



Confederation
COLLEGE

Practical Nursing

Student Handbook

2025-2026

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Welcome to the Practical Nursing Program

The Practical Nursing Program has a rich history in Thunder Bay and Northwestern Ontario, providing students with the knowledge and skills needed for various clinical roles. Graduates work as Registered Practical Nurses (RPNs) at the bedside, in clinics, or within the community. The program starts with theoretical classroom instruction, practice labs, and simulation experiences. After the first fall term, students join smaller groups to apply their learning in real clinical settings, working with patients, their families, and healthcare professionals. Clinical placements include long-term care, complex continuing care, acute care, and specialty areas, all supervised by experienced RNs or RPNs. Once students complete the required placements and meet all program requirements, they will go into a preceptorship placement, often in an area where they hope to work or gain more experience.

Confederation College offers free student support services, and we encourage you to contact a Student Success Advisor early on to learn strategies for success. Many confident learners have attended tutoring sessions and used the optional evening practice lab for additional skills practice. Be sure to explore the Confederation College website, particularly the student support services section, learn how to use Blackboard, and visit the Chancellor Patterson Library. Important information will be sent electronically, so check your emails daily.

We hope your time at Confederation College will be positive and filled with lasting memories. On behalf of the leadership team, faculty, and support staff, we warmly welcome you to the Practical Nursing Program and to Confederation College.



Program Philosophy

Program Faculty, Clinical Instructors, and Lab Technicians are registrants of the College of Nurses of Ontario (CNO). To practice nursing in Ontario, nurses including nursing educators, must be members in good standing with the CNO, follow all practice standards and legislation, and participate in annual quality assurance. Program Faculty, Clinical Instructors, and Lab Technicians review all CNO practice standards and legislation on an annual basis, including the [Therapeutic Nurse Client Relationship](#), and the [Code of Conduct](#), and complete annual quality assurance activities.

Program Faculty, Clinical Instructors, and Lab Technicians believe that individuals are unique, dynamic, have rights and responsibilities, and are active participants in the determination of their own health. Nursing involves *“the promotion of health and the assessment of the provision of care for, and the treatment of, health conditions by supportive, preventative, therapeutic, palliative and rehabilitative means in order to attain or maintain optimal function”* (Nursing Act, 1991). The framework for nursing is the nursing process, first described by nursing theorist, Jean Orlando (1958).

Program Faculty, Clinical Instructors, and Lab Technicians believe that caring is a human process with many dimensions and that caring is the central focus of nursing practice. Health is dynamic and it is not merely the absence of disease. Health changes in response to an individual's internal and external environment. While practicing as a nursing educator, we believe that:

1. Learning is ongoing, lifelong, and a shared experience.
2. Research guides practice and practice informs research.
3. An evidence-informed curriculum reflects current and future trends.
4. Indigenous learning outcomes support Practical Nursing education in Ontario.
5. A variety of learning styles supports nursing practice.
6. Learning occurs when the student is motivated, and the experience is relevant.
7. Critical thinking is essential to nursing education.
8. Therapeutic and professional relationships support nursing education.
9. The student offers life experiences to the learning environment.
10. Nurses and nursing students must be aware of their power and privilege.

Nursing Management, Faculty and Staff

Tania Pynn

Associate Dean, School of Health, Negahneewin, and
Community Services

tania.pynn@confederationcollege.ca

Abbey Mirabelli

Academic Manager – Healthcare Programs, School of
Health, Negahneewin, and Community Services

abbey.nedgial@confederationcollege.ca

Lorena Elman

Healthcare Programs Placement Support Officer

lelman@confederationcollege.ca

Faculty

Shanna Anness, PHD (IP)

Shanna.anness@confederationcollege.ca

Lindsay MacFarlane, BScN, M.Ed

Lindsay.Macfarlane@confederationcollege.ca

Jamis Robins, MN, BScN, RN

Jeves1@confederationcollege.ca

Dr. Michael Scarcello, DNP

michael.scarcello@confederationcollege.ca

Lindsay Yahn, MN, BScN, RN

lindsay.yahn@confederationcollege.ca



We acknowledge that we have a team of part-time teachers, instructors, lab staff, as well as our clinical partners that all play a vital role in the successful delivery of the Practical Nursing program.

College Departments and Services

1. [Health Centre](#)

Email: HealthCentre@confederationcollege.ca

Contact for:

- Immunizations
- Tuberculosis (TB) Skin Testing
- Mask Fit Testing
- Primary Care
- Dental Services

2. The HUB (*general inquiries*) and Registration Services (*specific inquiries*)

Email: whatsupconfed@confederationcollege.ca

Email: registrationservices@confederationcollege.ca

Contact for:

- General information
- registering for classes
- making tuition payments

**Some helpful links include the [Academic Dates](#) calendar and the link to [Forms](#) (e.g. add/drop courses or a modified form).

3. [Student Support Services](#)

Contact for:

- [Accessibility Services](#)
- [Counselling](#)
- [Financial Aid](#)
- [Follett Bookstore](#)
- [Testing Centre](#)
- [Tutoring/Writing Centre](#)
- [Student Information Technology \(Help Desk\)](#)

4. [Academic Advisement](#) (within the Student Success Centre)

Email: studentsuccess@confederationcollege.ca

Contact for:

- adding/dropping classes
- study and organization skills
- support to navigate other College departments

5. School of Health, Negahneewin, and Community Services

Monday to Friday between the hours of 8:30 AM and 4:30 PM Monday to Friday. Dial (807) 475-6195 (*general inquiries and appointments*).

Practical Nursing Diploma – Curriculum

Semester One -14 weeks

Course Code	Course Title	Hours/Week
PN 125	Professional Practice I	3
PN 126	Foundations of Nursing Practice	3
PN 128	Therapeutic Nurse Client Relationships	3
PN 130	Technical Concepts in Health Care	3
PN 131	Nursing Arts Lab I: Fundamentals	4
HS 125	Anatomy and Physiology I	3
CS 050	College Writing	3
PY 299	Developmental Psychology	3
	General Elective #2	3
	General Elective #3	3
TOTAL		31

Semester Two - 14 weeks

Course Code	Course Title	Hours/Week
PN 225	Clinical Practice I: Chronic Care	13-15
PN 226	Nursing Arts Lab II: Chronic Care	4
PN 227	Nursing Care Across the Lifespan	3
PN 228	Nursing Assessment	4
HS 225	Anatomy and Physiology II	3
CS 217	Communication for Health Professions	3
TOTAL		31

Semester Three - 14 weeks

Course Code	Course Title	Hours/Week
PN 322	Professional Practice II	3
PN 326	Clinical Practice II: Acute Care	15
PN 327	Nursing Arts Lab III: Acute Care	4
PN 328	Pharmacology I	3
PN 329	Medical-Surgical Nursing I	3
PN 330	Pathophysiology I	3
TOTAL		31

Semester Four “A” - 12 weeks

Course Code	Course Title	Hours/Week
PN 422	Clinical Practice III: Complex Care	15
PN 426	Nursing Arts Lab IV: Complex Care	4
PN 427	Pharmacology II	3
PN 428	Pathophysiology II	3
PN 429	Medical-Surgical Nursing II	3
TOTAL		28

Semester Four “B” - 6 weeks

Course Code	Course Title	Hours/Week
PN 527	Clinical Practice IV: Preceptorship	40
TOTAL		240

****Clinical placements (PN 225, PN 326, PN 422) may include weekend and evening shifts. The registrar's office does not schedule Saturdays or Sundays. Therefore, when planning your schedule, anticipate and be available for the potential for clinical shifts on weekends and/or evenings. PN 527 preceptorship may be scheduled on weekdays, weekends, and/or during the day, evening, or night.**

Students may choose to take the following required courses, via Ontario Learn, in advance of starting the Practical Nursing Program, or during their first semester/year (and prior to beginning second year). These courses are HS 125, HS 225, CS 050, CS 217, PY 299, General Electives. Check with your Academic Manager first to ensure there have been no changes.

