



**NURSING &
HEALTH SCIENCES**

NURSING PROGRAM

Bachelor of Nursing Student Handbook 2019-2020

UNB Saint John Department of Nursing & Health Sciences
PO Box 5050
Saint John, NB Canada
E2L 4L5

Phone: (506) 648-5542
Fax: (506) 648-5784
NURSINGSJ@unb.ca

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Chair's Welcome Message
Department of Nursing and Health Sciences
University of New Brunswick, Saint John

September 2019

Dear Bachelor of Nursing Students,

For the newly admitted Bachelor of Nursing (BN) students and class of 2023, I would like to congratulate you on your acceptance into the nursing program and welcome you to UNB Saint John.

I would also like to congratulate you on your choice of professional study; nursing has so much to offer and I am sure you will, as a future UNB graduate have much to offer to the nursing profession. The program prepares you as a generalist nurse, the opportunities and diversity in the profession of nursing are limitless. The first term of study represents the beginning of your journey where you first learn about the role of the nurse and learn about nursing as a self-regulated profession. In the winter term you will begin your first course in clinical practice; I am sure you will find this very exciting. With each year you progress through the program with the addition of more complex skills and knowledge. As you know, this learning will never stop, nursing is a profession where we are fortunate to be required to be lifelong learners.

For all BN students, I welcome you back as well to another year of learning and professional growth and development along your journey in becoming nurses. I encourage you to be engaged in and accountable for all aspects of your learning and take full advantage of all opportunities that are available to you. Equally important are the relationships that you build while at UNB; many lifelong relationships both friendships and collegial relationships will be formed while you are at UNB. I encourage you to represent yourself and UNB well as you move forward in your nursing career.

I strongly encourage all students to take the time to review your Student Handbook. It is important for you to understand the expectations within the program, the policies for which you are accountable and the resources that are available to you. All members of the Department of Nursing and Health Sciences are here to support you in your nursing program and in establishing a positive learning experience for all students.

All the best in the up-coming year...Welcome to UNB and to the nursing profession!

Cathy O'Brien-Larivee

Chair of Nursing and Health Sciences

NURSING EDUCATION at UNB Saint John

The Department of Nursing, established in 1995, is one of seven departments in the Faculty of Science, Applied Science & Engineering (SASE) at UNB Saint John. In 2009, it was re-named the Department of Nursing & Health Sciences as the two Departments merged. The other Departments in SASE are: Biology, Engineering, Mathematical Sciences, Applied Statistics and Computer Science, Psychology, and Physical Sciences. Each department is headed by a Chairperson who is directly responsible to the Dean of SASE.

The Nursing Program

Vision Statement

To be the program of choice for nursing.

Mission Statement

We will create an environment where students, faculty and staff collaborate for the advancement of nursing, providing an exceptional and transformative learning experience where students develop caring, competent and evidence-informed abilities. Our graduates will be leaders in their fields, will embrace interprofessional practice, and will be prepared to make a significant difference in health care and the global community. We are committed to contributing to nursing knowledge and addressing health care challenges through research, teaching, and community engagement.

History of the Nursing Program

From 1985 to 1995, the baccalaureate program for Registered Nurses (BN/RN program) was the only Nursing educational opportunity for students at UNB Saint John. During that 10-year period, nursing faculty delivered a distance program to nurses in New Brunswick and beyond.

In December 1994, the Minister of Advanced Education and Labour announced the closing of the five (5) Diploma Schools of Nursing in New Brunswick and the transferring of Nursing education to

the universities. English-language programs were to be offered by UNB at Fredericton, Bathurst, Moncton, and Saint John locations. In 1995, the Bachelor of Nursing program began at UNB Saint John. Recently, Humber College in Toronto has been added as an additional site.

Unique Features of the Program

The UNB Saint John Nursing Program is unique due to its close proximity to diverse clinical resources, including those of the largest tertiary care hospital in the province. The relatively small size of our university community gives students increased accessibility to professors and instructors, as well as to library resources. The campus commitment to international initiatives and to building an international student body exposes students to diverse cultures and languages.

The Nursing program is committed to Interprofessional Education. Nursing students may share classes or clinical experiences with students from the Bachelor of Health Sciences (BHS) degree program (Respiratory Therapy, , Radiography, and Radiation Therapy) and Dalhousie Medicine New Brunswick. The Allied Health programs of the New Brunswick Community College are also located on the campus. These programs create an exciting “health learning cluster” and provide additional interesting opportunities for Nursing students to learn “with, from, and about” other health disciplines.

Goals of the Program

Attempts are made to ensure that Nursing students are fully integrated into the student body on campus in order to develop a broad knowledge base of natural and social sciences and the humanities. Nursing students are required to take both nursing and non-nursing courses in each program year. This facilitates regular opportunities for Nursing students to enter into dialogue with students in other disciplines.

Nursing faculty at UNB Saint John believe that the experiences of BN, and BHS students can be enriched by opportunities for collaborative dialogue, therefore deliberate efforts have been made to provide such opportunities. Since the fall of 1998 several BN, and BHS courses have been

integrated where possible to offer a collaborative learning experience.

Curriculum

The BN program at UNB Saint John shares a “common curriculum” with the other sites of UNB. The curriculum is based on the philosophy of Primary Health Care (PHC), caring relationships, and social justice. Primary Health Care is a participatory process in which nurses partner with others to promote health. It is “essential health care based on practical, scientifically sound and socially acceptable methods and technology made universally accessible to individuals and families in the community through their full participation and at a cost that the community and country can afford...” (WHO, 1978, p.3). The curriculum addresses essential health services, including health promotion, illness prevention, supportive and rehabilitative care, curative and restorative care, and palliative care.

The Nursing program curriculum is based on strategies to assist students to achieve five (5) abilities or outcomes:

1. Knowledge and its Application- Nursing students integrate and apply knowledge, from nursing and an array of disciplines in the arts and sciences to provide comprehensive nursing care in times of health and illness.
2. Communication - Nursing students communicate orally and in writing using structured coherent arguments to convey accurate and reliable information to diverse audiences in practice. Nursing students engage in authentic, purposeful and collaborative communication using the concepts and techniques of the discipline.
3. Critical Thinking/Skills of Analysis - Nursing students engage in critical, reflective, and holistic analysis to evaluate the strength of a wide spectrum of evidence to formulate decisions.
4. Professional Identity/Ethics - Nursing students develop a dynamic and evolving professional identity and capability, incorporating personal and professional attributes and skills for practice in complex and unpredictable contexts.
5. Social Justice/Effective Citizenship - Nursing students become responsible global citizens, by engaging the principles of Primary Health Care and the ethics of caring and social justice in diverse contexts.

Nursing faculty place a high value on active learning and student engagement. This value is evidenced by the use of discussion, case studies, and participation in both the classroom and in clinical practice, where students assume roles of active responsibility as opposed to passive observation. The faculty values the development of advocacy in students, and provides varied opportunities for discussion and dialogue throughout the program.

Safe and ethical practice is a highly valued expectation as students participate in hospital and community – based clinical experiences.

Details of the current course offerings and descriptions can be found in the following link:

[UNB Undergraduate Academic Calendar](#)

Accreditation and Approval

Nursing programs at UNB are accredited by the Canadian Association of Schools of Nursing (CASN). This national association exists to promote the advancement of Nursing education and scholarship. CASN is designated as the accrediting agency for baccalaureate programs in Nursing in Canada. Accreditation is a critical appraisal of a Nursing program to determine if that program is of high quality and is relevant to health care in Canada. UNB Nursing programs underwent successful CASN reviews in February 2013 and will undergo accreditation review in March 2020.

In addition to CASN accreditation, the UNB Nursing programs received successful program approval in 2013 from The Nurses Association of New Brunswick (NANB). NANB is the provincial association that conducts periodic mandatory reviews of Nursing education programs in the province. The UNB Nursing program has been approved by NANB for a 5 year period, with the next review due in 2020.

NURSING PRACTICE

Selection of Practice Experiences

Nursing students at UNB Saint John will experience a combination of class time on campus and clinical practice time in hospitals, community agencies and clients' homes. Learning opportunities are available on a variety of shifts and days of the week, therefore student flexibility with regards to scheduling and placement location is required. Some clinical practice opportunities are only available at specific times of the day or evening.

Because of competing demand for clinical placements, it may be necessary for students to travel outside the Saint John area, for example to Sussex or St. Stephen. Travel to these placements is the responsibility of the student.

Policies on Critical Documents for Nursing Practice

In order to maintain optimal health for students and their clients, and to fulfill the requirements of regulations for health care workers and clinical agencies, students are required to provide the following documentation or updates prior to the annual BN program critical documents deadline (3rd week of July). As of September 2018, to ensure that all critical documents are valid for the entire academic year, documents must have expiry dates that fall between the second week of June and the third of July.

- **CPR certification** – Obtain and maintain CPR (Healthcare Provider - Level C) following the guidelines set by the Canadian Health and Stroke Foundation. All CPR documentation is valid for **one year only** and must be renewed annually.
- **Criminal Record & Vulnerable Sector Check** - Obtain at local police facility. There is often a fee associated with these checks.
- **Medical and Immunization forms** – Submitted prior to the first year of the BN program. Students should keep copies of their medical and immunization record. These documents need only be submitted once. Student's must ensure immunization status is current: a Td booster must

be within the past ten (10) years * (*refer to Immunization Guidelines for Health Care Workers on the Immunization form*); a 2-step TB (Mantoux) test must be documented and the Hepatitis B vaccine must be completed, along with proof of immunity through a blood titre.

- **Code of Conduct** – Initially signed during the first year of the BN program. Students entering years 2, 3 and 4 must resubmit the signed Code of Conduct document as part of annual critical document submission. See Appendix B.
- Notify their instructor regarding any actual or potential change in health status which could jeopardize one's academic standing, practice experience, and/or the health of clients, e.g., exposure to varicella (chicken pox) must be reported immediately.

Note: Students will be excluded from the practice setting if current copies of the above certificates/documentation are not on their file in the student support coordinator's office.

Note:

Recently, the Department of Health has changed their New Brunswick Routine Immunization Schedule for adolescents in Grade 9 AND for adults. The changes include that adults are to receive one dose of Tdap (tetanus, diphtheria and pertussis) given in place of a regular Td (tetanus and diphtheria booster). This vaccine is part of the publicly funded vaccination program and is free to all New Brunswickers.

