



### **Welcome to the University of Windsor**

Welcome to the University of Windsor and congratulations on your acceptance into the Faculty of Nursing! We are thrilled that you will be joining us in the Fall and would like to extend our congratulations to each and every one of you.

## **Presentation Overview**

- ☑ Getting to know the Toldo & Medical Building
- ☑ Fall Courses
- ☑ Professional Communication
- ☑ Clinical (Pre-Clearance, Medical & Non-Medical Requirements)
- ☑ Registering for classes ([myUWindsor.ca](http://myUWindsor.ca))
- ☑ Resources
- ☑ Dates to remember

### **Presentation Overview**

In this presentation, you will get to know what happens in the Toldo and Medical Education Buildings, learn more about what you are studying in September, what professional communication is and how to communicate among your peers and with faculty/staff . We will also discuss how the clinical pre-clearance process works, what courses to register for, and show you some key resources that may be helpful for you- including some important dates to remember. Let's get started!

## **TOLDO/HEALTH EDUCATION CENTRE**

- **Nursing Office (3<sup>rd</sup> floor)**
  
- **Our main nursing office staff:**
  - Receptionist: Ms. Lily Powis (x 2265)
  - Undergraduate Secretary: Mrs. Angela Papas (x 6129)
  - Graduate Secretary: Mrs. Anne Dennahower (x 2260)

### **Toldo/ Health Education Centre**

Our main nursing office is located on the 3<sup>rd</sup> floor of the Toldo building. To get to the third floor, you may use the elevator or the stairwell beside the elevator. Access to the 3<sup>rd</sup> floor using the other stairwell is not permitted (its locked) for security reasons.

There are three people who work in the nursing office- they all do slightly different things- you may be re-directed to another secretary. Please approach them for all general enquiries. We have an open door policy.. students are always welcome to come in and ask questions!

## **TOLDO/HEALTH EDUCATION CENTRE**

### **Toldo/Health Education Centre**

**1<sup>st</sup> Floor:** Café, student study area, classrooms

**2<sup>nd</sup> Floor:** Main nursing health assessment/simulation & computer labs, classrooms, and Nursing Student Support Centre

**3<sup>rd</sup> Floor:** Main nursing office and Faculty offices

### **Medical Education Building**

**3<sup>rd</sup> Floor:** Health Assessment/Simulation labs

### **Virtual Building Tours:**

<http://web2.uwindsor.ca/pac/onlinetour/nursing.php>

### **Toldo/Health Education Centre**

Other highlights of the Toldo building include: classrooms, a café, and student study area on the first floor, the nursing lab, computer lab, classrooms, and the Nursing student Support Centre on the 2<sup>nd</sup> floor. The medical education building is right next to the Toldo building. They are connected on the inside through a door which is locked after hours. You may use either the elevator or stairs to get to the 3<sup>rd</sup> floor of the medical building. This is where your health assessment labs and simulation experiences will take place.

A virtual tour of the building can be found by following the link on this slide.

## **FALL COURSES**

- **1163-171-** Introduction to Nursing I
- **1163-172-** Clinical (Tues/Thurs)
- **1163-166-** Health Assessment I
- **1163-175-** Human Anatomy/Physiology I
- **0246-115-** Introduction to Psychology as a Behavioural Science

These are the courses you will be taking in the fall. These courses are designed to introduce you to the role of the Registered Nurse within the profession of nursing. You can expect to learn more about the Canadian Health Care system and important concepts such as health, wellness, clinical decision-making, problem solving including the nursing process. These courses are streamlined week by week to review systems in a “building block” fashion. Each week, you will discover a new system to learn, study, and practice. These skills are transferrable to your clinical placement activities throughout the semester. If you find that you are struggling with content or the workload, please reach out to your course professor or clinical instructor so that they can guide you to resources. You may also reach out to the Student Success Coordinator who will help guide your next steps- letting you know about all available resources (within the Faculty of Nursing and on campus).

## **CLINICAL PLACEMENTS – YEAR ONE**

### **FALL**

- Health promotion and protection
- U of W campus as onsite clinical setting

### **WINTER**

- Rehabilitation
- Long-term care
- Community outreach (School Health Fair)



### **Clinical Placements- Year One**

Clinical is one of the highlights of our BScN program as you get to put your new knowledge into action! In the Fall, you will be using the University of Windsor campus as your clinical setting. You will learn more about clinical on your orientation day in the Fall - on September 6<sup>th</sup> at 8:30am. It will be in the CAW student centre on the 2<sup>nd</sup> floor, in the Alumni Auditorium. Expect a full day. Wear your new uniform/scrubs. Please bring your lunch!

