



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 everyone.

Presentation Overview

- ☑ Getting to know your new SPACE!
- ☑ Getting to know PEOPLE to contact
- ☑ Program Information & Professional Communication
- ☑ Clinical (Pre-Clearance, Medical & Non-Medical Requirements)
- ☑ Registering for classes
- ☑ Faculty of Nursing & Campus 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 start communicating with your peers, faculty, and 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

Toldo/Health Education Centre

1st Floor: Café, student study area, classrooms

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

3rd Floor: Main nursing office and Faculty offices

Medical Education Building

3rd Floor: Experiential Learning Lab, Health Assessment Lab, Simulation lab space

Virtual Building Tours:

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

Toldo/Health Education Centre

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 2nd 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 3rd floor of the medical building. This is where your experiential learning labs and simulation experiences will take place.

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

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



Your New Accountability as a Nursing Student

Registered Nurses and nursing students follow guidelines and professional standards of practice from the College of Nurses of Ontario. In addition, Registered Nurses follow a code of conduct. If you would like to get ahead for September, you may wish to start reading these documents. This will help you to start understanding the role of the Registered Nurse and help familiarize you with your new accountability and responsibilities as a nursing student. 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. The “Undergraduate Academic Student Handbook” is annually updated and released around the middle of August.

PROFESSIONALISM AND COMMUNICATION

- In-Person Conversations
- UWin Email
 - What does a professional email look like?
- Blackboard
 - What is Blackboard?
 - How is it used?
- Use of Social Media

Professional Communication

Professional communication is a **learned** communication style that is developed over time. You will be learning about communication fundamentals in your fall semester and learning to refine those skills throughout the program as well as after your graduate. 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.

COMMUNICATION CHAIN



**Who do I call?
How do I ask for
help?**

Who do I contact for ????

Starting a new chapter can be confusing! This is not surprising as many of you are starting a new schedule in a new school with a very different learning environment.

General Enquiries: Nursing office- nurse@uwindsor.ca or x 2265

Theory courses and Experiential learning labs: Your course professor

Clinical Placement Enquiries (Placement planning & Medical/Non-Medical Requirements)- Natalie Bownes (nbownes@uwindsor.ca) & Susan Rotondi-Moore (srotond@uwindsor.ca).

Clinical Questions (during the semester about your clinical learning, group, or instructor): Your clinical instructor Or Dr. Debbie Dayus (dayus@uwindsor.ca)

Academic Advising/Review of Program Regulations, Nursing Career Advising, Program Planning, Tutoring, Early Intervention Program, Campus Support Services, Volunteering or working on campus- Fran Meloche fmeloche@uwindsor.ca

*Be assured, if you contact the wrong person, your email will be forwarded to the correct person with the knowledge and expertise to answer your question.

Contact Us!



General Information: nurse@uwindsor.ca

Academic/Program Advising: Fran Meloche, Student Success Coordinator,
fmeloche@uwindsor.ca

Clinical Year 1 Coordinator: Dr. Deborah Dayus, dayus@uwindsor.ca

Clinical Placement Coordinator: Natalie Bownes nbownes@uwindsor.ca

Clinical Placement Secretary: Susan Rotondi-Moore, srotond@uwindsor.ca

* If you have questions for your course professor, you may email them directly.

Do you have Questions?

Please contact us if you need help!

General:

nurse@uwindsor.ca

Academic Advising:

Fran Meloche, Student Success Coordinator

fmeloche@uwindsor.ca

Clinical Enquiries:

Dr. Deborah Dayus

dayus@uwindsor.ca

Natalie Bownes

Clinical Placement Coordinator

nbownes@uwindsor.ca

Susan Rotondi-Moore

Clinical Placement Secretary

srotond@uwindsor.ca

TOLDO/HEALTH EDUCATION CENTRE

Nursing Office (3rd floor)

- **Our main nursing office staff:**

- Receptionist: Ms. Rosalba Iannicello (x 2265)
- Undergraduate Secretary: Mrs. Angela Papas (x 6129)
- Graduate Secretary: Mrs. Anne Dennahower (x 2260)

- **Remember:** nurse@uwindsor.ca

Toldo/ Health Education Centre

Our main nursing office is located on the 3rd 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 3rd floor using the other stairwell is not permitted. It is 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!

