

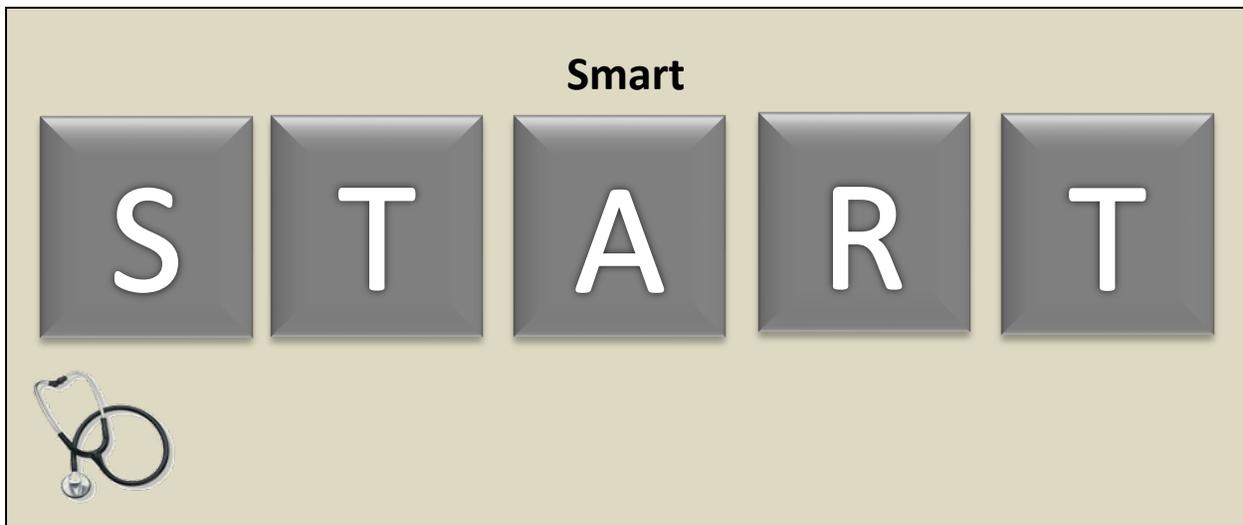


**ST. CLAIR COLLEGE OF APPLIED ARTS & TECHNOLOGY**  
**WINDSOR CAMPUS**

**Collaborative Nursing Program**

**YEAR 1**

**FALL 2023**



**Welcome to Year 1 of the Collaborative Nursing Program!**

# Welcome to 1<sup>st</sup> Year!

## SMART START – WINDSOR – YEAR 1

Dear nursing students,

Congratulations! You are officially a first-year nursing student.

On behalf of the faculty and staff of St. Clair College School of Nursing, we welcome you. The first year of the nursing program is an exciting time full of new challenges and opportunities to develop as caring, effective, efficient, critical thinking professionals. We look forward to working with you towards the achievement of your professional and personal goals.

Attached are information and instructions to help you prepare for September 2023. Please see the St Clair College website for the [Nursing BScN Program](#) to assist in navigating the influx of information you will need in order to be prepared for the 2023-2024 year. You will also find information about completing your clinical clearance requirements.

Your clinical clearance information is posted under the “Placement” tab on the St. Clair College [Nursing BScN Program](#) website. This will provide important information on which mandatory medical and mandatory non-medical clearances are to be completed before school starts in September.

I wish to take this opportunity to extend my personal wishes for your continued success as you prepare for a rewarding career in your chosen nursing field.

Have a wonderful summer.

Sincerely,



Monica Staley Liang  
Dean, School of Health Sciences and the School of Nursing  
Chair, School of Nursing St. Clair College  
[mstaleyliang@stclaircollege.ca](mailto:mstaleyliang@stclaircollege.ca)

519-972-2727 EX. 4456

## COLLABORATIVE NURSING PROGRAM

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*Here is some information to help you prepare.*

### **IMPORTANT DATES:**

- **First day of fall classes** Tuesday September 5, 2023
- **Fall Reading Week (2023)** is October 7 - 15, 2023
- **Last day of fall classes** December 6, 2023
- **Final exams** December 9 – 20, 2023. Students are expected to be available for all the days during exam week as exams are scheduled at different times and dates. Please do not book appointments or vacation during this time.
- **First day of winter classes** Monday January 8, 2024
- **Winter Reading Week (2024)** is February 17 - 25, 2024
- **Last day of winter classes** Monday April 8, 2024
- **Final exams** April 11 - 22, 2024. Students are expected to be available for all the days during exam week as exams are scheduled at different times and dates. Please do not book appointments or vacation during this time.
- **Consolidation** - 2 weeks in the month of May/June 2024, dates to be announced.