For more information about our program and clinical placement policies, please refer to the “BScN Collaborative Program Student Handbook” as well as the “Collaborative BScN Nursing Student Clinical Placement Policies” resource. They are both available on our Faculty of Nursing website ([www.uwindsor.ca/nursing](http://www.uwindsor.ca/nursing)).

## FUTURE CLINICAL OPPORTUNITIES

- Medical-Surgical
- Obstetrics
- Pediatrics
- Psychiatry
- Cardiology
- Neurology
- Palliative
- Oncology
- Community



### Future Clinical Opportunities

Throughout the program, students either select OR are placed in different clinical placement experiences. The level/scope of what you are able to do in the clinical setting will depend on when you receive the theory/education about that topic. Example: psychiatric and mental health nursing experiences & community clinical experiences, after year 3 – fall semester

## YOUR NEW ACCOUNTABILITY AS A NURSING STUDENT...

- Protect others!
- Protect yourself!
- Start to look at College of Nurses of Ontario Professional Standards! [www.cno.org](http://www.cno.org)



### Your New Accountability as a Nursing Student

As nurses and nursing students, we follow guidelines and professional standards of practice from the College of Nurses of Ontario. If you would like to start preparing for your first semester, it would be helpful for you to visit [cno.org](http://cno.org) to read these important documents. They will definitely help you learn how to start protecting yourself and others that you are either working with or taking care of. Please refer to the “Undergraduate Academic Student Handbook” on the Faculty of Nursing website, Section B (Behaviour) to learn more details about your professional accountability as a nursing student. In addition, please refer to the “BScN Collaborative Program Student Handbook”, to review the Faculty of Nursing (a) Social Media Policy, (b) Guidelines for Personal Social Media Networking, (c) Guidelines for Blackboard/Intranet Site Networking, and (d) Electronic Device Usage Policy.



## PROFESSIONAL COMMUNICATION

- UWIN E-mail
- Be professional!!
- Social Media
- Process: How do I ask for help?

Faculty and instructors commonly use Blackboard for all course communication.

### Professional Communication

Professional communication is learned communication style. Be professional when you talk with your peers, professors and when you talk with others outside of our program. Some examples of a professional communication style include: When you write emails, remember to greet people using “Professor” or “Dr.” (if they have their PhD). Be respectful in your email, informing the person you are contacting of the issue, some background knowledge if needed, as well as what solutions have already been attempted. Conclude the email with your name and contact information. If you are leaving a voicemail for a course professor, the same would apply. Many course professors will use Blackboard for all course communication. Please do not use your personal (“Hotmail” or “gmail”) email address. These messages do not consistently get through the University of Windsor server and often get “lost” or end up in “junk mail”. Please use the communication chain appropriately for help regarding your theory and clinical courses. Always start with your course professor or your clinical instructor. If they are not able to help, please ask them who the best person would be to talk with next. Students can receive advising on this at the nursing office or from the Student Success Coordinator at any time. Please refer to the “BScN Collaborative Program Student Handbook” for more information on professional communication.

## THE STUDENT EXPERIENCE!



### The Student Experience

These are just some examples of how students are involved in their first year. Lab practice is encouraged. We have peer mentors and staff who are available to help you learn your skills, access the computer lab or show you where to collect resources for presentations you are doing. The first key to success is recognizing when you need some guidance/additional help – then start asking!

# UNIFORMS AND SUPPLIES

- The U of W BScN Uniform
- Lab Coat
- Clinical ID Badge
- Clinical shoes
- Student ID Card
- Stethoscope / BP cuff
- Health Assessment Kit
- Watch
- Textbooks



## Uniforms and Supplies

Uniforms are exciting! Yes, and you will get to wear it often! Uniforms are worn to clinical as well as your health assessment lab. Your lab coat is worn in your Anatomy and Physiology lab. Your course professors and clinical instructors will give you more details about this in September. On September 5<sup>th</sup> at your Nursing Society orientation, they will discuss how to get a 'uniform approved jacket' for use in the clinical setting.

