

STUDENT HANDBOOK 2026/2027

DALHOUSIE UNIVERSITY

SCHOOL OF NURSING

YARMOUTH CAMPUS



TABLE OF CONTENTS

Page 3	Welcome to the Yarmouth Campus
Page 4	University, Faculty & School Policies - Code of Student Conduct - School of Nursing Regulations - Class Cancellations - Scent Free Policy - Smoke Free Policy
Page 7	Bachelor of Science in Nursing (BSCN) - Curriculum Structure & Schedule - Academic Advisors - Grading Scheme and GPA Calculator - Academic Appeals - Interprofessional Education & IPHE 4900 - Nursing Certificate Options - Professionalism and Communication
Page 11	Student Supports - Financial Aid - Health Needs - Supports through Dalhousie
Page 13	Yarmouth Campus - Watson Caie Amirault Learning Centre - Student ID and Access - Parking - Beulahs Breakroom - WiFi - Lockers - Food & Nutrition - Fire Safety
Page 18	Student Nursing Organizations and Opportunities
Page 19	Semester 3 - Pre-Clinical Requirements - Uniform Policy - NS Health Requirements - Health Sciences Placement Network (HSP-Net) - Clinical Learning and Simulation Centre (CLSC) - Clinical Placements

WELCOME TO THE YARMOUTH CAMPUS!



Established in 1995, the Yarmouth Campus operates through a partnership between Dalhousie University, Nova Scotia Health, and the Nova Scotia Department of Health and Wellness.

Students at the Yarmouth Campus complete the same Bachelor of Science in Nursing (BScN) curriculum as those at the Halifax Campus while benefiting from a close-knit learning environment. Smaller class sizes, increased access to faculty, reduced associated costs, and strong connections with classmates, faculty, and the local healthcare community create a supportive setting for learning and professional growth.

Seats in the Nursing program are campus specific and cannot be transferred. When you accept an admission offer from a campus you are committing to completing all your degree requirements at the same campus.

The School of Nursing is located in Beulah Raymond Hall, which houses classrooms, administrative offices, and student residence accommodations. The building is situated adjacent to Yarmouth Regional Hospital and is connected to the hospital by an enclosed tunnel, providing convenient access to clinical learning opportunities. As Beulah Raymond Hall is owned and operated by Nova Scotia Health, students are required to comply with all Nova Scotia Health policies while in the facility.

As a nursing student, you play an important role in maintaining the professional standards of the program. You are responsible for becoming familiar with all applicable university regulations, Faculty of Health policies, and School of Nursing policies. This handbook is designed to help you navigate your program by providing an overview of key information, policies, expectations, and resources to support your success throughout your studies.

UNIVERSITY, FACULTY AND SCHOOL POLICIES

As a student in the School of Nursing, which is part of the Faculty of Health, you are responsible for becoming familiar with and adhering to the policies and regulations of **Dalhousie University**, the **Faculty of Health**, and the **School of Nursing**.

Students should also review the academic regulations outlined in the Undergraduate Calendar for their **program**, and **faculty**. The Undergraduate Calendar is the official source for academic regulations and provides important information on topics including admission requirements, degree requirements, academic standing, graduation, convocation, and course descriptions for all Dalhousie programs.

Use the links provided to access the applicable policies and resources.

CODE OF STUDENT CONDUCT

As a Dalhousie University student, you are expected to uphold the standards outlined in the **Code of Student Conduct**. The Code reflects the University's commitment to fostering learning, living, and working environments that are free from discrimination, harassment, and violence, and that are grounded in respect, inclusion, fairness, trust, and accountability.

The Code applies to all aspects of your university experience, including lectures, tutorials, laboratories, classroom discussions, online learning environments, and other academic activities. It also applies to organized learning experiences outside the university, such as clinical placements, field placements, and exchange programs.

As a member of the Dalhousie community, you share responsibility for creating and maintaining a respectful learning environment where the dignity of all individuals is valued. Harassment, discrimination, bullying, and other forms of uncivil behaviour are not tolerated.

Students are expected to review and understand the Code of Student Conduct, as it outlines the expectations and responsibilities associated with being a Dalhousie University student, as well as the processes and potential sanctions for violations. By accepting admission to Dalhousie University, students acknowledge the University's authority to address conduct that is found to be in violation of the Code.

