residence and off campus housing. It can also include information on the location of things in the city and any other needs that you have.

The mentor will provide support and assurance through encouragement and sharing of student knowledge and experiences that will help them adjust to the pace and style of nursing school learning. They will also provide tips for “surviving nursing school” from a student perspective and try to answer any queries you may have about what is required from them in their first semester of nursing school. Your mentor will also encourage you to take advantage of valuable professional development and other learning opportunities and to participate in MUN events and activities.

Becoming involved in the peer-mentoring program is a way to build lasting relationships within the school. If you would like a peer mentor please send an email to munsonpeermentoring@gmail.com, with your name, year of university, and if you will be living at residence this coming fall. Then please bring along a filled-out copy of the form attached to this letter on the day of orientation.
The objectives for the program are included below. If you have any questions or concerns, please email me at the address given above.

**Objectives:**

i. Provide support and assurance to first year students through encouragement and sharing of student knowledge and experiences that will help them adjust to the pace and style of nursing school learning.

ii. To foster professional and personal growth through experiences for both peer mentors and peer mentees

iii. Provide tips for “surviving nursing school” from a student perspective. Eg. Time management techniques and tips on buying textbooks and scrubs.

iv. To answer any queries the student may have about what is required from them before beginning nursing school.

v. Provide basic information about the University. Eg. How to get a parking pass?

vi. Provide information and answer any questions the first year student may have about the city of St. Johns. Eg. Where is the closest grocery store?

vii. To encourage students to take advantage of valuable professional development and other learning opportunities

viii. To encourage students to participate in MUN School of Nursing events and activities

ix. To build lasting relationships between students

I hope to hear from you,

Thank you,

Esme Campbell
Peer-Mentoring Coordinator & 3rd year nursing student
Memorial University School of Nursing
Peer Mentoring Program

First Name: ____________________________________________

Last Name: ____________________________________________

Age: ___________

Option: 4-Year Fast Track

Is this your first year of University?

Yes  No

If No, what was your previous program of study? ____________________________________________

Are you planning on living in Residence?

Yes  No

If yes, which one: ____________________________________________

Current Address: ____________________________________________

Hometown: ____________________________________________

Interests: ____________________________________________

What is your favorite TV show? ____________________________________________

MUN Email Address: ____________________________________________

Would you be ok with your mentor contacting you through social media? Eg. Adding you on Facebook?

Yes  No

If yes how could they reach you (name you are under):

__________________________________________________________

What do you most hope to gain from the peer mentorship program?

☐ Tips and support in “surviving nursing school”

☐ Basic information about the university and or the city of St. John’s

☐ Tips on how to get involved within the School of Nursing and community

☐ Other, please explain:

__________________________________________________________

Signature: ___________________________  Date: ___________________________
Welcome First Year Nursing Students!

Congratulations on being accepted to the Memorial University School of Nursing! Each year Memorial University students participate in the largest university and college student fundraiser in the country – SHINERAMA! Shinerama is above and beyond the most rewarding event you will participate in during orientation week, not to mention the most fun! You will be one of over 35,000 students from coast to coast who will be participating in Shinerama in an effort to raise money for Cystic Fibrosis Canada. Last year, as a nation, we raised over one million dollars for this worthy cause.

Cystic Fibrosis (CF) is the most common fatal genetic disease affecting young Canadians today. In 1960 a child with CF rarely lived to attend kindergarten, let alone university. However, since Shinerama began in 1964, the life expectancy for those with CF has increased from four years of age to the early forties!! Although there is no cure at present, there is great hope!

Since 1987, Memorial University, MUN School of Nursing, and the Centre for Nursing Studies have partnered with Shinerama to raise thousands of dollars annually on “Shine Day”. Last year we raised over $10,000 for this worthwhile cause. This year our goal is to raise $15,000 to help reach our nation-wide goal of over $1 million dollars!

What can you do?

