



University College of the North

Diploma in Practical Nursing Program

Student Handbook
Program Policies

2022 - 2023

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UCN Philosophies about Diploma in Practical Nursing Education

UCN Mission

University College of the North serves Northern communities and people with education, training, teaching, learning and research, while being inclusive and respectful of diverse Indigenous and Northern values.

UCN Vision

Guided by the Seven Sacred Teachings, University College of the North is building better futures for a stronger North.

UCN Faculty of Health Nursing Mission

The University College of the North Nursing Programs value and incorporate innovative holistic approaches to nursing education in preparing competent caring professional nurses who contribute to the health and well-being of cultural and geographically diverse communities.

UCN Faculty of Health Nursing Vision

The University College of the North Nursing Programs graduate nurses provide competent professional care in complex and diverse environments using problem solving and critical thinking skills to guide evidence-based practice.

UCN Faculty of Health Nursing Goals

The University College of the North Nursing students will promote quality patient care through the application of evidence-based practice.

Nurses and nursing students are held to a defined performance standard. The standards expected of nursing students in the University College of the North (UCN) Diploma in Practical Nursing Program (DPN) are outlined in this document. Further information regarding academic policies and procedures can be found in the University College of the North Academic Calendar.

It is the responsibility of each student to familiarize themselves with the content of this handbook as well as the individual course outlines and the University College of the North Academic Calendar.

Nursing Code of Conduct

The Faculty of Nursing Code of Conduct (Code) sets out behavioral and conduct expectations for all students, faculty members and staff in the University College of the North Diploma in Practical Nursing Program (DPN). The Code delineates individual conduct responsibilities, expectations for interactions in all settings, i.e. classroom, lab, clinical setting, and meeting; fundamental principles upon which Faculty policies are based; expectations for the integration of the College of Licensed Practical Nurses of Manitoba (CLPNM) Practical Nurse Code of Ethics and the Standards of Practice into both academic conduct and the professional behavior of faculty and students.

The goal of this Code of Conduct is to provide a supportive, safe, respectful, fair and stimulating learning environment that allows each member to grow in knowledge, confidence, intellectual achievement and professional attributes and to develop their maximum potential.

Faculty, staff and students are expected to accept and adhere to the obligations stated in the following six principles:

Principle 1

- **To respect the dignity and individuality of all persons**

Students, faculty and staff are expected to be respectful of one another and their right to learn, to work, to express themselves and be treated with dignity at all times.

Disrespectful behavior such as discrimination, offensive language or threatening behavior will not be tolerated.

Principle 2

- **To respect the rights and property of others**

Students, faculty and staff are expected to support the rights of all persons to move freely, express them appropriately, and to respect each other's privacy. Compliance with the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA) is required by all. Theft, vandalism, misappropriation, malicious damage, desecration or destruction of property is unacceptable under the Code of Conduct.

Principle 3

- **To take responsibility for one's actions, decisions, and for one's personal, academic and professional commitments**

Students, faculty and staff shall fulfill all academic and professional responsibilities to the best of their abilities and be accountable for their own actions.

Principle 4

- **To contribute to a positive classroom, laboratory or clinical practice learning environment**

Students, faculty and staff are responsible for supporting and encouraging activities, including professional boundaries that promote teaching and learning. Unwarranted behaviors that may interfere with or disrupt any learning and teaching activity are not acceptable.

Principle 5

- **To practice academic integrity**

Students, faculty and staff are expected to conduct themselves with integrity at all times. Dishonest behaviors such as plagiarism, cheating and deceitfulness are unacceptable.

Principle 6

- **To uphold the Code of Ethics for the College of Licensed Practical Nurses of Manitoba**

CODE OF ETHICS for the College of Licensed Practical Nurses of Manitoba (CLPNM)

All CLPNM registrants (licensed practical nurses, graduate practical nurses and student practical nurses), in all roles and settings, are expected to understand, uphold and promote the ethical standards of the profession. As a Student in a Practical Nursing program this code represents a conscious undertaking on the part of the student to be responsible for upholding specific standards that are based on the values of the nursing profession.

These values are:

1. Respect and dignity of the person
2. Compassionate care
3. Trustworthy professional relationships
4. Informed decision-making
5. Safety and protection of the public
6. Privacy and confidentiality
7. Justice, equity, and fairness
8. Quality work environments

More specifically, the Code of Ethics serves as the foundation for the nurse's professional practice. Further, the Code:

1. Outlines the nursing profession's commitment to respect, promote, protect, and uphold the fundamental rights of people who are both the recipients and the providers of health care
2. Describes the accepted standards for ethical decision-making, ethical practice, and the professional conduct expected of nurses
3. Provides a framework for professional integrity, accountability and responsibility

Ethical Standards and Responsibilities

Six broad ethical standards, listed below, govern the conduct of members of the Licensed Practical Nursing profession. The value statements following each standard describe the ideals for nursing care and establish reasonable directions for practice. The six ethical standards for the profession are:

1. People-centered approach: Nurses empower and enable people to maintain, promote, and protect their health and well-being.
2. Compassionate, safe, ethical, and competent care: Nurses are committed to providing quality, compassionate, safe, ethical, and competent care.
3. Ethical management of personal health information: Nurses manage the privacy and confidentiality of personal health information.
4. Collaboration with the health care team: Nurses encourage and support collaborative, comprehensive, and integrated health care.
5. Professional integrity and conduct: Nurses act with integrity and are mindful of their professional conduct.
6. Professional responsibility and accountability: Nurses, as members of a self-regulating profession, are responsible for knowing the Code of Ethics, are accountable for their actions and decisions, and are answerable to the CLPNM for their practice.

The ethical responsibilities of nurses are described below under the headings for each of the ethical standards. The nurse carries out these responsibilities in his or her daily practice when collaborating with the health care team, the client, students, colleagues, other health care professionals, and other stakeholders involved in promoting the health and well-being of people. Nurses in all areas of practice are held accountable for demonstrating the responsibilities identified under each of the six broad ethical standards.

More information on the Code of Ethics is available on the CLPNM website.

<http://clpnm.ca/standards-guidelines/code-of-ethics/>

Breaches of the Code of Conduct

Non-compliance with this Code will not be tolerated and the inappropriate conduct will be addressed as stipulated in the respective policies e.g. The Professional Unsuitability Policy (Diploma in Practical Nursing), the Sexual Harassment Policy, the Human Rights Policy and Conduct Subject to Disciplinary Actions.

Student Practical Nurse Registration (UCN Policy AC-03-12)

The Diploma in Practical Nursing (DPN) program is an education program for a regulated profession with a student register. The College of Licensed Practical Nurses (CLPNM) is the regulatory body for the profession and is responsible to maintain registers for student practical nurses, graduate practical nurses and practicing practical nurses. Therefore, anyone enrolled in the DPN program must hold student practical nurse (SPN) registration with the CLPNM.

All University College of the North DPN students are responsible to attain and maintain a student registration with the CLPNM.

PROCEDURES

1. SPN registration is a legislated requirement for a student engaged in a practical nursing education program approved by the CLPNM. Students enrolled in the DPN program who do not obtain student practical nurse registration are ineligible to continue in the program.
2. As part of the student practical nurse registration application process, students are required to submit to the CLPNM: proof of identity (notarized by a notary public, Nurse Practitioner or verified by the CLPNM), a Criminal Record Check including a Vulnerable Sector Search, a Manitoba-issued Child Abuse Registry Check and a Manitoba-issued Adult Abuse Registry Check. All checks must be issued within six months of application to the SPN register.
3. Students enrolled in the DPN program are provided four weeks from the start date of the program to obtain a SPN registration with the CLPNM. Late fees and assessment fees will apply after the four-week deadline.
4. SPN registration directly corresponds to the start date of the practical nurse education program and is only valid for a maximum of twelve consecutive months.
5. SPN registration with the CLPNM must be renewed for Year 2 of the program.
6. Students enrolled in the DPN program are required to disclose any criminal investigations, charges, and/or convictions to both UCN and to the CLPNM.
7. All costs associated with the CLPNM SPN registration is the responsibility of the student.
8. Students are responsible to submit all documentation directly to the CLPNM.

More information is available on the CLPNM website <https://www.clpnm.ca/for-registrants/students-and-graduates/students/> and <http://clpnm.ca/registration/annual-renewal/>

CLPNM Registration of Students

12(1) The executive director shall approve an application for registration as a student if the applicant:

- a) is a student engaged in a practical nursing education program approved by the college;
- b) pays the fee provided for in the by-laws; and
- c) meets any other requirements set out in the regulations.

UCN DPN Nursing Students are held accountable according to the College of Licensed Practical Nurses of Manitoba Code of Ethics, the CLPNM Standards of Practice and all expectations outlined in this handbook.

CLPNM Standards of Practice

The Standards of Practice provide guidance and direction to members of the practical nursing profession in Manitoba to support the provision of safe, competent and ethical nursing care. The Standards apply to all practical nurses in the province, in all roles and all settings, and to novice as well as experienced practitioners.

CLPNM Practice Directions

All practical nurses in Manitoba are expected to review, understand, and comply with the professional practice expectations described in the CLPNM's practice directions. They can be accessed here: <http://www.clpnm.ca/standards-guidelines/practice-directions/>

CLPNM Practice Direction on Fitness to Practice

The CLPNM Board of Directors approved a new practice direction on fitness to practice (September 2017). Fitness to practice means having the physical, mental, and psychological capacity to consistently meet the demands of the nursing position, and to care for clients safely, competently, and ethically. The new practice direction provides guidance to practical nurses on their responsibility to engage in reflective self-assessment and to ensure that they are fit to practice before they do so. Please review the practice direction here:

<http://www.clpnm.ca/standards-guidelines/practice-directions/>

General Responsibilities

The competencies in this program are based upon the *Entry-Level Competencies for the Licensed Practical Nurse in Manitoba* prepared by the CLPNM (2022).