Program Outcomes

Vocational Learning Outcomes and Essential Employability Skills are approved and required by the Ministry of Training Colleges and Universities. The Indigenous Learning Outcomes (ILO) were gifted to Confederation College by [Negahneewin Council](#) and support [Entry to Practice Competencies](#) for Registered Practical Nurses (effective September 2020).

Vocational Learning Outcomes

1. Communicate therapeutically with individuals and members of the health care team.
2. Assess individuals across the life span, in a systematic and holistic manner.
3. Plan safe and competent nursing care, based upon a thorough analysis of available data and evidence-informed practice guidelines.
4. Select and perform nursing interventions using clinical judgment, in collaboration with the individual and, where appropriate, the health care team that promote health and well-being, prevent disease and injury, maintain and/or restore health, promote rehabilitation, and/or provide palliation.
5. Evaluate the outcomes resulting from all interventions in the nurse-client interaction and modify the plan of care as required.
6. Act equitably and justly with individuals and members of the health care team.
7. Adapt to a variety of health care settings, using different leadership skills and styles as appropriate to each setting.
8. Contribute to creating a healthy and safe work environment in a variety of health care settings.
9. Practice in a self-regulated, professional, and ethical manner, complying with relevant legislation and with the standards of both the regulatory body and the practice setting to provide safe and competent client care.

Essential Employability Skills

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
3. Execute mathematical operations accurately.
4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyze, evaluate, and apply relevant information from a variety of sources.
8. Show respect for diverse opinions, values, belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

Indigenous Learning Outcomes

1. Relate principles of Indigenous knowledge to career field.
2. Analyze the impact of colonialism on Indigenous communities.
3. Explain the relationship between land and identity within Indigenous societies.
4. Compare Indigenous and Canadian perceptions of inclusion and diversity.
5. Analyze racism in relation to Indigenous peoples.
6. Generate strategies for reconciling Indigenous and Canadian relations.
7. Formulate approaches for engaging Indigenous community partners.

Textbook Purchasing

This academic year, we have introduced a simplified process for obtaining mandatory nursing textbooks through an E-resource textbook bundle. We are excited to offer this new method and understand there may be questions about how it works. Here's how it will operate:

- The cost of the nursing textbooks in the E-resource bundle will be included in your student ancillary fees and automatically charged to your account. You don't need to take any action; our staff will handle everything for you.
- These core nursing E-textbooks will be grouped together and billed on a semester basis. Upon payment, you will gain access to the corresponding E-textbooks on the Evolve e-book platform. This approach applies to all core nursing courses in both the Practical Nursing and Bachelor of Science in Nursing programs. Access to the e-books will begin during the first week of classes.

Please note that purchasing second-hand nursing textbooks is discouraged, as it could lead to unexpected additional costs. We will provide more details on this during orientation. Additionally, certain textbooks and resources, such as those for Anatomy, must be purchased separately from the Follett bookstore and will not be included in the automatic fee bundle charge to your account.

Uniform Policy



Practical Nursing is a professional program, where a safe practice and a professional image only serves to foster public confidence. The appearance of the student contributes to the impression formed by the individual receiving nursing care (the individual), other health care professionals, family/care partners, and the public. The student will respect the direction of the organization where they are placed, their Clinical Instructors, Professors, Placement Officer, and/or Academic Manager, on such issues and always. If students cannot comply with the "Uniform Policy", they will be asked to leave the clinical practice environment.

The Practical Nursing Program's "Uniform Policy" was created using the policies of our partner organizations (Thunder Bay Regional Health Sciences Centre, Saint Joseph's Care Group, Southbridge Care Homes, and the City of Thunder Bay Homes for the Aged). Confederation College Practical Nursing Program uniforms are available at Uniform Pros (navy blue uniform, embossed program patch, lab jacket, and lapel watch). Students may not choose another uniform or lapel jacket option. As participants of the nursing programs at Confederation College, it's important to note that mandatory scrubs are part of the dress code. To ensure compliance, please make sure you have acquired the required scrubs in the designated color, complete with the correct embossed program patch, which can be purchased in the campus' Follet Bookstore. This will ensure that you're prepared for the practical sessions starting from lab week 1.

Uniforms are available for purchase at Uniform Pros, and you can find the purchasing link here: [Uniform Pros Scrubs and Lab coats](#). There are other locations to which you can purchase uniforms; please ensure you choose the correct colour and style. Patches will go on the left chest and can be put on at Uniforms Pros.

1. Classroom (Theory Classes):

No program specific uniform policy (Follow Confederation College academic policies)

2. Nursing Arts Labs and Simulation Experiences:

- Identification badge (pin above the left chest pocket)
- Navy blue uniform (embossed program patch left chest)
- Lab jacket (program patch left chest)
- Indoor footwear (white running shoe)
- Stethoscope

Ensure that your uniform/lab jacket is laundered, pressed, odour-free, and lint free prior to each lab/simulation experience. Students must adhere to proper hygiene practices. Hair must be pulled up and off the face. No heavy make-up worn in clinical/lab areas.

3. Clinical Practice (Including Pre-Clinical Research):

- Identification badge (pin above the left chest pocket)
- Navy blue uniform (program patch left chest)
- Lab jacket (program patch left chest)
- Clinical specific footwear (white running shoe)
- Students will not wear their duty shoes outside of the clinical practice environment
- Stethoscope
- Ensure that your uniform/lab jacket is laundered, pressed, and lint free after each clinical practice experience
- Agency personnel will not allow students to complete pre-clinical research if they are not in uniform or if they are not wearing visible Confederation College and/or agency-determined identification.
- Students must never wear their uniform outside of the clinical agency. Students must travel to and from the agency in their outside clothing/shoes. Students will change into their uniforms and duty shoes at the clinical agency. Their uniforms and duty shoes are to be worn during clinical placement or research at the clinical agency. If a student leaves the premises of their placements for any reason, they must change from their uniform/ clinical shoes into street clothes/shoes.

4. Other Clinical Practice Experiences (Including Pre-Clinical Research):

- Students are permitted to wear business casual clothing during a public health clinical experience – however in all cases, follow the agency policy. Students may wear button/collar blouses/shirts (short/long sleeve); sweaters, dress pants, skirts (hemmed to the knee), and dresses. At all times, choose an appropriate fit of clothing (e.g., loose fit). Clinical specific footwear (running shoe and white) is always recommended. Students must always wear their identification badge, have their lapel watch available, and ensure that all clothing is laundered, pressed, and lint free after each clinical practice experience.
- Students are permitted to wear professional denim pants during a community mental health clinical experience that occurs outdoors – however in all cases, follow the agency policy. Professional denim pants intact, uniform colour, loose fitting, and allowing for ease of movement. Choose an appropriate fit of clothing (e.g., loose fit) always. Clinical specific footwear (running shoe/clog and white) is always recommended. Students must always wear their identification badge; have their lapel watch available, and ensure that all clothing is laundered, pressed, and lint free after each clinical practice experience.
- Students are permitted to wear business casual clothing during certain in-patient mental health clinical experiences – however in all cases, follow the agency policy. Students may wear button/collar blouses/shirts (short/long sleeve); sweaters, dress pants, skirts (hemmed to the knee), and dresses. Choose an appropriate fit of clothing (e.g., loose fit) always. Clinical specific footwear (running shoe and white) is always recommended. Students must always wear their identification badge; have their lapel watch available, and ensure that all clothing is laundered, pressed, and lint free after each clinical practice experience.



