

 <p><b>DALHOUSIE UNIVERSITY</b></p> <p><b>Pre-Clinical Document Policy</b></p>	<p>Policy Sponsor : Graduate Studies Committee</p> <p>Responsible unit: School Council</p>	<p>Approval Date : May 25, 2020</p> <p>Amendments :</p>
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Pre-clinical Document Requirement for Nurse Practitioner Students

**A. Background & Purpose**

Dalhousie University students in the Master of Nursing program, Nurse Practitioner (NP) option, are required to complete and maintain all pre-clinical records before they will be approved to participate in clinical practice. Clinical placements<sup>1</sup> are an important part of the NP program and student learning. The agencies in which students are placed require the School of Nursing to provide confirmation that NP students are up to date with immunizations, WHMIS, Mask Fit, CPR-HCP, CRC-VSS, CAR, and any other agency specific requirement. To attend clinical, students are required to submit the necessary documentation.

**B. Application**

Prior to commencing any clinical practicum, students must have available for presentation upon request, their current copy of the CPR-HCP (Health Care Provider) card and Mask Fit Card. Individual agencies may have additional requirements and it is the student's responsibility to meet all requirements in advance of the placement. Students will be ineligible to participate in clinical practice and will be withdrawn from clinical course(s) if documents are not submitted on time and complete.

**C. Required Documentation**

Students are responsible to submit photocopied documents in August of the year in which they will first undertake clinical placements: full-time students in the first year of study; part-time students in the second year of study. .

Students are required to keep all original documents; photocopying of pre-clinical documents, once submitted, is not permitted. It is the students' responsibility to maintain their documentation, as agencies can request to review them.

Pre-clinical Documents to be submitted include:

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<sup>1</sup> Clinical placements include labs, simulations, hospitals, clinics, long-term care homes, community placements, etc.

**Immunizations**

NP students must complete the mandatory Faculty of Health Immunization Record Form and the Tuberculosis Immunization Form. These forms are to be completed by a health care professional (physician, nurse practitioner, public health nurse, occupational health nurse) indicating:

*(Please review form carefully for details of specific immunizations)*

- Measles (Rubeola)/ Mumps/ Rubella (MMR)
- Varicella
- Tetanus- Diphtheria- Acellular Pertussis (T-dap)
- Hepatitis B (including HepAbserology indicating levels) this process can take up to 6 months to complete- begin process as soon as possible.
- Polio
- Tuberculosis testing can take several weeks to complete- begin process as soon as possible.

**CPR for Health Care Providers**

NP students are required to submit a current CPR for Health Care Providers (CPR-HCP) certification. This certification must be current – dated no earlier than three (3) months prior to the commencement of the clinical placement. This document can be obtained at a local Red Cross or Red Crescent Society chapter. For more information, visit the Red Cross website: <http://www.redcross.ca>

**WHMIS**

A copy of current WHMIS training must be submitted.

**Criminal Reference Check/Vulnerable Sector Search Check**

NP students are required to **submit a Criminal Record Check**, including a Vulnerable Sector Search (CRC/VSS) dated no earlier than three (3) months prior to the commencement of the clinical placement. This document can be obtained at a local RCMP or Regional Police Office.

**Child Abuse Registry (CAR)**

NP students are required to submit a current Child Abuse Registry (CAR). This document must be current – dated no earlier than three (3) months prior to the commencement of the clinical placement. This document can be obtained via the Nova Scotia.ca website:

<https://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html>.

The student may be required update this document throughout the program based on agency specific requirements. The student will be notified in advance of placement.

**Mask Fit Testing**

Mask Fit Testing as a requirement of the NP program. The School of Nursing offers Mask Fit sessions for students whose Mask Fit has expired. These sessions are typically held annually in early September for a fee on behalf of the testing company. Students who complete their Mask Fit at an outside agency must submit a photocopy of their Mask Fit Card to the Clinical Placement Office.