Welcome to Memorial University of Newfoundland Faculty 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 Accelerated (3-Year) Options. You are now part of this School's proud 53+ 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 Faculty of Nursing. On Tuesday, September 3, 2019 all nursing students accepted to Year 1 of the BN (Collaborative) Program (both options) will begin their orientation program to the Faculty of Nursing at 9:00 a.m. in room H2956 (MUN Faculty 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:

Required pre-clinical documents must be submitted to the attention of Clinical Program Administrator, by August 23, 2019; 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 Faculty 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 Faculty of Nursing
709-864-4826 (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&lt;br&gt;Payment of Fees: Name Tag Order&lt;br&gt;Contact Information Form&lt;br&gt;Permission to Use Form&lt;br&gt;HSIMS Lab Access Forms&lt;br&gt;&lt;em&gt;Group 1 Pictures&lt;/em&gt;</td>
<td>Society Student Volunteers</td>
<td>Outside</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;em&gt;HSIMS&lt;/em&gt;</td>
<td>H1614</td>
</tr>
<tr>
<td>9:30-10:00 a.m.</td>
<td>Welcome to the SON&lt;br&gt;Overview of Nursing Program&lt;br&gt;- Nursing Program Sequence&lt;br&gt;- Resource Information&lt;br&gt;- Check-in Days</td>
<td>Andrea Brennan-Hunter&lt;br&gt;Associate Dean&lt;br&gt;Undergraduate Programs</td>
<td>H2956</td>
</tr>
<tr>
<td>10:00-10:20 a.m.</td>
<td>Introduction to Dean, Faculty &amp; Staff</td>
<td>Dr. Alice Gaudine&lt;br&gt;Dean</td>
<td>H2956</td>
</tr>
<tr>
<td>10:20-10:30 a.m.</td>
<td>Health Science Library</td>
<td>Alison Farrell</td>
<td>H2956</td>
</tr>
<tr>
<td>10:30-10:45 a.m.</td>
<td>Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45-11:35 a.m.</td>
<td>Nursing Society&lt;br&gt;Peer Mentoring&lt;br&gt;CNSA&lt;br&gt;Shinerama</td>
<td>Austin Bowering, President&lt;br&gt;Claire Murray, Vice President&lt;br&gt;Sarah Soper, Coordinator&lt;br&gt;Ryan Slaney, Official Delegate&lt;br&gt;Lynea Fleming, Associate Delegate&lt;br&gt;Melanie Vokey, Coordinator</td>
<td>H2956</td>
</tr>
<tr>
<td>11:35-12:15 p.m.</td>
<td>Review of Student Pre-Clinical Requirements&lt;br&gt;Immunizations</td>
<td>Alison Maddigan-Cox&lt;br&gt;Missy Power&lt;br&gt;Andrea Watkins</td>
<td>H2956</td>
</tr>
<tr>
<td>12:15-1:30 p.m.</td>
<td>Lunch&lt;br&gt;&lt;em&gt;Group 2 Pictures&lt;/em&gt;&lt;br&gt;&lt;em&gt;Group 3 Pictures&lt;/em&gt;</td>
<td>&lt;em&gt;HSIMS&lt;/em&gt;&lt;br&gt;&lt;em&gt;HSIMS&lt;/em&gt;</td>
<td>H1614</td>
</tr>
<tr>
<td>12:15-12:45</td>
<td></td>
<td></td>
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<tr>
<td>1:00-1:30</td>
<td></td>
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<tr>
<td>1:30 p.m.</td>
<td>Scavenger Hunt Tour &amp; Locker Request Forms&lt;br&gt;Books&lt;br&gt;Uniforms</td>
<td>Society&lt;br&gt;A. Brennan-Hunter&lt;br&gt;Kaylee Rose</td>
<td>H2956</td>
</tr>
<tr>
<td>3:00-3:30 p.m.</td>
<td>&lt;em&gt;Group 4 Pictures&lt;/em&gt;</td>
<td>&lt;em&gt;HSIMS&lt;/em&gt;</td>
<td>H1614</td>
</tr>
</tbody>
</table>
Faculty 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)
(Accelerated 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 2019

