NIPISSING
UNIVERSITY

SCHOOL OF NURSING

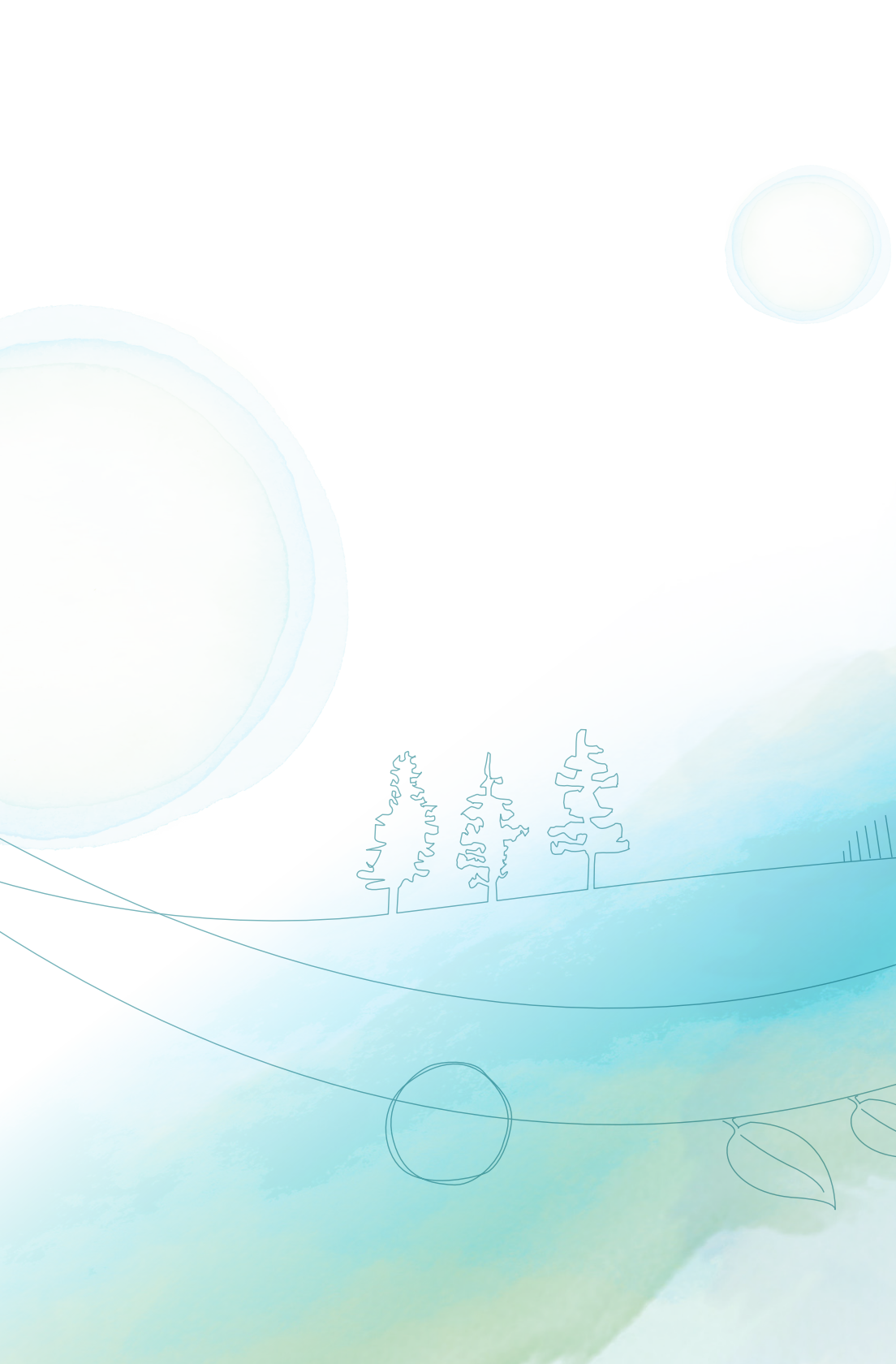
RPN TO BSCN
BLENDED LEARNING PROGRAM

STUDENT HANDBOOK

2024-2025



Revised April 2024



WELCOME

It is with great pleasure that we welcome you to Nipissing University's Registered Practical Nurse (RPN) to Bachelor of Science in Nursing (BScN) Blended Learning Program. We are delighted that you have chosen to pursue a Nipissing University degree in nursing that utilizes a unique partnership model with your employer and other clinical sites to support your educational experience. It is our sincere hope that you enjoy your experience and that you find the program both academically challenging and professionally rewarding.

At the heart of the Nipissing experience is our commitment to personalized learning; this is one of our defining strengths and is at the root of our consistently high student satisfaction ratings. The University is committed to ensuring you have the right academic and student resources to set you up for success. There are numerous tools and supports available to you as you embark on this new journey. Many of those resources are listed in this handbook and we encourage you to explore everything Nipissing has to offer you.

This handbook addresses program specific policies and information for the RPN to BScN Blended Learning Program. Please read it carefully. If the information in the handbook is not clear to you please seek clarification from the program administration, nursing faculty, program staff and/or an academic advisor.

We wish you success in your studies and in your future nursing career.

The Blended Learning Program Faculty, Staff & Administration

Subject to Change:
During these challenging and continuously changing times in public healthcare, there may be necessary revisions to policies and certain sections of this handbook that may change after the publication of this document.



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CURRICULUM

Introduction

As an adult learner, you have taken significant steps to further your education, personally and professionally. The Registered Practical Nurse (RPN) to Bachelor of Science in Nursing (BScN) Blended Learning program, through online and in-person learning experiences, is designed to provide you with a high-quality university education that considers your experience and knowledge. As the nursing profession is constantly evolving, the program aims to prepare dynamic and inclusive generalist registered nurses who can demonstrate both intellectual and practice competence while adhering to the professional standards of the College of Nurses of Ontario. The program's goal is to equip students with the necessary understanding, knowledge, and skills to provide equitable care for clients and contribute to bettering current and future healthcare delivery systems.

Our School of Nursing Mission, Vision and Values

Mission

The Nipissing University School of Nursing is committed to innovation, leadership, and excellence in teaching and learning through evidence-informed nursing education, research, and practice. Guided by imaginative faculty and innovative programming, our graduates learn to practice relationally and are dedicated to advancing health and systems transformation.

Vision

We will be an innovative leader in state-of-the-art experiential learning, curricula and program delivery. We educate and empower a diverse population of nurse leaders who will be relational and evidence-informed, transforming health, health systems and societal structures through knowledge, inquiry and service

Values

Client-Centredness

We believe client-centredness is establishing partnerships with our patients, and their families (when appropriate), groups, and communities to ensure that decisions respect their wants, needs, and preferences. The requirement to provide the knowledge and support to make informed healthcare decisions and to participate in their care is key. Client-centredness encompasses caring, compassion, service to others, diversity, empathy, advocacy, and collaboration.

Leadership

We believe nursing leadership is an integral part of every nurse's practice. Nursing leadership is about critical thinking, action, social justice, and advocacy – and it happens in all roles and domains of nursing practice. Nursing leadership plays a pivotal role in the immediate lives of nurses, and it has an impact on the entire health system and the Canadians it serves (Canadian Nurses Association [CNA], 2009, p. 1). Nursing leadership encompasses the principles of authenticity, trustworthiness, boldness, accountability, action-oriented, innovation, empowerment, enthusiasm, and excellence.

Respect

We believe respect for others is foundational to nursing practice. It is communicated to peers, patients, stakeholders, and the public through our words, listening skills and actions. Respect demonstrates a regard for the dignity of others' thoughts, choices, beliefs, and diverse backgrounds.

Professionalism

We believe professionalism in nursing is essential in achieving a healthy and safe work environment and is contextualized. Professionalism involves nurses putting into action their values and attributes of professionalism when providing nursing care and collaborating with patients,

nurse colleagues, other members of the health care team and nursing students. The principles of professionalism include knowledge, a spirit of inquiry, accountability, autonomy, advocacy, innovation, collegiality and collaboration, ethics, and values (Registered Nurses Association of Ontario [RNAO], 2007).

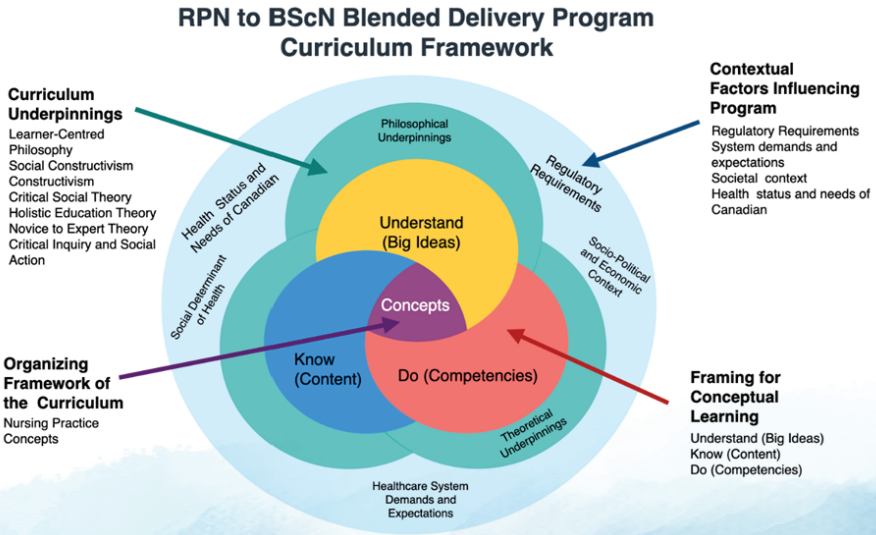
Evidence-Informed Practice

We believe evidence to be conceptualized as a more inclusive and non-hierarchical notion. . . [Building on evidence-based practice, evidence-informed practice (EIP)] equally values practice wisdom, tacit knowledge, and all forms of knowing. It is thereby viewed as integrative, viewing practice and research less in opposition but more in support of one another. Evidence-informed practice respects the role of practice research (Webber & Carr, 2015, p. 19). Therefore, our orientation towards EIP should foster and encourage in our graduate's critical inquiry and reflexivity skills in addition to understanding and know-how about EIP. It demands a commitment to educational, research and service practices rooted in curiosity and imagination by the faculty in the School of Nursing, and those we teach and mentor.

CURRICULUM

Learning Approach and Curriculum Framework

Managing curricular content in health and nursing-related education has become challenging due to the rapid expansion of knowledge and the constantly evolving Canadian society. These changes have made it difficult to determine the essential skills and knowledge that students need, resulting in "overly crowded curricula" (Institute of Medicine, 2003, p.38). In response to this challenge and to meet the needs of the nursing profession, nursing practices, and learners while being responsive to current and emerging healthcare contexts, the RPN to BScN Blended Learning program was redesigned in 2023. The revised RPN to BScN Blended Learning program curriculum incorporates 21st-century learning approaches and pedagogical strategies, keeping the students in mind. It adopts a conceptual learning approach and is structured by a concept-based and competency-driven curriculum framework (see Figure 1).