The National Advisory Committee on Immunization currently recommends that adults with a complete primary series receive Td boosters every 10 years and that one dose should be given as Tdap if not previously given in adulthood.

New Brunswick recommendations for use of Tdap in adults are as follows:

- Health care providers (including students in health care studies);
- Those who are in clinical contact with infants under 12 months of age should receive one dose immediately if they have not already received a dose as an adult;
- Those who are in clinical contact with clients with compromised immune systems should receive a dose as soon as possible if they have not already received a dose as an adult;

- All other health care providers should be offered Tdap at the time of the next Td booster if they have not already received a dose as an adult;

As a result of this change, the Department of Nursing & Health Sciences is requiring **all nursing students** to follow those recommendations as nursing students may be working with at risk groups during their clinical experiences.

*Students MUST show proof of Tdap immunization or obtain a booster shot of Tdap.

If you are unsure as to whether or not you have it, you can contact Public Health to get your immunization record (643-2913) or alternatively, you could obtain a booster.

Please contact either your primary health care provider or the Student Health Centre by calling 648-5656 or via e-mail to behealthy@unb.ca to book your appointment.

Further Information can be found at:

[Government of New Brunswick](#)

[Canadian Immunization Guide](#)

[Public Health Agency](#)

Professional Dress Policy

Professionalism includes having an awareness of how one's physical appearance, behaviors, and verbal and non-verbal communication styles impact relationships with members of the interprofessional team, including clients and their families (LaSala & Nelson, 2005).

Purpose

This policy provides a framework for ongoing dialogue between nursing students and faculty

members, as students develop as professionals. Specifically, this policy is intended to help nursing students develop a professional image, maintain safety for self and others, and minimize the spread of infectious disease.

Scope and Responsibilities

This policy applies to all students in the Bachelor of Nursing program, at UNB Saint John, who are working in practice settings.

- It is the responsibility of both students and faculty to discuss the interpretation of the dress policy, especially when beginning a new clinical experience.
- If agency policies for professional dress and appearance differ from the following policy, the instructor will review these variations with students prior to beginning practice experiences.
- In some circumstances, clinical instructors or agency supervisors may require students to leave the clinical area if they do not adhere to the Professional Dress Policy.

Nursing Uniforms

- All Nursing students are required to wear the UNB Saint John nursing uniforms while in clinical areas. These uniforms combine the UNB colours: red and black. They can be ordered through the UNB Saint John Bookstore. Students are prohibited from wearing black or white warm up jackets as they could be mistaken for RNs from the back.
- UNB Saint John name tag and clinical institutional identification (where applicable) are to be worn and should be visible at all times. Students are responsible for returning their own institutional identification. Nametags are available via the UNB Saint John Bookstore.
- White or black nursing shoes or white sports shoes (with a minimum of color detail) are to be worn. Toes must be enclosed. If heels are open there must be a strap for safety purposes. Students should base their footwear selection on comfort, support and protection. Shoes must be clean and used for clinical only.
- Although students do not have to wear uniforms when visiting practice settings to gather data for nursing practice experiences, they must wear professional attire (see “Street Clothes” standards below).

Lab Practice

- The nursing lab is a working lab. For safety reasons, shoes providing support, comfort and protection against injuries are mandatory during labs. While nursing uniforms are not required, it is expected that students will dress appropriately to maintain personal safety and to facilitate ease of movement. ..

Transportation of Nursing Uniform to and from Clinical Settings

- It is important that nursing uniforms be clean and neat when arriving at the practice environment.
- Nursing uniforms can be worn to and from the practice setting. A uniform that has been worn for client care must not be worn in a public place.
- Students are provided with and should use lockers in acute care settings; students must not bring personal items/clothing to the practice area. If students do not have a locker, they should notify the Student Support Coordinator, Brenda Anthony, by email Brenda.anthony@unb.ca
- Students should not be eating and drinking when on nursing units; breaks are scheduled off the unit.
- Nursing shoes must be carried to and from the practice setting, or kept in the student's locker in the practice setting between shifts.

Street Clothes

- For some clinical placements, street clothes will be required.
- Students must wear professional attire; slacks and skirts that are loose-fitting to accommodate movement, and not of a casual or recreational type (e.g., no sleeveless tops, no jeans, no revealing neck and waist lines, etc.)
- Clothing that is easy to clean is recommended.
- Nursing shoes or sports shoes are to be worn. Toes must be enclosed. If heels are open there must be a strap for safety purposes. Students should base their footwear selection on comfort, support and protection. Shoes must be clean and used for clinical only.

General Grooming Standards

- Hair that is shoulder length or longer must be tied up neatly and secured with an appropriate hair accessory so that it is up off the shoulders and away from the face.
- If makeup is used, it should be minimally applied.

- Male students should be shaved daily or have beards that are neatly trimmed.
- Tattoos if visible are to be non-offensive. Offensive tattoos are to be appropriately covered i.e. depicting violence, pornography, or racial messages.
- False eyelashes are not permitted in the clinical environment.

Jewelry

- Students should have a watch with a second hand.
- Jewelry should be restricted to a wedding band and small stud earrings.
- No other visible body piercing jewelry is acceptable.

The following are unacceptable in practice settings:

- Perfume/cologne/after shave
- Long fingernails, nail polish (including clear polish) and artificial nails
- Chewing gum.

Attendance Policy

Students are expected to attend all classes, laboratories, tutorials or other class meetings officially designated for a particular course. The Department of Nursing & Health Sciences, in accordance with the NANB Standards for Nursing Education (2013), requires a minimum number of clinical practice hours in the undergraduate program to recommend a student for registration. Absences from practice or laboratory experiences are problematic; the student loses the opportunity to progress and be evaluated. On the rare occasion that an absence is unavoidable, students are expected to notify the nursing unit, as well as the clinical instructor.

Students are also accountable for being on time for all nursing practice and laboratory experiences. Time management is a necessary competence required in a professional workplace.

During most winter storms, the UNB Saint John campus will remain open; however individual faculty members may cancel classes or clinical practice. The UNB website will post updated messages on class cancellations. Each faculty member may inform students of their desired procedure to follow in the event of a storm. Students must use their own judgment regarding their ability to arrive safely at a class or clinical site.

Monitoring of Progress

The performance of students in classroom and clinical practice courses is regularly evaluated. Regulations detailing when students must repeat a course(s), a year of studies and/or withdraw from the program, as well as the appeal procedure, are outlined in the current Regulations for the Nursing program as well as the UNB Undergraduate Calendar University wide academic regulations:

[Nursing Program Regulations – Undergraduate Academic Calendar](#)

[University Wide Academic Regulations – Undergraduate Academic Calendar](#)

The assessment of progress in practice courses requires dialogue between a student and a clinical instructor as well as sharing written and electronic documentation at mid and end points of the course. Documentation occurs through use of the Collaborative Assessment of Student Abilities (CASA), a clinical evaluation tool. The final grade in all clinical courses is credit or non-credit. Completed CASA records are kept by the Department in each student's file. Students must provide evidence to support their progress relative to the required learning outcomes. Students and faculty member review documents together before they are filed. Students may access their files through requests to their Year Coordinator.

[CASA – Student Manual](#)

Confidentiality

It is vitally important that nursing students maintain strict confidentiality of all client/agency records, as well as interactions with fellow students in small group settings. Particularly in practice settings, students have access to personal, private, and sensitive information, and must not divulge clients' names, addresses, diagnoses, conditions, treatment plans, or prognoses. Failure to adhere to confidentiality regulations may result in the requirement to withdraw from the Nursing Program, as per program regulation #5, as stated in the regulations portion of the Department of Nursing and Health Sciences section of the UNB Undergraduate Academic Calendar.

(Please see Confidentiality Agreement **Appendix A**)

Use of Social Media

The use of social media is acknowledged as a potentially helpful tool for ease of communication, research purposes and a way to network; however, using social media to discuss any aspect of clinical practice is considered to be inappropriate student behavior. In the event that a student engages in this type of unprofessional conduct, the student's performance will be addressed through the Admission, Transfer and Progression (ATP) Committee with relevant consequences.

Additionally, it is highly unprofessional to express negative comments regarding classmates or instructors (classroom or clinical) on social media sites. The following links reviews the risks and ethics associated with the use of social media:

[Canadian Nurses Protective Policy - Social Media](#)

[Canadian Nursing Association – The Ethical Challenges and Opportunities of Social Media](#)

Scent Free Policy

(Please see **Appendix A**)

Medication Math Policy - Client Safety: Accuracy in Dosage Calculations

(Please see **Appendix D**)

ACADEMIC PROTOCOLS

Nursing Department

Cathy O'Brien-Larivee is the Chair of the Department of Nursing and Health Sciences. In addition, each of the four years of the BN program has a Year Coordinator. For the 2019-2020 academic year, the year coordinators are as follows:

Year 1 Coordinator – ?

Year 2 Coordinator – ?

Year 3 Coordinator – ?

Year 4 Coordinator – ?

Each clinical course also has a Course Coordinator, responsible for the smooth functioning of all aspects of the course. If there are significant conflicts/issues between a student and Clinical Instructor that cannot be resolved through discussion and negotiation, the student should then contact the Course Coordinator. At certain times during student evaluations, the Clinical Instructor, the Course Coordinator, and the Year Coordinator may all be involved in meetings to review student progress in achieving course requirements. A student returning to the BN program after a period away from study is generally required to meet with the Clinical Course Coordinator prior to their return.

Assignments

Each individual faculty member will be responsible to outline the course expectations, the assignments, criteria used for the marking assignments, as well as the grading scheme to be used. The Department of Nursing & Health Sciences uses the format described in the “**Publication Manual of the American Psychological Association**” (6th ed.) (known as **APA**) for all writing assignments.

Students are expected to adhere to due dates for assignments. If there is difficulty submitting an assignment on the specified date, the student is responsible for contacting the faculty member to

request an extension **before the due date**. The faculty member may request the reason for the extension and ask to be shown drafts of the work already completed. If the extension is for health reasons, the student may be asked for a note from a health practitioner. If the extension is granted, the instructor will give a new due date for the assignment. Course outlines specify any penalty to be imposed if an assignment is submitted after the due date.

Plagiarism

Plagiarism is a serious offence. Please refer to the following links for information on plagiarism:

[Academic Offenses - Undergraduate Academic Calendar](#)

[Plagiarism Definition - UNB Writing Centre](#)

Progression Requirements

It is essential that each student be familiar with general university regulations.

