

**Department of Nursing Education & Health Studies**

# **STUDENT HANDBOOK**

**2022-2023 Academic Year**



Welcome Students:

On behalf of the faculty and staff of the Department of Nursing Education and Health Studies, it is with pleasure that I welcome you to Northwestern Polytechnic (NWP) and to the University of Alberta Collaborative BScN Program.

Nursing is a challenging and very rewarding profession. The role of the faculty is to assist you in further developing your knowledge and skills as a nurse. Please do not hesitate in seeking our help when it is needed.

This handbook has been prepared for your information regarding specific details of the University of Alberta Collaborative Bachelor of Science in Nursing Program with NWP. PLEASE READ IT CAREFULLY.

We wish you success in your studies at NWP and in your future nursing career.

**Joan Jacobson, RN, BScN, MN**  
Chairperson/Instructor,  
Department of Nursing Education & Health Studies

## OVERVIEW OF PROGRAM

Northwestern Polytechnic (formerly GPRC) has been in collaboration with the University of Alberta and other partners (Red Deer Polytechnic, Keyano College) to offer baccalaureate education for nurses since 1995.

Students in each program register and pay fees to NWP for Years 1, 2, and 3 of the four-year degree program. Students register with and pay fees to the University of Alberta (U of A) for nursing courses in Year 4 of the four-year degree program. Students attend all four years at NWP. Students register with and pay fees to NWP for non-nursing courses in the four-year degree program.

Students will be eligible to apply for participation in the Fast Track Option (up to 21 students). Students apply early in Year 3 for this program based on Year 2 marks. This group of students will complete two courses in the spring and summer and the final course in fall thereby completing the BScN by December of that year. Information regarding how to apply will be provided to students in Year 3 in the fall term.

At the successful completion of your studies, the BScN degree will be granted by the University of Alberta.

All classes and labs will be held at the GPRH – Grande Prairie Regional Hospital, NWP Health Education Centre.

## ADVISORS

Upon admission, students will be assigned a student advisor. Your academic advisor for the program can assist you with planning and/or changes. Some of the issues that may come up include concerns about admission, readmission, transfer credit, course management, program planning, graduation status, application to Year 4 or any items related to your program of study. Students will be directed to their assigned advisor if they have questions about their program of study. Application and registration to Year 4, courses and graduation status questions should be directed to the main Nursing office.

**Students are reminded to check their College email on a regular basis as important information from the Department and their Advisor will be provided. Generally NO information is sent to student's personal email.**

## GENERAL INFORMATION

### 2022-2023 NWP Calendar

The best source of information regarding the Collaborative BScN program is found within the 2022-2023 NWP Calendar that describes the program and progression criteria. The calendar is on the NWP website and continually updated. NWP regulations and policies, academic schedule, deadlines, course descriptions and prerequisite requirements are located on the College website [www.NWPolytechnic.ca](http://www.NWPolytechnic.ca)

University of Alberta Calendars are located on line at [www.ualberta.ca](http://www.ualberta.ca)

The most current, accurate information is on the website.

**Awards**

Refer to the awards information available in the Registrar's Office or on the NWP website:

<https://www.NWPolytechnic.ca/services/financialaid/>

**Exams**

Please see the NWP policy on examinations: <http://www.NWPolytechnic.ca/about/administration/policies/>

**Student Email**

Each student has access to College email and students are encouraged to check it regularly for important messages. All College related information will be sent to the College email address NOT students' personal email.

**Guidelines for On Line Social Networking Etiquette**

The use of online networking services such as, but not limited to, Facebook, Instagram, Snapchat, Twitter, internet messaging, blogs, wikis, myClass discussion boards, and texting with instructors and/or students, are subject to the professional and ethical responsibilities outlined in the:

Canadian Nurses Association. (2017). Code of ethics for Registered Nurses.

