Deadline Date
Monday, July 20, 2020

Please read instructions carefully.

1. Do not begin the critical documents process until **the second week of June**.
2. All required documents are included here except specific Horizon documents (see below)
3. Submissions must be in electronic form (PDF) and arrive via official department emails.

UNB REQUIREMENTS

✱ **UNB Code of Conduct** - Review Code of Conduct and sign final page. Only the FINAL PAGE is required for your submission.

✱ **Request for Criminal/Vulnerable Sector Verification Letter** - Enter your name and birth date into the letter provided. Deliver to your local law enforcement office to receive your criminal/vulnerable sector record check documents.

✱ **Proof of CPR – Health Care provider** - Complete a Health Care Provider CPR course and your official course completion card. Courses will be planned at UNB in June and July. Students are not required to attend UNB sessions.

✱ **Contact Update –** If required, update contact information at registrar's office.

HORIZON REQUIREMENTS - **HORIZON STUDENT ORIENTATION (E-LEARNING) WEBPAGE**

✱ **N95 Mask Confirmation –** image of current valid N95 card

✱ **McKesson Automated Dispensing Cabinets (Acudose) –** found at Student Orientation page. Please include certificate issued from completion.

✱ **Student Orientation Checklist (E-Learning) –** provided with this document.

✱ The following items are online completion only found at the Student Orientation webpage. Please take screen shots of your completed form BEFORE submitting
- **Confidentiality Declaration of Understanding Agreement**
- **Code of Conduct Agreement**
- **Horizon Information Sheet** (found inside *Online Orientation Program*)

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How to submit your Critical Documents

1. **Complete** ALL documents prior to sending.
2. **Scan** and combine all documents into **one PDF document** (Black and White / Gray Scale preferred). PDF is a commonly used file format available in most programs including Microsoft Office or Google Docs.

> **GENIUS SCAN** is a free smartphone APP for Apple and Android. It can be used to instantly transform your docs into one black and white PDF which you can rename and immediately email.

3. **USE** the following naming format for your PDF file and as the SUBJECT of your attachment email (remove the brackets):

Document/Subject Title:	*Your Last Name* Crit Docs Y4
Example:	Thomas Crit Docs Y4

4. **EMAIL** your document to   BNdocsSJ4@unb.ca

Attention

A student who does not meet the deadline for submission of their critical documents or clinical course registration will be deregistered by the Registrar's Office from clinical courses for the upcoming year as well as any associated prerequisite or corequisite theory courses. For more information, see the UNB Saint John Nursing Student Handbook.

YOUR FINAL PDF SHOULD INCLUDE:

1. UNB Code of Conduct
2. Criminal/Vulnerable verification
3. CPR Proof
4. E-Learning Checklist
5. Screen shots of:
   - Horizon Confidentiality Declaration
   - Horizon Code of Conduct
   - Horizon Info Sheet
6. N95 Mask Card

For assistance with Critical Documents contact:

Scott Thomas
Program Coordinator • Nursing and Health Sciences
T 506 648-5646 C 506 721-0020
Scott.Thomas@unb.ca

UNB
EST. 1785
UNIVERSITY OF NEW BRUNSWICK
Saint John

CRITICAL DOCUMENTS | REQUEST FOR CRIMINAL
BACHELOR OF NURSING | RECORD VERIFICATION

May 1, 2020

To Whom It May Concern:

REQUEST FOR CRIMINAL RECORD & VULNERABLE SECTOR VERIFICATION

NAME:

Date of Birth:

This student is entering a year in the Nursing Program at UNB Saint John in September 2020. Nursing students are required to have an education experience in a variety of health care and community settings. In these environments, students will come in direct contact with vulnerable people, including young people, senior citizens, and those with physical, developmental, emotional, social or other disabilities.

Please provide this student with verification documents for Criminal Record and Vulnerable Sector checks.

