



**BRANDON
UNIVERSITY**

FACULTY OF HEALTH STUDIES



STUDENT HANDBOOK 2024-2025

2024-2025 Student Handbook (for students graduating in 2025)

BACHELOR OF NURSING

CONTENTS

| | Page |
|---|------|
| History of Health Studies | 2 |
| Welcome | 5 |
| ▪ Message from the Dean - Dr. Linda Ross (Acting Dean) | 5 |
| ▪ Message from BUHSSA - Brandon University Health Studies Student Association | 6 |
| ▪ Message from BUSU – Brandon University Student Union | 7 |
| ▪ Mission Statement, Philosophy and Guiding Principles | 8 |
| Bachelor of Nursing Program | 9 |
| ▪ Curriculum: Themes and Principles | 9 |
| ▪ Academic Course Summary | 12 |
| ▪ Grading System | 13 |
| ▪ Scholarly Work | 13 |
| ▪ Retention of Materials | 13 |
| ▪ Required Certifications | 14 |
| Policies and Procedures | 15 |
| ▪ Attendance | 15 |
| ▪ Dress Code | 16 |
| ▪ Electronic Devices | 17 |
| ▪ Email Communication | 18 |
| Professional Requirements and Competencies | 18 |
| ▪ In the Classroom | 18 |
| ▪ In the Clinical Setting | 19 |
| ▪ Competencies | 20 |
| ▪ Freedom of Information & Protection of Privacy Act | 23 |
| ▪ Social Media Use | 23 |
| ▪ Academic Integrity | 25 |
| ▪ Occurrence Reports & Patient Safety Initiative | 26 |
| ▪ Consequences of Unprofessional Behaviour | 26 |
| ▪ Student Non-Academic Misconduct Policy | 27 |
| ▪ Access to Support Services | 28 |
| Appendix A | 29 |
| ➤ Professional Conduct Agreement | 29 |

For further information, not found in this Student Handbook,
please contact the Student Advisor at 204-571-8567

History of Health Studies

- In 1986, Nursing and Psychiatric Nursing programs came to Brandon University with the announcement of funding for two post-diploma programs. These programs were originally housed in the Faculty of Science in the new Department of Nursing and Health Studies located in McMaster Hall. Students who were already Registered Nurses and Registered Psychiatric Nurses, upon successful completion of the two-year programs were provided with a Bachelor of Science in Nursing (B.Sc.N.) or a Bachelor of Science in Mental Health (B.Sc.M.H.). Fifty-two students were admitted during that first year.
- In Fall 1987, the Department of Nursing and Health Studies moved into newly renovated space in the lower level of McMaster Hall. This included two classrooms, a laboratory and observation room, reception area, photocopy room, main office, four faculty offices, and a faculty lounge.
- Spring 1988 was the first graduating class from these post-diploma programs.
- In 1995, **Canada's first four-year baccalaureate program in Psychiatric Nursing** (B.Sc.P.N.) joined the two post-diploma programs at Brandon University. Physically, this program remained at the Brandon Mental Health Centre (BMHC) until 1998 where the Psychiatric Nursing Diploma program had been housed since 1920.
- In 1997, the three programs left the auspices of the Faculty of Science and the School of Health Studies was established. Dr. Linda Ross became the first Dean of the new School of Health Studies.
- In September 1998, the Psychiatric Nursing program housed at BMHC, and the post-diploma programs, housed in McMaster Hall, moved into the renovated School of Health Studies Building on the Brandon University campus (formerly the home of the Music Building and Student Services). Having everyone under one roof fostered collaboration and cooperation amongst the faculty and assisted both students and faculty in becoming more integrated into the university community. The opening of the Health Studies Building was held on Friday, October 30, 1998, and was well attended by students, alumni, dignitaries and members of the university.
- In 1998, the School began to offer the first two years of its BScPN program by distance to Winnipeg, in collaboration with the University of Winnipeg. Students could complete the psychiatric nursing courses through distance delivery and their required Arts and Science courses at the University of Winnipeg. Students were required to relocate to Brandon for Years 3 and 4 of the program. Office space was rented on the 7th floor of the Rice Financial building and classroom space was rented across the street at the University of Winnipeg. Over time, additional faculty members were located in Winnipeg to accommodate teaching Years 3 and 4 of the B.Sc.P.N. program on-site.
- Also in 1998 the First Nations and Aboriginal Counseling (FNAC) program was established as a “stand alone” program, although it was housed in the Health Studies Building and was responsible to the Dean of Health Studies. This program was first proposed by Manitoba Aboriginal Educational Counseling.