Conceptual learning is the foundation of the concept-based, competency-driven curriculum Framework. A conceptual approach to learning is rooted in the science of how we learn. Learning goes beyond simply acquiring new information. It involves actively thinking about the new information we encounter to understand and use it appropriately. Concepts are at the core of learning; they organize knowledge, facts, and skills in various contexts and situations. When we learn, we move from simply memorizing facts or mimicking skills to developing a conceptual understanding of a topic– grasping the basic idea or principle associated with a concept. As we connect multiple concepts, we can understand more complex ideas. When we understand the relationships or patterns between concepts, we can transfer our understanding to new situations, enabling us to make better decisions about how to act. The RPN to BScN program's curriculum is designed to develop students' ability to effectively engage in this process and think and learn conceptually, which is essential for responding to the changing healthcare environment.

Nursing Practice Concepts

The nursing practice concepts selected for the RPN to BScN Blended Learning program are based on Gidden's Concepts for Nursing Practice (2023) and other relevant literature. They also align with regulatory requirements, the philosophical underpinnings of the program and healthcare and societal contextual drivers. The program concepts are organized into three categories:

- **Health and Illness Concepts:** The knowledge, skills and attitudes nurses use or adopt to respond to the range of health and illness processes experienced by clients.
- **Client and Context:** The factors that affect the health outcomes of clients.
- **Professional Foundations:** The knowledge, skills and attitudes that form the foundations of professional practice.

Concept-based Instruction

The Understand-Know-Do Model frames concept-based instruction in the RPN to BScN program.

As a learner progresses through the curriculum, they develop and deepen their understanding of the big ideas (Understand) by exploring content (Know) using critical inquiry practices and applying and integrating knowledge and understanding (Do) to demonstrate competencies. During instruction, the three elements are used to varying degrees and in no particular sequence, woven together to facilitate conceptual understanding and transfer.

Scaffolding Learning

The program scaffolds learning about concepts and the development of transferable understanding. This means that you will be guided through synchronous and asynchronous learning strategies, activities and assessments to grasp the basics of concepts, build your understanding of concepts and their relationships, and develop the ability to transfer understanding to familiar and unfamiliar situations. While you may revisit concepts in different courses and discuss the same exemplars, learning is progressive rather than repetitive, and developing critical thinking and clinical reasoning skills is necessary for the clinical judgment expected of entry-to-practice RNs.

On completion of the RPN to BScN Blended Learning program, the graduate will be able to:

1. Apply caring concepts and caring theory when practicing professionally within the legislative and ethical requirements.
2. Exemplify professional communication and collaborative behaviours in relationships with individuals, families, populations, nursing colleagues, and interprofessional healthcare team members.
3. Demonstrate cultural competence in nursing practice among diverse

populations in a variety of contexts to ensure culturally safe care.

4. Integrate critical inquiry through ongoing reflection and examination of relevant theories and knowledge in nursing practice.
5. Demonstrate leadership attributes that promote adaptation, goal achievement, and innovation.
6. Commit to self-regulation, scholarship, and nursing competence through the personalized role transition from RPN to BScN.
7. Integrate evidence-informed literature with the nursing process to practice safe and competent nursing care.
8. Synthesize new knowledge by using various sources of information and communication technologies towards monitoring and evaluating health outcomes in individuals, families, and populations.

References

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BEST PRACTICE SPOTLIGHT ORGANIZATION (BPSO)

Best Practice Spotlight Organizations (BPSOs) are healthcare and academic organizations selected by the Registered Nurses Association of Ontario (RNAO) to implement and evaluate the RNAO's best practice guidelines. In June 2021, the BPSO designation was awarded to Nipissing University in our efforts in education to support evidence-based nursing in Ontario and beyond. Students, administrative staff, and faculty are collaborating to develop educational opportunities that aim to improve patient experiences and optimize health outcomes. As a BPSO we are part of a global network that is transforming health care. Our School of Nursing BPSO Steering Committee meets monthly and offers an open invitation for students to participate, which is an excellent professional development opportunity. For more information about our BPSO initiatives and how to become involved, please contact nursingblended@nipissingu.ca

COLLEGE OF NURSES OF ONTARIO

The College of Nurses of Ontario (CNO) is responsible for regulating nursing in Ontario. Here are some important Registration Requirements for those applying to practice nursing in Ontario. You must:

1. Complete a nursing program. You must demonstrate the successful completion of a nursing program designed to prepare graduates for the category (RN, RPN, or NP) to which you are applying.

2. Evidence of Practice. You must show that you have recent experience practising as a nurse. Most applicants to the College automatically meet this requirement by completing a nursing program approved by the College within the past three years.

3. Complete a registration examination. You must successfully complete the registration examination approved by the College for the category (RN, RPN, or NP) to which you are applying.

4. Complete the jurisprudence examination. You must successfully complete the RN/RPN Jurisprudence Examination. This online exam assesses your awareness and understanding of the legislative and regulatory framework (i.e., laws, regulations, and College by-laws, practice standards and guidelines) governing the nursing profession in Ontario.

5. Demonstrate language proficiency in English or French. You must provide evidence that you are proficient in English or French. This includes demonstrating you can communicate and comprehend effectively, both orally and in writing, in either language.

6. Provide proof of citizenship, permanent residency or authorization under the Immigration and Refugee Protection Act (Canada). You must be a Canadian citizen or a permanent resident of Canada or hold authorization under the Immigration and Refugee Protection Act (Canada) to engage in the practice of nursing in Ontario.

7. Report past offences, findings and other specified matters. You must truthfully state if you have ever been found guilty of an offence, had a finding related to the practice of nursing or another profession against you, or are involved in certain proceedings. You must also submit a recent police criminal record check.

8. Meet College requirements related to health and conduct. You must declare whether you suffer from any physical or mental condition or disorder that could affect your ability to practise nursing in a safe manner. The College must also be satisfied that you will practise with decency, honesty and integrity, and in accordance with the law.

For more information on registration and practice requirements, please contact the CNO at :
https://www.cno.org/en/become-a-nurse/new-applicants1/ontario/

CNO website: www.cno.org

or call 1-800 387-5526

GENERAL ACADEMIC GUIDELINES

Please refer to the academic calendar for the most complete and current information regarding Nipissing University policies and regulations.

http://academiccalendar.nipissingu.ca



PROCEEDING IN THE PROGRAM

- The RPN-BScN Blended Learning program is designed for student to take either two or three courses per semester over three semesters per year. Students who are not following this standard plan are encouraged to meet with Academic Advising for assistance developing an alternate study plan.
- Students who hold a previous university degree who have been exempted from courses, and students who have received additional transfer credits must meet with academic advising for assistance with a modified study plan.
- Students must adhere to the degree requirements in place for the year they were admitted to their program.
- All RPN-BScN Blended Learning Program Nursing courses (NSGD courses) require a minimum grade of 60% to pass the course. All non NSGD courses require a minimum of 50% to pass.
- A student may repeat a theory course once. A student may attempt a theory course for a third time only with departmental approval.
- Clinical practicum courses are graded S (Satisfactory) or U (Unsatisfactory). Students must receive an S grade in these courses in order to proceed in the program.
- A student in the nursing program may not receive more than one Unsatisfactory (U) grade in clinical practicum course throughout the program. If a second Unsatisfactory (U) grade is achieved, the student will be required to withdraw from the nursing program.
- Limited enrolment assists the School of Nursing in managing clinical placement opportunities. Students who follow the study plan, including selecting their placements on their Clinical Commitment form, meeting their clinical clearance requirements, and maintaining employment with a partner healthcare agency will be prioritized for placement planning.
- A student must complete the RPN to BScN Blended Learning Program within seven (7) academic years from initial registration in the Program.
- All Students, including those taking time off of school are still expected to be checking their Nipissing University email account for important messages from the University.
- Students who have not registered in courses for more than a 18-month period will be required to apply for readmission before they will be permitted to register and will be required to follow the degree and program requirements for the calendar year in which they resume their enrolment. Previous enrolment in the program does not guarantee readmission.
- Distinction of Graduation; Undergraduate students who graduate with an overall average of 80% or higher on all courses taken at Nipissing University and presented for the degree will be granted their degree "with distinction". Students must complete at least 50% of their degree requirements at Nipissing University to earn distinction.



Required Withdrawal from a Program

Students will be withdrawn from the BScN program should they receive more than one grade of Unsatisfactory (U) in any Clinical Practicum courses. See the academic calendar for additional information on being asked to withdraw.

Course Syllabi

In each course you will be provided with a course syllabus (outline). This outlines all course activities and acts as a contract between student and the course instructor.

Expected Theory Course Commitment

Time commitment for theory courses will vary based on each student as well as the course, but expected time commitment is ten (10) hours a week for each course. It is expected that each student will have the required text. Please see section below regarding Textbooks.

Textbooks

Required textbook information can be found by going to the campus bookstore at Nipissingshop.ca. Students who wish to be successful need to be using the most recent edition of the textbook(s). Courses are taught using the most recent version of the textbook to ensure that students are not learning out of date/incorrect information. Several of the required Med/Surg textbooks in the program will be used for multiple courses.

Textbooks promoted on websites that claim to offer exceptional discounts should be highly scrutinized by students to assess the legitimacy of these sources. When purchasing textbooks online, students must be diligent in assessing the textbook site to ensure it is a legitimate source. Such sites are purposefully designed to be misleading and it can be challenging to assess the legitimacy.

Sites offering PDF versions of textbooks at a fraction of the cost likely did not obtain permission from the publisher to sell texts at such reduced prices. If this is the case, this is a copyright violation and is illegal. Students should not purchase textbooks from such sites. Students should not photocopy or share PDF's of textbooks.

Assignments

The following guidelines apply unless indicated otherwise in the course syllabus. All assignments must include references and follow APA format. Assignments must be submitted on time. Students can normally expect five percent (5%) of the potential mark standardized to 100% will be lost for each workday of lateness. Spelling and grammar must be accurate. All students are expected to develop skill with APA formatting throughout the program, and deductions will be assigned for APA formatting errors. All assignments are due on the specified date. If permission is received for a late submission, the assignment will be due on the agreed upon date.

Absences from Quizzes, Tests, etc.

The following guidelines apply unless indicated otherwise in the course syllabus. A mark of zero (0) will be given for any missed test or quiz. There will be no rewrites or supplemental tests or quizzes, unless alternate arrangements are made with the course instructor.

Examination Location

Some courses in this program have in-person final exams at our North Bay campus on a set, inflexible date within the final exam period for that session. The dates of the final exam period for each session are available in the Important Dates section of the academic calendar each year. The exact date and time of your exam(s) will be made available to you on WebAdvisor at least eight (8) weeks prior to the start of the exam period each session.

