

School of Nursing Undergraduate Programs Policy Handbook



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York University Policies & Student Documents/Supports

Policy: [Academic Honesty/Integrity](#)

Supportive Student Tools for Academic Honesty: [Academic Integrity for Students](#)
[Code of Student Rights and Responsibilities](#)

School of Nursing Undergraduate Supplemental Calendar

This supplemental calendar has information for all undergraduate programs.

https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2022/06/Final_SoN-Supplemental-Calendar_2022-2023.pdf

School of Nursing Academic Policies

Policy: Involuntary Withdrawal in a Practicum Course

UPC Review & Approval Date: September 25, 2019	Executive Committee Date:
<p>Purpose: To identify factors that can lead to an involuntary withdrawal from a practicum setting and the associated processes to be followed.</p>	
<p>Definitions/Criteria: Involuntary withdrawal is defined as failure in a practicum course <i>prior</i> to the completion of the required practicum hours component, and/or <i>prior</i> to the end of term. A student may be required to withdraw involuntarily from a course with a practicum component if any of the following are documented in the course Practicum Evaluation Tool (PET):</p> <ol style="list-style-type: none"> a. the student fails to meet the requirements of the course's practicum component and/or the Practicum Progression Plan, either through unsatisfactory attendance and/or participation in practicum settings, or through unprofessional and/or unsafe behaviour in fulfilling course requirements; b. the student's performance is assessed to disrupt the safe functioning of the practicum site; c. the practicum agency refuses to continue to provide the student with a placement, due to unsafe and/or unprofessional behaviours; and/or d. the student jeopardizes the well-being of clients of the practicum site, and/or demonstrates failure to meet professional standards for practice currently mandated by the College of Nurses of Ontario. <p>The above student behaviours will lead to the decision to withdraw from a course prior to the end of term.</p>	
<p>Actions: All behaviours must be fully documented using the course PET by the individual who observed those behaviours; attachments may be included. The academic implications of the observed behaviours must have been communicated by the Course Director (CD) and the Clinical Course Director (CCD) to the student in a timely manner, as part of ongoing feedback in the practicum course. Students must receive a copy of the PET.</p> <p>Following a determination by the CD and the CCD that the student has failed a practicum course based on an involuntary withdrawal, the Undergraduate Program Director (UPD)/Undergraduate Program Coordinator (UPC) is notified. An Exploratory Meeting with the student, the CD, the CCD, and the UPD/UPC will be communicated and arranged by the UPD. The student will be notified in this communication that they are being withdrawn involuntarily from the clinical course. The meeting will include a summary of the final clinical performance as documented in the PET, an opportunity for the student to provide their perspective, and to discuss the process of withdrawal from the practicum course. This Exploratory Meeting will be minuted and will be kept on the student's file. A copy of the minutes will be provided to the student.</p> <p>Following the review at the Exploratory Meeting, the future progression in the BScN program will be outlined by the UPD/UPC, typically in a separate meeting. Wherever appropriate, any recommended actions will be corrective and educative to support the success of the student in repeating the course.</p>	
<p>NOTE: Practicum, or intangible work cannot be reappraised (see Senate information at</p>	

<http://secretariat.info.yorku.ca/senate/appeals-committee/principles-regarding-grade-reappraisals/>). Students who wish to submit a petition for a *late withdrawal* of a failed clinical course may do so through the Faculty of Health's Office of Student and Academic Services, following the normal procedures.

The UPD/UPC will consult with the Associate Director, Undergraduate Education (ADUE) when there are concerns that the nature and seriousness of the student performance issue discussed at the Exploratory Meeting could result in possible withdrawal from the BScN program (see the Senate policy on <https://secretariat-policies.info.yorku.ca/policies/student-professional-behaviour-policy-bscn/>). The ADUE may initiate a Student Professional Behaviour Review, as per the Senate policy.

Other related policies:

See <https://secretariat-policies.info.yorku.ca/policies/repeating-passed-or-failed-courses-for-academic-credit-policy/>. In such an instance, the student will be ineligible to proceed in the program.

Policy: Length of Completion of York-Seneca-Georgian BScN Program

Approved by York University Senate January 23, 2014

Policy Statement

This policy defines time limitations for program completion for the Collaborative BScN program. Time limitations are important to ensure cohesion and continuity of content, current competence and associated patient safety within the context of professional nursing education. These time limitations take into account the program's collaborative structure and plans of study, the transition of the BScN student to a second campus, as well as the frequency of course offerings, the length of completion requirements in other York BScN programs, and the degree to which nursing knowledge and practice change over time. Refer to the current Policy for Undergraduate Nursing Student Leave of Absence for other related information.

Guidelines**1. Length of completion of program**

1.1. The Collaborative BScN program is a four-year full-time program (eleven terms). The first two years of the program are completed at one of the College partners, and the last two years are completed at the School of Nursing at York University. Students normally must complete this program within six (6) calendar years (18 terms) from the time of admission.

1.2. Students taking longer than two (2) calendar years to complete the first two program years of the Collaborative BScN degree at the College, notwithstanding approved leaves under the Policy for Undergraduate Nursing Student Leave of Absence, will be advised by the relevant College in writing of the length of time remaining to complete the program prior to transferring to year three of the program at York University. Before each new academic session, the Colleges shall notify the School of Nursing at York University of any such students.

2. Unsuccessful completion of program requirements within the designated timeframe

2.1. Students who are unsuccessful in completing the program requirements within the designated timeframe, notwithstanding approved leaves under the Policy for Undergraduate Nursing Student Leave of Absence, must withdraw from their nursing program. If a student is not able to complete the program within the required timeframe, the exit reason will be coded as: "Ineligible to Continue or Graduate".

2.2. Students may apply to be reinstated to the program, in light of extraordinary extenuating circumstances, for instance, severe illness or personal loss. Reinstatement may require clinical or academic remediation including but not limited to repetition of courses, and as per the individual student's standing in the program.

2.3. Students who are withdrawn from the Collaborative BScN nursing program on the basis of exceeding the time limitations for program completion may pursue admission or transfer to another degree program at the University.

(1) Undergraduate students may only register within a "session" (i.e., Fall/Winter and Summer) as opposed to a "term", and exit decisions from a program can only be determined at the end of a session. All exit decisions must be made coincident with the completion of course work in any given session. Since nursing students may be concurrently enrolled in courses that both span a full session (6 credits) and which are completed in one term (3 credits), discretion regarding the timing of a final decision on student progress and/or exit may be necessary. The School of Nursing will ensure registration and exit decisions are communicated to the Registrar's Office for application to a student's record at the end of the relevant academic session.

Policy: Length of Completion of 2nd Entry and Post RN Internationally Educated Nurses BScN Programs

This policy defines time limitations for program completion for the 2nd Entry and Post RN Internationally Educated Nurses BScN programs. Time limitations are important to ensure cohesion and continuity of content, current competence and associated patient safety within the context of professional nursing education. Please refer to the Policy for Undergraduate Nursing Student Leave of Absence for other related information.

These time limitations take into account the programs' compressed structures and plans of study, as well as the frequency of course offerings, and the degree to which nursing knowledge and practice change over time.

Guidelines

1. Length of completion of programs
 - The 2nd Entry BScN program is a two-year full-time program (6 consecutive terms). Students normally must complete this program within four (4) years (12 terms) from the time of admission.
 - The Post-RN Internationally Educated Nurses (IEN) BScN program is a five (5) term full-time program. Students normally must complete the IEN program within four (4) years (12 terms) from the time of admission.
2. Unsuccessful completion of program requirements within the designated timeframe
 - A student who is unsuccessful in completing the program requirements within the designated timeframe, notwithstanding approved leaves under the Policy for Undergraduate Nursing Student Leave of Absence, must withdraw from their nursing program. If a student is not able to complete the program within the required timeframe, the exit reason will be coded as: "Ineligible to Continue or Graduate".
 - The student may apply to be reinstated to the program, in light of extraordinary extenuating circumstances, for instance, severe illness or personal loss. Reinstatement may require clinical or academic remediation as per the individual student's standing in the program.
 - Students who are withdrawn from a nursing program on the basis of exceeding the time limitations for program completion may pursue admission or transfer to another degree program at the University.
3. Undergraduate students may only register within a "session" (i.e., Fall/Winter and Summer) as opposed to a "term", and exit decisions from a program can only be determined at the end of a session. All exit decisions must be made coincident with the completion of course work in any given session. Since nursing students may be concurrently enrolled in courses that both span a full session (6 credits) and are completed in one term (3 credits), discretion regarding the timing of a final decision on student progress and/or exit may be necessary. The School of Nursing will ensure registration and exit decisions are communicated to the Registrar's office for application to a student's record at the end of the relevant academic session.

Policy: School of Nursing Social Media

Revised and Approved October 26, 2021 by School of Nursing Council	
UPC Review & Approval Date: September 03, 2021	Executive Committee Date: September 08, 2021
Rationale and Purpose:	
<p>This policy describes the required social media behaviours to be demonstrated by York nursing students in all learning environments. Nursing students are expected to demonstrate a high degree of professionalism in all forms of electronic-based communication activities. Communication behaviours must be collegial, respectful of diversity and consistent with the York University Code of Student Conduct and current Canadian information-related standards related to privacy and confidentiality.</p>	
Responsibility:	
<p>Nursing students are responsible for adhering to the York University and SON social media policies by behaving in a way that does not harm or threaten to harm another person's physical or mental wellbeing (https://oscr.students.yorku.ca/csrr). Students should also demonstrate behaviours that are reflective of the professional standards described in the CNO, C.N.A. documents.</p> <p>In cases of breaches of this policy, each student is expected to assume accountability for their behaviour and willingness to accept remedial consequences.</p> <p>CDs & CCDs are responsible for informing students of these behavioural expectations and following up on policy breaches.</p>	
<ul style="list-style-type: none"> ▪ Actions: ▪ York BScN program nursing students are required to adhere to the following: ▪ Use respectful language when communicating through videoconferencing, email, phone, text, and social media in general. ▪ Students must refrain from posting derogatory or slanderous comments about the University, School of Nursing, faculty, staff, administration, patients/clients and other students on social media. <ul style="list-style-type: none"> • All faculty teaching/learning material is the sole property of the course director. Unless otherwise stated, academic materials such as powerpoint slides, exams, quizzes, tests and course outlines posted on social media will be considered as a violation of academic honesty ▪ (https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/). ▪ Third party copyrighted educational materials such as book chapters, journal articles, or videos that have been licensed for use in a particular course cannot be copied for distribution (e.g. uploading to a commercial third party website). This is a violation of Copyright Law and as such is subject to the York academic honesty policy. ▪ York University's logo cannot be posted on a non-university social media site. ▪ Sensitive information is to be respected and students should not share any information that is not public knowledge or may result in harm (financial, reputational, physical, legal, regulatory, etc.) to individuals, clinical partner institutions, and/or the University. ▪ When using University electronic resources for professional or personal social media use, student must adhere to University policies and guidelines https://lthelp.yorku.ca/9https://www.yorku.ca/secretariat/policies/policies/computing-and-information-technology-facilities-senate-policy/. 	