[https://hl-prod-ca-oc-download.s3-ca-central-1.amazonaws.com/CNA/2f975e7e-4a40-45ca-863c-5ebf0a138d5e/UploadedImages/documents/Code\\_of\\_Ethics\\_2017\\_Edition\\_Secure\\_Interactive.pdf](https://hl-prod-ca-oc-download.s3-ca-central-1.amazonaws.com/CNA/2f975e7e-4a40-45ca-863c-5ebf0a138d5e/UploadedImages/documents/Code_of_Ethics_2017_Edition_Secure_Interactive.pdf)

College of Registered Nurses of Alberta. (2013). Practice standards for regulated members.

<https://www.nurses.ab.ca/media/zta24ri/practice-standards-for-regulated-members-2013.pdf>

College of Registered Nurses of Alberta. (2021). Social media and e-professionalism: Guidelines for nurses.

<https://www.nurses.ab.ca/media/d4efz2fx/social-media-and-e-professionalism-guidelines-for-nurses-mar-2021.pdf>

Northwestern Polytechnic. (2010). Online social networking policy.

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=187>

Northwestern Polytechnic. (2021). Student rights and responsibilities policy.

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

**Late Assignment Policy**

Please see your course outline or syllabus for specifics regarding late assignments.

**Nametags**

Students are provided with NWP Photo ID that will serve as the official means of identification in all clinical areas. Photo ID cards will be available to students during the first week of classes. Students must upload their picture and information as to how to do that will be provided. Once we receive and approve the picture, the ID card will be printed and distributed to students. All students are required to wear Photo ID in the clinical setting, whether this occurs in an agency or in a community/home environment, including the time used at the clinical setting for patient research. Lost Photo ID cards should be promptly reported to the Main Nursing Office and there may be a cost for replacement. Certain clinical sites will require their own Photo ID. Your clinical instructor will make you aware of these requirements prior to entering the clinical area.

### **Immunizations & CPR-BLS Certification**

You are responsible for ensuring that all immunization requirements are met and remain current throughout your nursing program. Students who do not complete immunization requirements may be refused admission to the clinical setting or the next year of the program. Students must submit their immunization records to [checklist@NWPolytechnic.ca](mailto:checklist@NWPolytechnic.ca) on the due dates set each year by the Department. Immunizations must meet U of A criteria for transfer into Year 4.

A Cardio-Pulmonary Resuscitation certificate for Health Care Providers (CPR-BLS from Heart and Stroke) must be valid and maintained throughout the program. Students failing to maintain current CPR-BLS certification will not be allowed into clinical areas. Students must submit their signed CPR-BLS cards to [checklist@NWPolytechnic.ca](mailto:checklist@NWPolytechnic.ca) annually to update their file. CPR-BLS must be recertified each year and must be issued by the Heart and Stroke Foundation. No other certificate will be accepted. *Students must present a completed COVID-19 series in order to be in the BScN Program.* <https://www.nwpolytechnic.ca/departments/nursing/requirements.html>

### **Clinical Extra Costs**

There may be additional costs incurred during clinical that are the responsibility of the student. These costs may include gas for your vehicle, maintenance, out of town rental costs, meals, etc.

### **Out of City Practicum Placements**

All students will be required to be placed in practicum sites outside of Grande Prairie at some time during the program. Cost of arrangements for transportation and accommodations will be the responsibility of the student.

### **Police Information Check (PIC) Process**

Students are required to have a clear, current PIC with Vulnerable Sector checked. Your PIC must be provided to the main office or checklist team on the due dates set by the Department and to agencies upon request.

### **Nursing Supplies**

Each student is responsible for having the required: uniforms, textbooks, scissors, watch with second hand, stethoscope, and penlight. Most items will be available at the Bookstore or at local drugstores. **All students will be required to wear specific scrubs in the clinical setting. These scrubs can be purchased at the NWP College Bookstore. Please refer to the Professional Appearance Dress Code Policy.**

### **Clinical Absences**

Students are expected to attend classes and clinical experiences according to the dates published in the academic calendar, including orientation. Orientation is an essential component ensuring students are prepared to provide safe, competent care to clients and their families in the clinical setting. Students are expected to be available for final evaluations during exam week.