If you wish to complete your exam(s) at a location outside of North Bay, you must submit a Distance Exam Request Form to the Office of the Registrar after your

final exam schedule has been posted for each session and prior to the withdrawal deadline each session. You would be responsible for booking any such exams at an approved testing centre near you on the same date as the exam taking place the withdrawal deadline each session.

Further details regarding this process and any applicable deadlines will be sent to your Nipissing University student email account each semester within eight (8) weeks of the final exam period. Some courses in this program have online tests, quizzes and final exams. These may be set up in your course using Secured Online Testing Tools such as Respondus Lockdown Browser and Respondus Monitor. See section ONLINE LEARNING TOOLS on p. 20 for further details.

If you have any questions or concerns, contact distance_exams@nipissingu.ca

Dosage Calculation Competency Testing

All students will be required to demonstrate proficiency in the Dosage calculation competency testing.

Absences from Final Examinations

Students who are unable to write final examinations because of illness or other circumstances beyond their control, or whose performance on the examination has been impaired by such circumstances, may, on application, be granted permission to write a deferred final examination. Details regarding the application and process of deferred examinations may be found in the Final Examinations section of the academic calendar. Please be advised that travel or work arrangements or misreading the examination schedule are not valid reasons for requesting a deferred examination.

Requesting/Reporting Time Off

There are many circumstances which require students to withdraw from taking courses for a semester or more, such as family commitments, financial concerns, illness or injury and more. Students should notify the Program Manager if extended time away from the program is expected. Students who have not registered in courses for more than a 18-month period will be required to apply for readmission before they will be permitted to register and will be required to follow the degree and program requirements for the calendar year in which they resume their enrolment. Previous enrolment in the program does not guarantee readmission.

Policy on Academic Integrity

The University takes a serious view of such offences against academic honesty as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced. For full details of the policy on academic dishonesty see the appropriate section of the Nipissing academic calendar and the Nursing Student Professional Conduct Policy Nipissingu.ca/RPN-BScN under program resources. Please note that instructors in this program are expected to use plagiarism detecting software.

Dishonest Behaviour

Students who commit acts of dishonesty are subject to penalty by the Dean. An example of such dishonest behaviour is when a student submits clinical documents that have been falsified to the School of Nursing. Any plagiarism or academic dishonest behaviour that occurs during studies is reportable to the College of Nurses. False, misleading, misrepresented, altered, omitted or forged documentation occurring while in the program is considered dishonesty. This behaviour can result in serious consequences, including, but not limited to; receiving a Zero (0) or Unsatisfactory (U) in the course, suspension from the university, special conditions for readmission, expulsion from the program, and reporting the incident to the College of Nurses of Ontario. Please see the academic calendar and Nursing Student Professional Conduct Policy for additional information.

ACADEMIC POLICIES FOR CLINICAL PRACTICUM COURSES

Satisfactory (S) Clinical Performance: Students demonstrate consistency in meeting clinical learning outcomes, as well as being satisfactory in clinical tests and assignments.

Unsatisfactory (U) Clinical Performance: Students do not demonstrate consistency in meeting clinical learning outcomes as outlined on the clinical evaluation form at the completion of a rotation.

- If a student is not meeting the objectives of a clinical practicum by mid-rotation, it will be documented and signed by both the student and the professor/ instructor. Documentation will include strengths, areas for improvement and strategies to structure success. Ongoing documentation will be maintained and



signed by both the student and the professor/instructor. If improvement is not noted by the final evaluation, the student will have unsatisfactory (U) performance.

- In clinical practicum courses, students must be satisfactory in all components (Practice, assignments and testing) of the clinical course. An unsatisfactory grade in any one component will result in an unsatisfactory (U) grade in the course.
- A student who withdraws from a clinical after the course has begun will automatically receive an unsatisfactory (U) grade unless special permission is granted from the practicum committee and the program manager.
- Students who fail a clinical course are encouraged to speak with the Program Manager about the next opportunity to repeat the course and program progress.
- A student, who is unsatisfactory (U) in 2 clinical courses, will be required to withdraw from the nursing program.

Clinical Commitment Form

Clinical planning for each year is done based on the information students provide on their Clinical Commitmen" form in WebAdvisor. The annual deadline for submitting this form is November 1st for the following spring/summer, fall and winter. Information and Instructions are emailed to the student's Nipissing email account in the fall each year. Students who are admitted in January will be required to submit their initial selections in their first semester then in the fall of that year and each year after.

Submitting the "Clinical Commitment" form is not the same as registering for courses. This is our way to know the student intends to register for these clinical courses and we can plan accordingly. If any plans change during the year it is important to revise the selections on the "Clinical Commitment" form by submitting a change request.

Before making selections, please consult the study plan, the academic calendar and/or any previously revised course plan developed with Academic Advising or the Program Manager.

Expected Clinical Commitment

To provide the best clinical experiences possible students can expect to commit the following hours in the clinical setting. Please note that days per week/hours may change based on the availability of the clinical agency and the clinical instructor. Clinical practicum course work includes time in the clinical setting and other assignments as listed in the course outline. This may include assignments, case studies, online discussions, group meetings with the instructor, testing or other activities.

Paid RPN hours cannot be counted towards any non paid clinical hours. The role/scope of a practicing RPN and BScN student are very different and the two cannot be combined. Claiming paid hours towards learning hours will be considered academic dishonesty under Nipissing University's policy on Academic Integrity. Students demonstrating this behaviour will be subject to consequences that may include being reported to the CNO, and expulsion from the RPN to BScN Blended Learning Program.



Clinical Course Registration

There are several additional requirements that need to be taken into consideration to register for a clinical course. Please review these common issues if you are having difficulty registering.

Clinical Clearance	Have you been cleared for Clinical? You must meet all of the clinical clearance requirements to be granted permission to register in clinical courses. Contact clinicalclearance@nipissingu.ca for additional information. NOTE - Winter semester clinical registration is permitted only after the fall clinical clearance submission deadline has closed and been processed by mid-December.
Clinical Commitment Form	Have you previously selected your clinical course in the correct semester on the "Clinical Commitment" form in WebAdvisor? If you have not completed the form then we have not been planning for you and we will not forward your name to the Office of the Registrar to grant you permission to register. This form must accurately reflect your intentions and be updated if your plans change. Contact nursingblended@nipissingu.ca for additional information.
Required Prerequisites	Have you successfully completed all the required prerequisites? All NSGD courses require a minimum grade of 60% to be considered successful. Refer to the academic calendar for more information at https://academiccalendar.nipissingu.ca/
Required Corequisites	Are you registering in corequisites at the same time? Several clinical courses must be taken with a corequisite. If you are registering in these courses you must register for both courses at the same time. Refer to the Academic calendar for more information at https://academiccalendar.nipissingu.ca/
Tuition and Fees	Have you paid all your fees? If not, a financial restriction will be placed on your account that will prevent you from registering. Please contact the finance office for assistance in repaying any outstanding fees or developing a payment plan, if required.

If you have answered "yes" to all of these questions and you are still having difficulty registering then please contact the Office of the Registrar at registrar@nipissingu.ca.

Clinical Planning - Student Responsibility and Fees

Clinical planning begins months ahead of course registration. When placements are arranged, the School of Nursing connects with health care agencies and their placement representatives, hires instructors, arranges clinical groups and adheres to orientation requirements. Students have an important role in the planning process. Students need to be accountable for careful selection of their clinical practicum semesters. Late or incorrect selections and untimely change requests create delays and additional expenses for our agencies and the university.

The **"Clinical Commitment Form"**

Students will receive an email with detailed instructions indicating when the form will be available, how to access this form via WebAdvisor, and how to complete the form.

Clinical Commitment Form Late Fee - $75.00

- The **"Clinical Commitment Form"** is to be completed once a year in the fall and the form is locked after the deadline of **November 1**. (Students who begin the program in January will have an initial deadline in March and then every November 1 after that.)
- Students who fail to complete the form by the deadline must request permission to submit the form late and will be charged a $75 late fee.
- For students who pay the $75 fee and are permitted to submit a Clinical Commitment Form late will have all selections pre-selected as 'NONE'. Students will then need to submit a "change request" to reflect their clinical intentions. Any clinical selection change requested after November 1is considered a "change request" and may be subject to additional fees. (See Clinical Change Fee below - Changes requested with more than four months' notice will not be subject to a change fee.)

Clinical Change Fee - $425.00

- Students who make changes to their clinical selection less than 4 months before the start of that course will be charged $425. (any change after January 1 for a Spring/Summer clinical, May 1 for a Fall clinical, and September 1 for a Winter clinical are subject to fees). Change requests affecting clinical selections that are more than four months prior to the start date of that course will not incur additional fees.

For the students who carefully plan the selection of their clinical courses and proceed to the course in the chosen semester, no additional fees will be incurred.

This fee will be charged to students who will not be attending a clinical that is planned for them or for students requesting to be added to the clinical planning with less than four months' notice. The fee will be charged for reasons including, but not limited to,

- failure to update the form,
- completing the form incorrectly,
- geographic relocation without notification,
- conflicts with work schedules,
- financial restrictions that prevent registration,
- lacking the required prerequisite courses,
- being absent from orientation or for first clinical day, and
- not attending a planned clinical.

COVID-19 Policies and Procedures

Students on placements must follow any COVID-19 policies and procedures of the placement agency. View Non-Academic Requirements for information on clinical clearance Covid-19 vaccination requirements.

Students Contacting Agencies Regarding Clinical Placements

All clinical placements are arranged through the Distance Placement Coordinator. Students are not permitted to contact agencies directly to discuss or try to arrange a placement or a preceptor

for any clinical course. The processes established by the School of Nursing for placement must be followed. Circumventing these processes will pose a risk to your opportunity for placement.

Student Employment at a Partner Health Care Agency

Students are expected to remain employed at a partner agency for the duration of the program and the School of Nursing must be notified when a student changes employers. New students admitted to the program will be removed from the program if they change employers prior to the last day to register in their first semester. At any time during the program the School of Nursing may request a student provide proof of current employment. Due to the nature of our partnerships, students who are employed at a partner agency will be given priority for confirmed placements. During the program students will not be removed from the program if they are no longer employed at a partner agency, but must be aware that there could be challenges in securing future placements. Being required to travel more than 100 kms, deferred or delayed clinical placements, and a delayed program completion time are just some of the challenges that can arise when students are not employed at a partner agency. Students are required to inform the School of Nursing about any changes in employers so students are being planned for appropriately. Failure to notify the School of Nursing will be considered dishonest behaviour and students may be subject to consequences as laid out in the Plagiarism/ Dishonest Behaviour section of the RPN to BScN Blended Nursing Program Student Handbook (see page 11).