The Nursing program is structured to build knowledge and skills from simple to complex, and students will provide evidence of acquiring competencies at a satisfactory level in each term before proceeding on in the program. This process is governed by specific guidelines and regulations that are vital for all students to be aware of and can be found on the following link:

[Bachelor of Nursing Program regulations and curriculum \(Undergraduate Academic Calendar\)](#)

Registering for Clinical Courses

There is much ‘behind the scenes’ work involved in planning student clinical experiences. For example, (1) coordinators for each clinical course revisit the outcomes related to each clinical course and carefully consider the placements that provide the student experiences necessary to achieve those; (2) coordinators review the number of students taking a clinical course to determine the number of instructors needed to deliver it; (3) the Clinical Course Coordinator and Chair of the Department work jointly to identify and hire instructors with appropriate education and clinical expertise to facilitate student learning during each practicum; and (4) the Nursing & Health Sciences

Program Coordinator attends meetings with partners from the New Brunswick Community College and the Horizon Health Network to negotiate the particular units, dates, and rotations needed for the clinical placements in all program years.

Since this work is very time consuming, the planning for clinical begins in the winter term for the following September. Consequently, it is imperative that students **register for clinical courses as soon as they are posted by the registrar's office in March each year. Officially, students must be registered in all clinical courses by the annual critical document deadline date (3rd week July) or they may be removed from clinical practice for the upcoming year. Communication regarding course registration occurs both in class and via email during the Winter term.**

Off-Campus Study

The process for obtaining permission to study an individual course off-campus for credit is outlined in the [University Calendar](#). Prior to registration for an off-campus course, Nursing Program students must obtain an approved [Off-Campus Transfer Application Form](#).

Students should allow adequate time for the detailed processing involved in this request, particularly if a review of the course for equivalency is involved.

Prior Learning Assessment (PLA)

Current UNB students or those in the process of applying to a UNB program, who have attained university-level prior learning through means other than formal university or college courses, can have this learning assessed for potential credit recognition. Visit the [UNB PLA Website](#) for more information.

English as a Second Language (ESL) Support

Students may contact [Saint John College \(SJC\)](#) for assistance. SJC is able to conduct a language assessment to find out which areas the student may be lacking in and is able to provide further instruction to assist the student in improving language skills. Possible resources are additional classroom courses or personal tutoring.

Please note below website links with information on our English Programs:

[English for Academic Purposes \(EAP\) Program](#)

[ESL Support Program](#)

[Summer and Specialty Programs](#)

Volunteer Work

UNB Saint John Nursing Students are encouraged to engage in meaningful volunteer work with UNB Saint John's established programs, as well as other opportunities in the community. Some options include:

[The Promise Partnership](#)

[Saint John Volunteer Centre](#)

DEPARTMENTAL COMMITTEES

(Involving Student Membership)

The **Nursing Curriculum Committee** monitors and evaluates the current curriculum, and recommends any necessary changes. Two members from the student body, as selected by the Nursing Society, serve on this committee.

The **Nursing Advisory Committee** is comprised of nurses from the nursing community at large who advise the Department on current nursing trends, and act as community “boosters” for the program. A BN student from Year 4, selected by the Nursing Society, serves on this committee.

Specific Guidelines for Student Representation on Committees:

- In September, the Nursing Society provides names of students willing to serve on committees; a student may serve on only one committee at one time.
- Student representatives must be registered full-time students with strong academic standing.
- Students will be asked to leave a meeting if a confidential matter arises.
- Term of office will be one academic year. This does not preclude a student from serving more than one term.
- In the event that a student representative cannot complete her or his term of office, the Nursing Society shall appoint a replacement (if possible, from the same program and year) for the unexpired portion of that term.

***Note:** Students who have agreed to serve on any of the appropriate committees are responsible to obtain the corresponding **Terms of Reference**.*

STUDENT MATTERS

Nursing Society

The Nursing Society of UNB Saint John is a student-run organization intended to unite Nursing students outside the classroom, as well as provide a sense of involvement and leadership on campus. It adds a social aspect to the university career, and fosters fellowship among all the years. The Society works with the Canadian Nursing Student Association (CNSA- website www.cnsa.ca) in promoting the voice of students at a regional and national level on issues related to nursing education.

For more information please contact the [UNB Saint John Nursing Society](#)

Canadian Nursing Students' Association (CNSA)

The [Canadian Nursing Students' Association \(CNSA\)](#) is the official voice of nursing students in Canada and represents their interests to international, federal, and provincial governments and other nursing and health care organizations.

Communicating with Faculty Members

Telephone:

All Department of Nursing & Health Sciences telephones are equipped with voice mail. Messages can also be left with Jennifer Thibodeau, Departmental Administrative Assistant (648-5542), Pat Black, Administrative Assistance & Clinical Outreach Coordinator (648-5824) or Brenda Anthony, Student Support Coordinator, (648-5872).

Email: nursingsj@unb.ca

Faculty and staff communicate regularly with students through email and D2L, all students are required to activate and utilize their UNB email privileges.

Office Hours:

Faculty will inform students of their available office hours. Students are advised to make appointments during these hours.

Bulletin Boards:

There is a bulletin board on level 3 of K.C. Irving Hall for each year where notices and schedules are posted.

Reference Requests

At times, requests are received to forward references for graduating students, or for scholarship or award applicants. To protect students' privacy and rights, it is our policy to furnish references only upon students' requests and with their permission. If you require a more detailed reference, it is important to ask the permission of potential referees before providing their name as a reference.

Learning Resources

Library acquisitions at the Hans W. Klohn Commons, as well as the library at the Saint John Regional Hospital, are available for use by UNB Saint John Nursing students. Course instructors will give guidance as to the appropriate library facilities to use. As well as campus resources, some audiovisual equipment is housed in the Department, and must be signed out through the Departmental Administrative Assistant, Jennifer Thibodeau. K.C. Irving Hall contains two modern computer labs (IH 102 and IH 105) which are available for student use. Students are encouraged to take advantage of Fall Orientation activities to become familiar with these resources.

Mobile Device Use and Nursing Central

Nursing Central is a mobile and web resource that is available to students (part of the year 1 required resources to purchase) on the UNB Saint John campus through a site license. This resource provides students with prompt access to information in a variety of settings. There are five quick reference guides included within the Nursing Central site license: 1) Diseases and Disorders; 2)

Davis's Laboratory and Diagnostic Tests; 3) Davis's Drug Guide; 4) Taber's Medical Dictionary, 21st Edition; and 5) Nurse's Pocket Guide: Diagnoses, Prioritized Interventions, and Rationales. The web component of Nursing Central supports literature searching and other teaching and learning tools, such as the "Grasp" study system.

Nursing Central can be downloaded onto an iPhone, iPod touch, iPad, Blackberry, Android, and Windows Mobile. Students must create an Unbound Medicine/Nursing Central account before downloading Nursing Central. **Students must be on campus to create a Nursing Central account. This software can be downloaded off campus.**

Support for the wireless network and the downloading of Nursing Central software is available through the Student Technology Centre (STC) in the Hans W. Klohn Commons. The STC can also be reached via email at studenthelpdesk@unbsj.ca or phone at 657-HELP (4357).

For information on configuring your mobile device please visit the [ITS Services for Students webpage](#).

Students must adhere to the *Professional Use of Social Media and Mobile Device Policy* (found in the each students signed *Code of Conduct and Confidentiality Statement*) when using mobile devices. Failure to adhere to the stated regulations may result in the requirement to withdraw from the Nursing Program, as per program regulation #5, as stated in the regulations portion of the Department of Nursing and Health Sciences section of the UNB Undergraduate Academic Calendar. Please refer to **Appendix D**.

There are four iPad Minis available for checkout from the Circulation Desk at the Hans W. Klohn Commons. UNB Saint John Nursing students who do not have their own mobile device may sign out one of these devices for an entire term. A valid UNB ID is required. If you have any questions regarding Nursing Central and/or the use of mobile devices, please contact your Clinical Coordinator or Year Coordinator. Students are also encouraged to contact [Dr. Karen Furlong](#) if they would like to provide feedback about Nursing Central.

Student Life & Student Services

The [UNB Student Life](#) and the [UNB Saint John Student Services](#) webpages offer details for other resources available such as, the Residences, the Student Centre (housing the cafeteria, student lounge, offices of the Student Representative Council, radio station, newspaper), the Athletic Centre, the Student Health Centre, counseling, financial advice, the Writing Centre, the Math Help Centre, the Student Employment Centre, Campus Ministry, and the Bookstore.

Student Awards

Students are provided with opportunities to apply for undergraduate scholarships, bursaries, and prizes. While Nursing students are eligible for all general awards, some awards are limited to nursing students. Information about awards is outlined in the [2019-2020 UNB Undergraduate Academic Calendar](#). The deadline for applications for undergraduate awards is April 15 (application period is January 15 - April 15) and the form can be found on the UNB website. Also, carefully review the awards in the Calendar given by [outside agencies](#), as these have various deadlines and must be applied for individually. For more information: awards@unb.ca

Approximate Student Costs

In addition to tuition and residence fees, other expenses Nursing students may require annually include:

| | | |
|-----------------------------|--------------|---|
| Books and e-resources | \$800-\$1500 | (approx.) |
| Car Parking | \$155 | (full year) |
| Equipment | \$75-\$150 | (Lab kit, stethoscope, watch, scissors, etc.) |
| CPR certification..... | \$40-\$80 | (approx.) plus cost of materials |
| Photocopying | \$100 | (approx.) |
| Locks for lockers..... | \$3-\$9 | (approx.) |
| Police check | \$25 | (approx.) |
| Name tag | \$25 | (approx.) |
| Transportation Costs | | (vary by individual) |

Uniforms, lab jacket and Footwear \$200-\$600

Immunizations..... \$150-\$250

At the end of Years 2 and 3 (April-June), Nursing students attend an Intersession Clinical experience term for 3-5 weeks. At present, there is no additional tuition for full-time students, except for extra parking fees. Travel, room and board are the students' responsibility, as are police clearance checks required by community agencies. Year 4 students have additional costs related to graduation/registration.

Safety and Security

UNB Saint John Campus Police are available 24 hours a day. Their SafeWalk program provides an escort for any student to her or his car. This service is extended to Nursing students in clinical practice at the nearby Saint John Regional Hospital, particularly on evening/night shift. Security should be contacted at 648-5675. The paved walkway between the university and the hospital is a joint initiative available for our use. If this pathway does not have adequate lighting and winter clearing, please report this directly to the UNB Saint John Security office.