As a part of your uniform, you will require a clinical ID badge. This is different from your student card. Both are available throughout the summer and at the start of the Fall semester in the UWin card office which is located in the lower level of the CAW student centre. Please refer to your admissions package and the "BScN Collaborative Program Student Handbook" (University of Windsor UWin Identification Card and Clinical Photo ID badge section) for more details. Many times, at the beginning of the semester, nursing society will have a textbook giveaway during their orientation events. If you purchase textbooks during the summer, and then win something in the fall, please note you cannot return something to the Bookstore if you have opened it... just a heads up. In September, nursing society will often sell stethoscopes- so you may wish to hold off on that purchase. You will not need it right away. You will also get to pick up your health assessment lab kits. These are included in your tuition costs. More information will be sent regarding this to all first year students.

## THE CLINICAL PLACEMENT PROCESS

- The Faculty of Nursing places approximately 1,000 students each semester
- All placement agencies require students to be fully “cleared” prior to clinical placements



### The Clinical Placement Process

The Faculty of Nursing places approximately 1000 nursing students each semester in various hospital and community areas. Hospitals and community agencies mandate that students meet specific medical and non-medical requirements. The Faculty of Nursing has contracted Bayshore personnel to “clear” nursing students annually for clinical. This ensures the consistent collection of documents. Appointments can be made at Bayshore offices in Windsor, Chatham, or Sarnia. Please refer to your admissions package or the nursing website to know how to contact Bayshore to schedule your appointment- it is posted online. Please be assured that this process is confidential and that your privacy will be maintained. Mask Fit testing is also offered through Bayshore. You will need to let them know at the time you book your appointment if you need a Mask Fit test. If a student does not submit all of their documentation, they will be considered “not cleared” and will not be permitted in the clinical setting.

GETTING READY FOR CLINICAL...



PRE-CLEARANCE  
PROGRAM

Website: <https://www.uwindsor.ca/nursing/375/pre-clearance-information-and-forms>

**Getting Ready for Clinical**

During the summer, please visit the pre-clearance information page found on our Faculty of Nursing website. There are forms posted that will explain all of the requirements in more detail.

## CLINICAL PRE-PLACEMENT MEDICAL REQUIREMENTS

- 2-Step TB skin test
- MMR
- Varicella
- Hepatitis B
- Tetanus/Diphtheria (TD)
- Polio vaccine
- Pertussis
- Flu Shot



### **Clinical Pre-Placement Medical Requirements**

Here is a list of the medical requirements – however, please refer to the admissions package and your Bayshore Pre-Clearance information sheet for specific details.

## **CLINICAL PRE-PLACEMENT NON-MEDICAL REQUIREMENTS**

### **Annual**

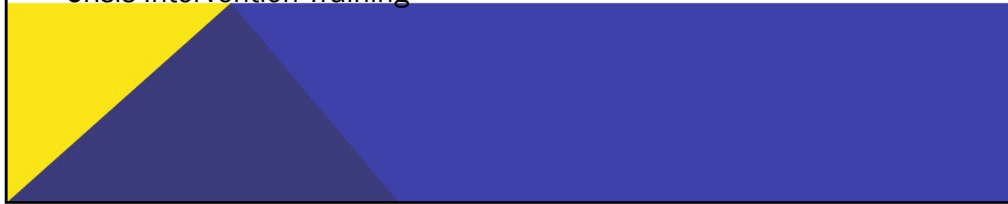
- CPR- Health Care Provider (HCP)
- Vulnerable Sector Police Clearance
- Attestation of Notification of Change in Criminal Record Status
- WSIB waiver
- Student Verification of Health Status
- Crisis Intervention Training

### **Every 2 Years**

- Fit Mask Testing

### **Exception**

- First Aid (one time only for first year students)



## THE PRE-CLEARANCE PROCESS- AN OVERVIEW

- All forms are available on our nursing website.
- Read forms & review your existing medical and non-medical documentation.
- Make an appointment with your health care provider & go to your appointment.
- Complete your non-medical requirements, ie. CPR-HCP certification, police clearance, mask fit test, etc.

### The Pre-Clearance Process- An Overview

All forms are available on our nursing website. Read the forms & review your existing medical and non-medical documentation. Make an appointment with your health care provider & go to your appointment. A good tip to remember is to stay consistent with your timing of the non-medical requirements, such as taking your CPR at the same time (such as August) each year. Please note: Inform your CPR instructor that you will need the special training for health care providers each time you take the course. They may or may not have a special distinction on the card for you. Sometimes it says CPR-HCP (health care providers) instead of CPR-BLS (basic life support). Either will be accepted.



