Bachelor of Science in Nursing (BSN) Program
Years 1 & 2

BSN Student
Guide & Policies

2019-2020

Okanagan College
Science, Technology, Health
& Social Development Portfolio

Adapted with permission from the UBC Okanagan SoN.
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Bachelor of Science in the Nursing (BSN) Program  
Years 1 & 2

Vision

To prepare nurses who are global citizens with life-long learning skills who practice safe, quality, evidence-informed health care that is grounded in humanizing the experience of health and illness, and who lead with competence, integrity and compassion.

Mission

To create high quality and inclusive education and practice experiences, through a commitment to evidenced-informed teaching and learning in a student-centered environment, that inspires inquiry, collaboration and innovation.

Values

We value professionalism.  
The BSN Program embodies a philosophy of high ethical and professional standards in every word and action.

We value compassion.  
The BSN program embraces compassion and caring in an empathic, relational, and mindful practice that supports an understanding of diverse perspectives.

We value person-centered care.  
The BSN program places person-centered care at its foundation for all aspects of our teaching, learning, research and partnerships.

We value social justice.  
The BSN program values continuous efforts to eliminate health inequities.

We value diversity.  
The BSN program values cultural safety and inclusion.

We value critical inquiry.  
The BSN program drives the advancement of health knowledge and scholarship to advance innovation in nursing and healthcare.

We value Inter-professional collaboration  
The BSN program strives to create teaching and learning opportunities that broaden understanding of inter-professional roles within the health care system.
**Okanagan College**  
**BSN Program Years 1 & 2 Curriculum Overview**

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BSN Student Guidelines & General Information

This document is designed to assist you to move into the role of a nursing student as well as help you understand the expectations of you. You are now a student at Okanagan College but also a Student Nurse. Students enrolled in the BSN Program at Okanagan College are required to meet Student Conduct expectations from a variety of different organizations, including:

2. BSN Program which sets its standards to adhere to the Professional Standards and Practice Standards set out by the nursing regulatory body, the BC College of Nursing Professionals (BCCNP) and the Code of Ethics from the Canadian Nurses’ Association.
3. Practice Placement partners, such as Interior Health and other organizations and facilities where students may have practice experiences.

It is the students’ responsibility to be familiar with and meet these expectations. This document will help familiarize you with these expectations. The Okanagan College BSN faculty have a professional responsibility to ensure that all of its nursing students have the requisite competencies and can meet the professional practice standards to be eligible for professional licensure as Registered Nurses in the province of British Columbia.

This document outlines the conduct and academic requirements for being successful.

Progression and Advancement

For progression in the BSN program, a minimum grade of 60% is required for each nursing and non-nursing courses required within the BSN program. The minimum cumulative grade average to continue in the program is 65%. Students must receive a passing grade in each nursing course to progress to the next nursing course. Students must satisfy the prerequisites, co-requisites and concurrent requirements for each nursing course. Students must maintain a cumulative grade average for all required courses of 65%, and may be required to withdraw from the program if their cumulative grade average falls below 65%. Please refer to Okanagan College Calendar’s Academic Probation Policy for BSN Students.

Length of Time for Degree Completion

UBC Okanagan regulations stipulate a maximum amount of time that will be permitted for completion of the various degrees. It is the student's responsibility to be aware of his or her own length of time in the program. Failure to complete all degree requirements in the allotted time will mean that the degree is not awarded. Students in the OC BSN program must meet the degree requirements within seven years of beginning their first nursing course.

Dropping Courses/Withdrawing

Students are responsible for checking the Okanagan College on-line calendar – Important Dates.

Readmission

Students must apply for readmission. Okanagan College reserves the right to readmit students and to stipulate conditions attached to readmission. Applications for readmission will be reviewed on an individual basis by the BSN program Chair. Applicants seeking readmission need to be aware that there are limited seats available.
Re-Entry Following Withdrawal

A student who withdraws and intends to apply for re-entry into Years 1 and 2 of the BSN program must normally return no later than one year after the time of leaving the program, and must apply for re-entry. Concurrent registration requirements will determine the courses in which the student must enrol.

Re-Entry Following Failure

A student who fails and intends to apply for re-entry into Years 1 and 2 of the BSN program must normally return no later than one year after the time of leaving the program, must apply for re-entry and must make arrangements with the BSN Program Chair. Concurrent registration requirements influence the decision about which courses must be repeated upon re-entry.

A student who re-enters following failure in a practice course may be required to repeat and pass a lower-level nursing practice course and satisfy concurrent registration requirements for that course.

If a student subsequently fails any nursing course, he or she will be required to withdraw from the program for a minimum of two calendar years. If a student returns after the two-year waiting period, he or she will be required to enter the first semester of the program and successfully repeat all nursing courses, including courses in which advance standing was previously granted.

Fitness to Practice

Students are expected to recognize their own limitations, act responsibly at all times, and take responsibility for ensuring continued competency and learning as outlined in the British Columbia College of Nurses and Nurse Practitioners (BCCNP) Standard 1: Professional Responsibility and Accountability, Number 6: Maintains own physical, psychological and emotional fitness to practice (BCCNP, 2016).

OC student nurses may experience health concerns that affect their skills, abilities and judgement. Students who are unwell may not be able to provide safe, competent nursing care. Students must recognize their own limitations, act professionally at all times, and take responsibility for ensuring continued competencies.

Fitness to Practice Process:
1. Students must review the Fitness to Practice Resource, located at the following link at the beginning of each semester:
   https://www.bccnp.ca/Standards/RPN/resources/topics/Pages/fitness.aspx
2. Students are responsible to notify their practice professor and/or the BSN Chair as soon as possible if they determine that they are not fit to practice.
3. Further resources are available at the OC Student Services.
4. Optional reading (“Caring for yourself”) is provided through the following link:
   https://www.bccnp.ca/Standards/RN_NP/resourcescasestudies/beinganurse/accountability/Pages/fi tness_to_practice_selfcare.aspx
5. A student may be removed from a practice course if medical and/or other problems render the student incapable of fulfilling the requirements of the practice course. Students who fail to meet these expectations may be subject to a removal from the practice and/or failure in the program.
Exam/Quiz Writing & Review

The following applies to the writing and review of exams and quizzes in classroom or lab settings. Exams/quizzes will be computer based or printed on one side of the page. This policy reflects the nursing standards of responsibility and accountability and the nursing code of ethics.

When Exams/Quizzes Are Written

- All books and bags, including purses, must be placed at the front of the room.
- All electronic devices turned off, not on vibrate, stored in bags at front of room.
- Paper-based exams completed in non-erasable ink. Students are responsible for having a minimum of 2 ink pens at their desk for the exam/quiz.
- Computer-based exams, student is responsible to bring in a portable device, as directed by the professor.
- Students may use a basic calculator (no scientific or programmable calculators) as directed by professor. Students may not use the calculator function on cell phones or other hand held electronic devices.
- Students must remain focused on exam or quiz and not appear to be looking around the room or at other students. Students must actively protect their exam from being viewed by other students i.e. arm over exam.
- Hats and hoods are not permitted in the exam/quiz room.
- No food, including junk food, is permitted during exams/quizzes. A beverage is permitted, except in computer labs.
- Students are not permitted to leave their seats during the exam/quiz. Should the student have a question about the exam/quiz, the student is to raise their arm and a college professor will come to the student. Please ensure that you have used the washroom prior to the exam/quiz start time.
- Students are not permitted to have sheets of paper, other than the exam, on the desk during the exam. Students are encouraged to make notes or do calculations on the back side of an exam page or on blank paper provided by the professor.
- Students are encouraged to review their exams before submitting them in to the professor. An exam may not be retrieved from the college professor once submitted.
- A student who is late for an exam will be admitted, unless another student has already completed, submitted their exam and left the room. Should this situation arise, the student who is late will receive a mark of “0” on the exam/quiz. No additional time will be given to a student who is late for an exam/quiz.
- Students are to leave the exam/quiz room as quietly as possible. Please do not discuss the exam in the hall outside of the exam/quiz room.
- Accommodation for special circumstances may be negotiated in advance with student services.

When Exams/Quizzes Are Reviewed

College professors reserve the right to review exams/quizzes in class or on an individual basis or not at all.

In class reviews will go as follows:

- All books and bags, including purses, must be placed at the front of the room.
- All electronic devices turned off, not on vibrate, stored in bags at front of room.
- No writing devices of any kind will be permitted during exam/quiz reviews.
• Students who have concerns about how an exam or quiz was marked are required to make an appointment with their college professor to discuss the marking. In class reviews are intended to benefit all students with learning and class time should not be spent with individual student concerns about marking.

Individual reviews will go as follows:

• Students are responsible for requesting a meeting with their college professor via email or to meet with their professor during regular office hours.
• Electronic devices must be turned off and stored in bag.
• No pieces of paper or writing devices will be permitted during the exam/quiz review.

Grading for Classroom & Practice Courses

Refer to Okanagan College’s General Academic & Regulations Policies: Grading Practices. Nursing professors will post all grades to Moodle and students are reminded that final grades are tentative only and subject to final approval of the college.

Self-Directed Modules

Theory and practices courses may have online modules that are incorporated into the course content. The modular work may be utilized as part of overall evaluation component of the course, or as a requirement for entry into the clinical practice. Students are required to complete all module work and review of modules can be requested with the specific course professor on an individual basis. Specific information related to course work will be described in detail in the course syllabi.

Assignments and Examinations

Supplemental examinations and re-writes of assignments are not offered unless indicated in the course outline. The course outline will indicate whether re-writes of assignments or midterm examinations are possible, and the specific conditions that pertain will be outlined therein. The course outline will indicate the maximum possible grade and value that can be attained on re-write. Final examinations cannot be rewritten. Supplemental examinations are not an option.

In order to transfer to UBCO to complete Years 3 and 4 of the BSN program, students must complete required courses in Years 1 and 2 with the following specific requirements:

• A Pass in all nursing practice courses and other Pass/Fail courses
• A minimum of grade 60 in each other nursing course
• A minimum of grade 60 in each non-nursing course taken as part of the BSN program
• An overall (cumulative) grade average of 65 or greater

Normally, students are required to complete the entire BSN program within seven years of initial entry. Please refer to Progression and Advancement.

Although satisfactory academic performance is a prerequisite to advancement, it is not the sole criterion in considering the suitability of a student for progression in the BSN program. The BSN program reserves the right to require a student to withdraw from the program if he or she is considered to be unsuited to proceed with the study or practice of nursing.

Grading for Courses
Grading for Theory/Laboratory Courses

This policy applies in all courses with a nursing theory and laboratory component.

