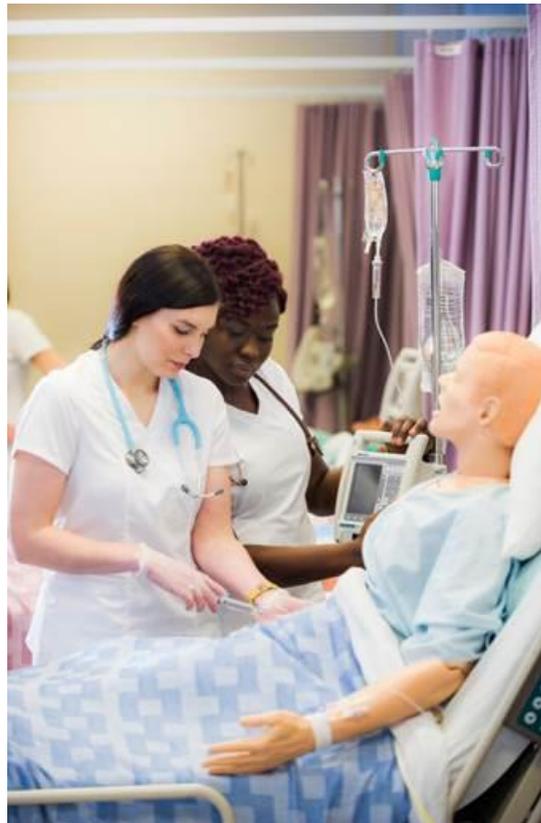




**BRANDON
UNIVERSITY**

Faculty of Health Studies



Bachelor of Nursing Program Student Handbook

2020-2021

*Please retain this handbook for future reference
and review its contents regularly.*

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Welcome

Message from the Dean – Dr. John Moraros



Welcome to the Bachelor of Nursing Program, Faculty of Health Studies at Brandon University. We are a tight-knit community of outstanding and dedicated faculty and staff ready to teach, support and inspire you to attain an exceptional educational experience and a life-changing professional career.

We are pleased that you chose to join and contribute to our growing, diverse and welcoming family.

We aim to become home to the best and brightest students from our regional, national and international community. We emphasize the importance of student-centered learning, interdisciplinary research and community outreach. We appreciate, respect and expect in all its shapes and forms: Innovation, Collaboration, Diversity and Multiculturalism.

Over the next few years, we will challenge and help you become an active learner, a critical thinker and a competent and caring professional. In turn, we ask that you share and use your knowledge, skills and gifts to help address social justice issues and improve healthcare outcomes, especially among minority and vulnerable populations in our global community. In our program, we recruit, teach and shape the next generation of compassionate, servant leaders just like you.

Strive for excellence in everything you do and get ready to make a meaningful difference as engaged citizens and global leaders.

I urge you during your time here to take every opportunity both inside and outside of the classroom to think, act and BU: Be bold, be kind, be brave, be responsible and be ambitious!

I look forward to meeting each of you.

Best wishes for your bright future,

Dr. John Moraros, MPD, PhD, MPH
Dean & Professor
Faculty of Health Studies

We respect the treaties that were made on these lands and acknowledge that Brandon University campuses are located on Treaty 1 and Treaty 2 Lands, traditional homelands of the Dakota, Anishanabek, Cree, Oji-Cree, Dene and Métis peoples.

Brandon University Health Studies Student Association (BUHSSA) Welcome Letter

Dear BUHSSA member,

Welcome to the Faculty of Health Studies! As a student accepted into the Faculty of Health Studies, you are now a member of BUHSSA.

Nursing education at Brandon University began in 1986 and since that time there has always been a student association led by the students, for the students. BUHSSA is proud to be a part of this 35-year legacy.

BUHSSA exists to provide opportunities for strategic networking, enhance the student experience, and provide a forum for student issues to be addressed.

Our office is located on the second floor of the Health Studies building (223). There is a bulletin board located outside of the office where you will find meeting minutes, updates, a suggestion box, and general information on current events.

We encourage you to actively participate in the BUHSSA monthly meetings. These occur in a conference room in the Health Studies Building, and via video conference so you can attend from your laptop or phone remotely. Committee engagement is one of the best ways to stay informed and get involved in volunteering opportunities.

Executive elections are held in November of each year with respect to 4th year senior practicums. The current executive team includes:

- Stefan McGonigle (President)
- Armando Galindo (Vice President)
- Emma Peterson (Treasurer)
- Riley Hammond (Secretary)

Please review the BUHSSA Student Booklet for a comprehensive guide to BUHSSA initiatives.

With best wishes for another exciting year,

Your BUHSSA Representatives

Email us any time at healthstudiesstudents@hotmail.com

Follow us on Instagram: **BUHSSA**

Message from BUSU – Brandon University Student Union

The Brandon University Students' Union (BUSU) is a not-for-profit organization created to advocate for your interests. We represent you on a variety of committees at Brandon University. We also lobby the local, regional, provincial, and federal levels of government. BUSU is here for students; protecting your rights, and making your university experience more enjoyable.

BUSU represents approximately 3500 students enrolled at Brandon University. We were incorporated in 1969, and are Local 37 of the Canadian Federation of Students.

BUSU offers services, hold events, runs campaigns, and advocates on behalf of you. Many of the services and campaigns offered are provided in partnership with the Canadian Federation of Students. We also provide funding and resources to all collectives and registered student clubs.

BUSU hosts a wide variety of events such as speakers, socials, and free food. We also organize orientation events at the beginning of September and January; this gives you a chance to meet with other students from inside and outside your faculty.

Mission Statement

The Faculty of Health Studies is committed to:

- the preparation of graduates at the baccalaureate level who will practice Nursing and Psychiatric Nursing safely and effectively during interactions with individuals, families, groups, and communities;
- student centered education;
- high quality, online graduate education;
- the generation of new knowledge through research that is relevant to professional practice; and,
- make a contribution to the vitality of the university and other communities.