Yours truly,

Scott Thomas
Program Coordinator
Phone: (506) 648-5646
DEPARTMENT OF NURSING AND HEALTH SCIENCES

Introduction

This document outlines the Code of Conduct, requirements for maintaining confidentiality, and student preparation nursing courses, including registration in clinical courses and submission of critical documents for students enrolled in the Bachelor of Nursing (BN) program at UNB Saint John. BN students are required to sign this Code of Conduct and Confidentiality Statement. A signed copy will be kept in the student's file.

Code of Conduct

As a student enrolled in the BN program at UNB Saint John:

- I will adhere to the General Regulations of Non-Academic Conduct as outlined in UNB Undergraduate Academic Calendar.
- I will respect the Code of Ethics for Registered Nurses as outlined by the Canadian Nurses Association (CNA) and endorsed by the Nurses Association of New Brunswick (NANB).

Confidentiality

As a student enrolled in the BN program

I will respect and adhere to:

- The contents of the UNB policies and procedures related to privacy and the protection of information and of personal health information including: the Policy for the Protection of Personal Information and Privacy, Acceptable Use of Information and Communications Technologies, NANB Practice Guideline on Ethical and Responsible Use of Social Media Technologies, CNA Code of Ethics for Registered Nurses, Right to Information and Protection of Privacy Act and the Personal Health Information Privacy and Access Act.
- The contents of the UNB Saint John Nursing Student Handbook.
- Maintaining strict confidentiality of all client agency records as well as information discussed in interactions with fellow students during clinical practice/classroom/labs/simulations.

I will not under any circumstance:

- Remove health records from the clinical setting, even when identifying information is removed. When gathering client information, students are not allowed to transfer biographical data from the client's health record. Do not include name, initials, dates of birth, hospital unit and/or room numbers. Students must ensure that client information or assignments are securely stored. When client information and assignments are in transit, they must be kept in an enclosed bag, folder or binder and never left unattended. The enclosed information must have a note on the cover reading as follows: "Confidential" and "If found, return to ......" along with the student's contact information. Students must securely destroy client information or assignments in an institution approved secured locked container.
- Use any personal electronic mobile devices (smart-phones, tablets, etc.) to record client information.
- Knowingly accessing information to which I am not entitled.
- Repeat any client-related information, through any means of communication, unless this information is permitted in the context of my course and/or if the information is required for proper client care. This information may include:
  - The identity of a client and that the client was seen/observed in a clinical setting.
  - The nature of the client's illness/reason for contact, its cause, and treatment/interventions.
  - Information the client discloses to describe her/his situation.
  - Information health professionals learn from her/his examination of the client.
  - Information that is discussed with my instructors or fellow nursing students in a clinical/classroom, labs or simulation.
  - The responses of the client, her/his conduct.
  - The client's financial state, domestic life, and any personal information.

o   All records of any kind accumulated during the course of treatment/contact, unless said information is required by health professionals in the context of providing, or improving, client care, or in the context of a confidential learning environment within this program of study.

I will:
- Promptly report any breach of confidentiality to the appropriate persons.
- Access information required only for my clinical experiences.
- Maintain the confidentiality of my usernames and passwords.
- Securely store, encrypt, password protect and securely destroy, as the case may be, all confidential information.
- Access, process, and transmit confidential information using only authorized hardware, software, or other authorized equipment.
- Not release any data/information to a third party unless authorized to do so
- Refrain from sharing the information, learning materials and evaluation data related to classroom, clinical, laboratory and simulation activities and assignments. I must consult with involved faculty on the proprietary nature of any information used in their work related projects or assignments.
- Follow all further instructions as they relate to privacy, confidentiality and proprietary information.

Social Media/Electronic Media
As a student enrolled in the BN program at UNB Saint John I will not
- Discuss client issues or clinical experiences on social media;
- Communicate with clients and their families on social media;
- Take photos or videos of clients or of patient care areas

In all social media, I am expected to be respectful, maintain professional boundaries, and adhere to the relevant guidelines of professionalism, civility, safety, privacy, and respect. If I am unsure of specific applications of social media and electronic devices, I will consult with my clinical teacher prior to proceeding.