Students will require satisfactory standing in the evaluation criteria for both the theory and laboratory component, including MDCA examinations. The theory component will be graded on a numeric (percentage) grade basis, and the laboratory component will be graded as a pass/fail. A final grade of 60% in Theory and a Passing Standard in Lab is required to pass.

Clinical Skill Testing

It is the responsibility of the OC BSN program faculty to educate and prepare nursing students to be successful in the completion of program requirements which includes application of knowledge, skills, and judgment to provide safe, competent, and ethical nursing care. In nursing lab courses, clinical skills tests (CSTs) will be used to assess whether students have developed a sufficient level of proficiency with nursing psychomotor skills.

Definitions:

**Clinical Skills Test (CST)**
A practical examination used to test clinical skill performance and competence in the nursing skill lab.

**Marking rubric**
A guide or tool that lists specific criteria for grading student learning. In the nursing lab, a grading rubric is used to assess student performance on CSTs.

**Deduction**
A penalty (a full or partial reduction in marks on the CST marking rubric) based upon the severity of a breach.

**Minor breach**
A violation or omission of a principle (e.g. asepsis).

**Gross breach**
A violation or omission that carries a significant risk of harm to a client.

**Self-correction**
A process that involves two steps. The student must complete both steps unprompted by the lab professor or RA for the process to be considered a self-correction:

1. The student identifies and communicates the breach him/herself to the invigilator.
2. The student uses critical thinking to remediate or resolve the breach.

Required Performance Standards

Students will be required to successfully pass CST in the Lab Practice Courses. The passing grade for all CSTs will be 80%.

In the event that a student is unsuccessful (achieves a score less than 80%) on the first attempt of a CST:

1. The student will meet with the lab professor and a learning plan will be recommended. The goal of the learning plan will be to assist the student in learning the requisite skill and support the student to pass the CST on the second attempt.
2. The student will be scheduled for a re-test of the CST after a minimum of seven days.
3. At the scheduled CST re-test, the invigilator will assess whether the student is able to meet the expected performance standard (as assessed on the marking rubric).
If a student is unsuccessful (achieves a score less than 80%) on the second attempt of a CST:

1. The student will receive an unsatisfactory rating in the lab course. This will result in the student receiving a failing grade in that nursing course, and the student will not be eligible to progress in the nursing program.
2. The student will be referred to the BSN Chair to discuss next steps.

CST Process

The process for the CSTs will be as follows:

- At the start of each lab course, students will be advised of the number of CSTs in the course and which skill(s) will be tested. Additional information about marking rubrics, scheduling of CSTs, and resources to prepare for the CST will be provided prior to the CSTs. Students will also be advised about how they will receive their grade and feedback on the CST.
- Students will be advised of their CST appointment time. This appointment may fall during or outside of regular lab hours. When scheduled outside of regular lab times, the student and professor will negotiate a time when the student is available.
- CSTs are individual (one-on-one) tests. A single student demonstrates the required skill to an invigilator. A second student may be present as the simulated patient for the CST.
- The invigilator will grade the student’s performance according to a marking rubric. The marking rubric will specify the deductions that students will receive for a minor or gross breach.
- Immediately after completing the CST, the student will be notified of his/her grade and of any feedback from the invigilator.

Student Preparation

Resources and strategies that students may use to prepare for a CST:

- Review related theory and lab contact.
- Seek professor feedback during the skills lab.
- Request additional assistance from the lab professor or Lab/Sim Coordinator to understand the principles of a skill.
- Request assistance from a lab monitor to practice a mock CST. Students are responsible for arranging this.
- Collaborate with peers to test and evaluate each other.
- Videotape yourself practicing a CST. Critiquing your own performance and seeking feedback from others will increase your chances of success.
- Take advantage of Open Lab to practice a clinical skill where equipment and support is readily available.
Grading for Practice Courses

Grade Assignment in the Practice Experience

The profession of Nursing is committed to providing safe, competent and ethical care. Educational experiences occurring in a variety of practice and skills lab/SIM contexts are designed to advance nursing competence in a deliberate manner.

For Clinical and Practicum Practice Courses

No numerical or letter grades are assigned for clinical practice and practicum courses. In these courses a Pass (P) is required in order for the student to progress into the next practice course. The performance observed in the clinical practice and practicum course experience is a two-part grade assignment process:

1. Students are assigned either a Satisfactory (S) or Unsatisfactory (U) rating in each domain of a nursing practice course as indicated on the student’s final evaluation, also known as the Practice Appraisal Form (PAF). Each clinical practice and practicum course has its own PAF.

2. In order to receive a Pass (P) final mark on the Final PAF, students cannot receive an Unsatisfactory (U) rating in any of the domains of practice. When the Learning Contract specifications/criteria have not been fulfilled, related to practice, this will result in a “U” on the Final PAF. If an Unsatisfactory (U) rating is received in any domain of nursing practice, the student will be assigned a Failed Standing (F) and will not be eligible to progress into the next practice course. This stipulation is applicable to the following practice courses:
   - NRSU 136: Nursing Practice I
   - NRSU 236: Nursing Practice II
   - NRSU 237: Nursing Practice III
   - NRSU 238: Nursing Practice in Community Health
   - NRSU 239: Nursing Practice in Mental Health

In addition to determining satisfactory performance in each domain of the Practice Appraisal form (PAF) the following is also taken into consideration when assigning a Pass (P) or Fail (F) for the course:

- Students are required to be present for all assigned practice experiences including skills lab/SIM experiences. Nursing practice competence involves knowledge, skill, attitude, and judgement, and requires that students are actively engaged and active participants in all planned practice experiences throughout the program. Refer to the Student Guide & Policy/Student Conduct/Attendance for more information.

The student, in collaboration with the practice professor, completes the Student Midterm Self Assessment of Nursing Practice and the Final PAF.

The practice professor and student meet at the completion of all clinical practice hours, to discuss and review the term, and discuss strategies for subsequent clinical practice courses. The practice professor and student both sign the PAF. The student’s signature on the PAF indicates that the student has read the comments on the PAF. The student’s signature does not indicate they agree with the comments on the PAF. The student has the opportunity to respond in writing to the comments made by the practice professor on the PAF. Each student is provided with a signed electronic copy of his/her PAF.

Students who withdraw while on a learning contract, or after the withdrawal date in a nursing clinical practice course, will be assigned either a Satisfactory (S) or an Unsatisfactory (U) rating for each domain on the PAF based on their achievements to that point of withdrawal. Students who withdraw from any practice course prior to the Okanagan College withdrawal date will receive a Withdrawn (W) standing on
their transcript. Students who withdraw after the Okanagan College withdrawal date will receive a Failing (F) standing on their transcript.

Unsuccessful students in a clinical and/or Practicum Practice course will have the completed and signed PAF placed on the student file. Student will receive a copy of the completed and signed PAF.

**For Theory/Lab/Sim Practice Courses (i.e. NRSU 101, 201, 202)**

Numerical or letter grades are assigned for theory/lab/sim practice courses. Students are required to achieve a satisfactory standing in both the theory and lab/sim component of the courses. The theory components will be graded on a numeric (percentage) basis; including MDCA examinations, while the lab/sim component will be graded on a pass/fail system. A final grade of 60% in theory and a Passing (P) standing in lab/sim is required to pass a theory/lab/sim practice course. Refer to the Student Guide & Policy/Medication Dosage Calculation Assessment Requirements (MDCA) Standard for further information.

In the event a student receives a Failing (F) grade for the lab/sim practice component of the course and/or the final theory grade is less than 60%, the student will be assigned a Failing Grade (F) in the course. Upon successful readmission, the student will be required to repeat both the theory and the lab/sim practice components of the failed course. The student will not advance in the program until all the theory and the lab/sim components of the course are successfully completed.

**For Relational Practice Courses (i.e. NRSU 113, 123, 213, 223)**

No numerical or letter grades are assigned for relational practice courses. In all relational practice courses a Pass (P) is required in order for the student to progress into the next practice course. Passing (P) of relational practice courses requires full attendance and participation in all class activities and a grade of 65% on each graded assignments.

**Unsatisfactory Nursing Practice**

Student learning in the practice setting inevitably represents a delicate balance between the student’s right to learn and the right to safe and ethical care by the patient. The host facility/agency exercise their rights to ensure their patients are being cared for appropriately and safely. Because the nursing practice expectations articulated for each level of the program include explicit requirements, with regard to consistent demonstration of such qualities as responsibility, ethical behavior, professional conduct, and safe, effective client care, there are some acts on the part of the student that, even in isolation and not part of an identified pattern, may be of significant concern in the professional judgment of the professor as to justify immediate removal from the nursing practice learning experience (refer to Practice Competence).

The student’s removal from practice may be temporary and result in a learning contract, or be permanent and result in a Withdrawn Standing (W), or a Failed Standing (F) in the course. In this situation, the student performance will be reviewed by the BSN Chair and Practice Instructor.

If a student withdraws from the course before the Okanagan College withdrawal deadline, a ‘W’ for the course will normally appear on the student's transcript.

Please refer to OC Calendar, General Academic Regulations and Policies, regarding withdrawal processes and Academic Standing.
Submission of Student Assignments

Professors will advise students of any particular format/style requirements (i.e. APA format) in their course syllabi. All assignments must be typed as per the guidelines given by the professor. Students are accountable for time management that enables submission of course work in an appropriate manner. Assignment submissions are expected on the date, time, and place determined by the professor. In unforeseen circumstances, a request for an extension may be considered by the professor involved.

- Late assignments for Graded Courses will be docked 10% of possible grade for the assignment for each day/partial day beyond the due time. Including weekend/holiday days.
  - i.e. If an assignment is worth 40 marks, the student will lose 4 marks for each day it is late. So, if the student would have received a grade of 36/40 and the paper is one day late, the student receives a grace of 36 – 4 = 32, if 2 days late 36 – 8 = 28 marks.
- Late assignments for Pass/Fail courses will result in a verbal warning, Student Progress Note, Learning Contract, discussion with BSN Chair and/or potential failure in course.
- Students must retain a copy of all submitted assignments.
- Students submitting electronic versions of assignment may be required to submit a hard copy (per professor request).
- Student is responsible to ensure all electronic version of assignments have been correctly sent/delivered to professor within the due date/time required.
- Electronic copies of assignments must be virus free prior to submission.
- Papers/assignments/midterm examinations and final exams may NOT be rewritten.
- Concerns regarding grading are to be discussed with the course professor.
- Patterns of late submission will result in a Student Progress Note, Learning Contract and/or further discussion with the BSN Chair. (see Student Conduct).
- Students wishing to appeal an assigned grade may do so upon completion of the course. See General Appeals on Academic Standing.
- Plagiarism is considered an offence of Academic Integrity

Appeals

Students have a right to a fair and impartial hearing of any College decision on matters of academic standing. For more information see the link to Student Conduct and General Appeals on Academic Policy or Grade Appeal Policy

Medication Dosage Calculation Assessment Requirements (MDCA) Standard

Okanagan College BSN students will be required to complete a medication dosage calculation assessment (MDCA) in semesters 3 and 4 of the BSN Program. Students will be required to obtain 95% or higher on the MDCA. Medication dosage calculation proficiency of 95% or greater will be required in each semester before being allowed to administer medications to patients.