- Student must follow all clinical agency social media policies and expectations during placements.
- Students are not permitted to post patient/client health information (private or confidential content) on social media sites (i.e., private or public pages). Even if the client identifiers are removed, posting any client/family related information is prohibited.
- Images of clients or agencies must not be posted on social media. This is a violation of privacy legislation (Personal Health Information Protection Act, 2004) <https://www.ontario.ca/laws/statute/04p03>.
- Students must refrain from posting any comments about clinical sites, clients, co-workers, or other students on social media sites or posting audio or video recordings without valid written permission from the individual or from the site management. This includes, but is not limited to, comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, express personal bias or are otherwise offensive.
- Accessing agency computers for the purpose of social networking is prohibited.

Policy Breach Review Process:

The School of Nursing will initiate a professional behaviour review of a potential breach of the Social Media Policy. The Student Professional Behaviour Review process will be initiated by the School of Nursing Undergraduate Program Director/Coordinator or designate. The review process will be guided by the SON Professional Behaviour and the York University Student Code of Conduct, Rights and Responsibility Policies.

The following actions and outcomes include:

- Determine the type of social media policy breach: academic (e.g. posting test questions) or nursing student professional behaviour breach (e.g. posting patient sensitive information).
- If a breach has occurred and a review of the York Code of Student Rights and Responsibilities determines that no action is required other than remedial educative measures then no official record will be kept.
- If a breach has occurred that is considered to be severe and warrants the imposition of conditions on the student program progression, this may include failure in the course or potential involuntary withdrawal from the program.
- Initiation of the Professional Behaviour Review process may also occur.
- In the case of a severe breach, whether it would potentially jeopardize the student's eligibility for CNO registration is considered.
- No breach has occurred- no permanent records will be retained.

References

College of Nurses of Ontario. (2019) Code of conduct. Retrieved from: https://www.cno.org/globalassets/docs/prac/49040_code-of-conduct.pdf. Author

College of Nurses of Ontario. (2016). International nurse regulators social media use: Common expectations for nurses. Retrieved from: <https://www.cno.org/globalassets/docs/prac/incr-social-media-use-common-expectations-for-nurses.pdf>. Author.

College of Nurses of Ontario. (2013). Social media: Reflect before you post. Retrieved from: <https://www.cno.org/en/learn-about-standards-guidelines/educational-tools/webcasts/social-media-reflect-before-you-post/>. Author

York University. (2017). Academic honesty, Senate policy on. Retrieved from:

<https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

York University. (2008). Student professional behaviour policy (BScN). Retrieved from:

<https://secretariat-policies.info.yorku.ca/policies/student-professional-behaviour-policy-bscn/>

York University Code of Student Conduct Rights and Responsibilities (2021) retrieved from <https://oscr.students.yorku.ca/csrr>

Policy: Nursing Student Professional Behaviour Policy: A guide to the process within the School of Nursing

Committee Review & Approval Date: November, 2021 SON Council Decision Date: 2022 Effective Date: September, 2022

Executive Committee Date: December 2021 Evaluation Period: 2 years

Rationale and Purpose:

Attaining a Bachelor of Science in Nursing (BScN) degree is an important determinant of eligibility for registration with the College of Nurses of Ontario (CNO). Given the professional trajectory of the BScN degree, a professional standard of behaviour is expected from nursing students throughout the program. At issue in this policy is the University's role in graduating competent professional nurses

This York School of Nursing (YUSON) policy is situated in a broader York University's code governing students' non-academic conduct, [The Code of Student Rights & Responsibilities](#) (The Code). The Code identifies the values that students are expected to uphold in the York University community. The Code upholds a philosophy and practice that are intended to balance a set of principles: support, accountability, and education.

Responsibilities:

Progression through the BScN program is contingent on students' behaviour meeting the standards set out in and other relevant

York University policies including, but not limited to, the [Sexual Violence Policy](#) (2019) and the [Human Rights Policies and Procedures](#), including but not limited to Racism.

Students:

All students whether personally or through involvement in a student organization are expected to conduct themselves in a way that promotes an atmosphere of civility, diversity, equity and respect in their interactions with others. (The Code, 2021) Students are also required to be familiar with and consistently demonstrate the personal, academic and professional behavioural standards expected in the Code and the YUSON nursing program policies.

Action:

A. REQUIRED PROFESSIONAL CONDUCT

Students must:

1. Consistently ensure that their personal behaviour meets the standards required by York University policies and regulations concerning to student behaviour such as but not limited to the Code of Student Rights and Responsibilities, as amended from time to time, and the Senate Policy on Academic Honesty;
2. Consistently comply with the YUSON policies. The YUSON policies reflect the professional expectations expressed in the following professional codes and standards: the Canadian Nurses Association (2017) Code of Ethics, the CNO (2018) Practice Standard: Professional Standards, the CNO (2019a) Practice Standard: Ethics, and the CNO (2019) Code of Conduct.
3. Engage in professional behaviour at all times while at York University and in practicum agencies as detailed in the current YUSON Calendar (2021-2022).

https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2021/07/SoN-Supplemental-Calendar_Final.pdf

4. Avoid acquiring a criminal conviction after being admitted to the program which was acquired prior to admission to the Undergraduate Nursing Program but became known only after having been admitted to the Undergraduate Nursing Program. Having a criminal conviction may jeopardize a student's ability to gain registration as a registered nurse with the CNO.
5. Refrain from engaging in behaviour that impairs the performance of student's academic and nursing responsibilities.

B. JURISDICTION

Allegations of a breach of professional behavioural or ethical standards by a student enrolled in the BScN degree program offered by YUSON shall be addressed by YUSON in accordance with the procedures outlined below.

C. PROCEDURES FOR REVIEW OF STUDENT PROFESSIONAL BEHAVIOUR

Nursing students who violate University rules or public law may be disciplined by the University after an exploratory investigation. Participation in these procedures is a fundamental obligation of any student and contributes to enabling the University to act fairly with sufficient information and understanding.

http://calendars.registrar.yorku.ca/2013-2014/policies/student_conduct/index.htm

An exploratory investigation occurs to determine: 1) whether a breach has occurred; 2) the type of breach and 3) the identification of the appropriate review process.

Potential Results of an investigation:

1. If no breach is determined, the investigation process gives rise to no permanent record.
2. If a breach is determined to have occurred but is found to be low risk, e.g. non-threatening behaviour, not jeopardizing safety or no physical or psychological harm occurred, the School issues a written warning to the student with recommendations for self-development/learning activities.
3. If an issue is determined as high risk, e.g. threatening behaviour, jeopardizing safety of any members of the public, the academic community, or a clinical agency, creating physical or physiological harm, a university level behavioral review is initiated see [York University \(2021\)](#).

1. INITIAL REVIEW - WITHIN SCHOOL OF NURSING

1. Non-Practicum Courses:

If a Course Director (CD) and/or Clinical Course

Director (CCD) identifies an issue about student behaviour that is not resolved through discussion with the student, the Undergraduate Program Director/Coordinator and/or Associate Director will be consulted.

The Undergraduate Program Director/Coordinator, the Course Director and/or CCD and the student will meet to discuss the concerns to determine a resolution. The student may have a representative present during this meeting provided this does not unduly delay the meeting. The student also has the option of submitting a written statement in lieu of attending a meeting.

If no resolution is achieved or if conditions agreed to by the student as part of the resolution are not fulfilled, the matter may be referred for a Professional Behaviour Review which is

conducted at the Faculty level. <https://www.yorku.ca/secretariat/policies/policies/student-professional-behaviour-policy-bscn/>

The Associate Dean, Students may be consulted.

Practicum Courses: If a CD and/or CCD and clinical agency presentative identifies a behavioural conduct issue they will follow policies detailed in the School of Nursing's Calendar.

Where the matter concerns the possible outcome of denying the student an opportunity to complete the Practicum requirement, the matter may be referred for a Professional Behaviour Review. <https://www.yorku.ca/secretariat/policies/policies/student-professional-behaviour-policy-bscn/>

Other Learning Environments: When allegations of a breach of professional behaviour standards are reported to have occurred in a venue other than a BScN course or practicum, the matter will be investigated by the Undergraduate Program Director or designate.

OSCR may be consulted. If no resolution is achieved or if conditions agreed to by the student are not fulfilled the matter may be referred for a Professional Behaviour Review. <https://www.yorku.ca/secretariat/policies/policies/student-professional-behaviour-policy-bscn/>

2. PROFESSIONAL BEHAVIOUR REVIEW

Any suspected breach of professional behaviour that is deemed so serious that it may warrant requiring withdrawal from the program will be cause to initiate a Student Professional Behaviour Review under the Student Professional Behaviour Policy.

<https://www.yorku.ca/secretariat/policies/policies/student-professional-behaviour-policy-bscn/>

References

Canadian Nurses Association. (2017). Ethics for Registered Nurses (CNA Code of Ethics). <https://www.cna-aic.ca/en/nursing/regulated-nursing-in-canada/nursing-ethics>

College of Nurses of Ontario. (2019). Practice Standard: Code of Conduct. https://www.cno.org/globalassets/docs/prac/49040_code-of-conduct.pdf

College of Nurses of Ontario. (2019a). Practice Standard: Ethics. https://www.cno.org/globalassets/docs/prac/41034_ethics.pdf

College of Nurses of Ontario. (2018). Practice Standard: Professional Standards, Revised 2002. https://www.cno.org/globalassets/docs/prac/41006_profstds.pdf

York University. (2013). Academic Calendars: Student Conduct and Responsibilities (Academic and Non-Academic). http://calendars.registrar.yorku.ca/2013-2014/policies/student_conduct/index.htm

York University. (2021). Code of Student Rights & Responsibilities.

<https://www.yorku.ca/secretariat/policies/policies/code-of-student-rights-and-responsibilities-presidential-regulation/>

York University. (2011). Academic Honesty.