Consequences
As a UNB Saint John Nursing Program student, I understand that failure to adhere to any aspect of the Code of Conduct and Confidentiality Statement may result in the requirement to withdraw from the Nursing Program:

> **Program regulation #5:**
> *As outlined in the Unsafe Practice Policy, student actions that compromise patient safety and serious breaches of conduct will result in a Level 1 suspension from clinical practice. In such circumstances these students will be reviewed by the Admissions Transfers and Progression Committee.*

Student Preparation – Course Registration & Critical Documents
As a UNB Saint John Nursing Program student, I understand I must:
- Prepare for and attend my classes and clinical placements;
- Adhere to the attendance policies outlined in the Nursing Students Handbook and the UNB Undergraduate Academic Calendar.

Students entering or returning to the BN Program: The deadline for BN course registration for the entire academic year and the submission of the critical documents is the third Monday of July each year. A student who does not meet the deadline for submission of their critical documents or course registration will be reviewed by the Admissions, Transfer and Progression Committee. The following consequences may be imposed:

1. The student will be removed from upcoming clinical courses.
2. The student will not be permitted to attend clinical courses or participate in clinical environments for the upcoming academic year.

Year One – Extended Deadline Dates
- **Course Registration** Requirement—BN students with a late program acceptance date are granted an extension – a late acceptance is one week prior to or after the above Deadline Date. These students must register for courses for the entire academic year prior to the official first day of classes in September.   The below consequences may occur if a student, with a late acceptance, does not adhere to the course registration Deadline Date.

- **Critical Documents** Requirement—BN students with a late program acceptance date closer to or past the July Deadline Date will be granted an extension by the Nursing and Health Sciences Coordinator.   This extended critical documents Deadline Date will offer the student an eight-week period in which to submit their critical documents. The extended Deadline Date will be noted in the student's departmental file. The below consequences will be imposed if critical documents are not received by the extended Deadline Date.

- **Missed Extended Deadline Date** – If a student does not meet an extended Deadline Date for course registration or critical documents, the consequence will be that their name will immediately be forwarded to the Admission, Transfer and Progression Committee for review. Possible outcomes could include the removal of admission to the BN program.

Acknowledgement

As a UNB Saint John Nursing Program student, I understand the regulations of the Code of Conduct, Confidentiality Statement, Course Registration and Critical Documents for the University of New Brunswick Saint John Nursing & Health Sciences Department.

I understand the regulations in the Code of Conduct and Confidentiality Statement remain in place even after I cease my association with the University of New Brunswick Nursing & Health Science Department.

 I have been given an opportunity to have any of my questions clarified and addressed.

_____   _____
Signature of student   Date

_____
Name of student (Please print)

STUDENT ORIENTATION - CHECKLIST

As a condition to placement, students and education agency staff instructing on-site must complete an orientation program prior to their education placement. The following list indicates the e-learning programs included in the online Student Orientation Program.

This checklist only applies to students who have previously completed the full student orientation checklist (ie. 2nd year students and so forth). If the other eLearnings have not been completed; the student may not be cleared for their education placement.

As you complete each e-learning program, please provide the date of completion in the Date Completed column. Once all e-learning programs have been completed, please sign and date at the bottom of this form and return this form to your education agency representative. The education agency representative will collect all checklists for the orientation group and return to Horizon Learning at least thirty (30) days prior to commencement of the education placement. The entire online Student Orientation Program is not considered complete until Horizon Learning has received this signed form.

Code of Conduct & Confidentiality: I have completed the online forms and they have been submitted.	
E-learning	**Date Completed**
Clean Hands Save Lives	
Falls Prevention and Management	
Fire Safety: Horizon Health Network Code Red – Fire Safety	
Privacy Module 1: Key Privacy Principles, Policies and Laws	
Privacy Module 2: Protecting Personal Health Information	
Privacy Module 3: Privacy Incident and Breach Management	
Privacy Module 4: Consent and the Circle of Care (If working directly with patients and/or patient information)	
Routine Practices and Additional Precautions	
Fire Safety (Building Specific): I have completed the Fire Safety Program for the area where I am participating in my co-op placement.	