5. Additional Considerations:

- Lab jackets may be worn during clinical practice but must be removed for all direct individual care (e.g., medication administration).
- A duty shoe is a white running shoe or a clog. A duty shoe is a closed-toe and heel shoe that is safe, comfortable, clean, scent free, and intact. Students are required to wear white socks (thicker socks are often more comfortable). Students are encouraged to wear compression stockings at the direction of their primary care provider.
- Students may not wear a long-sleeved undershirt during clinical practice experiences (including pre-clinical research) as it interferes with proper hand hygiene.
- Medical alert bracelets should be worn, however decorative jewelry, including necklaces, bracelets, and large earrings (hoops and earrings that dangle) are not permitted during the nursing arts lab, simulation experience, clinical practice, and pre-clinical research experience.
- Students are permitted, at their own risk, to wear a necklace with a modest sized pendant/medallion (1 inch x 1 inch in size) under their uniform to accommodate a strong personal belief or value. Students are permitted to wear one finger rings (a plain band may be

acceptable to accommodate an individual's beliefs or values). Students must remove the finger ring for all episodes of hand hygiene. Students are limited to wearing one small stud earring per ear. Earrings will be small and have a smooth surface. Plain gold, silver, white or pearl studs are acceptable. All visible body piercings must be removed or covered, and tongue rings must be replaced with a clear spacer.

6. Personal Care and Grooming:

- The Practical Nursing student's hair/hair style will be contained, clean, neat, conservative, and up off the collar. This ensures the safety of the Practical Nursing student and the individual.
- The Practical Nursing student's facial hair will be clean, neat, and conservative. Facial hair may pose difficulty when required to wear a specialized mask. Students with additional facial hair, who cannot be properly fitted for a specialized mask, will be referred to the Placement Officer and subsequently to the Academic Manager should further issues arise. This ensures the safety of the Practical Nursing student, colleagues, the individual, and other individuals.
- The Practical Nursing student will adhere to their oral care before and during clinical practice experiences. This ensures the comfort of individuals who may be triggered by odours leading to nausea.
- The Practical Nursing student will use unscented body products (perfume, fragrances/colognes, and other body products) always. All agencies including the College are scent free. This ensures the comfort of the health care team and the individual.
- The Practical Nursing student may choose to wear makeup suitable for daytime wear (during the nursing arts lab, simulation experience, clinical practice, and pre-clinical research experience). Suitable for daytime wear is defined as subdued and muted. Eyelash extensions (including those that are weaved into place) are not permitted in the clinical practice environment. Fingernail extensions, including acrylic/gels nails/extensions and fingernail polish are not permitted in the clinical practice environment. Fingernails will be clean, short, and filed smooth. This ensures the safety of the individual.

Academic Success Policy



The following policy details how the Academic Manager, Professor, Clinical Mentor, and/or Clinical Instructor will manage behaviours that impede success in a theory, laboratory practice and/or clinical practice course. Behaviours that impede success may include non-adherence to college and/or program policies; an unsuccessful grade at midterm or on a major assignment/evaluation; a safety concern in the laboratory practice and/or clinical practice setting (e.g., breach in infection prevention and control policies and a medication error); and an unsuccessful (or at risk) outcome in one or more clinical course learning outcomes.

Students must always refer to Confederation College's Student Handbook for the "Informal" and "Formal" Appeals Procedure. Students will be asked to withdraw from the clinical practice environment, at any time, if their behaviour/performance is considered unethical, unsafe, or not in the best interest of the patient.

1. **Step One – Verbal Discussion**

The Professor, Clinical Mentor, and/or Clinical Instructor will meet with the student to outline concerns with the student's performance and offer strategies for success. Strategies may include the following: tutoring, academic advising, accommodation services, personal counselling, financial aid, or evening practice lab. When a verbal discussion occurs, the Professor, Clinical Mentor, and/or Clinical Instructor documents the discussion, shares the documentation with the student, and asks the student to initial the documentation. *Initialing the documentation indicates that the student is aware of the documentation, not that they are agreeing or disagreeing with the documentation.*

2. **Step Two – Academic Success Plan**

The Professor, the Academic Manager, Clinical Mentor, and/or Clinical Instructor will initiate an Academic Success Plan, following a verbal discussion and only should the same behaviour(s) continue, or the student demonstrates additional behaviours (including a non-adherence to college and/or program policies) that will/are impeding the student's success. The Academic Manager, the Professor, Clinical Mentor, and/or Clinical Instructor documents the discussion, shares the documentation with the student, and asks the student to initial the documentation. *Initialing the documentation indicates that the student is aware of the documentation, not that they are agreeing or disagreeing with the documentation.* Each Academic Success Plan is accompanied by a reasonable review date and a collaborative plan for success. Practice concerns (which occur in the laboratory practice, simulation, or clinical practice settings), are accompanied by mandatory referrals to the evening practice lab.

3. **Step Three – Refer to Practical Nursing Promotion Committee**

Referrals to the Practical Nursing Promotion Committee are for concerns that relate to the clinical practice setting. The Academic Manager, Professor, Clinical Mentor, and/or Clinical Instructor will initiate a referral to the Practical Nursing Promotion Committee if the same behaviours persist by the Academic Success Plan review date; should the same behaviour(s) continue; or should the student demonstrate additional behaviours (including a non-adherence to College and/or program policies) that have now impeded the student's success. In addition, referrals to the Practical Nursing Promotion Committee will also be made when a student is (1) unevaluated in any learning outcome due to absenteeism (defined as being two days absent from the clinical practice environment in any given clinical period); and (2) is absent from lab practice environment (defined as being two days absent from the lab practice environment, practice environment, in any given clinical period). *At their discretion, and with the approval of the Academic Manager, the Clinical Instructor may amend the Academic Success Plan with an additional review date.* See the Practical Nursing Promotion Committee Policy for additional information.

The Practical Nursing Promotion Committee is separate from the Academic Dispute Resolution Policy (5-1-02) at Confederation College and offers the student an opportunity to have their clinical evaluation reviewed on an informal level. Students who are unsuccessful in the same learning outcome, twice, at any time during the Practical Nursing Program, will not be permitted to continue in the clinical practice environment. Following this decision, students may choose to initiate the "Informal" Appeals Process as per the Student Handbook/Academic Dispute Resolution Policy (5-1-02).



Referrals to the Practical Nursing Program Promotion Committee

Procedure

1. The Academic Manager, the Professor, Clinical Mentor, and/or Clinical Instructor will verify the completion of the Academic Success Policy (Step One and Step Two). If Step One or Step Two are incomplete, the referral is sent back to the Professor, Clinical Mentor, and/or Clinical Instructor.
2. The Academic Manager, Professor, Clinical Mentor, and/or Clinical Instructor will prepare a file consisting of the following items:
 - Practical Nursing Promotion Committee (Student Notification)
 - Practical Nursing Promotion Committee (Referral Form)
 - Nursing Documentation
 - Academic Success Plan(s)
 - Evening Lab Practice Referral (s) (*practice concerns only*)
 - Clinical Evaluation

All documents are submitted to the Academic Manager. Students must review and initial all documents. ***By placing their initials on this documentation, the student signifies their awareness of the content, without implying any agreement or disagreement with the information provided.***

3. If the student wishes to attend the meeting, the student must notify the Academic Manager via email, 48 business hours in advance of the meeting. The student may wish to attend the meeting with a staff member from Confederation College's Student Success Centre. Students may suggest other support persons – these will be considered on an individual basis. Family members, friends, or other students are not permitted to attend. Students may choose not to attend the meeting.

