

**Memorial University Faculty of Nursing
BN (Collaborative) Program
2019-2020**

**Undergraduate
Program Team**

Professor Andrea Brennan-Hunter
Associate Dean

Ms. Alison Maddigan-Cox
Clinical Program Administrator

Ms. Jennifer Bishop
Secretary to the Associate Dean

Ms. Kristelle McSween
Ms. Stacey Hancock
Ms. Megan Carey

Professor Krista Collett
Coordinator – Years 3 & 4 4YO + Year 2 FT

Ms. Sarah Knox
Learning Resource Centre Instructors

Professor Nicole Lewis-Power
Coordinator – Years 1 & 2 4YO + Year 1 AO

MUN Faculty of Nursing
Undergraduate Program Office, RM H-3469
Health Sciences Centre
300 Prince Philip Drive
St. John's, NL Canada A1B 3V6
Phone: (709) 864-4626
Fax: (709) 864-6110

Ms. Marion Cochrane
Academic Program Administrator

Ms. Andrea Watkins
Clinical Placement Coordinator

**Courses and Your Progress in the
Program**

**Do you have a question regarding the courses and your progress in the program?
Contact:**

Ms. Marion Cochrane, Academic Program Administrator

Email: m.cochrane@mun.ca **Room:** H-3466 **Telephone:** 709-864-4804

After consultation with the Academic Program Administrator, you may be referred to the Associate Dean, Undergraduate Programs to further discuss your inquiry.

Academic Inquiries would include:

- General questions about Program Planning/Course Sequencing
- Course Registration Problems
 - Nursing
 - Non-nursing: Contact the specific academic department (e.g., Biochemistry, English, Psychology)
- Course Equivalencies and Substitutions
- Challenge for Credit
- Course Change Forms (Course Drop and/or Add)
- Nursing Course Pre-requisites and Co-requisites
 - *Note** - *Statistics 2500 or equivalent, or Education 2900 is required for N3104*
- Permission to Register for Additional Credits Hours (course load waiver)
- Examinations: Deferral and Supplementary
- Dean's List
- Application for Transfers:
 - From Fast-Track or Accelerated Options to 4-Year Option
 - To WRSON or CNS

If you have questions regarding the **items below**, contact the **Registrar's Office** (as applicable):

- Transfer Credits transfer.credit@mun.ca
- Program or Degree Audit nursing_registrar@mun.ca
- Re-read of Final Examination nursing_registrar@mun.ca
- Important Dates (e.g., Registration, Course Drop and Add dates)
<https://www.mun.ca/regoff/>
- Convocation <http://www.mun.ca/regoff/graduation/>

Planning for Clinical Courses

Do you have a question regarding the planning for your clinical courses?

Contact:

Ms. Alison Maddigan-Cox, Clinical Program Administrator

Email: amaddigancox@mun.ca Room: H-3468 Telephone: 709-864-8352

After consultation with the Clinical Program Administrator, you may be referred to your Clinical Instructor, Course Leader, one of the Coordinators for BN (Collaborative) Program and/or the Associate Dean for Undergraduate Programs to further discuss your inquiry.

Clinical Inquiries would include:

- Pre-Clinical Requirements
 - CPR/Standard First Aid
 - Immunization Records and Titre Blood Work Reports
 - TB Skin Testing
 - Certificate of Conduct and Vulnerable Sector Check
 - PHIA and Oath of Confidentiality Forms
- Mask fit testing (N95 respirators)
- Request for Copies of your Non-academic Information (e.g., immunization record, TB skin testing)
- Clinical Dress Code
- Reporting a lost Clinical ID Card or Name Tag

If you have questions related to the items listed below, contact:

Ms. Andrea Watkins, Clinical Placement Coordinator

Email: andrea.watkins@mun.ca Room: H-3471 Telephone: 709-864-8507

- HSPnet Access
- Clinical Course Start/End Dates and Hours
- Clinical Placement Requests/Clinical Area Assignment

Learning Resource Centre and CAHILL Nursing Simulation Room

Do you have a question related to the Learning Resource Centre?