The program was formulated using First Nations and Aboriginal holistic approaches to counseling, healing and community.

- In March 2001, the province announced \$5 million to expand its nursing program facilities and bring the 4-year B.N. degree to Brandon University. On September 19, 2003 the new Health Studies Complex was officially opened just in time to welcome faculty, staff and students to the new Bachelor of Nursing program.
- In 2001/2002 Dr. Norma Wylie served as a Stanley Knowles Visiting Professor in Palliative Care, Faculty of Health Studies, Brandon University.
- In 2005, additional funding was received to expand the student capacity for the B.Sc.P.N. program in Winnipeg. This included hiring additional faculty and staff, and created a need for permanent space. Renovations began to take place early in 2006 to the lower level of the Rice Financial building. The new space included two classrooms, a student lounge, faculty and staff offices and lounge, a counseling room, a laboratory and a student computer area. The official opening was on August 28, 2006 and classes began a week later.
- May 2007, the new Bachelor of Nursing program graduated its first cohort of B.N. students from Brandon University.
- On August, 1, 2008, Dr. Dean Care began his tenure as the second Dean of the School of Health Studies. Dr. Care came to Brandon University from the Faculty of Nursing at the University of Manitoba.
- In Fall, 2008 an official opening was held for the newly renovated laboratory space in the lower level of the Health Studies building.
- On June 9, 2009, the Senate of Brandon University approved that the First Nations and Aboriginal Counseling (FNAC) program be situated within the School of Health Studies. This move to the School of Health Studies was one of the recommendations put forward by an External Review Committee team that evaluated the FNAC program. It also recommended a name change of the program and revised curriculum. In September 2010 the new Indigenous Health and Human Services (IHHS) program accepted its first students.
- In September 2009, the Health Studies Seminar Series was launched. This seminar series provides opportunities for faculty to share their research activities and develop a community of scholars in Health Studies.
- In 2009, the Faculty of Health Studies applied for and received funding from the Manitoba Government to establish 12 seats for LPNs to access the B.N. and/or B.Sc.P.N. programs.
- In 2010, Brandon University was approved to establish a **Master of Psychiatric Nursing (MPN) program – the first of its kind in Canada. It remains the only such Master’s program in the country.** In January 2011, the program admitted 13 students on a part-time and full-time basis. The program was funded for total of eight full time seats for students, although that number has been exceeded for several years. Delivery of the program is based on a combination of alternative delivery formats, but is primarily delivered online. The MPN program is designed for professionals who are seeking advanced practice roles in administration, clinical practice, or education. The Master of Psychiatric Nursing (MPN) program continues to thrive, with more qualified applicants than can be accommodated. In the period 2011 - 2022, there have been forty-seven graduates from the MPN program.
- In July 2012, the School of Health Studies became the Faculty of Health Studies. To achieve the status of Faculty, a number of criteria had to be met, including having “an independent Faculty Council reporting directly to the Senate”, reaching a sizeable number of students and faculty, implementing graduate programs, carrying out noteworthy research, maintaining a worthy performance record, among others. *“This development is so important – for our students, the Faculty and the University. It raises the profile of the entire program making the B.U. Health Studies experience more valuable to the students. The achievement of this benchmark is a testament to the hard work Dr. Care and the faculty devoted to this initiative,”* said Dr. Deborah Poff, Brandon University’s President and Vice-Chancellor.