<https://www.clpnm.ca/wp-content/uploads/2022/07/Entry-Level-Competencies-2022.pdf>

The document articulates the competencies that today's LPNs will have upon entry into professional practice in Manitoba. These competencies reflect the theoretical and practical education, knowledge, skills, judgment, and attitudes required of beginning practitioners to provide safe, competent, and ethical nursing care in a variety of settings to clients across the lifespan.

Some competencies are gained through advanced training, education and / or certification (specialty). These exceptions to your competencies will be identified by the instructors.

Students are expected to demonstrate responsibility and consideration for others in their day-to-day functioning in the program. Such behavior is demonstrated by the following actions:

1. Provision of safe, compassionate, competent and ethical care.
2. Maintenance of respect and dignity for self and others.
3. Recognition of the value of cultural and individual diversity.
4. Accountability
 - In the event, either a medication error or some unusual occurrence occurs while in any clinical setting, the student is responsible to report the incident to the Clinical Instructor and / or Faculty Advisor immediately. If the error occurs during senior practicum, the staff preceptor must be notified immediately and the Faculty Advisor must be notified before the end of the shift.
 - The student is responsible to complete any required agency forms and a UCN Occurrence / Incident Report. A copy of the UCN Occurrence / Incident Report is available from the Clinical Instructor or Faculty Advisor or is available online on the UCN website in the section titled *For Students*.
<https://www.ucn.ca/sites/academics/facultyhealth/programofferings/DPN/For%20Student%20Pages/Forms%20and%20Links.aspx>

5. Attend classes and labs.
6. Notify the course instructor(s) *in advance* when absenteeism from class, clinical practice, or tests and exams is unavoidable.
7. Obtain distributed class materials if an absence has occurred.
8. Arrive on time for class, clinical practice, and tests.
9. Obtain pertinent information regarding the day-to-day operations and announcements from the student bulletin boards and emails.
10. Check the UCN student E-mail at least once daily (Monday to Friday) during semesters (including time periods while off campus for clinical courses).
11. Follow APA guidelines (7th edition) for writing major assignments.
12. Cell phones / Smart phones must be turned off during classes and while in clinical settings.
13. Provide specific information regarding how they can be located in the event of an emergency. Students are expected to give a timetable (with the full name of the program they are in) to family members who may at some time need to get in touch with them, and to their children's schools, day cares, and baby sitters. Due to multiple sites at UCN and the numerous places nursing students may be at a given time, students will only be sought when the given reason is an emergency, such as a death or illness. In the case of children under care, or in school, the phone number of an alternate easily accessible alternate individual is ideal.
14. Notify the UCN Diploma in Practical Nursing Department and the UCN Enrolment Services of any change of name, address, and/or phone number.
15. Have the required equipment when in the clinical setting (i.e. scissors, watch with a second hand, stethoscope, proper fitting uniform and shoes, black pen, pencil, notebook, etc.)
16. Course Registration is the responsibility of the student. Students must complete their course registration for each term within the UCN Registration Dates as detailed within the UCN Academic Calendar in the section titled Academic Schedule.

All tuition and compulsory fees must also be paid in full by the end of the regular registration period to avoid late or reinstatement fees. Any outstanding balances will prevent registration into the next term.

Registrations received after the designated registration period will be subject to a late fee.

17. Ensuring confidentiality. *Confidentiality includes shredding any notes (either computerized or handwritten) at the end of clinical shifts that are capable of identifying the patients or related to their Personal Health Information.*

Personal Health Information is any information that:

1. is recorded in any form;
2. can be linked to an identifiable individual; and
3. relates to an individual's health, health history, genetic makeup, health care, personal health identification number (PHIN) or other identifying information collected in the course of providing health care.

DPN Use of Social Media (UCN policy AC-03-13)

All students, staff and instructors of the Diploma in Practical Nursing (DPN) program are expected to maintain an acceptable standard of practice with regard to professional boundaries.

PURPOSE OF POLICY

To ensure students, staff and instructors are behaving professionally and practicing care within acceptable guidelines as highlighted in the CLPNM Code of Ethics and the DPN Nursing Code of Conduct and The Personal Health Information Act (PHIA).

Nurses, like other health care professionals, are held to a high standard of confidentiality with respect to all patient information. Professional practice standards regarding confidentiality, therapeutic boundaries and professional image are required when nurses use social media in connection with their professional activities. Nurses are required to conduct themselves within a professional manner when engaging in social media.

Online videos, pictures, comments and text messages can be taken out of context or misconstrued in a manner that would reflect negatively on the student nurse, the program and the profession.

Unprofessional images, breaches of boundaries and defamatory comments are extremely difficult to remove from the public domain once posted or disseminated electronically.

PROCEDURES

Use of Social Media

1. Before sharing personal views, information and images through social media or electronic communication, students, staff and instructors must consider the potential impact.
2. Before posting, replying, or sending any information, a prudent student, staff and instructor will ask:
 - Can this be taken out of context?
 - Can these images or words reflect negatively on me personally and professionally?
 - Am I in breach of a professional standard or expectation of the profession?
 - If the student nurse replies 'yes' to any one of these questions, the content is not appropriate and should not be released.
3. Instructors, staff and students will refrain from using social media platforms for course work. Students who include particulars of course work or clinical information on any social media platform could be debarred.
4. Instructors and staff will not interact with students via any social media platforms.
5. When engaging with social media and other forms of electronic communication, instructor and students are required, at all times, to comply with the CLPNM's Standards of Practice and Code of Ethics related to communication, ethics, and professionalism.

6. Instructors and students will be held accountable for conducting themselves in a professional manner that respects the nurse-client relationship, fosters trust, promotes respect for the profession and protects clients' rights to privacy and confidentiality.
7. Instructors and students must safeguard the boundaries between a professional therapeutic relationship and a non-professional personal relationship. Ways to prevent boundary violation include:
 - Not posting pictures of yourself in a clinical environment
 - Not revealing personal contact details to your clients (cell or home phone number, e-mail address, etc.)
 - Not accepting or requesting friend requests from clients on Facebook or other social media sites
8. Instructors and students will not involve themselves in harassing, bullying or making negative comments to or about co-students, UCN staff, coworkers and employers at the respective clinical sites (even on personal time).
 - Attached: **Computer and Internet Acceptable Use Policy**

E-Mail Communication (UCN Policy IT-02-02)

The Diploma in Practical Program requires all students to use only their University College of the North email account to communicate (send & receive) with instructors, advisors, other members within the Faculty of Health, staff of UCN and agencies in which students are placed for clinical experience. The Faculty also requests that you not forward emails from your University College of the North email account to other email providers.

All e-mail correspondence must be professionally written, including use of appropriate punctuation and spelling. Please use appropriate forms of address (e.g., title and name). Please provide your complete name at the end of the e-mail and avoid the use of emoticons. E-mail correspondence meeting these criteria will be responded to during regular working hours.

Non-Academic Requirements

Child Abuse Registry, Adult Abuse Registry, Criminal Record, Immunization and CPR-HCP

All students must meet the non-academic requirements within the first month of commencement of the program. Any costs associated with the Non-Academic Requirements are the responsibility of the student.

1. *Child Abuse Registry Check*

As it can take up to 120 days to obtain this document, it is recommended that students apply for the Child Abuse Registry check in June of the year of application.

- 1.1 Any student on the Child Abuse Registry will be dismissed from the program.
- 1.2 The RHA may request you repeat the Child Abuse Registry prior to beginning clinicals in the second year of the program.

2. *Adult Abuse Registry Check*

As it can take up to 120 days to obtain this document, it is recommended that students apply for the Adult Abuse Registry check in June of the year of application.

- 2.1 Any student on the Adult Abuse Registry will be dismissed from the program.
- 2.2 The RHA may request you repeat the Adult Abuse Registry prior to beginning clinicals in the second year of the program.

3. ***Criminal Record Check***

Students must provide a Criminal Record Search Certificate, including Vulnerable Persons Search. As it can take up to 120 days to obtain these documents, it is recommended that students apply for the Criminal Record Search certificate and Vulnerable Persons Search in June of the year of application.

- 3.1 A criminal conviction will not necessarily result in dismissal from the program; however, criminal offences will be reviewed by the Regional Health Authority & CLPNM and a determination will be made as to the availability of clinical placements for the student in question. *Any student accepted in to the UCN DPN program with a history of a criminal conviction should contact an Academic Advisor or Associate Dean/Site Coordinator before registering for courses.*
- 3.2 The RHA may request you repeat the Criminal Record Search Certificate, including Vulnerable Persons Search prior to beginning clinicals in the second year of the program.

4. ***Immunization***

As it may take a number of months to complete the immunization requirements, it is recommended that all students start their immunizations in June of the year of application.