_____ Pencil or pen and a small notebook

_____ This Welcome Package (either in print format or electronically accessible)
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tr>
<td></td>
<td>Holiday</td>
<td>Nursing Orientation 9:00-3:30 H2955</td>
<td>1st Year Information Session with Associate Dean 1:00-1:50 H2955</td>
<td></td>
<td>Student Pizza Party 11:30-1:30 H3460/H3452 FDN-Pharmacy Faculty/Staff lounge</td>
<td></td>
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<td>8</td>
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<td>11</td>
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<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>Shinerama 9:00-4:00 University Centre</td>
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<td></td>
<td></td>
<td></td>
<td>Concerning upcoming Clinical Courses Andrea Watkins H2956</td>
<td>TBA</td>
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<td>29</td>
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</table>
Memorial University of Newfoundland
Faculty of Nursing

... Invites You To A

PIZZA PARTY

on Friday, September 6, 2019
from 11:30- 1:30 p.m.

in the Faculty of Nursing lounge
Room H3460

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.

We hope to see you all there!

Non-Smoking & Scent Free Environment
SECTION 2

REGISTRATION COURSE SCHEDULE
Memorial University of Newfoundland Faculty of Nursing  
Fall 2019 Registration Information  
BN (Collaborative) Program (4-Year Option)

The nursing courses you are required to complete during Fall 2019 are listed below, please review course offering information (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 and submit all your courses together 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

<table>
<thead>
<tr>
<th>Year 1 (4-Year Option)</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 AND one of the following N1002 lab slots</td>
</tr>
<tr>
<td>NURS 1002 Laboratory</td>
<td>002</td>
<td>41783</td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>41784</td>
</tr>
<tr>
<td></td>
<td>004</td>
<td>61667</td>
</tr>
<tr>
<td>NURS 1003 Dvlp Therapeutic Relationship</td>
<td>001</td>
<td>41787 AND one of the following N1003 lab slots</td>
</tr>
<tr>
<td>NURS 1003 Laboratory</td>
<td>002</td>
<td>41803</td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>41798</td>
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<td>004</td>
<td>46384</td>
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<td>005</td>
<td>47758</td>
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<td>006</td>
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<td>007</td>
<td>41788</td>
</tr>
<tr>
<td></td>
<td>008</td>
<td>41799</td>
</tr>
<tr>
<td>NURS 1004 Nursing Foundations</td>
<td>001</td>
<td>49687</td>
</tr>
<tr>
<td>NURS 1017 Fund Psychomotor Competencies</td>
<td>001</td>
<td>49692 OR</td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>52549 OR</td>
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<tr>
<td></td>
<td>003</td>
<td>68030</td>
</tr>
</tbody>
</table>

3 credit hours in a Critical Reading & Writing (CRW) designated course in English

PHIA 1000 Health Privacy Law Training | 004 | 56744 |
(For further information on PHIA 1000, refer to page 4 of the Student Pre-Clinical Requirements Booklet)

Science 1807 Safety in the Scientific Lab | 001 | 63122 |
Science 1808 WHMIS | 081 | 69678 |

Science 1807 and WHMIS 1808 are two safety modules that must be taken by all students who take courses (e.g., Anatomy & Physiology, Microbiology, and clinical courses) 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 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 chosen from Philosophy, or Religious Studies 2610
- 3 credit hours in any one of Anthropology, Archaeology, or Sociology
- 3 credit hours in an Elective Course
<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
</table>
| 1    | NURS 1002  Anatomy & Physiology I  
      |      |        |        |
|      | (has a Lab component)  
      |      | NURS 1012  Anatomy & Physiology II  
      |      | (has a Lab component)  
      |      | [No nursing courses scheduled for Spring Semester of Year 1]  
|      | NURS 1003  Developing Therapeutic Relationships  
      |      |        |        |
|      | (has a Lab component)  
      |      | NURS 1014  Health Assessment  
      |      | (has a Lab component)  
      |      |        |
|      | NURS 1004  Nursing Foundations  
      |      | NURS 1015  Health Promotion  
      |      |        |
|      | NURS 1017  Fundamental Psychomotor Competencies  
      |      | NURS 1016  Caring for the Older Adult: Theory  
      |      | (Lab course)  
      |      | NURS 1520  Caring for the Older Adult: Practice  
      |      | (Clinical Placement Course - 96h)  
|      |      |        |        |
|      | Biochemistry 1430  
      |      |        |        |
|      | English (Critical Reading/Writing Course)  
      |      |        |        |
SECTION 3