**Absence from any part of the clinical experience including labs, orientation, clinical, and seminars will jeopardize overall clinical performance, and a student's ability to achieve a passing grade in the clinical setting.** Such absences also compromise other students' learning experiences.

If, for any reasons beyond the student's control, he/she is unable to attend orientation (i.e. death in the family, or severe illness) an alternative with the clinical tutor must be negotiated. Students must develop a learning plan to facilitate how they are going to prepare for clinical and account for the labs/orientation that they have missed. This learning plan must be completed prior to the first clinical day and will be ongoing throughout the clinical experience.

**Professional Appearance and Dress Code**

Nursing students must be professionally dressed in the clinical and laboratory setting for their safety, client/patient safety and identification of the students. Students must adhere to the dress code policy of the clinical agency. Students are responsible for having a nursing uniform, stethoscope, scissors, watch and penlight.

**For students in all years of nursing**, the following uniform stipulations apply:

Black uniform pants.

Blue uniform shirt with the NWP/U of A logo purchased at the NWP Bookstore.

Additional Dress Stipulations:

No hats

T-shirts under the uniform must be grey, white, or black with no visible markings.

Warm up jackets must be grey, white, or black with no hood.

Undergarments must not be visible.

Closed toe, closed heel, flat heeled, practical shoes must be worn. Nursing or running shoes are acceptable. Footwear in laboratory/simulation rooms must be acceptable as above.

Socks or stockings must be worn at all times.

Shoulder length or longer hair must be pulled back from face.

Good personal hygiene and cleanliness is essential.

- Any open sores or wounds must be covered.
- Facial hair that is neatly trimmed or clean shaven is permitted. N95 mask must seal with facial hair.
- Fingernails must be clean and kept short. Artificial nails, nail polish and nail enhancements are not permitted.
- Scented products (ie: perfume, cologne, lotions, deodorants and powders) are not permitted.
- Make up may be worn in moderation.
  - Tattoos that portray any images of drugs, nudity or racism must be covered.
  - The only jewellery to be worn is a pair of small stud earrings, a serviceable watch with second hand, and a plain wedding band. Facial piercings must be removed or replaced with a clear piercing.

**Additional Guidelines for Nursing Labs, Lab Drop-Ins and Simulation Settings:**

Nursing uniforms or white lab coats over clothes to be worn.

Nursing uniforms may be any colour or print. Uniforms must be clean, neat and suitable length.

Footwear in laboratory/simulation rooms must be suitable.

## PROGRESSION CRITERIA

### Academic Performance

A grade of C+ is the minimum passing grade for the following courses: [NS1500](#), [NS1205](#), [NS1160](#), [NS1240](#), [NS1250](#), [MI1330](#), [NS2200](#), [NS2160](#). A grade of C- is the minimum passing grade for all other Nursing courses in the program. For promotion from year to year in the program and for graduation, students must have successfully completed all the required Nursing and non-Nursing courses of the previous year.

In order to progress to the Winter term of Year 1 of the BScN program, students must successfully meet the minimum passing grades for each course in Fall term. In order to progress to Year 2, students must successfully meet the minimal passing grades for all courses of Year 1. In order to progress to Year 3, students must successfully meet the minimal passing grades for all courses of Year 2.

A student with a GPA of 1.69 or lower must withdraw from the Nursing program. Readmission to program is subject to departmental review.

Students who withdraw or fail twice from a required nursing course will be withdrawn from the program and ineligible for readmission.

Students completing Year 3 apply to the University of Alberta for admission to Year 4. Admission to Year 4 and registration at the University of Alberta is contingent upon satisfactory academic standing in the first three years of the program. Satisfactory academic standing is passing grades in all previous courses with a minimum cumulative GPA of 2.0 on the 4.0 scale. If these conditions are met, students will be granted block transfer for work completed at the College. The University expects that electives and required courses in the support disciplines be completed in the recommended order. These courses require a minimum passing grade of C- for transfer approval.