Student Name (please print clearly): _____

Educational Agency & Campus: _____

Your signature indicates that the required orientation e-learning programs have been completed and that this condition to placement has been met.

Student Signature: _____   **Date**: _____

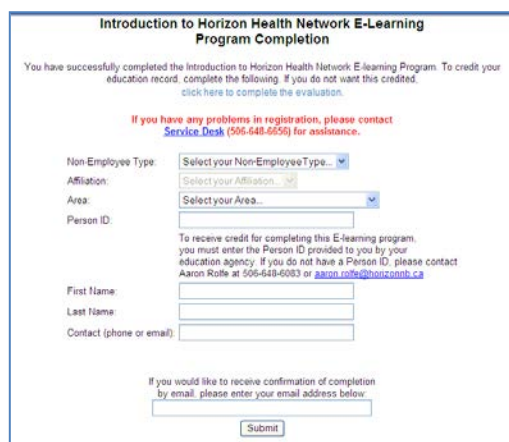## Instructions for Accessing the Online Student Orientation Program

Navigating to the Student Orientation Program
- Open the Internet browser. Type the address
https://learning.horizonnb.ca/pages/elearning-access/educational-partners/index.html , then press
the Enter key.
- On the Educational Partners page, click the link for Educational Agencies.
- On the Educational Agencies page, type the password provided to you, then click the Submit button.
- You will be brought to the Learner Registry Form page. Review the information on this page, then click
the link "Complete Learner Registry Form" to fill out the form. Click the Submit Registration button.
- If you have already completed the form and are coming back into the program to complete learning
programs, click the link at the bottom "I have completed and submitted the Learner Registry Form and
wish to continue".
- The Educational Agencies – Conditions to Placement page displays. Make sure you "electronically
sign" the Code of Conduct and the Confidentiality agreements before moving onto the online
orientation program.
- On the Educational Agencies – Conditions to Placement page, click the link near the bottom of the
page "Online Orientation Program".
- To begin the online program, click the link "Horizon Health Network Student Orientation Program".
- You will be connected to the "Welcome to the Online Student Orientation Program" page.

Locating the E-learning Programs on the Student Orientation Program Page
The Welcome page introduces you to each of the e-learning programs that you will be completing.

- Under the section "Let's Begin!", click the link for the
"**Introduction to Horizon Health Network**" program. This is the
first module that you need to complete.
- At the end of this program, you need to record completion of this
e-learning program. On the page that displays, select Horizon
Non-Employee.
- A Program Completion Form will appear.
  - o Non-Employee type: select **Student** from the drop-down
list
  - o Affiliation: select your education agency name from the
drop-down list
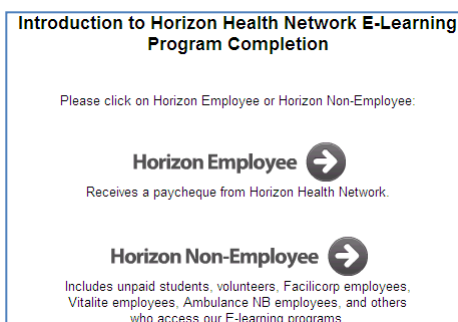
  - o Area: select where you are located
  - o Person ID: type the number that was provided to you by
your education agency
  - o First Name field: type your first name
  - o Last Name field: type your last name
  - o Contact: type your phone number or e-mail address

- To receive confirmation of your completion via e-mail, type
your e-mail address in the box provided.
- Click the Submit button.

- A confirmation page appears next; you can print this page for
your records.
- Click the link "Click here to complete evaluation" to provide
feedback on this program.

- Once you have submitted the evaluation form, the Student Orientation Program page displays. Click
the link "Welcome to General Orientation".

Note: If you close out of the confirmation page (ie. you do not complete the evaluation form), you will need to scroll to the bottom of the "Welcome" page and click the link in the last paragraph to connect you to the remaining programs in the Student Orientation Program.