- In November 2012, Brandon University and Assiniboine Community College entered into an articulation agreement to allow LPN graduates from ACC to enter into the B.N. and B.Sc.P.N. programs at B.U. This articulation agreement was renewed in December 2017.
- In 2013-14, Dr. Arden Vollman served as a Stanley Knowles Distinguished Visiting Professor in the Faculty of Health Studies.
- In the Spring of 2014 faculty engaged in a strategic planning initiative to map out a future direction for the Faculty of Health Studies. This resulted in the “Building for a Bright Future Strategic Academic Plan (2014-2019)” in Health Studies.
- In 2015, the Health Studies Office of Research was established and a Research Facilitator hired for that unit. That year also marked the establishment of the four Research Grant Awards (\$2500 each). These grants provide Health Studies faculty with seed money in support of developing larger research grant applications.
- In May 2015, the first student graduated from the Master of Psychiatric Nursing program at Brandon University.
- In the Fall of 2015, the Hi-fidelity Simulation Centre was established at the Brandon Campus.
- In September 2016, Health Studies Faculty Council approved the establishment of the Dean’s Award for Teaching Excellence in the areas of Academic Teaching and Clinical Teaching. These awards are presented annually.
- In 2018, new laboratory space and faculty offices were opened on the 6th floor of the Rice Centre in Winnipeg. This added approximately 3000 square feet to the Winnipeg Campus and resulted in a much improved learning environment for B.Sc.P.N. students.
- The Centre for Critical Studies of Rural Mental Health (CCSRMH) was established within the Faculty of Health Studies in 2019. The purpose of the Centre is to accelerate the already growing number of studies on rural and remote mental health and wellness at Brandon University, link research results to people who can use them, and support education and community engagement in relation to mental health. Dr. Rachel Herron, Canada Research Chair, is the founding director of the Centre. The CCSRMH promotes innovative, community-connected research and education to inform rural mental health and wellness policies and practices, respond to the issues facing rural people and communities, and develop expertise for understanding and planning for Canada's rural and remote health and wellness.
- On August 1, 2019, Dr. John Moraros began his term as the third Dean of Health Studies.
- In May 2020, Dr. Linda Ross returned to the Faculty of Health Studies as Acting Dean.
- In 2021, additional funding was received to expand the student capacity for the B.N program in Brandon, as well as the B.Sc.P.N. program in Winnipeg. Annual intake for the B.N. program in Brandon was increased from 48 to 60 students per year, and the annual intake for the B.Sc.P.N. program at the Winnipeg site was increased from 40 to 60 students per year. The annual intake for the B.Sc.P.N. program at the Brandon site remains at 35 students per year. This expansion required the hiring of additional faculty and staff at both the Brandon and Winnipeg locations, as well as the need for expanded space. Construction began to take place in 2021 at the Brandon Campus to create additional office space, renovate existing lab space, and develop a state-of-the-art Simulation lab and large classroom in Clark Hall in space formerly occupied by the Print Shop. Space at the Winnipeg campus was expanded to include all of the sixth floor in the Rice Financial Building and included renovations on the lower level as well. The expanded space includes additional classrooms, an additional laboratory, a dedicated student area, additional office space, reconfigured counseling rooms and welcoming student work areas. The official opening was held March 9, 2023.

Welcome

Message from the Dean – Dr. Linda Ross

WELCOME: Message from the Acting Dean – Dr. Linda Ross



We, in the Faculty of Health Studies are so pleased to welcome you to the Bachelor of Nursing Program. You are now “officially” on your educational path to becoming part of the Nursing profession. These are challenging times in health care, and we are delighted that you have chosen to contribute via your education at Brandon University.

Our faculty are committed to educating health care professionals to advance physical and psychological well-being, within an ever-changing health care environment. This is a challenging program to which you have been accepted, and I know that you will give it your all in order to be successful.

You are the future of health care! Much is expected of you, but we also are all here to guide and assist you on this journey. I am certain that with the diligence with which you approach your studies, you will live up to these expectations.

I wish you all the best in your studies over the next several years. Please do not hesitate to knock on my door if I can be of assistance. Please be sure to take a little time to have some fun along the way and make some great memories and friendships that will last you a lifetime.

Warm regards,

A handwritten signature in black ink that reads "Linda L. Ross". The signature is written on a light-colored, textured background.

Dr. Linda L. Ross
Acting Dean
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.

Message from BUHSSA: Brandon University Health Studies Student Association

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 the Brandon University Health Studies Student Association (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 37-year legacy. BUHSSA is here to enhance and advocate for the student experience.

We have an office located on the second floor of the Health Studies Building (Room 223). Here we have a suggestion box where you can provide your input and ideas. Be sure to join our Moodle page and our Instagram to stay updated on meeting minutes, updates, a suggestion forum, and general information on current events we are planning. Meetings occur monthly either by zoom or in person at the Health Studies Building. Joining BUHSSA is a terrific way to learn about volunteer opportunities and remain informed (which also looks great on the resume!). Executive role elections are held in November of each year with respect to 4th year senior practicums. If you have any ideas about student advocacy or simply have a fun idea, please do not hesitate to bring it up at a meeting or contact us!

The current executive team includes:

- **Dana Simoens** (President)
- **Divine Favour Izuora** (Vice President)
- **Seida Lou** (Committee Coordinator)
- **Eyiyemi Sadiq** (Treasurer)
- **Leonora Preteau** (Secretary)
- **Philip Mutuku** (Winnipeg Campus Representative)

We hope to see you at a meeting or attending one of our events. Best wishes in your academic year!

If you have any questions at all please contact us at healthstudiesstudents@hotmail.com, we are more than happy to help!