Philosophy

Nursing and Psychiatric Nursing are theory based professions based upon scientific principles, humanistic and ethical premises, and the art of caring. Each profession requires skillful use of interpersonal processes and collaboration for the purposes of health promotion, maintenance, and restoration. Cultural diversity is respected and valued. Both professions rely on critical thinking and problem solving in clinical, administrative, research, and educational practice.

Education in Nursing and Psychiatric Nursing reflects the standards of each profession. The goal of this education is to promote acquisition, development, synthesis, and critical analysis of knowledge, attitudes, and abilities essential to the provision of evidence-based health care.

Guiding Principles

To accomplish its mission, members of the Faculty of Health Studies aspire to the following principles as we strive to fulfill the goals of the University Academic Plan:

- to provide students with a learning environment in which they may develop intellectually, emotionally, and socially;
- to promote the pursuit, advancement, and dissemination of knowledge;
- to pursue a high level of subject matter knowledge and ensure course content is current, accurate, and representative;
- to use instructional methods and strategies that, according to best evidence, are effective in helping students achieve course objectives and expected learning outcomes;
- to ensure the assessment of students is valid, open, fair, and congruent with course objectives and expected learning outcomes;
- to work respectfully and co-operatively with colleagues and students in the interest of fostering student development;
- to work collaboratively and in partnership with health authorities, regulatory bodies, other nursing education providers, and the Brandon and Winnipeg communities to promote high quality nursing education;

- to be aware of, respectful of, and attentive to goals, policies, and standards of practice expected of educators by Brandon University and professional regulatory bodies; and,
- to encourage a climate of freedom, responsibility, and mutual respect in pursuit of these principles.

Bachelor of Nursing Program

Curriculum: Themes and Principles

The Curriculum for the BN program is based on requirements set out by the College of Registered Nurses of Manitoba (CRNM) that address important concepts. These concepts are in line with national standards of practice and nursing competencies, current nursing theory, health care reform, as well as values and beliefs of the nursing faculty at Brandon University.

You may hear one of your Instructors say that we have an "integrated program" and you may wonder what that means. Programs tend to be "blocked" or "integrated". In blocked programs, specific content is offered at different times in the program. For example, medical-surgical courses may be offered in year two and paediatrics in year three. In an integrated program, topics are introduced and re-introduced later in the program with a deeper level of examination. For example, the topic of critical thinking is introduced in pre-nursing and discussed in more depth later in clinical practice.

We use a Human Response model which depicts peoples' usual responses to various states of health and illness. Using several theories and conceptual models, Human Responses and other courses explore how nurses can partner with patients/clients/residents and their families to plan and implement strategies to foster optimal health throughout the continuum of care.

Social Determinants of Health

The following is a list of the widely accepted factors that determine the degree of health people experience as outlined by the World Health Organization (WHO):

- 1) **Income and social status** – higher income and social status are linked to better health. The greater the gap between the richest and poorest people, the greater the differences in health.
- 2) **Employment and working conditions** – individuals with meaningful employment are healthier, particularly those who have more control over their working conditions.
- 3) **Education and literacy** – low education levels are linked with poor health, stress and low self-confidence.
- 4) **Childhood experiences** – positive experiences early in life have a powerful effect on brain development, school readiness and health in later life.
- 5) **Physical environments** – safe water and clean air, healthy workplaces, safe houses, communities and roads all contribute to good health.
- 6) **Social supports and coping skills** – greater support from families, friends and communities is linked to better health.

- 7) **Healthy behaviours** – balanced eating, keeping active, smoking, drinking, and how we deal with life's stresses and challenges all affect health.
- 8) **Access to health services** - access to and use of services that prevent and treat disease influences health.
- 9) **Biology and genetic endowment** - inheritance plays a part in overall healthiness, the likelihood of developing certain illnesses and determining lifespan.
- 10) **Gender** - men and women experience different types of diseases at different ages and they respond to diseases differently based on how they have been socialized.
- 11) **Culture** - customs, traditions, the beliefs of the family & community affect health.

PHAC (2018). Retrieved from <https://www.canada.ca/en/public-health/services/health-promotion/population-health/what-determines-health.html>

Primary Health Care

Primary Health Care is essential health care, based on practical, scientifically sound, and socially acceptable method and technology; universally accessible to all in the community through their full participation; at an affordable cost; and geared toward self-reliance and self-determination (WHO & UNICEF, 1978). Primary health care shifts the emphasis of health care to the people themselves and their needs, reinforcing and strengthening their own capacity to shape their lives. Hospitals and primary health centres then are only one aspect of the system in which health care is provided.

Primary health care is based on the philosophy that all people are equal and are entitled to the same level of health and the same opportunities. Primary health care focuses on individual and community strengths (assets) and opportunities for change (needs); maximizes the involvement of the community; includes all relevant sectors but avoids duplication of services; and uses only health technologies that are accessible, acceptable, affordable and appropriate. Primary health care needs to be delivered close to the people; thus, should rely on maximum use of both lay and professional health care practitioners and includes the following 8 components:

- 1) Education for the identification and prevention / control of prevailing health challenges
- 2) Proper food supplies and nutrition; adequate supply of safe water and basic sanitation
- 3) Maternal and child care, including family planning
- 4) Immunization against the major infectious diseases
- 5) Prevention and control of locally endemic diseases
- 6) Appropriate treatment of common diseases using appropriate technology
- 7) Promotion of mental, emotional and spiritual health
- 8) Provision of essential drugs.

WHO (2013). Retrieved from http://www.who.int/topics/primary_health_care.

