

 <p>DALHOUSIE UNIVERSITY</p> <p>Pre-Clinical Document Policy</p>	<p><i>Policy Sponsor:</i></p> <p>School Council</p> <p><i>Responsible Unit:</i></p> <p>School of Nursing</p>	<p><i>Approval Date:</i></p> <p>September 20, 2018</p> <p><i>Amendments:</i></p> <p>September 10, 2018</p>
---	--	--

A. Background & Purpose

Dalhousie University nursing students are required to complete and maintain all pre-clinical records before they will be approved to participate in clinical practice. Clinical placements are an important part of the BScN nursing program and student learning. The agencies in which students are placed require the School of Nursing to provide confirmation that students are up to date with immunizations, WHMIS, Mask Fit, Standard First Aid, 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 show their clinical instructor/faculty member their current copy of the CPR-HCP (Health Care Provider) and Mask Fit Card and have available for presentation upon request. 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 Students will be ineligible to participate in clinical practice and will be withdrawn from clinical course(s) if documents are not submitted on time and complete. Failure to submit all completed up-to-date documentation, throughout the BScN program, will result in late fees.

C. Definitions

1. In this Policy:
 - a. "Pre-Clinical Records/Documents" means all required documentation and certifications to be eligible to participate in clinical practice. *See list of required documents on page 3.*
 - b. "Clinical Placements" include labs, simulations, hospitals, clinics, long-term care homes, daycares, community placements, etc.
 - c. "Serology/Serological Report" means blood test.

D. Policy

Students are responsible for completing all requirements according to the timelines on the School of Nursing website located under Current Students-Pre-Clinical Document Requirements. For example; Halifax Advanced Standing and Yarmouth site students are to submit pre-clinical documents in August and Halifax Direct Entry will submit documents in February.

Students are required to submit photocopies only of all required documents and keep all originals. The School of Nursing will **not** photocopy pre-clinical records for students initially submitting records to the School of Nursing office. Photocopying of pre-clinical documents, once submitted, will not be permitted. It is the students' responsibility to maintain their documentation as agencies can request to review them.

Pre-clinical Documents to be submitted include:

Immunizations

Newly admitted BScN 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) 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.

Standard First Aid

Newly admitted BScN students must be certified in Standard First Aid. A copy of this certification must be dated the year a student enters the program. This certification is for admission purposes only and a student will not be required to re-certify unless it is a specific requirement of the agency. For certification information please contact St. John Ambulance or the Canadian Red Cross.

CPR for Health Care Providers

Newly admitted **BScN students** must be certified in CPR at the Health Care Provider level. This certification is to be completed in the year the student is entering the program. It is the students' responsibility to ensure that they renew their CPR certification on or before the expiry date.

WHMIS

Newly admitted BScN student must complete WHMIS training and submit documentation dated in the year the student enters the program.

Criminal Reference Check/Vulnerable Sector Search Check

All students admitted to the School of Nursing are required to **submit a current Criminal Record Check**, including a Vulnerable Sector Search (CRC/VSS). This document can be obtained at a local RCMP or Regional Police Office. The CRC/VSS must not be completed too early or will not be accepted.

Child Abuse Registry (CAR)

All students admitted to the School of Nursing are required to submit a current Child Abuse Registry (CAR). This document must be current and will not be accepted if submitted too early. This document can be obtained via the Nova Scotia.ca website: <https://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html>.

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

***Note:** Halifax Advanced Standing and Yarmouth site students should not complete this process before July 1 for the August deadline date. Halifax Direct Entry students should not complete this process before January 1 for the February deadline.*

Mask Fit Testing

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

Monitoring and Follow up

Serology Positive (Voluntary Testing for blood borne pathogens)

It is highly recommended by the Clinical Placement Office that all students are aware of their HIV and Hepatitis C status. Like Hepatitis B these are blood borne pathogens for which there are strict policies/restrictions for risk prone activities you may be called upon to perform as a student during your various rotations. Everyone should know their status and some universities/hospitals where you may rotate already have those requirements listed as mandatory and for which you will be asked to provide serological results. In addition, if you are serology positive for any blood borne pathogens you should discuss this with your care provider and are encouraged to include testing and results with your record of immunization at the Dalhousie University. A positive result for any blood borne virus cannot result in your being declined by your faculty or institution, but rather would result in special accommodation that would exempt you from risk prone procedures that could put patients at risk.

Late Fee

A student who does not provide official proof/required documentation of up-to -date immunization, mandatory Tuberculin Skin Testing Form and all other required documentation by the specified deadline will not be permitted to practice in a clinical setting. In addition, the student will be charged a \$25 late fee which must be paid at the time of submitting missing documents.

E. Administrative Structure

1. Authority:
Clinical Placement Office
Undergraduate Student Affairs Committee

Revised Draft Pre-Clinical Document Policy_ Approved at USC, June 4, 2018
Revised on September 10, 2018 by Undergraduate Studies Committee
Approved School Council, September 20, 2018

Undergraduate Studies Committee
SON School Council

2. Policy Repository:
Policies for the undergraduate program are located on the shared drive (O: drive > nursing > Policies and Process > UG Program Policies;
and, on the School of Nursing Website> Current Students> Handbooks and Policies
3. Policy Oversight Committee:
School of Nursing School Council