- 4.1 Any student with an incomplete immunization will be barred from attending clinical.
- 4.2 Immunizations are a requirement mandated by the Regional Health Authorities. Students are required annually to review and update immunization against communicable diseases to ensure continued safety for clients and health care providers. Standard immunization forms are sent to students upon admission into the program.
- 4.3 Students enrolled in the DPN program must provide proof of current immunizations to the DPN Site Coordinator prior to registering for clinical courses. If this form is not completed, and submitted to the DPN Site Coordinator, the RHA will not permit you to practice in their facilities, and therefore registration for clinical courses will be denied.
- 4.4 Information about prior immunizations is available from the local public health unit or nursing station. Family doctors or nurse practitioners can arrange blood work (titers) to confirm immunity to certain conditions, and can provide a prescription for the Hepatitis B Vaccine.
- 4.5 The UCN Immunization Form states “Students are highly recommended to receive an INFLUENZA VACCINATION every year they are enrolled in their

program of study. This recommendation emphasizes the responsibility of healthcare providers and students to protect vulnerable patient populations from the spread of influenza and to protect these patients from the complications associated with acquiring influenza, including death. The recommendation is also intended to protect the health of healthcare providers.

4.5.1 **Note:** Students should be aware if they chose to **not receive** the Influenza Vaccination and there is an influenza outbreak on a facility unit, the student may not be able to enter the clinical area. This will result in the student being unable to meet the Learning Outcomes of the clinical course and a failure in the course.

4.5.2 **Note:** It is **highly recommended** that students receive an approved vaccine for Covid-19. The vaccination requires two doses. This recommendation emphasizes the responsibility of healthcare providers and students to protect vulnerable patient populations from the spread of Covid-19 and to protect these patients from the complications associated with acquiring it, including death. The recommendation is also intended to protect the health of students, faculty and healthcare providers. Proof of vaccination status may be required to provide clinical care in certain areas/communities within Manitoba.

5. ***CPR Certification at the Health Care Provider Level (CPR-HCP)***

CPR-HCP certification must be obtained each year of the program. It must be submitted to the Faculty of Nursing prior to the commencement of the first clinical in year one and renewed yearly.

5.1 All students entering the program must provide proof of certification to the Site Coordinator **prior to entering the first clinical setting** and then must recertify before clinicals begin in the 2nd year of the program. Certification must be valid for the entire academic year (September to the end of June and until the end of the Senior Comprehensive Practice in year 2). Note: Students completing their senior practicum in any given academic year must ensure their CPR will remain current until their practicum has been completed.

5.2 Any student without a current CPR-HCP certification will be barred from attending clinical.

5.3 If you do not complete a CPR-HCP course and provide a copy of your certification to the DPN Site Coordinator on the required date, you will not be able to register for any clinical courses in the nursing program.

6. ***College of Licensed Practical Nurses of Manitoba (CLPNM) Student Registration***

DPN students are responsible to attain and maintain a Student CLPNM Registration as outlined by the CLPNM. Any associated fees are the responsibility of the student. The student is accountable to submit all documentation, as required or requested, directly to the CLPNM.

The College of Licensed Practical Nurses of Manitoba (CLPNM) requires graduates and students of an approved nursing educational program disclose information about any conviction for an offence under the Criminal Code (Canada), the Controlled Drugs & Substances Act (Canada), or the Food and Drugs Act (Canada) in order to be eligible for registration with the College.

Criminal Record, Vulnerable Sector Search, Adult Abuse Registry and Child Abuse Registry checks are required for admission to the clinical area. **Students are required to provide the original** (photocopies are not acceptable) and official documentation to the Regional Health Authority (RHA) **prior to attendance in clinical.**

Students listed on the Adult Abuse or Child Abuse Registry will be dismissed from the Program. Those students with a criminal record may not be able to complete the Diploma in Practical Nursing program due to restrictions in acquiring clinical placements.

After admission to the Program and prior to completion of the Program, the onus is on the student to self-disclose any conviction(s) to the Associate Dean, DPN Program. Failure to report a criminal offence can result in dismissal from the Program.

If these forms are not completed, the RHA will not permit you to practice in their facilities, and therefore registration for clinical courses will be denied.

Dress and Grooming in the Clinical Setting

1. A professionally styled all **white** uniform (i.e. pantsuit, dress, scrubs in some situations with instructor approval). Undergarments must be inconspicuous. The uniform must be clean and neat, of suitable length, and **MUST NOT be worn to and from the clinical setting.**
2. Clothing in Practice Settings – certain practice settings require students to wear clothing other than uniforms. Clothing should be neat, clean, pressed and appropriate to the setting. Jeans (both blue and black), sweat pants, yoga pants, pajama like pants, tights, shirts or pants with holes, sweatshirts, shirts with logos, shirts that display belly button and open toe sandals are not acceptable. Dress is to be considered ‘business casual’.
3. White stocking or socks are to be worn with a uniform.
4. A white professionally styled sweater can be worn with uniforms when sitting at the nursing desk or during coffee/ meal breaks. Lab coats are **not** to be worn.
5. Your photo identification must be worn in the clinical setting.
6. The UCN DPN Arm Badge identifying you as a DPN student must be sewn onto the **left** arm of each uniform. Please refer to the Site Coordinator for badges.
7. Hair must be neatly groomed. Long hair is to be tied in a discreet manner with conservative accessories and kept off the shoulders and away from the face at all times. Beards and moustaches are to be neatly trimmed. For **mask fit testing** during clinical courses, beards and moustaches may be required to be shaved off. The RHA reserves the right to refuse entry to students unable to complete the mask fit testing requirement.
8. White duty/nursing shoes are to be worn. Runners can be worn as long as the sole of the runner is white and the majority of the shoe is white. **Shoes/runners must be worn only in the clinical area and Not outside of the hospital/facility.** Sling backs, clogs, sandals, or dress shoes are not acceptable. Shoes should be clean and appropriate for the clothes worn.

9. The following jewelry is acceptable: plain wedding band or ring with no grooves or stones, studded earrings or sleepers (2 earrings per earlobe), one small nose stud; all earrings and sleepers, studs are to be small, safe, and inconspicuous; medical alert bracelets, short necklaces maybe worn but must be hidden inside the uniform. No other visible piercings or jewelry is permitted, including those of the tongue, nose, cheek or eyebrow.
10. Students with tattoos/body artwork should notify and speak with their Clinical Instructor/Site Coordinator prior to the beginning of the clinical course.
11. Perfumes are not to be worn. Other cosmetics are to be worn in moderation.
12. Fingernails are to be short, clean, free of nail polish and natural (no **artificial** or **gel** nails).
13. Good personal hygiene and cleanliness is essential.
14. Gum chewing is not permitted in the clinical setting.
15. **Uniforms and shoes are NOT to be worn outside the facilities.** Students must change, in to their uniform upon arrival **and into street clothes** before leaving the clinical areas.
16. Additional dress policies of clinical agencies must be observed by students.
17. Cellular phones **are not** permitted in the clinical setting.

Attendance

1. Attendance at class is expected in all courses and classes. If you are sponsored, absences will be noted on Attendance / Performance / Progress Reports submitted to sponsors.
2. Attendance in the clinical practice (including orientation) / laboratory portions of nursing courses is **mandatory** to enable the student to satisfy the evaluative criteria of the theoretical and practical components of courses. The opportunity for the student to successfully complete the objectives for clinical practice, and the ability of the instructor to adequately evaluate the student's clinical performance, **decreases** with each missed clinical period.
3. Students absent from class or clinical practice due to illness may be required to present a certificate of illness signed by a recognized health care provider (physician, NP and dentist) who must observe the illness on the day of absence.
4. Absence for compassionate reasons is considered on an individual basis. Frequent absences may result in a lower or failing grade related to lack of opportunity to demonstrate competency.
5. Where clinical absence is involved, make-up time may be required.
6. You are responsible to notify your instructor if you are unable to attend class or clinical. All instructors have email and voice mail. Check on the front of the course outline for your instructor's email address and phone number.
7. Upon returning to class, you are responsible to arrange with the instructor for any missed coursework, tests, presentations and other assignments. Failure to do so may result in an "F" if the requirements of the course are not met within the agreed upon time-line.
8. If due to illness or unforeseen circumstances you are unable to write a test or examination, you **must** contact the instructor **prior** to the time assigned to write. **Failure to do so will**

result in a zero being awarded for that component of the course. A medical certificate may be requested by the instructor.

9. The Classroom Etiquette and DPN Exam Protocol are posted in the classroom.
10. Professional behavior is an expectation of all students *in all settings* (UCN building, the classroom, lab practice and clinical areas).

Standards for Measuring Student Achievement

Academic Integrity

University College of the North views academic integrity as the basis for the development and acquisition of knowledge, and encourages all students to pursue their studies in an honourable and responsible manner (UCN Academic Policy AC-01-26).

Students will demonstrate Academic Integrity, will avoid all forms of Academic Misconduct, and will seek clarification from the University College of the North (UCN) instructional staff to ensure an understanding of the expectations for their Academic Work. UCN will take appropriate action when a student becomes involved in Academic Misconduct.

Academic Integrity is critical in a learning environment and a fundamental core value of an academic institution. Academic evaluation must be representative of knowledge and skill level achieved by a learner as demonstrated through their Academic Work. Acts of Academic Misconduct make it impossible for accurate evaluation to occur.

UCN has a duty to maintain a high standard of Academic Integrity. This ensures that UCN's scholarship, research, certificates, diplomas and degrees remain credible.

Grading System

GRADE	VALUE	PERCENTAGE	DESCRIPTION
A+	4.5 (4.25-4.50)	94-100	Exceptional
A	4.0 (3.75-4.24)	85-93	Excellent
B+	3.5 (3.25-3.74)	78-84	Very Good
B	3.0 (2.75-3.24)	71-77	Good
C+	2.5 (2.25-2.74)	65-70	Satisfactory
C	2.0 (2.00-2.24)	60-64	Adequate
D	1.0 (1.00-1.99)	50-59	Failure
F	0.0 (0.00-0.99)	0-49	Failure

Note: Students are advised to check the grade scale for courses other than UC.NUR nursing courses, as the grading scale may vary. Instructors are to advise students regarding the grading scale at the beginning of the course. Students have a responsibility to ensure they receive information regarding grading scales.