<https://www.yorku.ca/secretariat/policies/policies/academic-honesty-senate-policy-on/>

York University. (n.d.). Human Rights Policies and Procedures.

<https://rights.info.yorku.ca/york-university-human-rights-policies-and-procedures/>

York University. (2019). Sexual Violence Policy.

<https://www.yorku.ca/secretariat/policies/policies/sexual-violence-policy-on/>

Policy: Undergraduate Student Leave of Absence Policy

Approved School Council May 2021

This policy applies to all leave of absence requests in all undergraduate nursing programs. Please refer to the respective program policies, Policy Regarding Length of Completion of 2nd Entry and Post RN Internationally Educated Nurses BScN Programs, for other related information. To support the request for a leave of absence, valid evidence is required. All absences must be approved by the Undergraduate Program Director (UPD). If a student does not meet with the Undergraduate Program Director, this is considered an un-approved absence and a breach of professional conduct. This may involve withdrawal from the clinical activity or course failure.

1. Short term Absences from On-Campus and Off-Campus Clinical Activities

- 1.1. Short term absences range from one day or less to 2 weeks from educational activities deemed mandatory (i.e. on-campus clinical activities, off-campus clinical placements). These absences must be approved by the Course Director (CD) and Clinical Course Director (CCD).
- 1.2. Completion of course requirements ensure achievement of course goals and patient safety as the student progresses in the program. Students will be responsible for making up the missed clinical hours/lab hours as arranged by the CCD, in collaboration with the CD, the Nursing Placement Coordination Office and/or Nursing Simulation Centre. This will be scheduled at the discretion of the CCD and/or preceptor. Failure in making up missed clinical hours or lab hours may result in course failure.
- 1.3. An exception to 1.1 and 1.2 is an absence of 2 weeks due to an incomplete Clinical Preparedness Permit. This will result in course withdrawal.
- 1.4. For absences due to illness, no medical certificate is required during a pandemic. In non-pandemic conditions, a valid Student Medical Certificate will be required. For absences that occur due to other circumstances (i.e. personal loss), relevant documentation of the circumstance may be required. Documentation will be forwarded by the CD/CCD to the UPD for filing.
- 1.5. Emergency and extraordinary circumstances will be addressed on an individual basis. In all other unforeseen or planned absences from clinical activities (i.e. religious holidays), students must request within the first two weeks of the term in writing for an advanced approved absence from their CD.
- 1.6. Absence from on-campus or off-campus clinical activities for greater than 2 weeks to less than one term must consult immediately with the UPD to discuss academic progression related courses and the program.

2. Short term Absences from Non-Clinical Nursing Courses

For any absences from non-clinical nursing courses, please refer to Faculty of Health and University procedures and Deferred Standing Agreements.

<https://myacademicrecord.students.yorku.ca/deferred-standing>

3. Long Term Absences from the Program General Information

All students who have been absent from the program must meet with the UPD/Coordinator before re-entering. After a long-term Leave of Absence reinstatement into the program will be assessed on a case-by-case basis.

It is the student's responsibility to demonstrate eligibility to return to clinical course activity. This will involve remediation as per the individual student's academic needs.

The completion date of the student's degree program will be extended by the duration of the granted leave of absence.

Please refer to the respective program policy, Policy Regarding Length of Completion of Collaborative BScN program, 2nd Entry and Post RN Internationally Educated Nurses BScN Programs, for additional information.

Students returning to clinical courses after a long-term absence (ie. 3 terms or longer) may be placed on a waiting list for placement.

Students who are on Leave of Absence will not be registered in the Undergraduate Nursing Program and are not required to pay fees. The coding of the registration status for students who are approved for a Leave of Absence by the School of Nursing in the Faculty of Health will be "Registered as Inactive". While on a leave, students will not attend courses or engage in any coursework. Depending on when the leave begins, a student may retain access to resources of the University, such as using library facilities or computing resources for the remainder of the Session only.

3.1. Planned Long Term Absence

Planned Long term absences are considered over 2 weeks and up to 3 academic terms. Students need to fill out a Leave of Absence form:

https://nurs.info.yorku.ca/files/2014/06/Leave_of_Absence_Form.pdf?x88570

Students need to provide all related documentation. Students need to meet with the UPD/Coordinator to have this request reviewed. Requests are brought forward to the Undergraduate Program Committee for a final decision. Should a student's request be denied, the student has the right to submit a petition to the Faculty of Health.

<https://www.yorku.ca/health/petition-information-and-package/>

3.2. Parental Leave

The School of Nursing acknowledges the need for individuals to have special arrangements the purpose of pregnancy/parental leave. The School of Nursing supports a student's decision to take up to 3 terms for their pregnancy/parental leave(s).

A student may request from one to three terms of leave (i.e., up to one calendar year), which must be completed within one year of the date of birth or custody, or the start of the leave. While on parental leave, a student does not register or pay fees to the University. Depending on when the leave begins, a student may retain access to resources of the University, such as using library facilities or computing resources for the remainder of the Session only.

A student must apply for parental leave by completing the Leave of Absence Request Form. The completion date of the degree program will be extended by the duration of the leave taken, up to the maximum time allowed for completion of their program. Please refer to the respective program policy, Policy Regarding Length of Completion Collaborative BScN, 2nd Entry and Post RN Internationally Educated Nurses BScN Programs, for additional information. Normally, the start and finish of the leave would coincide with the beginning and end of term.

3.3. Unplanned Long-Term Absence

Leaves of absence requests based on a serious health problem requires a Attending Physician

Statement. <https://secure.students.yorku.ca/pdf/attending-physicians-statement.pdf>

A certificate may also be required to indicate that the student is able to resume studies. Serious health or personal circumstances which temporarily make it impossible for a

student to continue in the program will be considered. The Leave of Absence Form must be completed and submitted it to the UPD/Coordinator for approval; other timelines will be considered in extenuating circumstances.

Supportive Documents and Policies

General SoN Policies/Guidelines

Policy: Professional Appearance and Dress Code

Policy: Professional Appearance and Dress Code	
UPC Review & Approval Date: August 2021; May 2018; May 2016: March 28, 2012	Executive Committee Date: June 2021; April 2018
SON Council Decision Date: October 2021; June 2018; August 9, 2016; April 18, 2012.	
Effective Date: November 2021	Evaluation Period: Every 2 years
<p>Introduction and Rationale: The policy is intended to promote a style of appearance and dress that reflects a professional image, adheres to safe practices for the student and patient, promotes appropriate personal hygiene, and prevents the spread of infection by York University undergraduate nursing students. The appearance and dress expectations should distinguish nursing students from agency staff^{5, 6, 10}. The policy is not intended to infringe on anyone's individual rights⁸.</p>	
<p>Guiding Policy Principles SoN students must be clearly identifiable and distinct from health care staff A professional image must be maintained in all clinical practice settings and in the Nursing Simulation Centre Principles of infection prevention and control must be followed to protect students and patients. Notes: 1. Agency polices that require additional requirements must be adhered to. 2. Unique student needs are considered upon discussion with Faculty. Accommodations for religious and cultural practices are considered as long as the guiding policy principles or agency policies are not infringed upon.</p>	
<p>Actions: SoN students must be clearly identifiable and distinct from health care staff^{5, 6, 10}</p> <ul style="list-style-type: none"> ▪ SoN clinical photo ID must be visible at all times, displaying student's legal first and last names^{3a}. If agencies require further photo ID this will be made known to students; ▪ SoN student uniform; dark navy-blue scrub top and pants or skirt. <p>A professional image must be maintained in all clinical practice settings and in the Nursing Simulation Centre</p> <p>Uniform</p> <ul style="list-style-type: none"> ▪ Dress and personal care must be neat, clean and appropriate for the practice environment. To build trust with the public;^{1, 5, 6, 10} ▪ If panty hose are worn with a skirt, they must be solid colour (white, black, beige) and without a pattern; ▪ Some clinical practice placements may allow dress and shoes other than the uniform. Dress must follow the agency and client expectations and the guiding policy principles. <p>Footwear</p>	

- Footwear selection must be leather or vinyl;
- Must be supportive and comfortable so as not to inhibit practice activities;
- Must be clean, solid colour (white, brown, blue, black, beige) non-slip, soft-soled, closed-toe, closed-heel and non-mesh⁶.

Hair

- Hair must be clean and neat and not present a contamination or infection risk;
- When performing patient care, hair should be off-the-shoulder in length or restrained so as not to require manipulation or touching during procedures⁴;
- Facial hair must facilitate respirator-fit.

Jewellery

- Hand and arm jewellery is limited to plain bands with an absence of gems or raised settings (if jewellery is religious seek guidance from Clinical Faculty and agency policy);
- Medic alert identification is permitted;
- Watches required with a second hand. Smart watches that act as personal communication devices should not be used while providing client care;
- Piercings should be limited to studs or sleepers⁶.

Body Art

- Tattoos may be required to be covered at the request of the agency or a patient.

Personal Hygiene

- Students have the responsibility to ensure their personal hygiene and cleanliness meets professional standards;
- Fragrance Free: Students should refrain from using fragrances as they can be harmful to clients, families, staff or colleagues. No use of perfumes or aftershaves that are scented. Use personal hygiene products that are fragrance free (i.e., deodorant, shampoo, soap, or lotion).

Principles of infection prevention and control must be followed to protect students and patients.

Uniform & Shoes

- Wear the uniform and shoes only in the clinical placement and not while travelling to and from practice placement as uniform and shoes may be vectors for pathogens;^{4, 11}
- No lab coats or jackets when providing client care;⁹
- Religious head covers must be fastened securely and non-dangling during patient care to prevent cross contamination or personal risk of being pulled by confused/angry patients, infants, or children.

Equipment

- Students should have their own stethoscope with bell and diaphragm. Stethoscope is to be cleaned before and after each client encounter;^{2, 9}
- Watches: Fob watches worn on clothing are preferred. If a wristwatch is worn it must be cleanable and waterproof. No fabric straps as they may be a reservoir for microorganisms⁹.

Nails

- Fingernails must be short, 1/4 “clean and free of nail polish and nail art as these may be a reservoir for microorganisms^{2, 7, 9};
- No artificial nails as these may be a reservoir for microorganisms.^{2, 7, 9}

Jewellery

- Follow agency policy, ‘bare below the elbows’, if in place;

- Hand jewellery is limited to plain bands with an absence of gems or raised settings as these may be a reservoir for microorganisms.^{2, 7, 9}

Not Following the Policy

- A discussion will occur between the student and clinical faculty.
- Missed clinical or NSC hours resulting from such actions must be made up at the convenience of the practicum agency, NSC staff, and the Clinical Course Director. The Course Director will be notified.