Attendance Policy (for Clinical Practicum courses)

Full-time attendance is part of the value system of the professional nurse and of the nursing profession. Attendance at all clinical experiences (including pre-clinical and post-conference) is compulsory and will contribute significantly to a student's success in nursing. Clinical placements may be scheduled on any day or evening of the week, including weekends. All clinical orientation/training is mandatory. Students who miss the first day, or do not complete the required training, will be removed from the clinical course. Late change fees will apply if students need to be removed from clinical. Students must be aware of academic dates, which can be found in the academic calendar. Students should NOT plan any travel during a clinical semester, including during study week. Students are encouraged to not plan for clinical during a semester when they may have other family responsibilities such as welcoming a new baby or infant care. Records of attendance during the clinical experience (including pre-clinical and post-conference) will be maintained during the length of the program. There will not be an opportunity for students to make up missed clinical time. For students missing any time from clinical; their situation will be reviewed by the School of Nursing to assess if time missed has impacted the student's ability to consistently meet the required course outcomes.

Students who do have to miss clinical time need to notify their clinical instructor/ advisor and the unit if applicable prior to the start of the scheduled shifts/ meeting. This notification is a professional expectation and failing to do so may result in unsatisfactory (U) performance in the course objectives.

Clinical Experience Location

Clinical placements are chosen with the expertise of the Clinical Education Leader, Distance Placement Coordinator, and Program Manager based on clinical areas that agencies have available to create the richest clinical experience possible to meet the learning needs of the students. In some situations students may be required to attend clinical placements in agencies other than their home agency. The School of Nursing endeavors to limit students travel to no more than 100 km for their clinical experience, wherever possible.

In some cases, if the School of Nursing is unable to secure a placement in certain geographic areas a student may be required to defer the placement to the next available semester.

Clinical Location Requirements

Many placement agencies have mandatory training and/or other requirements of students. Training sessions and other requirements may be scheduled outside of the listed semester dates. The School of Nursing does not schedule these sessions and cannot make changes to them.

Clinical Experience Cancellation

If clinical experience is cancelled due to unforeseen circumstances, such as illness of the instructor, students will be notified. It is the responsibility of the student to ensure that they always use their Nipissing University email and that the school has their most up to date contact information.



INCIDENT OR INJURY DURING CLINICAL PRACTICUM

Students must notify the Clinical Instructor immediately following any near miss, incident or injury that occurs during a clinical placement. In addition to an agency specific incident report a School of Nursing Clinical Incident Form must be completed. The clinical instructor must notify the Clinical Education Leader of the incident or email the completed School of Nursing Clinical Incident form to nursingplacement@nipissingu.ca within 8 hours of the incident occurring. The form can be found on the nursing website at: https://www.nipissingu.ca/sites/default/files/2023-06/Clinical-Incident-Form-Blended.pdf

Students will be assigned to a variety of agencies. Students assigned to clinical practice areas, as part of their program requirements, will be covered by Workplace Safety and Insurance Board (W.S.I.B.) All students will be required to complete a Student Declaration form in order to be covered by W.S.I.B while on clinical placement.



NON-ACADEMIC REQUIREMENTS

Students are responsible for all associated costs and expenses incurred for application to or while enrolled within any Nursing program. These may include, but are not limited to, the following: CPR "Level "C" or "HCP" or "BLS" certification, police vulnerable sector check, mask-fit testing, required lab/practicum equipment and/or supplies, licensure preparatory requirements, transportation to and from any theoretical and/or practicum course placement, etc.

Submission of Documents for Clearance

Clinical placement clearance requirements are mandatory on an annual basis for all students in the clinical practicum courses may include but are not limited to Communicable Disease Screening Form, CPR Level "C" or "HCP" or "BLS" (or equivalent) certification, Mask Fit Testing and a Police Vulnerable Sector Check. Clearance package requirements are not the same for all students. Students are encouraged to read all clinical clearance communication carefully to ensure full understanding of requirements. In addition, students may be required to submit agency specific requirements or take part in agency specific training prior to the start of the clinical placement. All forms and instructions can be found on the clearance website at the beginning of the clearance period at the following link: https://selfservice.nipissingu.ca/Student/Student/NursingApplication.

False, misleading, misrepresented, altered, omitted, or forged documentation occurring while in the program is considered academic dishonesty. This behaviour can result in serious consequences, including, but not limited to; receiving a 0 or U in the course, suspension from the university, special conditions for readmission, expulsion from the program, and reporting the incident to the College of Nurses of Ontario.

Submission Schedule

September intake - Students who begin the program in September will have a submission deadline date of November 15th for initial submission, then annually in the fall for every year thereafter.

January intake - Students who begin the program in January will have a submission deadline date of April 1st for initial submission, **AND** November 15th of the same year and every year thereafter.

ALL students must submit all clinical clearance documents annually each fall **NOTE DEADLINES - It is strongly encouraged that all required documentation be submitted a minimum of 30 days prior to the final submission deadline. This will allow time for the School of Nursing to review your documentation prior to the deadline. Documentation submitted at the last minute that is incomplete, out of date or missing will not allow sufficient time for revision.

Documentation received after the deadline will NOT be accepted.

Students should not start renewing their documentation too early. All documents need to have an issue date of September 1st or later. Documents dated prior to September 1st, will not be accepted.

Police Vulnerable Sector Check (PVSC)

PVSC (when required) must have a request date within the first 30 days of the clearance period (i.e. January 1-30 and/or September 1-30). Requests dated outside of this timeframe will not be given special consideration due to delayed processing if not received by the final deadline. Processing times vary depending on region and change during peak periods. It is in the students best interest to request their PVSC within the first 30 days of the clearance period. PVSC receipts dated in the first 30 days of the clearance cycle can submit their receipts, temporarily, if completed screenings are note received

before the final deadline. Police Vulnerable Sector Checks are only considered valid by the School of Nursing for one year from the date of issue and cannot have a date of issue before September 1 annually. Some placement agencies have different "dates of validity" and students may be required to request and submit a second PVSC if required by the agency. Some local police authorities may require a representative of the School of Nursing to complete a "Consent to Disclosure" form or letter. A consent to disclosure letter will be prepared and sent to the students Nipissing University email by the Clearance Office in the beginning of each clearance cycle, if the police department requires additional information students should contact our office as soon as possible.

Health Requirements - Communicable Disease Screening Form (CDSF)

All students will be required to submit a completed Communicable Disease Screening Form (CDSF) upon admission to the RPN to BScN Blended Learning program. Communicable Disease Screening Forms must be renewed on an annual basis. NOTE: Information is only to be submitted using the CDSF provided. No additional forms (i.e. medical documentation, lab results, etc.) will be accepted. Immunizations must be up-to-date. TB testing and immunization for Hepatitis B (including a post immunization Hepatitis B titer blood test) are required as mandated by the Ontario Hospital Association. Students who have completed their vaccines outside of Canada are encouraged to begin completing this form early as there may be additional vaccinations or additional documentation required. Failure to comply with the protocol for health records and submission of required documentation will result in the student's removal from the clinical setting.

Mask-Fit Testing

Mask Fit testing must be submitted annually, but is to be renewed biannually in following with provincial mandated regulations. Failure to comply with the protocol for maintaining up to date Mask Fit Testing will result in the student's removal from the clinical setting.

Note: Mask Fit test must not expire prior to September 1st of the following calendar year.

CPR Certificate – Level "C" or "HCP" or "BLS"

It is the responsibility of the student to obtain a valid annual CPR (Level 'C', 'HCP', 'BLS' or equivalent) certificate to be cleared for clinical placement (when required). The cost of this certification and recertification is the responsibility of the student. The School of Nursing does not accept online certification for CPR; the certification session must have a "hands on" component and must be delivered by an approved healthcare training agency.

CPR certificate must include date of course completion.

Recertification of CPR is required on an annual basis and must not have a date of issue before September 1st of the current calendar year. CPR certificates are only considered valid by the School of Nursing for one year from the date of issue, regardless of the expiry date provided on the card or the policy at your place of employment. Failure to submit valid certificates will result in the student's removal from the clinical setting.

Ministry of Labour Certificate

Nipissing University is responsible for providing health and safety training for our unpaid placements. To satisfy this initiative you must complete the Ministry of Labour Health and Safety training located at this link: www.labour.gov.on.ca/english/hs/elearn/worker/index.php

Go to the link provided and complete the training. Upon completion of the training you will be awarded a certificate which you must print, scan and include in your complete initial clearance package submission.

The training will take approximately 45 minutes and must be completed in one sitting.

WHMIS Certification

WHMIS Certification is required on an annual basis and must not have a date of issue before September 1st of the current calendar year. WHMIS certification must be completed annually through Nipissing University's Blackboard. Please follow the WHMIS directions included in the clearance website

COVID-19 Vaccination

COVID-19 vaccination is mandatory for all RPN to BScN Blended nursing students. Students must be fully vaccinated with a Health Canada approved COVID-19 vaccine. Students must be prepared to follow the clinical agency's policy for students in practicum and may also be required to provide evidence of booster doses. If vaccination occurred outside of Ontario, you must register your dose9s) with your local public health agency. Students must upload a copy of their enhanced COVID-19 vaccine certificate (with an official QR code) available here: https://www.ontario.ca/page/proof-covid-19-vaccination

Influenza Vaccination

If students have received the Influenza vaccine they are required to provide proof of vaccine if requested by the clinical placement agency. Students who choose not to receive the vaccine, must be prepared to follow the clinical agency's policy for students in practicum. Renewal of non-academic clinical placement requirements on an annual basis is mandatory for all students in the Blended Learning Program.



Clearance Packages

Initial Basic Package – To be completed by
- all newly admitted January start students' during their first clearance cycle in their first semester of studies.

Initial Full Package – To be completed by
- all new September start students during their first fall clearance cycle,
- by those who did not previously meet the clearance requirements in their first clearance cycle, or
- by those who are being readmitted to the program.

Renewal package – To be completed annually by
- all students after they have successfully completed an Initial Package.

Clearance Form Name	Initial Basic Package (January Intake Only)	Initial Full Package	Renewal Package
RPN - BScN Blended Program Clinical Clerance Declaration and Contact Form	√	√	√
School of Nursing Confidentiality of Information Form	√	√	
HSPnet Consent Form	√	√	
WSIB Student Declaration of Understanding	√	√	
Consent to Release Personal Information Form	√	√	
Ministry of Labour Certificate	√	√	
CPR Levels-C, Health Care Provider (HCP) or Basic Life Support (BLS)		√	√
Mask Fit		√	√
Police Vulnerable Sector Check		√	√
WHMIS Certificate		√	√
Communicable Disease Screening Form (CDSF) Initial	√	√	
Communicable Disease Screening Form (CDSF) Renewal			√
Enhanced Covid Vaccination/Exemption	√	√	√

Transportation

Transportation to and from the clinical placement is the student's responsibility.

Uniform Policy in Clinical Practice Setting

Students are to change into uniform after arriving at the clinical agency and change into street clothes before leaving the agency. Uniform shoes must only be worn in the clinical setting.