A grade of C is required in any course to be used as a pre-requisite to another course in the DPN Program.

To complete the requirements for the DPN program, a minimum final grade of C is required in all theory courses taken, and a “Pass” is required in all clinical and skill courses. Therefore, if a student receives a grade of D in any theory course, the course is recorded as a D on the student’s transcript and given a weighted value of 1. However, the course cannot be applied to the DPN program, because the grade received in the course is lower than the required C.

Please refer to the section DPN Promotion Requirements (UCN Policy AC-01-31).

All clinical courses are based upon Pass / Fail criteria. Students do not receive a letter grade for clinical courses.

Method of Student Evaluation

1. Instructors are to advise students, in writing, of the method of evaluation in each course at the beginning of the course. Students have a responsibility to ensure they receive information on evaluation methods and how they will be applied in each course.
2. Students are required to advise Enrolment Services, prior to commencement of classes, if they have a disability that requires accommodation. Reasonable accommodations will be provided based on documentation of the disability including recommendations from a professional knowledgeable in the area identified as requiring special consideration.
3. The weighting of assignments, test, midterm and final examinations is determined by the course instructor (s) and outlined in each course syllabus.
4. The students may make an appointment to review assignments, test or exams with the instructor to clarify the grade assigned.
5. Assignments are due on the dates, and at the times, specified by the course instructor (s).
6. Extension to assignments must be requested, in writing, 24 hours prior to the deadline, Monday-Friday (excluding weekends and holidays). Students must provide documentation as to why the request should be granted. *Approval is at the discretion of the course instructor.* An appropriate time-frame will be negotiated between student and instructor. Only one extension can be negotiated for each assignment.
7. All assignments, including late assignments, must be submitted to complete and pass a course. Late assignments without approved extension will receive a “0”.

Writing Exams and Tests

1. Notification by the student of absence prior to a test /exam is required or an “F” (0 %) will be assigned. Only absences related to medical or compassionate reasons will be considered. Written notification is preferred but a phone call may be accepted in case of an emergency. A medical certificate may be requested by the instructor.
2. Absences from scheduled term tests, for any reason, may warrant a written warning and/or the awarding of a failing grade on the test missed.

Exam Regulations for Nursing Students

1. If you arrive late for an exam/test, no additional writing time will be provided.

2. Once the first student leaves the testing area, no one will be permitted to enter the test/exam area.
3. Taking a test/exam in the name of another student or allowing another person to write a test/exam in your name is considered academic dishonesty and will result in disciplinary action. Cases of suspected or actual academic dishonesty will be forwarded to the Dean, Faculty of Health and the Vice President, Academic and Research, for review.
4. Possession of any materials or equipment not specifically authorized, in writing, for use in the test/exam is prohibited. Prohibited items include notes, electronic and digital devices capable of storing/recording information; for example, iPhones/tablets, MP3 players, laptops, smart watches, etc.
5. For tests/exams, bring only your identification and required writing materials to the classroom. All backpacks, bags and personal items must be left in your locker or at the door inside the classroom.
6. Cell phones are to be turned off during test/exam time.
7. Once the test/exam begins you must not talk, communicate with or disturb others.

Supplemental Privileges

No supplemental examination privileges are allowed in any of the Nursing courses in the program.

Lab Skills Evaluation

Please Note:

1. Students must complete **all** Return Demonstrations, Skill Assessment and Examinations to receive a final theory grade.
2. There are no supplemental privileges in this course (i.e. Students will not be allowed to rewrite the assignments or exams to raise their theory grade.)
3. Students must successfully demonstrate nursing skills during guided practice and during the practical exam to receive a “pass” on the lab component of this course.
4. Attendance at classes is expected.
5. Attendance at Lab classes is **mandatory**.

Guided Practice Nursing Skills Labs

Attendance in Nursing Labs is **mandatory**. Students must successfully demonstrate theoretical knowledge applied to skills in the lab setting during guided practice. Students will also practice documenting findings and participate in reflective practice during the lab sessions. Students **must** come to lab prepared (i.e. having completed the required exercises and course readings). Competency of skills will be assessed during the guided practice labs.

Note: To be considered competent, the student must accurately demonstrate the skill in an organized sequence and include the critical elements for the specific skill.

Consequences of Missing a Mandatory Lab Session

Students, who do not comply with the mandatory requirement, may be required to perform an **impromptu** return demonstration of any or all skills presented to date. This will allow the student opportunity to demonstrate competency in theory/practical skills.

Regardless of the reason for missing a mandatory lab session, the student *is accountable* for the application of theory to practice (i.e. must be able to demonstrate the skill according to the critical elements).

Any missed skills lab sessions may result in the specific skills being included during the Return Demonstration Practical Exam *in addition* to any other skills expected to be demonstrated during the Practical Exam.

Nursing procedures must be practiced in a lab setting under the supervision of a nursing instructor during a mandatory lab period. To obtain proficiency in a skill, the student must practice during designate class time and on her/his own time. The Nursing Lab is available for student usage outside booked class times. *Students are responsible to tidy / clean up after using the lab.* Additional assistance from the nursing lab instructor may be obtained by booking an appointment. Periodic testing of skills will occur throughout the term.

Special requirements apply to students who have not been enrolled in a nursing course with a clinical component during the **preceding twelve months**, or who are not currently taking a skills course. Please see below for the skill testing requirements.

Extended Absence from Clinical Practice (UCN Policy AC-03-11)

Diploma in Practical Nursing (DPN) students who have been absent from clinical practice for 12 months or more, must complete a mandatory demonstration of clinical competence prior to commencement of a clinical course.

The purpose of this policy is to ensure students, who have been absent from clinical practice for 12 months or longer, can provide safe competent care prior to attending clinical practice.

PROCEDURES

Students returning to the DPN program, after an absence of 12 months or more from clinical courses must complete a mandatory demonstration of clinical competency in the skills laboratory prior to commencement of the desired clinical course.

The demonstration will proceed as follows:

1. It is the responsibility of the student to contact the evaluating instructor for specific evaluation dates and performance expectations.
2. Skills testing will be conducted at a mutually agreed upon time.
3. The evaluating instructor will provide the student with a list of skills.
4. It is the responsibility of the student to practice the required skills on their own time. However, if assistance is required, students should contact the evaluating instructor to make an appointment for supervised lab time.
5. Skill testing must be successfully completed within two weeks of the first day of clinical.

During the skills demonstration, the student must demonstrate competency in knowledge, psychomotor skills, and attitudes appropriate for clinical practice. In addition, the student will be required to verbalize appropriate critical thinking, reasoning and give rationale for clinical decisions during the demonstration.

Students will be denied registration in the desired clinical course until the skills test is successfully completed.

If the student fails skills testing on the first attempt he/she is permitted a second attempt, to be completed within two weeks of the initial testing.

If the student fails skills testing on the second attempt:

- The student may choose to proceed with the third attempt within one week, or
- The student may choose to audit the next offering of the applicable course(s) prior to attempting a third skills test at the end of auditing the course.

A third failure in skills testing will result in withdrawal from the DPN program.

Clinical Evaluation

1. In a nursing clinical based course that contains both written assignments and clinical practice components, the student must pass both of these components to pass the course.
2. 100% of the final grade is based on clinical performance and is based upon Pass / Fail criteria. Students will receive a mid-term and final evaluation.
3. Students are expected to demonstrate growth in clinical practice as they progress through their clinical course, in order to meet the clinical practice expectations outlined in the clinical evaluation tool. Students are expected to demonstrate growth in clinical practice through the application of knowledge and skills from previous and concurrent courses.
4. Students are expected to prepare for clinical practice in order to be able to provide safe, competent care. Preparation expectations are detailed in the clinical syllabi.
5. In the event a medication or non-medication related incident occurs in a clinical setting, it is the student's responsibility to complete a facility medication error/occurrence form as well as a UCN Occurrence/Incident Report form.
6. **Policy on Unsafe Clinical Practice** The debarment policy will be invoked when the student demonstrates unsafe clinical practice. Unsafe clinical practice involves actions or behaviours which result in adverse effects or the risk of adverse effects to the health and well-being (psychological or physical) of the client, family, staff, faculty or other students. Unsafe clinical practice is an occurrence, or a pattern of behaviour involving unacceptable risk.
7. Clinical evaluation reports and copies of all correspondence regarding student progress are kept in the student's file.

Clinical Probation: Supportive Learning Contract (UCN Policy AC-01-29)

In the case where a Diploma in Practical Nursing (DPN) student is at risk of being unsuccessful in the clinical setting, they will be placed on clinical probation and a supportive learning contract will be implemented. The supportive learning contract will provide the student with direction, outlining areas of concern and the expectations for improvement.

Note: any student who requires intervention to improve performance should not be sent to auxiliary areas. The instructor and Associate Dean will help create the supportive learning contract.

Procedures

1. The clinical instructor in consultation with the Site Coordinator &/or Associate Dean will make the decision to place the student on clinical probation.