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Relevant School of Nursing Policies

Student Professional Behaviour Policy. Retrieved from: <https://secretariat-policies.info.yorku.ca/policies/student-professional-behaviour-policy-bscn/>

Policy: Review and Referral for Undergraduate Nursing Practice Courses

Title: Review and Referral for Undergraduate Nursing Practice Courses	
UPC Review & Approval Date: June 2022; September 2017	Executive Committee Date: June 2022;
SON Council Decision Date: June 2022; February 2017	
Effective Date: June 2022; October 2017	Evaluation Period: Every 2 years
<p>Introduction and Rationale: Students who require additional clinical practice support are identified by Clinical Course Director (CCD), Course Director (CD), or Undergraduate Program Director (UPC)/Coordinator. Reasons for additional support may include, but are not limited to review due to identification of the need for support of specific clinical practice competencies (knowledge or practice gaps); review as a result of time missed in clinical practice or scheduled nursing simulation centre (NSC) class; referral due to failure of medication calculation test(s); referral due to the initiation of a progression plan as a result of failing practicum course objectives; and other identified learning needs.</p>	
<p>Definitions:</p> <p><u>Review</u>: Student who is passing course AND requires support.</p> <ul style="list-style-type: none"> • Return to respective program after time away from the program. (<i>Refer to York Referral Process or College Equivalent</i>). • Identification of knowledge or practice gaps. (<i>Refer to York Referral Process or College Equivalent</i>). • Absence from practicum or scheduled NSC (laboratory) sessions. (<i>Refer to York Referral Process or College Equivalent</i>). <p><u>Referral</u>: Student is not passing course AND requires support.</p> <ul style="list-style-type: none"> • Failed medication calculation test(s). (<i>Refer to York Referral process or College Equivalent</i>). • Failing at least one course objective in clinical practice. (<i>Refer to York Referral process or College Equivalent</i>). 	

Actions:**Students**

Students engage in the appropriate review or referral process as outlined.

Undergraduate Program Director/Coordinator, Course Director, Clinical Course Director, or College Equivalent

- If identified by clinical faculty, inform CD of need to initiate a progression plan;
- Notify student of progression plan;
- Communicates progression plan to Director of the Nursing Simulation Centre (DNSC) or designate or College Equivalent.

Director Nursing Simulation Centre or College Equivalent

- Prioritizes review or referral requests and initiates appropriate process;
- Organizes activity with student;
- Follows up with Undergraduate Program Director/Coordinator, Course Director, Clinical Course Director, or College Equivalent regarding student progress in the respective process, concerns related to the lack of completion, and other identified issues.

Relevant Policies

Involuntary withdrawal. [https://www.yorku.ca/health/nursing/wp-](https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2020/06/3_13_POL_Involuntary-Withdrawal-in-a-Practicum-Course.pdf)

[content/uploads/sites/402/2020/06/3_13_POL_Involuntary-Withdrawal-in-a-Practicum-Course.pdf](https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2020/06/3_13_POL_Involuntary-Withdrawal-in-a-Practicum-Course.pdf)

Undergraduate Leave of Absence Policy. [https://www.yorku.ca/health/nursing/wp-](https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2021/06/Leave-of-Absence-Policy_May-2021.pdf)

[content/uploads/sites/402/2021/06/Leave-of-Absence-Policy_May-2021.pdf](https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2021/06/Leave-of-Absence-Policy_May-2021.pdf)

Policy: Off Track Requirement to Demonstrate Safe Practice

Policy: Off Track Requirement to Demonstrate Safe Practice	
UPC Review & Approval Date: March 2022; December 2019	Executive Committee Date: April 2022; January 2020
SON Council Decision Date: April 2022; January 2020	
Effective Date: May 2022; February 2020	Evaluation Period: Every 2 years
<p>Introduction and Rationale: Patient safety is paramount. Therefore, students, who are off track must demonstrate safe practice prior to resumption of their respective undergraduate program.</p> <p>Students build their knowledge, skills and decision making through application of theoretical knowledge in practice settings. Altered program progression, regardless of reason, disrupts the continuity of the application of nursing knowledge, skills and decision making from semester to semester. It is imperative that students demonstrate safe, ethical, effective, and organized care prior to resuming their respective program.</p>	
<p>Definitions Off Track -Absence from a program as a result of formal personal leave of absence, clinical course failure, or other reasons for altered program progression. Duration of leave of absence: One or more semesters as per the scheduled progression of clinical courses in the respective program. Safe Practice: Adherence to best practices of nursing assessment, planning, implementation, evaluation, coordination and collaboration of care.</p>	
<p>Actions in Preparation for Review Session</p> <p>Student</p> <ul style="list-style-type: none"> ▪ Review nursing knowledge, skills, and decision making prior to review appointment and resumption of program; ▪ Attend the Nursing Simulation Centre as needed for practice. Drop in time and facilitated clinical practice sessions are available throughout each semester; ▪ Attend scheduled review session; ▪ Demonstrate safe, ethical, effective, prioritized, and organized care during a simulated case. <p>Undergraduate Program Director/Coordinator</p> <ul style="list-style-type: none"> ▪ Notify via email the Director Nursing Simulation Centre (DNSC) of students who are off track, date of return, and next clinical course <p>Director Nursing Simulation Centre or Designate</p> <ul style="list-style-type: none"> ▪ Notify student one semester prior to semester of return of review processes <ul style="list-style-type: none"> ○ Send student the following documents in an email <ul style="list-style-type: none"> ▪ Self-assessment document ▪ Medication review package ▪ Welcome to the Nursing Simulation Centre letter (includes dates and times of drop in and facilitate clinical practice sessions) 	

<ul style="list-style-type: none"> ▪ Preparatory document for case study ▪ Schedule review session with student <p>During Review Session</p> <p>Student</p> <ul style="list-style-type: none"> ▪ Attends and demonstrate safe, ethical, effective, and organized care to a simulated client; ▪ Participate in feedback post review; ▪ If demonstration was safe, ethical, effective, prioritized and organized, continue to review in preparation for semester start; ▪ If assessed to be unsafe, unethical, ineffective, and/or unorganized, book another appointment with NSC Faculty; ▪ Review and practice areas identified as unsafe, unethical, ineffective, and/or unorganized; ▪ Return to re-demonstrate area(s) of concern. If student continues to be as unsafe, unethical, ineffective, and/or unorganized, DNSC will notify UPD/Coordinator. <p>Nursing Simulation Centre Clinical Course Director</p> <ul style="list-style-type: none"> ▪ Observe student during simulated scenario; ▪ Document care provided/not provided/unsafe/unethical/ineffective/not prioritized/ or unorganized; ▪ Discuss findings observed with student; ▪ If deemed safe, notify Director of Nursing Simulation Centre ▪ If deemed unsafe, notify Director Nursing Simulation Centre and book another appointment with student to review area(s) of concern <p>Director Nursing Simulation Centre</p> <p>When student successfully demonstrates safe, ethical, effective, prioritized, and organized care, complete summary form and send to Undergraduate Program Director and Undergraduate Program Assistant by email</p> <p>Undergraduate Program Assistant</p> <p>Place completed summary form in student's file</p>
<p>Considerations</p> <p>Please note: Students are at risk for not proceeding to next clinical course if: They do NOT demonstrate safe practice, do not respond to the request for an appointment, or do not attend the appointment.</p> <p>In all of the above, the UPD/Coordinator will be notified by the DNSC.</p>
<p>Relevant School of Nursing Policies</p> <ol style="list-style-type: none"> 1. Leave of Absence 2. Review and Referral for Undergraduate Nursing Practice Courses

Clinical Practice: Policies Related to *Preparing for*

Clinical Placement Accommodation Guideline

The School of Nursing's (SoN) Nursing Practicum Coordination Office (NPCO) has the responsibility for identifying quality clinical placements that promote students' ability to meet program and course learning objectives and College of Nurses of Ontario (CNO) (2020) entry to practice requirements.

In light of the current pandemic, all clinical placements are evaluated to ensure placement safety requirements required by public health regulations are met. Now that COVID-19 has changed the way health care services are provided and the ways in which learners are integrated, the university has much less room for discretionary flexibility, and individual preferences cannot normally be considered. There are greater restrictions on the types of placements available at all health care setting. For the foreseeable future, there will be a reduced number of clinical placements available thus students will be expected to accept the placement that the University has deemed appropriate to facilitate the course learning outcomes.

Students are still permitted to request specialty placements in line with the usual practices found in the SoN handbook, but even where the proposed special placements meet the academic criteria, such requests will be considered *only if* the clinical placements are available. If not available, students will be provided with a placement that facilitates the course learning outcomes based on the resources and opportunities available to SoN at the time.

If you require accommodation, please contact York Student Accessibility Services as soon as possible. Delays in initiating this process may mean a deferral of the semester.

Process for Requesting an Accommodation Step 1

According to university policy (<https://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>), if accommodation is required, the student must contact the course director well in advance of the beginning of the course. The student is not required to describe the disability but a description of the type of accommodation requested will be required.

Step 2

Requests for accommodation must also to be submitted to the York University Student Accessibility Services (S.A.S. office <https://accessibility.students.yorku.ca/>). In order to complete your assessment in a timely manner, you will need to complete a registration form and provide any additional documentation as soon as possible to SAS office.

If SAS approves the need for accommodation, a letter addressed to both the NPCO and Course Director, is issued to the student. The student must then submit it promptly to the NPCO and the Course Director.

Step 3

Once a letter of accommodation issued by SAS is received, the NPCO will identify an appropriate placement when one is available. There may be a delay in light of the limited placements currently available. Placements can only begin during a limited phase of the semester, so that the learning outcomes can be achieved within duration of the placement. Two attempts will be made after which, if no suitable clinical placement has been found, the student may be required to defer placement until an appropriate placement that can accommodate their needs is found or until such time as accommodations are no longer required.

Refusal of Clinical Practice Placement (s)

In a regulated profession, clinical practice is a mandatory requirement to meet registration requirements upon graduation to become a registered nurse. Clinical placements are selected for their ability to provide students with the opportunity to meet course and program objectives. Refusal of a clinical placement related to personal preferences and fear of working in a particular health setting are not valid grounds for accommodation.

