

 <p>DALHOUSIE UNIVERSITY</p> <p>Pre-Clinical Document Policy</p>	<p><i>Policy Sponsor:</i> School Council</p> <p><i>Responsible Unit:</i> School of Nursing</p>	<p><i>Approval Date:</i> September 20, 2018</p> <p><i>Revised:</i> June 7, 2021</p>
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A. Background & Purpose

Dalhousie University nursing students are required to complete and maintain all pre-clinical records before they can 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, 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 in its entirety to obtain a Passport for Clinical Practice. [\[Passport Clinical Practice Student Info Dec 2020 Jan8B.pdf \(dal.ca\)\]](#)

B. Application

No student will gain access to a Clinical Placement Site without having a completed Passport for Clinical Practice. Students will be ineligible to participate in clinical practice and will be withdrawn from clinical course(s) if documents are not submitted on time and complete, resulting in a disruption in semester progression through the program. It is the students' responsibility to show this passport card to each of their clinical educators, at the start of each clinical practice experience. Also, students are to have their CPR certification card. Individual agencies may have additional requirements and it is the student's responsibility to meet all requirements in advance of the placement.

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. "CRC/VSS" means Criminal Record Check/Vulnerable Sector Search
- e. "CAR" means Child Abuse Registry
- f. "CPR" means cardiopulmonary resuscitation

D. Policy

To begin clinical practice in the Nursing Program, students are required to obtain a Passport for Clinical Practice. This passport is obtained by completing all the Pre-Clinical Requirements and completing the Passport Application Form, which is to include copies of all supporting documentation related to the attainment of these requirements. Students are responsible to ensure that they have their Passport for Clinical Practice Application **completed and submitted in its entirety**. Documents must be submitted by the end of their first month in Semester 3 of the Nursing Program (**September 30 for students beginning Semester 3 in September; May 31 for students beginning Semester 3 in May**).

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 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.

E. Requirements

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 HepAb serology indicating levels) this process can take upto 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.

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), as part of their Passport for Clinical Practice Application. Students entering Semester 3 in May should not have this completed prior to January 1 and those entering in September should not have this completed prior to July 1. **Documents obtained prior to these dates will not be accepted.**

CPR for Health Care Providers

Newly admitted **BScN students** must be certified in CPR at the Health Care Provider level and this documentation must be included in your Passport for Clinical Practice Application. Certification must be

dated the year in which you enter the program. Once you have obtained your Passport, the date required for CPR renewal will be noted on it and it is the students' responsibility to ensure that they renew their CPR certification on or before this renewal date. The renewal date for CPR certification will be **two years** (unless agency specific requirements indicate annual renewal) from the date on the documentation that is submitted with your Passport for Clinical Practice Application. For certification information students should contact: the Lifesaving Society, St. John Ambulance or the Canadian Red Cross

Standard First Aid

Newly admitted **BScN students** must be certified in Standard First Aid and this documentation is to be included in the Passport for Clinical Practice Application. Please note that **Standard First Aid** is for admission purposes only and **recertification is not required** during the program (unless it is an agency specific requirement). Certification must be dated the year in which you enter the program. For certification information students should contact: the Lifesaving Society, St. John Ambulance or the Canadian Red Cross

Child Abuse Registry (CAR)

All students admitted to the School of Nursing are required to **submit a current Child Abuse Registry** as part of their Passport for Clinical Practice Application. Students entering Semester 3 in May should not have this completed prior to January 1 and those entering in September should not have this completed prior to July 1. **Documents obtained prior to these dates will not be accepted.**

WHMIS

All students admitted to the School of Nursing are required to complete Workplace Hazardous Materials Information System (WHMIS) training.

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 bloodborne 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.

F. Administrative Structure

1. Authority:
Clinical Placement Office > UGSA > USC . School Council
2. Policy Repository:
 - a) Shared drive (O: drive >nursing > Policies and Process > UG Program Policies)
 - b) School of Nursing Website> Current Students> Handbooks and Policies