- The following jewelry items may be worn:
  - Plain gold wedding band
  - One pair of stud earrings
  - Watch with second hand
  - Medic alert bracelet
- Not to be worn:
  - Dangling earrings
  - Engagement rings or ornate rings
  - Necklaces
- Hair:
  - Well-groomed and professional
  - Long hair tied up and back
  - No ornate hair ornaments
  - Beards closely trimmed

•Nails:
- Short and clean
- Nail polish not permitted

An RPN to BScN Blended Learning Program clinical ID tag must always be worn in clinical settings. Students will receive a clinical ID tag prior to the start of their first clinical practicum course or on the first day of their first clinical placement. Students may use their ID tag throughout the whole program. If you lose your ID tag, please inform the School of Nursing as soon as possible so that a replacement tag can be issued. Nipissing University clinical ID tags may not be worn outside the clinical setting.

Stethoscopes are not to be worn about the neck. No eating or chewing gum in the clinical areas. Make-up, if worn, should be simple and professional. Scented or perfumed hygienic products must be avoided.

Depending on specific agency policy, it may be necessary for the student to remove all visible body piercing or conceal visible tattoos which the agency feels are not appropriate in meeting the professional expectations for their clients.

Dress Code for Acute Care Placement Centers

- A clean plain navy blue uniform with appropriate under garments must be worn every day while in clinical agencies that require uniforms. A full length lab coat must be worn over civilian clothing when uniforms are not required (e.g. pre-clinical experiences). Lab coats, warm-up jackets and sweaters must be solid white.
- Shoes
  - Clean (dedicated to clinical placement)
  - Soft-soled, low-heeled
  - Closed toe and heel
- Stockings or Socks
  - Must be white

Dress Code for Community Based and Mental Health Placements

(To be confirmed with instructor before placement begins)

- Clothing should be clean, neat and professional.
- Clothing must not be revealing in any way. No skin should be showing at the waistline even when bending over.
- Shoes must be clean and sturdy with a closed heel and toe.

In addition to the above, students in all years must follow the following guidelines as per faculty direction:

- Must wear the Nipissing BScN Community Uniform in agencies where traditional nursing uniforms are not worn.
  - o The Community Uniform consists of business casual dress.
- Shoes appropriate to the clinical setting must be clean and sturdy with a low, soft-soled closed heel and toe. 'Nursing shoes'/sneakers are not appropriate in many community settings.
- Appropriate sock or stockings must be worn at all times.
- Students may wear a plain cardigan (no hood, no graphic logo) over their uniform for warmth as needed.

REFLECTIVE JOURNAL WRITING GUIDELINES

Hint: For this framework use one level of heading to maintain focus and flow of writing. Be sure to refer to your APA manual for proper format.

Title

(Addressing the focus of the entry)

Introduction

(Do not include this heading, as per APA guidelines)

Brief introduction: 3 – 4 sentences that introduce the particular situation from your clinical experience that you will be writing about. The introduction should set the context for the reflective entry. The introduction must also include other key concepts that will be discussed in the entry.

Trigger Event

The trigger event is a positive or negative impression evoked by behaviours, ideas, or feelings that intrigue you (puzzlement, surprise, or shock, something that aroused curiosity or makes you say 'a-ha'.

This section should be 3 – 4 sentences that tell the reader why you have chosen to write about this particular situation or experience from your clinical experience.

Appraisal

This section offers you the opportunity to identify and clarify a concern and engage in self-examination. Perhaps begin with those who face a similar contradiction.

This section needs to be 1 – 2 paragraphs in length. In this section you return to the situation and ask: What is generally known about this issue? What does the literature say about it? There is a requirement to use the literature (scholarly writing in textbooks and professional journals) to support your thoughts and ideas.

Exploration

This section provides you with the opportunity to take the time and begin searching for new ways of explaining discrepancies in your understanding or new ways to live with them; to test options and search for new meanings; to develop alternative perspectives; to come to a way of thinking and acting that you feel makes sense of a situation. It is a transition stage.

Leaving behind a familiar but inappropriate assumption can be a wrenching experience. A common tendency is to hang onto the assumption or behavior. Try to modify it to fit the situation more closely.

Include 2 – 3 paragraphs describing how this process has affected your understanding, your 'sense-making' of what you wrote in the initial paragraphs. Are there other ways to look at the situation? What did you read in the literature that led you to think differently about the experience?

Integration

Integration refers to integrating new ways of understanding into the fabric of your life. It includes integration of cognitive and affective domains. In this phase, there is a connecting of the present with the past and with the future.

If professional practice is about change, development and meaningful conscious action, [then] the art of reflection becomes a pre-requisite (Burrows, 1995. P. 347)

This section should be 1 – 2 paragraphs in length. You may begin by asking yourself 'Have I learned something that I think will inform/further my professional development? Is this something I had not thought of before'? Like what you knew before to what you know now and to how this might affect your thinking and/or your responses (language and/or actions) in the future.

References

Brookfield, S. (1987). *Developing critical thinkers: Challenging adults to explore alternative ways of thinking and acting.* San Francisco, CA: Jossey-Bass.

Burrows, D. (1995). The Nurse teacher's role in the promotion of reflective practice. *Nurse Education Today*, 15, 346-350.

Additional Resource:

Ashby, C. (2006). *Models for reflective practice.* Practice Nurse, 32(10), 28-32.



ONLINE LEARNING TOOLS

USB Headset

Students may be required to attend many online live sessions through platforms such as; Zoom, Teams and Class Collaborate throughout their program. These sessions require students to have the appropriate equipment to participate and engage in their course activities. Headsets with a microphone and USB connection are recommended and available at most retail stores that sell office or computer equipment. A proper headset provides better sound quality in both microphone and headset and can be more comfortable for extended periods. (ie. a 3 hour lecture)

Computer and Laptops

It is highly recommended that students come prepared with the proper tools for online learning, which begin with either a desktop or laptop computer.

While cell phones and tablets are very convenient tools, their features are limited and will not allow students to perform everything required for participation in their coursework. Students are strongly encouraged to own their own computer, so they are able to work, join online or take tests in a private area, as well as download additional software, if required. Regular access to a reliable computer is essential to success in this program.

Respondus LockDown Browser

The Secured Online Testing Tool used by Nipissing University is Respondus LockDown Browser, a locked browser for taking tests, quizzes, and Final Exams in Blackboard Learn. It prevents students from printing, copying, visiting other URLs, or accessing other applications during a test. If a Blackboard test requires that Respondus LockDown Browser be used, the student is unable take the test with a standard web browser.

Many courses in the RPN-BScN Blended Learning program use Respondus LockDown Browser and Respondus Monitor. Students in courses using LockDown Browser will be advised by their course instructor in the course syllabus that this software will be used. Instructions and expectations about how to install and use this software are found within each course shell. A Practice Test is available for you to try to ensure that the software is compatible with your device and is free of any issues before a graded assessment

Most students will be using LockDown Browser with Monitor, which is the webcam component, that records the student during an online exam. LockDown Browser must be installed on each device (Windows, Mac, or iPad) being used to take a test

Wireless vs 'Wired' Connections

Many courses require students to participate in live interactive sessions such as Webinars and Class Collaborate sessions. Wired connections can help provide faster speeds and more reliable connections. Where possible, we encourage the use of a wired connection as it helps prevent issues while navigating courses, participating in Collaborate sessions, and writing assessments.

ACADEMIC RESOURCES

Academic Advising

Academic advisors assist with course planning and determining prerequisites and course sequencing. Academic Advisors can be reached in the following ways:

1. The Academic Advising Live Chat Service is available Monday to Friday. Specific hours and access to the virtual sign up page can be found on their website. The sign up may close earlier, when it appears full for the day, however students are encouraged to try again the following morning. The waiting list service allows students to follow their progress in line, and notifies students via text and email when an advisor is preparing their file.
2. For those who prefer email, distance students can reach out to advising@nipissingu.ca for assistance from an advisor.

Harris Learning Library

They are there to help! Visit the library website at www.nipissingu.ca/library.ca to find resources for assignments and to get information about services available to you. Library Service Desk staff are happy to assist you and can be reached at 1-800-655-5154 (choose library) or libraryhelp@nipissingu.ca

University Technology Services (UTS)

UTS provides technical support and service to students undertaking online studies through Blackboard Learn. For inquiries dealing with access to course information, Blackboard, student cards, e-mail addresses and MyNipissing username and password; contact UTS by creating a ticket at helpdesk.nipissingu.ca or email at techsrv@nipissingu.ca. Alternatively, Technology Services recommends our quick and easy to use, Self-Serve Reset Password Management (SSRPM) tool. This convenient tool is not only designed to help you reset your password but remember a forgotten password as well. Please register now at: Password Reset Management | Nipissing University. Please note this link also includes secondary methods used to access your Multi-Factor Authenticator (MFA).

Student Development and Services (SDS)

Student Development and Services (SDS) engage Lakers in holistic and individualized learning and development opportunities through a dynamic network of services. Academic skills, Accessibility Services, Peer Tutoring, Counselling Services, Mental Health Case Management, Sexual Violence Education and Support are all services offered by SDS to all Nursing students. We encourage students who experience difficulty with academic or personal issues to connect with SDS as soon as possible to receive the benefits of these services. For distance students, services are often provided via email, telephone and virtual platforms. For more information you can visit their website (www.nipissingu.ca/sds), email sds@nipissingu.ca, or call 705-474-3450 ext. 4362.

Student Accessibility Services (SAS)

If you have, or suspect you have a disability for which you require academic accommodation or supports, you are encouraged to complete Student Accessibility Services Self-Identification Form, which is available on our website at Welcome to Student Accessibility Services | Nipissing University

Upon receipt of the Self-Identification Form, Student Accessibility Services will be in contact with you to discuss support services and available academic accommodations.

Students requiring accommodation to attend in-person clinical placements are encouraged to register early to ensure sufficient time for the placement planning team and placement agency to ensure alternate placement planning. Every effort will be made by the School of Nursing to accommodate students, but there may be certain situations where student and

patient safety may require a placement to be deferred.

If you have any questions about supports or registration with Student Accessibility Services, please contact us at (705) 474-3450 ext 4362, or by email at sas@nipissingu.ca.

Student Learning & Transitions (SLT)

The Student Learning and Transitions department enhances the student experience through learning and development programs that support students' academic and personal success. To access SLT service visit: nipissingu.ca/slt. SLT programs include:

Student Learning Coordinators (SLC) provide academic skill support in the areas of statistics, dosage calculations, writing (including APA), time management, study strategies, weekly discussion posts, and more. SLC services are intended to address the development of specific skills and have been proven to reduce learning anxiety and increase confidence among students. SLC services are included in your student fees and are of no additional cost. Appointments are available both in-person and online with Microsoft Teams. Book an appointment through nipissingu.ca/slt

Student Experience Coordinator
RPN-BScN students can also connect with a dedicated staff member in SLT who assists with the transition to life as a Nipissing student, acts as a point of referral to other campus support services and provides one-on-one academic success coaching. Students can reach out to Hillary, their Student Experience Coordinator, Transfer Student Success at maturetransfer@nipissingu.ca, or book an appointment through nipissingu.ca/slt.