UPCOMING EXPENSES
TO: ALL FIRST YEAR NURSING STUDENTS - 2019

RE: Planning for purchases and relevant costs associated with your Professional Education

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 referred to above. 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 can be expected to be greatest in the first part of the program. Some of these resources are primarily 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) and are also attached at the end of this letter. Please check the University Bookstore website https://mun.bookware3000.ca/Course/campus if you have questions regarding access to your books or costs.

In the Fall of 2018, the Schools of Nursing decided to switch to e-books for courses unless paper versions were required. 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 developed ‘a Year 1 E-package’ that contained the books required for the first year of studies. Students at WRSON and CNS are continuing with these e-book packages for their Year 1 and 2 students this Fall. The students at MUNFON, however, strongly advocated for a choice for students. Therefore you will see choices in the list provided when choice is available. This information is provided to you at the end of this document. Please note the following information:

- E-books may be a change for many students. Although e-books are strongly recommended, students may choose the options that work best for them.
- There are some books which are not listed with an e-text option. These include five “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.
- 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 ($172.50)

3. **UNIFORMS and CLINICAL SUPPLIES**
   *Please refer to the enclosed professional appearance policy and information bulletin for 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)
   - MUNFON 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 $31.75 *(plus taxes)*.

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 final year, you will be placed within a Community Health Nursing agency somewhere in the province, or in another province for NURS N4512. It is probable that your placement will not 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.
<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Title and Edition</th>
<th>Author</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Diagnosis: Application to Clinical Practice (15th edition or most recent edition) - <em>(available in Hard Copy Only)</em></td>
<td>Carpenito</td>
<td>Philadelphia, PA: Wolters Kluwer Health/Lippincott, Williams &amp; Wilkins</td>
<td></td>
</tr>
<tr>
<td>Strengths-Based Nursing Care: Health and Healing for Person and Family - <em>(available in Hard Copy Only)</em></td>
<td>Gottlieb</td>
<td>Springer Publishing Company</td>
<td></td>
</tr>
<tr>
<td>Concepts for Nursing Practice, 2nd edition - <em>(Hard Copy or E-Book)</em></td>
<td>Giddens</td>
<td>Elsevier</td>
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<tr>
<td>Human Anatomy &amp; Physiology, 11th edition (Loose Leaf Format) - <em>(Hard Copy Only)</em></td>
<td>Marieb &amp; Hoehn</td>
<td>Pearson</td>
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<tr>
<td>Canadian Fundamentals of Nursing, 6th edition - <em>(Hard Copy or E-Book)</em></td>
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<tr>
<td><em>How to nurse: Relational inquiry with Individuals and Families in Changing Health and Health Care Contexts, 1st edition – (As listed in core text section)</em></td>
<td>Potter, Perry, Stockert, Hall, Astle &amp; Duggleby</td>
<td>Elsevier</td>
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<tr>
<td><em>Handbook of Nursing Diagnosis, 15th edition – (As listed in core text</em></td>
<td>Carpenito-Moyet</td>
<td>Lippincott Williams &amp; Wilkins</td>
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**Memorial University of Newfoundland**  
**Faculty of Nursing**  
**Textbooks for Fall 2019**  
4-Year Option (Year 1)
<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Title and Edition</th>
<th>Author</th>
<th>Publisher</th>
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</thead>
<tbody>
<tr>
<td>N1017</td>
<td><em>section</em>&lt;br&gt;<em>Concepts for Nursing Practice, 2nd edition - (As listed in core text section)</em></td>
<td>Giddens</td>
<td>Wilkins</td>
</tr>
<tr>
<td><strong>Fundamental Psychomotor Competencies</strong></td>
<td><strong>Canadian Clinical Nursing Skills and Techniques - (Hard Copy or E-Book)</strong>&lt;br&gt;<em>Nursing Skills Online 4.0 for Canadian Clinical Nursing Skills and Techniques (User Guide and Access Code) – (This is an electronic format only resource)</em>&lt;br&gt;<em>OR combined package below</em></td>
<td>Perry, Potter, Ostendorf &amp; Cobbett</td>
<td>Elsevier</td>
</tr>
<tr>
<td></td>
<td><em>Canadian Clinical Nursing Skills and Techniques + Nursing Skills Online 4.0 for Canadian Nursing Skills and Techniques Package</em></td>
<td>Perry, Potter, Ostendorf &amp; Cobbett</td>
<td>Elsevier</td>
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</tbody>
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Memo