Family Nursing

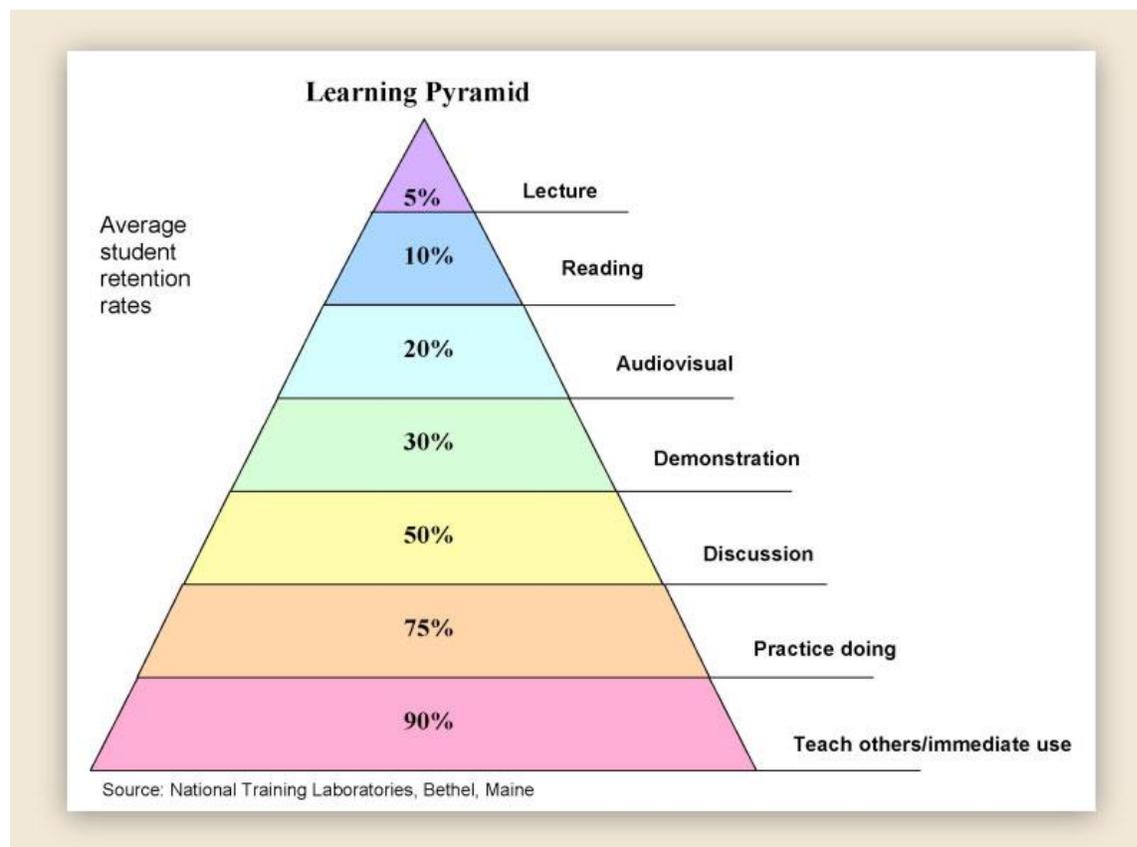
The family systems model of nursing maintains that people are best understood within the context of their family (or personal circle of significant people). People's health and their illnesses are influenced by the family network around them and the family unit is influenced by the person's health/ illness. This theory advocates for nurses to include the patient/client/resident and family in the planning and delivery of care.

Problem-Solving, Critical Thinking and Reflective Practice

The Department of Nursing acknowledges that it is impossible to include all information in the nursing curriculum that nurses may need to know. The goal is to enable students to use the knowledge and skills that they have to find additional information as needed, analyse data collected, critically-think, problem-solve, and make sound rational decisions in their future practice. Reflective practice, which can be accomplished through various means including writing journals, is a process of learning by internally examining and exploring issues of concern triggered by experiences and may result in changed perspectives. We believe that through introspection and reflective practice, students can learn more from their clinical experiences than what might originally seem obvious.

Learning - A Diverse and Active Process

We believe that students will learn best by actively being involved in the learning process. We strive to be student-centred by providing multiple ways of learning and being flexible to the learning needs of individual students when possible. While there are differences among people in the ways they like to learn, we believe that the following Learning Pyramid is reasonably reflective of learning retention rates among students.



Academic Course Summary

COURSES REQUIRED	COURSE #	CREDIT HOURS
Anatomy & Physiology	15.171/15.172	6
English		3
Medical Microbiology	15.264	3
Intro to Stats		3
Elective		3
Elective		3
Nursing Foundations I	71.150	3
Human Growth & Development	71.155	3
Nutrition and Health Promotion	71.153	3
Year I Total		30
Nursing Foundations II	71.250	2
Intro to Pharmacology	71.251	2
Human Responses I	71.252	3
Health Assessment	71.253	3
Nursing Applications I	71.254	3
Nursing Practice I	71.255	2
Nursing Foundations III	71.260	3
Human Responses II	71.262	6
Nursing Applications II	71.264	3
Nursing Practice II	71.265	3
Human Responses III	71.272	2
Nursing Practice III	71.275	3
Year II Total		35
Human Responses IV	71.352	4
Nursing Practice IV	71.355	3
Gender & Lifespan Health I	71.356	4
Gender & Lifespan Health II	71.357	4
Human Responses V	71.362	3
Nursing Practice V	71.365	4
Nursing Practice VI	71.375	3
Intro to Health Research Methods	71.457	3
Elective		3
Year III Total		31
Community Health	71.361	3
Professional Nursing	71.440	6
Nursing Practice VII	71.465	4
Nursing Practice VIII	71.435	12
Year IV Total		25
PROGRAM TOTAL		121

Grading System

Course requirements will be evaluated according to the following grading system, which applies to all courses offered by the Faculty of Health Studies. All students must achieve a minimal grade of C (2.0) in all Health Studies courses. However, an overall grade point average of 2.5 in the degree line is required for graduation.