K.C. Irving Hall Facilities

Nursing faculty and staff offices, the Skills Lab, and a Conference room (for meetings/group work) are on level 3 of K.C. Irving Hall. K.C. Irving Hall is in close proximity to the Hans Klohn Common Building as well as connected by tunnel to other buildings on the campus.

GUIDELINES FOR YEAR 4 STUDENTS

The Nursing and Health Sciences Program Coordinator will notify students entering year 4 on their graduation status (based on course and clinical hour requirements). Notification will occur after the annual critical document and course registration deadline (third week of July)

The last course (NURS4152) in Year 4 is a Preceptorship practicum in which students request an area for clinical placement with a Registered Nurse. The Course Coordinator for NURS4152 assists each student in the request of a placement, and secures the clinical placements for all students in the course.

During the winter term, year 4 students must apply to graduate, and are required to pay a deposit on their academic regalia (the robes worn at Convocation), a portion of which will be reimbursed when the regalia is returned. Individual graduation photos are optional. Photography sessions will be advertised in the fall of 4th year. The Department has a class photo taken on the day of Convocation, which graduates may order if desired.

Before graduation, year 4 students may purchase a school pin at the University Bookstore. This pin is worn by graduate nurses on their uniforms, and is formally presented at the annual **Nursing Pin Dinner**, a professional ceremony to welcome each new graduate into the Nursing profession. A planning committee of 4th year students graduating students, and faculty/staff meet throughout the year to plan fundraising and programming for this gala event. Presentation of prizes and awards at the Pin Dinner recognize excellence in student achievements.

In the spring of Year 4, students will be required to become registered in the province of New Brunswick with the [Nurses Association of New Brunswick \(NANB\)](#) and to then pay the costs of writing the NCLEX-RN exam. The application fee for NANB registration is \$56.50. Once the application is approved and graduation is assured by the university, the student will pay a non-refundable \$360.00 (approximately) fee to Pearson VUE (NCLEX-RN testing provider). To apply for registration to another jurisdiction, graduates must first become registered in the province of their education.

Tutoring for the NCLEX-RN exam is not provided by the school and is the responsibility of the student to obtain, if desired.

Following completion of the Nursing program, NANB will issue graduates a temporary license in accordance with regulatory policies regarding RN licensure.

DEPARTMENT OF NURSING & HEALTH SCIENCES

STAFF and FACULTY

Professional Staff

| | | |
|--------------------|---|---------------------------|
| Pat Black | Admin. Assistant & Clinical Outreach Coordinator | 648-5824 |
| | E-mail | pblack1@unb.ca |
| Brenda Anthony | Student Support Coordinator..... | 648-5872 |
| | E-mail | brenda.anthony@unb.ca |
| Scott Thomas | Nursing & Health Sciences Program Coordinator | 648-5646 |
| | E-mail | scott.thomas@unb.ca |
| Jennifer Thibodeau | Dept. Administrative Assistant..... | 648-5542 |
| | Fax | 648-5784 |
| | E-mail | Jennifer.Thibodeau@unb.ca |

Faculty

| | |
|--|--|
| Cathy O'Brien-Larivee – Chair..... | BN (UNBF), MSc (A) Nursing (McGill) |
| Kim Wilbur..... | RN, BN |
| Dr. Shelley Doucet..... | BN (UNB), MN (UWO), PhD (UNB) |
| Diana Dupont..... | BN, MN |
| Dr. Karen Furlong..... | BN (UNBSJ), MN (UNB), PhD |
| Catherine A. Hamilton..... | ARNP, BSN (Duke), MSN (Yale), PhD(c) (UFL) |
| Meagan Hatfield..... | BN, RN, MN |
| Dr. Lisa Keeping-Burke Assoc. Dean Health Research | BN (MUN), MN (MUN), PhD (McGill) |
| Emily MacDonald | BN (UNB) MN (UNB) |
| Dana Manzer | RN, BN (UNB), MN - PHCNP (AU), PhD (UNB) |
| Angela March..... | BN (UNBSJ), MN (UNBF), RN |
| Kathleen Mawhinney..... | BN (UNB), MN (UNB) |
| Dr. Rose McCloskey..... | MN (UNB), PhD (UNB), BSc (A) |

Dr. Daniel (Dan) Nagel.....RN, BScN (UA), MSNc (UBC), PhD (uO)
Pamela Pastirik.....BN (UNB), MScN (UBC)
Dr. Chola Shamputa.....BSc (UZ), MSc (VUB), PhD (VUB), RMCCM, BScN (DAL), RN
Catharine Simpson.....BN, RN
Loretta WaycottBA (STU), BN (UNB), MN (AU)

Website:

<http://www.unbsj.ca/sase/nursing/>

Mailing Address:

University of New Brunswick Saint John
Department of Nursing & Health Sciences
P.O. Box 5050
Saint John, New Brunswick
Canada
E2L 4L5
Phone: 506-648-5542
Fax: 506-648-5784

Appendix A

Scent Free Policy

Department of Nursing & Health Sciences University of New Brunswick Saint John

Policy Statement:

Students, staff, faculty and visitors must refrain from wearing or using scented products in the Department of Nursing & Health Sciences at UNB Saint John, in all nursing classes, in all departmental meeting places, and in all clinical placement sites.

Scented personal care products (perfume, cologne, after shave, body wash, scented hairspray), and cleaning supplies are included in this policy.

Rationale for Scent Free Policy:

As health professionals, we value the health of all people and therefore work to provide a healthy and safe environment for all with a scent free workplace.

More than one in four Canadians suffers from respiratory disease. Evidence clearly shows that scented products are harmful to the health of sensitive individuals. For many it may pose a serious health risk. Symptoms as a result of exposure range from migraines, headaches, skin irritations, sinusitis, nausea, dizziness, respiratory impairment, fatigue, depression, high blood pressure, eye, ear, throat and nose irritation, asthma symptoms, double vision, and rashes and hives (Lung Association of Canada, 2007).

“The only safe assumption about scented products is that they contain numerous toxic chemicals which constantly vaporize into the air and attach themselves to hair, clothing, and surroundings”

(NB Lung Association 2007).

Who should follow this policy?

Students, staff, faculty and any person sharing space in the Department of Nursing & Health Sciences need to know this policy.

The following guidelines are recommended to facilitate awareness of the policy.

- No scent signage will be placed throughout the Department of Nursing & Health Sciences at UNB Saint John.
- Reference to the Department of Nursing & Health Sciences “Scent Free Policy” will appear in the nursing course syllabi.
- Anyone who invites a visitor to the Department of Nursing & Health Sciences can inform the visitor of the Scent Free Policy before their arrival. (E.g. guest speakers).
- The policy will appear on the Department of Nursing & Health Sciences website, Nursing student website and in the Student Handbook.
- The signage “Scent free area” will appear on the identification or address information communicated via e-mail.

The following action will be taken to facilitate adherence to this policy.

- Any person wearing scented products may be asked to leave the Department of Nursing & Health Sciences, the classroom, or clinical practice site. The person who is wearing a scented product may be directed to the Campus Nurse Educator to obtain information re the Scent Free Policy.

Related Information: Definitions:

Scent free: No scent.

Unscented or fragrance free: According to Health Canada labeling regulations, unscented or fragrance free means that there have been no fragrances added to the cosmetic product, or that no masking agent has been added in order to hide the scents from the other ingredients in the cosmetic.

Contacts: To whom can I direct my questions regarding this policy?

Campus Nurse Educator; Terry-Lynne King tking@unbsj.ca ; 648-5656
Environmental Health, Safety, & Security Department 648-5504, 648-5505

Resources:

Dalhousie University Environmental Scents: A Scent Free Campaign: We Share
The Air. http://environmentalhealthandsafetyoffice.dal.ca/radiation_1589.html
Retrieved March 21, 2007.

NB Lung Association, Pollution and Air Quality/Indoor-interieur/work-travail-e.php Retrieved
March 21, 2007.

Wolff, P. (2003). Health & Safety. Scent of a workplace. *American Journal of Nursing*, 103,
6.p.104.

(Approved May 28, 2007).

Appendix B

Code of Conduct and Confidentiality

Updated January 2020

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.
- 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.

Appendix C

The Nursing Program, Department of Nursing & Health Sciences Unsafe Practice Policy

October 2018

Underlying Principles

Students and all faculty members within the Nursing Program in the Department of Nursing & Health Sciences have joint responsibility within their roles to ensure nursing students practice safely. Unsafe student practice increases risk for, or may cause, harm of various forms to patients and/or others. The Unsafe Practice Policy was developed to provide processes to follow when unsafe student practice is suspected or observed. Students are made aware of this Unsafe Practice Policy and its implementation in documents located in the Undergraduate Student Calendar, Course Syllabus, Student Handbook, and discussions with faculty members and clinical instructors during program and course orientations. The Unsafe Practice Policy defines unsafe practice and the processes to be followed by the clinical instructor and student to ensure patient safety and development of competent nursing practice. Within their role as educators, clinical instructors are professionals who adhere to the Standards of Practice for Registered Nurses and the Canadian Nurses Association (CNA) Code of Ethics. Clinical instructors use their professional judgment in the assessment of students practice and are responsible for facilitating clinical experiences where students have the ability to achieve clinical course outcomes. Within this role, clinical instructors continuously assess students, think critically about student practice, consider context, and promptly identify and deal with situations where students are not achieving the expected course outcomes. “faculty need to address unsafe behaviors using a structured approach. This can include communicating clear expectations, identifying and documenting unsafe behaviors, initiating remediation, and fostering a positive relationship with a student” (Chunta, K., 2016, p.87).

Safe Student Practice is an Expectation

- Students are expected to demonstrate growth in meeting the program outcomes in clinical practice through application of knowledge, skills and attitudes from previous and concurrent courses.
- Students are expected to demonstrate growth in clinical practice as they progress through a course and to achieve the abilities-based learning outcomes described in course blueprints and other appropriate documents.
- Students need to be aware of the practice expectations of their current year in the program and how those align with agency policies.
- Students are expected to be prepared for clinical practice in order to provide safe, competent patient care. Preparation should be based on information provided in course syllabi (Scanlan, Care, & Gessler, 2001) and course-associated documents.
- Safe student practice minimizes the risk for actual, physical, emotional, spiritual, and other forms of harm to patients.