## HOW MUCH WILL THIS COST?

1 <sup>st</sup> Appointment	\$40.00
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Follow-up Appointment (if required)	\$15.00
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Missed Appointment Or Late Fee	\$20.00
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Please provide at least 24 hours notice of cancellation

\*All prices include HST where applicable, and are subject to any increases by Bayshore.

The logo for Bayshore Home Health features the word "Bayshore" in a large, blue, cursive script font. To the left of the "B" is a stylized orange wave icon. Below "Bayshore", the words "Home Health" are written in a smaller, orange, sans-serif font.

# CLEARED

- You have met all of the required medical and non-medical criteria AND you have provided all documentation to prove it. You are cleared for your placement...congratulations.



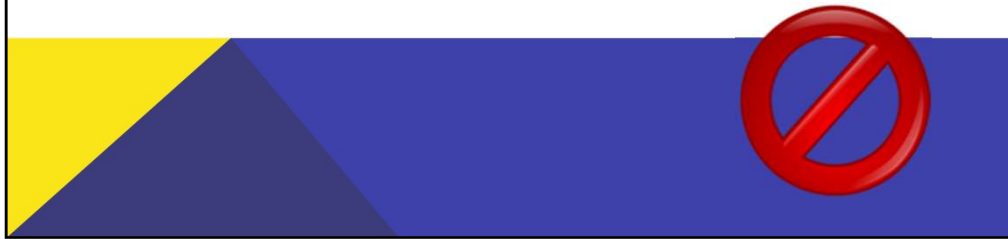
## Cleared

If you are cleared, it means that you have met all of the required medical and non-medical criteria AND that you have provided all documentation to prove it. You are cleared for your placement... congratulations.

Make copies of your Bayshore clearance certificate and keep them within your professional profile.

## NOT CLEARED

- A condition or requirement has not been met or supporting documentation for a particular requirement(s) has not been included with your submission.
- You will need to make a 2<sup>nd</sup> appointment.

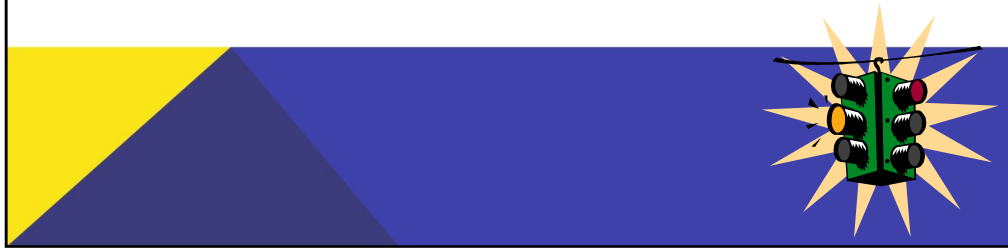


### Not Cleared

If you are not cleared, this means that a condition or requirement has not been met or supporting documentation for a particular requirement(s) has not been included with your submission. You will need to make a 2<sup>nd</sup> appointment.

# EXCEPTIONS

- Students with a legitimate reason for not submitting a completed requirement.
- If this is the case, please contact the Clinical Placement Coordinator, Natalie Bownes.

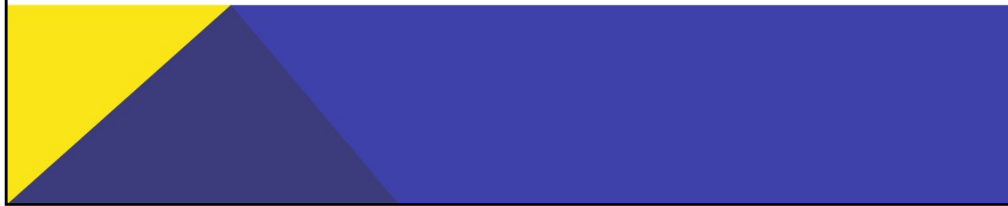


## Exceptions

Some students may have a legitimate reason for not submitting a completed requirement. If this is the case, please contact the Clinical Placement Coordinator, Natalie Bownes. Her contact information is at the end of this presentation.

## BAYSHORE APPOINTMENT TIMELINES

- First year students starting clinical in Fall 2018 must be cleared by **October 31<sup>st</sup>**.
- May contact Bayshore after September 30<sup>th</sup> to make your appointment (*email only*).
- Appointments available starting October 9, 2018.