Adverse Event Reporting

Attendance Policy

Competency Attainment Support Policy

Dosage Calculation Policy

Dress and Uniform Policy

IPE Policy

Leave of Absence Policy

Policy for Social Media & Personal Electronic Communication

Process for Reassessment of a Grade

Re-Entry to Program after Leave Policy

Supplemental Exam for Knowledge Assessment Policy

SCHOOL OF NURSING REGULATIONS

- Students are required to observe the University Regulations and Academic Regulations as described in the academic calendar.
- Students are assessed each semester on their academic progression, aptitude and fitness for nursing. Students who, in the judgment of the faculty, fail to attain a satisfactory standard in this assessment may be required to withdraw from the school.
- Academic progression decisions for ES1 (Entry Semester 1) Students will occur following the completion of Semester 2.
- Students are permitted to repeat any course (non-nursing, core nursing courses including clinical practice and electives) in the BScN program only once. A second failure in any course (whether the second failure occurs in a previously failed course, or in a course taken for the first time in the program) will result in dismissal from the program for 1 year. Students are permitted to reapply to the program after 12 months. Readmission to the program is not guaranteed and the applicant must demonstrate their preparation to return to studies.
- The profession of Nursing situates Nursing students in a position of special trust; applicants will be asked to complete and submit a recent Criminal Record Check and Vulnerable Sector Search which might affect the applicant's suitability for the practice of nursing. Students accepted into the nursing program who provide false information will be disciplined by the university. Once enrolled in the Nursing Program it is a student's continuing responsibility to inform the Undergraduate Associate Directors of any criminal conviction or any significant personal circumstance which would adversely affect their ability to continue with their studies or which would make them ineligible for registration within Nova Scotia College of Nursing (NSCN) upon graduation.
- Students are responsible for ensuring that they are registered in appropriate courses throughout the program. Incorrect registration, at any time, could cause conflicts in a student's year-to-year progression and/or graduation.
- Progression in the program requires a C (minimum 60%) in each non-nursing course and C+ (minimum 65%) in each nursing course. Progression in the program requires a GPA of 2.30 or greater in semesters 3 through 8. F and INC are failing grades. ILL and W are considered neutral.
- Supplemental exams are available in all nursing courses with the exception of nursing elective courses. A student who achieves a Marginal Fail (FM 59.5%-64.5%) will be eligible to write a supplemental exam. Refer to the 'Supplemental Exam for Knowledge Assessment Policy'.
- Students in the Baccalaureate Program are responsible for (a) the purchase of uniforms as per the School of Nursing Dress and Uniform Policy and (b) cost of accommodation and travel while on clinical experiences. Additional expenses are incurred by students in the BScN Program for clinical experience, learning resources and books, first aid course, CPR course, and RN licensure examinations and recommended and/or required immunizations and/or testing.
- Academic Advisors assist students to plan their academic program and progress.
- Students wishing to appeal a decision based on faculty regulations or decisions should follow the Faculty of Health Appeal Procedure outlined in the Undergraduate Bachelor of Science in Nursing (BScN) Student Handbook.

WEATHER-RELATED CLASS CANCELLATIONS

Dalhousie University rarely cancels classes due to weather conditions. The Yarmouth Campus follows the **Dalhousie School of Nursing attendance policy** in all circumstances. In the event of a class cancellation at the Yarmouth Campus, an announcement will be made on CJS between 6:00 a.m. and 7:00 a.m. If internet and power are available, updates will also be posted on the course Brightspace site. In the event of a power or internet outage, the class representative will be notified and is responsible for communicating the information to classmates.

Announcements are specific to the Yarmouth Campus, as weather conditions may differ significantly between Halifax and Yarmouth. Please note that cancellations of local public school classes do not apply to Dalhousie University.

In the event of a cancellation, students are not required to attend campus, and no classes or labs will be held. Faculty and staff attendance will depend on travel safety conditions. The Yarmouth Campus of the School of Nursing will be closed if the Royal Canadian Mounted Police (RCMP) issues an advisory recommending that local residents remain off the roads.

Student Responsibility and Travel Decisions

Given that students travel from a wide geographic area across the tri-counties, weather conditions may vary considerably. Students are expected to use their own judgement when deciding whether it is safe to travel to campus. Travel decisions should be based on local conditions.

If a student is unable to attend due to weather, they must notify the course instructor and complete a Declaration of Absence form, available through the course Brightspace site.

SCENT FREE POLICY

Dalhousie University and **Nova Scotia Health**, are committed to maintaining a scent-free environment to help ensure the health, safety, and comfort of patients, students, faculty, staff, and visitors.

Students are expected to refrain from wearing scented products while on campus, in clinical placements, and in all other NS Health facilities. This includes, but is not limited to, perfumes, colognes, scented lotions, body sprays, and other fragranced personal care products.

Maintaining a scent-free environment is an important part of creating an inclusive and accessible learning and healthcare environment for everyone.

SMOKE FREE POLICY

Dalhousie University and **Nova Scotia Health**, maintain smoke-free policies that prohibit smoking within buildings and on any NS Health property. This includes parking lots and vehicles parked on hospital grounds.

These policies apply to all forms of smoking and vaping, including cigarettes, cannabis, hookahs, bongs, e-cigarettes, and vaporizers.

Students who wish to smoke must leave NS Health property. When smoking in permitted public areas off-site, individuals are expected to dispose of waste responsibly, respect others in the community, and comply with applicable municipal bylaws.

BACHELOR OF SCIENCE IN NURSING (BSCN)

The Bachelor of Science in Nursing (BScN) program prepares students to meet the evolving needs of today's healthcare system through a combination of academic study, clinical practice, and experiential learning. In partnership with long-term care facilities, Nova Scotia Health, IWK Health, the Reproductive Care Program of Nova Scotia, and other healthcare organizations, students gain valuable experience in a wide range of healthcare settings.

The program's rigorous curriculum integrates theory, research, and clinical practice to prepare graduates to deliver evidence-informed, compassionate nursing care. Students develop the knowledge, skills, and professional judgment required to work collaboratively with individuals, families, groups, communities, and populations to promote, maintain, and improve health across diverse practice environments.