Medication Dosage Calculation Procedure

Nursing students are required to purchase a dosage calculation product (online program or text book) as assigned at the beginning of each year in the nursing program. Students must complete the assigned modules on dosage calculation for administration of medications to prepare for the MDCA. Because there are different calculation methods, we recommend that students choose one method and use that one consistently and systematically in theory, lab, and nursing practice.
Students must be able to show their mathematical calculations for each question and may use a calculator to check their work. Only basic calculators are to be used (no personal electronic devices). Sharing of calculators will not be permitted. Students must obtain a score of 95% or greater on every MDCA.

Students who receives less than 95% accuracy in the first MDCA:

- Receive one week of remedial practice and the student may not be allowed to give medications (semester 3 & 4).
- After one week of mathematics practice, the student writes another MDCA

Student who receives less than 95% accuracy in the first rewrite MDCA:

- Receives a learning contract related to not meeting the competency requirements for medication math.
- The original and second rewrite MDCA score will be noted on the MDCA learning contract.
- Receives two more weeks of remediation prior to writing another MDCA.

Student who receives less than 95% accuracy in the second rewrite MDCA:

- Receives a failing grade for the practice course.
- Will not progress in the nursing program.
- Will be required to meet with the Chair of the BSN program.

**Accommodation**

This policy applies to students who qualify for accommodations through Okanagan College Accessibility Services (see [http://www.okanagan.bc.ca/Student_Services/students/accessibility-services.html](http://www.okanagan.bc.ca/Student_Services/students/accessibility-services.html)) for more information.

Graduates of the Bachelor of Science in Nursing Program are required to meet the program Learning Outcomes and meet the [Requisite Skills and Abilities](http://www.okanagan.bc.ca/Student_Services/students/accessibility-services.html) and “Competencies in the Context of Entry Level Registered Nurses Practice in British Columbia” (CRNBC, 2015).

Accommodations will be evaluated to ensure they do not inhibit the instructor’s ability to assess student’s ability to achieve the program learning outcomes and the “Competencies in the Context of Entry Level Registered Nurses Practice in British Columbia”. This includes all certifications, clinical practice experiences and specified assignments.

Students who qualify for accommodations are responsible for meeting with the professor at the beginning of each course to discuss their accommodations, assignments subject to accommodation and identify expectations and strategies for meeting the learning outcomes and entry to practice competencies. The professor’s role is to evaluate each accommodation, collaborate with the department Chair as needed, to determine if the accommodation will inhibit the professor’s ability to assess the student’s achievement of the learning outcomes and the “Competencies in the Context of Entry Level Registered Nurses Practice”.
Conflict of Interest

A Conflict of Interest can be defined as any situation that could result in compromised nursing judgment or nursing care because of a personal or familial relationship with a person in care, inter- or intra-professional health care provider, facility, agency or patient care area. A personal or familial relationship can include, but is not limited to: a neighbor; a personal friend of a relative, such as a parent; a relative, such as a sibling, parent; or a long-time family friend. A conflict of interest may create ethical dilemmas and the professional responsibility of nursing care can be compromised. The practice professor and/or BSN Chair will review each situation on an individual case basis and make a decision that supports the best interest of all people involved. Failure to report a Conflict of Interest will result in a “U” (Unsatisfactory) in Domain 4 on your Practice Appraisal Form (PAF).

Persons in Care

As a student nurse, it is your professional and ethical responsibility to report any situations where a conflict of interest may arise. In such cases, an alternative person may be assigned to the student.

Health Care Providers

In this context, Health Care Providers can be staff members in a hospital or community based setting who has been assigned to work in a mentorship and/or preceptorship type model with the nursing student for a predetermined number of practice hours. The role of the primary instructor, support instructor, or mentor is to provide constructive feedback and offer strategies and tools to further develop the students’ professional practice, patient care abilities, and skill consolidation. On occasion, the relationship between the staff member assigned to work with the student may pose a conflict of interest. This will place the student and the staff member in an ethically and professionally compromised situation. If it is known that the assigned Health Care Provider offering mentorship poses a conflict of interest, it must be immediately reported to the current practice professor or Clinical Placement Coordinator and an alternate Health Care Provider may be assigned to the student.

Facilities/Agencies/Patient Care Areas

A Conflict of Interest may occur while a student is practicing in an assigned facility, agency or patient care unit. It may be made known that a staff member in a facility, agency or Patient Care Area may be indirectly associated with the nursing student. Facilities or Agencies may include areas where a parent or relative is a supervisor of an area, or members of the inter-professional team. Examples of a Patient Care Area can be extended to where off-unit practice experiences are coordinated, for example the Operating Room or Ambulatory Care. If it is known that the facility, agency or Patient Care Area poses a conflict of interest, it must be immediately reported to the current practice professor or Clinical Placement Coordinator and an alternate facility, agency or patient care area may be made available to the student; such arrangement could be temporary or for the remainder of the Practice Experience.

Gift Giving and Receiving

Students in the BSN program are discouraged from accepting or giving gifts in the student-professor or in student-person in care relationships.

While recognizing that gifts from students or clients/patients may be of insignificant monetary value, accepting them may violate principles of appropriate professional boundaries and may also represent inappropriate use of power in student-professor or student-client-patient relationships. (Refer to CRNBC Practice Standard – Boundaries in the Nurse-Client Relationship).
Student Files & Work

Student Academic Records

As part of their professional role, professors are responsible for recording information specific to each student, which is performance related, accurate, complete, constructive and objective. Students fulfill their responsibility through periodic reviews of their performance record.

- Access to a student's record is available only to the student, BSN program faculty, BSN Chair and designated support staff.
- Student academic records will be sent to UBC Okanagan when students transfer to BSN Years 3 & 4.
- The record may be reviewed by the student in the presence of a professor.
- The student is responsible for being aware of the contents of the record.
- All evaluative comments on the cumulative record and formal evaluations are signed by the professor and the student.
- Students may add comments to their cumulative record or evaluations.
- Students will receive a copy of all Practice Appraisal Forms.

Replacement Copies of Practice Appraisal Forms

All students in the BSN program receive an electronic copy of their fully signed Midterm (if required) and/or Final Practice Appraisal Forms (PAF). It is the students’ responsibility to retain each PAF until graduation at minimum. Students are required to maintain these copies within their practice portfolio.

In the event the student requires a replacement copy of a PAF(s), the student must request this in writing to the practice professor who provided the original copy of the PAF; this option is available only until the paper file is transferred to UBC Okanagan.

Student Portfolios

It is the responsibility for students to build and maintain their practice portfolio until graduation at minimum. It is expected that students will seek review of their portfolios with their current practice professor and will use constructively the information contained therein. In the event the student requires replacement copies, the student must request this in writing to the specific professor; this option is available only until the student transfers to UBC Okanagan.

Sharing Student Information Outside of the BSN Program

To protect the privacy of the student and contents of the student file, no information about any student or contents about a student file will be released to anyone outside of the College.

Occasionally, parents of students enrolled or accepted into the BSN program will request information about their son/daughter. Providing specific information is a breach of student confidentiality and as such, information will not be shared with a concerned parent/guardian. General program information and processes applicable to the student can be provided and parent/guardians will be advised to contact the student regarding specific concerns.
Use of Student Work for Teaching/Learning Purposes

On occasion, professors may want to use the 'well done' work of individual students (such as a paper/assignment or a learning contract) as a learning example for other students. Exemplary student materials may be placed in the Learning Centre or distributed to a class or to individual students in other ways such as a handout or by email. Permission for the use of such material will be by written consent (See Appendix A) of the student only. A copy of the consent will be kept on file in the student file, so that it remains accessible for future reference.

Learning Platforms for Teaching/Learning Purposes

The BSN program uses various learning platforms to enhance the teaching and learning for students including video. Video platform is a tool used by professors in theory, lab, and practice classes for recording simulation, student skills work, video sharing and feedback.

Purpose, Policy and Consent Forms

Freedom of Information & Protection of Privacy


Students are regularly exposed to infectious diseases in the practice setting. Together, the student’s education, practice professor reinforcement and personal protective equipment (PPE) provided by the facility can keep the student safe within the practice setting. Students are taught about protecting their health and the health of their assigned clients through use of PPE and through consistent hand washing. While in the practice setting, students are expected to follow the policies and procedures of the Infection Control Team.

Students are regularly exposed to infectious diseases in the practice setting. The combination of: (a) the student’s education, (b) the agency’s safety controls, (c) the practice professor’s reinforcement of prevention practices, and (d) the personal protective equipment (PPE) provided by the agency work together to keep the risk of infectious disease exposure to a minimum.

Students in the program are responsible for learning about infectious disease transmission and steps for prevention. Learning and utilizing proper hand hygiene practices are critical to the health protection of the health care providers, patients/clients, and visitors. Students are taught and expected to demonstrate the knowledge around correct use of PPE, and are able to describe best practice for infection control procedures. While in the practice setting, students will follow the Health Authority’s policies & procedures for Infection Control.

Immunization Status

Nursing students are at risk of exposure to communicable diseases because of their contact with patients or material from patients with infections, both diagnosed and undiagnosed. Maintenance of immunity against vaccine-preventable diseases is an integral part of a health care facility’s occupational health program. Optimal immunization for health care students will not only safeguard their own health but may also protect patients from becoming infected by a nursing student.

Students are required to comply with the regulations for vaccine-preventable communicable diseases specific to the Health Authority, Agency, and/or area they are practicing. Students are required to provide proof of immunization upon request.
Choosing not to be immunized and/or failure to provide documentation of immunization status may prevent a student from completing clinical practice hours required for progression in the nursing program.

It is not the responsibility of the Okanagan College nursing program to make up student's lost time due to immunization status, during an outbreak.

In the event of an outbreak, the unimmunized student will be:

- notified of the exclusion policy by the BSN Chair and/or practice professor
- requested to meet with BSN Chair to discuss options
  - receive immunization (at student’s expense)
  - receive a deduction in practice hours

**Fit Test Program**

Students will not be required to be Fit Tested at this time. This program will require an N95 Respirator Fit Test, by a certified fit testing will occur, when transferring to UBC; dates will be provided to students prior to transferring to UBC. Each fit test is valid for a period of 365 days and students will be re-fit tested on an as needed basis.