Grade	Percent Range	Grade Points
A+	95 – 100	4.3
A	90 – 94	4.0
A-	85 – 89	3.7
B+	80 – 84	3.3
B	75 – 79	3.0
B-	70 – 74	2.7
C+	65 – 69	2.3
C	60 – 64	2.0
C-	55 – 59	1.7
D	50 – 54	1.0
F	Below 50	0.0

Requests for extensions of deadline dates for assignments will be considered on an individual basis by the Faculty member. Students are asked to submit in writing the request for an extension and the reason for the request at least 48 hours prior to the deadline date.

A written confirmation whether the extension is granted will be provided by the Faculty member. In extenuating situations, where 48 hours is not available, a verbal request, followed by written documentation may be accepted. If a request for an extension has not been submitted or has not been granted, late assignments will be deducted 3 marks for each working day the assignment is submitted late.

Scholarly Work

APA formatting is used throughout the Bachelor of Nursing Program. For APA formatting, refer to your required APA text as the acceptable reference: American Psychological Association. (2010). *Publication manual of the American Psychological Association* (7th ed). Washington, DC: American Psychological Association.

Retention of Materials for Portfolios

In the fourth year, you will compile a portfolio of your accomplishments. The portfolio is intended to demonstrate clinical and academic competence and showcase outstanding work you have accomplished. It forms the basis of your Continuing Competency documents for the College of Registered Nurses of Manitoba (CRNM). At the end of every course, remember to review all your projects, presentations, and other relevant 'creations' and decide if there is something you want to

keep for the portfolio. Examples include: teaching projects you completed, evidence of outstanding clinical performance, exceptional or exemplary papers, child and adult abuse registry documents, certifications (such as CPR, Non-Violent Crisis Intervention, Electronic Health Record training, or WHMIS training), and certificates received when conferences or workshops were attended. Course faculty will not retain copies of your work; you must take responsibility for retaining these documents yourself.

Required Certifications

CPR

All students are required to obtain certification in Cardiopulmonary Resuscitation (CPR) at the Health Care Provider Level. Newly admitted students must provide proof of certification to the Nursing Student Advisor by August 31. Thereafter, returning students must provide proof of certification annually by June 1.

Immunizations

Newly admitted students to the Bachelor of Nursing program must submit the completed Immunization Record, as provided by the Department of Nursing, prior to beginning Year 2 courses. Students who do not produce a current Immunization Record cannot participate in Clinical Practice courses. Students who cannot be immunized because of allergies, family planning/pregnancy or other reasons must provide a physician's certificate to verify the same.

Criminal Record, Child Abuse Registry and Adult Abuse Registry Checks

A satisfactory completion of a Criminal Record Check with the Vulnerable Sector Search, Child Abuse Registry Check and Adult Abuse Registry Check are admission requirements to the Bachelor of Nursing program. A Clinical placement site may require a more current Criminal Record Check, Child Abuse Registry Check and/or Adult Abuse Registry Check prior to commencing the practicum experience. All expenses incurred as a result of these checks are the responsibility of the student.

Following admission, if at any time during the student's tenure in a Faculty of Health Studies program, he/she is charged with or convicted of a criminal offence or listed on the Child Abuse Registry and/or the Adult Abuse Registry, the student is required to report this information to the Student Advisor of the respective program. Failure to report a charge or conviction of a criminal offence, or a listing on the Child Abuse Registry and/or the Adult Abuse Registry that occurs at any time following admission, will result in a review of the student's status in the program. This review may result in dismissal from the program.

Pledge of Confidentiality

All students are required to:

- Complete the PHIA for Rural RHA's e-learning module/quiz
- Watch the Prairie Mountain Health (PMH) Confidentiality Video
- Read the PMH Confidentiality Policy
- Sign the PMH Pledge of Confidentiality

WHMIS (Workplace Hazardous Material Information System)

All students will be required to complete the WHMIS (Workplace Hazardous Material Information System) course, offered through the Safety & Health Officer at Brandon University, prior to beginning Year 2 courses.

Students who do not provide the required certifications will not be able to attend clinical practice.

Policies and Procedures

Please refer to the Brandon University web site to access policies and procedures for the Department of Nursing in the Faculty of Health Studies. Other important information related to the Department of Nursing including appropriate professional communication processes and voluntary withdrawal deadlines, without academic penalty is available in the Brandon University General Calendar available at: www.brandonu.ca.

Attendance

In the spring of 2016, the Faculty of Health Studies revised the attendance policy to include mandatory attendance for all orientation sessions, theory classes, clinical fieldwork, clinical practice courses and clinical labs. Please refer to the Attendance Policy below for details.

Purpose

The Faculty of Health Studies is a professional Faculty. Students are expected to organize their personal schedules so that they can attend all classes, labs and clinical. Class participation is an essential element in applied learning. When students are present they not only learn from other students and their instructors, but contribute their own experiences and knowledge. Attendance and participation are expected of pre-service professionals.

Policy

Attendance is mandatory for orientation, class, clinical fieldwork, clinical practice courses and clinical labs. Students absent from class, clinical fieldwork, clinical practice courses and clinical labs due to illness may be required to present a certificate of illness (signed by a recognized health care provider). It is the student's professional obligation to provide professors with written documentation, in advance where possible, for each absence. Absence for compassionate reasons is considered on an individual basis.

Where absence is involved in clinical/lab, make up time may be required.

Attendance will be monitored for each class. Where absence is involved in class, Professors may require students to complete additional assignments. If a student has three (3) unexcused absences in class, a failing grade will be assigned. On the third absence, the Faculty member will notify the student, in writing, of the course failure.

Failure to attend mandatory class, clinical fieldwork, clinical practice courses and clinical labs may lead to the implementation of other Faculty of Health Studies policies (such as *Grade Requirements and Progression*; *Students Experiencing Difficulty in Clinical Practice*; and *Unsafe Clinical Practice and Debarment*).