### **GETTING STARTED - ORIENTATION**

- Orientation will take place before the start of the Fall semester. Dates, times and venue location to be posted at a later date on the St. Clair College website at the following link: <https://www.stclaircollege.ca/student-services/orientation>
- There will be an open session first welcoming the general student population that will give you general information and a session following this that is specific to the Collaborative Nursing Program.
- At your orientation, you will receive very important information about your program and can meet your nursing coordinators and some of your professors in the program.
- Attending orientation is **highly recommended** as we will provide an overview of the program and discuss topics such as schedules and expectations. This usually helps to alleviate the anxiety that you may be experiencing about attending university and a new program.

### **Who's here to help?**

**Monica Staley Liang** is the Dean of Health Sciences & Nursing and the Chair of the School of Nursing. She is located on the 3rd floor of the CAHS (Windsor Campus), in room F3007A/W. She is always happy to address any questions or concerns students may have. Her email is [mstaleyliang@stclaircollege.ca](mailto:mstaleyliang@stclaircollege.ca)

**Sara Dampousse** is Ms. Staley Liang's Administrative Assistant. She is located on the 3rd floor of the CAHS (Windsor Campus), in room F3007b. Her email is [sdampousse@stclaircollege.ca](mailto:sdampousse@stclaircollege.ca)

**Jennifer Zegrean** is the Program Manager for the School of Health Sciences and Nursing. She is located on the 3<sup>rd</sup> floor of the CAHS (Windsor Campus), in room F3007C. Her email is [izegrean@stclaircollege.ca](mailto:izegrean@stclaircollege.ca)

**Jordan Smith** is the Academic Advisor. He is located on the 3<sup>rd</sup> floor of the CAHS (Windsor Campus), in room F3007K. His email is [jsmith02@stclaircollege.ca](mailto:jsmith02@stclaircollege.ca)

## **MEDICAL AND NONMEDICAL REQUIREMENTS FOR CLINICAL PLACEMENT**

Clinical Placement clearance is required before any student can attend the clinical setting. There are mandatory medical and mandatory non-medical requirements that must be met. Please refer to the link on the [Nursing BScN Program](#) website entitled “Placement” and scroll down for further details under the “health/clinical placement requirements, entering year 1”.

Students in the first year of the Collaborative BScN program do not attend a clinical site until semester 2 of the winter term in January 2024. However, please get the clinical clearance done before September as you may require vaccinations that have several weeks between doses to be completed. One exception is the vulnerable police check which needs to be valid until the end of June 2024 so please do not obtain it until July 1, 2023.

## **PROGRAM OVERVIEW**

Please see the program overview information which is available on this website link: <https://www.stclaircollege.ca/programs/nursing-bscn>. The site has a tab titled, “Courses” to show you all the courses and the course codes you must take to complete the BScN program.

## **TEXTBOOKS**

Required textbooks can be found in the Campus Bookstore under their course codes (see below). You may go in person to the bookstore or find the course materials online through the bookstore website. All books are searchable by the course code of the required textbook. Here is the link to the Windsor bookstore site: <https://www.stclaircollege.ca/student-services/on-campus-services/bookstore> also found through the St. Clair College website.

The Campus Book Store is located near the cafeteria as you enter the main campus. Textbooks will be available for purchase in August.

Please make sure that if you are attending St. Clair College in Windsor that you search your required course materials from the Windsor website. For any updates to Bookstore hours please check the website.

## **First Semester Course Codes:**

- NURS 1110 Professional Nursing 1
- NURS 1511 Experiential Learning Lab 1
- NURS 1900 Writing for the Professional Nurse
- NURS 1210 Human Anatomy and Physiology 1
- BIO 1073 Microbiology

## **BLACKBOARD**

Blackboard is an internet service/site used by the faculty to communicate readings, lecture notes, assignments, internet links, test results, etc. to students. The nursing student will be automatically enrolled in this resource if you are registered by mid-August. More information and instructions will be given about Blackboard. Check Blackboard and emails at least twice a day. All your courses will be activated on Blackboard generally one week prior to the start of the semester.