**Confirmed Cases of Airborne Disease**

If patients with confirmed cases of airborne disease (i.e. Ebola or SARS) are present to areas where designated cases will be handled, students will be removed immediately from the practice setting and alternate placements/experiences will be arranged for the student.

**Facility/Agency Safety Controls**

PPE is intended to be the last line of defence and should not be relied on as primary protection. Rather, risk should be limited by correctly using engineered and administrative controls followed by appropriate safe work practices. More information on the hierarchy of safety controls can be found here (National Institute for Occupational Safety and health, NIOSH).

**Infectious Disease Exposure**

In the event a student is exposed to an infectious disease or virus through direct or indirect contact, the student will follow the protocol of the facility. The student will immediately notify his/her professor. The student completes the Injury/Exposure during Class or Practice process.
Insurance & Injury/Exposure

Insurance

Students must have BC Medical Services Plan (MSP) or its equivalent from another province in place in order to be eligible for basic medical care in the event an injury is sustained.

Injury During Class Time

In the event of injury of an incident or injury, the student will:

1. Inform the direct supervisor (Professor, or other responsible health care professional).
2. Call 6699 on Campus phone or 250-862-5401 (Campus Security) for first aid attendant.
3. First aid attendant completes the Okanagan College Health and Safety Incident.
5. Notify the BSN Chair of all accidents or injuries.

Injury During Practice

A student who is injured in any way or exposed to a life threatening reportable disease during practice experiences (including needle stick injuries) should immediately follow procedures below.

In most cases, the student should be seen as soon as possible by the facility’s Employee Health Services for assessment and potential treatment.

In the event of injury of an incident or injury, the student will:

1. Inform the direct supervisor (Practice Professor, Student Support Professor, or other responsible health care professional).
2. Follow the practice facilities specific health and safety plan of care for the notification and treatment procedures. In most cases and as soon as possible, the student should be referred to the facility’s Employee Health Services (i.e. Emergency Department or Occupational Health & Safety) for assessment and potential treatment.
3. Complete the Okanagan College Health and Safety Incident Report.
4. Submit the form to Okanagan College Health and Safety Coordinator within 24 hours of the incident occurring by fax to 250-862-5465 (if not electronic submit).
5. Notify the BSN Chair, of all accidents or injuries.

Nursing Practice Placements

BSN Program Practice Requirements

All students admitted into the Nursing Program must fulfil the Program requirements. This provides students with additional information in relation to the practice requirements prior to commencement of practice. Students who fail to meet these requirements will not be able to commence practice courses and will be required to withdraw from the BSN Program.

All admitted students must submit evidence of having met the following program requirements outlined in PART 1 and PART 2.

Part 1: Outlines requirements for students entering Year 1 of the BSN Program. The deadline for the requirements will be specified in the Welcome Letter which is sent out to applicants prior to the start of the program.
Part 2: Outlines the requirements for students after initial entry into the program and throughout the BSN Program. The deadline for the requirements will be specified in the Welcome Back letter which will be sent out to students prior to the start of the next academic year.

PART 1: Requirements Prior to Commencement of the BSN Program
Part 1 provides students with the program requirements prior to commencement in the BSN program. All admitted students must submit, on the due date specified in the Welcome Letter, evidence of having met the following four program requirements:
1. Current Certification in Basic Life Support – CPR Level C
2. Criminal Record Check (CRC)
3. Mandatory Education Modules. See SPECO Modules from the PHSA Learning Hub.
4. Immunization Health Record

PART 2: Ongoing Requirements During the BSN Program
1. Yearly completion SPECO modules, outlined in the welcome back letter.

General Guidelines

Nursing practice is defined as experience in or through acute, complex care and community care agencies or settings in which the student is engaged in direct or indirect nursing care with individuals, groups or is involved in laboratory learning settings.

- The BSN program offers a range of practice experiences and utilizes many institutional and community placements.
- Practice Placements are organized within the program to offer a variety of practice experiences in a variety of health related settings.
- Practice Placement assignments will be released 1 to 4 weeks prior to the commencement of the nursing practice course. Students are required to bring forward any conflicts of interest with their Practice Placement prior to commencement of practice course.
- The BSN program reserves the right to determine the Practice Placement and the right to change a student’s placement. Please refer to the Okanagan College BSN calendar | Standard | Conflict of Interest.
- Students may be required to complete components of the assigned practice experience during days, evenings, and/or weekends.
- The student will be assessed by a variety of professors during the program. Efforts will be made to avoid practice placements with the same practice professor, if possible.
- If a student is repeating a nursing practice course due to a previous failure, efforts will be made to place the student with a professor and a location that differs from the situation where the student was unsuccessful.
- Students are responsible and accountable for finding their own means of transportation to all practice placements. Please refer to the Okanagan College BSN Transportation Requirements.
- If students have any disability that requires accommodation for nursing practice they must notify the Okanagan College Accessibility Services.

Guiding Principles

The following guiding principles will be for students enrolled in the BSN program. Nursing practice placement experiences are determined with the intention of meeting the semester’s learning outcomes and the nursing course’s learning objectives. Both student and patient/client safety are considered a priority consideration when assigning practice placement experiences.
1. Practice Placements will be arranged by the BSN Chair, in consultation with BSN professors and input from the student, in special circumstances.

2. Nursing practice placement experiences should assist the student to develop their knowledge, skill and abilities towards becoming a new graduate nurse eligible for application to be a Registered Nurse.

**Practice Placement Overview**

**Year 1:** Each student is required to complete one semester of Practice Placements in a residential care facility within the region.

**Year 2:** Each student is required to successfully complete two semesters in adult acute care. Alongside these courses, students will also complete one semester of Mental Health and one semester in Community Health, which each involve a teaching project and several days in the respective practice setting.

**Transportation Requirements**

Okanagan College BSN program provides learning environments within the Okanagan valley. Our goal is to provide nursing students with rich, diverse, and meaningful practice experiences to consolidate their learned theory and lab content.

A learning experience denotes the component of the nursing course where classroom or practice interactions take place. This can include, but is not limited to the classroom, a patient care area in a hospital, community, or mental health setting, a clinic, residential care home or a person’s home. ‘Client’ can be further defined as a region, Health Authority or as a general demographic. A practice placement experience encompasses placement within the Okanagan Valley and within a 100-kilometre radius from Okanagan College campus.

- As an expectation of the BSN program, all students will be expected to commute throughout the Okanagan Valley for the various practice courses, for the duration of the nursing program.
- All students are required to have access to reliable motor vehicle transportation with adequate snow tires throughout Semesters Two (2) to Four (4) of the nursing program.
- Students are responsible for their own transportation including the associated costs of travel and accommodations.
- Practice placement experiences will be assigned throughout the Okanagan Valley (Salmon Arm, Vernon, Kelowna, Summerland, Penticton, and Oliver) and within a 100-kilometre radius from Kelowna Okanagan College campus.

While an effort will be made to accommodate students’ preferences for types and locations of clinical experiences, Okanagan College BSN program reserves the right to determine the appropriateness of any nursing practice placement.

All agencies and institutions serving as nursing practice sites must be approved by Okanagan College BSN program. Okanagan College reserves the right to change a student’s nursing practice placement. The student has the right to be informed, in writing, of the reasons for the change.

**Transporting Clients**

Students may have an opportunity to participate in clinical practice within the community setting. Though transportation of clients may be in the scope of the nursing staff, students are not permitted to transport clients in personal vehicle. Students are permitted to join the nursing staff in the transportation of the client through appropriate Health Authority transportation measures.
Shared Driving Arrangements

Students may decide to make arrangements amongst their peers to travel together in a vehicle, if circumstances permit. This is the responsibility of the student to arrange with the driver of a vehicle but also at the discretion of the driver of the vehicle. It is the responsibility of each student to ensure the competency and driving restrictions of the driver (i.e. novice drivers can only have one passenger in the car), as well as the insurance coverage (including liability) on the vehicle.

Weather Conditions

Okanagan College BSN program takes into consideration the potential for drastic weather changes during the winter months when students are expected to commute to their assigned practice experience. At the discretion of the practice professor, students may be exempt from commuting to their practice placement based on the weather condition of that day. Each student must also take individual responsibility for decisions regarding his/her safety when required to travel in inclement weather.

Student Conduct

Some conduct expectations will apply to students regardless of the setting while others will apply specifically during Practice Placements.

Health Labs Guidelines

The Health Labs, including the Simulation room (C206, C210, and C214) are an essential part of the teaching and learning components of the BSN program. Professional conduct is required of all nursing students in the class, lab, and simulation classes and open lab time. Refer to Okanagan College Student Conduct. The health labs are utilized by various health discipline programs for classes and open lab time, and the following guidelines are to ensure safe practice:

1. To protect the respiratory health of all users, the Health Lab will be fragrance free.
2. NO SMOKING is permitted on the premises.
3. The Health Lab is to be used ONLY by Okanagan College Health program students. Absolutely NO CHILDREN and/or SIGNIFICANT OTHERS permitted in the Health Lab. When students require a partner to practice techniques, a classmate must be chosen due to Worker’s Compensation Board (WCB) Regulations.
4. Students in the Health Lab will NOT perform any procedures unsupervised if those procedures involve a threat to the safety of themselves or others. This includes, but is not limited to, lifts and transfers and invasive procedures. The presence of a Lab Monitor or designated mentor DOES NOT constitute supervised practice. Lab Monitors are there for the protection of material property and assistance in getting out equipment.
5. Use only WCB approved footwear. This means: flat, non-skid soles, closed toes, and closed heels.
6. In the event of an accident/injury during lab class time, please let your lab professor know immediately. In the event of an accident/injury during lab practice time when the Lab Monitor is present, please have the Lab Monitor contact Security at local 6699 from the campus phone or dial 250-862-5404. All accidents/injuries must be reported and an Incident report must be completed. See Injury During Practice.
7. Students are reminded that, after a session in the Health Lab, they are to pick up their belongings, straighten bed linen, stack chairs, and attempt to leave the area better than they found it.
8. Schedules of practice times will be posted outside the Health Lab. Students using the Health Lab during practice time are responsible for signing in and out on the Lab Monitor’s binder.
9. Be alert and help maintain vigilant surveillance in the Health Lab to safeguard equipment or possessions. Try to keep the doors locked when no one is around. Report suspicious activity to Security at local 6699 on Campus phone or dial 250-862-5404.

10. Food and beverages may be used ONLY for selected lab practice in assisting patients/clients with eating. Students are responsible for cleaning up tables and garbage before leaving the lab.

11. The Health Lab is here for the student’s benefit and use. Any comments and suggestions for improvement are welcome – contact the Lab Monitor or the Lab-Sim Coordinator.