## MORE OPPORTUNITIES

### International Exchange

- Australia-Winter of 3<sup>rd</sup> Year
- Sweden-Fall of 4<sup>th</sup> Year

### IHI Open School

The Faculty of Nursing is leading the University of Windsor Chapter of the Institute for Healthcare Improvement (IHI) Open School for Health Professionals. The goal is to educate students in patient safety and quality improvement issues. There are IHI Open School chapters all over the world.



### **More Opportunities**

Other opportunities to look forward to, if you wish to start thinking about this now, are exchange opportunities. We have an active exchange program with Australia (3<sup>rd</sup> year Winter) and Sweden (4<sup>th</sup> year Fall). If that is something you are interested in, you may wish to enquire more about it towards the end of your first year or beginning of your second year. There is information about this experience posted on the International Exchange Office website for the University of Windsor. You may also wish to connect with our Clinical Placement Coordinator, Natalie Bownes. Her contact information is available at the end of this presentation.

Globally, our school is part of the Institute for Healthcare Improvement. During the semester, look out for learning workshops that are open to all nursing students, staff, and faculty. These sessions are an excellent way to learn new material and reinforce what you are learning in your theory and clinical courses.

## REGISTERING FOR YOUR COURSES

- **11-63-171** (section 01 or 02) Introduction to Nursing I
- **11-63-172** Clinical Nursing Experience (choose one section)
- **11-63-166** Health Assessment I (section 01 + choose one lab section 51-61)
- **11-63-175** Human Anatomy & Physiology I (section 01 + one lab section 51-56)
- **02-46-115** Introduction to Psychology (choose section 03)

### Registering for your Courses

Please ensure that you are in the right courses for this Fall semester. When you are registering in a course that has a theory and a lab section, you will need to add the course plus the theory and then you will need to add the course again with the desired lab section. If the course you desire is full, you may put yourself on the waitlist, however, it is highly advised to register into something that is open so that you are registered in the course. Please ensure that you are registered in the courses and sections listed on this slide.

If you are having difficulties with your fall registration, please contact the nursing office ([nurse@uwindSOR.ca](mailto:nurse@uwindSOR.ca) or x 2258).

## RESOURCES ON CAMPUS

Academic Advising- Faculty of Nursing & Campus (mySuccess)

Writing Support- Leddy Library

Student Success and Leadership Centre- Dillon Hall (lower level)

Career Development & Experiential Learning

Student Counseling Centre- CAW Student Centre (2<sup>nd</sup> floor)

Student Awards & Financial Aid- Education Building (lower level)

Student Health Centre- CAW Student Centre (2<sup>nd</sup> floor)

**+ Much more!**

### Resources on Campus

This is a list of resources that may be useful for you to know. There are many more listed in your undergraduate handbook which is available on the Faculty of Nursing website. A new version of the student handbook will be available during the summer.



## RESOURCES IN THE NURSING PROGRAM

- Nursing Office: General Enquiries
- Course Professors & Clinical Instructors
- Clinical Placement Coordination Team- Natalie Bownes & Susan Rotondi-Moore
- Clinical Learning Specialists – Debbie Dayus (years 1 & 3) & Susan Dennison (years 2 & 4)
- Academic Advising (M/W/F)- Fran Meloche, Student Success Coordinator
- Clinical Therapist (Counselling for nursing students)- Shannon Mercer (by referral and appointment only)
- Lab Manager & Peer Mentors
- Nursing Society

### Resources in the Nursing Program

Nursing Office: General Enquiries

Course Professors & Clinical Instructors

Clinical Coordination Team- Natalie Bownes and Susan Rotondi-Moore

Academic Advising (M/W/F)- Fran Meloche, Student Success Coordinator

Clinical Therapist (Counselling for nursing students- M/R/F)- Shannon Mercer (by referral and appointment only)

Lab Manager & Peer Mentors

Nursing Society

## **ACCESSIBILITY SERVICES**

To support students who struggle with disabilities such as:

- Deaf/Hard-of-Hearing
- Low Vision/Blind
- Mobility Impairments
- Chronic Medical Conditions
- Learning Disabilities /ADD/ADHD
- Acquired Brain Injury
- Mental Health Difficulties

### **Accessibility Services**

Accessibility services are available for students who struggle with various disabilities. A complete list can be found on the University of Windsor's Student Accessibilities site: [www.uwindsor.ca/disability](http://www.uwindsor.ca/disability).