If you are having difficulty accessing your blackboard account (and you have completed your acknowledgements on the Student Information System (SIS) or email, please contact the IT department at ext. 2500 or find IT listed under the yellow “Quick Links” tab found on the St. Clair College home page or at the following link: <https://www.stclaircollege.ca/it-services>

## **CLINICAL**

The clinical day in second semester January 2024 is treated like a job. If you are going to be absent due to illness you need to notify your clinical teacher, the clinical unit where you are placed and the clinical resource lead at St. Clair College. Leave a message stating your name and clinical teacher at least 1 HOUR PRIOR to the clinical start time. If you are ill, you will also need to submit a sick note from your medical doctor or nurse practitioner. This process (notifying the school, the clinical site, and the clinical resource lead) is to be followed throughout your student nursing experience in the Collaborative BScN program. All students are responsible for their own reliable transportation to and from clinical. 100% attendance is expected to maximize the learning opportunities. Students are expected to follow the uniform policy while in clinical.

## **LAB**

Students are expected to follow the uniform policy while in the lab. Labs are on the 2<sup>nd</sup> floor of the CAHS (Windsor Campus). Labs are titled, “Experiential Learning Lab” and there is a lab every semester. These labs are where nursing skills are learned and demonstrated.

## **SHOES and UNIFORM**

A solid pair of white, black, or navy blue, non-mesh shoes is required for your second semester clinical. For clinical the shoes must be closed, non-slip duty or athletic shoes. Please wear a different set of shoes to the laboratory. Clogs, “Crocs”, flip-flops, or plastic slip-on shoes are not acceptable in clinical or in the laboratory due to health and safety concerns.

A uniform for Experiential Learning Lab 1 (NURS 1511) will be needed for Fall 2023. A solid navy-blue uniform (one) is required to have “BScN Student” embroidered in white thread on the left upper uniform sleeve (using standard Ariel font with an overall size of 2.5 inches by 1.5 inches high). Uniform brands that are consistent with the navy-blue colour of the St. Clair College Collaborative Nursing program are “Cherokee or Dickies”. Scrub pants with elastic on the ankle are permissible however ‘fleece joggers’ are not allowed. The bookstore does NOT carry navy blue uniforms.

Stores such as *Work Authority* have four locations in Southwestern Ontario.

### **Windsor**

2301 Tecumseh Road East  
Windsor, Ontario NW 1E6  
Ph: 519-971-9802

2001 Provincial Road  
Windsor, Ontario N9A 6J3  
Ph: 519-972-8376

### **Sarnia**

1030 Confederation Street  
Sarnia, Ontario N7S 6H1  
Ph: 519-337-4643

### **London**

1407 Dundas Street East  
London, Ontario N5W 3B7  
Ph: 519-451-4550

*Work Authority* does carry the brands listed above and will do the embroidery at a minimal cost to the student (approx. \$5.00) but only if the uniform is purchased in their store. Purchases may be made in store or online. Please check their website as to times and online availability at <https://workauthority.ca/>

Students do not have to buy their uniforms at *Work Authority* although we prefer you buy “Cherokee or Dickies” because of the navy-blue color. Students are responsible for getting their uniform appropriately embroidered using the guidelines above.

Lab coats will be needed for Anatomy and Physiology (A&P) labs in the fall and winter.

Lab coats must be removed when providing direct care to patients. Lab coats must not be worn outside of the clinical area.

Any shirts worn under the uniform or head coverings worn for religious/cultural purposes must be white, navy blue or black to match the uniform. However, if wearing long sleeves, they must be raised above the elbow during direct client care for infection control purposes. Head coverings must be plain and unadorned for infection control purposes. Disposable head coverings over or instead of hijab may be required in certain areas (e.g., Operating Room).

Clothing must be clean, free from rips/tears/odor, sized appropriately and modest with no exposed undergarments, midsection, or cleavage.

### **PROFESSIONAL APPEARANCE**

Professional or business attire is required for some community clinical agencies and any visits to an agency for specific educational assignments such as health fairs, professional meetings, field trips and presentations. Professional business attire means suits, jacket with dress pant or skirt, conservative shoes, and conservative jewelry. No casual wear. No exposure of the shoulders, chest or abdomen is allowed. NO blue jeans of any colour, leggings, jeggings, yoga

pants, or hooded sweatshirts are allowed. In some agencies, denim may be permitted but this must be cleared by the agency.