FALL COURSES- ARE YOU REGISTERED?

- **NURS-1110-** Professional Nursing I
- **NURS-1900-** Writing for the Professional Nurse
- **NURS-1210-** Anatomy & Physiology I (theory & lab)
- **NURS-1511-** Experiential Learning Lab I (2 hours)
- **BIOL-1073-** Microbiology for Nursing

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 roles and responsibilities of the registered nurse within the Canadian Health Care system and important concepts such as health, wellness, clinical decision-making, and problem solving. 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 experiential learning activities throughout the semester. If you find that you are struggling with course content or the workload, please reach out to your course professor directly or clinical instructor so that they can guide you to the appropriate 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

- Experiential learning
 - Skills & preparation for winter clinical

WINTER

- Acute care
- Rehabilitative care
- Retirement living



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 are registered in an experiential learning lab. This is where you will be putting together key elements from your theory courses and will learning foundational nursing skills that will be used in your Winter clinical placements.

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).

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 Shoes
- Clinical ID Badge
- Student UWin ID Card
- Stethoscope
- Lab Kit (includes BP cuff)
- Watch with a second hand
- 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 experiential learning 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. When you are with the nursing society during welcome week, 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 lab kits. These are included in your tuition costs.

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.

Where will be future clinical placements be?

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



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

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 (SMG)

Every 2 Years

- Mask Fit 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-BLS or 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 st Appointment	\$40.00
Follow-up Appointment (if required)	\$15.00
Missed Appointment Or Late Fee	\$20.00

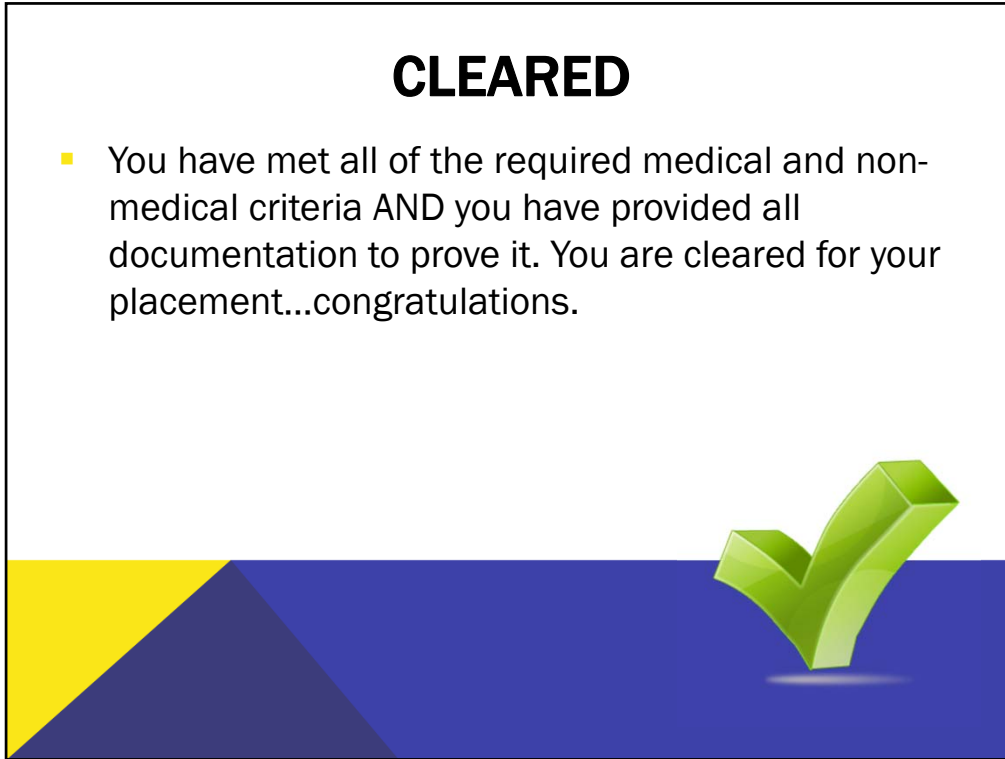
Please provide at least 24 hours notice of cancellation

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



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.