Dress Code

Clinical/Hospital Placements

In clinical situations, students must wear either complete uniforms or appropriate professional dress as determined by the protocol established for the clinical setting. Students are required to wear a navy uniform in the clinical setting for all clinical courses in the BN/BScPN programs. Students will be required to purchase the uniform from a designated supplier. Requests for changes to the uniform due to culture or customs will be considered by the Faculty of Health Studies. Uniforms must be clean, neat and of suitable length. Uniforms must not be worn to and from the clinical area because they are considered contaminated. Travel to and from a work setting in a uniform have potential to transport and transfer organisms that threaten the health of the public. Uniforms are not to be worn outside of the clinical setting.

Black or navy socks/stockings are to be worn with the uniform. Comfortable, closed toe and closed back shoes with low or no heel must be worn in the clinical/hospital setting. Runners are permitted if they are clean, in good condition and have non-marking soles. Shoes must be worn only on the clinical area and not outside of the facility.

A Brandon University patch must be sewn on the left shoulder of the uniform.

A Brandon University photo ID name tag must be worn and be easily visible in the clinical setting.

Other required supplies:

- Stethoscope
- Watch with a second hand
- Bandage scissors (optional)
- White Lab Coat (BN students only)
- Zippered binder

Hair must be neatly groomed. Long hair is to be tied back, off the shoulder and kept away from the face at all times. Beards, moustaches and side burns are to be short and neatly trimmed.

The following jewelry is acceptable: one plain band or ring with no grooves or stones, small studded earrings, or a small nose stud (limited to one). No other visible piercings allowed. All earrings/studs are to be small, safe and inconspicuous. Medical alert bracelets, short necklaces may be worn but must be hidden inside the uniform.

Perfumes/fragrances in patient/resident/client areas are not allowed. Other cosmetics are to be worn in moderation. Course Faculty may require tattoos to be covered.

Fingernails are to be short, clean and free of nail polish. Artificial nails or nail tips of any kind are not allowed.

Good personal hygiene and cleanliness is essential.

Community and Field Placements/Clinical Patient Research

Professional dress and suitable shoes for community/mental health placements, and clinical patient research are required. Professional dress should be clean, in good repair and appropriate to the area/activity. Jeans, sweat pants, sweatshirts, shirts with logos or brand names, tights and leggings are not acceptable. Name tags must be worn in community settings and for clinical patient research. Guidelines under jewelry, cosmetics, fingernails and personal hygiene are to be followed as stipulated under clinical placements.

Faculty of Health Studies Classrooms

Clean uniforms are to be worn in the Skills/Simulation Lab, only as required. Uniforms are not to be worn in any classroom setting.

Electronic Devices

Laptops, tablets, and cell phones are not permitted in the clinical area (including patient assignment research, pre/post conference). They are to be kept in your locker and may be accessed on your breaks only. Cell phones must be concealed and muted in the classroom and laboratory settings. Exceptions are to be authorized only by the Faculty/Clinical Instructor.

Cellular Data and notifications to smart watches are to be turned off in the clinical area.

Refer to the BU exam policy regarding electronic device use during examinations.

<https://www.brandonu.ca/health-studies/files/2011/03/Test-Exam-Invigilation-Policy-Sept-2016.pdf>

<https://www.brandonu.ca/senate-office/files/2019/09/Comprehensive-Exam-Policy-Sept-2019.pdf>

E-mail Communication

To ensure the safety and security of student information, only Brandon University e-mail addresses will be used for correspondence between Brandon University faculty and students. E-mail sent between faculty and students may be included as part of a student's record.

In accordance with the direction provided in each student's acceptance letter to Brandon University, *You need to check your webmail/email regularly! Your BU email account is the primary way that we contact you about changes to your classes, wait-lists, upcoming events, and so much more.* (<https://www.brandonu.ca/future-students/accepted/>).

Professional Requirements and Competencies

According to Webster, profession is defined as a “chosen, paid occupation requiring prolonged training and formal qualification.” Therefore professionals may be defined as individuals expected to display competent and skilful behaviours that are aligned with their profession. Nursing expresses many core values including honesty, responsibility, pursuit of new knowledge, belief in human dignity, equality of all patients and the desire to prevent and alleviate suffering. Your professionalism will be judged in your personal behaviours and how you present yourself to all those around you.

Adapted from: www.carecor.com/what-does-professionalism-nurse-really-mean

Requirements

In the Classroom

The Department of Nursing in the Faculty of Health Studies respects individual learning needs and strives to provide an optimal student learning environment for everyone. Students are assumed to be adult learners. As an adult you have both rights and responsibilities. With this in mind, professional behaviour is an expectation in the classroom. In return for your consideration, you should expect to have a class free of interruptions, a climate of collegiality and professionalism, and a positive learning environment. Professional behaviour includes:

- Being prepared for class (i.e. complete assigned readings before class)
- Attending classes (including orientations, theory classes and clinical courses)
- Attending exams as scheduled
- Turning off all electronic devices that are not used for academic purposes and concealing them
- Arriving to class on time (late entry is disruptive to classmates/professor)
- Staying for the entire class
- Engaging in discussions
- Participating and completing class activities as assigned
- Not consuming food in the classroom (some food smells can be nauseating to other students)
- Waiting for scheduled breaks to leave the class (students moving in/out of classroom can be disruptive to classmates/professor)
- Paying attention to what others are saying
- Accepting responsibility for your attitude and behaviours
- Respecting all individuals' differences including culture, ethnicity, religion, work experience, gender, age, sexual orientation etc.

In the Clinical Setting

Clinical experience is an essential part of the BN program. The student will develop a broad range of competencies that will enable him/her to practice in a variety of clinical settings. Clinical placements may be set up in Brandon, the surrounding area, or in other locations within the province. **Students are responsible to arrange their own transportation to and from placements** (e.g. personal vehicle, public transit, car-pool, car-share, cycle, etc.) **and for any costs related to travel and accommodation (if applicable).**

To avoid a conflict of interest, students are required to inform the Clinical Placement Coordinator of clinical units/agencies where they have been an employee and/or where they have significant others in the workplace, i.e. parent, spouse/partner, child.