To: First Year Nursing Students

From: Associate Dean/Directors, Schools of Nursing

Date: June 24, 2019

Re: Required purchase in each year of the program – Preparation resources for NCLEX-RN® Exam

Students who successfully complete four years of the nursing program are required to write a licensure exam (NCLEX-RN® Exam) in order to practice as a Registered Nurse. Please be advised that in order to prepare students for the NCLEX-RN® Exam, the three Schools of Nursing (CNS, MUNFON, 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 a program requirement for students to purchase these resources. ATI products have been chosen by the Provincial NCLEX Working Group to facilitate individual and school success following a comprehensive review of all available resources. ATI components will be integrated in the grading components of all courses across the BN (Collaborative) Program. The ATI packages also includes the comprehensive exam required at the end of the BN (Collaborative) Program prior to students being recommended to write the NCLEX-RN® Exam (as per School of Nursing Section 4.1 Description of Programs in the Memorial University Calendar 2019-2020).

The cost of the ATI resources is approximately $172.50. In order to access the materials available, students must register with ATI. Registration information will be available to you at orientation. Students will require a credit card to purchase this product the first week of nursing school.
While we understand purchase of ATI resources is an additional program cost, we remain committed to providing students every opportunity for success.

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: 0131534
   - Cohort Code: 0523
   - Amount Due: $172.50

5. Payments must be made before midnight on September 18, 2019 (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
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**

CDN006948330

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/cohoot, do not activate this Product ID and contact your instructor immediately. If you activate a Product ID for the wrong class/cohoot, the wrong products will be assigned to your account.

If the class/cohoot 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/cohoot 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/cohoot will be added automatically to your account.

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

2019

Memorial University Faculty of Nursing
Centre for Nursing Studies
Western Regional School of Nursing

The student is responsible for completing all of these requirements as outlined in the document and at their own expense as per the timelines indicated. Students unable to meet these requirements may be delayed or prevented from completing the Nursing Program.
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 Bachelor of Nursing (Collaborative) Program will be used solely for the administration and management of the program. Personal information is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), under the authority of Sections 61 and 62 of the Access to Information and Protection of Privacy Act, 2015 and the Personal Health Information Act. This is used and disclosed for the purposes of facilitating your clinical placement, academic administration and program planning and will not be otherwise disclosed except as authorized by law. Questions about this collection, use and disclosure of personal information and personal health information may be directed to:

Memorial University Faculty of Nursing at (709) 864-8352
Centre for Nursing Studies at (709) 777-8161
Western Regional School of Nursing at (709) 784-5489

OVERVIEW OF STUDENT PRE-CLINICAL REQUIREMENTS

Personal Health Information Act (PHIA) 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 Faculty 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.

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 Faculty 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. Students unable to meet the immunization requirements may be delayed or prevented from completing the nursing program.

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, results in mm induration, and interpretation of results 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 Accelerated Options MUST complete the testing no earlier than February 2019 but no later than August 23, 2019.
- LPN Bridging Option MUST complete the testing no earlier than October 2018 but prior to completion of the bridging course.