Graduates who demonstrate the national entry-to-practice competencies are eligible to apply for registration as Registered Nurses (RNs) in Canadian provinces and territories. Following graduation, students may be eligible to practice as Graduate Nurses, where applicable, and to apply to write the NCLEX-RN licensure examination.

CURRICULUM STRUCTURE & SCHEDULE

The School of Nursing offers two entry options into the Bachelor of Science in Nursing (BScN) program.

Entry Semester 1 (ES1)

For students entering directly from high school or with fewer than 15 prerequisite credit hours completed.

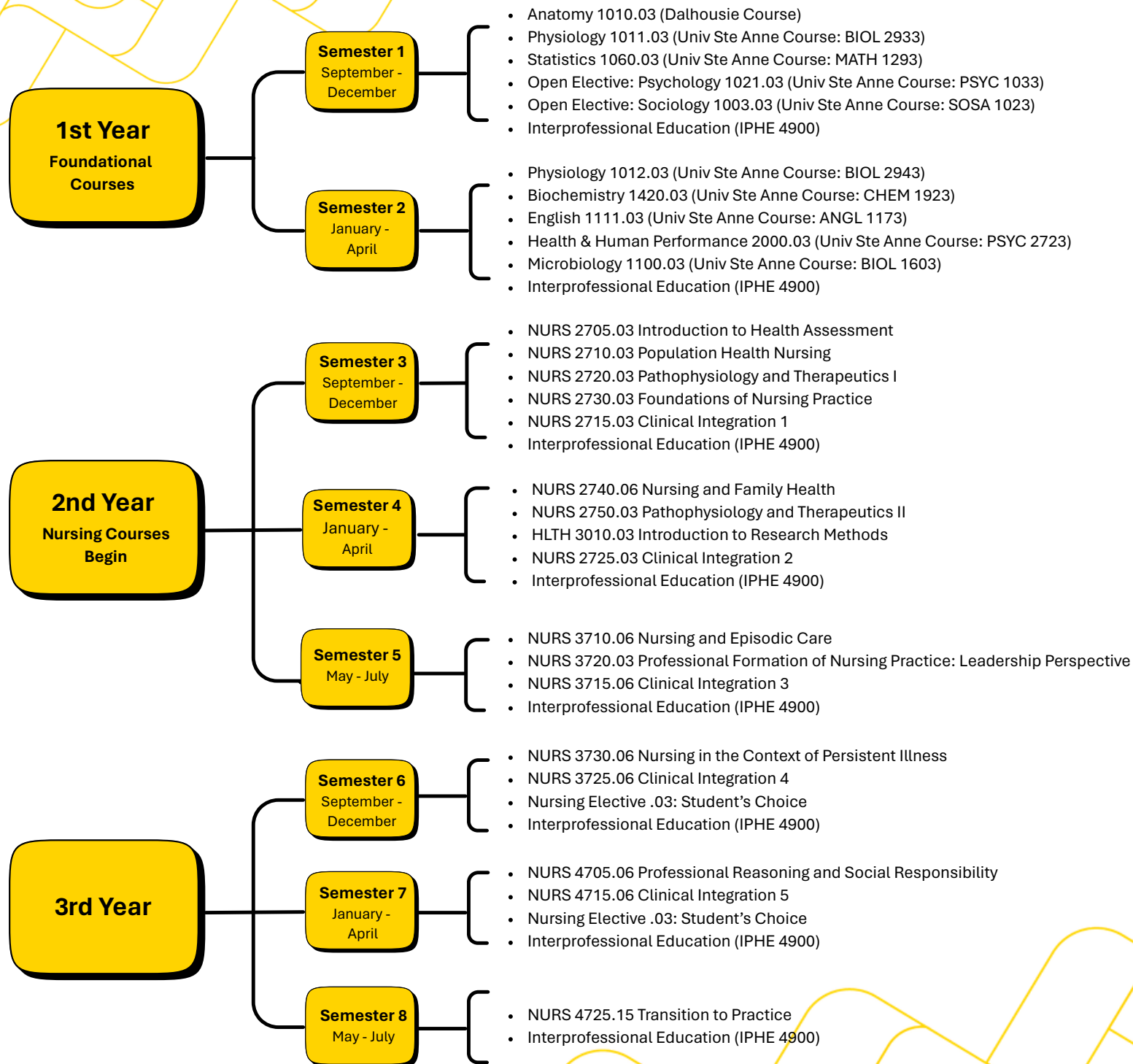
- Semesters 1–2: Required non-nursing courses
- Semesters 3–8: Nursing courses
- Program length: 8 semesters

Entry Semester 3 (ES3)

For students with prior university experience who have completed the required prerequisites (30 credit hours).

- Prior to entry: Required prerequisites and electives
- Semesters 3–8: Nursing courses
- Program length: 6 semesters

Science and social science courses completed in Semesters 1 and 2 provide students with the foundational knowledge and skills needed to begin their core nursing courses in Semester 3.



INTERPROFESSIONAL EDUCATION & IPHE 4900

Interprofessional Education (IPE) helps students develop the knowledge, skills, and attitudes needed to work effectively as part of collaborative healthcare teams. Through shared learning experiences with students from other health professions, nursing students gain an understanding of the roles, expertise, and perspectives of healthcare providers while building the competencies required for collaborative, patient- and family-centred care.