The Horizon General Orientation Page

The Horizon General Orientation Page displays five tabs.   You will find the e-learning programs that you need to complete on the E-learning tab, the Emergency Codes tab, and the Fire Safety tab.


To access and complete a program:

- Click the tab name representing the program(s) you need to complete.
- Click the name of the program that you want to open (ie. Clean Hands: Good Health).
- At the end of each program, you need to record completion of the e-learning program so that it is credited to your education record. Follow the steps noted in the previous section.
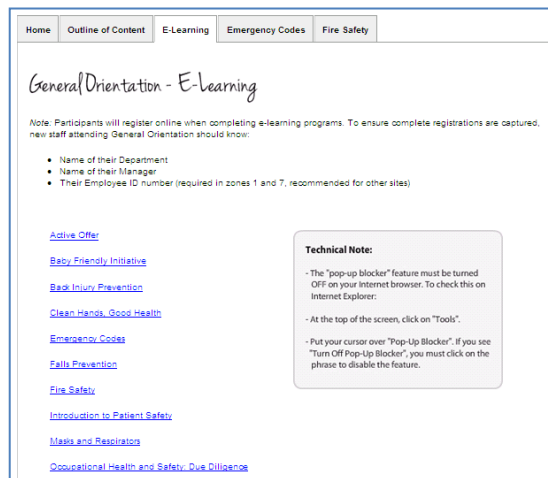

E-learning Tab: Refer to your checklist for the programs that you need to complete on this list.
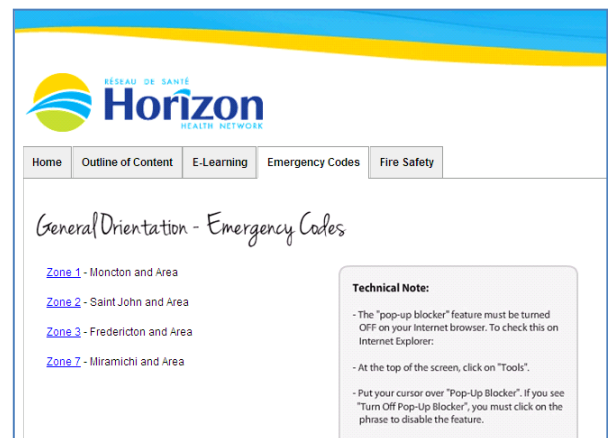
Emergency Codes Tab: Select your appropriate zone for completion of the emergency codes programs for your area.

Fire Safety Tab: The main program "Horizon Health Network Code Red-Fire Safety" program needs to be completed along with the Code Red program for your specific facility in your zone (where your placement is taking place). If your facility name is not listed, a paper copy of the facility safety plan may be available. Please contact Horizon Learning to determine what information you need if you do not see your facility listed.
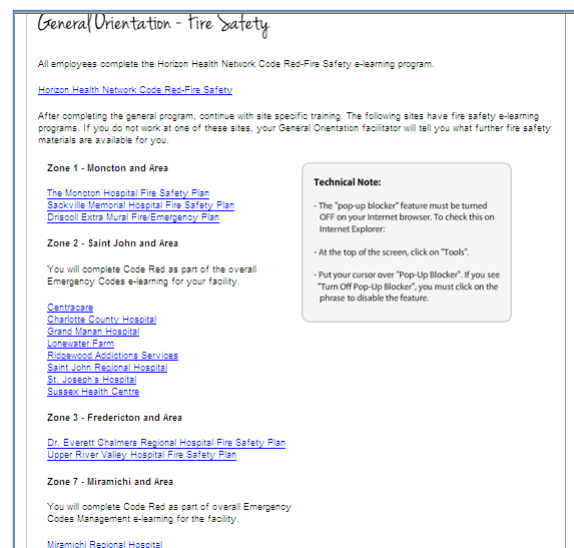
Notes:

If you have technical issues, please contact the Service Desk for Horizon Health Network for your area:

Fredericton/Upper River Valley Area: 1-506-452-5188   Moncton Area: 1-506-382-4357
Miramichi Area: 1-506-623-3090   Saint John Area: 1-506-648-6656