## **ACCESSIBILITY SERVICES PROCESS**

- Students with disabilities who require academic accommodations in any nursing course must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation.
- After registering with SAS, students must present his/her Letter of Accommodation as early in the term as possible.

### **Accessibility Services Process**

There is a specific process to follow before students can be accommodated on campus. Students with disabilities who require academic accommodations in any nursing course must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation. After registering with SAS, students must present his/her Letter of Accommodation as early in the term as possible. More information is available on the University of Windsor's Student Accessibilities site: <http://www.uwindsor.ca/studentaccessibility/>.

## ACCESSIBILITY SERVICES PROCESS

- Deadlines for submission of documentation and completed forms to Student Accessibility Services are available at:  
<http://www.uwindsor.ca/studentaccessibility/>

### **Accessibility Services Process**

Please visit the SAS website for more information about document submission.

## **YOU CAN GET INVOLVED!**

Become a leader in the nursing program and on campus!

- Peer mentoring (lab) – year 3 and 4 students
- Outstanding Scholars Program
- Nursing Society & Class Advocate
- Connecting4Success (campus mentoring group)
- Social groups/clubs on campus (Link with your interests)

### **You Can Get Involved!**

Become a leader in the nursing program and on campus. UWindsor Welcome week is a perfect time to walk around on campus to see what clubs are available to join!

## IMPORTANT DATES!

### Theory/Lab Classes Start:

Starting week of Monday, Sept 10<sup>th</sup>  
(First Day of Class on campus: Sept 6<sup>th</sup>)

### Mandatory Clinical Orientation for all Students:

Thursday, September 6<sup>th</sup>  
CAW Student Centre, Alumni Auditorium (2<sup>nd</sup> Floor)  
Start: 8:30am  
\* This will be a full day. \* Please wear your uniform

### Important Dates

As a reminder, Theory Classes Start: Monday, Sept 10<sup>th</sup>

**Mandatory Clinical Orientation for all Students:** Thursday, September 6<sup>th</sup>, CAW Student Centre, Alumni Auditorium (2<sup>nd</sup> Floor); Start: 8:30am; \* This will be a full day.

**Nursing Society Class Orientation (part of U Windsor Welcome week):** Wednesday, September 5<sup>th</sup>. Meet your classmates and learn how student government works! The end of the day will be the crown jewel as you venture to the St. Denis Centre for some added adventures! Watch your U Windsor email account and our head start website for more news! <http://www.uwindsor.ca/orientation/298/windsor-welcome-week>

### Important Links from Presentation:

BScN Collaborative Program Student Handbook:

[https://www.uwindsor.ca/nursing/sites/uwindsor.ca.nursing/files/undergraduate\\_academic\\_student\\_handbook\\_2017.pdf](https://www.uwindsor.ca/nursing/sites/uwindsor.ca.nursing/files/undergraduate_academic_student_handbook_2017.pdf)

Collaborative BScN Nursing Student Clinical Placement Policies:

[http://www.uwindsor.ca/nursing/sites/uwindsor.ca.nursing/files/university\\_of\\_windsor\\_collaborative\\_bscn\\_nursing\\_student\\_clinical\\_policies\\_final\\_june\\_2018.pdf](http://www.uwindsor.ca/nursing/sites/uwindsor.ca.nursing/files/university_of_windsor_collaborative_bscn_nursing_student_clinical_policies_final_june_2018.pdf)

# QUESTIONS?

**General:**

[nurse@uwindsor.ca](mailto:nurse@uwindsor.ca)

**Academic Advising:**

Fran Meloche, Student Success Coordinator

[fmeloche@uwindsor.ca](mailto:fmeloche@uwindsor.ca)

**Clinical Enquiries:**

Natalie Bownes

Clinical Placement Coordinator

[nbownes@uwindsor.ca](mailto:nbownes@uwindsor.ca)

Susan Rotondi-Moore

Clinical Placement Secretary

[srotond@uwindsor.ca](mailto:srotond@uwindsor.ca)

## Questions?

Please contact us if you need help!

**General:**

[nurse@uwindsor.ca](mailto:nurse@uwindsor.ca)

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Fran Meloche, Student Success Coordinator

[fmeloche@uwindsor.ca](mailto:fmeloche@uwindsor.ca)

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[nbownes@uwindsor.ca](mailto:nbownes@uwindsor.ca)

Susan Rotondi

Clinical Placement Secretary

[srotond@uwindsor.ca](mailto:srotond@uwindsor.ca)