**NOTE:** Students applying to the University of Alberta for admission outside of the block transfer are at the discretion of the University of Alberta for specific course transferability.

### Clinical Progression Criteria

Students must complete theory and practice components of nursing courses to receive credit. Students who have not received a pass in the clinical or laboratory portion of a nursing course are not given credit for the course and must repeat both the clinical and non-clinical portions of the course. The clinical component, explained in the course outline, must be completed for credit to be granted.

A student who is absent more than two clinical days in one clinical nursing course may need to make up the lost time before being allowed to continue in the program. Absences from the clinical site may result in the instructor being unable to evaluate the student's clinical performance. If clinical performance cannot be evaluated, a failing grade may be assigned in the course. Whenever a student's clinical performance is considered marginal in a nursing course, the student's total academic and clinical performance in the program is reviewed and considered in determining continuation in the program.

An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions or a site of a practicum/clinical placement, if the instructor has reasonable grounds to believe that this is necessary in order to protect public interest.

**GRADING CRITERIA**

GRADING CONVERSION CHART			
ALPHA GRADE	PERCENTAGE CONVERSION (%)	4-POINT EQUIVALENT	DESCRIPTOR
A+	90 - 100	4.0	Excellent
A	85 - 89.9	4.0	
A-	80 - 84.9	3.7	Very Good First Class Standing
B+	77 - 79.9	3.3	
B	73 - 76.9	3.0	Good
B-	70 - 72.0	2.7	
C+	67 - 69.9	2.3	Satisfactory
C	63 - 66.9	2.0	
C-	60 - 62.9	1.7	
D+	55 - 59.9	1.3	Poor
D	50 - 54.9	1.0	Minimal Pass
F	0 - 49.9	0.0	Failure
WF	0	0.0	Fail Withdrawal after the deadline

**READMISSION CRITERIA**

Please see the 2022-2023 NWP Calendar section on Re-admission or contact Admissions.

**TRANSFERRING COURSES FROM OTHER INSTITUTIONS**

Advanced credit may be granted for courses completed at another institution. There is a fee for this service and advanced credit will not be awarded until students pay the fee. If you are applying for advanced credit, you will need to request original copies of all academic transcripts be sent to NWP. You may also need to provide course outlines for all courses in which credit is sought or calendar descriptions if course outlines are not available. Only courses in which you have achieved a grade of C- or higher will be considered for advanced credit with the exception of transferring courses equivalent to NS1500, NS1205, NS1160, NS1240, NS1250, MI1330, MS2200 and NS2160 where a C+ is required.

**\*\*Note: The University of Alberta does NOT normally accept students for transfer at their site. Students should plan to spend all four years at the site in which they have been admitted to in Year one of the program. All collaborative sites admit students for transfer on an “assessment per student basis” and retain the right to refuse any student transfer.**

**REQUIREMENTS FOR TRANSFER TO YEAR 4 – U OF A**

For information regarding academic performance at the University of Alberta, please refer to University of Alberta 2022-2023 calendar (available on their website at [www.ualberta.ca](http://www.ualberta.ca) ). Requirements for transfer to Year 4 to University of Alberta: students must have successfully completed ALL of Years 1, 2 and 3 courses and maintained a Grade Point Average of 2.0 for admission.

Electives must be completed by the end of Year 3 by the date set out by the U of A.

Students completing Year 3 apply to the University of Alberta for admission to fourth year. Admission to fourth year and registration at the University of Alberta is contingent upon satisfactory academic standing in the first three years of the program (passing grades in all previous courses with a minimum cumulative GPA of 2.0 on the 4.0 scale). If these conditions are met, students will be granted block transfer for work completed at the College. University of Alberta passing criteria apply to year 4 nursing courses.

Students attend Year 4 at the GPRH campus and attend Convocation at NWP with their BScN Degree from the University of Alberta.

**\*\*Note:** It is always wise to check with a Program Advisor when choosing electives to ensure they transfer to the U of A.

**Opportunity to Repeat a Course**

The opportunity to repeat a course will be at the discretion of the Student Academic Review Committee.