2. The student and instructor will discuss behaviors/performance that need improvement. The Supportive Learning Contract will be developed and will include the expectations by which the student must abide, within an identified time period.
3. The Supportive Learning Contract will include:
 - a. The purpose for placing the student on probation.
 - b. Areas for improvement.
 - c. A plan including specific expectations/strategies and timelines for the student to meet learning outcomes of the course.
 - d. The student and instructor will sign the plan, thereby agreeing to the conditions outlined.
4. A copy of the Supportive Learning Contract will be sent to the Associate Dean and placed in the faculty student file.
5. If the student fails to meet the expectations of the plan by the end of the prescribed probation period, he/she will have failed the course in question, and will be assigned a “Fail” for the course.

Professional Unsuitability Policy (UCN Policy AC-03-06)

A student may be required to withdraw if the student is deemed unsuitable for the profession of nursing based on scholarship, professional fitness, or conduct (refer to Appendix)

DPN Unsafe Clinical Practice (UCN Policy AC-01-32)

All students attending the Diploma in Practical Nursing (DPN) program are expected to behave in a professional manner and provide safe patient care. Unsafe clinical practice involves actions or behaviours which result in adverse effects or the risk of adverse effects to the health and well-being (psychological or physical) of the client, family, staff, faculty or other students. Unsafe clinical practice is an occurrence, or a pattern of behaviour involving unacceptable risk. Students exhibiting behaviours associated with unsafe clinical practice may be debarred from clinical practice by action of the Dean of Health.

PURPOSE OF POLICY

To ensure students are behaving professionally and practicing care within acceptable guidelines as highlighted in the CLPNM Code of Ethics and the DPN Nursing Code of Conduct.

PROCEDURES

Once an instructor has initiated the Unsafe Clinical Practice policy, with notification to the Associate Dean, they will then investigate the matter. The student will not be able to voluntarily withdraw from the course that is presently under investigation. Once a determination is made, the student so debarred will have failed the course and receive a letter grade of “F”.

DPN Promotion Requirements (UCN Policy AC-01-31)

All students attending the Diploma in Practical Nursing (DPN) program are expected to maintain an acceptable standard of academic achievement.

PURPOSE OF POLICY

To monitor the academic performance of DPN students and to implement interventions to support student success. Further, to ensure students are aware of the DPN promotion requirements.

PROCEDURES

1. Students must complete all courses within Year 1 before progressing to nursing courses in the following year.
2. To complete the requirements for the DPN program, a minimum final grade of C is required in all theory courses taken, and a “Pass” is required in all clinical and skill courses. Therefore, if a student receives a grade of D in any theory course, the course is recorded as a D on the student’s transcript and given a weighted value of 1. However, the course cannot be applied to the DPN program, because the grade received in the course is lower than the required C.
3. A grade of C is required in any course to be used as a pre-requisite to another course in the DPN Program.
4. All course work must be successfully completed prior to commencing UC.NUR.2006 Nursing Foundations VIII: Transition to Graduate Nursing.
5. A cumulative Grade Point Average (GPA) of 2.5 or better is required to graduate.
6. Students can fail a nursing course once. A second failure in that course will result in withdrawal from the DPN program. The same will apply to clinical courses; however, a subsequent failure in any clinical course in the program will result in withdrawal from the program.
7. Students are allowed only one voluntary withdrawal (VW) per nursing course. Students who VW from a nursing course a subsequent time will have their withdrawal reversed and will be expected to complete the course.
8. A student will normally be allowed one repetition of a non-nursing course. Under exceptional circumstances, the Dean may grant approval for the student to register in the course for the third time. If the third attempt results in a failure, the student will be withdrawn from the DPN program.
9. Students required to withdraw from the DPN program are ineligible for readmission to the program for at least 6 years.
10. Students must complete the DPN program within five years of admission to the program, as NUR courses are valid for 5 years.

Debarment

A student may be debarred from class, clinical practice, laboratories, and examinations by action of the Dean of Health, in writing, for persistent non-attendance, unsafe clinical practice, and/or failure to produce assignments to the satisfaction of the instructor. Once the debarment policy has been initiated by an instructor, the student will **not** be able to voluntarily withdraw from the course that is presently under investigation. Students so debarred will have failed the course and receive a letter grade of “F”.

DPN ACADEMIC ASSESSMENT (UCN Policy AC-01-30)

All students attending the Diploma in Practical Nursing (DPN) program are expected to maintain an acceptable standard of academic achievement.

Students are required to obtain a minimum of a “C” grade (2.0) in every course, and a minimum program GPA of 2.5 in order to graduate. A final grade of “D” in any course taken to complete the diploma requirement is considered a failure and is not accepted by the faculty.

Students shall be evaluated at the conclusion of each academic term, including spring session, in which they receive a final grade in a minimum of 6 credit hours of course work, with the assessment being based on the resulting TGPA (Term Grade Point Average) in those courses. Students who do not complete the minimum credit hours in one term will be assessed as “too few credit hours to assess.” These students will be assessed over two terms or more, and will be evaluated at the end of the term in which they reach the threshold of 6 credit hours.

Students will be permitted to repeat a nursing course only once following a failure. Withdrawal from the DPN program will be required following a second failure in the same nursing course or any two clinical courses. Students who fail a nursing course twice and are required to withdraw from the program are ineligible for re-admission to the program for at least 6 years.

PURPOSE OF POLICY

To monitor the academic performance of DPN students and to implement interventions to support student success.

PROCEDURES

Good Academic Standing

A student with a TGPA of 2.5 or higher.

Academic Warning

The first time a student’s TGPA drops below 2.5, the student will receive an Academic Warning.

Academic Probation

The second time a student’s TGPA drops below 2.5, the student will be placed on Academic Probation. The student will be referred to the LAC for academic support.

- The student may be required to repeat selected nursing courses.
- The student may be required to register for selected non-nursing courses (not elective courses), e.g., the student may be required to take reading and writing, math, or science courses.
- If any courses are repeated, the student will be subject to all academic regulations related to final grades in repeated courses, and the number of failures allowed in any given course or sequence of courses in the DPN program.
- Students will be allowed to register in courses that they are required to repeat after students who are taking the course for the first time have had the opportunity to register, and the availability of space in the course can be confirmed.

- The student will be required to meet with the Coordinator at least twice during the subsequent term of study.
- If there are non-academic issues interfering with the student's academic progress, the student will be required to make every effort to deal with, and resolve those issues during the period of academic probation.

Academic Suspension

The third time a student's TGPA drops below 2.5, the student will be placed on Academic Suspension. Students who are suspended shall be ineligible to take any courses at UCN for a minimum of eight and a maximum of 15 calendar months. The time period for the suspension actually served by the student is contingent on the program timetable and course availability.

Once the term of suspension has been completed, a student may apply for reinstatement. The student will be placed on academic probation upon his/her return.

Academic Reinstatement

Students who wish to continue their studies in the DPN program must submit a written application for reinstatement to the Dean of Health by May 1. The written application must specifically address the academic and non-academic issues that had affected the student's academic standing prior to his/her academic suspension and describe how these issues were addressed and/or resolved. At a minimum, this information should include an:

- Outline of what the student has been doing during his/her time away from the nursing program (e.g., developing good study habits, attending counselling, etc.);
- Explanation of what has changed to make it more likely that he/she will be successful, and his/her plan for success if reinstated; and
- Academic plan for the duration of his/her studies.

The DPN Admissions Committee will consider each request on a case-by-case basis and reserves the right to deny a student's request for reinstatement.

Students who are reinstated or who are actively under consideration for reinstatement will be subject to the following procedures with respect to their course registrations:

1. Students who are suspended at the end of the Fall Term (December) will:
 - Request reinstatement by May 1 of the same year in which they were suspended;
 - Be given a final decision in writing by the end of June or early July;
 - Register for courses during the Faculty's registration period; and
 - Proceed with course work in the Fall term, subject to course/space availability.
2. Students who are suspended at the end of the Winter Term (April) will:
 - Request reinstatement by May 1st of the following year;
 - Be given a final decision in writing by the end of June or early July;
 - Register for Fall term courses during the Faculty's registration period; and
 - Proceed with course work in the Fall term, subject to course/space availability.

Students who are suspended at the end of the Spring/Summer Term will:

- Request reinstatement by May 1 of the following year;
- Be given a final decision in writing by the end of June or early July;
- Register for courses during the Faculty's registration periods; and
- Proceed with course work in the Fall term, subject to course/space availability.

Students who do not apply for reinstatement by the May 1st deadline will be considered as having withdrawn from the DPN program and will not be permitted to return.

Students who are permitted to return from suspension will be placed on probation and be required to meet with the Coordinator to develop an academic work plan.

Academic & Disciplinary Appeals (UCN Policy AC-01-06)

The University College guarantees every student the right to a fair hearing based on the principles of due process and natural justice.

The University College will ensure that student concerns related to the dispute of academic decisions or disciplinary action taken by the University College are resolved in a fair, equitable, and orderly manner.

Procedures

Academic Appeals

Students have the right to appeal academic decisions as outlined below:

- i. Assessment of skill demonstrations and/or clinical, practical or work experiences;
- ii. Grades on individual assignments and examinations;
- iii. Final grades.

Disciplinary Appeals

Students have the right to appeal decisions related to disciplinary action taken by UCN. A list of conduct subject to disciplinary action can be found in the UCN Academic Calendar. Procedures are found in the University College Academic Calendar.

Note: Students are not allowed to attend clinical practice or nursing skills until the final disposition of a disciplinary appeal. With permission of the Dean of Health students may attend the lecture component of a nursing course while the appeal is in process.