Collaboration begins in the classroom through activities that promote communication, teamwork, mutual respect, and an appreciation of the contributions of other health and human service professionals. These experiences reinforce that effective healthcare is centred on the needs of patients, clients, families, and the communities they serve.

As part of the Bachelor of Science in Nursing program, students are required to complete at least four approved interprofessional learning experiences:

- **Foundational Interprofessional Education Event (FIPEE):** Semester 1 or Semester 3
- **Cultural Safety in Healthcare for Indigenous People:** Semester 4
- **Simulation or Practice-Based IPE Experience:** Completed during Semesters 4–7
- **Elective IPE Experience:** HLTH 3010 typically taken in Semester 4

IPHE 4900 is a mandatory, non-credit (0 credit hour) course that all Faculty of Health students must register for each academic term, including the summer term, in addition to their program-specific courses. Successful completion of IPHE 4900 is a graduation requirement.

NURSING CERTIFICATE OPTIONS

Beginning after the successful completion of Semester 5, students have the option to pursue a **Nursing Certificate**. These certificates provide opportunities to develop specialized knowledge, skills, and competencies in specific areas of nursing practice.

Participation in a Nursing Certificate is optional and is not required for graduation. To meet degree requirements, students must complete six credit hours of nursing electives; however, these elective courses do not need to be taken as part of a Nursing Certificate.

Current Nursing Certificate options include:

- Oncology Nursing
- Acute and Critical Care Nursing
- Public Health Nursing
- Mental Health and Addictions Nursing
- Perinatal and Paediatric Nursing

Please note:

- Nursing Certificate offerings vary by academic year and may not be available every semester.
- Completion of a Nursing Certificate does not guarantee a clinical placement in the corresponding specialty area.



ACADEMIC ADVISORS

Academic advisors are available to support students in navigating their university experience and making informed decisions about their academic pathway.

Advisors can assist with course-related questions, help identify and address academic challenges, and provide guidance on matters such as course registration (adding or dropping courses), academic standing, course withdrawals, and transfer credits.



Melanie Deveau
902-746-1212
melanie.deveau@dal.ca



Joanne Newell
902-746-1217
joanne.newell@dal.ca

GRADING SCHEME (SON) AND CGPA CALCULATOR

The School of Nursing uses a standardized grading scale to convert numerical grades earned in coursework to the official letter grades submitted to the Office of the Registrar. This grading scale applies to all undergraduate nursing courses.

The grading scale is as follows:

A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	65-69
F	<64.5

**University Cumulative
GPA calculator:
[Calculate my GPA](#)**

ACADEMIC APPEALS PROCEDURE

If you have concerns about an academic matter, the first step is to discuss the issue with your course professor. Many questions or concerns can be resolved through this initial conversation.

If you believe there has been an irregularity or unfairness related to an academic matter—such as the evaluation of academic or clinical work, the application of regulations, or other School of Nursing policies—you may bring your concern to the Associate Director, Undergraduate Student Affairs, after speaking with your instructor.

If the matter cannot be resolved through the informal process, you may pursue a formal appeal through one of the following procedures, as appropriate:

- **Reassessment of a Grade or Final Assignment**
- **Faculty of Health Student Appeals**

Students are encouraged to review the applicable appeal procedures, deadlines, and requirements before submitting a formal appeal.

FINANCIAL AID

A variety of **financial assistance options** are available to students in the School of Nursing. These include entrance awards, scholarships, bursaries, and prizes, as well as School of Nursing-specific scholarships and awards.

In addition, the **Yarmouth Hospital Foundation** offers up to nine scholarships for students entering their first year of study at the Yarmouth Campus. These scholarships range from \$1,600 to \$5,000.



2025 Nursing Scholarship Recipients

HEALTH NEEDS

Emergency care for illness, accidents, or injuries is available through Outpatient Services at Yarmouth Regional Hospital.

For routine or ongoing health care needs, students should contact their family physician or nurse practitioner.

Additional health care options in the Yarmouth area may include:

- **Urgent Treatment Centre**
- **VirtualCareNS / Maple**
- **Mobile Primary Care Clinic**
- **Community Pharmacy Primary Care Clinic**
- **Tri-County Women's Centre**

811 is also a valuable resource for accessing health advice and information. By calling 811, you can speak with a registered nurse who can help you determine the most appropriate health care option for you,

ADDITIONAL SUPPORTS THROUGH DALHOUSIE

Dalhousie University provides a wide range of supports and services to promote student success, wellbeing, and accessibility throughout your academic journey.

Academic Supports

- Academic advising
- Tutoring and learning support services
- Writing support and academic skills development
- Library research assistance and resources through Dalhousie Libraries

Health and Wellbeing Supports

- Student Health & Wellness services
- Counselling and mental health supports
- Crisis and urgent support services
- Health promotion and wellbeing resources

Accessibility and Inclusion

- Student Accessibility Centre supports and accommodations
- Learning supports for documented disabilities or ongoing health needs

Career and Professional Development

- Career advising and planning support
- Resume, cover letter, and interview preparation

Students are encouraged to access these services early and as needed. For full details and access to services visit **Dalhousie University's student support services website**.