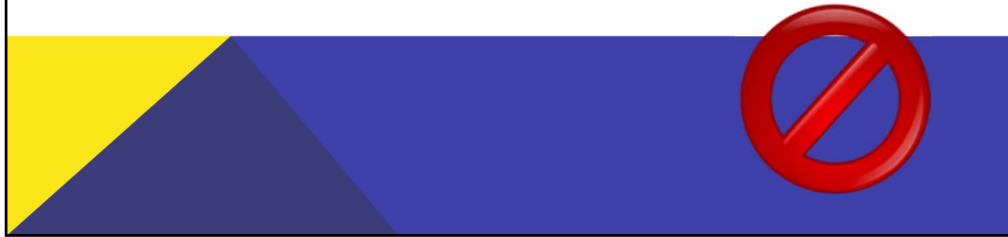
Cleared

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 2nd 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 2nd 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 2019 must be cleared by **October 31st**.
- May contact Bayshore after September 30th to make your appointment (*email only*).
- Appointments available starting October 10, 2019.

Mask fit testing is not available in Windsor this year (Bayshore).

MORE OPPORTUNITIES

International Exchange

- Australia-Winter of 3rd Year
- Sweden-Fall of 4th 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 (3rd year Winter) and Sweden (4th 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.

FACULTY OF NURSING – KEY RESOURCES

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

Resources in the Nursing Program

Nursing Office: General Enquiries

Course Professors & Clinical Instructors

Clinical Placement Team- Natalie Bownes and Susan Rotondi-Moore

Academic & Program Advising- 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.

Example: broken arm, broken leg, all treated on an individual basis

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.

University of Windsor- Campus Resources

Academic Advising- Campus (appointments through mySuccess or walk-in)

Writing Support- Leddy Library

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

Career Development & Experiential Learning

Student Counseling Centre- CAW Student Centre (2nd floor)

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

Student Health Centre- CAW Student Centre (2nd 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, usually mid-August.

Writing Desk/Campus Advising/ Career Workshops, Resume Review- Request by Appointment on mySuccess:

<https://success.uwindsor.ca/login.htm>

YOU CAN GET INVOLVED!

Become a **leader** in the nursing program and on campus!

- VIP Community Volunteer Hours
- Outstanding Scholars Program
- Nursing Society & Class Advocate
- Peer mentoring (lab) – year 3 and 4 students
- Connecting4Success (campus mentoring group)
- Social groups/clubs on campus (Align 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 9th
(First Day of Class on campus: Sept 5th)

Mandatory Program Orientation for all Students:

Thursday, September 5th
CAW Student Centre, Alumni Auditorium (2nd Floor)
Start: 8:30am
* This will be a full day

Important Dates

As a reminder, **Theory Classes Start:** Monday, Sept 9th

Mandatory Clinical Orientation for all Students: Thursday, September 5th, CAW Student Centre, Alumni Auditorium (2nd Floor); Start: 8:30am; * This will be a full day.

Nursing Society Class Orientation (part of U Windsor Welcome week): Date is unknown at this time. 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

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

You will learn more about the nursing program on your orientation day in the Fall - on September 5th at 8:30am. It will be in the CAW student centre on the 2nd floor, in the Alumni Auditorium. Expect a full day. Please bring your lunch!

Clinical Learning Centre

Clinical Lab Coordinator: Lacey Rivest

Email: lacey.ecclestone@uwindsor.ca

Phone: (519) 253-3000 ext. 2282

Office: Toldo/HEC Building, Room 210

Blackboard site: Clinical Learning Centre (CLC)