If students decline their assigned placements for reasons unrelated to an accommodation approved by Student Accessibility Services, a new placement will be assigned no earlier than the **following semester, or potentially later depending on availability**. Program completion cannot extend beyond a 6-year duration. In light of the pandemic and the uncertainty it creates, priority will be given to students progressing through the program in the normal four-year time frame unless accommodation has been approved.

If you require additional information about your individual clinical placements, contact your CD in advance. Undergraduate program directors will provide additional assistance for accommodated placements.

Policy: Medication Calculation Testing in Undergraduate Practicum Courses

Policy: Medication Calculation Testing in Undergraduate Practicum Courses SON Council Decision Date: June 2017; April 2021	
UPC Review & Approval Date: April 26, 2017; March 2021	Executive Committee Date: May 2017; March 2021
Effective Date: September 2017; September 2021	Evaluation Period: Every 2 years
<p>Introduction and Rationale: The School of Nursing has a standardized approach to determine the readiness of nursing students to administer medications to patients in practice. One element of this readiness is the requirement to demonstrate accuracy in dosage calculations prior to medication preparation and administration. This written test is an individual assessment of a nursing student's ability to read and understand medication calculation questions and show evidence of accurate application of fundamental mathematics skills. Accurate medication calculations contribute to patient safety.</p>	
<p>Responsibilities: Students must refrain from preparing or administering medications if they have not achieved the respective standardized passing grade. Course Directors (CDs) must ensure that the <i>Medication Calculation Testing in Undergraduate Practicum Courses</i> policy is identified in the course outline and the process is followed by all associated with the respective course. Clinical Course Directors (CCDs) and students must read, become familiar with and follow this policy and its associated processes. The Nursing Simulation Centre will conduct any needed remediation sessions.</p>	
<p>Actions</p> <ol style="list-style-type: none"> 1. Applies to the relevant NURS courses in all three undergraduate programs: Seneca NUR 420 & Georgian NURS 2525/2527; York Courses NURS 2522, 2523, 2731, 3524, 4131, 4150, 4526, and 4527. 2. The first medication calculation test will be administered in the first few weeks of a new semester. 3. The use of a non-programmable, non-communicating calculator is permitted. 4. The standardized passing grade for Seneca NUR 420 & Georgian NURS 2525, York NURS 2522, 2523, 2731, 3524, 4131, and 4526 is 90%. 5. The standardized passing grade for Georgian NURS 2527, York NURS 4150 and 4527 is 100%. 6. Students who fail to achieve the respective standardized passing grade will begin the respective site remediation. 7. Students who do not pass the first writing of the Medication Calculation Test. Will engage in the respective site remediation strategies. After 3 attempts, students who do not pass will be referred to the respective program site lead. 8. The medication calculation tests will consist of 10 questions relevant for the respective practice course. 	

Policy: Out-of-Boundary Student Practicum Placements Within Canada (Practicum & Simulation)

Statement: The opportunity for students to complete the BScN program requirements in communities beyond the School's catchment area is a privilege. An out-of-boundary practicum placement is one in which a student is placed in an agency which is located beyond the usual boundary area (see definition below) used by the School of Nursing, for the purpose of meeting the clinical requirements for a designated course. Such placements are only arranged at the request of the student and in consideration of the students' academic and clinical performance record. This policy applies to NURS 4527 Integrated Nursing Science Practicum (IP), and NURS 4150 Advanced Nursing Science Practicum placements only.

Created: October 1, 2003

Revised: Feb 21, 2007; Feb 28, 2007; Mar 22, 2007, March 23, 2011, Nov 2018

Approved by Practicum Committee: Feb 28, 2007

Approved by Curriculum Committee: Mar 5, 2007

Approved: SoN Council, June 25, 2008, Nov 2019

Policy: Eligibility Criteria for Requesting a Specialty Area Student Practicum (Practicum Sub-Committee of Curriculum Committee)

Description: A Specialty Area Student Practicum is one in which a student is placed in a site which is beyond the general adult medical/surgical focus of nursing. The opportunity to complete our BScN programs in specialty areas is supported for students who have demonstrated academic and clinical strengths. The following eligibility criteria will assist students in **requesting** a Specialty Area Practicum. This policy applies to integrated practicum (IP) and/or advanced nursing science practicum (ANSP).

Notes:

Created: May 23, 2007

Revised: January 25, 2008, February 6, 2008, March 23, 2011

Approved by Curriculum Committee: February 6, 2008

Approved by School Council: March 19, 2008

Policy Overview:

1. Student must have successfully completed all of the prerequisites for IP/ANSP.
2. At completion of the third semester of Nursing courses, students must have a minimum of:
 - a. B+ average in all Nursing courses and
 - b. B+ in practicum courses.
3. Student must sign a release of Liability, Waiver of Claims, Assumption of Risk and Indemnity form.

Policies/Information *During* Clinical Practice

Policy: Undergraduate Program Disruption of Practica

Policy: Undergraduate Program Disruption of Practica	
Effective Date: June 30, 2020 Evaluation Period: 2 years	
Committee Review & Approval Date: May 2020	Executive Committee Date: May 12, 2020
SON Council Decision Date: June 2020	

Purpose:

This document addresses various environmental and situational disruption of practica instances and provides direction for faculty and students regarding expectations in such cases.

In these cases, communication is of paramount importance with all parties involved i.e. student, Clinical Course Director (CCD), Course Director (CD), Preceptor, Agency, Nursing Practicum Coordination Office (NPCO) and Director Nursing Simulation Centre (DNSC).

Definitions:

Disruption: Academic activities are substantially interrupted or impeded as a result of strikes, lockouts, demonstrations, natural disasters, or other like causes (York Senate, 2018)

Academic Activity: Any work subject to evaluation or necessary for a student to meet the requirements of a course or program of study (York Senate, 2018)

Substantial: considerations include the duration and point in the term or session in which the Disruption occurred; the availability of physical and instructional resources; the impact of the attendance of students, instructors, and other necessary participants; and the impact of timing and sequencing of evaluations such as examinations, practica, assignments, and presentations etc. (York Senate, 2018).

Responsibility:

Students in CCD-led clinical groups **MUST** be under the direct supervision of a York University faculty.

Actions:

Natural Disasters/Weather Emergency

- A decision to declare a weather emergency will be made by the University.
- Notification for suspension of *daytime* operations and cancellation/postponement of *daytime* classes, exams and activities with locations/campuses affected is made by 0530 hrs and is posted on the university's website.
- Notification of suspension of *evening* time operations and cancellation/postponement of *evening* classes, exams and activities (with locations/campuses affected) is made by 1700 hrs and is posted on the University's website.

Weather Advisory – University is Closed

- Students and CCDs will not attend clinical practice if the University cancels or postpones daytime or evening classes corresponding with clinical practice hours.

- CCD notifies students of cancellation of clinical shift via email using *Weather Related Standard Course Announcements* in Appendix A with a copy to the CD and the Manager, NPCO
- CCD notifies agency of university closure and clinical group's non-attendance
- CCD will remind students of previously arranged make-up day and ensures students understand that they will be attending the makeup day.
- If the agency is not able to support a make-up day, the CCD emails the CD and copies the DNSC to determine whether a session can be scheduled in the NSC.
- Students and CCDs who are at clinical practice when the University cancels or postpones daytime or evening classes will assess the weather condition with the students and placement agency. The decision to either remain or leave will be communicated via email to the CD and Manager, NPCO. Prior to leaving, the student must give a transfer of accountably report to the most responsible unit staff nurse.

Weather Watch – University is NOT Closed

- CCDs notify their students that a weather watch has been initiated by the University using *Weather Related Standard Course Announcements* in Appendix A with a copy to the CD and the Manager, NPCO
- Students and CCDs will make individual decisions about travelling to the clinical site based on safety (e.g., personal, road, and environmental).
- If the CCD determines that it is unsafe for them to travel, students in a CCD-led course cannot attend clinical placement.
- The CCD should inform their students via email by 0530 hrs and copy the CD and Manager, NPCO.
- The CCD must inform the agency of the students' non-attendance.
- CCD will remind students of previously arranged make-up day and ensures students understand that they will be attending the makeup day.
- If the agency is not able to support a make-up day, the CCD communicates this to CD and DNSC to determine whether an NSC day can be scheduled.
- When a clinical placement site sends “non-essential” staff home because of weather conditions, or if a University closure is announced during students' scheduled clinical shifts, CCDs/students will negotiate a time with the site and prior to leaving, the student must give a transfer of accountably report to the most responsible unit staff nurse.

Agency Outbreak

- In the event of an outbreak at an assigned agency and/or unit, students and CCDs should follow the agency's policies for supporting learners during an outbreak.
- In the absence of such policy, students and CCDs should consult with the CD.
- When the agency declares an outbreak on a unit and determines that students are not permitted to attend their placement, the agency sends a notification to the Manager, NPCO.
- Manager, NPCO will email the CCD and CD regarding the outbreak.
- If the CCD and students are informed of the outbreak upon their arrival to their clinical placement, the CCD will consult with the CD and NPCO regarding next steps.
- The CD consults with the DNSC via email and copies the CCD, to determine if the group can attend the NSC.

- If an outbreak is expected to last more than 1 week, the CCD must communicate this via email to the CD and NPCO.
- The NPCO should inquire whether an alternative unit, within the agency, is available for the group.

CCD Absence for a Clinical Shift

- If the CCD is unable to attend clinical due to illness or other unanticipated circumstances, the CCD must email the students, CD, DNSC and Manager, NPCO no later than 0530 hrs on their scheduled clinical day using the sample email in Appendix B.
- Students in a CCD-led clinical group must not proceed with their scheduled clinical day without their CCD.
- The CD consults with the DNSC via email and copies the CCD, to determine if resources are available to accommodate the group in the NSC for their clinical shift.
- The CD emails students in the clinical group and copies the CCD to provide direction regarding next steps.
 - If resources are available in the NSC, the students must proceed to the NSC.
 - If resources are not available in the NSC, students must leave their clinical placement and await further instructions from the CD/CCD regarding making up their missed clinical shift.
- The CCD must follow-up with CD via email indicating if they can attend their next scheduled shift with at least 24-hours notice.

Strike at the Practicum Agency

- In the event of a strike or labour disruption at a practicum agency, the CCD will notify the CD and copy the NPCO.
- Under no circumstances is a student to cross a picket line or to perform the work of striking site employees at the practicum agency.
- After consulting with the CD and NPCO, the CCD will inform the student of next steps via email copying in the CD.