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 an Allergy or Medical Condition

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

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

Basic Life Support (BLS) / Standard First Aid

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

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

A BLS (Provider) certificate, BLS Health Care Provider (HCP)/AED, or Cardio-Pulmonary Resuscitation-Health Care Provider (CPR-HCP) certificate is acceptable to meet the BLS requirement. Please ensure you register for the correct course required for the nursing program.

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

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

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

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 Faculty of Nursing and the Centre for Nursing Studies

- **4-Year and Accelerated Options** MUST submit the documents dated between July 19, 2019 and August 23, 2019.

- **LPN Bridging Option** MUST submit the documents dated between March 30, 2019 and the date of completion of the bridging course.

Western Regional School of Nursing

- **4-Year and Accelerated Options** MUST submit documents dated between March 5, 2019 and August 23, 2019. The documents MUST be submitted on or before August 23, 2019.

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 Faculty of Nursing:**

Clinical Program Administrator: 709-864-8352, nursingrecords@mun.ca

Student Wellness and Counselling Centre: 709-864-8500

School of Nursing, General Office: 709-864-2719

Academic Program Administrator: 709-864-4804

Associate Dean: 709-864-4626

Undergraduate Program Office: nursundergrad@mun.ca

**Centre for Nursing Studies:**

BN Registrar: 709-777-8171, dwaterman@mun.ca

BN Registrar’s Fax: 709-777-8177

MUN Student Wellness and Counselling Centre: 709-864-8500

School of Nursing, Business Officer: 709-777-6644, bhaines@mun.ca

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>
<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 (For Student Use only)</th>
</tr>
</thead>
</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  
-2 doses of varicella vaccine (if applicable, refer to page 5) | Submit a copy of your complete immunization record (including childhood immunizations)  
4-Year and Accelerated Options on or before Friday, August 23, 2019  
LPN Bridging Option on or before the date indicated by the BN Registrar, Centre for Nursing Studies | 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  
4-Year and Accelerated Options on or before Friday, August 23, 2019  
LPN Bridging Option on or before the date indicated by the BN Registrar, Centre for Nursing Studies | 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  
-Interpretation of results of both tests 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  
4-Year and Accelerated Options on or before Friday, August 23, 2019  
LPN Bridging Option on or before the date indicated by the BN Registrar, Centre for Nursing Studies | Yes ___ No ___  
Kept copy for self ___ |
<table>
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<tbody>
<tr>
<td>Basic Life Support (BLS)</td>
<td></td>
<td>Submit a copy of the certificate</td>
<td>Yes ___ No ___</td>
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<td></td>
<td></td>
<td>4-Year and Accelerated Options on or before Friday, August 23, 2019</td>
<td>Kept copy for self ___</td>
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<td></td>
<td>LPN Bridging Option on or before the date indicated by the BN Registrar, Centre for Nursing Studies</td>
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<tr>
<td>Standard First Aid</td>
<td></td>
<td>Submit a copy of the certificate</td>
<td>Yes ___ No ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4-Year and Accelerated Options on or before Friday, August 23, 2019</td>
<td>Kept copy for self ___</td>
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<tr>
<td></td>
<td></td>
<td>LPN Bridging Option on or before the date indicated by the BN Registrar, Centre for Nursing Studies</td>
<td></td>
</tr>
<tr>
<td>Student Information Form</td>
<td>See Welcome Package for more information</td>
<td>Submit form</td>
<td>Yes ___ No ___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4-Year and Accelerated Options on or before Friday, August 23, 2019</td>
<td>Kept copy for self ___</td>
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<tr>
<td>Certificate of Conduct</td>
<td></td>
<td>Submit original document (as per dates in this document)</td>
<td>Yes ___ No ___</td>
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<tr>
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<td>Kept copy for self ___</td>
</tr>
<tr>
<td>Vulnerable Sector Check</td>
<td></td>
<td>Submit original document (as per dates in this document)</td>
<td>Yes ___ No ___</td>
</tr>
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<td>Kept copy for self ___</td>
</tr>
<tr>
<td>Item</td>
<td>To Include:</td>
<td>Date documents to be Submitted to the School of Nursing</td>
<td>Document Submitted to the School of Nursing (For Student Use only) This checklist does not have to be submitted to the School of Nursing</td>
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</tr>
<tr>
<td>HSPnet Consent Form</td>
<td>See Welcome Package for more information</td>
<td>Submit the consent form 4-Year and Accelerated Options on or before Friday, August 23, 2019 LPN Bridging Option on or before the date indicated by the BN Registrar, Centre for Nursing Studies</td>
<td>Yes ___  No ___ Kept copy for self ___</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 Faculty 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
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](http://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</th>
<th>Disclosure of Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May include any or all of:</strong></td>
<td><strong>BY authorized users in the student’s educational program</strong></td>
<td><strong>TO authorized users at the placement site</strong></td>
</tr>
<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></td>
</tr>
</tbody>
</table>