PROFESSIONALISM AND COMMUNICATION

As a nursing student, you are expected to demonstrate professionalism and respect in all academic, clinical, and professional interactions. This includes your interactions with faculty, staff, classmates, preceptors, clinical instructors, patients, families, and personnel at clinical placement sites. Professional expectations apply to all forms of communication, including verbal, non-verbal, written, electronic, and social media communications. Students should review the Dalhousie University **Code of Student Conduct** and the **Faculty of Health Social Media Guidelines** to understand their responsibilities and expectations.

Professional Presence

Professional presence is demonstrated through behaviours that reflect the values and standards of the nursing profession. Key characteristics include:

- Respect
- Integrity
- Accountability
- Competence
- Empathy and compassion
- Active listening and attentiveness
- Cultural humility and cultural competence
- Self-awareness and reflective practice

Students are expected to engage in ongoing self-reflection and seek opportunities for personal and professional growth. Additional guidance on professional presence can be found in the **Nova Scotia Nursing and Midwifery Regulator (NSNMR) Professional Presence** resources for Registered Nurses.

Confidentiality

Protecting confidentiality is a fundamental professional responsibility. Students must comply with the confidentiality policies and standards of each clinical placement site and demonstrate respect for the privacy of patients, clients, classmates, faculty, and colleagues in all learning environments.

Permission must be obtained before recording lectures, presentations, meetings, or conversations. Recording of any clinical placement experience, including patient care activities or interactions within clinical settings, is strictly prohibited.

Written Communication

Written communication, including email, should be professional, respectful, and courteous. Emails should include an appropriate greeting, a clear and concise message, and a professional closing. Students are encouraged to use the resources available through the Dalhousie Libraries to strengthen their professional communication skills.

BEULAH'S BREAKROOM

Beulah's Breakroom is available for students who do not reside in on-site housing and provides a space for studying, eating, and relaxation. It is located on the 4th floor and includes a refrigerator, microwave, seating, and tables.

Students are expected to follow all residence policies when using this space, including designated quiet hours, and to maintain a respectful and considerate environment.



LOCKERS

Lockers are available for student use in the basement of the School of Nursing building for the storage of personal belongings. Locker access is prioritized for students who do not reside in on-site residence. Students are responsible for providing and using their own locks.

Students must inform the Administrative Assistant of their locker number. Failure to do so may result in the lock being removed.

Students are responsible for the security of their personal belongings at all times.

WIRELESS INTERNET

Network: SON

Password: BeulahRaymond

FOOD SERVICES & DINING AREAS

Students have access to several food service options at the Yarmouth Regional Hospital and School of Nursing campus.

Breeze Thru Café

Located in the main lobby of Yarmouth Regional Hospital.

Hours of operation:

- Monday to Friday: 07:00–12:00
- Closed on weekends and holidays

Hospital Cafeteria

Located on the basement level of Yarmouth Regional Hospital.

Hours of operation:

- Monday to Friday: 10:30–18:00
- Weekends and holidays: 08:30–18:00

Students are encouraged to check posted signage for the most up-to-date hours of operation.

Vending Machines

Vending machines are available in the basement of the School of Nursing, as well as in the main lobby and Emergency Department waiting area of Yarmouth Regional Hospital.

Food and Beverages on Campus

Food and beverages should be consumed in designated areas, including Beulah's Breakroom, Residence kitchens or lounges, and the Hospital Cafeteria.

Food and beverages are not permitted in classrooms, library spaces, laboratories, or clinical settings. Students may bring water in a covered, spill-proof bottle.

WATSON CAIE AMIRAUT LEARNING CENTRE

The Learning Centre serves as the campus library and computer lab for the School of Nursing at the Yarmouth Campus. It provides access to academic resources, technology, and study spaces that support student learning, research, and collaboration. The learning centre is located on the 2nd floor of the Yarmouth Campus and is available to students 24/7. Students are welcome to use the space at any time; however, residence quiet hours must be observed when using the facility.

The Learning Centre includes:

- Research and reference support
- Print and electronic collections, including reserve textbooks
- Computer workstations with internet access
- Printing and photocopying services
- Group study and collaborative work areas
- Quiet study spaces

Support and Contact

- Librarian: Vinson Li
- Email: vinson.li@nshealth.ca
- Phone: 902-476-9436
- Book an appointment: <https://libcal.nshealth.ca/appointments/>

Technology Use and Responsibilities

During Semester 3 orientation, students receive training on the NS Health computer network and their assigned login credentials. Students are responsible for using the NS Health network and systems in accordance with the **NS Health Acceptable Use of Technology policy**.

When using NS Health computers, students may access printing services through the copier located in the computer lab.

PARKING

Students are required to complete a vehicle information form, including the license plate number for any vehicle used while attending campus or clinical activities. If a student changes vehicles during the program, a new vehicle information form must be completed and submitted to the Administrative Assistant.

Students are permitted to park in designated hospital staff parking areas, with the exception of the parking lot immediately surrounding the School of Nursing. Parking in this restricted lot is not permitted at any time. Vehicles found in the restricted School of Nursing parking lot between 08:00 and 18:00 will be towed at the owner's expense. Students are expected to comply with all Nova Scotia Health (NS Health) parking regulations at all times. Due to ongoing safety and operational concerns, strict adherence to parking regulations is required.

When parking after dark, students may request a security escort from the parking lot to the School of Nursing by contacting site security.