Moodle: under 00 Communications Websites – access key: *buhssa2024*

Instagram: *@buhssa*

Sincerely,

Your BUHSSA Representatives

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

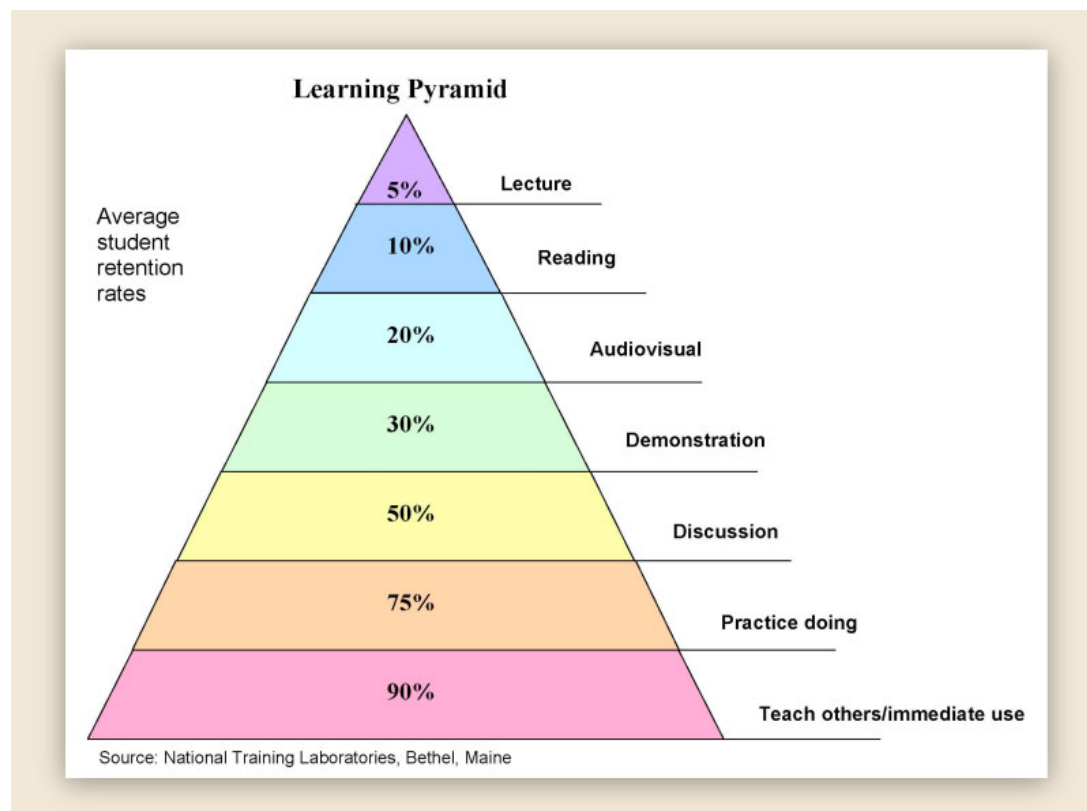
The family systems model of nursing maintains that people are best understood within the context of their family (or personal circle of significant people). People's health and their illnesses are influenced by the family network around them, and the family unit is influenced by the person's health/ 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 |
| Foundations of Professional Self | 71.156 | 3 |
| Health Promotion Across the Lifespan | 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.

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

The College of Registered Nurses of Manitoba (CRNM) developed a Continuing Competency Program (CCP) to support RNs to maintain professional standards, enhance practice, and promote high standards of knowledge and skill. The program includes self-reflection, lifelong learning, and integration of that learning into nursing practice. By completing the annual requirements of the

program, RNs assure the public they are committed to maintaining and improving their competence as a registered nurse.

As a student, you can begin gathering documents for the CCP to demonstrate clinical and academic competence and highlight outstanding work that you have done. At the end of every course, remember to review all your projects, presentations and exemplary writing and decide if there are items that you will want to have in the future. Examples of other important documents include mandatory certifications, child and adult abuse registry documents, and certificates from conferences or workshops. Course faculty will not retain copies of your work so you must take responsibility for retaining these materials.

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, Manitoba Child Abuse Registry Check and Manitoba 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, Manitoba Child Abuse Registry Check and/or Manitoba Adult Abuse Registry Check prior to commencing the practicum experience. All expenses incurred resulting from 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 Manitoba Child Abuse Registry and/or the Manitoba 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 Manitoba Child Abuse Registry and/or the Manitoba 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 Materials Information System)

All students will be required to complete the WHMIS (Workplace Hazardous Materials Information System) course, offered through the Safety & Health Advisor 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 website 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

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 has the 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 centre of the left sleeve, 1 inch above sleeve hem.