Student prerequisite status as required by placement sites (e.g. criminal records check, CPR or other certifications)
To track student compliance with each site’s published requirements for criminal records check, CPR certification, etc.
Not disclosed

Student profile of educational or work history relevant to placement requests
To facilitate a good fit between the student and the placement Site, learning experiences offered, and supervisor/preceptor to be assigned.
### Personal Health Information Collected

*May include any or all of:

- Status of compliance with site requirements for safety and/or infection control:
  - Information on a student’s immunity or
  - Immunization status for vaccine-preventable diseases such as Varicella, Diphtheria/Tetanus, Influenza, and Measles/Mumps or Rubella
  - Information on Tuberculosis status including TB test and/or chest X-ray results

<table>
<thead>
<tr>
<th>Uses of Personal Health Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY authorized users in the student’s educational program</td>
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</tbody>
</table>

- To track status of a student's eligibility according to the requirements of placement sites

<table>
<thead>
<tr>
<th>Disclosure of Personal Health Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO authorized users at the placement site</td>
</tr>
</tbody>
</table>

Not disclosed

### 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 practicum, 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 must be in writing to the placement coordinator for your Program. Note that 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

Student Consent Basic – Form A – Revised: June 20, 2011
BACHELOR OF NURSING (COLLABORATIVE) PROGRAM
STUDENT INFORMATION FORM

Name: ____________________________ ____________________________ ____________________________
(First) (Middle) (Last) ____________________________
Date of Birth: ________ / ________ / ________
Student Number: ____________________________ Health Card Number (i.e., MCP, OHIP): ____________________________
MUN Email Address: ____________________________
Permanent Address: ____________________________ ____________________________
Local Address: ____________________________ ____________________________
Telephone: ____________________________ Postal Code: ____________________________
Telephone: ____________________________ Postal Code: ____________________________

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. As applicable, students are accountable to inform faculty if they have:
   • Allergies to any drug and/or material such as penicillin and/or latex
   • Medical condition(s) that may require immediate treatment.

This signature confirms you have read the above statement:

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, use, and disclosure of personal information and personal health information may be directed to the Clinical Program Administrator at 709-864-8352.

June 2019
SECTION 5

UNIFORMS

- MUNFON Clinical Dress Code Policy
- Message from Nursing Society Representative Regarding Selecting Uniforms
MUNFON CLINICAL DRESS CODE

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 usually be asked to leave the clinical setting.

Clinical Uniform Attire

Uniforms 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 t-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.
To: First-Year Regular Stream (4 Year Collaborative) and First-Year Accelerated Option (3 Year Option) Students
From: Kaylee Rose, MUN Faculty of Nursing Society, Promotions Representative 2019-2020
Re: School Uniform Checklist

The information below was sent from Molly Thompson to incoming students of Fall 2016. It was found to be very helpful and has been slightly reworded for distribution to the incoming students of Fall 2017, Fall 2018, and Fall 2019. Please note the following:
- The 2019-2020 MUNFON Promotions Representative is Kaylee Rose
- All students will not be expected to have uniforms until mid-point of the Fall semester. Until then, you will need yoga or sweat pants and a short-sleeved t-shirt which allow for comfortable movement and activity without skin exposure at the waist during movement.