Hair must be neat, clean, pulled away from the face and/or above the collar. Facial hair (e.g., moustache, beard) must also be neatly groomed.

Nails must be short, clean, and well-manicured. Clear or pastel polish may be worn but must not be chipped. Coloured nail polish may be permitted in certain placement settings on certain days. Any type of artificial nails or nail adornment are not permitted. Make-up may be used conservatively.

Tattoos may need to be concealed according to clinical agency requirements.

Gum chewing is not permitted.

Jewelry is restricted to a plain wedding band, a watch and one pair of small stud earrings only will be worn at one time. Other visible body piercings may need to be removed or concealed according to agency requirements. No lip rings, tongue studs, navel rings, nose rings, eyebrow rings or necklaces will be allowed for safety reasons.

### **STUDENT ID CARDS: ONECARD**

Photo-ID badges must always be worn and clearly visible as your identification in clinical placement. Please take your picture with your uniform on and with your hair pulled up if applicable. All St. Clair students are required to obtain a student photo ID. The cost is covered by your tuition fees. Please see <https://www.stclaircollege.ca/onecard/getting-your-onecard> and follow the steps outlined to obtain your student photo ID titled OneCard. Also see the link <https://www.stclaircollege.ca/onecard>

Currently your OneCard is St. Clair College's official identification card, library card and print card.

OneCard will be required for:

- Writing an officially scheduled test or exam
- Checking out books at the library facilities
- Printing your documents at print stations
- Clinical placements

### **SCHOOL SUPPLIES**

**Computers:** You will find that a computer is an important and necessary tool. You will also need an internet connection that is dependable and consistent. Computer labs at St Clair College may be an option if you are unable to obtain a computer, however there may be a limited number of spaces if several students are using the computer lab.

**Watch:** Students will require a wristwatch with a second-hand for measuring vital signs and performing clinical documentation.

**Stethoscope:** You will need to purchase a stethoscope for Semester 1 as you will be practicing vital signs for NURS 1511 (Experiential Learning Lab I). The decision regarding purchase of a specific brand of stethoscope is a personal choice; however, please ensure that your stethoscope has both a bell and a diaphragm, as each is used for different physical assessments.



**Lab Kits:** These kits will be used during NURS 1511 (Experiential Learning Lab 1) and NURS 1521 (Experiential Learning Lab II). Kits will be distributed to students during the experiential learning lab. Kits are paid for through your tuition and include a B/P cuff and a penlight.

## COMMUNICATING WITH FACULTY

- Email communication is the preferred method of contacting faculty. Faculty email addresses can be found under each course on Blackboard under “staff information”. Faculty will attempt to respond within 24 hours during business hours. Emails sent after hours or on weekends will be read and responded to as soon as possible during working hours. Please address your faculty as “Professor” and/or “Doctor” (as appropriate) in all verbal and written communication.
- Faculty will be back to work on Monday August 28th, 2023. If you have any questions or concerns over the summer, please contact the Administrative Assistant Sara Damphousse at [sdamphousse@stclaircollege.ca](mailto:sdamphousse@stclaircollege.ca)
- When writing emails, the following etiquette must be followed:
  - Specific subject line
  - Proper salutation, for example, “Hello Professor....”
  - Do not use text message forms of communication i.e., “ttyl”, “u”, etc.
  - Always include your first and last name and student number

## **ACADEMIC POLICIES**

All nursing courses begin with the code 'NURS' and have a pass of 60%. Those not beginning with this code have a pass of 50%. All courses need to be completed successfully each semester to advance to the next semester. If any courses are not completed successfully, they need to be repeated successfully to advance.

Courses beginning with 'NURS' are nursing core courses and are only offered in their designated semester with no exceptions. Therefore, being unsuccessful in one 'NURS' course will require the student to go on a five-year degree pathway rather than the four-year path, as that missed 'NURS' course is only offered annually.

The University of Windsor uses a system of percentage grades to evaluate your success in a course and to calculate your grade point average (GPA). A GPA of 60% or better keeps you in good standing with the program.

### **ACADEMIC POLICIES LEADING TO DISMISSAL:**

- You cannot fail 3 courses with the NURS code, or you will be dismissed from the program.
- You cannot fail the same NURS course twice, or you will be dismissed from the program.
- You must achieve 60% in all courses with a NURS code, or it is considered a failed course.
- A GPA of 55% to 59.9% results in academic probation. If you find yourself in this situation you have one semester to raise your GPA above 60% or you will be required to withdraw from the program. If your GPA is less than 55% you will be immediately required to withdraw from the program.