All dialogue will remain objective, transparent, and professional. ***The goal of the meeting is student success.*** In cases where there is a breach in confidentiality and/or the therapeutic nurse-client relationship standards (e.g., abuse or theft) the Chair of the Practical Nursing Promotion Committee will recommend that the student be removed from the clinical practice environment.

4. The Chair (or designate) of the Practical Nursing Promotion Committee will meet with or email the student within one week and share the committee's decision. Students must not return to the clinical practice environment until they have met with the Chair. Following their meeting with the Chair, students may choose to meet with the Associate Dean, School of Health, Negahneewin, and Community Services, and initiate the "Formal" Appeals Process.

5. The Chair (or designate) of the Practical Nursing Promotion Committee will ask for a follow up report from the student's subsequent Clinical Instructor. A follow up report will consist of an objective evaluation detailing the student's competency and compliance with the Practical Nursing Promotion Committee's recommendations; if the student should receive "credit" or "no credit" for a past clinical practice experience; and if there are further recommendations.

Attendance Policy

Attending all scheduled theory classes, laboratory practice sessions, and clinical practice opportunities (including simulation experiences) best position the student for overall success in Practical Nursing education. This attendance policy relates to laboratory theory classes, the laboratory practice environment, and the clinical practice environment. This attendance policy was developed to emphasize for all students their responsibilities, with respect to theory classes, the laboratory practice environment, and the clinical practice setting. Students are encouraged to review their individual course outlines for specific evaluation criteria relating to participation marks. Questions relating to each course's evaluation scheme will be directed to the individual course Professor. Students are encouraged to seek academic advisement through the Student Success Centre if external concerns affect their attendance in theory classes, laboratory practice sessions, and clinical practice opportunities (including simulation experiences).

Regular attendance in theory classes, laboratory practice sessions, and clinical practice (including simulation experiences) is crucial for success in Practical Nursing education. This attendance policy applies to theory classes, the laboratory environment, and clinical settings. It underscores students' responsibilities in these areas.

Students should refer to their course outlines for details on participation evaluation criteria. Questions about the evaluation scheme should be directed to the course professor. If external issues affect attendance, students are encouraged to seek academic advisement from the Student Success Centre.

- Attendance Theory Classes – not mandatory but highly recommended.
 - Students must be in attendance for all scheduled evaluations.
- Attendance Nursing Arts Labs – mandatory. (PN 131, PN 226, PN 327, and PN 426).
- Attendance Clinical Practice – mandatory. (PN 225, PN 326, PN 422, and PN 527)

Students who miss three laboratory sessions in any Practical Nursing (PN) lab course will be required to enter into a professionalism agreement. This agreement will need signatures from both the student and the laboratory instructor. If a student, already under a professionalism agreement, continues to miss sessions,

further absences may result in a recommendation to the Academic Manager and possibly to Associate Dean for automatic failure in that particular laboratory course.

1. Students who are unable to attend a Nursing Arts Lab (including the theory or practical component), Nursing Assessment (including the theory or practical component), a scheduled Clinical Practice course, and/or a scheduled simulation experience, are required to notify the appropriate Professor, Clinical Instructor, or Clinical Supervisor prior to a scheduled start time. All absent hours from the Nursing Arts Lab, Nursing Assessment, or Clinical Practice course will be deducted from the student's overall practical hours. Students are required to make up all missed time prior to being considered for graduation.
2. Students who miss a laboratory course class will be required to sign an absence form and submit it back to the lab instructor. In addition, the student will be referred to practice lab, and/or will be expected to complete a MANDATORY referral, identified as 1 or 2 step referrals, prior to the next laboratory class. It is the student's responsibility to complete the referral, and have all overseeing instructors fill out and sign the referral form. This form must then be printed and brought to the lab the following week in HARD COPY format.
3. All missed Nursing Arts Labs, Nursing Assessment Lab, and Clinical Practice hours laboratory theory and practice hours must be made up prior to obtaining course credit. Making up missed time may affect the student's ability to graduate, **will incur additional tuition fees**, and may potentially delay the student's eligibility to write the Regulatory Exam for Practical Nurse.
4. Students who have been absent from an evaluation in the Nursing Arts Labs and/or Nursing Assessment classes (written or practical) for medical reasons must meet with their Professor immediately upon their return. Students must notify the appropriate faculty prior to their absence.
5. Due to safety reasons, the Academic Manager, Clinical Mentor, and/or the Clinical Instructor may, at their discretion, remove students from the clinical practice environment, if they have been absent from one or more scheduled Nursing Arts Lab. Continued absenteeism above and beyond 4 missed clinical shifts will result in failure to complete learning outcomes for the semester and an unsatisfactory Clinical Practice evaluation, resulting in a failure in the corresponding course.
6. Students are expected to be on time for all scheduled Nursing Arts Labs, Nursing Assessment Lab, and Clinical Practice classes. Students who are late for scheduled Nursing Practice (Laboratory Theory and Practice) will have this time deducted from their overall clinical hours.
7. Students with more than 30 hours of overall absenteeism in Nursing Arts Labs, Nursing Assessment Lab, and Clinical Practice, by the subsequent Student Success Week (fall and/or winter) will be required to attend a mandatory make up clinical rotation during either the fall and/or winter Student Success Weeks. Students incur all the costs required to hire a Clinical Instructor – which may be costly. Any other outstanding time must be made up during the 6-weeks of preceptorship. If the student's preceptorship experience extends beyond 6- weeks due to absenteeism, students will incur all costs required to cover a faculty and/or Clinical Instructor.
8. Students who are absent from any Clinical Practice course are required to notify the placement area *prior to the time at which the experience is to begin* and obtain the name of the staff member to whom they are speaking. Students are to leave their name and telephone number with the staff member. When a student is absent from Clinical,, they must contact the Clinical Instructor later that day to let the Clinical Instructor know if they will be in the next day. Clinical Instructors will confirm with their clinical group how to contact them to report an absence. Students who are ill may contact Confederation College's Health Centre for advice (475-6169).

9. There is a zero-tolerance policy for absenteeism. All hours missed (in lab and clinical placements) are cumulative for the Practical Nursing Program, must be made up prior to being eligible to graduate, and prior to writing the Regulatory Exam Practical Nurses. A Clinical Instructor may be hired during one or both Student Success Weeks to make up some missed hours, however all costs are incurred by each student. This option will not be used as an excuse for absenteeism.
10. Students who leave a Nursing Arts Labs, Nursing Assessment Lab, and/or Clinical Practice class before the completion of a scheduled experience due to illness, injury, or other circumstances, are to first report to their Clinical Instructor or preceptor. Students who are absent due to extenuating circumstances (e.g., bereavement, failed public health screening, or illness requiring hospitalization) may be eligible for additional clinical practice time in Semester Four. Regardless of the reason, all missed hours must be made up. Students must make up any missed time during preceptorship *if time is available and if it is safe to do so*. Making up missed time may affect the student's ability to graduate, will incur additional tuition fees, and may potentially delay the student's eligibility to write the Regulatory Exam Practical Nurse.