If a student's decision is to accept the opportunity to repeat a course, application must be made to the College through the Office of the Registrar in sufficient time to be considered for the course.

**Faculty Guidelines for Dealing with Students**

Please refer to the NWP website regarding Student Academic Grievances and Student Misconduct <http://www.NWPolytechnic.ca/about/administration/policies/>

**FAST TRACK PROGRAM**

Information will be provided prior to the beginning of Year 3 or contact the Department for information.

**IMPORTANT TELEPHONE NUMBERS**

(subject to change)

**General Office**

General Office Phone Number	780.539.2750	TBD
General Office Fax Number	780.539.2751	

**Administration**

Dr. Denise Nowicki, Interim Dean School of Health and Education	780.539.2792	B301A
Joan Jacobson – Chairperson Department of Nursing Education & Health Studies	TBD	TBD

**Coordinators**

Dawn Haayer (Clinical Placement)	780.539.2755	TBD
TBD (Lab)	TBD	TBD

**Support Staff**

TBD (Department Assistant)	TBD	TBD
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**COLLABORATIVE BScN PROGRAM**  
**NURSING CURRICULUM** (Total Credits = 122)

**YEAR I (35 credits) 2022/23**

**Term 1 (19 credits)**  
NS 1500 (6-0-0) 15 weeks 6 credits  
NS 1205 (2-0-2) 15 weeks 4 credits  
NS 2220 (3-0-0) 15 weeks 3 credits  
UT Jr. English 3 credits

**Term 2 (16 credits)**  
NS 1160 (3-0-0) 15 weeks 3 credits  
NS 1240 (3-0-0) 15 weeks 3 credits  
NS 1250 (2-0-3) 15 weeks 4 credits  
NS2005 (3-0-0) 15 weeks 3 credits  
MI 1330 (3-0-0) 15 weeks 3 credits

**Term 3 (3 credits)**  
Open UT Elective 3 credits (any term)

**YEAR II (33 credits) 2023/24**

**Term 1 (12 credits)**  
NS 2200 (3-0-0) 15 weeks 3 credits  
NS 2210 (1-0-2-16c) 13 weeks 6 credits  
NS 2160A (3-0-0) 15 weeks continues  
NS 2115 (3-0-0) 15 weeks 3 credits

**Term 2 (18 credits)**  
NS 2160B (3-0-0) 15 weeks 6 credits  
NS 3110 (3-0-0) 15 weeks 3 credits  
NS 2240 (3-0-0) 15 weeks 3 credits  
NS 2250 (1-0-2-16c) 13 weeks 6 credits

**Term 3 (3 credits)**  
Open UT Elective 3 credits

**YEAR III (30 credits) 2024/25**

**Term 1 (15 credits)**  
NS 3230 (3-0-2-24c) 6 weeks 6 credits  
(either term)  
NS 3210 (1-0-2-24c) 6 weeks 6 credits  
NS 3005 (3-0-0) 15 weeks 3 credits

**Term 2 (15 credits)**  
NS 3270 (3-0-3-24c) 6 weeks 6 credits  
(either term)  
NS 3250 (3-0-2-32c) 6 weeks 6 credits  
NS 4005 (3-0-0) 15 weeks 3 credits

*All courses in Years 1, 2 and 3 must be completed to be eligible for progression to Year 4 and registration with the University of Alberta*

**YEAR IV (24 credits) 2025/26**

**Term 1 (12 credits)**  
NURS 422 (3-0-0) 15 weeks 3 credits  
(either term)

**Term 2 (12 credits)**  
NURS 485 (2-0-1-27c) 13 weeks 12 credits  
(either term)

NURS 425 (2-0-0-12.8c) 15 weeks 6 credits  
(either term) (2 hours/day x 2 weeks plus clinical)

INTD 420 (3-0-0) 15 weeks 3 credits  
(either term)

Students will be registered in NURS 422, NURS 425, INTD 420, and NURS 485 with the University of Alberta in fourth year. These courses are delivered on campus at Grande Prairie Regional College.