- There is an expectation for consistent growth throughout the experience with respect to all outcomes. Students should require less direction as they move toward more independent practice.

Definitions of Unsafe Practice

Unsafe practice is defined as an occurrence, event or a pattern of repeated behaviour that places the patient, family or others in jeopardy and/or at an unacceptable level of risk for physical, psychosocial, or emotional harm (Scanlan, Care, & Gessler, 2001). According to Killam, Luhanga, and Bakker (2011) unsafe practice includes a number of elements such as:

- student actions, behaviours or attitudes that reflect ineffective personal interaction, including communication and relationship difficulties;
- significant gaps in knowledge and skill competence
- projections or reflections of an unprofessional nursing image (Killam, Luhanga, & Bakker (2011, p. 445)

Many areas of unsafe practice are related to professional nursing conduct that are required for safe, competent and ethical nursing practice as described in the CNA code of ethics. Some of these areas include:

- (1) accountability and professional behaviour;
- (2) respect and judgment;
- (3) patterns of behaviour;
- (4) competencies, and;
- (5) communication (Brown, Neudorf, Poitras, & Rodger, 2007).

Indicators of these five areas of unsafe student practice include, but are not limited to:

- failure to accept responsibility for one's actions;
- dishonesty;
- impaired judgment due to drugs, alcohol or lack of sleep;
- poor clinical decision-making;
- failure to change behaviours in response to feedback, and;
- ineffective communication with patients and others (Brown, Neudorf, Poitras, & Rodger, 2007).
- Breach of privacy or confidentiality which includes sharing of personal information with others and /or the media.

Continuum of Unsafe Practice

Unsafe practice occurrences, behaviour, or patterns of behaviour can pose differing levels or degrees of risk and/or harm to a patient that can be presented along a continuum from Minimal Risk (Level 3) to Unacceptable Risk (Level 2) to High Risk or Actual Harm (Level 1).

LEVEL 3 unsafe practice is a demonstration of, or potential for, unsafe practice where an occurrence, event, attitude, or student behaviour presents minimal risk for patient harm. The clinical instructor would initiate a **focused assessment** process to further determine whether student practice is safe. It is recognized that safety of student clinical practice is a dynamic situation and a potential for unsafe practice, Level 3, may escalate at any time to Level 2 or Level 1 and, at that time, require the clinical instructor to initiate processes and documentation associated with either the CASA Supplemental Document or immediate suspension from clinical practice and/or program.

LEVEL 2 unsafe practice is an occurrence, event, attitude, student behaviour, or pattern of behaviour that places the patient or others at an unacceptable risk for harm. With Level 2 unsafe student practice the clinical instructor **initiates the Supplemental CASA process**. Examples of Level 2 unsafe practice include, but are not limited to:

- repeated medication errors;
- inadequate knowledge about medications, and;
- lack of preparation for patient care.

All student assessments are documented in the Collaborative Assessment of Student Abilities (CASA, Attachment A).

LEVEL 1 unsafe practice is an occurrence, student behaviour, or pattern of behaviour compromises patient safety, and results in high risk for harm, or actually harms a patient or others. Level 1 unsafe practice requires initiation of the immediate suspension process whereby a student is not permitted to attend clinical practice. The clinical instructor consults with the Clinical Course Coordinator who notifies the Chair of the Department, Nursing & Health Sciences who, in turn, requests the Chair of the Admissions Transfer & Progress (ATP) Committee to call a meeting to begin investigation processes of the Level 1 unsafe practice. The Departmental Chair notifies the Dean, Science Applied Science & Engineering (SASE) of the incident and initiation of suspension and investigation.

Level 1 unsafe practice is inconsistent with safe, competent patient care and results in high risk for harm, or actual harm. Some examples of Level 1 unsafe practice occurrences include, but are not limited to a student's:

- breach of patient confidentiality or privacy;
- display of violent behaviour, angry emotional outbursts;
- display of anxiety, stress, or behaviour(s) that raise the risk for patient harm;
- practice error or adverse event (i.e. medication, procedure or treatment), or;
- consistent display of inappropriate level of nursing knowledge, skill and/or ability to plan and deliver safe nursing care.

| | | |
|--|---|--|
| It is recognized that safety of student clinical practice is a dynamic situation and a potential for unsafe practice, Level 3, may escalate at any time to Level 2 or Level 1. | | |
| Level 3 Ongoing Focused Assessment/Clinical Evaluation Process documented in the CASA | Level 2 Supplemental CASA Process | Level 1 Immediate Suspension |
| Demonstration of, or potential for, unsafe practice where an occurrence of one or more less serious events or behaviours presents minimal risk for patient harm (a comment that appears to reflect unprofessional attitude, a ‘near miss’, incomplete preparation for clinical). | Occurrence, event, student behaviour, attitude, pattern of behaviour that places patient at an unacceptable risk for harm (pattern of lack of knowledge / preparation for safe patient care, medication errors, limited growth or regression in CASA outcomes). | Occurrence, student behaviour or pattern of behaviour that compromises patient safety and results in high risk for harm, or actually harms the patient or others (i.e. violence; breach of confidentiality; angry outburst; display of behavior reflective of anxiety, stress, or behaviours that raise the risk of patient harm). |

The Role of the Clinical Instructor

Faculty members within the Nursing Program recognize that identification of students at risk or unsafe in practice requires the use of professional judgment in the assessment of students and consideration of information sources that include, but are not limited to:

- ongoing clinical performance evaluation
- direct observation;
- information from patients, families, staff members,
- expert knowledge intuition;
- student care plans / concept maps;
- charting / documentation related to patients’ clinical status;
- journals /reflections about clinical practice;
- critical incidents such as medication errors or patient harm/injury.
- determination of patterns of performance
- respectful communication between the clinical instructor and the student;
- documentation of potential for and unsafe practice in the student’s file/CASAs and CASA supplemental documents;

- discussion of safe practice with students during orientation and post- conferences.

Level 3: Focused Assessment Process: documented in the CASA

Processes associated with identification of Level 3 Unsafe Practice are initiated once the clinical instructor identifies a demonstration of, or potential for, unsafe practice where an occurrence of one or more less serious events or behaviours presents minimal risk for patient harm. Clinical instructors are continuously evaluating student performance towards achievement of course outcomes.

The clinical instructor:

1. Identifies and discusses with the student an occurrence, behaviour, or characteristic that reflects a potential for unsafe student practice.
2. Initiates and describes the focused assessment process with the student;
3. Collaboratively discusses strategies for the student to demonstrate positive progress. Some potential strategies may include, but are not limited to:
 - focused questioning;
 - corrective feedback;
 - role modeling;
 - coaching;
 - problem solving;
 - additional readings or learning activities, and/or;
 - other teaching strategies.
4. Records anecdotal clinical notes.
5. Continues to assess and promote student progress.
6. Initiates either Level 2 or 1 processes if unsafe practice is determined.

The student:

1. Listens and acknowledges that she/he heard the clinical instructor's description of an occurrence or behaviour that reflects a potential for unsafe student practice.
2. Collaboratively discusses strategies for positive progress.
3. Implements the co-developed strategies and seeks regular feedback from the instructor
4. Demonstrates positive progress.

Level 2: CASA Supplemental Process

When the clinical instructor observes unsafe practice that is associated with Level 2, the **CASA Supplemental process is initiated.**

The clinical instructor:

1. Informs and consults with the Clinical Course Coordinator throughout the CASA Supplemental process.
2. Describes the Level 2 processes with the student, develops a CASA supplemental document with the student and discusses the potential to proceed to Level 1 if Level 1 unsafe nursing practice occurs. Documentation includes: notes on student progress, strategies to demonstrate safe practice, evidence that demonstrates achievement of safe practice, and a date to determine whether safe practice has been achieved. Meet with student on the date determined if student progress meets course expectations.

The student:

1. In a timely manner, the student meets with the clinical instructor to discuss the situation, and collaboratively develop a CASA Supplemental document that specifies:
 - strategies to demonstrate safe practice
 - evidence that demonstrates achievement of safe practice
 - a date to determine whether safe practice has been achieved (see pg 3)
2. Meets with the clinical instructor on the date specified on the CASA Supplemental document
3. Discusses degree of progress related to achievement of strategies

Four potential outcomes of the Level 2 CASA Supplemental process are possible:

1. Consistent implementation of strategies identifies on the CASA Supplemental document to demonstrate safe practice. Instructor will continue to assess clinical course outcomes.
2. Continues to need development to consistently demonstrate safe practice. Student will continue to implement strategies and/or identify new strategies to implement (if appropriate) in order to demonstrate safe practice. Instructor will continue to assess clinical course outcomes.
3. Two thirds (2/3) of the course has elapsed and student has failed to consistently demonstrate safe practice. As soon as possible, the clinical instructor:
 - a) Reports the NCR to the Clinical Course Coordinator (who informs the Department Chair)
 - b) Informs the student (verbally and in writing):
 - A grade of NCR is the final assigned clinical course grade.
 - About the UNB student services, including the Director of Student Services and the university appeal process that is explained in the UNB Undergraduate Student Calendar ([link below](http://eservices.unb.ca/calendar/undergraduate/display.cgi?tables=regulations&id=15))

<http://eservices.unb.ca/calendar/undergraduate/display.cgi?tables=regulations&id=15>

- c) The Clinical Course Coordinator will contact the student in a timely manner
4. Escalation of student practice to Level 1 Unsafe Practice and initiation of Level 1 suspension process by the clinical instructor.

The CASA(s) and CASA supplemental documents for courses are part of the student academic record. These documents will be shared with the Admission Transfer and Progression Committee in instances where Level 1 unsafe practice is determined.