Strike at York University

- In the event of a strike or labour disruption at York University, students and faculty must follow the directions provided by York University administration.

Appendix A

Weather Related Standard Course Announcements

Weather Emergency – University Closed

Hello everyone,

The University has declared a weather emergency. Classes have been suspended and the university is closed. As such, students and CCDs are NOT to attend clinical placement.

Please visit https://safety.yorku.ca/#new_tab for up-to-date information from the University.

You can reschedule a missed clinical day. Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC

Weather Watch – University NOT Closed

CCD-led Placement Hello everyone,

The University has initiated a weather watch. The University remains open and will continue to monitor the weather.

Please visit https://safety.yorku.ca/#new_tab for up-to-date information from the University. Safety is our first concern. If you do not feel safe travelling to your clinical placement, please inform your CCD.

If you have already arrived at your placement, please consult with your CCD regarding next steps. You can reschedule a missed clinical day Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC

Weather Watch – University NOT Closed

Preceptor-led Placement Hello everyone,

The University has initiated a weather watch. The University remains open and will continue to monitor the weather.

Please visit https://safety.yorku.ca/#new_tab for up-to-date information from the University.

Safety is our first concern. If you do not feel safe travelling to your clinical placement, please inform your CCD, the agency and your assigned Preceptor.

If you are already at your placement, please consult with your Preceptor and inform your CCD to determine next steps.

Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC

Appendix B Sample Email CCD Absence

Dear students,

Please note that I am unable to attend clinical placement (insert today or tomorrow) due to (insert reason i.e. illness/unanticipated circumstances). (Insert CD name) has been informed. Please await direction from the CD regarding next steps.

NOTE: Instead of attending clinical, you may be required to report to the NSC during the regularly scheduled shift.

Thank-you,

(Insert CCD name)

Copy: CD, Manager NPCO and DNSC

Policy: Practicum Attendance

Policy: Practicum Attendance	
UPC Review & Approval Date: March 2020	Executive Committee Date: March 2020
SON Council Decision Date: May 2020	
Effective Date: May 2020	Evaluation Period: Every 2 years
<p>Introduction and Rationale: Practicum experiences are integrated as course components to facilitate the application of nursing knowledge to client situations in various health care settings. Completion of the entire practicum experience provides students the opportunity to meet course outcomes.</p>	
<p>General Principles for all Practicum Courses</p> <ul style="list-style-type: none"> ▪ Students in the BScN programs must complete the identified hours for each practicum course, as indicated in the respective course outline. ▪ Completion of practicum requirements in the health care setting, while engaging face to face with clients, is the preferred practicum experience in the BScN Program. ▪ Each practicum course has required hours that students must attain. ▪ A 12-hour shift is given a credit of 12 hours. ▪ An 8-hour shift is given a credit of 8 hours ▪ Travel time to and from the site is NOT counted as practicum hours. ▪ If missing practicum due to illness, students may be asked to submit a valid medical note. <p style="text-align: center;">Group Practicum Experiences</p> <p>Student Responsibilities</p> <ul style="list-style-type: none"> ▪ Must complete all practicum requirements identified in course outline by the term end-date (last day of classes). ▪ Students who do not complete the practicum requirements <ul style="list-style-type: none"> ○ Must make-up missed time (i.e., shifts or activities in the community setting) ○ Inform faculty of absenteeism and/or lateness. These should be reported at least one hour before the practicum shift starts; failure to do so will be documented in the practicum evaluation as a lack of professional accountability. ▪ All shifts must be documented and signed by the student. ▪ All absences from practicum experiences require make-up time. Completion of practicum requirements will be scheduled on an alternate, specified date, regardless of the reason for the absence. This may include weekends, break week, and/or the last week of the semester. ▪ Students may be responsible if additional costs are warranted for any make-up time. ▪ Students who miss more than 2 weeks of practicum time are at risk of failing the course and must meet with the Course Director (CD) and/or Undergraduate Program Director (UPD)/Coordinator. <p>Clinical Course Director Responsibilities</p>	

- In consultation with the practicum agency and/or the Nursing Simulation Centre (NSC), the Clinical Course Director (CCD) must arrange for time to be made up as required (i.e., in cases of student absence or weather issues).
 - Communicate with the students about dates for make-up practicum hours in a timely manner.
 - If the agency is unable to accommodate the group, or a student, for a make-up day, notify the CD.
- Maintain records of students' attendance
- Notify CD of student absences of 2 or more missed weeks
- The completion of all requirements must be documented and signed for on the final practicum course evaluation. Any attendance concerns may be documented in the evaluations as professional behaviour issues, if applicable.

Course Director Responsibilities

- Consult with CCD and follow up with students who are at risk for course failure due to missed practicum hours
- Communicate with the Director Nursing Simulation Centre (DNSC) regarding the number and names of students who require make-up time on the scheduled Nursing Simulation Centre (NSC) make-up day, in a timely manner, as applicable.

Undergraduate Program Director/Coordinator

- Consult with CD and CCD about students who are absent more than two weeks.
- Provide advising to students who are unable to meet the practicum course requirements.

Nursing Simulation Centre

- Schedule one make-up date for each practicum course, per term, in the NSC.
 - Notify CDs and CCDs of the make-up day and time.
 - Organize activities that are relevant to each associated course, in collaboration with the CDs.
 - Notify CDs and CCDs of students' attendance.

Preceptored Experiences

Student Responsibilities

- Must complete all practicum requirements identified in course outline by the term end-date (last day of classes).
- If an extension is required, in order to complete the required hours, students must consult with the CCD and CD. Extensions will be considered on an individual basis, may be dependent on preceptor availability, and may not be granted. If practicum hours are not completed, may be at risk for course failure.
- Inform Preceptor and CCD of absenteeism and/or lateness.
 - These should be reported at least one hour before the practicum shift starts; failure to do so will be documented in the practicum evaluation as a lack of professional accountability.
- Document all practicum hours and obtain a preceptor signature to verify as required.

Preceptor Responsibilities

- Confirm student attendance by signing practicum attendance log.
- Notify CCD of concerns about student attendance, communication related to scheduling or punctuality.

Clinical Course Director Responsibilities

<ul style="list-style-type: none"> ▪ Review attendance log and signatures at all visits: (initial, midterm, final and others). ▪ Submit student attendance record with final practicum evaluation. ▪ Consult with CD as soon as it is identified that a student is at risk of not completing the practicum hours by end of the term. <p>Course Director</p> <ul style="list-style-type: none"> ▪ Consult with CCD as soon as it is identified that a student is at risk of not completing hours by end of the term. ▪ Confirm that the attendance log is included in final evaluation package; follow up with the CCD may be required. <p>Undergraduate Program Director/Coordinator</p> <ul style="list-style-type: none"> ▪ Consult with CD and CCD if student is at risk for not completing required practicum hours. ▪ Provide advising to at risk students, or students who have not met course requirements as required.
<p>Considerations</p> <p>Please note: <i>Any student NOT following the practicum guidelines may be at risk for involuntary withdrawal from the course, and course failure.</i></p>
<p>Relevant School of Nursing Policies</p> <ol style="list-style-type: none"> 1. Undergraduate Student Leave of Absence Policy http://nurs.info.yorku.ca/student-policies/undergraduate-student-leave-of-absence-policy/ 2. Involuntary withdrawal <i>See School of Nursing Supplemental Calendar for information</i> 3. Length of Completion Policy http://nurs.info.yorku.ca/policy-on-the-length-of-completion-of-2nd-entry-and-post-rn-internationally-educated-nurses-bscn-programs/ http://nurs.info.yorku.ca/student-policies/length-of-completion-of-york-seneca-georgian-bscn-program/

Guidelines: Epidemic and Pandemic for BScN Students in Practicum Settings

Guidelines: Epidemic and Pandemic for BScN Students in Practicum Settings

Executive Committee Date: March, 2020

SON Council Decision Date: Approved May 19, 2020 Effective Date: May 19, 2020

Evaluation Period: Every 2 years

Purpose:

- To provide guidance for York University School of Nursing (YUSON) faculty, students and staff involved in nursing education in the practicum setting while supporting the continuation of students in their respective programs, in the event of epidemic or pandemic occurrences (refer to *Disruption of Practica Policy* for local outbreak information and management).
- To provide guidelines based on epidemic/pandemic management principles that align with university, regional public health agency, and provincial and federal government body recommendations.
- To minimize/mitigate health risk and maximize safety of YUSON faculty, students and staff while engaged in placements and placement-related activities during any epidemic or pandemic occurrence.
- To prevent and/or manage any disruptions to nursing students' required practicum learning experiences which occur at an assigned health care or health course-related agency.
- To promote compliance with agency affiliation agreements that govern student placements.

Applicability

This guideline covers all students within a nursing program who are required to complete practicum hours in order to meet course requirements; all faculty who are required to supervise nursing students; and staff who visit practicum sites as part of their work obligations.

Principles

- The safety of students, faculty, staff and the public are a priority and shall be critical to any decisions made during any epidemic or pandemic occurrence.
- Agency affiliation agreements must be upheld.
- The YUSON is committed to quality learning experience in the practicum settings.
- The decisions about student practicum placements will be determined by YUSON administration, in collaboration with the associated agency/agencies.
- The following will be considered in decision-making with regards to student practicum placements (not in order):
 - Directives from Public Health and the university.
 - Availability of agency.
 - Year level of students in their respective BScN program.
 - Agency staff to offer guidance at the site (depends on staff illness or attendance, redeployment, etc.).
 - Availability of YUSON supports and resources.
 - Care and safety of patients.
- Communications will be prompt and will be:
 - Initiated by the Director of the YUSON or designate, with general messages to: all faculty, staff and students.

- Initiated by the Manager, NPCO with messages related to assigned and affected practicum sites/units to: faculty and students.
- In the instance of a York University closure, all students, faculty and staff will
- follow university policy and will vigilantly monitor email and other communications for classroom attendance and/or resumption of classes.

Definitions:**Faculty:**

This includes full and part-time faculty employed by the YUSON.

Pandemic:

Spread of a disease beyond continental boundaries. It is the World Health Organization (WHO) that applies pandemic guidance involving four phases to communicate a high-level global view of the disease's spread.

Epidemic:

A communicable disease event that has spread to multiple regions or provinces. An epidemic is declared by a provincial medical officer of health.