Confidentiality Policy – Practical Nursing Program

The Confederation College Practical Nursing Program recognizes the individual's right for privacy with respect to information gained by Professors, Clinical Instructors, Clinical Mentors, and students during field and clinical practice experiences. Confidentiality extends to everything that is learned during the field of clinical practice



experience. It extends to both important and seemingly unimportant information. This information includes the identity of all contacts, any identified problems, its cause and its treatment, everything that the individual/patient/resident/client, family, or friends disclose, the economic state, living conditions, any domestic difficulties, etc.

Information about an individual in placement may be shared only when it is essential for the continuity of care and during conferences and/or discussions with a Clinical Instructor

relating to meeting educational objectives. Such information is not to be shared outside of these educational confines.

The Personal Health Information Act (PHIPA) 2004 allows students to access personal health information as agents of an institution. Students must comply with the rules set by the organizations in which they practice. Students must always support the confidentiality of health information. Data collection sheets, make the connections forms, reflective LEARN (journal) submissions, or College of Nurses of Ontario SMART Goal assignments, etc. should not contain the individuals' names, instead refer only to individuals as Mrs. P. M or Mr. A. G., etc. All written work sheets containing specific client data must be shredded after submission to the Clinical Instructor

Students are permitted to access electronic or paper-based records of the individuals who have been assigned to them by their Clinical Instructor or preceptor. Students are not permitted to access electronic or paper-based records of individuals who have NOT been assigned to them by their Clinical Instructor or preceptor. If a student

accesses any information or records of any unassigned individuals, they will be immediately removed from their current clinical placement with possible failure from that clinical placement. Should they be found to breach the same policy twice, expulsion from the program will be a recommendation. If a student breaches confidentiality pertaining to field or clinical practice experience, they will be immediately removed from their current clinical placement with possible failure from that clinical placement. Should they be found to breach the same policy twice, expulsion from the program will be a recommendation. If a placement organization refuses to take a student back after a breach has been committed, or for safety reasons, the student will be unsuccessful in their clinical placement. As per the Academic Dispute Resolution Policy (#5-1-02), “decisions made by a clinical or professional agency cannot be appealed by the student”.

Any misuse of information shall be considered a breach of confidentiality and disciplinary action will be taken as deemed appropriate by their immediate faculty member. If issues are unresolved, the Academic Manager and Associate Dean of the School of Health, Negahneewin, and Community Services may then become involved. Should a student be found to breach the same policy twice, removal from the program will be a recommendation. The magnitude of this responsibility is emphasized by the fact that some institutions require that Professors, Clinical Instructors, students, and other allied health care professionals sign a pledge of confidentiality.



Electronic Devices

The Practical Nursing Program faculty recognizes that mobile devices have become an integral part of everyone’s life, but also recognizes that the use of mobile devices may create problems in the workplace, when used imprudently or excessively.

Practical Nursing students learn the theory associated with the professional use of mobile devices and other associated technologies. Practical nursing students will use the facility’s approved hard copy or electronic resources (e.g., a clinical skills book, a policy, or UpToDate) to verify best practices, clarify nursing responsibilities, and/or to understand the pathophysiology of a disease process. Actively seeking information is part of nursing’s commitment to public safety, and as such, professional materials which support Practical Nursing students to better understand are paramount to practice.

1. Practical Nursing students cannot use their mobile device in the following areas:

- Clinical environments (e.g., an individual’s room/bathroom, a tub room, an activity room, a public sitting area, or a dining room)
- Professional areas where health care professionals focus (e.g., the nursing station, professional meeting space, or a control room)
- At a medication cart, in the supply room, or in a treatment room
- Public hallways (e.g., while seated or while walking)

2. Practical Nursing students may use their mobile device in the following areas:

- Break areas (cafeteria, lunchroom, and locker areas)

3. Practical Nursing students may have their phone on their person while on the unit for emergent reasons (e.g., child/family concerns), but only with the direct approval of the Clinical Instructor. In this case, mobile devices may be kept on your person and kept on silent/vibrate. A ringing mobile device is disruptive and is incongruent with nursing's high standards for professionalism and accountability.



4. As per privacy laws, the use of mobile devices to take pictures (e.g., individual charts or electronic medical records), record conversations, or record other confidential material is strictly prohibited – this includes pictures of individuals, other health care professionals, Clinical Instructors, program faculty, support staff, and other students. Posting confidential material to social media, for example, will result in a report to the appropriate unit manager or designate, and may result in a recommendation that the student be withdrawn from the clinical components of the Practical Nursing Program.

General Statements, Policy/Procedure, and Direction

Special Exam Policy

When a student fails to achieve a passing grade in a core PN course, the student's performance will be reviewed by the faculty and the Academic Manager. The following courses are excluded and therefore a special exam will not be offered if the student is unsuccessful in any of the following core nursing courses: all PN lab courses (PN 131, 226, 228, 327, 426); and all clinical courses (PN 225, 326, 422, 527). Only 1 special exam per semester is permitted.

The opportunity to write a special exam will occur should the student meet all the following criteria:

- Achievement of a minimum of 50%
- The student has submitted all aspects of the course evaluation (assignments, tests, quizzes, exams, discussion postings etc.)
- The student has passed all other PN courses in the same semester. If the student fails a course that isn't eligible for a special exam, they won't be able to take the special exam for the other course.
- Completion of an Academic Success Plan (submitted to their professor for approval). **Once final marks are released to students, students have 5 business days to request a special exam in writing to the faculty and the Academic Manager for review of eligibility.**
- The new grade will replace the initial final exam mark.

Please note that attendance may also be taken into consideration

-attendance in class is important to support student success. If classes are missed due to situations in which the teacher is aware and/or medical issues, these will not be used against the student.

College of Nurses of Ontario

For information about applying to the College of Nurses of Ontario (including the [temporary class](#)), please press the following [link](#).

Communication

Students are required to check their Confederation College email daily. Professors and Academic staff will communicate via college email and telephone numbers only – texting between students and Professors will be considered unprofessional and unacceptable. Online “Blackboard” sites are attached to all courses and should be reviewed regularly for information sharing and updates.

Drug Calculation Testing

Students will write a Drug Calculation Test at the beginning of each clinical period in Semester Three and Four. Students who are unsuccessful in the Drug Calculations Test (a grade of less than 90%) will meet with the Clinical Instructor to develop an Academic Success Plan (ASP). Students are permitted a maximum of one rewrite on the Drug Calculations Test (per period) and will be referred to their practice labs for extra assistance. Students will have one week from their initial test to complete the re-write. Failure to achieve a grade of 90% on any rewrite opportunity, in either period one or two in Semester 3 or Semester Four, will result in an “unsatisfactory” grade in Course Learning Outcome #4. Students who are unsuccessful in the Drug Calculations Test are eligible to administer medications during their Semester Three and Semester 4 Nursing Practice (Clinical) under the direct supervision and co-signature of their Clinical Instructor.

Grade Point Average (GPA)

To be eligible to graduate, students must successfully pass all required Practical Nursing course work (including communications, anatomy and physiology, and general elective classes) with a minimum GPA of 2.00 (calculated out of a maximum of 4 points). The highest GPA you may receive is 4.00. To be on The Dean’s list, your GPA must be at least 3.50.

Injuries Incurred at Placement

Students injured while on a scheduled placement experience must notify the Clinical Instructor immediately and complete the required documentation from the clinical setting, a Confederation College’s incident report, and any associated Workplace Safety and Insurance Board Guidelines documents. Students who are injured while on a scheduled placement experience (including needle stick injuries) must also meet with the Placement Officer, Academic Manager, or Confederation College’s Health Nurse, once their initial injury has been assessed by a physician.