Level 1: Suspension Process

It is recognized that Level 1 unsafe practice can occur at any point during the clinical rotation and requires the clinical instructor to initiate the immediate suspension process

The clinical instructor:

When Level 1 unsafe nursing practice is observed or reported by another:

1. Documents in detail a written report of the unsafe practice case and circumstances, setting out the name of the student, the alleged facts, a description of the unsafe nature of the practice, and grounds warranting the suspension, including names and evidence of witnesses, if applicable.
2. Advises the student that the suspension process has been initiated.
3. Discusses with the student the incident that led to the suspension process.
4. Informs the student that suspension from clinical practice requires an investigation by the Admission Transfer and Progression Committee.
5. Advises the student that the suspension process has been initiated and asks the student to leave the clinical setting.
6. Reminds the student about UNB Student Services, including the Director of Student Services and the university appeal process that is explained in the UNB Undergraduate Student Calendar (link above).
7. Meets and discusses the Level 1 concern with the Clinical Course Coordinator, and Departmental Chair who will initiate a hearing procedure.
8. Provides the student with written documentation of Steps 2 to 5 (in print or electronic format) and retains a copy.
9. Submits documentation / report outlining the unsafe practice situation to the Departmental Chair.
10. The Departmental Chair informs the Registrar's office of the need for student suspension to ensure that the student does not withdraw from the clinical course.
11. The Departmental Chair informs the Dean of Science Applied Science & Engineering of the need for student suspension.

The student:

1. Discusses the situation with the clinical instructor.
2. Leaves the clinical setting.
3. Waits to hear from the Admission Transfer and Progression Committee Chair who will contact the student in a timely manner to explain the investigation process.

The Admission Transfer and Progression Committee (ATP)

One of the functions of the Admission Transfer and Progression Committee is to make decisions on cases of Level 1 unsafe student practice, or suspension process.

Procedure for the Admission Transfer and Progress

The Clinical Course Coordinator will provide the Departmental Chair with a copy of the written report of the unsafe practice case and circumstances, setting out the name of the student, the alleged facts, a description of the unsafe nature of the practice, and grounds warranting suspension. The information provided to the Admission Transfer and Progression Committee will be provided to the student at least two weeks prior to a hearing date (unless this timeframe is waived in writing by the student). The student can also review his/her entire academic file.

The Chair of the Admission Transfer and Progression Committee will:

1. Contact the student in a timely manner and explain the suspension investigation process.
2. Send a notice of the hearing to the student by registered mail, email or fax.
3. Act as expeditiously as possible to complete the hearing in a timely manner.
4. Make a disposition in accordance with the Admission Transfer and Progress Terms of Reference.

Notice to the Student

The Admission Transfer and Progression Committee Chair shall, as soon as possible after receipt of the referral, inform the student in writing of the grounds for the referral to the Admission Transfer and Progression Committee, and include the membership of the Admission Transfer and Progression Committee, date, place and time for the hearing.

A faculty member may be disqualified from sitting on the Admission Transfer and Progression Committee hearing if there is a conflict of interest or bias identified by a faculty member or the student. In this case, the Chair of the Admission Transfer and Progression Committee may replace the member.

The student may choose to provide a written response to the grounds for suspension as documented. The written response should be provided to the Admission Transfer and Progression Committee at least one week prior to the hearing (unless this timeframe is waived in writing by the student).

Hearing Procedures

The Chair of the Admission Transfer and Progression Committee will briefly review the hearing procedures for the conduct of the hearing.

The student may also appear in person or choose to be represented by a Student Services Representative or the Human Rights Officer.

The hearing shall be closed to all persons except the Admission Transfer and Progression Committee members, involved faculty, the student, the clinical instructor and/or Clinical Course Coordinator, and the designated representative of the student (normally the Student Services Representative or the Human Rights Officer). At the discretion of the Admission Transfer and Progression Committee Chair, a witness may be invited to the hearing if required.

The student or designated representative shall have the right to access all documents submitted to the Admission Transfer and Progression Committee. The student also has access to his/her academic file.

The student shall not be required to give evidence but may contribute, if desired. The Admission Transfer and Progression Committee has the right to question the student and/or clinical instructor or clinical coordinator.

Disposition of the Matter

The Admission Transfer and Progression Committee shall, after reviewing all of the evidence, meet in a closed session with its members only. Program regulations will guide members during the decision making process.

If the decision of the Admission Transfer and Progression Committee is that a Level 1 unsafe practice occurred:

1. A grade of non-credit (failure) is assigned for the clinical course; and
2. The Departmental Chair will provide information on all previous occurrences of Level 2 or 1 Unsafe Practice from the student's academic file.

Based on all the information, the Admission Transfer and Progression Committee will make recommendations on whether the student must fulfill conditions before registration within future clinical courses.

If the decision of the Admission Transfer and Progression Committee is that Level 1 Unsafe Practice did not occur:

1. The student returns to the current clinical course or the next opportunity for the clinical course. In all cases, the Department of Nursing & Health Sciences will make every reasonable attempt to provide the student an opportunity to complete the clinical course in a timely manner.
2. In a timely manner, the Departmental Chair conveys in writing the results of the hearing and the reasons to the student and the student representative (Director of Student Services and/or Human Rights Officer) with copies to the Dean of Science, Applied Science & Engineering.

Appeals

The student may choose to appeal the outcome recommendation(s) of the Admission Transfer and Progression Committee to the Senate Appeals Committee. See the policy in the current UNB Undergraduate Student Calendar (link below) for the explanation of the appeal process and the two potential grounds for appeal.

<http://eservices.unb.ca/calendar/undergraduate/display.cgi?tables=regulations&id=15>

This Unsafe Practice Policy adheres to all procedural guidelines related to the Appeals Process.

Records

A record of findings of Level 1 Unsafe Practice will be kept in the student's electronic academic file in the Department of Nursing & Health Sciences. All information relating to the Admission Transfer and Progression Committee hearing will be kept confidential in the office of the Departmental Chair. These

records will be accessed by the Senate Appeals Committee in the instance where the student appeals the outcome/decision of the Admission Transfer and Progression Committee.

References

Brown, Y., Neudorf, K., Poitras, C., & Rodger, K. (2007). Unsafe student clinical performance calls for a systematic approach. *Canadian Nurse*, 103(3), 29-32.

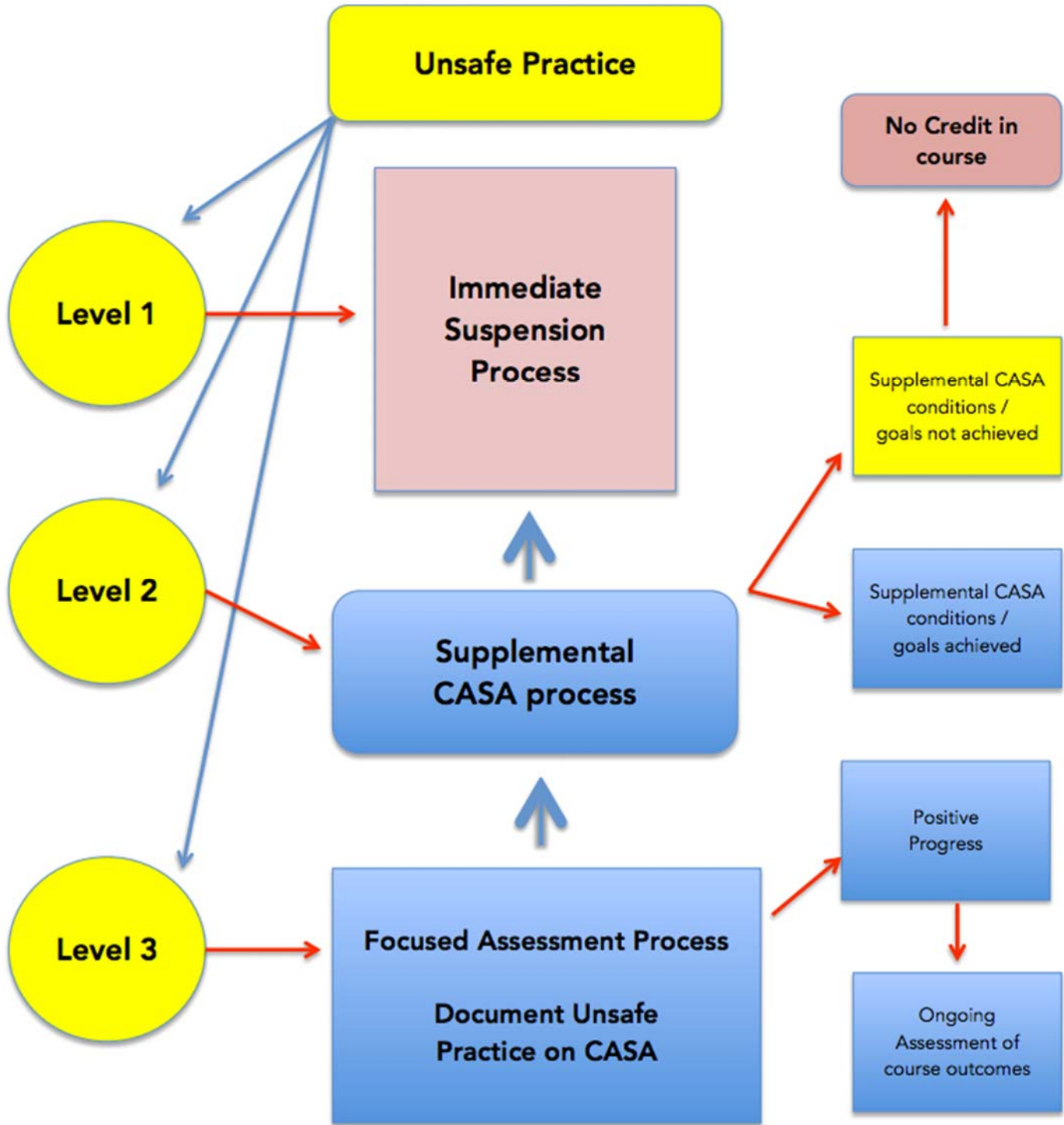
Chunta, K. (2016). Ensuring safety in clinical: faculty role for managing students with unsafe behaviors. *Teaching and Learning in Nursing*, 11(3), 86-91.

Gallant, M., MacDonald, J., & Smith Higuchi, K. (2006). A remediation process for nursing students at risk for clinical failure. *Nurse Educator*, 31(5), 223-227.

Killam, L., A., Luhanga, F., & Bakker, D. (2011). Characteristics of unsafe undergraduate nursing students in clinical practice: An integrative literature review. *Journal of Nursing Education*, 50(8), 437-446. doi:10.3928/01484834-20110517-05

Scanlan, J. M., Care, W. D., & Gessler, S. (2001). Dealing with the unsafe student in clinical practice. *Nurse Educator*, 26(1), 23-27.