Students are expected to comply with the policies of any agency selected for clinical experience which may include Criminal Record and Child Abuse Registry Checks, Privacy of Information Act, Pledge of Confidentiality, Immunization and Dress Code.

Students will **practice** clinical skills in the lab setting and **perform** those same skills in the clinical setting. At no time are students allowed to practice invasive clinical skills including intravenous (IV) insertion on each other, a clinical instructor or any other healthcare provider or in any social setting. It is expected that students provide safe, ethical care to clients. The Department of Nursing may invoke the Unsafe Clinical Practice and Debarment policy when fundamental clinical expectations are not met by the student. Attendance at all clinical placements, and all scheduled lab sessions is **mandatory** in the Department of Nursing in the Faculty of Health Studies.

The faculty acknowledges that true life emergencies do exist and will work with students in these situations if they arise. Excusable absence that may be approved by Course Leader may include but are not limited to:

- Medical illness – Doctor’s certificate may be required
- Snow or ice storm causing highway department to issue a travel advisory
- Natural disaster e.g. flood
- Family / personal crisis or other highly significant family event

Note: Excusable absences do **NOT** include:

- Scheduled work or vacations that conflict with theory classes, clinical or exam times
- Non-emergent doctor or dental appointments
- Fatigue due to your own actions including paid employment
- Planning ‘special’ events that interfere with class or clinical time

The standards of practice for Registered Nurses require that RN’s identify themselves by full name and as a Registered Nurse. The Bachelor of Nursing students are expected to identify themselves using the same standard therefore when introducing oneself to patients/families or other members of the health care team: “My name is Cassandra Patient and I am a 2nd Year Bachelor of Nursing student from Brandon University. You can call me Sandy as that is the name I go by every day and how people know me best”. Students will use full, legal names when signing all documentation.

Competencies

The BN program is designed to enable students and eventually graduates attain the Entry-level Competencies for Registered Nurses (CRNM, 2019). These competencies are organized by professional role and are used as the basis of the expectations for professional student conduct in clinical settings.

Professional Role	Expectation for Student Professional Conduct
Clinician	<ul style="list-style-type: none"> • Attends all orientations including theory, program, clinical, and lab courses • Attends required information sessions/post-conferences scheduled in clinical courses • Is prepared for clinical assignments to ensure safe, competent nursing care • Meets performance measures as outlined in relevant Clinical Performance Evaluation Tools (CPETS)
Professional	<ul style="list-style-type: none"> • Adheres to the dress code to portray a professional image when in the clinical setting • Is punctual for all clinical shifts and timely submission of assignments • Provides a written explanation to the faculty in an appropriate format when unable to meet commitments and offers a tentative plan to make up the course requirements • Is aware of, and adheres to, relevant policies and procedures of Brandon University, Faculty of Health Studies, and the facility providing the clinical experience • Accepts responsibility and is accountable for their own attitude and behaviours • Implements activities to maintain own fitness to practice and appropriate participation in the classroom setting. Key strategies include adequate sleep, manageable work schedule and personal stress management techniques. • Demonstrates self-reflection and insight into own performance • Self-reports conflicts of interest in all clinical experiences (for example, personal relationship with staff member in the clinical area or current employment in the clinical unit) • Maintains confidentiality with all patient and relevant facility information
Communicator	<ul style="list-style-type: none"> • Uses clear, concise, assertive and respectful communication (written, verbal, non-verbal and through social media platforms) with all members of the health care team including peers and faculty • Demonstrates honesty in all interactions with students, instructors and members of the health care team • Timely and professional communication to report absence in all theory classes, labs, clinical placements, etc.

Collaborator	<ul style="list-style-type: none"> • Works with others (peers, faculty, clients and family) in a respectful, non-judgmental manner • Participates in shared workload discussions with project group members and completes assignments on time
Coordinator	<ul style="list-style-type: none"> • Consults the client and other members of the health care team when appropriate • Supports clients and their families to navigate the health care system by answering questions, explaining interventions and arranging future appointments when appropriate • Develops client-centred discharge plans that consider the home environment and social context of the individual and family • Practices the skill of delegation in relevant clinical courses • Participates in trauma simulation exercises
Leader	<ul style="list-style-type: none"> • Performs skills in accordance with Nursing Applications I & II requirements • Is aware of the <i>Truth and Reconciliation Commission of Canada: Calls to Action</i> • Provides constructive feedback to other students using peer evaluation tools in theory classes and clinical settings • Nominates mentors for Champion of Learning award when appropriate
Advocate	<ul style="list-style-type: none"> • Reports unsafe practice of self and others • Respects all individuals' differences including culture, ethnicity, religion, work, experiences, gender, age and sexual orientation • Protects clients and members of the health care team from harm & practices in the best interest of the public • Considers issues related to health inequities in all care plans
Educator	<ul style="list-style-type: none"> • Considers client and family health literacy in the development of education plans • Delivers a person-centred education plan based on learning needs of client and family • Evaluates effectiveness of health teaching and revises education plan if necessary
Scholar	<ul style="list-style-type: none"> • Actively engages in discussions in classroom, lab and post-conference • Incorporates best evidence available in all assignments • Makes an effort to develop cultural awareness and competency as situations arise • Demonstrates social awareness of community and global health issues and applies knowledge to practice • Develop own research skills through written assignments

Freedom of Information & Protection of Privacy Act

Students and faculty have a responsibility to adhere to the regulations set out in Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA), provincial legislation enacted to guide and direct how personal information is collected, used and disclosed. Care must be taken to ensure that personal information is used only for the reasons(s) it was collected and released to those who need the information to carry out their duties. The electronic age has allowed for unintentional wide spread distribution of information to people who do not have the right to see the information.