Student Support Processes During an Epidemic or Pandemic Occurrence

1. A communicable disease event can spread to an epidemic (regional outbreak) or to a pandemic (multiple countries). Declaration of a pandemic is made by the WHO and is communicated to all jurisdictions.
2. Students, faculty and staff as applies, are expected to comply with relevant policies and regulations around infection control, surveillance, and occupational health and safety.
 - a. N95 respirators may be required according to occupational health and public health standards and guidelines in certain circumstances. All students entering an agency must have had a confirmed mask-fit test as verified by Synergy as part of the practicum attendance requirements. Not being N95 fit-tested may impede continuation of a placement during an epidemic or pandemic occurrence, if attendance at the agency is to continue.
 - b. Students, faculty and staff should communicate to the NPCO if the appropriate personal protective equipment is not available at an agency.
 - c. Students, faculty and staff as applies, should familiarize themselves with disease transmission, the clinical manifestations (signs and symptoms) of the specific communicable disease announced in an epidemic or pandemic occurrence and perform daily self-assessments for the relevant symptoms.
 - d. A decision tree can be used in such circumstances to facilitate management of students during continued practicum experiences. (See Appendix for situations that involve practicum placements; for situations where clinical is suspended, please refer to items 8-10).

Continued practicum experiences:

1. Students are to attend practicum placements unless they are sent formal notification through YUSON and the NPCO that the learning experience is cancelled or suspended (refer to Appendix), and as per communications with the assigned agency.
2. If any student or faculty member shows symptoms, *they must not attend the placement*. Details relating to the length of time to be removed from the placement will be released with information about the specific communicable disease in the epidemic or pandemic

occurrence. Outcomes of absences from the program will be determined according to the related YUSON policies and procedures.

3. Students who choose not to attend scheduled practicum placements may jeopardize completion of their academic program requirements.

In the instance of agency or practicum site closures or suspension:

1. Continuing to meet students' practicum course requirements may become impossible or untenable at some point during an epidemic or pandemic occurrence.
2. Any decisions to cancel or suspend practicum placements may at times be specific to a unit or agency, depending on the extent of disruption. Day-to-day communications may be required.
3. During the incidence of cancelled or suspended clinical experiences, and while the YUSON and university are open, alternative learning experiences may be provided. Any such changes will be communicated to students and faculty by the NSC and the Course Directors.

In the instance of a York University campus closure:

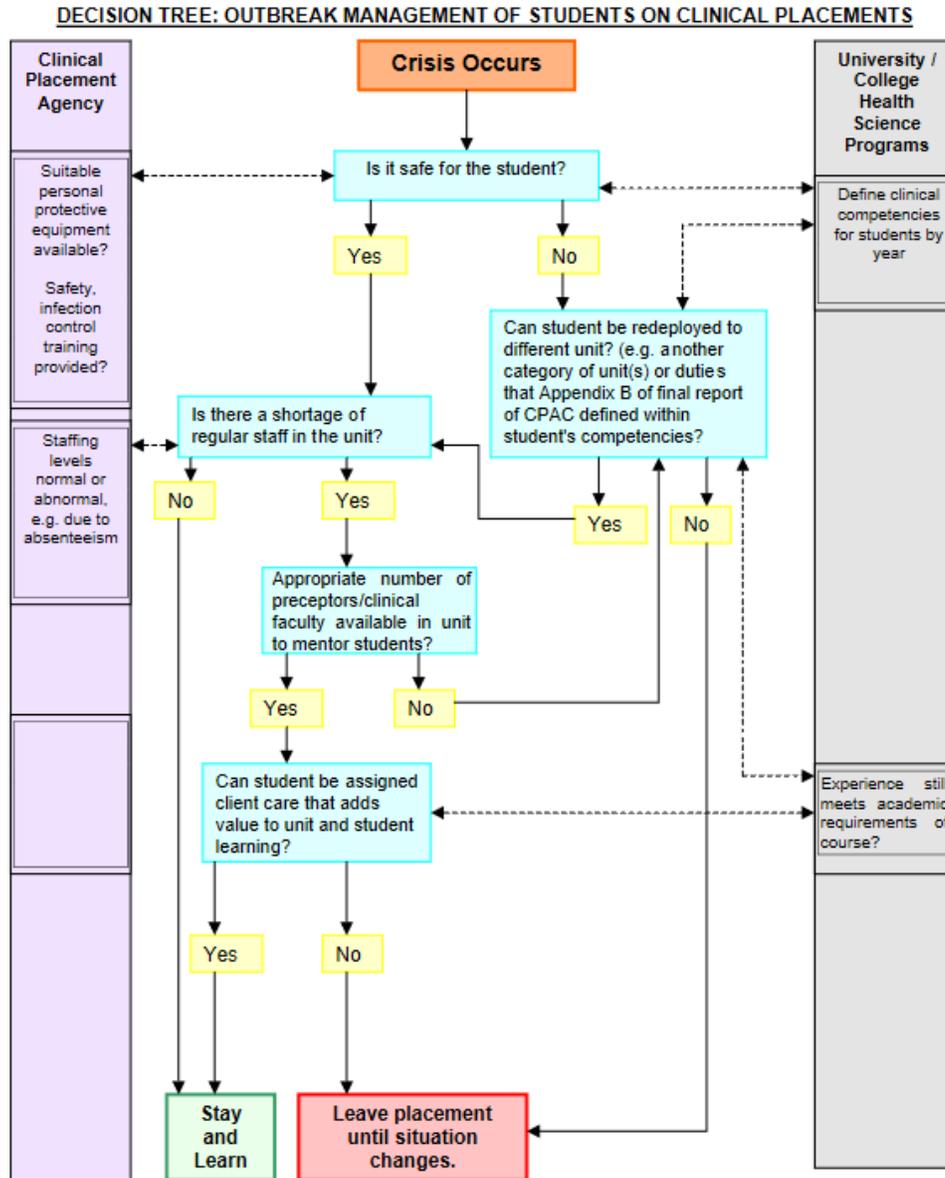
1. The decision to close the university or to limit congregation of larger groups will be determined and communicated by university administration.
2. All students, faculty and staff will comply with the university pandemic protocols.
3. All students, faculty and staff will vigilantly monitor for information about resumption of class schedules.
4. The YUSON will endeavour to implement plans that support students' course and program completion and will communicate general and specific details upon return to normal operations, when announced by the university.

References and Resources

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Appendix

Decision Tree
(adapted from data provided by the Council of Ontario Universities)



Adapted from: FOR THE PUBLIC'S HEALTH: A Plan of Action
Final Report of the Ontario Expert Panel on SARS and Infectious Disease Control
April 2004

Nursing Simulation Centre Policies

Policy: Filming in the Nursing Simulation Centre

Policy: Filming in the Nursing Simulation Centre	
UPC Review & Approval Date: December 2018, February 2021	Executive Committee Date: January 2019; March 2021
SON Council Decision Date: January 2019; March 2021	
Effective Date: January 2019; March 2021	Evaluation Period: Every 2 years
<p>Introduction and Rationale: When the Nursing Simulation Centre (NSC) is a resource for filming, students, staff and others involved must ensure that safety and respect are considered in the processes related to creative planning and film production. This applies to undergraduate and graduate students, faculty, staff and outside organizations. Considerations of safety and respect ensure that the use of the NSC for filming adhere to York Universities' Mission and Policies and Procedures garnering respect (Consent; Racism: Policy and Procedures; Social Media Policies; Student Professional Behaviour Policy (BScN) & Student Code of Conduct: Rights and Responsibilities), and safety (Healthy Workplace Policy).</p>	
<p>Definitions/Criteria: Safety and Respect are key elements to this policy. Safety:</p> <ul style="list-style-type: none"> ▪ adhere to the NSC safety policy and York's Healthy Workplace policy; prevent and avoid intentional harm, such as promotion of hatred, inequality and discrimination based on grounds enumerated in the Ontario Human Rights Code. ▪ maintain confidentiality, when relevant. <p>Respect:</p> <ul style="list-style-type: none"> ▪ ensure that the film production and content respects participants' rights; ▪ support an atmosphere of civility; ▪ respect diversity and equity. <p>Film/Filming:</p> <ul style="list-style-type: none"> ▪ This includes still photography, film and video productions. 	
<p>Actions:</p> <p>Undergraduate and Graduate Students Filming for Class Project/Research</p> <ul style="list-style-type: none"> ▪ Booking <ul style="list-style-type: none"> ○ Send email to Manager Nursing Simulation Centre (MNSC) and include the Course Director (CD) in the email. ○ Email includes course code; proposed dates and times for potential filming; outline content of film; and intended audience. ▪ Equipment <ul style="list-style-type: none"> ○ Fill out equipment requisition, if needed ▪ Production day <ul style="list-style-type: none"> ○ Follow safety procedures in the NSC. Consult the MNSC for more information. ○ Complete filming consent (See Appendix: York University Consent), this remains with the MNSC ○ If accident or injury during filming report immediately to MNSC. 	

- Post-production
 - Ensure the NSC resources are returned to their original state.
 - The video material, intended as a York University classroom presentation, is to be shared in the identified course only. The material is not to be broadcast, in whole or in part, on Social Media Platforms without approval of the respective Course Director.

Undergraduate and Graduate students using NSC to film anything other than class project

- Booking
 - Send email to Manager Nursing Simulation Centre (MNSC).
 - Email includes course code; proposed dates and times for potential filming; outline content of film; and intended audience
- Equipment
 - Fill out equipment requisition, if needed.
- Production day
 - Follow safety procedures in the NSC. Consult the MNSC for more information.
 - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
 - If accident or injury during filming report immediately to MNSC.
- Post-production
 - Ensure the NSC resources are returned to their original state.
 - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
 - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

Faculty/Staff

- Booking
 - Send email to MNSC. Email includes course code, if relevant; proposed dates and times for potential filming; outline content of film; and intended audience.
- Equipment
 - Fill out equipment requisition, if needed.
- Production day
 - Follow safety procedures in the NSC. Consult the MNSC for more information.
 - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
 - If accident or injury during filming report immediately to MNSC.
- Post-production
 - Ensure the NSC resources are returned to original state.
 - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
 - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

Students from Other Organizations

- Book date and time with Manager Nursing Simulation Centre (MNSC).
- Outline content of film; and intended audience.