Unsafe Practice Policy Flowchart



University of New Brunswick, Saint John Department of Nursing & Health Sciences

Bachelor of Nursing Program: Medication Math Policy

Purpose: Math proficiency is essential for safe medication administration and is a requirement of the BN Program at UNB Saint John.¹

Scope: BN students in Years 1-4; LPN BR students.

Policy: All students must achieve at least 90% on all formalized medication math and dosage calculations testing within each specified course and time-frame in order to pass the course. Calculators are permitted (must be a basic calculator, no phones allowed). Students who are not successful on a formalized math test and who are in clinical practice are ***not*** permitted to administer medications until a mastery level of 90% is achieved.

Procedure: To support student success, the following steps will be taken:

YEAR 1: The Medication Math Policy will be introduced to all Year 1 students during the lab component of NURS1235 (see Student Handbook). Year 1 students will be given the opportunity to complete an independent math self-assessment as a means of gauging their learning needs.² Those scoring below 90% are ***strongly encouraged*** to seek remedial math help prior to the start of Year 2 courses. The completion of the math assessment and attendance at remedial sessions is the responsibility of each student (*see Remedial Resource list below*).

YEAR 2: Year 2 students will be given the opportunity to complete an independent math self-assessment prior to official math testing in NURS2157 (fall term). Students who score below 90% on the assessment are ***strongly encouraged*** to seek remedial math help. The completion of the math assessment and attendance at remedial sessions is the responsibility of each student (*see Remedial Resource list below*).

A math test will be given during the fall term during the lab component of NURS2157 and at least one week after new math content has been introduced. Students who do not score at least 90% on this test will be ***required*** to

¹ Medication calculation questions may appear on any or all nursing course tests/exams, even if the subject of math was not directly taught in the course.

² The format of all math assessments and formalized tests will be at the discretion of the lab instructor (ie. hard copy versus electronic)

arrange and attend remedial math sessions and provide proof of attendance to their lab instructor prior to subsequent math testing.

Students will have two additional opportunities to achieve 90% on the math test. Subsequent testing will be arranged by lab instructors. Students who do not score at least 90% will fail the course and as a result be **required** to repeat both the clinical course NURS2157 and the co-requisite theory course NURS2135.

LPN BR: No new math content will be taught during the LPN-BR. Students will complete a math assessment during NURS2051 (winter term). Students who score below 90% on the assessment are **strongly encouraged** to seek remedial math help prior to transitioning into 3rd year of the BN program. Attendance at remedial sessions is the responsibility of each student (*see Remedial Resource list below*).

YEAR 3: Year 3 students will be given the opportunity to complete an independent math self-assessment during the first month of the fall term of NURS3067. Students who score below 90% on the assessment are **strongly encouraged** to seek remedial math help prior to the start of winter term courses. The completion of the math assessment and attendance at remedial sessions is the responsibility of each student (*see Remedial Resource list below*).

A math test will be given during the first month of the lab component NURS3073 (winter term) and at least one week after new math content has been introduced. Students who do not score at least 90% on this test will be **required** to arrange and attend remedial math sessions and provide proof of attendance to their lab instructor prior to subsequent math testing.

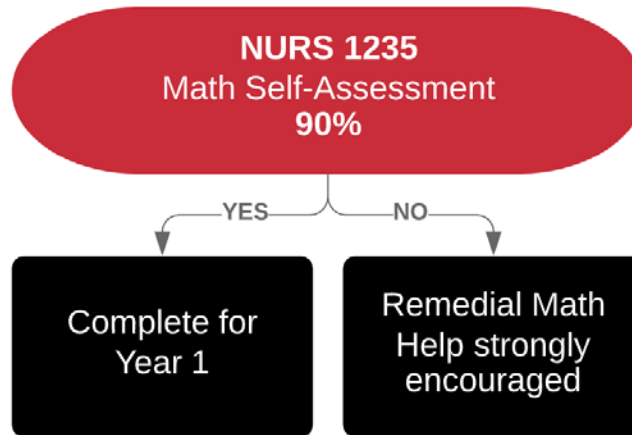
Students will have two additional opportunities to achieve 90% on the math test. The first rewrite will be completed no later than the last day to withdraw from term courses without academic penalty (*see UNB Calendar of Academic Dates*). The second rewrite will occur after the last day to withdraw from term courses without academic penalty. Students who do not score at least 90% will fail the course and as a result be **required** to repeat both the clinical course NURS3073 and the co-requisite theory course NURS3071.

Year 4: While there will be no new math content introduced in Year 4 medication math testing will be integrated into the lab component of NURS4322 (fall term).

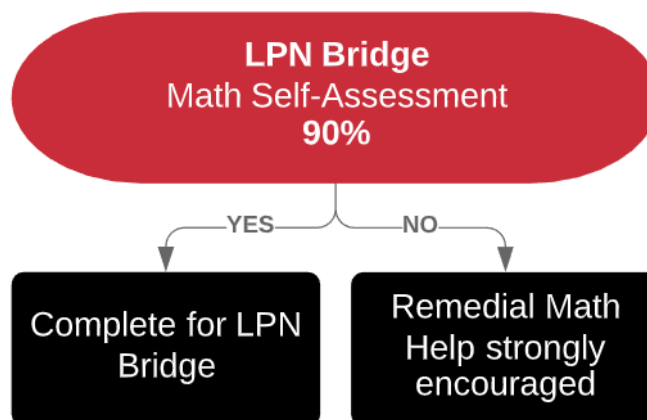
Remedial Resources:

- Clinical Course Coordinator/Lab instructors
- Pickar, G. D., Pickar Abernethy, A., Swart, B., Swedish, M., & Graham, H. (2015). *Dosage Calculations* (3rd Canadian ed.). Toronto: Nelson
- The Flora Beckett Math & Science Help Centre: HWKC (Commons Building), Room 134
<http://www.unb.ca/saintjohn/sase/current/mathhelpcentre/>
- UNB Saint John Med Math Resources (D2L)

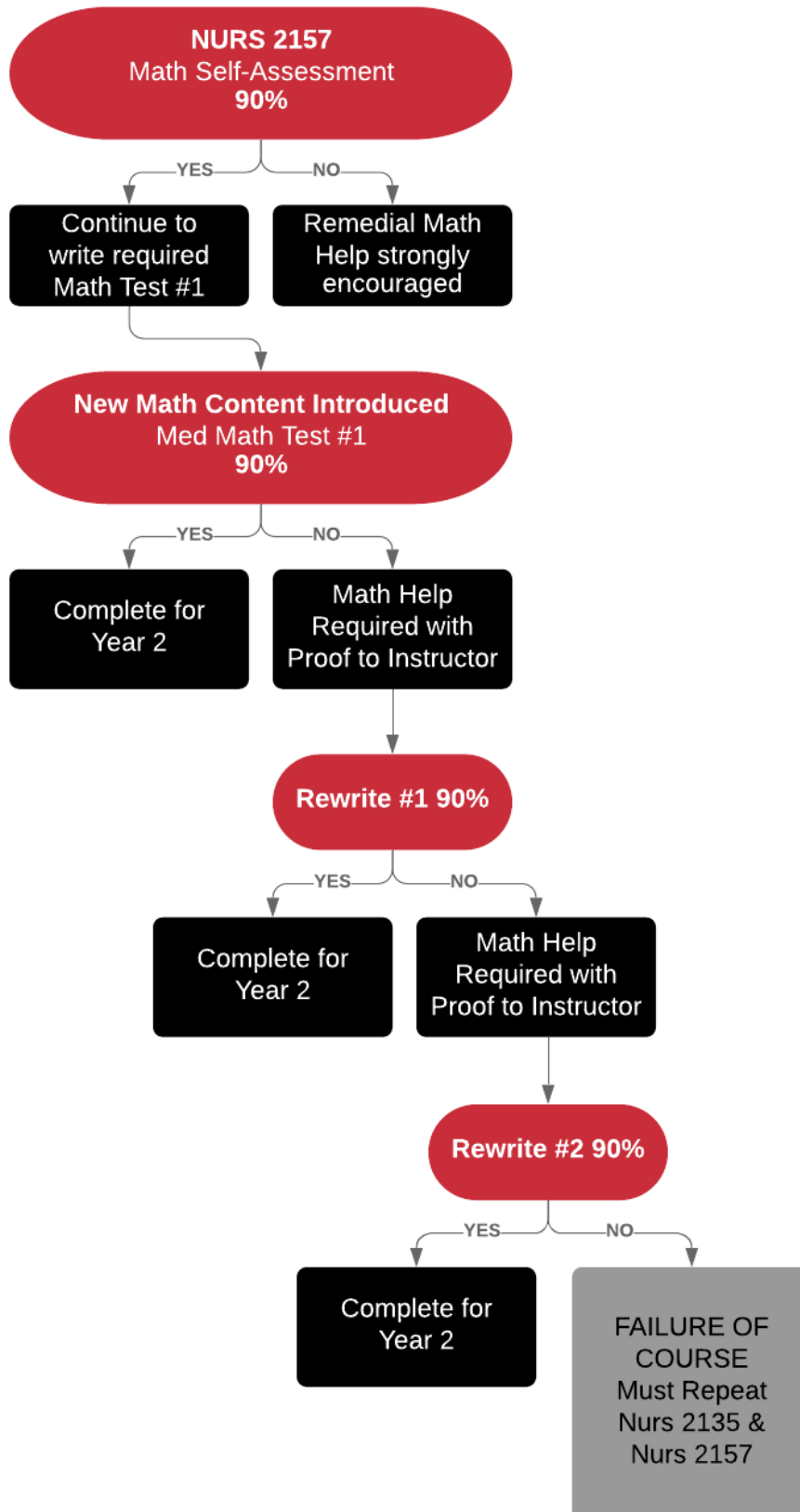
Medication Math Policy Algorithm (Year 1)



Medication Math Policy Algorithm (LPN Bridge)



Medication Math Policy Algorithm (Year 2)



Medication Math Policy Algorithm (Year 3)



NURS 3067
Math Self-Assessment
90%

YES → Continue to write required Math Test #1 Nurs 3073

NO → Remedial Math Help strongly encouraged

New Math Content Introduced
NURS 3073 Med Math Test #1
90%

YES → Complete for Year 3

NO → Math Help Required with Proof to Instructor

Rewrite #1 90%

YES → Complete for Year 3

NO → Math Help Required with Proof to Instructor

Rewrite #2 90%

YES → Complete for Year 2

NO → **FAILURE OF COURSE**
Must Repeat Nurs 3073 & Nurs 3071

Medication Math Policy Algorithm (Year 4)

NURS 4322

No new math content introduced however, med math testing will be integrated into the lab component.