Contact a Learning Resource Centre Instructor:

Ms. Kristelle McSween

Email: kmcsween@mun.ca Room: H-2914 Telephone: 709-864-3147

Ms. Stacey Hancock

Email: shancock@mun.ca Room: H-2914 Telephone: 709-864-3118

Ms. Megan Carey

Email: megan.carey@mun.ca Room: H-2950 Telephone: 709-864-6121

Ms. Sara Knox

Email: s.knox@mun.ca Room: H-2950 Telephone: 709-864-8589

Learning Resource Centre Inquiries would include:

- Items to Bring to the Lab (e.g., stethoscope)
- Dress Code
- Practice Hours
- Practicum Exam Schedules
- Practicum Re-tests
- Glucometer Training for the Clinical Setting

If you have questions related to the CAHILL Nursing Simulation Room, contact:

Ms. Kristelle McSween

Email: kmcsween@mun.ca Room: H-2914 Telephone: 709-864-3147

CAHILL Nursing Simulation Room Inquiries would include:

- Items to Bring to the Simulation Room
- Dress Code
- Simulation Schedule

Scholarships, Awards, and Bursaries

Do you have a question regarding [scholarships, awards, and bursaries](#)?

First check the website <http://www.mun.ca/regoff/calendar/sectionNo=SCHO-0589>

Contact:

Ms. Marion Cochrane, Academic Program Administrator

Email: m.cochrane@mun.ca **Room:** H-3466 **Telephone:** 709-864-4804

After consultation with the Academic Program Administrator, you may be referred to the Chair, MUNSON Scholarships and Awards Committee.

Scholarships, Awards, and Bursaries Inquiries would include:

- Availability of Scholarships, Awards, and Bursaries
- Criteria for Scholarships, Awards, and Bursaries (e.g., Am I eligible to apply?)
- Application for Scholarship, Award, and/or Bursary
- Documentation to support your application (i.e., student letter, faculty reference)
- Scholarships and Awards Ceremony

Note: Descriptions of Scholarships, awards, and bursaries indicate that they are awarded on the recommendation of the Dean, School of Nursing. To meet this requirement, you do not have to obtain any additional documentation from the Dean. As part of the nomination process, the Dean or delegate approves the nominations for MUN School of Nursing.

ATI

Do you have a question regarding [ATI or NCLEX](#)?

Contact one of our ATI/NCLEX Committee members:

Professor Mary Bursey,

Email: mbursey@mun.ca **Room:** H-3477 **Telephone:** 709-864-4552

Or

[Second position currently vacant – update to follow]

Contact the Secretary to the Associate Dean

If you have a question regarding the [items listed below](#), contact:

Ms. Jennifer Bishop

Email: janneb@mun.ca or nursundergrad@mun.ca

Room: H-3469

Telephone: 709-864-4626

Inquiries to the Secretary would include:

- Scheduling or Re-scheduling an Appointment with the Associate Dean, Undergraduate Program
- Request to Send Emails to other MUNSON Classes through the List Service
- Request for Verification of Enrollment (e.g., For student aid)
- Student Contact Information (e.g., Update contact information, Change of name)
- Ordering and Pick Up of your Name Tag
- Graduation Ceremony
- Accommodation in Classroom Courses
- Meditech and Long-Term Care Passwords
- Pyxis Access
- Programming of Clinical ID Card for Clinical Unit Access

If you are considering or need a change in your program status (e.g., Leave of Absence, Course Failure, Program Withdrawal), please make an appointment with Professor Andrea Brennan-Hunter, Associate Dean, Undergraduate Program.

Contact the Coordinator for Your Program Year

If you have questions or issues arising regarding specific Y1 / Y2 / Y1 AO nursing courses you are presently enrolled in and don't know how to proceed, contact:

Professor Nicole Lewis-Power, Student and Faculty Resource Yr 1+2, Y1 AO
BN (Collaborative) Program
Email: nicolelewis@mun.ca Room: H-2946 Telephone: 709-864-2958

If you have questions or issues arising regarding specific Y3 / Y4 / Y2 FT nursing courses you are presently enrolled in and don't know how to proceed, contact:

Professor Krista Collett, Student and Faculty Resource Yr 3+4, Y2 FT
BN (Collaborative) Program
Email: kcollett@mun.ca Room: H-2942 Telephone: 709-864-2596

Still Have a Question?

If you have a question not included in the topics listed above, consider the following:

Is my question non-clinical or clinical?

Non-clinical Question:

Contact the following in order (as applicable):

- Instructor for Lab or Seminar
- Course Instructor
- Program Coordinator for your Year
- Associate Dean

Clinical Question:

Contact the following in order (as applicable):

- Your Clinical Group Instructor
- Course Leader
- Program Coordinator for your Year
- Associate Dean

Still not sure who to contact?

Email nursundergrad@mun.ca

A member of the Undergraduate Team will get back to you.

This listing will be updated throughout the year if/as contact information changes.

Last update: Sept 9, 2019 [ABH]