STUDENT IDENTIFICATION AND ACCESS CARDS

Dalhousie Student Identification (DalCard)

All Yarmouth Campus students, like all Dalhousie Bachelor of Science in Nursing (BScN) students, are issued a **Dalhousie Student Identification Card (DalCard)**. DalCards are produced by the DalCard Office in Halifax and are distributed through the Administrative Assistant in early fall.

Student ID photos must be uploaded through the DalCard website prior to card production.

Semester 3 students will also receive a Dalhousie Clinical Identification card and a gold bar name badge as part of uniform requirements. Students are responsible for the associated costs of \$3.25 for the Clinical ID and \$15.00 for the name badge. These items may be purchased from the Administrative Assistant in early fall.

Nova Scotia Health (NS Health) Identification Card and Building Access

Yarmouth Campus students are issued a Nova Scotia Health (NS Health) identification card during orientation. This card provides access to Beulah Raymond Hall and designated NS Health facilities.

The School of Nursing building is secured 24 hours a day. Entrances are locked at all times, and under no circumstances should doors be propped open. NS Health ID cards provide access to exterior doors of the School of Nursing building as well as the basement tunnel connecting the school and Yarmouth Regional Hospital. The facility is monitored 24/7 through security cameras.

For safety and security, students must wear their NS Health identification card at all times while on NS Health property for academic or clinical activities. ID cards should be worn on the upper left torso or on a lanyard, unless this placement presents a safety risk to a patient, in which case an alternative secure location may be used.

If an ID card is lost or damaged, students must notify the Administrative Assistant. A replacement fee of \$10.00 will apply. Students are required to return all identification cards upon completion of the program or when they are no longer enrolled.

FIRE SAFETY

Students are responsible for familiarizing themselves with, and consistently following, all applicable safety procedures in academic, clinical, and classroom settings. This includes accountability for implementing required safety practices in accordance with Nova Scotia Health (NS Health) and site-specific policies. Students receive fire safety education during orientation and are required to complete annual NS Health fire safety e-learning modules. Regular fire drills are also conducted.

Students are expected to be familiar with the following:

- Fire alert and emergency procedures
- Location and proper use of fire alarm pull stations
- Primary and secondary evacuation routes
- Location and types of fire extinguishers
- Procedures for evacuation, including when and how to evacuate
- Procedures for the discovery of fire
- Appropriate use of fire extinguishers, including when to use them
- Applicable smoking policies

Procedure in the Event of a Fire

If smoke is detected, investigate only if it is safe to do so. If smoke or fire is discovered in any area, follow the **R.A.C.E.** procedure:

- **Remove** anyone in immediate danger
- **Activate** the nearest fire alarm pull station
- **Contain** the fire by closing the door(s)
- **Evacuate** all persons to a safe zone/area

Evacuation Procedures

- **DO NOT USE THE ELEVATOR**
- Proceed toward Vancouver Street and assemble at the designated muster point at the corner near the Yarmouth Regional Hospital entrance sign (corner of Vancouver Street and the main entrance driveway).
- Refer to posted floor plans located near stairwells for the location of exits, fire alarm pull stations, and fire-fighting equipment.

Residence Assistant Responsibilities

- Knock on each bedroom door during evacuation to alert occupants. May use keys to access rooms if necessary.
- Ensure doors and windows are closed where it is safe to do so.
- Verify that rooms are empty; a red arrow flap at the bottom of the door should be flipped upward to indicate an empty room.
- Unlock the outer office door containing the fire alarm panel.
- In the event of a fire or explosion during building closure hours, assume fire-related duties of both the Administrative Coordinator and Site Administrator as outlined below.

Administrative Assistant Responsibilities

- Bring the room assignment list, student roster, and timetable to the assembly area.
- Conduct a roll call to identify any missing individuals. (Updated copies are maintained in the red binder in the faculty resource office.)

Administrative Coordinator/Site Administrator (or Designate) Responsibilities

- Recall and secure the elevator in the “off” position using the elevator key (located on the wall inside the photocopy office adjacent to the fire panel).
- Remain at the main entrance near the fire alarm panel to meet the Nursing Supervisor and Fire Department personnel, as safety permits.

STUDENT NURSING ORGANIZATIONS & OPPORTUNITIES

Yarmouth–Dalhousie University Nursing Society (Y-DUNS)

Y-DUNS represents undergraduate nursing students at the Dalhousie School of Nursing and promotes activities and events that foster student connection and community. The Nursing Society supports students across academic, social, emotional, physical, and financial areas.

Membership fees are collected through tuition and help support Y-DUNS activities and events.

Contact information for the Y-DUNS and DUNS Executive is available on the [School of Nursing website](#).

Canadian Nursing Students' Association (CNSA)

Dalhousie nursing students are also members of the [Canadian Nursing Students' Association \(CNSA\)](#), a national organization that represents nursing students and advocates on their behalf with government, health-care organizations, and the media.

The CNSA hosts an annual Atlantic Regional Conference and National Conference, providing opportunities for students to connect, learn, and engage with nursing students from across the country.

Centre for Transformative Nursing and Health Research (CTNHR)

[The Centre for Transformative Nursing and Health Research \(CTNHR\)](#) is a Dalhousie Senate-approved, nursing-led and interprofessional research centre — the first of its kind in Atlantic Canada.

The CTNHR works to advance a new vision for health care through high-quality, transformational research that promotes health and well-being. Areas of focus include collaboration, capacity building, networking, and knowledge translation.