Appendix E

University of New Brunswick, Saint John Department of Nursing & Health Sciences Bachelor of Nursing Program: Lab Safety Policy

Purpose

- To ensure a safe and healthy laboratory environment for both Bachelor of Nursing (BN) students and instructors in compliance with the NB Health and Safety Act.

Laboratory Instructors and BN Students will:

- use footwear that provides support, comfort, and protection against injury;
- dress appropriately to maintain personal safety and facilitate ease of movement;
- use back injury prevention measures as outlined by Worksafe NB; this includes adhering to safe lifting limits as per WorksafeNB guidelines - an individual may lift light to medium weight (less than 11 kilograms) items only. Equipment exceeding 11 kilograms is to be moved with assistance and according to WorkSafe NB guidelines;
- practice safe and comprehensive use of routine practices and sharps safety measures, including use of Personal Protective Equipment when exposed to simulated blood or body fluids and secretions;
- assume joint responsibility in keeping equipment and physical space clean and tidy;
- remove equipment from operation when it is malfunctioning, reporting the faulty equipment issue to the Skills Laboratory Coordinator;
- not consume food or drinks at bedsides or near manikins;
- ensure the laboratory is locked once scheduled laboratory sessions or open practice experiences are complete; and,
- Ensure adherence to NB Occupational Health and Safety Policy.

Skills Laboratory Coordinator will:

- oversee Monthly Inspections – Laboratories and Academic Facilities Environmental Health and Safety checklist for each laboratory. These monthly checklists will be completed by the Student Laboratory Assistant. The Skills Laboratory Coordinator will submit completed forms to Director, Environmental Health, Safety & Security Department in December each year (See Appendix A);
- oversee the Student Laboratory Assistant in restocking of First Aid kit supplies as outlined by St. John Ambulance Contents list;
- update e-versions of equipment operator/user manuals on the Shared drive for nursing faculty. The Student Laboratory Assistant may assist in preparing content for these online manuals;³

³ Documents stored on the Shared Drive are not accessible to Contract Academic Employees (CAEs), therefore, when necessary the Skills Laboratory Coordinator or Course Coordinator will download and disseminated accordingly.

- oversee equipment maintenance or replacement requirements;
- oversee Student Laboratory Assistant cleaning of equipment located within nursing skill laboratories following the Fall and Winter semesters, and as required. The protocol for cleaning equipment is directed by the product manufacturer;
- advise faculty on equipment/health and safety updates; and,
- post relevant health and safety materials, such as UNB's Emergency Procedures document, within a designated folder on D2L.

Lab Instructors will:

- be knowledgeable of the care and proper handling of both laboratory supplies and equipment prior to use; and,
- contact the Skills Laboratory Coordinator when health and safety questions and/or issues arise.

BN Students:

- are strongly encouraged to notify the relevant course coordinator in advance of scheduled laboratory experiences when a known latex allergy or sensitivity exists;
- will maintain a high level of professionalism in the laboratory setting;
- who practice without supervision must notify campus security and the designated Administrative Support within the Department of Nursing and Health Sciences prior to the planned session.

Space/Storage

- Laboratory entrance doorways will be accessible at all times.
- All cabinet doors will be closed when not in use.
- The laboratory supply room (K.C. Irving Hall RM310) will be locked when students are practicing without supervision.
- Work space, floor, bed and table areas will be kept clean at all times.
- Personal belongings will be stored on the shelving unit or other designated space during laboratory time.

Sharps

- Practice of injection techniques will only occur on the manikins or practice injection pads.
- Recapping of needles is prohibited. Needles shall not be clipped, bent or broken.
- Needles and other sharp objects must not be discarded in the trash.
- All sharps shall be disposed of in disposable CSA Standard sharps containers. Sharps shall not be retrieved from these containers.

The Skills Laboratory Coordinator is responsible for the disposal of sharps. Full containers are to be secured and disposed of via UNB Saint John Health, Safety & Security Department. This includes: labelling containers, completing Hazardous Waste Disposal Form and contacting security prior to delivery of sharps containers.

Equipment

- Equipment with wheels (wheelchairs, beds and commodes) are to be locked during demonstration and practice.
- Mechanical lifts will only be operated by individuals trained to do so.
- Manikins may be placed on either the designated shelving unit (K.C. Irving Hall RM310) or in chairs for short periods (less than 3 hours) when not in use.

Linen

- Linen will be changed and laundered when soiled, and at the end of each academic year.
- Avoid overfilling laundry bags. Place all soiled linen bags in designated area within the K.C. Irving Hall RM 310 laboratory. Use a cart with wheels when transferring bags of soiled linen from K.C. Irving Hall RM206.

Incident Report

- Any incident occurring in a laboratory must be reported immediately to the instructor teaching the laboratory with the involved student(s). In situations where an incident occurs during an unsupervised open practice session, campus security should be notified immediately.
- An accident/injury form must be filled out for any incident (student or faculty) within the laboratory. <http://www.unb.ca/saintjohn/security/resources/accidentreport.pdf>

Safety and Security UNB

- To Report an Emergency call 911 or 9-911 from an office/laboratory phone.⁴
- The UNB Saint John emergency number is 648-5675. If you reach a recording press “0” and a security member will answer.
- Security services are available 24 hours per day - seven days a week in the Athletics Centre, Room 121.

Contacts: Safety and Security Office | Phone 648-5675 | Fax 648-5950

David Gillespie: Director, Environmental Health, Safety & Security Department (648-5505 | [Email](#))

Aaron Chisholm-Keith: Safety & Security Operations Supervisor (648-5504) | [Email](#)

Resources

Emergency Response Guide – hard copy in each laboratory – pdf links on workstations.

<http://www.unb.ca/saintjohn/security/healthsafety.html>

<https://www.unb.ca/saintjohn/sase/assets/documents/nhs/nhs-studenthandbook.pdf>

<https://www.worksafenb.ca/education-and-training/>

[NB Occupational Health and Safety](#)

⁴ Phones are available in each skills lab – the number to campus security is on each phone.

Appendix F

Campus Closure Due to Weather and its Application to Clinical/Lab Courses (Saint John Campus)

February 2019

If UNB closes due to a storm and classes are cancelled, clinical/lab is cancelled.

If UNB announces delayed morning opening and classes are cancelled, day shift clinical/lab is also cancelled. If UNB opens later in the day and afternoon and evening classes are being held, then evening clinical/lab are held.

If UNB announces a delayed morning opening due to other than road conditions such as to clear the parking lot or a disruption in the water, then clinical will proceed as scheduled. Every effort will be made to clear the lower parking lot first so that students and instructors can safely park their vehicles.

If UNB announces that the University will be closing early due to weather conditions then clinical/lab instructors should make plans for students to leave clinical/lab as soon as possible. *This approach is consistent with the UNB Staffing during Storms and Emergencies Policy (Saint John).*

Poor Weather Conditions and No UNB Closure Announcement

When weather conditions are poor and UNB remains open, the instructor and students will need to make a decision about going to clinical/lab or leaving clinical/lab that is in progress.

Appendix G

Student Initiated Professional Development Policy

November 2018

The Department of Nursing and Health Sciences is supportive of students' efforts for professional development including conferences, workshops, and other opportunities. Professional development opportunities that fall outside of assigned course activities will not be assigned credit (ie: marks, clinical hours or laboratory hours) (NANB, 2013). If professional development opportunities interfere with classroom, laboratory and/or clinical time, students are expected to discuss the need to miss time with their direct supervisor (ie: classroom, clinical or laboratory instructor). This discussion must take place in advance of the professional development opportunity. The direct supervisor, in consultation with the course coordinator (when applicable), will make a recommendation to the student regarding missed time. Decisions are made on a case-by-case basis through collaboration with the student and faculty. The decision will be based on the:

- student's current academic and/or practice standing;
- potential for missed class and/or practice and/or laboratory time to interfere with the student's ability to successfully meet course requirements;
- relevance and fit of the professional development activity with a specific and current course or courses; and,
- relevance of the activity to nursing and overall professional development.

The student will use the following process to obtain a recommendation:

1. Inform direct supervisor, in writing (email attachment or hard copy submission), of the professional development opportunity. When possible, this should be completed at least six weeks prior to the opportunity; and,
2. Include the dates of the professional development opportunity and a description of how the professional development fits with specific course(s).

Students are advised to delay making travel plans (i.e. purchase tickets) until a positive recommendation is obtained from the student's direct supervisor. In the event the student's academic or practice standing changes (including missed time) after a positive recommendation, it may be necessary for the direct supervisor to reevaluate.

The student is expected to acquire missed content independently and to demonstrate a satisfactory performance in meeting course outcomes. If attending a professional development opportunity interferes with the student's ability to obtain a satisfactory grade, the student assumes all responsibility.

References

NANB. (2013). Standards of Nursing Education in New Brunswick. Retrieved from <http://www.nanb.nb.ca/media/resource/NANB-StandardsNursingEducationNB-E.pdf>

Funding Application for Nursing Student Professional Development

The Department of Nursing and Health Sciences supports student professional development opportunities. The allocation of funds for student professional development is an equitable and transparent process. Funds are to be spent on professional development opportunities that enhance nursing practice. There are a limited number of funds available. The funds are meant to offset costs, and may not cover all expenses.

Application: Students must complete the *Nursing Student Professional Development Funding Application*. Completed applications are to be emailed to the Departmental Chair.

Deadline: When possible, applications must be completed at least six weeks prior to the event.

Eligibility: Students registered as an undergraduate nursing student at the time of application and when the event occurs. Students must be in good academic standing as per University regulations. Priority will be given to students with no other funding sources and students requesting funds who have not received funds in two consecutive years.

Expenses:

- travel (economy airfare prices)
- accommodations
- professional development event cost
- meals

If travelling outside of North America to attend a professional development event, successful applicants are required to ensure they meet international travel requirements. For information about per diem rates and other eligible travel expenses, please see the UNB Travel Policy at: http://www.unb.ca/financialservices/resources/pdf/accountspayable/policies/travel_policy.pdf

Applications are reviewed by the Departmental Chair. Funding decisions are made approximately 2 weeks after application submission. Any expenses above the amount approved are the responsibility of the student.

Applications may be found at:

<https://www.unb.ca/saintjohn/sase/advising/current/nhs.html>