When you communicate with Faculty, you must use your password-protected, university email address for correspondence. This allows the Information Technology Department to limit the amount of unsecured information in the BU system and allows all of us to keep student-faculty correspondence confined to one secure system. Email sent between Faculty and students is considered part of a student's record.

As a student, you also have the right to privacy. Your student records and personal information (e.g. your age, address, student number, evaluations, and grades) cannot be shared with anyone (including your parents) who do not need the information to do their job.

NOTE: A second piece of legislation, the Personal Health Information Act (PHIA) specifically directs how health information is managed. You will be required to complete the online learning module provided by Prairie Mountain Health, read the Confidentiality Policy and sign the Prairie Mountain Health Pledge of Confidentiality before attending clinical placements.

There are three rules to keep in mind about confidentiality besides the obvious need to NOT share health information about patients:

- 1) PHIA prohibits photocopying or photographing of any chart documents;
- 2) Use BU's secure Learning Management site, Moodle, instead of email to upload journals that may contain identifiable patient information;
- 3) Limit the amount of personal health information that you provide in your journal about patients/clients/residents and do not use patient names in journals.

Social Media Use

Technological advances offer both significant benefits and challenges in the health care setting. Despite greater access to resources through technology and timely responsiveness, there are numerous opportunities to engage in unprofessional behaviours every day. In the past, student

nurses may have used blogs or Facebook to share clinical experiences as a means of debriefing a challenging work situation with colleagues or friends. This method of debriefing is simply venting or ranting as it does not provide you with any meaningful support. As a student, post conferences have been designed as an opportunity for you to share your experiences and receive feedback that may widen your perspective and help you learn from the events. The use of social media requires extra caution for beginning nurses as they develop their sense of professionalism and become skilled with the notion of professional boundaries.

Inappropriate use of social media platforms and websites reflects not only the individual but also the Bachelor of Nursing Program at Brandon University and facilities that support the program. Although there is a perception of anonymity and privacy, once a message is posted it is no longer private. Students must not include discussion on any websites on the internet such as Facebook, Twitter, Snapchat and Instagram about any health region or agency, its practices, employees, its patients or clients. Students with personal pages on social media sites, are not to identify themselves as speaking on behalf of the nursing program, and may not imply that they are a student in, or associated with, the Bachelor of Nursing program at Brandon University.

Examples of Possible Misuse of Social Media

- Postings that identify patients or clients that have received treatment. Even if a post does not identify the patient's name, details about a procedure and/or the date and time may reveal the patient's identity.
- Postings that are derogatory spread misinformation or are harmful to the Bachelor of Nursing program, Brandon University, health region, facility, unit, or any of their practices.
- Postings that could place clients and patients, health care team, faculty and/or other students in danger.
- Posting photos of members of the health care team or patients.
- Postings that infringe on intellectual property or client data.
- Postings that reveal the Bachelor of Nursing Program, Brandon University, health region, facility, or unit sensitive matters.

Considerations when using social media

Given the importance of privacy, the following guidelines are provided specific to privacy protection, adapted from the Office of the Privacy Commissioner of Canada and the Canadian Nurses Protective Society:

1. Never expect absolute privacy when using social networking sites. Many sites allow all content to be viewed by anyone using the Internet or all other registered users of the site. Read and understand the terms of use of the site before creating an account.
2. Investigate profile protection when using social networking sites. It may be possible to adjust your account so that uninvited users cannot view your information anonymously.
3. Use the highest and most restrictive security setting that is available and do not provide identifying personal information such as social insurance numbers, your birthday, your full name or your address.

4. Consider that what you are posting may be online forever, even if it has been deleted. In future job competitions, it is increasingly likely that prospective employers will search your online profile(s).
5. Remember that even sites with privacy options may be required to release your information to government or law enforcement agencies.

Consider if you would want your message to be read aloud to or viewed by:

- Your parents and/or children
- Your boss
- To be printed on the front page of the local newspaper/billboard with your name and picture on it
- To be read or viewed again in 20 years
- Read out in a deposition in a court of law

There are serious professional, legal and ethical implications when using social technology. Nursing students must be vigilant in their use of social media to avoid breaches of confidentiality, patient safety and professional image of the student.

Disciplinary action will be taken against any student who violates organizational policies and/or agreements related to social media or for whom there is compelling evidence of same. Disciplinary action may include implementation of the Professional Conduct Review policy.

Academic Integrity

Academic integrity is an essential part of University life. Students should familiarize themselves with section 3.14 of the General Calendar (Academic Dishonesty and Misconduct). Violations of this policy will not be tolerated. Plagiarism, cheating, falsification of records or research misconduct will result in disciplinary action. If you are unclear of what constitutes plagiarism, or are uncertain of a particular aspect, please meet with a Faculty member for clarification. A student who is determined to be responsible for academic dishonesty or misconduct may be subject to the imposition of one or more of the following:

- 1) Requirement to repeat the assignment or examination, with or without a grade reduction.
- 2) Assignment of a grade of zero in the assignment, test, or exam.
- 3) Assignment of "F-AD" in the course in which the offense is committed.
- 4) Suspension of some or all courses in which a final grade has not been entered and the assignment of "F-AD" in all such courses.
- 5) Suspension from all Brandon University teams, clubs, or like organizations for a period of 1 to 5 years.
- 6) Suspension from the faculty for a period of 1 to 5 years.
- 7) Expulsion from the faculty.
- 8) Suspension from the University for a period of 1 to 5 years.
- 9) Expulsion from the University.
- 10) Cancellation or revocation of degree.