Health Lab Learning Environment & Equipment

Ask your professor for assistance or clarification if in doubt about procedures. Sometimes it is helpful to experiment with your own style of organizing how you want to work through the procedures. Brainstorm with your partner about the pros and cons of your method and adopt an appropriate way of doing each procedure based on sound principles of safety, comfort, and respect.

Conserve Linen:

- Reuse blankets and bedspreads and do not send them to the laundry unless soiled.
- Provide a freshly made bed for the next clinical group when making an occupied bed.
- Used linen should be placed in the laundry bags at the end of each day.
- Pillowcases can be changed each time.

Cleanliness:

- If you notice any evidence of poor hygiene in the Health Lab environment such as unclean floors, lack of hand washing supplies, etc., please note the date and problem and contact the Lab-Sim Coordinator or the BSN Program Support person.

Security:

- Many items in the Health Lab are expensive; some are specialty items. Please use with care and make sure all components are replaced correctly. If leaving a lab unattended, ensure the doors are locked. The skeleton and anatomical models need to be handled with gentleness; they are easily damaged and costly to repair and replace. Do not interchange parts of the models.

Academia

- Refer to Okanagan College General Academic Regulations & Policies: Academic Offenses.
- Students are expected to successfully complete all course material and evaluation criteria. See Grading Practices.

Attendance Policy

Nursing practice competence involves knowledge, skills, application, and judgement. Attaining competence in practice requires the student to actively engage in all planned practice experiences, including theory, lab and clinical practice throughout the program.

Refer to Okanagan College Academic Regulations & Policies: Attendance. Punctual attendance is mandatory in the BSN program.

Program-Specific Attendance:

Punctual attendance includes attending all scheduled theory, lab/sim, and practice classes, being in class, lab/sim, and/or practice; prepared to start, prior to scheduled start time, and remaining/engaging in class, lab/sim, and/or practice until end of scheduled theory, lab/sim, practice time.
Students are expected to approach attendance in a professional manner and should arrange their external responsibilities outside of theory, lab, and clinical practice times to avoid conflicts with program requirements, whenever possible.

Students are accountable and responsible for ensuring all measures are taken to make up missed theory, lab, and/or practice time and to request peer and professor supports for missed theory, lab, and clinical practice, as needed. Missed lab may result in student not being able to participate in the clinical practice consolidation of the weekly concepts.

Students will be required to provide a medical note for missed time in class, lab, and/or clinical due to illness, at professor’s discretion.

Repeated missed theory, lab, and/or practice time will result in a Student Progress Note and/or Learning Contract, BSN Chair notification, and potential impact on student success in the program.

Unforeseen Absence

An unforeseen absence may result from an urgent, unexpected personal, family or other circumstance. As a professional courtesy, any unforeseen absence requires the student to provide his/her professor(s) and any others impacted by the absence, timely notification and justification for the absence.

Following the absence, the student must contact the relevant professor(s) to discuss what learning activities were missed and how to make up missed work. See Missed Theory/Lab/Practice.

Negotiated Absence

When a student has, or can be reasonably expected to have had prior knowledge of an event or appointment, the student must request and receive permission in advance from the specific professor and/or BSN Chair for a negotiated absence request.

Types of activities that may be considered are:

1. Professional
   a. Presentation at conference
   b. Attendance in meeting related to an elected leadership role
2. Personal
   a. Specialist health appointment
   b. Religious holidays
   c. Important one-time life event
   d. Wedding or graduation of a close family member

In reviewing a request for negotiated absence, the professor(s) and/or BSN Chair may consider the following:

1. Reason for the request.
2. Duration and type of learning activity missed.
3. Ability of student to make up lost knowledge, skills, and experiences.
4. Student’s overall attendance record, including lateness and early dismissals.
5. Student’s academic record.

Excessive, recurrent or extended absences (>3) in any one of the theory, lab/sim and/or practice/clinical classes in a semester*) could result in student a failure to progress in the nursing program, due to lack of knowledge, skills, and/or abilities or a lack of adequate time for the professor to evaluate the student’s ability to demonstrate the competencies.
In determining the student’s needs, the BSN faculty may consider:

- The length of absence(s)
- Timing during the academic year**
- The student’s year of studies
- Student’s academic performance, including issues of professionalism

*Students who are not able to demonstrate knowledge, skills, and/or abilities despite having < 3 class/practice absences, may still be at risk of failure.

**See Important Dates for Academic Schedule.

For student absence, please follow the Student Guide & Policy related to Missed Theory, Lab, Practice, as well as your professor’s guidelines, regarding notification of expected absence.

**Missed Theory, Lab, Practice**

Students are accountable for maintenance of their personal health, and for time management that enables them to attend all scheduled theory, laboratory, and practice experiences. Time management is a necessary professional skill; punctuality is expected in professional workplaces.

Professors will document the number of days absent, lateness, and early dismissal requests for each theory, lab, and practice day. Absences in practice will be documented on students’ final practice evaluation each semester.

**Missed Theory Class**

Student will:

- Email the professor in advance of the class, as to reason for absence
- Book an appointment with the professor to discuss how to make up theory missed
- Missed time will be documented by professor, noting concept(s) missed

Multiple missed classes in one or more days within a one-week time, will result in:

- BSN Chair being notified of absences
- Request for a medical note relating to Fitness to Practice

Pattern of missed classes throughout the semester, will result in:

- BSN Chair being notified
- Student Progress Note related to Student Misconduct completed and added to Student File

**Missed Lab/Sim Practice**

Student will:

- Email the professor in advance of the class, as to reason for absence
- Student responsible for getting teaching/learning materials from class/lab peers
- Student to attend open lab time; with a peer, to practice the skill(s)/concept(s) missed. Student to have peer provide feedback using Peer Evaluation Form of observed skills/concept practiced completed.
- Student to provide completed Peer Evaluation Form to Clinical Professor as documentation of skills practiced
** Student is NOT to demonstrate concept/skill in clinical until attended open lab and Peer Evaluation Completed
• Missed time will be documented by professor, noting concept(s) missed.

Missed concepts threaded in theory and lab/sim classes in a one-week time, will result in:
• BSN Chair being notified of absences
• Request for a medical note for Fitness to Practice
• Missed clinical practice time – student to complete theory and lab prior to clinical practice

Pattern of missed lab/sim throughout the semester, will result in:
• Communication between the instructor and the student in person and in writing (email) outlining the concern.
• Learning Contract developed between instructor and student related to Student Misconduct completed and added to student file
• BSN Chair being notified when a Learning Contract developed.

Missed Clinical Practice

Student will:
• Text or email the practice professor in advance of the start of the clinical day, as to the reason for absence
• Be required to submit a medical note, at the discretion of the professor
  o Multiple missed clinical days will result in medical note request
• Complete the Missed Clinical Practice Time – Student Form (see Appendix B) and submit to Practice Professor on next clinical day
• Complete pre-work of ILA missed in clinical practice, prior to re-entry into practice
• Go to open lab practice with peer to practice concept(s)/skill(s)
• Ensure the completed Feedback Form of practiced concept(s)/skill(s) observed is submitted to clinical professor prior to start of next clinical day
• Make an appointment with clinical professor; for next clinical day, to observe concept(s)/skill(s) missed*
• Provide completed pre-work for ILA missed next clinical day
• Complete post –ILA work and submit to clinical professor on date specified by professor**

*Note: If insufficient demonstration of the concept/skill observed by the clinical professor or Student Support, the student will be required to attend open lab practice time to enhance concept/skill development.

**Note: Upon successful completion of the above, will result in:
• Clinical hours granted in lieu of missed time
• A note on Final PAF reflecting on student’s accountability and responsibility for practice

**If the student is unsuccessful or chooses to not complete the above, this will result in:
• A reduction in practice hours on the Final PAF
• A comment regarding accountability and responsibility on the student’s Final PAF
• BSN Chair notification
Repeated missed clinical practice time; with or without granted time in lieu, will significantly impact the clinical professor’s ability to evaluate the student’s performance and may result in:

- Meeting with Clinical Professor and BSN Chair
- Learning Contract
- U on Final PAF
- Inability to progress in the BSN program

**Dress Code**

As a representative for the BSN program and the profession of nursing, the image students present are a reflection of perceived professionalism within the community. Students are expected to present a professional image when presenting themselves as BSN students from Okanagan College. Guidelines are developed to meet safety, infection control, and professional standards.

- Students who are inappropriately dressed will be asked to remove themselves from the practice setting.
- Good judgment should be exercised when making decisions as to what is appropriate in a given clinical experience. There is flexibility and adaptability to this standard regarding cultural and/or religious considerations.
- If an agency has specific or different requirements not covered by these guidelines, students must conform to agency requirements.
- Fragrances - efforts should be made to be scent free (shampoos, deodorants, antiperspirants, conditioners, cleaners, cosmetics, hairsprays, air fresheners, perfumes, aftershave, lotions, etc.) both in Practice Placements and on campus.

**Agencies Where Uniforms are required**

Uniform Pants – Tops – Over garments:

- Clean and in good repair
- Fabric that is readily washable
- Style - Deep pockets, plain black short or three quarter length sleeves; pants must not touch the floor
- No attire that draws undue attention, becomes ill-fitting when in a stance other than standing (i.e. bending, sitting, squatting, arms raised)
Standardized Uniforms

A standardized uniform is mandatory for all students. Students will be required to purchase two (2) scrub tops and two scrub pants (one set for lab and one set for clinical). The standardized scrub top is to be purchased from the Okanagan College bookstore. The plain black uniform pants may be purchased at the OC bookstore and/or retail uniform supplier.

Please note students are only to wear OC specific uniforms in lab/practice. Students are NOT to wear personal sweater-wear in the clinical practice area, therefore students who feel cold easily are highly advised to purchase plain black shirts (short or ¾ length sleeves) to wear under the uniform and/or OC nursing sweater or vest to wear with the OC BSN uniform.

Where to acquire the standardized uniform?