Meeting Clinical Objectives

Students must successfully meet all clinical objectives prior to being promoted to the next clinical experience and prior to graduation.

Online Course Work and Advanced Standing Credits

Students may choose to register for HS 125, HS 225, CS 050, CS 217, PY 299, and their general elective(s) online. Students may have credit (or equivalency) from other program(s) or post-secondary setting(s) for HS 125, HS 225, CS 050, CS 217, PY 299, and/or their general elective(s). Students who graduated from Confederation College's Personal Support Worker Program (after June 2021), will have advanced credit for PN 128, PN 131, and CS 050. Students who graduated from the Pre-Health Sciences Program will have advanced credit for CS 050 and may have advanced credit for CS 217 and/or a general elective. Contact the Academic Manager or a Student Success Advisor for further information.

Plagiarism/Cheating/Artificial Intelligence

Instances of plagiarism and cheating will be discussed with the student and referred to the Program Coordinator. The faculty will initiate Confederation College's Academic Integrity Policy. Please confirm with your professor regarding the use of Artificial Intelligence (AI) for assignment and discussion post submissions.

Positive Police Vulnerable Sector Screen (PVSS)

The clinical practice setting (e.g., long term care) may not allow students with a positive PVSS on their premises. If the clinical practice setting allows a student on site with a positive PVSS, they may ask to meet with the student in advance of the placement. This is the policy of the clinical practice setting, not the policy of Confederation College. The College of Nurses of Ontario (CNO) may not register an applicant with a positive PVSS and depending on the nature of the positive PVSS (e.g., assault, theft, abuse, Narcotic Control Act, or the Food and Drugs Act). The CNO may not register an applicant who suffers from a physical, or mental condition or disorder that makes it undesirable in the public interest that they practice nursing. This is the policy of the CNO, not the policy of Confederation College. Students are encouraged to contact the Placement Officer if they have questions. Students must inform the Placement Officer if they meet one or more of the above conditions. Students may not be granted clinical practice experiences, if one or more of the above conditions exist – thus jeopardizing their ability to complete the Practical Nursing Program. Applicants to the CNO must inform the CNO if they meet one or more of the above conditions. Applicants must disclose fully the details pertaining to their situation (e.g., court proceedings, police reports, etc.). Applicants to the CNO will not necessarily be refused registration, however the CNO's Registration Committee will review the applicants file (including detailed information about the incident) and determine if the applicant could be granted an exemption. An applicant for registration, who does not inform CNO of past conditions (as noted above), may have their application for "registration" cancelled and a revocation of their certificate of competence.

Practical Nursing Documents – Thunder Bay

Course outlines, manuals, and clinical specific information is filed in Blackboard under "Practical Nursing Documents – Thunder Bay" – please sign into the [Portal](#). If you do not have access, please contact the Placement Officer.

Pre-Clinical Agency Specific Learning Modules (Online or In-person)

Students will have satisfied all Semester/Year specific agency learning modules prior to beginning a clinical placement (learning modules are sent to the students' Confederation College email accounts). Failure to complete

agency specific learning modules prior to the beginning of a specific clinical practice course, will result in loss of clinical hours, the potential for additional clinical time (at the student's expense), and risk for not meeting learning outcomes. Students will need to complete WHMIS and GPA online training before starting clinical placement. These online courses are at the expense of the student.

Pre-Clinical Requirements

Students will have satisfied all semester/year specific health and clinical requirements prior to being assigned a clinical placement see page 31. Failure to complete specific health and clinical requirements (as noted on the College's Practical Nursing Program [website](#) and communicated annually, beginning April 1st of every year, via the Talisma Campaign), will result in the student being withdrawn from the clinical practice setting.

Re-Entry to the Practical Nursing Program (or Withdrawal)

Please meet with the Academic Manager or a Student Success Advisor. Students may choose to withdraw from both the Nursing Arts Lab and Clinical Practice courses, and then reapply to the appropriate semester (dependent on the student's Grade Point Average and seat availability).

Removal from the Clinical Practice Environment

The Academic Manager may recommend that students be removed from the clinical practice setting when they are in breach of infection prevention and control policies, breaches of confidentiality, or where there is ongoing evidence of safety concerns.

Smoking During Clinical Placement

Students are not permitted to smoke on the properties of our clinical agencies (including in a parked car and in the parking lots of our clinical agencies). If students leave the property of the clinical practice agency, they must change out of their school uniform and shoes.

Writing/Referencing

All students are to follow the American Psychological Association (APA) 7th Edition for all written submissions (e.g., formal papers, reflective practice assignments, concept care maps, etc.). Students are encouraged to follow guidelines from their communications classes and the support offered by Confederation College's [Writing Centre](#). Students may also review the [OWL Purdue Writing Lab](#) website for additional support. Submitted work that is not referenced may result in a notation being made in the student's academic record.

Social Networking Directive

The Associate Dean, Academic Manager, Placement Officer, Professors, Lab Technologists, Lab Technicians and Clinical Instructors of the Practical Nursing Program at Confederation College, view facets of social networking to be both positive and progressive when used to enhance academic learning in a professional and ethical manner. The College staff respects the rights of students to make use of social networking sites as a medium for self-expression when such self-expression is professional and ethical.

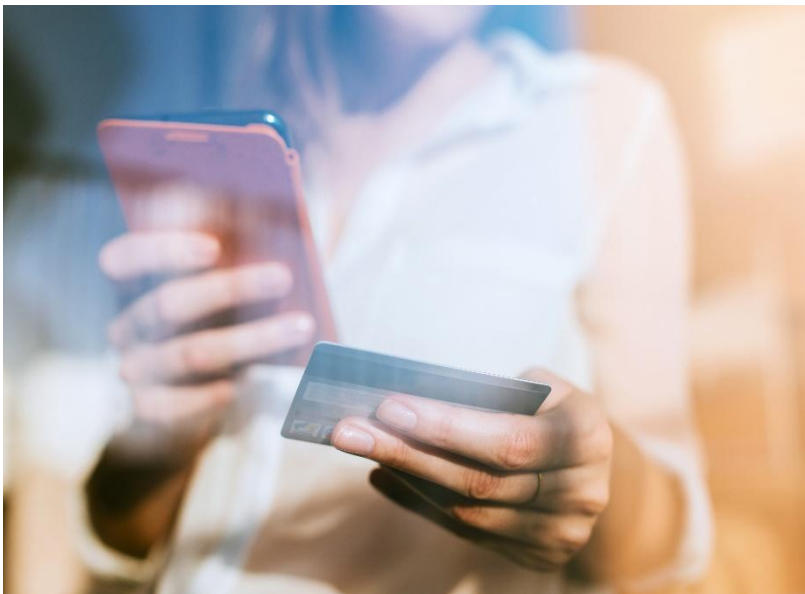
For the purposes of this directive, social networking will be defined as, but is not limited to, such venues as Facebook (including personal group Facebook pages), Instagram, X (formally known as Twitter) and blogs, Snap Chat, group chats, and communication will refer to all media related interchanges (e.g., written, audio, photographs, and video). As future Registered Practical Nurses (RPNs), and members of a highly regarded, self-regulated profession, it is essential that all Practical Nursing students at Confederation College adhere to and respect the confines of this directive.

In the interest of academic and behavioural integrity, Practical Nursing students engaging in the use of social networking will be held accountable to Confederation College's policies entitled "*Academic Integrity*" (Policy # 5-5-01), "*Use of Information Technology*" (Policy # 5-5-05), and the "*Student Code of Conduct*" (Policy # 5-5-02).