Global Health Opportunities

Students have opportunities to develop their knowledge and skills in global health through experiences in Canada and internationally. Opportunities include:

- [Queen Elizabeth II Diamond Jubilee Scholarships \(QES\)](#)
- Practicum Placements
- Advocates in Global Health Certificate

For more information about global health opportunities, contact the [Global Health Office](#).

Nursing Honor Society

The Dalhousie School of Nursing is home to the Rho Rho Chapter of Sigma Theta Tau International Honor Society of Nursing, an organization that recognizes nursing excellence and supports the development of future nurse leaders. The chapter holds an annual induction ceremony to welcome new members. Graduate students are eligible for induction by invitation or self-referral.

Undergraduate students are eligible to join if they meet all of the following criteria:

- Have completed at least 50% of the nursing curriculum
- Rank in the top 35% of their class
- Have a minimum GPA of 3.0 on a 4.0 scale

Learn more about Sigma Theta Tau International at <https://www.sigmanursing.org>.

SEMESTER 3: PRE-CLINICAL REQUIREMENTS

To begin clinical practice in the Bachelor of Science in Nursing (BScN) program, students must complete all required pre-clinical requirements and submit all supporting documentation confirming completion.

Students are responsible for ensuring that all required forms are fully completed and submitted by the specified deadline. Failure to submit complete documentation by the end of the first month of Semester 3 may result in students being deemed ineligible to participate in clinical practice and being withdrawn from clinical course(s). This may also result in disruption to normal program progression.

Once submitted and approved, pre-clinical requirements remain valid for the duration of the program, provided the student remains continuously enrolled. Students are required to keep their CPR certification current and must renew before the expiration date.

Students are responsible for maintaining up-to-date documentation and ensuring continued compliance with all program requirements.

Undergraduate nursing students must have the **Faculty of Health Infectious Disease Preclinical Requirements Form** completed and signed by their health-care provider. The completed form with required attachments is what will be accepted as your immunization requirements.

BScN students must meet the following immunization requirements:

- Measles/Mumps /Rubella (MMR)
- Varicella
- Tetanus – Diphtheria-Accellular Pertussis (Tdap)
- Hepatitis B (including HepAb serology indicating levels)
- Polio
- Tuberculosis

*It is important to begin the process as soon as possible as Hepatitis can take up to **6 months** to complete, and Tuberculosis testing can take **several weeks** to complete*

IMMUNIZATIONS

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 pre-clinical Requirements.

A letter will be provided to students at the end of Semester 2 to submit indicating the CRC/VSS is for educational purposes.

Students entering Semester 3 in September should not have this completed prior to July 1.

CRIMINAL RECORD/ VULNERABLE SECTOR SEARCH (CRC/VSS)

CHILD ABUSE REGISTRY (CAR)

All students admitted to the School of Nursing are required to submit a current Child Abuse Registry (CAR) as part of their pre-clinical requirements.

You can obtain a CAR via the **Nova Scotia government website**.

Students entering Semester 3 in September should not have this completed prior to July 1.

Newly admitted BScN students must be certified in Standard First Aid and this documentation is to be included in your pre-clinical submission. Please note that Standard First Aid is for admission purposes. Certification must be dated the year in which you enter the program.

It is the students' responsibility to ensure that they renew their Standard First Aid certification on or before the expiry date and submit to the Clinical Placement Coordinator.

[Click for suggested courses.](#)

Please note, only the Standard First Aid & BLS/CPR-HCP will be accepted

STANDARD FIRST AID

CPR FOR HEALTH CARE PROVIDERS

Newly admitted BScN students must be certified in CPR at the Health Care Provider (HCP) also known as Basic Life Support (BLS) level and this documentation must be included in your pre-clinical submission. Certification must be dated the year in which you enter the program.

It is the students' responsibility to ensure that they renew their CPR certification on or before the expiry date and submit to the Clinical Placement Coordinator.

[Click for suggested courses.](#)

Please note, only the Standard First Aid & BLS/CPR-HCP will be accepted

All students admitted to the School of Nursing are required to Workplace Hazardous Materials Information System (WHMIS) training and submit certification as part of the pre-clinical requirement. The WHMIS course is free for Dalhousie students. To register, please visit the [Dalhousie SharePoint](#) site and follow the registration instructions provided. The course offering code is **CCE.WHMIS.20**. This is to be completed the year in which you start the program.

WHMIS

Please Note

- If a learner takes a leave of absence, they will be required to redo requirements such as CRC/VSS/CAR and 2 step TB testing and sign any updated forms
- The School of Nursing is **not responsible** for keeping your immunization records ; only for ensuring that you are adequately immunized. The School of Nursing **will not** provide you with a **copy** of your immunization documents.
- Students are to carry their proof of CPR certification while in the clinical area.
- Placement location may have specific policies and additional training that must be reviewed and completed prior to commencing placement activities.

PROFESSIONAL DRESS AND UNIFORM POLICY

Students are expected to present themselves in a professional, clean, and well-groomed manner at all times and required uniforms must be worn in designated learning and practice settings.

Students who do not comply with professional dress or uniform requirements may be asked to leave the classroom or clinical area, at the discretion of the Clinical Instructor and Course Professor. Compliance with uniform requirements will be reflected in clinical evaluation. Students must also comply with any additional dress or appearance standards required by the clinical agency or placement site where they are practicing.