1. Student go to the Okanagan College bookstore to purchase the uniform tops
2. Uniforms will be embroidered with the OC logo
3. Ensure you try the uniform top and bottoms on for fit

Other considerations:

- Student go to the Okanagan College bookstore or a retail uniform supplier to purchase plain black uniform pants.
  - Recommended uniform pants have side and hand pockets
  - Recommended uniform pants fit well for bending/twisting motions
- Failure to purchase uniform tops through the OC bookstore will be considered unprofessional performance
- Students who do not have standardized uniforms will not be permitted to enter the lab or practice experience

Shoes:

- Style - Closed heel and toe
- Sole - Non-wooden, skid proof

Identification:

- For identification and liability purposes, all OC BSN Nursing students are required to wear OC BSN Photo Identification in all practice settings
- To ensure ease of visibility, the identification must be worn on the chest (just below the collarbone)

Equipment:

- Digital or analog watch with seconds indicated and must be washable. To keep hands and wrists jewelry free, watches must be worn at mid-forearm, pinned to the uniform, or carried in a pocket. (In accordance to Interior Health Hand Hygiene Policy).
- Pocket note pad and black ink pens
- Stethoscope
- Pen light
- Box of Non-sterile gloves
- Cell Phones:
  - Ensure sound is turned off during practice times
  - May be left in a pocket and discretely used--Please review the Guide for Electronic Technology and Social Media
Hair:
- Neat and clean
- Hair secured in a manner that meets infection and control and safety standards. (pony-tail should NOT drape over shoulder)
- Clean shaven face or beards/moustaches must be neatly trimmed

False Eye Lashes:
- Not to be worn in clinical practice
- In review

Hand Hygiene:
- Hands are clean and in healthy condition
- Fingernails to be short (not past tip of finger) and bare (no acrylic, gel, Shellac, or polish permitted)

Jewellery:
- Hands or wrists jewellery in not permitted. (In accordance to Interior Health Hand Hygiene Policy)
- Small studs or barbells with small closures are recommended

Agencies Where Uniforms are NOT required

Not all practice sites require uniforms (i.e. Community or Acute Care Mental Health, Open Lab Practice hours). When in those environments the following is required.

Clothing:
- As per above. Clean, neat and appropriate
- Clothing that follows trends (i.e. off the shoulder, athletic wear, plunging neck lines, legging without a tunic providing appropriate coverage, ripped jeans, etc.) is not permitted
- Excessive tightness may impede the ability to carry out specific tasks and duties and therefore not permitted
- Denim of any colour is not acceptable unless agency approved policy

Identification, as per above.

Shoes, as per above (some community experiences may require safety shoes).

Dress Code for Health Lab Facility

The BSN Program relies on the judgment of students to maintain a reasonable standard of dress and appearance.

Health Labs and Simulation Rooms During Instructional Hours
- Clothes – Uniforms per Agencies Where Uniforms are required guidelines
- Shoes – comfortable, clean, low-heeled shoes with closed toes and heels (note-clogs are not acceptable according to WCB regulations)
- Hair – clean, neat, and kept off collar and face
- Jewelry – a plain wedding band is suggested; only use small stud earrings (silver, pearl, or gold)
- Fingernails – short, clean; no nail polish, false nails, etc.
Behavior

- Refer to Okanagan College General Academic Regulations & Policies: Student Conduct.
- Students are expected to behave in a professional manner in all learning environments, including the classroom, laboratory, simulation, practice settings. Failing to do so may mean the student is asked to leave and further consequences may follow.
- Students are expected to demonstrate responsibility and accountability for their actions as members of a professional discipline. Students will seek assistance of professors to interpret specific practice agency guidelines (i.e. dress codes) and apply them in their conduct.
- Unprofessional conduct (such as disrespect, rudeness, misrepresentation of fact) is unacceptable in both practice and classroom components of the learning experience. Refer to Process for Misconduct.
- Students are expected to be prepared for and attentive to all learning experiences.
- In the professional context, unexplained absences are inappropriate behavior. If students take issue with the relevance or necessity for any scheduled learning activities, they are invited to express their concerns to the professor of the course who may choose to discuss the issue(s) with the Chair of the BSN program.
- Practice learning experiences are a critically important component of nursing education, and our practice partners contribute a great deal to students and professors often under difficult circumstances.
  - Students whose conduct places the BSN program in jeopardy for losing a practice placement will be immediately removed from that experience.
  - In their capacity as professionals, professors or our practice partner agencies have the right to ask a student to leave a practice unit at any time for unprofessional conduct, including violations of dress code or any other behavior that is considered disrespectful, irresponsible or unsafe. The BSN program fully supports our practice partners when they take such difficult decisions in order to meet their primary mandate of safe and effective patient care.
- Each student is expected to recognize his or her own limitations, act responsibly at all times, and take responsibility for ensuring continued competency and learning. A student may be required to withdraw from a practice placement if the above expectations are not met, or when medical and/or other problems interfere with satisfactory performance.
Communication

- Communication between student/student, student/professors and others on campus and away from campus is expected to be respectful and professional.
- Students will use their myOkanagan email address for all email communication related to OC BSN business. Use of personal email addresses is considered unprofessional behaviour and will be considered Student Misconduct.
- Voice mail is less reliable than e-mail. Students are asked to send email messages from your myOkanagan email account to the email address of the professor/professor rather than leaving messages on the telephone.
- Professors/professors are not expected to respond on evenings, weekends, or during statutory holidays and vacation.
- Students are reminded of the expectation that emails sent to professors and other professional contacts be composed in a manner that is respectful in tone and content. A professional email address (myOkanagan) must be used at all times.
- Students are required to ensure that email messages do not reflect the following:
  - Over-familiarity
  - Use of first name without permission
  - Abuse of e-mail etiquette
- It is the student’s responsibility to check emails to your myOkanagan account on a regular basis (at least daily) or more often according to the norms set out in each course. Students will receive BSN program messages to your myOkanagan account.
- Communicating professionally includes knowing who to talk with when you have a concern, issue or problem. Communication must always be respectful.

The following professional communication process guides student nursing communication:

- First, talk with the person or person(s) involved to find resolution
- Second, talk with your college professor
- Third, talk with the BSN Chair
- Fourth, talk with the Associate Dean – STH

Preparation for Practice

Certain requirements must be met and maintained prior to students being placed in practice settings. These are determined by Okanagan College, the BSN Program, and/or practice partner agencies.

Preparation for Practice includes:

- Health Authority and/or Agency specific online modules, see SPECO
- Current and ongoing certification in Basic Life Support- Cardiopulmonary Resuscitation (CPR)
  - Students will be required to show their CPR certificate to clinical professors at the start of each practice experience
  - If the CPR certification is due to expire during a practice experience, it is the student’s responsibility to renew certification prior to the start of the practice experience
  - It is recommended that recertification be done at the CPR Health Care Provider (HCP) with automated external defibrillator (AED) level**
    **CPR HCP with AED will be required to enter into year 3 at UBCO
Student Placement Experience Core Orientation (SPECO)

All healthcare discipline students and practice professors on pace for a practice placement in any Health Authority within BC, including Interior Health will be required to complete the Student Placement Education Core Orientation (SPECO) modules prior to commencement of the practice experience.

Students and professors can access the SPECO modules from the Interior Health webpage or from the LearningHub (former CCRS) directly at Learning Hub SPECO Modules.

SPECO modules are a requirement throughout all four years of the nursing program. Initial SPECO modules commence prior to year one. Instructions for completion will be provided at the beginning of each year.
Students are required to keep record of completed modules and submit OC/UBCO SPECO documents yearly.

Practice Competence

The nursing practice component of any course is graded as Pass or Fail (see Grading for Practice Courses) In order to be successful students must demonstrate they can practice safely and meet the course outcomes. The evaluation of nursing practice involves ongoing feedback and documentation of student performance.

Considerations that will assist students meet this expectation include:

- Each student is expected to recognize his or her own limitations, act responsibly at all times, and take responsibility for ensuring continued competency and learning.
- A student may be required to withdraw from a practice placement if the above expectations are not met, or when medical and/or other problems interfere with satisfactory performance.
- Students are expected to be prepared (both in knowledge and skill) for their clinical experiences.
- Course outcomes and all evaluative methods are clearly identified in each course syllabus and are discussed with students at the beginning of the course.
- Both the student and professor(s) involved are responsible for early identification of student nursing practice difficulties, which may include input from practice colleagues.
- Ongoing and timely verbal and written feedback and discussion between professor and student about identified performance problems will occur.
- Consultation between professor and student with regard to knowledge application, practice skill development and ongoing learning is both facilitative and evaluative. This consultation involves both written and verbal exchanges over the course of the nursing practice learning experience.
- When the professor identifies a pattern of practice performance that may be indicative of impending unsatisfactory outcomes early in a nursing practice learning experience, the professor will follow the process at the end of this document.
- Because the nursing practice expectations articulated for each level of the program include explicit requirements with regard to consistent demonstration of such qualities as responsibility, ethical behavior, professional conduct, and safe, effective client care, there are some acts on the part of the student that, even in isolation and not part of an identified pattern, may be of significant concern in the professional judgment of the professor as to justify practice failure and/or immediate withdrawal from the nursing practice learning experience. In all such instances, the professor will obtain consultation from the Chair of the BSN program and Associate Dean of the Science, Technology, Health & Social Development portfolio as soon as possible with regard to the decision.
- The student must be provided with written documentation of the nature and seriousness of the act and an explanation of the basis for the decision that was reached by the professor. The student will be given an opportunity to respond in writing to the written documentation before it is placed on his/her file and will be informed of the implications of the decision for his/her academic progression.
Student Misconduct
Guiding Principles

- Misconduct will be dealt with as quickly and effectively as possible by professors immediately involved.
- Every effort will be made to maintain open lines of communication between involved professor(s) and student(s).
- Confidentiality will be respected and maintained. Discussion of student misconduct within the Okanagan College BSN program will be on a ‘need to know’ basis.
- Professors immediately involved will document the alleged misconduct incident, including a statement of the problem/concern, professor, and where possible, the student views of the incident along with immediate action and/or plan. The involved student(s) may also subjectively document the incident. Ongoing advisement/action will be documented by the professor(s) and a copy of all documentation will be maintained in the students’ academic file.
- Patterns of misconduct or conduct that continues beyond initial communication will result in a Student Progress Note (SPN) and/or Learning Contract (LC) being completed and placed in the student’s academic record. The LC may contribute to and inform the evaluation of a nursing practice domain in a Practice Appraisal Form (PAF), however, an unsatisfactory rating in the Professional Responsibility domain does not require an LC to be completed prior. A student may be required to withdraw from the school because of unprofessional conduct. The BSN Chair will be notified of the situation. Please refer to Process for Addressing Misconduct.
- All allegations of misconduct in which there is potential for any penalty or consequence will be brought to the BSN Chair for discussion and advisement.
- Issues of misconduct for which a natural consequence (i.e. failed paper or course) may be appropriate will be decided by the BSN Chair and in consultation with the professor and involved students. A copy of the written decision will be sent to the student; a copy will be retained in the students’ academic file.
- Issues of serious misconduct for which an academic penalty (i.e. suspension or expulsion from the institution) may be appropriate will be forwarded by the BSN Chair to the Office of the Dean, who will review the case and provide recommendations.
- In the event of an academic penalty (i.e. suspension or expulsion from the institution), the student is entitled to appeal the decision as per the Okanagan College Academic Regulations & Policies: Grading Practices.
- In the event of a natural consequence (i.e. a zero grade for a paper), the student is entitled to appeal the decision as per the Okanagan College Academic Regulations & Policies: Grading Practices.
- Although satisfactory academic performance is a requisite to advancement, it is not the sole criterion in the consideration of the suitability of a student for promotion or graduation. The BSN program reserves the right to require a student to withdraw from the program if they are considered to be unsuited to proceed with the profession or practice of nursing