On Thursday September 13th, we will be holding our annual “Shine Day” in St. John’s. Starting at 9:00 am hundreds of students from our nursing school as well as MUN campus will hit the streets with one goal in mind – to raise awareness about CF in our community and to raise as much money as we can for Cystic Fibrosis Canada! Shine Day is also an excellent opportunity for all of our nursing students to get involved with a meaningful cause. As first year students coming from high school, MUN campus, and other university and college programs, participating in Shinerama is an excellent way to get to know your fellow students!

On Shine Day you will find us – your Shinerama Committee – at the University Centre on MUN campus. We will be there to motivate you for the day ahead, filling your tummies with yummy snacks and giving you all the information you need to SHINE! There are prizes to be won for our dedicated volunteers. We will also be hosting a number of fundraisers throughout the summer to contribute to our goal. If you wish to become involved in these fundraisers, please email one of the emails below to join our committee 😊
Want to start early?

You may contact our Executive Volunteers on volunteer.shine2018@gmail.com and start volunteering right now. You can also like MUN Shinerama on Facebook. We are challenging our first year students to begin fundraising even before the university year begins. Attached is a Sponsor Sheet/Pledge Form – which we request that you use to collect donations over the summer in aid of Shinerama and Cystic Fibrosis Canada. The nursing student with the MOST sponsors will receive a prize! We will be at the University Centre on orientation day to collect all funds raised! If you have any questions or are interested in more information about Shinerama, feel free to contact Kirandeep Kaur or Candace Green

As future nurses, you may one day encounter patients with this devastating disease. Imagine how rewarding it will be to know that you have contributed to a cure – or at least effective control – for this fatal disease. I hope that everyone will enthusiastically participate in this wonderful event. Believe me, it will be worth it!

Have a safe and happy summer. Best of luck in your nursing program and we look forward to seeing you all on Shine Day September 13 at the University Centre!

Cheers,

Kirandeep Kaur (Shinerama Coordinator)
Candace Green (Shinerama Assistant Coordinator)

Questions? Feel free to email us at kks588@mun.ca or crsg45@mun.ca
PLEDGE FORM

This is pledge form can be used to record and track cash or cheque donations not recorded on-line for receipting purposes from Cystic Fibrosis Canada.

**NOTE:** Information must be completed and legible to receive a receipt of $20 or more. Electronic receipts are available, provided an E-mail address is listed below along with complete mailing address. All other receipts will be issued upon request.

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Thank you for your support in our mission to find a cure for cystic fibrosis. Please submit this form along with cheque and cash to:

Cystic Fibrosis Canada, 2323 Yonge Street, Suite 800, Toronto, ON M4P 2C9
Welcome to MUN School of Nursing. As nursing students at Memorial University, you are also part of a national body of nursing students working to advance the nursing profession and advocate for students all across Canada. This organization is known as the Canadian Nursing Students’ Association (CNSA). In September, you can expect to see a CNSA representative for MUN School of Nursing (MUNSON) who will provide more information package directly from the CNSA. There are two representatives at MUNSON: the Official Delegate and one Associate Delegate. These students are elected annually by their peers to represent MUN at regional and national assembly’s where the key issues are voted on by chosen representative from nursing schools across Canada. As new students at MUNSON, we would love to hear your feedback regarding nursing in Newfoundland, the curriculum at MUN, or comments about nursing in Canada. You are the voice of nursing’s future! We will further discuss ways to get involved and how to attend the regional and/or national CNSA conferences. These conferences are a great experience to learn about all different areas in the nursing profession and also allows us to meet other nursing students from all across the country.

It is a special year for MUNSON as we are hosting The 2018 CNSA Atlantic Regional Conference and it will take place here in St. John’s. We will provide more details on this soon, as we would love to see all of our MUNSON students there! The 2019 National Conference will be held in Calgary, Alberta. We will also provide more information on fundraising and grants to help students attend this conference.

If you have any questions about CNSA or would like to learn how to get involved before the beginning of the school year please e-mail akj364@mun.ca. We would love to have first year students!

Sincerely,

Ashley Joyce, MUNSON CNSA Official Delegate
Claire Murray, MUNSON CNSA Associate Delegate