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 always kept away from the face. Beards, moustaches, and sideburns are to be short and neatly trimmed.

The following jewellery 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 and 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, sweatpants, 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 jewellery, 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

Cell phones or tablets will be permitted for students and Faculty in the clinical area for resource and information gathering only. Cell phones/tablets are not permitted for personal use in patient care areas. Cell phone/tablet use for resource and information gathering will be expected to be professional, and used appropriately in non-patient care areas e.g., break room, shift change room, medication room. If you are observed using your cell phone inappropriately, you may be sent home. Cell phones/tablets 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>

Email Communication

To ensure the safety and security of student information, only Brandon University email addresses will be used for correspondence between Brandon University faculty and students. Email 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.
- Turn camera on during Zoom sessions

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, e.g., 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/Unprofessional Clinical/Laboratory Practice 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 Instructor 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 RNs identify themselves by full name and as a Registered Nurse. The Bachelor of Nursing students are expected to identify themselves using the same standard 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) • Performs skills in accordance with Nursing Applications I & II requirements |

| | |
|--------------|--|
| 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 completes 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"> • 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 • Develops own research skills through written assignments |

Fitness to Practice

The College of Registered Nurses of Manitoba defines fitness to practice being all of the qualities and capabilities of an individual relevant to their capacity to practice as an RN, including, but not limited to freedom from any cognitive, physical, psychological or emotional condition, and freedom from dependence on alcohol, drugs or other substances that impair their ability to practice nursing.

Student nurses are accountable to monitor and maintain their own fitness to practice as outlined in the *Code of Ethics for Registered Nurses* and the College of Registered Nurses of Manitoba's standards of practice.

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 widespread 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 Student Non-Academic Misconduct policy.

Academic Integrity

Academic integrity is an essential part of University life. Students should familiarize themselves with the General Calendar (Academic Integrity). 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 academic activity, with grade reduction.
- 2) Assignment of a grade of zero for the assignment, or academic activity.
- 3) Assignment of "F-AD" in the course.
- 4) Suspension from 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 credential/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. If 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.

Refer to: <https://www.brandonu.ca/health-studies/files/2011/03/Occurrence-Report-Policy-November-2017.pdf>

STUDENT SAFETY INCIDENT REPORTING

Brandon University is committed to a safe learning environment for all students, staff, and faculty. In compliance with Workplace Safety and Health (WSH) legislation, students are required to report injuries or near injuries that occur when on-campus or during their clinical placements to their clinical instructor, faculty member, and the WSH Advisor to ensure action is taken to prevent recurrence.

If an injury/ or near injury occurs, please complete the BU Workplace Health and Safety Incident Reporting found at [WSH-Hazard-Incident-Report-Form-FRM-GEN-WSH-001-Apr-2023.pdf \(brandonu.ca\)](#). If a student consults a medical practitioner (e.g., doctor, nurse practitioner, emergency/ urgent care) related to a clinical injury/near injury, the WSH Advisor (Michelle Augustyn) must be notified, and a corresponding Workers Compensation Board Worker Incident Report must be submitted. Do not submit any patient information on these documents as they are strictly limited to the student's information.

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.

Student Non-Academic Misconduct Policy

For effective operation the University depends on its members to respect each other by upholding community standards of conduct. It is the responsibility of each student to contribute to an environment of trust and respect that protects the freedom of all to live, work, and learn together.

This policy applies to actions, interactions, and behaviours of students that occur on or off (in person or by distance delivery) Brandon University campuses including the business of Brandon University or other actions sanctioned by or representing the University including but not limited to athletic events, work term, clinical placements, academic or professional conferences, volunteer activities, and academic or field research work. A violation of this policy may include, but is not limited to electronic communications: social media, text messages, email etc.

If it is determined there was a breach of this policy, the Vice-President will render a decision regarding sanctions. Examples of sanctions and/or remedial actions may include one or more of the following:

- Written warning
- Formal apology
- Mandated education or workshops
- Loss of privileges
- Probation
- Community Service
- Interim suspension
- Expulsion

To view the policy and offenses under this Policy, please go to the following link:

<https://www.brandonu.ca/governors/files/Student-Non-Academic-Misconduct-Policy-October-2021.pdf>

Access to Support Services

In the Department of Nursing, we want students to be aware of support services that are available to all. Your tuition includes support in the areas of math, writing and other academic skills. Check out the web link at: [Student Services | Brandon University](#).

For information about the Academic Skills Centre, Personal Counselling, Advising Services, International Student Services, and BU Accessibility Services, call 204-727-9737.

- 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 provide 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.

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

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