Classification of Misconduct

Breaches in any of the above expectations as well as additional conduct that impedes professional relationships would be classified as misconduct. This may include, but is not limited to (in the learning environment):

- Behaviours that are demeaning toward others
- Disrespectful behaviour
- Defence-arousing behaviour (including omissions, commissions, rationalizations)
- Attention-seeking behaviour
- Lack of attention when others are speaking
- Gossip/repetition of rumours
• Breach of confidentiality
• Lack of regard for the start, break, and closure times of class, lab, or practice times
• Attire that draws undue attention or is perceived to be provocative
• Failure to honour diversity
• Failure to take ownership of the responsibility to meet professional and educational expectations
• Dishonesty

In oral and written communication:

• Over-familiarity
• Use of first name without permission
• Not following e-mail or social media etiquette
• Messages that lack respectful tone and content

**Process for Addressing General Misconduct**

**First Occurrence**

• The student will meet with the professor who witnessed the misconduct to explore the issue with the aim of promoting quality relationships while improving student conduct.
• The meeting will be followed up by written email communication by the professor that will summarize the identified concern(s) and expected professional actions or behaviours in future.
• Strategies between the student and the instructor will be co-developed to promote student success.
• The student will be informed if the incident or a repetition of any unprofessional conduct results in documentation to the student file.
• In the event the initial misconduct is deemed by the professor to be more serious in nature, an LC will be developed (copies provided to student and student file).

**Subsequent Occurrence(s)**

• The misconduct will be addressed with further discussion between the student and the instructor; this occurrence will be documented in the student file with a copy provided to the student and BSN Program Chair.
• Development of a Learning Contract (LC) or more serious consequences are possible. The learning contract will contain clear language, with criteria to be met by certain dates. The instructor and student will meet to discuss this contract and each will sign the document. The instructor and student will re-visit the LC at the specified date to determine if the student has met the requirements. The BSN chair will be notified of any continued misconduct and further action will be required.
• Any occurrence of misconduct that occurs within a practice course may result in the unsuccessful completion of that course see [Practice Competence](#).

**Repeated Occurrence or Severe Events**

• The BSN Program Chair will review the student’s file and in consultation with the Associate Dean, Science, Technology, Health & Social Development Portfolio, will determine the need to intervene further.
• The expectations outlined in this policy about the professional conduct expected of the nursing student and of the Registered Nurse is a topic of discussion in all nursing courses. Professional Practice courses in year 1 will provide nursing students with an opportunity to explore the concept of professional conduct in depth.
Process for Addressing Practice Misconduct in the Practice Setting

When a student fails to meet practice expectations (especially the competency expectations) the process of remedial support is initiated. The guiding principles for addressing student misconduct apply to this process.

- When the professor identifies a pattern of practice performance that may be indicative of impending unsatisfactory outcomes early in a nursing practice learning experience, the professor will provide the student verbal feedback with follow up written documentation (including secure email communication) to this effect, indicating the particular practice outcome(s) in jeopardy.
- The student will have an opportunity to discuss the issues raised in the documentation with the professor, who will collaborate with the student and develop a plan for remedial action.
- Referral to other support resources (i.e. the Learning Centre and the Health Lab) may be appropriate; referrals and assistance will also be documented in the student's record.
- Dependent on a continued pattern of misconduct, a Learning Contract (LC) will be developed by the practice professor, in consultation with the student and the BSN Chair.
  - The learning contract sets out clear expectations for performance and remedial strategies, and/or tools, and is signed by both parties and placed in the students’ academic file. Remedial strategies can include referral to other support services (i.e. Learning Resource Centre or skills lab/SIM setting).
- If the student is meeting the criteria and expectations of the contract, the contract will clear at the final PAF meeting.
- When the practice professor has identified a pattern of behavior and/or a significant safety issue that may contribute to a U in a practice domain and potentially an F, the professor will provide the student with verbal feedback including the professor’s assessment and follow-up written documentation (email may be appropriate).
- The student will be invited to seek clarification and initiate dialogue in a professional and courteous manner.
- The BSN Chair will be involved to support and advise both the practice professor and student. Students may initiate communication and/or consult with the BSN Chair, as appropriate, at any time during the practice experience.
- Establishing an LC highlights the responsibilities of the parties involved and encourages the student to be a reflective active participant and to take ownership in his/her learning while promoting achievement of competencies.
- If the student is not meeting the criteria and expectations of the contract by the specified dates, the student will receive a U in the domain(s) of practice needing improvement, resulting in an F as the assigned grade for the practice course.
- Where there is disagreement between the student and the professor with regard to the issues documented or the proposed remedial action, the student will be invited to provide a written response to the documentation, and the response will also be placed on the student’s academic file.
- All written documentation related to the problem or concern (jeopardized nursing practice outcome; professor & student views; remedial plan; signatures) will be maintained in the student's academic file. Progress, or its lack, will be clearly indicated and the student's status regarding a potential failing grade will be clearly stated. The student will receive copies of all documentation.
- The professor will inform the Chair of the BSN program of the student's status on an ongoing basis. Unresolved concerns may be brought to the Associate Dean of the Science, Technology, Health & Social Development portfolio for discussion and advisement.
- Nursing practice learning inevitably represents a delicate balance between the student’s right to learn and the rights of patients or clients to safe and ethical care as well as the rights of practice institutions to ensure such care. Because the nursing practice expectations articulated for each level of the program include explicit requirements with regard to consistent demonstration of such qualities as responsibility, ethical behavior, professional conduct, and safe, effective client care,
there are some acts on the part of the student that, even in isolation and not part of an identified pattern, may be of significant concern in the professional judgment of the professor as to justify practice failure and/or immediate withdrawal from the nursing practice learning experience. In all such instances, the professor will obtain consultation from the Chair of the BSN program and Associate Dean of the Science, Technology, Health, & Social Development portfolio as soon as possible with regard to the decision.

- The student must be provided with written documentation of the nature and seriousness of the act and an explanation of the basis for the decision that was reached by the professor. The student will be given an opportunity to respond in writing to the written documentation before it is placed on his/her file and will be informed of the implications of the decision for his/her academic progression.

- As with all courses, students have the right to appeal a failing grade. Refer to Okanagan College General Academic Regulations & Policies: General Appeals on Academic Standing.
Appropriate Use of Electronic Technology and Social Media Standard

In the practice setting, it is essential that nursing students remain focused on patient care. In the classroom, lab or clinical setting, a positive learning environment requires students to be fully engaged in learning activities and professionally accountable/responsible for their practice.

The BSN program recognizes that – when used appropriately – the use of electronic devices and social media can have a positive impact on:

- Patient safety & Quality of patient care
- Individual organization/efficiency
- Student and professor communication
- Rapid knowledge exchange and learning
- Collegial networking and knowledge dissemination
- Fostering professional communication

However, when used inappropriately, electronic devices and social media may have a negative impact on these same areas, and is for this reason that the use of personal electronic devices and social media are limited in all courses; including the practice setting, for BSN students. Areas of potential negative impact that may be seen but not limited to are:

- Interfere with productivity in the classroom and/or practice setting
- Unprofessional behavior including breaches of privacy, Codes of Conduct; including bullying and criticism of fellow students/staff and patient/families
- Disrupt the network system and/or harm the reputation of Okanagan College and/or practice facilities
- Inaccuracies of information through repetition of usage
- Patient privacy can be breached as information is shared even when anonymity is used
- Public trust of nurses can be compromised as nurses have an ethical responsibility to maintain patient confidentiality
- Individual nursing careers can be undermined as nurses have an obligation to respect patient confidentiality

See BCCNP Social Media for further information on nurses’ personal and professional responsibility.

Definition

An “electronic device” includes any computer or wireless device that provides communication by email, telephone, text messaging and Internet browsing services. These devices include but are not limited to regular cell phones, Smartphones such as Blackberry, Palm, iPhones, iPads, Vocera, PDAs, laptops, netbooks, and tablets.

Social media technologies are accessible real-time digital communication tools that enable people to connect, collaborate, and integrate information; with ‘friends’ and the public at large, through different social networking platforms.
Social media include, but are not limited to, information generated via text, photograph/images, audio and video communicated through mobile technologies, and content on the internet, such as:

- Blogs and microblogs (Twitter)
- Social networks/instant messaging (Facebook)
- Video sharing (YouTube)
- Photo sharing (Flickr)
- User created webpages (Wikis & Wikipedia)
- Email groups, instant messaging, online social forums
- Posting to public media sites

### Defining How Electronic Devices are Utilized in the Classroom or Practice Setting

#### Directly Related to Student Learning or Patient Care

When used in a manner that is directly related to student learning or patient care, electronic devices and/or social media are generally acceptable – subject to any conditions or limitations imposed by the professor or by policies in the practice setting.

Examples of this use include, but are not limited to:

**a. In the classroom**

- Use of an electronic device to take notes and/or access electronic textbook/references on the current lesson.
- Use of a portable computer to complete curriculum evaluations.
- Use of an electronic device/social media to search for information directly related to the class topic. For example, if a professor asks a question in class, the student searches the Internet, uses an eBook, or designated apps to find the answer.

**b. In the Practice Setting**

- Use of an Interior Health (IH) computer to access IH policies and procedures. For example, a student uses the online Parenteral Medication Manual to look up how to administer an IV medication.
- Use of an IH computer to access IH Meditech and Pyxis systems. For example, a student uses Meditech to research patient health history and laboratory values for potential health care status changes.
- Use of a handheld electronic device to access an electronic textbook/reference. For example, when needing to administer a medication, a student uses a personal handheld device to look up a medication in an electronic Drug Guide.
- Use of an electronic device to search for information directly related to patient care on the Internet. For example, a student uses an electronic device to search the Internet for information about community resources, in order to provide patient teaching.
Partially Related to Student Learning or Patient Care

When used in a manner that is partially related to student learning or patient care, electronic devices and social media may or may not be acceptable in classroom or practice courses. Specific guidelines around the use of electronic devices/social media will be provided by individual professors.

The use of electronic devices/social media in this category must not interfere with patient care, personal learning, or the learning of other students.

Examples of this use include, but are not limited to:

a. In the classroom
   - Use of an electronic device/social media to look up information related to nursing – but not directly related to the class being taught. For example, in a class related to intravenous therapy, the student looks up information about pneumonia.
   - Use of an electronic device/social media to quietly communicate with other students about the current class. For example, during a lecture, the student texts another student in the class to ask for clarification on something the professor said.

b. In the practice setting
   - When a student is not currently engaged in patient care, but uses the electronic device/social media to look up nursing information. For example, during a quiet time on the ward, the student uses a social media to read a nursing blog on pain management.
   - Use of an electronic device to take notes. For example, a student uses an electronic device to write his/her practice journal during practice hours.