Andrea Brennan-Hunter

Hello everyone,

Below is a checklist of what you will need to compose the MUNFON uniform. This uniform is mandatory for all students entering the 4-Year and 3-Year options here at MUN Faculty 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 kelrose@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.

☐ 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.

☐ MUNFON crest
  - A MUNFON 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 (Fall Semester 2019-2020); multiples can be purchased at the MUN Bookstore.

☐ Stethoscope

☐ Penlight

☐ Small notebook and pen

☐ Clinical ID badge (arranged by MUNFON)

☐ Faculty of Nursing nametag (ordered from MUNFON in September)
Here are some visual representations of what is expected of the MUNFON uniform:

**White scrub top:**

![White scrub top image]

Keep in mind that the shirt must fit you well, covering your midriff when reaching up or bending 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:**

![Burgundy pants image]

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 or purple scrub pants are not acceptable.

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 jacket:

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.
(Warm-up jacket cont.)

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
- Sportchek
- Foot Locker
- Costco
- The Shoe Company
Keeping all this in mind, when entering the 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 Faculty of Nursing nametag
- Your Clinical ID badge

You will also need to carry the following supplies:

- Stethoscope (can be purchased at the bookstore, The Uniform Shop, etc.)
- Penlight (can be purchased at the bookstore, The Uniform Shop, etc.)
- Small notebook that can fit in your pocket
- Pen
- Watch with a seconds hand (nursing brooch watches can be purchased at Walmart, The Uniform Shop, and Professional Uniforms and Mats).

If there are any changes to this information you will be notified. 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,

Kaylee Rose
MUNFON Society
SECTION 6

WELCOME NOTES FROM STUDENT GROUPS
To the incoming Class of 2023,

First of all, congratulations – you've made it! It's no small feat to do what you all have done, and it calls for a celebration. Be sure to spend plenty of time with your family and friends in the coming weeks.

We, The Nursing Society, are a group of students much like yourself. We are here to act as a voice for you, the students; more than anything, we want you to be heard. So, please reach out! Our secondary purpose is to ensure that your time here is memorable. In order to accomplish this, we host a number of events throughout the year, including the annual Nursing Charity Ball, which fosters a union between students, faculty, and the community. We hope to see you all there!

If you would like to be part of this team, you'll certainly receive that opportunity. During the initial weeks of the year, we'll hold elections within your class to determine your "Class Executive" a group of leaders who will help to fundraise for your eventual graduation, and who will work closely with the Nursing Society at large.

Many of you have been dreaming for this moment for a very long time, and in that same breath, some of you may have found yourself here by chance. In either case, let us assure you that your time here with the faculty of nursing will shape you in ways you cannot yet imagine. We're sure you have all heard by now that the path through nursing school is not an easy one. We won't lie, there will almost certainly come times during this journey that you seem to be at your limit. However, take it from us, on the other end of all those doubts and fears is a better you, a confident nurse, and the rewards of a rich and fulfilling career. You've made it this far; you're ready for this!

On behalf of the entire Nursing Society, we wish you the very best in the years to come.

Austin Bowering,
President of the Nursing Society

Claire Murray,
Vice-President of the Nursing Society
MEMORIAL UNIVERSITY SCHOOL OF NURSING
Peer-Mentoring Program 2019-2020

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 Faculty 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,

Nursing Society
Memorial University School of Nursing  
Peer Mentoring Program

First Name: ____________________________________________

Last Name: ____________________________________________

Age: __________

Option: 4-Year  Accelerated

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 12th, 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 register early online by visiting our web page at http://my.e2rm.com/TeamPage.aspx?teamID=378033&langPref=en-CA. 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,

Melanie Vokey (Shinerama Coordinator)
Any winters (Shinerama Assistant Coordinator)

Questions? Feel free to email us at: Mnv764@mun.ca Or aaw775@mun.ca
## Cystic Fibrosis Counting on Your Support

### Record of pledges and gift aid declarations

**Name of participant:**

**Event:**

**Sponsors:** please print clearly in block capitals

In order for Gift Aid to be claimed, sponsors must complete the form in their own handwriting.