The **Career Services Coordinator** provides students and alumni with job search strategies, resume/cover letter advice, and resources for your career development. They would be happy to help you navigate all of your career-related questions. Students are encouraged to book an appointment through nipissingu.ca/slt or by emailing studentemployment@nipissingu.ca.

Peer Tutors are fully trained fellow Nipissing University students who have successfully completed the course that you are currently taking. We have partnered with the Nimbus Learning app to host this paid tutoring program. The cost is $16.55/hour and there are no limits on the number of hours you can book tutors. They meet both in-person and online, according to your schedule. Download the Nimbus Learning app on your phone or tablet and sign up using your NU email. Please visit nipissingu.ca/tutoring to learn more about this program.

Note: Student Learning Coordinators are not peer tutors and cannot be booked through the Nimbus Learning app.

Academic Skills Resource Page is your one-stop shop for course-specific resources (e.g. MATH 1257), APA information, and general academic strategies. Visit nipissingu.ca/academicskills for more information.



OTHER RESOURCES

Financial Aid, Scholarships, Bursaries, And Awards

Financial aid is available from a variety of resources, including OSAP, scholarships, awards and bursaries. All students are encouraged to submit a Web Bursary application in October, so they can be considered for scholarships, and for awards and bursaries based on criteria other than academics. For a full list of scholarships, awards and bursaries, please visit Student Awards and Financial Aid | Nipissing University

Student Financial Assistance

Ontario Student Assistance Program (OSAP)

Students enrolling in at least 60% of a full course load (9 credits) (or 40% (6 credits) if you are a student with a confirmed permanent disability), who are Canadian citizens or permanent residents, who have been residents in Ontario for one year prior to beginning their academic program may apply for financial-assistance through full time OSAP.

Students qualify for assistance from OSAP on the basis of an established financial need. Funds are provided to supplement students' own financial resources and those of their immediate families. To facilitate early processing, prospective students are strongly advised to apply in May for the following academic year. Students wishing to use OSAP funding to pay for tuition must submit their OSAP documentation, to complete their file, to the Financial Aid Office by August 1.

Students enrolled in 40% or less in any term of study (6 credits or less) may apply for part time OSAP for that term. Funding is based on income thresholds set by the government and is only provided for direct educational costs (not living). See the OSAP website (Ontario.ca/OSAP) for more details on the program and a link to the application form.

Codes of Conduct

Code of Student Conduct

Nipissing University recognizes the need for guidelines, regulations, and standards of acceptable behaviour. Students in the RPN to BScN Blended Learning Program will follow the guidelines outlined in the Nipissing University "Code of Student Rights & Responsibilities", which can be located on our website at:
Code of Student Rights and Responsibilities | Nipissing University

Professional Conduct

Students enter the RPN-BScN Blended learning nursing program as registered members in good standing, with the College of Nurses in Ontario (CNO) and are expected to adhere to Professional Standards as mandated by the CNO. The expected professional conduct applies to both the clinical practice areas and online course activities. Failure to adhere to the Professional Conduct Guidelines will result in a recommendation to the Associate Dean for involuntary withdrawal from the program.

Students demonstrating unsafe clinical practices and thereby jeopardizing patient safety may at any time be withdrawn from the clinical area at the discretion of the clinical instructor. A decision regarding the student's progress in the program will be decided by the School of Nursing within one week of the incident.

Privacy and Confidentiality Conduct

Students will adhere to all Nipissing University and clinical agency privacy and confidentiality related policies. The nursing profession, legally and ethically, requires that confidentiality be maintained at all times. The expectations with regards to confidentiality are stated in the College of Nurses of Ontario Ethical Framework for Registered Nurses and Registered Practical Nurses.

Harassment, Discrimination and Sexual Violence Response

The Board of Governors of Nipissing University endorses the principle that all members of the university community have the right to study and work in an environment free from harassment and violence. Policies on sexual violence, harassment and discrimination can be found on the Nipissing University website: www.nipissingu.ca/sexualviolence

https://www.nipissingu.ca/sites/default/files/2021-03/respectful-workplace-and-learning-environment-policy.pdf



NETIQUETTE GUIDELINES

a) Netiquette- A set of rules for persons to act and communicate properly in an online environment (Shea, 2004). It emphasizes the importance of respect and courtesy using written words when interacting with people.

Description	Expectations	Reflection
Professional Communication • **Emails** • **Phone Calls** • **Course Postings** • **Live session via Zoom, Teams, Collaborate etc.**	• Demonstrate respect and courteous conduct with colleagues, course instructors/ professors, program staff and administration. Communicating online can be challenging and if you are having difficulty expressing yourself contact your instructor or the program office to speak in person. • Use professional language when communicating. • Address the professor and colleagues by their name. • Be aware if you use sarcasm or humour that the recipient could misunderstand the intended meaning. • Respond to emails from course instructors/ professors, program staff and administration in a timely manner (e.g. one to two business days.) • Reply to course-related questions from your colleagues and instructors/ professors in a timely manner. • Be aware of how you are using capital letters exclamation marks (may appear as shouting) and emoticons in relation to how they may be interpreted. • Any form of bullying, harassment, or discrimination is absolutely unacceptable • Avoid sending an email or posting a message when you are feeling frustrated or angry. Remember, there is no opportunity to take back a comment once it has been sent. Wait to review and send your message after a "cooling off" period. • If you struggle with written communication consider requesting a telephone conversation with the person or write your thoughts in a journal. By doing so you have time to edit and improve your expression. • Review all writing prior to sending or posting to ensure it clearly conveys the exact intended message. In an	• "Does the message convey respect for everyone involved?" • "Would I say this to the person in a face-to-face situation?" • "Am I clearly stating the message I want to convey?" • "Would this be perceived as being offensive or unprofessional?"

	education setting, spelling and grammar matter, reflect professionalism in your written communications. • If you are unsure or have questions, please refer to guidelines for writing professional emails. • To expedite a response from your course instructors/ professors and program staff: o The subject line of your email should include the course code and topic of your inquiry o Always use your assigned Nipissing University email. o Set up your email 'signature' to include your first and last name, student ID number and home agency o When leaving a voice message, be sure to indicate your first and last name and student ID.	
Engagement as an Active Learner	• Contribute as an active participate in the online learning community. • Quality of participation supports and demonstrates achievement of the online course learning outcomes. • Learners are encouraged to share their knowledge and nursing practice experiences. • Use the required course materials and resources. • Initiate communication with your course instructor/ professor when questions arise.	• "Am I consistently participating and collaborating in the online learning community?" • "Have I completed and submitted the required course work?" • "Am I clear about the course expectations?"
Academic Integrity and Academic Writing.	• Scholarly writing is expressed in formal academic language, accurately citing sources, and using proper APA format. • Adhere to the University policies concerning academic integrity. • Plagiarism and any other forms of dishonesty or misrepresentation are unacceptable in all academic work. • All information (words, images, charts, videos, etc.) taken from another source must be referenced properly, thereby giving proper credit to the original source. • Review information for any	• "Am I adhering to the academic integrity policy and following proper APA format?" • "Does my writing support academic language?" • "Have I considered and checked any applicable copyright laws?" • "Have I used the required APA resource as a reference?"

	applicable copyright laws. • Become familiar with Nipissing academic dishonesty policy and procedures	
Privacy and Confidentiality	• Consent must be obtained prior to posting online or emailing information considered confidential and private. (For example: Pictures, Images, Course material, etc.). • Avoid sharing 'identifiers' (names of persons and places) unless permission has been obtained from the required source. • Be conscious of disclosing your own personal and employment experiences online. • Consider the privacy of your classmates.	• "Am I sharing any information that would be considered private and confidential?" • "Am I aware of what type of consent is required?"
Use of Personal Technology and Social Media	• Examples of Social Media include, but are not limited to, Facebook, Twitter, Snapchat, Instagram, YouTube, TikTok, LinkedIn, etc. • As a licensed practicing nurse, you are required to adhere to the regulations outlined by the College of Nurses of Ontario (CNO) • International Nurse Regulator Collaborative (INRC) provides the following helpful guidelines: • 6 P's of Social Media Use: 9. Professional – Act professional at all times. 10. Positive- Keep posts positive. 11. Person/PatientFree-Keepposts person and/ or patient free. Avoid using names. 12. Protect Yourself- Protect your professionalism, your reputation, and yourself. 13. Privacy- Keep your personal and professional life separate; Respect privacy of others. 14. Pausebeforeyoupost-Consider implications; Avoid posting in haste or anger. • Reference: incr-social-media-use-common-expectations-for-nurses.pdf (cno.org)	• "Am I aware of how to use personal technology and social media properly as a professional health care provider?" • Have I considered the 6 P's of Social Media Use prior to posting?

References and Resources

Canadian Nurses Association- Code of Ethics for Registered Nurses, (2017). https://www.cna-aiic.ca/en/nursing/regulated-nursing-in-canada/nursing-ethics

Canadian Nurses Protective Society- InfoLAW: Social Media, (2012). InfoLAW: Social Media - Canadian Nurses Protective Society (cnps.ca)

College of Nurses of Ontario- Ask Practice, (2014). www.cno.org/en/learn-about-standards-guidelines/educational-tools/ask-practice/discussing-clients-with-colleagues-online/

College of Nurses of Ontario- Social Media Reflect Before You Post Webcast, (2013). www.cno.org/en/learn-about-standards-guidelines/educational-tools/webcasts/social-media-reflect-before-you-post/

National Council of State Boards of Nursing (NCSBN)- White Paper: A Nurse's Guide to the Use of Social Media, (2011). https://www.ncsbn.org/public-files/11_NCSBN_Nurses_Guide_Social_Media.pdf

Shea, V. (2004). Netiquette: Table of contents. Retrieved from http://www.albion.com/netiquette/book/index.html



