

Department of Nursing Education & Health Studies

# STUDENT HANDBOOK

2022-2023 Academic Year – PN PROGRAM



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), Practical Nurse 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 Practical Nurse Program with NWP. PLEASE READ IT CAREFULLY.

We wish you success in your studies at Northwestern Polytechnic (NWP) and in your future nursing career.

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

## 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 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.

**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 Practical Nurse 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) 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.NWPPolytechnic.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:

Code of Ethics for Licensed Practical Nurses in Canada:

[https://www.clpna.com/wp-content/uploads/2013/02/doc\\_CCPNR\\_CLPNA\\_Code\\_of\\_Ethics.pdf](https://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Code_of_Ethics.pdf)

Standards of Practice for Licensed Practical Nurses in Canada:

[https://www.clpna.com/wp-content/uploads/2013/02/doc\\_CCPNR\\_CLPNA\\_Standards\\_of\\_Practice.pdf](https://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Standards_of_Practice.pdf)

Grande Prairie Regional College. (2010). *Online social networking policy* available at

<http://www.NWP.ab.ca/about/administration/policies/>

### Late Assignment Policy

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

**CLINICAL RELATED INFORMATION****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 submit their immunizations to [checklist@NWPolytechnic.ca](mailto:checklist@NWPolytechnic.ca) on the due dates set each year by the Department.

**Students must present a completed COVID-19 series in order to be in the PN Program.**

<https://www.nwpolytechnic.ca/departments/nursing/requirements.html>

A Cardio-Pulmonary Resuscitation certificate for Health Care Providers (CPR-BLS) 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 documents to [checklist@NWP.ab.ca](mailto:checklist@NWP.ab.ca) by December 1st to update your file. CPR-BLS must be recertified annually and be issued by the Heart and Stroke Foundation. No other certificate will be accepted.

**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.

**Classes/Labs**

All classes and labs will be held in the Grande Prairie Regional Hospital, Health Education Centre.

## DRESS CODE POLICY

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

Black uniform pants.

Blue uniform shirt with the NWP 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 color or print. Uniforms must be clean, neat and suitable length.

Footwear in laboratory/simulation rooms must be suitable.

### **Professional Appearance and Dress Code and Nursing Supplies**

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 with a second hand and penlight.

### **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 Nursing office on the due dates set by the Department and to agencies upon request.

## **READMISSION CRITERIA**

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

## **TRANSFERRING COURSES FROM OTHER INSTITUTIONS**

Advanced credit may be granted for courses completed at another institution. There is a fee for this service. Advanced credit will not be awarded until the fee is paid. 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.

## **OPPORTUNITY TO REPEAT A COURSE**

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

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 Northwestern Polytechnic website regarding Student Academic Grievances and Student Misconduct <http://www.NWPolytechnic.ca/about/administration/policies/>

## **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 instructor 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.

## PROGRESSION CRITERIA

### Academic Progression Criteria

A grade of C- is the minimum passing grade for all Practical Nursing courses in the program. For promotion from term to term in the program and for graduation, students must have successfully completed all the required Practical Nursing and non-Practical Nursing courses of the previous term.

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

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

### Clinical Progression Criteria

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.

## 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

**IMPORTANT TELEPHONE NUMBERS**  
(subject to change)

**General Office**

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General Office Phone Number	780.539.2750	TBD
General Office Fax Number	780.539.2751	

**Administration**

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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**

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Dawn Haayer (Clinical Placement)	780.539.2755	TBD
TBD (Lab)	780.539.2984	TBD

**Support Staff**

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TBD (Department Assistant)	TBD	TBD
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## Program Curriculum

### *First year (35 credits)*

- [NP1205](#) Practical Nurse Theory I (3)
- [NP1250](#) Health Assessment (3)
- [NP1280](#) Communications in Nursing (3)
- [NP1400](#) Nursing Across the Lifespan (3)
- [NP1410](#) Practical Nursing Theory II (3)
- [NP1450](#) Clinical Nursing Skills (3)
- [NP1480](#) Medication Administration (2)
- [NP1500](#) Anatomy and Physiology (6)
- [NP1600](#) Pathophysiology and Pharmacology (6)
- Open elective (3)
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### *Second Year (37 credits)*

- [NP2100](#) Practical Nursing Practice I (4)
- [NP2110](#) Practical Nursing Theory III (3)
- [NP2130](#) Maternity Nursing Theory (3)
- [NP2150](#) Pediatric Nursing Theory (3)
- [NP2200](#) Practical Nursing Practice II (3)
- [NS2220](#) Indigenous Health in Canada (3)
- [NP2230](#) Mental Health Nursing Theory (3)
- [NP2250](#) Community Nursing Theory (3)
- [NP2300](#) Practical Nursing Practice III (3)
- [NP2350](#) Transition to Professional practice (1)
- [NP2400](#) Practical Nursing Preceptorship (5)
- Open elective (3)