Practical Nursing students must also be aware that employers may screen a potential employee for social networking activity.

Social Networking Directive

Practical Nursing students engaging in social networking will adhere to the *Practical Nursing Program – Social Networking Directive*. Failure to adhere to the *Practical Nursing Program – Social Networking Directive* will result in disciplinary action as deemed appropriate by the Academic Manager, and/or Associate Dean of the School of Health, Negahneewin, and Community Services up to and including expulsion from the program depending on the severity of the occurrence(s).



1. Practical Nursing students engaging in the use of social media will be professional, ethical, and respectful while communicating about Confederation College and the Practical Nursing Program, Practical Nursing Program staff, faculty and students, and the students' clinical learning environment (e.g., hospital or nursing units).

2. Students will not use social networking sites to disparage Confederation College and the Practical Nursing Program, Practical Nursing Program staff, faculty and students, or

the College's clinical learning partners (e.g., hospital or nursing units).

3. Practical Nursing students engaging in the use of social networking will be professional, ethical, and respectful of Confederation College's staff, faculty, and students from other program areas, as well as all invited guests to either the classroom or the College environment.

4. Practical Nursing students engaging in the use of social networking will not practice the use of disrespectful language (e.g., obscenities, profanity, and racism); will not use vulgar, unkind, or discrediting language; will not

discuss topics which the nursing profession would regard as disrespectful or dishonourable; and will uphold the confines of Confederation College's Respect Campaign.

5. At no time will Practical Nursing students take or post pictures onto social media while in any clinical learning environments (including hospital, nursing units, school labs).

6. Practical Nursing students will not use social networking sites to harass, bully or intimidate Practical Nursing Program staff, faculty, students, or students from other program areas.

Important to Know

Practical Nursing students choosing to identify themselves as Confederation College Practical Nursing students within a social networking environment are encouraged to review the following nursing standards put forth by the College of Nurses of Ontario:

- a) Confidentiality and Privacy – Personal Health Information
- b) Conflict Prevention and Management
- c) Therapeutic Nurse-Client Relationship, Revised 2006

Simulations



In our nursing program, simulations play a crucial role in preparing our students for real-world clinical experiences. Simulations provide a controlled and supportive environment where students can practice their skills, decision-making, and critical thinking in lifelike scenarios. These simulations offer an invaluable opportunity to bridge the gap between classroom learning and practical application, allowing students to gain confidence and competence before entering actual clinical settings.

Simulations are a safe space to learn, make mistakes, and refine skills. Embrace these opportunities with enthusiasm and dedication, as they will shape your competence and confidence as a future nurse. Your commitment to these simulations will ultimately contribute to your success as a skilled and compassionate healthcare professional.

Our Simulation Labs are designed to immerse you in an authentic clinical environment, cultivating a sense of assurance and preparedness as you transition into genuine healthcare scenarios. As you embark on this educational journey, be prepared to engage in a learning and practice environment that mirrors real-life healthcare situations to the highest degree possible.

PN 527 Preceptorship

The purpose of the preceptor clinical experience (PN 527) is to provide the learner with the opportunity to consolidate skills and knowledge at a level approaching that of a novice graduate. Partnered with a preceptor Registered Practical Nurse (on some occasions a Registered Nurse), the learner will gradually increase nursing practice skills within the professional role.

The last six weeks of the Practical Nursing Program (Semester 4B) will be conducted in a clinical placement of the student's choice (either acute care, long-term care, complex chronic care, or a specialty area). Students will be asked to give several options and rank their choices but be mindful this does not guarantee students will get their first choice. Nursing Students may also request to complete their preceptorship experience out of the city, but only within the Confederation College catchment area of Northwestern Ontario. If students decide to go out of the city for their preceptorship experience, plans and arrangements must be articulated to the Healthcare Programs Placement Support Officer, by the beginning of Semester 4.

Criteria for Selection of PN527 Preceptorship Placements

Selection of preceptorship placements follows a process which students will be informed of prior to their preceptorship experience. It is imperative that students follow this direction. Students can submit their preceptorship placement requests to their Healthcare Programs Placement Support Officer, ranked in order of preference.

Staff will take into consideration all the following when selecting placements:

- Student preference
- Attendance and performance in all courses
- Performance in simulation
- Competency in soft skills
- Clinical evaluations throughout program, include semester 4 evaluation.

Confederation College will endeavor to provide each student with a preferred experience, however, due to limited placement options and high demand for some areas, not all requests can be accommodated.

If there are more students than preceptors for a particular clinical agency or unit, the appropriateness of placements will be at the discretion of the Academic Manager in consultation with the staff and Healthcare Programs Placement Support Officer.

Extra Shifts Policy/Procedure - Preceptorship

Pertaining to 8 Hour Shifts

- Students will be scheduled to work with their assigned preceptor(s) on their assigned nursing unit for a minimum of 40 hours per week.
- Students must have 12 hours of rest between each 8-hour shift.
- At the discretion of the student's Clinical Supervisor, students may work an additional 12 hours per week.
- Students may work an additional 4 hours after an 8-hour day shift -- but not following an 8-hour evening or night shift.

Pertaining to 12 Hour Shifts

1. Students will be scheduled to work with their assigned preceptor(s) on their assigned nursing unit for a minimum of 40 hours per week.
2. Students must have 12 hours of rest between each 12-hour shift.
3. At the discretion of the student's Clinical Supervisor, students may work an additional 12 hours per week.

FAQs for all Preceptorship Schedules

1. Students **MAY** schedule up to a maximum of 4 hours when working with the Ward Clerk to observe the inputting of electronic orders.
2. Students **MAY** credit themselves for hours for attending a professional development session at their agency (on a scheduled day off), which is applicable to their placement setting. Attending and crediting all professional development sessions are at the discretion of the student's Clinical Supervisor.
3. Students **MAY NOT** work extra shifts in advance to complete a placement sooner or quicker.
4. Students **MAY NOT** work extra hours in Block #1 and transfer these hours to Block #2 -- unless previously arranged with the Placement Officer.
5. Students **MAY NOT** work 16-hour shifts.
6. Students **MAY NOT** work extra hours (e.g., 4-hour shifts) after completing an evening or night shift.
7. Students **MAY NOT** credit themselves for hours for having had picked up extra time to work in the role of an unregulated care provider.
8. Students **MAY NOT** credit themselves when reporting to the nursing unit early to prepare for the assigned shift.
9. Students **MAY NOT** be assigned to an air or land ambulance/taxi escort.

Storage of Practical Nursing Students' Clinical Records

The Practical Nursing Program at Confederation College is committed to maintaining and storing student clinical records.

Student clinical records include the following:

1. Student Record
2. Laboratory and Clinical Experience Form
3. Laboratory Practice Mandatory/Follow-up Referrals
4. Anecdotal Notes
5. Academic Success Plans
6. Promotion Committee Referrals/Follow-up Referrals
7. Academic and/or Behavioural Contracts
8. Clinical Evaluation Forms
9. Copies of Clinical Requirements. Please note: the student is responsible for keeping copies/originals of all clinical requirements and may be asked by our Clinical Partners to produce them at any time.