Voluntary Withdrawal

1. Voluntary withdrawal dates are set to permit students sufficient time, without threat of academic penalty, to assess whether or not the academic work they are attempting meets their educational objectives, and whether or not, they, as individuals, would be able to absorb and successfully complete the course.
2. The dates by which students may voluntarily withdraw are contained in the Academic Schedule of the UCN Academic Calendar. **VW dates are included in each course outline and / or the topical outlined supplied to each student by the instructor.**

Note: Compressed UCN courses (includes DPN courses) and course work done through IUS and Campus Manitoba may have different withdrawal dates than those stated in the UCN Academic Calendar; therefore, it is essential that the student discuss this option with the course instructor.

A student who has not withdrawn prior to the last date for voluntary withdrawal without academic penalty will be awarded the grade of 'F'.

3. The timeframes by which students may voluntarily withdraw and receive the associated fee refunds are contained in the UCN Academic Calendar.
4. Students cannot voluntarily withdraw from a course once the debarment process has been initiated or in a course requiring a level of achievement prior to the VW date that would result in an "F" in the course. An example of courses with this rider would be skills courses with a calculation requirement.
5. The student must seek the advice of the Site Coordinator, Academic Advisor &/or Associate Dean prior to completing a Voluntary Withdrawal form so that pre-requisites are not jeopardized.
6. It is recognized that students may voluntarily withdraw from the program for many reasons (e.g. personal, health or financial stress). The student wishing to return to the program might be re-admitted when space is available, if and when the reasons for voluntary withdrawal are resolved. Students who withdraw from the program voluntarily must re-apply through the UCN Enrolment Services should they desire re-admission.
7. To withdraw from a course, a student must submit the prescribed form to Enrolment Services before the stated deadline.

Students admitted to the DPN Program are allowed only one voluntary withdrawal per nursing course. Students who voluntarily withdraw from a nursing course a subsequent time will have their withdrawal reversed and will be expected to complete the course. Any financial implication will be the responsibility of the student. Students planning to withdraw from any course are advised to speak with a student advisor regarding the implications of this decision. Refer to the UCN Annual Calendar for the voluntary withdrawal and failure policies.

Note: Students' usual progression through the program may be delayed by failing or withdrawing from a required course. Students should note that if they have been given permission to "work ahead" on courses, then withdraw from or fail a course in their current year of Nursing, the permission for the "work ahead" course(s) may be revoked. Students who fail a course are expected to repeat that course during the next available session, and are not normally permitted to proceed to the subsequent year of the program until the course has been successfully completed. Refer to the UCN Annual Calendar for the voluntary withdrawal and failure policies.

Limited Access

Registration will be restricted for students who have withdrawn from or previously completed a course. This policy is designed to give preference to students who have not previously registered for the course. This will apply for two sessions following the session in which the course was originally taken. Note: Where a course has been repeated, the last grade achieved is that which will be calculated in the G.P.A.

Student Advisement

Student progress in the DPN Program is monitored in the following way:

The Academic/Faculty Advisor and DPN Site Coordinator:

- Assists students with selecting an appropriate course load and registering students with the appropriate delivery agency
- Is responsible for tracking the student's academic record, to ensure that the student meets the academic requirements for graduation.
- Shall meet with students at the conclusion of each semester if progression is interrupted do to withdrawals or failures.

Note: the student is ultimately responsible to ensure academic requirements for graduation are met (refer to the UCN Annual Calendar).

Computer and Internet Acceptable Use Policy

The environment at the college uses 'shared' computer resources. As a result, computer usage must be structured and controlled for optimum availability to all students. Inappropriate use of computer equipment by one student denies another student the use of that computer for the purpose intended. The rules outlined below are necessary to ensure the computer resources of the college are used for their intended purpose.

Acceptable Use Rules – General

- Your computer Password must be kept confidential and not given out to others. You are responsible and will be held accountable for actions performed with your account.
- No person is to move or remove computer equipment or accessories without permission of Information Technology. Removing equipment without authority may constitute theft and offenders risk prosecution under the law.
- Computer equipment and accessories must not be abused, defaced, substituted or disassembled. These activities constitute vandalism and offenders risk prosecution under the law.
- Computers are **NOT** to be used for entertainment purposes, unless it is a specific, instructor-supervised activity that is part of your coursework. Entertainment purposes include playing games, downloading MP3 or Napster files, using chat, and Internet surfing that is not part of assigned coursework. Offenders risk having their computer account disabled.
- Deliberate attempts to:
 - break into a computer system,
 - disable or get around the security in place, or
 - overload the UCN computer network may result in offenders being prosecuted under the law.

Acceptable Use Rules – Software

1. Software that is copyrighted or licensed or is considered 'commercially' available must not be installed or stored on University College of the North computer systems without the express consent of Information Technology. Unauthorized software found on University College of the North computer equipment will be deleted without warning or prior notification.

2. Software that is considered 'Shareware' or 'Public Domain' must not be installed or stored on University College of the North computer systems without prior approval of Information Technology. Unauthorized software found on University College of the North computer equipment will be deleted without warning or prior notification.
3. Installing and/or playing computer games on University College of the North computers is not permitted. If you are caught doing this, you risk having your computer account disabled.

Acceptable Use Rules – Internet

Any person deliberately viewing or downloading content from undesirable sites as stated below may have their computer account disabled.

Undesirable sites include:

- sites that store sexually explicit information
- sites that promote hatred to minorities or other any other group of people
- sites that promote hacking and cracking of computer systems
- sites that promote criminal or illegal activity
- sites that store content considered to be offensive to most people

UCN will not block the access of any user to any site on the Internet. However, Information Technology monitors and tracks Internet usage.

Consequences of Non-Compliance of the Acceptable Use Policy

First Incident:

Student will be warned and the warning will be recorded by Information Technology and given to that student's instructor.


Second Incident:

Student's account will be disabled. Reactivation of the student's computer privileges will be conditional upon the agreement of the Director of Information Technology and instructor's Department Head.

Third Incident:

Student's account will be permanently disabled and will only be reactivated upon the agreement of the President, the Director of Information Technology, and the student's Department Head.

Diploma in Practical Nursing Professional Unsuitability Policy (UCN Policy AC-03-06)

 Policies & Procedures Manual	# Pages: Page 1 of 6	Policy Number: AC-03-06
	Approved by: Learning Council	
Section: Academic - Programs	Effective Date: October 16, 2018	
Title: Professional Unsuitability Policy (Diploma in Practical Nursing)	Reviewed:	
	Replaces:	October 25, 2016

Students must meet standards of competence or professional fitness for the practice of nursing. Where there are questions of student suitability for the profession of nursing, a Professional Unsuitability Committee will convene to resolve the issue(s).

PURPOSE OF POLICY:

Where concerns of student suitability for the profession of nursing arise, the Diploma in Practical Nursing (DPN) program requires a professional unsuitability policy which aligns with mandated professional practice and standards.

PROCEDURE

1.0 Jurisdiction

1.01 General

The purpose of the Professional Unsuitability Committee is to review and make recommendations regarding the suitability of a student for the profession of nursing. The Nursing program at University College of the North may require a student to withdraw from the program pursuant to the procedures set out in this Policy when the student has been found to be unsuited, on consideration of competence or professional fitness, for the practice of nursing. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the program Rules or Regulations. The College of Licensed Practical Nurses of Manitoba (CLPNM) Code of Ethics will be considered in every situation in which an inquiry is being held into the conduct of a student in the practice of practical nursing.

Furthermore, in accordance with provisions of the Manitoba Human Rights Code, the program's duty to reasonably accommodate the special needs of its students will be considered.

1.02 Grounds for Required Withdrawal

A student may be required to withdraw from the program when the student has:

- i. been found guilty of such conduct which, if participated in by a Licensed Practical Nurse, would result in suspension or expulsion of the practitioner from the practice of nursing,

or such other disciplinary actions available against a practitioner by the governing body of the profession;

- ii. practiced incompetently in any clinical setting;
- iii. jeopardized professional judgment through self-interest or a conflict of interest;
- iv. demonstrated behaviour with respect to other students, colleagues, instructors or the public which is exploitive, irresponsible or destructive;
- v. acquired a criminal conviction which, according to the established program processes, was determined to be of such a nature as to bring disrepute to the profession, or by which, in the opinion of the program, the student demonstrated poor judgment, lack of integrity or (other) unsuitability for the profession;
- vi. any health condition, the occurrence of which impairs essential performance required for the health profession;
- vii. been under the influence of alcohol or drugs while participating in client care, any other professional activity, or any activity related to the practice of the nursing profession; and/or demonstrated unethical behaviour as specified by the CLPNM Code of Ethics.

2.0 Professional Unsuitability Committee

There shall be established within the program a standing committee known as the Professional Unsuitability Committee (PUC) to hear and determine matters of competence and/or professional fitness for the practice of nursing. Appeals from the PUC shall be heard by the Learning Council Appeals Committee.

Membership in the PUC shall be as follows: Chair:

- i. non-voting, except in the case of a tie, must be a permanent full-time program member appointed by the Dean, Faculty of Health for a five (5) year term, which may be renewable.

Committee Members:

- i. three full-time instructors, elected by the Nursing program, for a five (5) year term, which may be renewable;
- ii. two Diploma in Practical Nursing students from the Nursing program, appointed by the Dean, Faculty of Health, for a one (1) year term; and
- iii. one representative of the Faculty of Education;
- iv. one representative of the Council of Elders; and
- v. one representative of the Nursing Profession to be appointed by CLPNM, preferably with experience in dealing with CLPNM disciplinary matters, for a five (5) year term, which may be renewable.