Occurrence Reports & Patient Safety

Provincial regulations mandate that Occurrence Reports be completed following errors or incidents ranging from "near-misses" to critical occurrences that affect patient safety in regional health authorities. Legislation requires that an analysis must take place to determine what factors contributed to the error being detected and averted (in the case of a near-miss) and what factors contributed to the error being made and what can be done to prevent reoccurrences in the future. The focus of the Occurrence Report process is always on learning from the occurrence: What aspect of safe practice broke down? What factors contributed? How can we do better?

The College of Registered Nurses of Manitoba (CRNM) requires all nursing programs in the province to implement a process to report, track, and analyse errors and/or near misses that involve nursing students. Faculty members will identify trends in the types of errors and possible gaps in how we are teaching and preparing students for clinical practice. In the event that you or a faculty member is involved in an error or near-miss, you are required to complete an RHA Occurrence Report (as applicable) as well as a Brandon University, Department of Nursing Occurrence Report.

Consequences of Unprofessional Behaviour

When problem behaviours are identified, the involved faculty member will counsel the student on the unacceptable behaviour and indicate the type of behaviour change that is expected and within what time frame. The student's unacceptable behaviour and the specific counselling provided will be documented by the faculty in the student's file. Documentation may involve a Performance Improvement Plan (PIP) or use of other tools. In addition, the faculty member will notify the Department Chair(s). The student will be given a copy of the documentation, which will be submitted to his/her student file.

Students are held responsible for content presented in class, lab and clinical setting. Students whose behaviour is unprofessional will receive sanctions, which may include: debarment, course failure, grade reductions, probation, suspension or dismissal from the class or program.

Professional Conduct Review Policy

Nursing and Psychiatric Nursing are self-regulated professions. This means that the government has delegated to the professional regulatory bodies the authority to regulate itself for the purpose of protecting the public. In the spirit of self-regulation, students in the Faculty of Health Studies are expected to provide competent, safe and ethical care to their clients. This means that clients must not be harmed or placed in positions of undue risk because of incompetent (see Students Experiencing Difficulty in Clinical Practice policy), unsafe (see Unsafe Clinical Practice & Debarment policy) and/or unethical conduct. In addition, other students, faculty members and support staff in the Faculty of Health Studies at Brandon University and the community-at-large, must not be harmed or placed in positions of undue risk because of unsafe, unprofessional and/or unethical conduct of a student.

Professional misconduct is defined as an act or omission that is in breach of accepted standards of conduct based upon professional and ethical standards of the College of registered Nurses of Manitoba (CRNM) and the College of registered Psychiatric Nurses of Manitoba (CRPNM). Where concern about the conduct of a student exists, a mechanism within the Faculty of Health Studies must also exist to effectively assess and respond to the matter, such that the student is treated fairly, and clients, colleagues, and others are protected.

Students at the Faculty of Health Studies are required to conduct themselves in a professional, safe and ethical manner in all program-related situations. Failure to adhere to expected standards of professional, safe and ethical conduct will result in disciplinary consequences, which may include expulsion from the program of studies. The standards of practice and codes of ethics that guide the relevant profession will be considered in the decision-making process, as will standards and codes existent in the particular program of study and at Brandon University.

Grounds for professional misconduct include behaviour that, if participated in by a registered practitioner of the profession, would result in suspension or expulsion from the profession, or other disciplinary action available to the governing body of the profession. Professional misconduct includes, but is not limited to:

- Failure to maintain the standards of practice and practice expectations of the profession
- Working while impaired by any substance
- Abusive conduct (including verbal, physical, emotional, sexual, and/or electronic)
- Breach of professional boundaries (including physical, emotional and/or sexual boundaries)
- Theft from a client, coworker, educational facility and/or workplace
- Failure to obtain informed consent and/or breach of confidentiality
- Inadequate documentation and record keeping
- Misrepresentation of qualifications and abilities
- Failure to identify/report a conflict of interest and/or loyalty
- Inappropriate business practices related to position of authority, influence and trust
- Disgraceful, disrespectful, dishonourable and/or unprofessional conduct in an academic environment, professional practice or in the community (e.g., verbal, written, electronic etc.)

Access to Support Services

In the Department of Nursing, we want students to be aware of support services that are available to all. Be sure to check out links from the BU Home page in relation to Student Life. Your tuition includes support in the areas of math, writing and other academic skills. Check out the web link at:

<http://www.brandonu.ca/student-life/>

For information about the Academic Skills Centre, Personal Counselling, Advising Services, International Student Services, and BU Accessibility Services, call 204-727-9739.

- For walk-in assistance, visit the Academic Skills Centre, Room 102 A. E. McKenzie Building (Math Tutors availability will be posted at the Academic Skills Centre).

- Students having difficulty with math competency should make an appointment at the Math Centre for assistance.
- Students requiring assistance with writing, make an appointment at the Writing Centre.

Positive well-being is highly correlated to learning and student success. Wellness is a combination of physical, social, spiritual and mental health. Personal counsellors at Brandon University are dedicated to providing support to students' wellness, primarily their mental well-being, through prevention activities, early identification and timely interventions using a holistic lens.

- Please contact a personal counsellor in the Student Services department at 204-727-9737 or visit Room 102 in the A.E. McKenzie building to make an appointment.
- There are crisis counselling appointments available daily.

Appendix A

Professional Conduct Agreement

The Department of Nursing in the Faculty of Health Studies believes that professional behaviour is an integral part of each student's nursing education. As such, each student is asked to read and sign the following agreement which will be kept in the student's file with the Student Advisor.

I, _____ the undersigned, acknowledge the
print name here
importance of professionalism and personal integrity in nursing and nursing education.

I understand that attendance of theory and laboratory classes, and clinical placements are mandatory including the scheduled orientation to Lab and Clinical courses.

I am aware of, and commit to, the professional expectations in the classroom setting as described in the Student Handbook.

I am also aware of, and commit to, the professional clinical conduct standard set by the Department of Nursing in the Faculty of Health Studies at Brandon University.

I understand that breaches to the conduct standards will have consequences as outlined in this document.

Student

Date

Witness

Date