The leadership and faculty team of the Practical Nursing Program consider the following Practice Standards from our regulator, the College of Nurses of Ontario when maintaining and storing confidential student clinical records:

- a. Supporting Learners
- b. Documentation Standards



Storage of Students' Clinical Records

1. Student clinical records are initiated upon entering the Practical Nursing Program. During a clinical experience, the Clinical Instructor maintains student clinical records in a binder which is maintained confidentially. Following the clinical experience, student clinical records are returned to the Academic Manager.
2. All student clinical records are destroyed one year following graduation as such it is the responsibility of the student to obtain copies of their own evaluations for any future requests.
3. Students who begin the Practical Nursing Program and withdraw from the program at any point in the curriculum will have their clinical records destroyed after five years. Students who return to the Practical Nursing Program within five years, and successfully complete the program, will be subject to procedure two (noted above). Students who are unsuccessful for a subsequent time will be subject to procedure three (noted above).

Clinical Placement Expectations

Please note: Clinical placements may include weekend and evening shifts. The registrar's office does not schedule Saturdays or Sundays. Therefore, when planning your schedule, please anticipate and be available for the potential for clinical shifts on weekends and/or evenings.

This arrangement is necessitated by the considerable demand for placements with our clinical partners.

- Weekend and evening rotations - students will be assigned weekend and/or evening shifts during their clinical placements. We strive to fairly distribute weekend and evening shifts among all students.
- A college-approved uniform with a Confederation College patch and clinical shoes must be worn while attending clinical. Please review the uniform policy.
- Students will be required to purchase a stethoscope and blood pressure cuff.
- Students may not change clinical groups once they have been assigned.

Requirements for Clinical Placement

Note: there are differences for Thunder Bay & Regional Campus. Students, please follow what is indicated below.

Clinical Documents Due Dates:

Clinical documents are mandatory. All documents must be submitted to the Placement Officer (for Thunder Bay students) before the dates below to attend clinical. Students who have not submitted up-to-date documents will not be permitted to attend clinical. All requirements are to be submitted to the appropriate email.

- a. **September Start – November 1st, 2025**
- b. **January Start – March 1st, 2026**

****Regional students must connect with their local campuses for submission of documents as per below and contact them if they need assistance with their requirements**.**

Clinical Documents should be submitted by email as per below:

- Thunder Bay Campus clinicalrequirements@confederationcollege.ca
- Dryden Campus drydencampus@confederationcollege.ca
- Fort Frances Campus fortfrancescampus@confederationcollege.ca
- Kenora Campus kenoracampus@confederationcollege.ca

CHECKLIST



1. All students are required to submit the Clinical Documents Checklist [confed clinical documents checklist 2017-18.docx](#) and complete the Communicable Disease Surveillance Form available from Confederation College's Health Services Department, or online, at [communicable disease surveillance cds form 2022 new.docx](#)

2. Criminal Record Check – Level 3

- a. Criminal Record Check (CRC), which includes a Vulnerable Sector Screen, is a Level 3. This is not Confederation College's policy however it is the policy of our field/clinical partners for all learners who enter their respective environments. This is required once a year during the program.
- b. Students need to obtain this from the jurisdiction of their Policing Agency (i.e., Thunder Bay Police, OPP, etc.).
- c. A letter from the college is required to obtain this. Digital copy here: [Criminal Reference Check Request Letter 2024.docx](#) This document is also posted on Blackboard.

3. Immunizations

Thunder Bay students submit directly to the Health Center at the Thunder Bay Campus

- a. Thunder Bay students must submit their completed Student Health Record to Confederation College Health Services at csawchu1@confederationcollege.ca. Regional campus students must submit these documents to their campus emails as noted above.
- b. Thunder Bay students using the Health Center do not need to submit Immunizations to the **Placement Officer** as they are automatically sent.
- c. All students will require a serology test (whether they have documentation or not) to check for MMR, Hep B, and Varicella status. If these levels are low a booster will be needed.
- d. Students require the following immunizations which, when completed, must be checked by the Confederation College Health Centre staff:



- Tetanus/Diphtheria/Polio or Tetanus/Diphtheria/Pertussis (Adacel) or Tetanus/Diphtheria
- MMR (Measles/Mumps/Rubella)
- Hepatitis B
- Influenza (Flu) Vaccine
- Chicken Pox (Varicella)
- COVID Vaccine x2 is mandatory by all our clinical agencies and failure to provide proof may impact clinical placements. You must ensure you meet the requirements of COVID vaccinations.

4. 2 Step TB Skin Test

Thunder Bay students submit directly to Health Center at the Thunder Bay Campus

- A two-step TB Skin test is required if you have not had one in the last 2 years.
- A one-step TB Skin Test is required if you have had a two-step TB skin test in the last two years and can provide these results.
- Thunder Bay students can complete this test at the College Health Center.
- Janzen's Pharmacy (www.janzens.ca/tb), some walk-ins and doctors' offices also complete TB skin tests.
- In the region TB skin tests contact your campus if you need assistance with finding a location for a test.

5. Mask Fit Testing – N95 requirement

The minimum standard for mask fit testing is every one or two years depending on the provider. It is highly recommended that for students with significant facial changes (e.g., weight gain or loss) between academic years or semesters, be re-tested to ensure a proper fit of specialized masks. Students with significant facial hair (e.g., beards or mustaches) will have difficulty obtaining a proper mask fit. Mask fit testing is for your protection when caring for patients/residents/clients in isolation. Students must be aware that mask fit testing will incur its own fee, not covered by Confederation College.

- Thunder Bay Students can obtain a mask fit from local agencies such as Health Tec Training <https://www.healthtectraining.ca> or from the Health Center at the College. If you are employed with a healthcare agency, you can also check with their Occupational Health department to see if they would provide you with a Mask Fit test.

***Regional students contact your campus for further details**

6. BLS – Basic Life Support - Must follow Canadian Heart & Stroke Standards

Students must provide evidence of a valid BLS with valid Health Care Providers Level (Level C). This level of CPR includes instruction in adults, children, infants, one and two rescuers, and automated external defibrillators (AED).

Annual CPR Health Care Provider Level recertification is mandatory. Must be an in-person course, on-line certificates are not eligible.

There are several options available to Confederation College students for obtaining these required certifications - see links below.

- [Healthtec Training](#)
- [Saint John's Ambulance](#)
- [Buhler-Moore First Aid Services](#)

** Regional students please contact your campus for further details.

***It is the responsibility of every student to maintain the original copies of all clinical requirements. These documents might be requested for verification at any point, either by our clinical partners or staff from Confederation College**

Commitment to Practical Nursing Program
(This form is to be printed off and handed in at orientation)

Student Name:

Date:

Phone Number

I have received, reviewed, and understood the Practical Nursing Program Handbook. Initial_____

I understand all the policies outlined in the Practical Nursing Program Handbook. Initial_____

I have reviewed the Student Success information within the Practical Nursing Program Handbook.
Initial_____

I am aware of my responsibility to complete all clinical documents prior to the deadline to ensure my success in the Practical Nursing Program.
Initial_____

I understand that clinical hours include weekends and evenings, and the assigned clinical schedules cannot be changed.
Initial_____

I have read and understand the program attendance policy.
Initial_____

I have read and understand the dress code policy including the uniform requirements for Lab and Clinical.
Initial_____

I understand that It is my responsibility to maintain the original copies of all clinical requirements. These documents might be requested for verification at any point, either by our clinical partners or staff from Confederation College.
Initial_____

I understand that it is my responsibility to check my email and Blackboard course regularly as they are the main source of communication between me and my teachers
Initial_____

Student Signature:

Embarking on the extraordinary journey of nursing education is an exciting step into a world filled with knowledge and compassion. As you navigate this path, remember that every challenge is an opportunity to grow, and every life you touch will be forever changed by your care. Embrace the learning, cherish the experiences, and let your passion for nursing guide you forward. The dedication you show today will shape the exceptional nurse you will become tomorrow.