---

<table>
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<tr>
<th>Time</th>
<th>First name</th>
<th>Last name</th>
<th>Home address</th>
<th>Postcode</th>
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<th>Amount pledged (£)</th>
<th>Date received</th>
<th>Date payments due</th>
<th>Gift aid received</th>
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<th>Total donations received</th>
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<td>Mrs</td>
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<td>123 Street, My Town</td>
<td>ABC 123</td>
<td>£100</td>
<td>£80</td>
<td>01/02/2023</td>
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<td>£90</td>
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Please provide your full name, home address and postcode so we can gift aid it.

---

Please photocopy this form if you need more space, but please return to us all forms written on by sponsors so that we can process Gift Aid.

---

Thank you for your support!
Cystic Fibrosis beatable, but we need your help

Cystic fibrosis is a life-shortening genetic condition that slowly destroys the lungs and digestive system.

- Over 10,000 people in the UK live with cystic fibrosis
- 9 babies are born each week with cystic fibrosis
- 2 people die every week due to cystic fibrosis
- 1 in 25 of us carries the faulty cystic fibrosis gene, most without knowing it

The Cystic Fibrosis Trust is the only UK-wide charity making a daily difference to the lives of people with cystic fibrosis, and those who care for them.

Gift Aid Declaration

Gift Aid The Cystic Fibrosis Trust can claim an extra 25p for every £1 you donate if you're a UK taxpayer and you tick the box on the donation form. By ticking the box you are confirming you would like the Cystic Fibrosis Trust to reclaim tax on the donation made, given on the face shown.

To qualify for Gift Aid you must pay an amount of income tax, capital gains tax (not including capital gain tax or VAT) for each year (8 April to 7 April) at least equal to the amount of Gift Aid from all your donations in that tax year. If it is your responsibility to pay any tax.

Please provide your full name, home address and postcode so we can gift aid it.

Name of participant:

Event:

Record of pledges and gift aid declarations

<table>
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<tr>
<th>Title</th>
<th>First name</th>
<th>Last name</th>
<th>Home address</th>
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<td>Mrs</td>
<td>Sea</td>
<td>Generous</td>
<td>123 Street, My Town</td>
<td>ABC 123</td>
<td>£10.00</td>
<td>01/10/2103</td>
<td>✓</td>
</tr>
</tbody>
</table>

Please provide your full name, home address and postcode so we can gift aid it.

Sponsors: please print clearly in block capitals

In order for Gift Aid to be claimed, sponsors must complete the form in their own handwriting.

Fundraising website: Why not build your own personal fundraising page by the site of our website at www.cysticfibrosis.org.uk
Canadian Nursing Students’ Association

Dear future nurses,

Welcome to Memorial University of Newfoundland’s Faculty of Nursing! By becoming a part of our faculty, you also become part of a network of nursing students from across Canada. The Canadian Nursing Students’ Association, or CNSA, is an organization whose principle task is to unite nursing students from across Canada under a single banner. CNSA also hosts a number of conferences throughout the year and we would love for you to attend them with us! These conferences provide a forum where you can network with other future nurses, learn about current nursing issues, and have your voice heard!

MUN’s Faculty of Nursing has two representatives: The Official Delegate and one Associate Delegate. These delegates are elected annually by their peers and are responsible for representing the school at regional and national CNSA meetings. As new students here within the faculty, your input is invaluable, and we would love to hear your feedback. Remember, you are the future of healthcare!

In September, you will be visited by a member of the CNSA who will provide more information about our upcoming conferences and initiatives. In the meantime, if you have any questions please do not hesitate to contact us at mun@cnsa.ca. We would love to hear from you!

Best regards,

Ryan Slaney
MUN Faculty of Nursing CNSA Official Delegate