3.0 Procedure

3.01 The Dean (or appropriate designate) shall:

- i. refer matters which, in her/his opinion, involve conduct or circumstances described in Article 1.01 and 1.02 herein, to the PUC Chair in a written report, setting out the name of the student involved, the alleged facts and ground(s) warranting discipline pursuant to
- ii. Article 1.01 and 1.02. Under no circumstances will a referral be based on anonymous allegations. Anonymous materials are defined as “authorship that has not been disclosed”.
- iii. provide the PUC Chair and student with the information which supports the request to assess the student’s suitability for the profession of nursing. This information must be provided in writing (use of email is acceptable) to the PUC Chair and student at least five (5) working days prior to the date of the hearing.

3.02 The PUC shall:

- i. send a Notice of Hearing to the named student pursuant to Article 4.01 by email and registered mail to the last known address of the student as recorded in the student records. At the student’s request, additional information may be sent by regular mail, email, or facsimile;
- ii. consider whether just cause exists to suspend the student while the matter is being determined and if so, to issue an interim suspension to the student;
- iii. at all times act expeditiously to complete the hearing;
- iv. determine whether any of the grounds requiring discipline under Article 1.01 and 1.02 exist upon hearing of the matter pursuant to this policy; and
- v. make a disposition in accordance with Article 6.0 herein.

3.03 Once a referral has been made to the PUC, the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the program, or has refused to participate in the proceedings.

4.0 Notice to Students

4.01 The Chair of the PUC shall inform the student in writing (use of email is acceptable), within five (5) working days of receipt of the referral, regarding the grounds for referral to the PUC, the membership of the PUC, and the date, time, and place for the PUC hearing.

4.02 The notice from the Chair shall include a statement that stipulates if the allegations contained in the reference are established to the satisfaction of the PUC, the student may be required to withdraw from the program.

4.03 The student will have access to copies of all documents submitted to the PUC for consideration at least five (5) working days prior to the hearing.

4.04 The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified any member of the PUC. In such a case, the Chair would consider the grounds for the challenge and may replace the disqualified members pursuant to section 2.0.

4.05 Should the student challenge and thereby cause to be disqualified the Chair of the PUC, the Dean would consider the grounds for the challenge and may replace the disqualified Chair pursuant to section 2.0.

4.06 An instructor shall not be disqualified from sitting as a member of the PUC hearing the matter by reason only that such instructor has had previous contact with the student or has prior personal knowledge of the matter.

4.07 The student may provide a written response (use of email is acceptable) to the allegations. The written response will be provided to the PUC within five (5) working days of the hearing date, or at the discretion of the Chair.

5.0 Hearing Procedures

5.01 The student may appear in person and may choose to be represented by a student counselor, student advisor or student advocate. A student may request an additional support person who may accompany him/her to the hearing.

5.02 The instructor and student may call witnesses as needed. Written notice (use of email is acceptable) to each party of witnesses to be called by the other party shall be given prior to the hearing.

5.03 The hearing shall be closed to all persons except the members of the PUC, program Representative(s), the student, the designated representative of the student, and any witnesses.

5.04 The student or his/her representative shall have the right to hear and to question witnesses, to have access to all documents submitted to the PUC for consideration, to call witnesses and to submit other evidence.

5.05 The student shall not be required to give evidence; but, if the student elects to do so, then the student may be questioned by members of the PUC.

5.06 A quorum for the PUC shall be 4 members and the Chair as referred to in section 2.0 above.

5.07 A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.

5.08 The Chair of the PUC shall vote only to break a tie.

5.09 Members of the PUC shall be bound by confidentiality with respect to information received by the Committee. Information will only be disclosed as deemed reasonably necessary to implement the investigation, the resolution, or the terms of any disposition imposed, or as required by law.

5.10 The results of the hearing and the reasons therefore shall be conveyed in writing (use of email is acceptable) to the student, with copies to: the student's designated representative where applicable, the Dean of the Faculty, the Coordinator of the Nursing Program, the Registrar, the College of Licensed Practical Nurses and the student's funding agency if applicable.

6.0 Disposition of the Matter

6.01 The PUC shall, after hearing all the evidence, meet in closed session with its members only, to:

- i. consider the evidence;
- ii. make its findings using a balance of probabilities standard;
- iii. if the allegations are proven, determine the appropriate disposition of the matter;

- iv. if the allegations are not proven, dismiss the matter and/or make any other recommendation the PUC deems appropriate.

6.02 The PUC may make any disposition it deems appropriate under the circumstances. Without limiting the generality of the foregoing, the following options, alone or in combination, are available:

- i. determine that no further action be taken;
- ii. allow the student to remain in the program and attach conditions prescribing future conduct by the student. Such conditions to remain in effect for any period of time the PUC deems appropriate;
- iii. reprimand the student in writing;
- iv. suspend the student from the program for a specified period of time;
- v. require the student to withdraw from the program indefinitely;
- vi. attach conditions which must be fulfilled before any application for re- admission to the program can be considered;
- vii. expel the student from the program with no right to apply for re- admission to the program.

6.03 In cases in which the disposition of the hearing is one of iv, v, vi, or vii, as set out in 6.02, the results shall be conveyed in writing to the Registrar, in order for the notation to be added to the student's transcript.

6.04 The student may request the PUC to consider removal of the notation from the transcript.

7.0 Appeals

7.01 If the student wishes to appeal a disposition of the PUC, such an appeal may be made in writing to the Learning Council Appeals Committee in accordance with the procedures of that body.

7.02 In the event of an appeal, the implementation of any decision of the PUC may be suspended until the matter has been ruled upon by the Learning Council Appeals Committee.

7.03 Notwithstanding the above, if the President and Vice-Chancellor of University College of the North is satisfied that it is in the best interest of the University College, the President and Vice-Chancellor may at any time make an order, subject to final disposition of the appropriate review authority, to suspend the student from participating in any program offered at University College of the North.

8.0 Records

A record of any finding of professional unsuitability and/or disposition related thereto shall be kept on the student's academic file within the program. All information relating to the hearing before the PUC shall be kept in the office of the Coordinator of the Nursing Program. A record of the disposition shall be kept on the student's academic file with the Registrar's office.

9.0 Amendments

This Policy may be amended by Learning Council alone, or by Learning Council after approval of such amendment(s) by the Nursing program.

DPN Course Descriptions

Year 1

Fall Term 20

NUR.1033 Human Growth and Development

Credit Hours: 3

This course provides students with knowledge of normal human growth and development across the lifespan.

NUR.1035 Nursing Foundations I: Introduction to Nursing

Credit Hours: 4

Corequisite: NUR.1028, UM.BIO.1410

Nursing Foundations I includes theory and laboratory practice. This course provides theoretical foundation of nursing by introducing the nursing process and the Neuman Systems Model. It lays in the foundation for developing moral and ethical reasoning, critical thinking, and understanding legal considerations and legislative acts affecting nursing practice. Roles and responsibilities of the practical nurse are presented through the understanding of history, professional standards, and expectations. Through this course, the student will begin to acquire the knowledge, attitude, skills, behavior, and judgement required for nursing. This course promotes the wellness of self, as students learn to practice the skills required to maintain personal safety in the caregiver role.

NUR.1025 Introduction to Essential Skills for Nursing

Credit Hours: 3

The Introduction to Essential Skills for Nursing course is designed for students entering the Diploma in Practical Nursing program. The course will assist students to refresh their basic mathematics skills and be introduced to drug calculation, writing academic paper styles in APA format, and basic medical terminology. This course covers topics essential to achieve competency in the nursing program.

NUR.1028 Communications for Nursing

Credit Hours: 3

Examine interpersonal and therapeutic communication used by health professionals. The concepts of the therapeutic nurse-client relationship, the teaching-learning process, conflict management, and group process are introduced.

Winter Term 30

NUR.1036 Nursing Foundations II: Basic Nursing

Credit Hours: 4

Prerequisite: NUR.1025, NUR.1028, NUR.1035

Corequisite: NUR.1031, NUR.1032, UM.BIO.1412

Nursing Foundations II includes theory and laboratory practice for simulated clinical situations. This course focuses on the application of the Neuman Systems Model and the nursing process to enable the student to use sound clinical judgement in providing nursing care. The content is organized around alterations in lines of defence for various body systems and the related nursing skills for activities of daily living and medication administration.

NUR.1032 Basic Pharmacotherapeutics

Credit Hours: 3

Prerequisite: NUR.1025, NUR.1035

Corequisite: UM.BIO.1412

Basic Pharmacotherapeutics examines the physiological effects of drugs on clients, including therapeutic effects, side effects, adverse effects, and drug interactions. Common drug classifications and selected medications including herbal preparations within each classification are studied. Pertinent legislation relating to drug administration is also explored.

NUR.1031 Health Assessment

Credit Hours: 4

Prerequisite: UM.BIO.1410

Corequisite: UM.BIO.1412

Health Assessment includes theory and laboratory practice. This course is designed to develop cognitive processes and psychomotor skills necessary for conducting health assessments on individual clients. The systematic collection of data can then be used to make decisions about ways to promote, maintain, or restore health.

NUR.1037 Nursing Practice I: Continuing Care Practice

Credit Hours: 3 (144 hours – Instructor Led)

Prerequisite: NUR.1025, NUR.1028, NUR.1033, NUR.1035, UM.BIO.1410

Corequisite: NUR.1031, NUR.1032, NUR.1036, UM.BIO.1412

Non-Academic Prerequisite: Current CPR Level HCP, Immunization, Criminal Records check including Vulnerable Persons Search, Child Abuse Registry check and Adult Abuse Registry check and CLPNM Student Registration.