STUDY PLAN: RPN – BScN PROGRAM - BLENDED LEARNING

Academic Calendar Year: 2023-2024

Planned Semester	* Final Offering	Course Code	Course Title	Credit Value	Course Grade
1st Semester		ACAD-1601	Academic Writing	3	
		NSGD 2147	Professional Nursing Practice	3	
2nd Semester		BIOL-1011	Human Biology and Biochemistry	3	
	WI25	NSGD-2116	Health Challenges I	3	
3rd Semester	SS25	NSGD-2106	Clinical Practicum (NSGD 2106 & 2117 are co-requisites)	3	
	SS25	NSGD-2117	Health Challenges II	3	
4th Semester		BIOL-2116	Principles of Microbiology	3	
		NSGD-2216	Critical Inquiry and Evidence Informed Practice	3	
5th Semester		NSGD-2007	Concepts in Mental Health Nursing (NSGD 2007 & 2017 are co-requisites)	3	
	WI26	NSGD-2017	Concepts in Maternity and Pediatric Nursing	3	
6th Semester	SS26	NSGD-2028	Clinical Practicum – Mental Health Nursing	1.5	
	SS26	NSGD-2029	Clinical Practicum – Mat/Child Nursing	1.5	
	FA25	MATH-1257	Technical Statistics	3	
7th Semester		NSGD-3006	Nursing Theories	3	
		Elective	Elective	3	
8th Semester		NSGD-3336	Culture and Nursing Practice	3	
		NSGD-3216	Research in Nursing Practice	3	
9th Semester	SS28	NSGD-3016	Family Nursing (NSGD 3016 &3026 are co-requisites)	3	
	SS28	NSGD-3026	Clinical Practicum – Family Nursing	3	
10th Semester	SS28	NSGD-3007	Community Health Nursing (NSGD 3007 &3027 are co-requisites)	3	
	SS28	NSGD-3027	Clinical Practicum – Nursing Communities & Populations	3	
11th Semester		NSGD-4006	Nursing Informatics	3	
	WI28	NSGD-4136	Complex Health Challenges I	3	
12th Semester	SS28	NSGD-4137	Complex Health Challenges II	3	
	SS28	NSGD-4026	Clinical Practicum – Advanced Nursing Practice	3	
13th Semester		NSGD-4777	Leadership in Action	3	
		Elective	Elective	3	
14th & 15th Semester	FA28	NSGD-4027	Clinical Practicum – Preceptorship	9	
		Elective	Elective	3	

*Subject to change

Students should adhere to the degree requirements in place for the year which they are admitted to their degree program. Students off sequence should contact Academic Advising for assistance with a revised plan.

Curriculum 2

COURSE AVAILABILITY				
Course Code	Last Offering	Fall Semester FA	Winter Semester WI	Spring/Summer SS
ACAD 1601		√	√	√
NSGD 2147		√	√	
BIOL 1011			√	√
NSGD 2116	WI 25		√	√
NSGD 2106	SS 25	√		√
NSGD 2117	SS 25	√		√
BIOL 2116		√	√	
NSGD 2216		√	√	
NSGD 2017	WI 26		√	√
NSGD 2007			√	√
NSGD 2028	SS 26	√		√
NSGD 2029	SS 26	√		√
MATH 1257	FA 25	√	**	√
NSGD 3006		√	√	
NSGD 3336			√	√
NSGD 3216			√	√
NSGD 3016 *	SS 28	√	√	√
NSGD 3026 *	SS 28	√	√	√
NSGD 3007 *	SS 28	√	√	√
NSGD 3027 *	SS 28	√	√	√
NSGD 4006			√	√
NSGD 4136	WI 28		√	√
NSGD 4137	SS 28	√		√
NSGD 4026	SS 28	√		√
NSGD 4777		√	√	
NSGD 4027 Full Time (12 weeks)	WI 29	√	√	√
NSGD 4027 Full Time (24 weeks)	FA 28	√	√	

*Offered in all three semesters beginning spring/summer 2024

** Usually Offered

Curriculum 2

Dosage Calculation Modules and Test	When Module is to be Taken	Completion Required prior to
	NSGD 4026	NSGD 4027

Clinical Course/Delivery Format	WeeklyTime Commitment	Total Hours/Term (12 wk term)
NSGD 2106 - Clinical Practicum for RPN to BScN • Virtual format, mandatory 3 hour weekly meetings, plus additional independent course work each week.	14 hours/ varies	168
NSGD 2028 - Clinical Practicum - Nursing in Specialized Settings - Mental Health • Virtual format, mandatory 3 hour weekly meetings, plus additional independent course work each week.	14 hours/ varies	84 (6 wk term)
NSGD 2029 - Clinical Practicum - Nursing in Specialized Settings - Women and Children • Combination of in-person and virtual format, mandatory 3 hour weekly meetings virtual/ client visits with child and family in-person, plus additional independent course work each week.	14 hours/ varies	84 (6 wk term)
NSGD 3026 - Clinical Practicum - Family Nursing in Diverse Settings • Combination of in-person and virtual format, mandatory 3 hour weekly meetings virtual, client visits with family in-person, plus additional independent course work each week.	14 hours/ varies	168
NSGD 3027 - Clinical Practicum - Nursing Communities and Populations • Combination of in-person and/or virtual format, some placements are fully in-person and some are fully virtual, this will depend on which agency	14 hours/ 1 to 2 days	168
NSGD 4026 - Clinical Practicum - Advanced Nursing Practice • Fully in-person 12 hour shift. (Virtual format is not available.)	14 hours/ 1 day	168
NSGD 4027 - Clinical Practicum - Preceptorship • Fully in-person following preceptor schedule. (Virtual format is not available.)	One semester option = 35 hrs per week Two semester option = 35 hrs per two weeks	420 (12-24 wk term)
		1260 Total


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N I V E R

CURRICULUM THREE (For students admitted September 2024 or Later)

STUDY PLAN, COURSE AVAILABILITY and CLINICAL COURSE INFORMATION

The blended program curriculum committee performed a review of the curriculum and made a number of course changes that are in effect as of Fall of 2024. All students will follow the study plan for the year that they started in order to meet their graduation/ degree requirements. Students should be careful to avoid taking courses which are not included in their own study plan. Any students whose course plan becomes off sequence should contact Academic Advising for assistance with a revised plan.

STUDY PLAN: RPN – BScN PROGRAM - BLENDED LEARNING

Academic Calendar Year: 2024-2025

Part-time Pathway (Curriculum 3)

Planned Semester	First Offering	Course Code	Course Title	Credit Value	Course Grade
1st Semester		**ACAD-1601**	Academic Writing	3	
		NSGD 2147	RPN to BScN Role Transition	3	
2nd Semester		**BIOL-1011**	Human Biology and Biochemistry	3	
		NSGD-3006	Theoretical Foundations of Nursing Practice	3	
3rd Semester		**BIOL-2116**	Principles of Microbiology	3	
	FA 2024	**NSGD-2256**	Advanced Health Assessment and Clinical Reasoning	3	
4th Semester		**NSGD-2216**	Critical Inquiry and Evidence Informed Practice	3	
		MATH-1267	Applied Health Statistics	3	
5th Semester		**NSGD-2007**	Concepts in Mental Health and Addictions	3	
	SS 2025	**NSGD-2246**	Chronic Illness and Palliative Health Challenges	3	
6th Semester	FA 2025	**NSGD-2236**	Population Health	3	
	FA 2025	**NSGD-3706**	**Practice Experience 1 (community)**	3	
7th Semester	WI 2025	**NSGD-2226**	Concepts in Reproductive Health and Developmental Growth	3	
		NSGD-3336	Culture and Nursing Practice	3	
8th Semester		**NSGD-3216**	Research in Nursing Practice	3	
	FA 2025	**NSGD-3126**	Indigenous Health and Wellness	3	
9th Semester	WI 2026	**NSGD-3116**	Concepts in Family and Community Health	3	
	WI 2026	**NSGD-3707**	**Practice Experience 2 (family)**	3	
10th Semester		**NSGD-4777**	Leadership in Action	3	
		Elective	Elective	3	
11th Semester	SS 2026	**NSGD-XXXX***	Advanced Nursing Topics 1	3	
		Elective	Elective	3	
12th Semester		**NSGD-4137**	Complex and Multi System Health Challenges	3	
	SS 2026	**NSGD-4706**	**Practice Experience 3**	3	
13th Semester	SS 2026	**NSGD-XXXX***	Advanced Nursing Topics 2	3	
		Elective	Elective	3	
14th & 15th Semester	FA 2026	**NSGD-4704**	**Integrated Practice Experience Preceptorship** (Option to complete in 1 or 2 semesters)	12	

*Note: **Advanced Topics**: Students are required to take at least 3 NSGD credit from each of the Advanced Topics groupings listed below:

- **Group A**: NSGD 4006 Nursing Informatics; NSGD 4266 Advanced Topics in Leadership and Management; NSGD 4286 Advanced Pharmacotherapeutics; NSGD 4276 Healthy Workplace Environments
- **Group B:** NSGD 4246 Disability, Society and Health Care; NSGD 4256 High Acuity Nursing; NSGD 4236 Population and Community Health Nursing Practice

A maximum of 9 credits from NSGD Advanced Topics courses may be counted toward the BScN degree. Courses offered will vary each term. Some courses may be limited enrolment or may not be offered every term or year.

STUDY PLAN: RPN – BScN PROGRAM - BLENDED LEARNING

Academic Calendar Year: 2024-2025

Flex-time Fast-track Pathway (Curriculum 3)

Planned Semester	First Offering	Course Code	Course Title	Credit Value	Course Grade
1st Semester		**ACAD-1601**	Academic Writing	**3**	
		NSGD 2147	RPN to BScN Role Transition	**3**	
		NSGD-2216	Critical Inquiry and Evidence Informed Practice	**3**	
2nd Semester		**BIOL-1011**	Human Biology and Biochemistry	**3**	
		NSGD-3006	Theoretical Foundations of Nursing Practice	**3**	
	FA 2024	**NSGD-2256**	Advanced Health Assessment and Clinical Reasoning	**3**	
3rd Semester		**BIOL-2116**	Principles of Microbiology	**3**	
	SS 2025	**NSGD-2246**	Chronic Illness and Palliative Health Challenges	**3**	
		MATH-1267	Applied Health Statistics	**3**	
4th Semester	FA 2025	**NSGD-2236**	Population Health	**3**	
	FA 2025	**NSGD-3706**	**Practice Experience 1 (community)** (NSGD 3706 & 2236 are co-requisites)	**3**	
	FA 2025	**NSGD-3126**	Indigenous Health and Wellness	**3**	
5th Semester	WI 2025	**NSGD-2226**	Concepts in Reproductive Health and Developmental Growth	**3**	
		NSGD-3336	Culture and Nursing Practice	**3**	
		Elective	Elective	**3**	
6th Semester		**NSGD-2007**	Concepts in Mental Health and Addictions	**3**	
		NSGD-3216	Research in Nursing Practice	**3**	
		Elective	Elective	**3**	
7th Semester	WI 2026	**NSGD-3116**	Concepts in Family and Community Health	**3**	
	WI 2026	**NSGD-3707**	**Practice Experience 2 (family)** (NSGD 3707 & 3116 are co-requisites)	**3**	
		Elective	Elective	**3**	
8th Semester	SS 2026	**NSGD-XXXX***	Advanced Nursing Topics 1	**3**	
	SS 2026	**NSGD-XXXX***	Advanced Nursing Topics 2	**3**	
		NSGD-4777	Leadership in Action	**3**	
9th Semester		**NSGD-4137**	Complex and Multi System Health Challenges	**3**	
	SS 2026	**NSGD-4706**	**Practice Experience 3**	**3**	
10th & 11th Semester	FA 2026	**NSGD-4704**	**Integrated Practice Experience** **Preceptorship** (Option to complete in 1 or 2 semesters)	**12**	

*Note: **Advanced Topics**: Students are required to take at least 3 NSGD credit from each of the Advanced Topics groupings listed below:

- **Group A**: NSGD 4006 Nursing Informatics; NSGD 4266 Advanced Topics in Leadership and Management; NSGD 4286 Advanced Pharmacotherapeutics; NSGD 4276 Healthy Workplace Environments
- **Group B:** NSGD 4246 Disability, Society and Health Care; NSGD 4256 High Acuity Nursing; NSGD 4236 Population and Community Health Nursing Practice

A maximum of 9 credits from NSGD Advanced Topics courses may be counted toward the BScN degree. Courses offered will vary each term. Some courses may be limited enrolment or may not be offered every term or year.