## **ATTENDANCE**

Regular class attendance is essential to the collaborative nursing student's success. Collaborative nursing is a full-time program that requires your participation in lectures/activities, and in the clinical/laboratory setting. Missed time is only acceptable for sickness or emergency reasons. Missing tests due to work, vacation or routine appointments are not considered valid reasons. In preparing for the fall semester, consider a "back up plan" for childcare in the case of children's illness. There will be no accommodation made for students booking holidays during their children's March break as this is regular class/clinical time in the BScN Program. Students should schedule their work hours so that they do not interfere with their school/study schedule. Second semester, consolidation, and consecutive semester clinical hours will include both day and afternoon shifts. There is also potential for weekday and weekend shifts for Winter 2024 and Clinical Consolidation 1 in May/June 2024.

## **ACADEMIC COUNSELING AND OTHER SERVICES**

There are multiple resources such as Student Services, Library Services and Tutoring Services. When booking times, please book in advance and cancel ahead of time if you cannot attend so that someone else may book the time slot.

If you are ever struggling in a course, it is important that you seek help from the individual course Professors as soon as possible. Make an appointment with the Professor to go over difficult material or seek guidance and assistance. In addition, you can always contact the Academic Advisor in the nursing department to discuss any concerns or to seek help or direction. The Academic Advisor can arrange tutoring, mentoring or provide guidance as to the best resources to meet your needs. Furthermore, 'Student Services' offers a wide range of services to help students be successful and are very knowledgeable and supportive regarding the BScN program.

### **Library**

The library is in the main building. The library has a wide section of hard copy books, journals and videos but also provides comprehensive access to electronic databases, nursing specific search engines and full text electronic journal articles. You will find the library resources essential for homework and research. The electronic databases and e-journals can be accessed from home with your student number. The librarians are happy to assist you with literature searches or if you are having a difficult time locating the material needed. Assistance is also available on the library link of our website by entering your question in the "quick to chat" option box at <https://www.stclaircollege.ca/library>

## **FREQUENTLY ASKED QUESTIONS**

**"Can I change my schedule?"** We do not change student schedules. Please make an effort to manage your work schedules, sports practice schedules, childcare, or other home care issues on your own to avoid conflict with your nursing school schedule.

**"Can I apply for advanced standing?"** If you would like to request advanced standing for a previously completed university course (in which you obtained a minimum grade of at least 60%), you can send your official sealed transcript and the previous course outline (related to the course in which you are requesting advanced standing) to Mr. Boris Jovic (bjovic@stclaircollege.ca) in the registrar's office. He will make your request to the University of Windsor and will inform you of their decision. You need to continue to attend the class as scheduled until you have been notified by the Registrar's office in writing regarding the decision to whether you have been granted advanced standing.

**"Do I need to use my St. Clair College email?"** Nursing students are to use their St. Clair College email address for all correspondence from within the college and from home. Faculty cannot respond to personal email accounts due to the risk of breach of confidentiality.

**“Do I need access to the internet?”** Yes, you will require access to the internet especially if you plan to complete schoolwork, study, and do research at home. Internet access is available to all students in the library and the computer lab in the main building too.

## **TIPS FOR SUCCESS**

### **Complete the “THRIVES modules prior to starting school. What is THRIVES?**

- THRIVES is an extended orientation to the college – to the culture and the expectations the college has of our students and to information about services and supports. THRIVES also highlights tips and techniques students can use to be more successful in their studies and advice on how to maintain good mental and physical health. Information is presented to you in 12 modules through short readings, videos, and interactive self-check exercises. <https://www.stclaircollege.ca/thrives>
- Attend all your classes.
- Students are directed to complete readings prior to class.
- Check Blackboard at least twice a day.
- Be professional. Appropriate communication with faculty, the laboratory technician, instructors and classmates will demonstrate your interest and aspiration to be a professional.
- There are multiple resources such as Student Services, Library Services, Tutor Services, and the Nursing Lab. When booking times, please book in advance and cancel if you cannot attend so that someone else may book the time slot.

***Have a wonderful summer. We are all looking forward to meeting and working with you this fall. Congratulations on your acceptance victory!***