Uniform Requirements

Please refer to the [Dalhousie University Uniform Policy](#) for full details. Students are expected to maintain appropriate personal grooming standards. Professional, supportive footwear is required for all clinical settings. Dalhousie identification must be worn and clearly visible at all times while in clinical and simulation environments.



Identification

- Dalhousie Clinical ID
- Gold Bar Name Badge
- NS Health ID



Hair

- Cleaned and combed
- Long hair must be tied back
- Hair products must be scent-free.



Scrubs

- Black top and bottoms
- School crest on left arm sleeve



Nails

- Clean and trimmed
- No artificial nails
- No nail polish



Layers

- Plain black undershirt
- Plain black sweater or vest with no logos or pictures



Footwear

- Neutral Colour
- Clean
- Quiet, non-skid soles
- Fully closed toe and heel



Jewelry

- **Required:** Watch with a second hand
- Wedding band, rings with no protruding edges and stud earrings only
- All body piercings must be kept right to the body and clean

NS HEALTH CORE PRE-PLACEMENT REQUIREMENTS

Before beginning a clinical placement with Nova Scotia Health, students must complete all required onboarding requirements. This includes completing required documentation, reviewing mandatory policies and educational resources, and successfully completing e-learning modules through the Nova Scotia Health Learning Management System (LMS).

Students will receive their Nova Scotia Health username and password at the beginning of Semester 3, along with instructions for accessing the LMS and completing the required onboarding activities. Completion of all onboarding requirements is mandatory before students may begin a Nova Scotia Health clinical placement.

Complete the Required Documents

- Nova Scotia Health Pledge of Confidentiality
- Nova Scotia Health Student/Learner Placement Agreement
- Nova Scotia Health Student/Learner Placement E-Orientation

Review Required Policies and Resources

- Respiratory Virus and Personal Protective Equipment (PPE) Orientation
- Protection of Persons in Care Act – Video and Fact Sheet
- Respect in the Workplace
- Dress Code Policy
- Scent-Free Policy
- Emergency Colour Codes
- Code Silver and Active Shooter Response

Complete the Mandatory Learning Management System (LMS) Modules

- Cybersecurity Awareness
- Fire Safety Training
- Infection Prevention and Control – Hand Hygiene
- Occupational Health and Safety at Nova Scotia Health
- Privacy and Confidentiality
- Respectful Workplace
- Safety Culture
- Violence in the Workplace – Part 1
- Violence in the Workplace – Part 2
- Workplace Hazardous Materials Information System (WHMIS)
- OPOR Clinical Information System (CIS): Students – Patient Journey
- OPOR Clinical Information System (CIS): Students – PowerChart Overview

HEALTH SCIENCES PLACEMENT NETWORK (HSP-NET)

Dalhousie University School of Nursing and Nova Scotia Health use HSPnet to support the coordination of clinical placements. HSPnet is a secure, web-based system used across several Canadian provinces to manage student clinical placement information. It is accessible from any internet-connected device. Prior to any information being entered into the system, students are required to complete the Consent Form for Use and Disclosure of Student Information.

Through HSPnet, students may view and print details related to their upcoming clinical placements, including schedules and placement information, and may communicate with designated placement contacts as required.

THE CLINICAL LEARNING SIMULATION CENTRE (CLSC)

The Clinical Learning Simulation Centre (CLSC) provides a safe and supportive learning environment where students develop nursing knowledge, clinical skills, communication, and health assessment competencies through demonstrations, hands-on practice, simulation activities, and performance assessment.

Simulation-based learning is designed to foster clinical competence, critical thinking, clinical judgment, and confidence before students enter practice settings. These experiences help students apply their knowledge and skills safely and effectively in real-world healthcare environments.

Before beginning Semester 3, students are expected to review the **BScN Clinical Manual** and the **CLSC Code of Conduct** and become familiar with the expectations and procedures for participating in simulation-based learning.

CLINICAL PLACEMENTS

Beginning in Semester 3, students complete clinical placements in each semester of the program. Two main types of clinical placement experiences are offered: group placements and precepted placements.

Group Placements

Group placements involve several students attending a clinical site together under the supervision of a clinical instructor. The clinical instructor is responsible for overseeing student learning and evaluating performance throughout the placement experience.

Precepted Placements

In precepted placements, students are paired with a clinical preceptor at the practice site. Students follow the preceptor's work schedule for the duration of the placement. A clinical instructor also supports and oversees the placement, and both the preceptor and clinical instructor contribute to the evaluation of student performance.

Clinical Sites and Travel Expectations

Clinical sites include hospitals, agencies, facilities, and units where students complete their placement learning experiences. Placement locations are generally within a 1.5-hour commute from campus.

Students should be aware that clinical placements may occur outside of Yarmouth, and additional personal expenses related to travel and temporary accommodation may be required. Students must be prepared to attend any assigned clinical site within the 1.5-hour commuting radius at all times. Examples of clinical sites outside of Yarmouth where placements may occur include, but are not limited to, Roseway Hospital (Shelburne) and Digby General Hospital (Digby).

Students should also refer to the Faculty of Health Academic Calendar for additional information regarding travel requirements for clinical placements.