Nursing Practice I: Continuing Care Practice is a 144-hour clinical practice course in which the student will use the Neuman Systems Model and the nursing process to provide client care in the continuing care setting. This course provides the student with an opportunity to perform basic nursing skills, administer medications, and use therapeutic communication skills. Learning will also focus on legal and ethical issues, and working as a member of the health care team.

Spring and Summer Term 40

NUR.2001 Nursing Foundations III: Medical/Surgical Nursing

Credit Hours: 9

Prerequisite: NUR.1031, NUR.1032, NUR.1036, UM.BIO.1412

Nursing Foundations III includes theory and laboratory practice for simulated acute-care clinical situations. This course focuses on nursing care and related skills for medical-surgical nursing. The course builds on previous nursing knowledge and related theory and assists the student in adapting the nursing approach to care of medical-surgical clients within the theoretical framework of the Neuman Systems Model and the nursing process.

ANS.1000 Introduction to Aboriginal Studies I

Credit Hours: 3

This survey course will introduce students to the area of Aboriginal Studies and using a topical approach will examine the latest information regarding the origins and development of the indigenous peoples of Canada up to the first contact. Consideration will be given to both western and indigenous perspectives, as well as to the ways in which differing perspectives both shape and reflect interpretations of the personal, historical, spiritual, and economic aspects of indigenous people, their social organization, and their relationship to nature. Throughout the course consideration will be given to the experiences of the northern peoples of Canada and Manitoba.

Year 2

Fall Term 20

NUR.2000 Pathophysiology for the Health Care Professions

Credit Hours: 3

Prerequisite: NUR.1031, NUR.1037, NUR.2001, UM.BIO.1412

Pathophysiology for the Health Care Professions is a theory course that focuses on the pathological processes, diagnostic criteria, and treatments that can be applied to specific disease conditions. Each concept will be illustrated by typical diseases and disorders.

NUR.2003 Nursing Foundations V: Family Nursing 2

Credit Hours: 3

Prerequisite: NUR.1031, NUR.1033, NUR.1037, NUR.2001

Corequisite: NUR.2000

Nursing Foundations V is a theory course focusing on health promotion for pediatric clients and their families. Theoretical concepts of assessment related to growth and development are introduced. Pathophysiology, nursing care, communication, and health-teaching techniques specific to the pediatric client are discussed. This course builds on previous nursing knowledge and related theory and assists the student in adapting the nursing approach to care of the pediatric client within the theoretical framework of the Neuman Systems Model, nursing process, and growth and development theory.

NUR.2010 Nursing Practice II: Acute Care Practice Medical

Credit Hours: 3

Prerequisite: NUR.1032, NUR.1037, NUR.2001

Corequisite: NUR.2000, NUR..2003

Non-Academic Prerequisite: Current CPR Level HCP, Immunization, Criminal Records check including Vulnerable Persons Search, Child Abuse Registry check and Adult Abuse Registry check and CLPNM Student Registration.

Nursing Practice II: Acute Care Practice Medical is an instructor-supervised clinical practice course in which you will apply the Neuman Systems Model and the nursing process to provide care to clients and families in medicine acute-care settings. You will provide safe, quality care through application of the nursing process. Medication administration will include parenteral medications. Your learning will also focus on ethical and legal issues, collaborating with health

care team to assist the client to wellness, family teaching, and discharge planning. You should be prepared to work full day or evening shifts.

NUR.2011 Nursing Practice III: Acute Care Practice Surgery

Credit Hours: 3

Prerequisite: NUR.1032, NUR.1037, NUR.2001

Corequisite: NUR.2000, NUR.2003

Non-Academic Prerequisite: Current CPR Level HCP, Immunization, Criminal Records check including Vulnerable Persons Search, Child Abuse Registry check and Adult Abuse Registry check and CLPNM Student Registration.

Nursing Practice III: Acute Care Practice Surgery is an instructor-supervised clinical practice course in which you will apply the Neuman Systems Model and the nursing process to provide care to clients and families in acute care settings. You will provide safe quality care through application of the nursing process. Medication administration will include parenteral medications. Your learning will also focus on ethical legal issues, collaborating with the health-care team to assist the client to wellness, family teaching, and discharge planning. You should be prepared to work full day or evening shifts.

Winter Term 30

NUR.2002 Nursing Foundations IV: Family Nursing 1

Credit Hours: 3

Prerequisite: NUR.1031, NUR.2001, NUR.2000, NUR.2010, NUR.2011

Nursing Foundations IV is a theory course focusing on the promotion of health of the developing family. It includes concepts related to maternity nursing and the care given to the expectant family before, during, and after birth and to the care of the newborn. This course builds on previous nursing knowledge and social sciences and assists the student in adapting the nursing approach to care for the maternity client within the theoretical framework of the Neuman Systems Model and the nursing process.

NUR.2004 Nursing Foundations VI: Community Nursing

Credit Hours: 3

Prerequisite: NUR.1033, NUR.2000, NUR.2001, NUR.2010, NUR.2011

Nursing Foundations VI is a theory course focusing on the promotion of health of families and the community. The Calgary Family Assessment Model and Community-as-Partner Model are introduced to support nursing knowledge in providing competent and holistic care responsive to the needs of family and community. Concepts such as family assessment and building on family strengths, and community assessment, health promotion, public health, and primary health care will be explored. This course builds on previous nursing knowledge and related theory to assist the student in adapting the Neuman Systems Model and nursing process to the provision of care for families and communities.

NUR.2005 Nursing Foundations VII: Mental Health Nursing

Credit Hours: 3

Prerequisite: NUR.1028, NUR.2001, NUR.2000, NUR.2010, NUR.2011

Nursing Foundations VII is a theory course. This course builds on nursing knowledge and related theory to utilize clinical judgment in adapting the Neuman Systems Model and the nursing process to the mental health client and family. The focus is on assisting the mental health client and family adjust to the changes in psychosocial functioning associated with mental health issues and related treatments.

NUR.2012 Nursing Practice V: Mental Health Care Practice

Credit Hours: 3

Prerequisite: NUR.2000, NUR.2001

Corequisite: NUR.2004, NUR.2005

Non-Academic Prerequisite: Current CPR Level HCP, Immunization, Criminal Records check including Vulnerable Persons Search, Child Abuse Registry check and Adult Abuse Registry check and CLPNM Student Registration.

The Nursing Practice V: Mental Health Care Practice course consists of practice in a specialized setting. This is a participatory experience working with clients in a mental health setting (usually in a continuing care centre). It is usually instructor-supervised. You should be prepared to work full day, evening or night shifts.

NUR.2014 Nursing Practice IV: Obstetrical Nursing Care Practice

Credit Hours: 3

Prerequisite: NUR.2001, NUR.2010, NUR.2011

Corequisite: NUR.2002

Non-Academic Prerequisite: Current CPR Level HCP, Immunization, Criminal Records check including Vulnerable Persons Search, Child Abuse Registry check and Adult Abuse Registry check and CLPNM Student Registration.

Nursing Practice IV: Obstetrical Nursing Care Practice provides you with the opportunity to integrate the knowledge, skills, attitudes, and judgments required for obstetrical care. It also gives you an opportunity to more fully understand and experience the role of the diploma in practical nursing. You will be supervised by a clinical instructor. You should be prepared to work full day, evening or night shifts and weekends (or on-call for deliveries). Upon successful completion of this course, you are prepared to assume the diploma in practical nursing role as a beginning practitioner.

Spring and Summer Term 40

NUR.2006 Nursing Foundations VIII: Transition to Graduate Nursing

Credit Hours: 3

Prerequisite: NUR.2003, NUR.2004, NUR.2005, NUR.2011, NUR.2012

This course focuses on the role transition from being a student to working as a graduate practical nurse. The course addresses the concepts of labour relations, work-life issues, professional development, continued competence, lifelong learning, nursing research, clinical quality improvement, leadership, management, professional organizations, and employment opportunities in practical nursing. You are expected to integrate knowledge from all program courses in preparation for taking on the role of a licensed practical nurse.

NUR.2015 Nursing Practice VI: Senior Comprehensive Practice

Credit Hours: 8

Prerequisite: NUR.2006

Non-Academic Prerequisite: Current CPR Level HCP, Immunization, Criminal Records check including Vulnerable Persons Search, Child Abuse Registry check and Adult Abuse Registry check and CLPNM Student Registration.

Nursing Practice VI: Senior Comprehensive Practice provides you with the opportunity to integrate the knowledge, skills, attitudes, and judgements acquired in the Diploma in Practical Nursing program. It also gives you an opportunity to more fully understand and experience the role of Diploma in Practical Nursing. You will be assigned to an LPN or RN preceptor for 400 hours. The preceptor provides guidance and supervision for you in the clinical area. During this time, you will work in the same clinical area and during the same clinical shifts as the preceptor. You should be prepared to work full day, evening or night shifts and weekends. Upon successful completion of this course, you are prepared to assume the Diploma in Practical Nursing role as a beginning practitioner.

ABS.1001 Waskawimakanwa Mecimwaci Isihtwawina

Credit Hours: 1

This innovative course introduces students to Aboriginal traditional teachings through the use of sharing circles, group activities and other Aboriginal cultural practices, and by working with traditional and non-traditional teachers. Students will learn about the historical and contemporary issues of Aboriginal people and actively participate in various culturally-based experiences, including a feast.