Rev Apr 2024

Curriculum 3

COURSE AVAILABILITY				
Course Code	First Offering	Fall	Winter	Spring/Summer
ACAD-1601		✓	✓	
NSGD 2147		✓	✓	
BIOL-1011		**	✓	✓
NSGD-3006			✓	✓
BIOL-2116		✓		✓
NSGD-2256	FA 24	✓	✓	✓
NSGD-2216		✓	✓	**
MATH-1267		✓	✓	✓
NSGD-2007		✓	✓	✓
NSGD-2246	SS 25	✓	✓	✓
NSGD-2236	FA 25	✓	✓	✓
NSGD-3706	FA 25	✓	✓	✓
NSGD-2226	WI 25	✓	✓	✓
NSGD-3336		✓	✓	✓
NSGD-3216		✓	**	✓
NSGD-3126	FA 25		✓	✓
NSGD-3116	WI 26	✓	✓	✓
NSGD-3707	WI 26	✓	✓	✓
NSGD-4777		✓	✓	✓
NSGD-XXXX (1)	SS 26	✓	✓	✓
NSGD-XXXX (2)	SS 26	✓	✓	✓
NSGD-4137		✓		✓
NSGD-4706	SS 26	✓	✓	✓
NSGD-4704 FT*	FA 26	✓	✓	✓
NSGD-4704 PT*	FW 26	✓	✓	
Electives		✓	✓	✓

* **NSGD 4704** is offered Full-time over one semester or Part-time over two semesters

** May be offered

Curriculum 3

Dosage Calculation Modules and Test	When Module is to be Taken	Completion Required prior to
	NSGD 4706	NSGD 4704

Clinical Course/Delivery Format	WeeklyTime Commitment	Total Hours/Term (12 wk term)
NSGD 3706 - Practice Experience 1 (Community) • practice experience including simulation settings (virtual and remote simulation) and in-person clinical practice settings over 12 weeks. • Students continue to develop and apply their nursing skills and knowledge. Building therapeutic relationships/alliances with individuals, families and the interprofessional care team continues to be a focus of care.	14 hours/ varies	168
NSGD 3707 - Practice Experience 2 (Family) • practice experience including simulation settings (virtual and remote simulation) and in-person clinical practice settings over 12 weeks. • Virtual format, mandatory 3 hour weekly meetings, plus additional independent course work each week.	14 hours/ varies	168
NSGD 4706 - Practice Experience 3 • Practice experience, including simulation settings (virtual and remote simulation) and in-person clinical practice settings over 12 weeks. • Students continue to develop and apply their nursing skills and knowledge. Building therapeutic relationships/alliances with clients and the interprofessional care team continue to be a care focus.	14 hours/ varies	168
NSGD 4704 - Integrated Practice Experience Preceptorship (Option to complete full-time in 1 semetster SS, FA and WI or part-time in 2 semesters FA/WI and WI/SS • Fully in-person following preceptor schedule. • Students assume incremental responsibility for client care. The focus is on the integration of theory and practice in a variety of health care settings under the supervision of a Registered Nurse. Students develop clinical judgement, independent evidence-informed decision-making skills, professional accountability, responsibility, and identity.	One semester option = 27 hrs per week Two semester option = 27 hrs per two weeks	324 (12-24 wk term)
		Total 828

CURRICULUM TWO (For students admitted January 2024 or earlier)

STUDY PLAN, COURSE AVAILABILITY and CLINICAL COURSE INFORMATION

The blended program curriculum committee performed a review of the curriculum and made a number of course changes that are in effect as of Fall of 2024 for students admitted in the Fall of 2024 or later. All students will follow the study plan for the year that they started in order to meet their graduation/ degree requirements. Students admitted prior to September 2024 will follow the courses outlined in curriculum two. Students should be careful to avoid taking courses which are not included in their own study plan. Any students whose course plan becomes off sequence should contact Academic Advising for assistance with a revised plan.



NCLEX-RN STUDENT PREPARATION

Roles & Responsibilities

Writing your National Council Licensure Examination (NCLEX-RN) is something that many students both look forward to and also get nervous about. Getting prepared for writing your NCLEX-RN exam is a shared responsibility. As a school, our role is to give you the educational foundation in nursing, as well as guide you toward appropriate resources to help you succeed in your licensing exam. As a graduate, you need to study and prepare for successfully completing the NCLEX-RN exam. This information is a guide to help you undertake this important part of your nursing journey.

Understanding the NCLEX-RN Exam

The NCLEX-RN exam is a comprehensive assessment using a specific format. One of the most important things you can do to prepare is to practice writing NCLEX-style questions. Many organizations such as the College of Nurses of Ontario (CNO), National Council of State Boards of Nursing (NCSBN) and the Canadian Student Nursing Association (CNSA) have information on resources.

As a first step, take a look at the NCLEX-RN resources from the College of Nurses of Ontario. You can read about the NCLEX-RN for Ontario and Canadian applicants and the frequently asked questions that are listed: NCLEX-RN Resources (cno.org)

As a second step, take a look at the NCLEX-RN resources from the National Council of State Boards of Nursing (NCSBN) website for some test preparation information that includes resources such as sample NCLEX-RN test questions a video about Computerized Adaptive Testing (CAT), as well as what to expect throughout the stages of taking the NCLEX-RN exam: www.ncsbn.org/nclex.htm

Preparing & Studying for the Exam

We suggest early preparation. Students should not assume that by completing a BScN, this has prepared you for the specifics of writing the NCLEX-RN exam. Practicing with a variety of question types that you will see on the NCLEX including: multiple choice/response questions, fill-in-the-blank questions, exhibit/chart based questions, graphic and 'hot spot' questions, drag and drop/ordered response questions, video and audio based questions are essential to understand the emphasis on critical thinking.

Available Resources

There are many resources available to students such as courses, books, apps and websites. We have gathered multiple resources from various publishers and have listed them here:

Canadian Nursing Student Association (CNSA)

You may wish to start with is the Canadian Nursing Student Association (CNSA) website at: cnsa.ca
Also check out the CNSA Facebook Page and NCLEX-RN resources: www.facebook.com/CNSA.AEIC/cnsa.ca/nclex

Online & Live Guided Reviews

Kaplan Nursing Testing
Uses adaptive quizzing
Website: NCLEX Review and Nursing Test Prep | Kaplan Test Prep (kaptest.com)

U-World
An online question bank with similar testing styles to the NCLEX. Has over 1700 challenging questions and more information can be found on their website: https://nursing.uworld.com/nclex-rn/

Bloomberg Faculty of Nursing at U of T
The University of Toronto offers a 2 day NCLEX-RN exam preparation course. It is available to all students nation wide who are planning on writing the NCLEX. They usually run two sessions per year; one in the spring and the other in the early fall. The School of Nursing will be emailing out the specific dates however, more information can be found on their website at:
www.bloomberg.nursing.utoronto.ca/pd/exam-preparation/nclex#content2

NCLEX Review Books
There are many books to choose from and should be previewed prior to purchase to make sure a specific book matches your learning style.

Publishers

Walters/Kluwer/Lippincott
Online learning/studying resources
Website: www.lww.com/

Elsevier
Online and in-class learning/studying resources
Website: evolve.elsevier.com/studentlife/

FA Davis
Textbooks and online learning/studying resources
Website: www.fadavis.com/

Good luck in your preparations. Talk with your fellow classmates for support, for ideas and for getting together to study! If you have questions, contact your course instructor, the program team, or the Nursing office.

CONTACT INFORMATION

School of Nursing

"Clinical Commitment" form
Distance Education Coordinator
705-474-3450, ext 4086
nursingblended@nipissingu.ca

Clinical Placements
Distance Placement Coordinator
705-474-3450, ext 4602
nursingplacement@nipissingu.ca

Clinical Clearance
Clinical Placement Clerk
705-474-3450, ext 4579
clinicalclearance@nipissingu.ca

Clinical Instructors
Clinical Education Leader
705-474-3450, ext 4617

Office of the Registrar

Admissions
Admission to the RPN to BScN Blended Learning Program
admissions@nipissingu.ca
705-474-3450, ext 4600

Registration
(Registering, withdrawing, appeals)
registrar@nipissingu.ca
705-474-3450, ext 4600

Final exams
(location, date, time)
705-474-3450 ext 4513
distance_exams@nipissingu.ca

Academic Advising
course sequencing/planning
advising@nipissingu.ca
705-474-3450, ext 4358

General Information
800-655-5154 opt 1
705-474-3450 ext 4521
registrar@nipissingu.ca

Student Development and Services

Accessibility Services
705-474-3450 ext 4362
Hard of Hearing: 877-688-5507
sas@nipissingu.ca

Student Learning & Transitions
705-474-3450 ext 4459
slt@nipissingu.ca

Student Counselling Services
Counselling
705-474-3450 ext 4507
counselling@nipissingu.ca

Other

Nipissing University Nursing Society
nuns@nipissingu.ca

Financial Aid, bursaries, scholarships, loans, OSAP
705-474-3450 ext 4311
finaid@nipissingu.ca

Student Financial Services
course fees (tuition, ancillary fees, payment, credits, etc)
800-655-5154 opt 5
705-474-3450 ext 4419
finance@nipissingu.ca

Technology Services Help Desk online systems (Blackboard, MyNipissing, passwords, student cards)
705-474-3450 ext 4342
techsrv@nipissingu.ca

Harris Learning Library
library resources (online articles, borrowing books)
800-655-5154 opt 2
705-474-3450 ext 4221
distance@eclibrary.ca
www.eclibrary.ca

Nipissing University Student Union
non-academic student life
(benefits, insurance, clubs)
705-474-3461 ext 4801
vpinternal@nusu.com

Online Campus Shop
course materials (textbooks, software, pricing, order status, etc)
705-474-3450 ext 5347
www.nipissingu.bkstr.com

NIPISSING
UNIVERSITY

SCHOOL OF NURSING

100 College Drive, Box 5002, North Bay, ON P1B 8L7
tel: (705) 474-3540, ext. 4567 • fax: (705) 474-6111
email: nursing@nipissingu.ca
www.nipissingu.ca/nursing