Personal Use

The personal use of electronic devices/social media is generally NOT acceptable during classroom or practice courses, except when on scheduled breaks.

The personal use of electronic devices/social media must not interfere with patient care, personal learning, or the learning of other students.

Examples of this use include, but are not limited to:

a. In the classroom or practice setting
   - Communicating with friends or family.
   - Using social networking sites (e.g. Facebook, Twitter).
   - Playing games.
   - Accessing the Internet on websites that do not relate to nursing.
   - Reading an electronic book that is not related to nursing.
   - Playing music or video.

b. In the Practice setting
   - Accepting requests from patient/clients on your personal social media.
   - Seeking personal relationships with patients/clients or their families.
Use of Electronic Devices during Exams/Quizzes

Computer-based exams are utilized for the majority of written evaluations. Professors will advise if examinations are held in computer labs, if OC designated or personal lap tops are being used.

Professors will advise students whether other electronic devices are permitted during exams/quizzes.

- Students are not permitted to have access to cell phones during an exam/quiz.
- If there are any special circumstances in which a student might need to have access to a cell phone during an exam (e.g. regarding a sick child or spouse at home), the student must discuss this issue with the professor at the start of class.
- If students are permitted to use calculators on an exam/quiz:
  - Students may only use a basic calculator.
  - Handheld electronic devices with the capability of communicating with each other (e.g. cell phones), or with the ability to send or save alphanumeric data (text) are NOT permitted.

Confidentiality

Electronic devices/social media must not be used in any way (e.g. to photograph, videotape, or audiotape people or documents) that could compromise a patient’s confidentiality. Refer to the section on Student Files and Work: FOIP and Canadian Nurse’s Associations Code of Ethics.

Consequences of Inappropriate Use of Electronic Devices

a. In the classroom
   - If a student uses an electronic device/social media in an inappropriate manner, the student’s actions will be documented on a Student Progress Note (SPN) and/or Learning Contract (LC), and ongoing communications with the Chair of the BSN program and professor. Refer to the section on Misconduct.
   - If a student uses an electronic device in a manner that constitutes academic misconduct (such as cheating on an exam), refer to the Okanagan College policy on Academic Misconduct.

b. In the practice setting
   - If a student uses an electronic device/social media in an inappropriate manner, the student’s actions will be documented on the student’s Practice Appraisal Form (PAF), and this behavior may result in an ‘unsatisfactory’ rating in the relevant domain on the PAF (i.e. Professional Responsibility), as well as a Student Progress Note (SPN) and/or Learning Contract (LC), and ongoing communications with the Chair of the BSN program and professor. Refer to the section on Misconduct.

Relevant Policies and Practice Standards

Be aware of and adhere to legal, regulatory, educational institution, and/or employer (for example, Okanagan College, Interior Health Authority, and College of Registered Nurses in BC) requirements, guidelines, and polices.

Cyber Bullying and Professional Practice

See Okanagan College policy of Discrimination, Bullying, and Harassment.
Guideline for Electronic Technology and Social Media

There is a shared responsibility between students and professors to create a positive learning environment for everyone. Electronic devices include a variety of communication devices such as cell phones, laptops, iPads, etc.

To uphold a practical balance between appropriate usage and ensuring that safety standards are met, the following guidelines have been created for Okanagan College BSN student.

- For professionalism, safety and infection control purposes, these devices are not to be used while delivering patient care.
- When communication devices are used for clinical purposes (i.e. research medications/diagnoses, calculator), use a professional approach and use only in designated areas outlined by your clinical instructor. Be mindful of surroundings, others, be discreet and wash your hands following use. Your professor will outline specific limitations with respect to usage for each course and practice setting.
- Use of these devices for personal reasons shall be limited to off-duty or break times.
- Students are not to engage in personal calls, emails, internet surfing, text messaging, or playing games during clinical, classroom or laboratory hours as this activity is disruptive to a positive learning environment and distracting for others.
- At all times, keep these devices on MUTE or vibrate mode with no audible alerts, to not disturb others.

Electronic Communication with Professors, Students, and Practice Partners

Text message, email and calling are common modes of communication. To ensure safe, professional, and clear communication at all times, the following guidelines have been created:

- Always state who you are at the beginning of each text message.
- Language must be clear, use full words, no acronyms/short cut words or emotion icons, etc.
- Be specific to the topic (SBAR communication) when communicating by phone or text message
- For privacy purposes, confidentiality of subject matter must be followed at all times. Calls must be in a private area, text messages must not uses names of others involved. Use initials only.
- If your conversation requires more detailed discussion, please request a time to call and discuss the topic.

General Guidelines on the Use of Cell Phones

Students are reminded that cell phones may only be used in a manner that is respectful of others.

a. In the classroom

- The cell phone must be kept on ‘vibrate’ at all times.
- Whenever possible, the student should avoid answering the cell phone in class. Allow the call to go to voicemail and then return the call during a scheduled break.
- If the student needs to answer an urgent call, the student should get up and quietly exit the classroom before beginning a conversation.
- If the student is aware that he/she might be getting an urgent phone call during class (e.g. regarding a sick child or spouse at home), the student should arrange to sit next to the door, so that he/she can exit the classroom without disturbing the rest of the class.
b. In the practice setting

It is rarely appropriate to use a cell phone during practice. However, if a student is required to carry a cell phone in the practice setting (i.e. the student is a personal caregiver for young children or elders):

- The cell phone must be kept on ‘vibrate’ at all times.
- The student is not permitted to answer the cell phone while on the ward.
- If the student needs to answer a phone message, the student must wait until a scheduled break to answer the phone call on his/her own time.

Social Media

As a nursing student at Okanagan College, it is imperative that you consider how you represent yourself as an Okanagan College student, nursing professional, potential employee, caregiver, peer, and colleague.

1. **Think twice before posting.** Privacy does not exist in the world of Social Media. Consider your actions and how they could reflect on you, OC BSN program, and the practice facility. Use officially recognized social media channels and use a professional and platform-appropriate voice. Avoid jokes/sarcasm and do not make disparaging remarks about patients/families, peers/staff/professors, Okanagan College, and/or placement facilities. **If in doubt – don’t post:** If unsure of posting or responding to a comment, seek advice of your professor, preceptor, or the Chair of the BSN program.

2. **Anonymity is a myth.** Consider what you are writing as if you are signing your name to the document.

3. **Remember your audience.** What you post on social media can potentially be seen by the public at large. This includes current and prospective students, employers/colleagues, peers and patients/families. Before publishing ensure the post will not alienate, harm, or provoke anyone.

4. **Strive for accuracy.** Get the facts straight before posting on social media. Review the content for grammatical and spelling errors. This is especially important when posting on behalf of OC BSN program. When using or posting material that includes direct quotations, ideas, photos, or videos, always include citations or links to the original material. Refer to Copyright Act.

5. **Use conservative privacy settings regardless of the content on your profile and seek to separate personal and professional information online.** Practice restraint when disclosing personal information on social media sites; remember that everyone is your audience.

6. **Consider the standards of professionalism you would like to portray.** Remember that professionalism is the same online as in any other circumstance. Employers may be searching social network sites as part of background checks for new employees. Consider the personal image you wish to portray to others in and around your professional life. Even seemingly innocent photographs and/or comments can impact the trust and respect of others presently and in the future.

7. **Consider carefully who you ‘friend’ or ‘follow’ in social media.** Don’t ‘friend’ patients or family members or others of decision making power over your practice, for example professors, employers, political parties. Careful to not create an impression that the College endorses that individual, cause or organization.

8. **Ask permission before posting medically-related content on social media sites.** Do not take photos or videos of patients on personal devices, like cell phones. If required for academic purposes, permission from the professor/Chair of BSN program and placement facility and written consent from the patient is required prior.

9. **Use disclaimer language.** Before initiating a post on a social media site and if you are going to refer to Okanagan College and/or a practice facility; i.e. Interior Health, include a disclaimer in our online communications. For example, “The opinions expressed here are my own and not those of Okanagan College and/or Interior Health.” Ensure you disclose your relationship/affiliation with Okanagan College and/or the practice facility.
10. **Bullying is not a part of professional practice.** Do not harass, slander, or embarrass anyone. Cyber bullying is considered but not limited to use of cyber stalking, exclusion or gossip groups, ‘outing’ others, masquerading and impersonation, as well as posting material that is profane/obscene, defamatory, malicious, threatening, harassing, abusive, hateful or embarrassing to another person. Individuals may be held personally liable for their non-professional commentaries and acts.

11. **Responding to inappropriate use of electronic technology and/or social media.** Breaches can inadvertently occur in many different ways. If you make an error or witness another person’s error. Don’t stay silent. Remember, it is a nurse’s responsibility to take action when unsafe practice or unprofessional conduct is seen. Refer to [BCCNP’s Taking Actions on Concerns about Practice](#).
Appendix A
Consent for Sharing Student Work
Consent for Sharing Student Work

Date:

The undersigned gives permission for the use of their work as a learning resource for other students.

Course:

Title of Student Work:

Signature of Student:

Name of Student (please print):

Signature of Professor:

Name of Professor (please print):
Appendix B

Missed Clinical Practice Time – Student Form
**Missed Clinical Practice Time – Student Form**

**Student Name:**

**Date of Missed Clinical Practice:**

**Concept/ILA missed:**

<table>
<thead>
<tr>
<th>Student to Complete</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended open lab with peer to practice concept/skill</td>
<td></td>
</tr>
<tr>
<td>WeVu skill recording completed and sent to practice professor</td>
<td></td>
</tr>
<tr>
<td>Peer evaluation of concept/skill completed on Student Feedback Form and provided to practice professor</td>
<td></td>
</tr>
<tr>
<td>Complete pre-Intentional Learning Activity work prior to next clinical day</td>
<td></td>
</tr>
<tr>
<td>Appointment made with clinical professor to demonstrate concept/skill</td>
<td></td>
</tr>
<tr>
<td>Provide Student Feedback Form and Pre-ILA work to clinical professor at start of next clinical day</td>
<td></td>
</tr>
<tr>
<td>Complete post-ILA work and submitted on time to clinical professor</td>
<td></td>
</tr>
<tr>
<td>If required, attended second open-lab time</td>
<td></td>
</tr>
</tbody>
</table>

# of practice hours GRANTED: ___  # of practice hours MISSED: ______

**Student comments:**

**Clinical Professor comments:**

Clinical Professor Signature: ________________ Date: _____________

Student Signature: ________________________ Date: ____________