- MNSC determines whether a nominal fee can be charged e.g. if the filmmaker has a grant or budget for NSC cleaning and other needs.
- Equipment
 - Fill out equipment requisition, if needed.
- Production day
 - Follow safety procedures in the NSC. Consult the MNSC for more information.
 - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
 - If accident or injury during filming report immediately to MNSC.
- Post-production
 - Ensure the NSC resources are returned to their original state.
 - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
 - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

Professional Film Companies

- Refer to Accommodations and Conference Services. (ACS looks after legal and financial considerations of filming on campus).
- Once cleared to film on campus ACS connects with MNSC.
- MNSC determines whether schedule can be accommodated. If schedule can be accommodated, determines if the content of the film meets the safety and respect criteria.
- At minimum charge a fee for cleaning the NSC.
- Equipment
 - Send email to MNSC for equipment, if needed.
- Production day
 - Follow safety procedures in the NSC. Consult the MNSC for more information.
 - Complete filming consent (See Appendix: York University Consent), this remains with the MNSC.
 - If accident or injury during filming report immediately to MNSC.
- Post-production
 - Ensure the NSC resources are returned to their original state.
 - Within the film a disclaimer should appear: This film does not necessarily reflect the values and beliefs of the School of Nursing, York University.
 - At the end of the film a credit acknowledging the support received from the School of Nursing, York University.

Resources/References

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<https://secure.students.yorku.ca/pdf/CodeofRightsandResponsibilities.pdf>

Appendix
 Photographs, Videos and Filming Consent
 School of Nursing, Nursing Simulation Centre

I hereby grant permission to _____ to take photographs and/or audio-visual recordings of me.

Check Relevant Event	Event	Additional Information
	Class Presentation (York University School of Nursing Students ONLY)	Course Code:
		Course Director
	Class Presentation (Other York University Students ONLY)	Course Code:
		Course Director:
	Faculty/Staff	Describe Event:
		Anticipated Audience:
	Class Presentation (Students from other organizations)	Describe Event:
		Anticipated Audience:
	Professional Film Companies	Director:

I agree to participate in the above event and to be photographed or audio-visual recorded. I agree to distribute the photographs or audio-visual recordings only to the event identified above. Photographs or video or audio recordings must not be used or disclosed for purposes that were not identified in the original collection notice unless the individuals in the photographs or video or audio recordings have consented to the new use or disclosure.

First and Last Name (printed) _____

E-mail _____

For Groups See Next Page. Groups

Print Name	Email Address	Signature

Date: _____

Policy: Safety in the Nursing Simulation Centre

Policy: Safety in the Nursing Simulation Centre	
UPC Review & Approval Date: June 2021, June 2018	Executive Committee Date: September 2021, June 2018
SON Council Decision Date: September 2021, July 2018	
Effective Date: September 2021; July 2018	Evaluation Period: Every 2 years
<p>Introduction and Rationale: The Nursing Simulation Centre (NSC) is safe for those who enter and use the space for learning and other activities. A safe space includes considerations that are both physical and psychological. The physical and psychological elements, reflect the School of Nursing’s (SoNs) principles of student centred teaching and learning; the ideals involved in educating future health care leaders whose focus is patient-centred care; and safe, evidence-based practice. A safe space is required to establish and maintain a positive environment.</p> <p>This policy applies to York University School of Nursing (SoN) undergraduate and graduate students, Clinical Course Directors (CCD), Course Directors (CD), the Manager Nursing Simulation Centre (MNSC), the Director Nursing Simulation Centre (DNSC), Nursing Simulation Centre Staff, and all others attending, working, or visiting the NSC.</p>	
<p>Definitions</p> <p>Debriefing: A formal, reflective stage in the simulation learning process. A process whereby educators and learners reexamine the simulation experience and foster the development of clinical judgment and critical thinking skills designed to guide learners through a reflexive process about their learning (Palaganas et al, 2015). Debriefing with Good Judgment (Rudolph et al., 2006)) involves explicit sharing of the activity, debriefing goals and norms.</p> <p>Face Sensitivities: Perceptions of how one is honoured or valued (Eng et al, 2018).</p> <p>Physical Safety: NSC spaces must be clear of hazards; equipment available must be in good working order; orientation to space and equipment is required prior to use.</p> <p>Prebriefing: An information or orientation session held prior to the start of the experience. Instructions or preparatory information is shared with the participants (Palaganas et al., 2015).</p> <p>Psychologically Safe Environment: Learners feel they are viewed positively even if they make mistakes (Loo et al, 2018). As such, learners are able to behave or perform without fear of negative consequences to self-image, social standing, or career trajectory. This includes being able to speak without feeling that their words will lead to personal harm or rejection (Schepers, de Jong, Wetzels, & de Ruyter, 2007 in Ganely & Linnard-Palmer, 2010).</p> <p>Sociality Rights: Expectations of fairness and clarity (Eng et al., 2018).</p> <p>Spencer-Oatley Rapport Model: A theory of subjective perception of harmony. Has three distinct but interconnected fundamental bases: face sensitivities, sociality rights and obligations and interactional goals.</p> <p>Suspended Disbelief: The degree of engagement that healthcare trainees are willing to give the simulated event; also known as the “fiction contract”. Participants put aside their disbelief and accept the simulated exercise as being real for the duration of the scenario (SSIH, 2017).</p>	

Guiding Principles

Physical Safety

Considerations of space, infection prevention and control, sign-in, equipment and footwear contribute to physical safety.

Space

- All users must ensure that the learning space is clear of trip hazards
- All users ensure the exits are clear and that there is a clear path to walk around the learning space

Infection Prevention and Control

- All users must take action to mitigate potential illness or injury from infectious agents

Sign-in or Reporting

- All those who use the space are captured using a sign in system relevant to their purpose in the space. This may include capture of names for attendance or numbers. The method of data capture is determined by CD/DNSC/MNSC. This supports maintenance of academic integrity for scheduled courses,
- All visitors must report to NSC staff when entering the space. Visitors must be escorted through the space by NSC staff, DNSC, or SoN faculty.

Equipment

- All equipment is in good working order. Potential high- risk resources such as sharps, medications, and medical air must be handled appropriately. To support a safe space, students must provide their own appropriate footwear as part of their personal equipment.

Sharps

- All students must be directly supervised when using sharps/syringes/sutures/scalpels is a high injury risk activity these items. Needles are not to be taken home. Students will leave unused needles or syringes in the NSC.

Glass

- Glass vials and ampules are to be discarded in the sharps container. If a glass vial or ampule is broken contact NSC staff to ensure it is safely contained and cleared.

Medications

- Placebo medications are used. Strategies must be in place to ensure they are not ingested, injected, inhaled, nor leave the NSC

Medical Air

- The MNSC, NSC staff, NSC CCD, or DNSC must be trained to use this equipment and follow established procedures
- A minimum of an annual review of the operating procedures must be conducted by the MNSC

Footwear

- Minimized injury risk from prolonged standing and contact with movable equipment can be prevented through the use of appropriate footwear. See Professional Dress and Appearance policy for description of footwear.

Psychological Safety

A supportive environment, focused on learning is established and maintained for each activity. Each activity begins with a prebrief and ends with a debrief. Other considerations that must occur before, during, and after activities are: face sensitivity, sociality rights and obligations and interactional goals (Eng et al., 2018)

Actions

Physical Safety

Space

- MNSC or NSC staff direct students or other users to designated spaces assigned for placement of personal items.
- Students and other users must ensure that their personal baggage, coats, boots etc. are left in the designated storage spaces.
- NSC staff inform students, in each session, that the entry/exit doors are to be left closed so that anyone passing the door is prevented from entering the space and removing personal items.
- During sessions, NSC staff frequently observe /exit doors to ensure they are closed sufficiently to avoid access to student belongings by others.
- Prebriefing at the beginning of the semester covers space safety expectations with reminders throughout semester as needed
- A scent free environment is preserved in accordance with York's Scented Product Guideline. Signage is posted in the NSC. At the beginning of the semester students are informed of scent free expectations. Those who do not comply with expectations will be referred to CD/MNSC/DNSC. MNSC and NSC staff order and use cleaning products that are scent free.
- Visitors who enter the space without notice or appointment must be reported to the MNSC or DNSC.

Infection Prevention and Control

- MNSC and NSC staff ensure there is adequate supplies of hand sanitizer, soap, working sinks, paper towel, alcohol swabs, and garbage receptacles relevant to number of users and planned activities
- Hand hygiene must be performed by all students, visitors, CD's and CCD's when engaged in activities
- Students and visitors are to clean stethoscopes prior to use with all patients (real humans or simulated)
- Students are to clean the tables, bed rails, and equipment at the conclusion of each session. NSC staff to clean items used by visitors
- CD/CCD/Students who are ill or may be infectious should report this to CD/CCD/MNSC/NSC staff
- If the NSC is at risk of an outbreak the Manager, Operations, DNSC, MNSC must be notified. Actions relevant to the risk must be planned. Plans discussed with the SoN Director and relevant CD's

Sign In or Reporting

- Students must sign in either electronically and/or on paper for each session. The method of sign in is determined by CD and communicated to NSC staff
- MNSC sends the CD the course attendance list
- Monthly, MNSC sends DNSC attendance numbers for all activities
- CCDs who are absent inform the CD and Manager NPCO
- Students who forget to sign in should contact the MNSC and CD by email to identify attendance
- Visitors numbers must be counted and reported to the MNSC for recording

Equipment

- NSC staff must check equipment prior to session, ensuring it is in working order. Equipment not in working order must be removed from use and labelled 'do not use'
- MNSC or NSC staff inform students, CCD's, CD's of method of reporting equipment that does not work during each pre-brief
- MNSC ensures there is a clear process for reporting and tracking non-working equipment
- Prior to use, those working with equipment must be oriented, or reoriented by MNSC/NSC staff/CCD/CD

Sharps/Syringes/Sutures/Scalpels/Glass Vials and Ampules

- CCD's orient learners to safe use and disposal of sharp objects & glass vials and ampules
- Students must be directly supervised by CD/CCD/NSC CCD/DNSC or designate
- MNSC or NSC staff identify location of sharps containers to users, including a demonstration of the fill line and what to do if discarded items are at the fill line
- NSC staff frequently check sharps containers during sessions to ensure they do not go above the fill line
- MNSC/NSC staff responsible for container removal, storage and safe disposal

Medications

- NSC staff label all medications 'not for human use'
- CD/CCD/MNSC/NSC staff/DNSC or designate inform students not to ingest, inject, or administer medications to humans
- NSC staff provide parameters for administration with mannequins
- MNSC ensures all medications are placebos

Medical Air

- CD/CCD/NSC CCD supervise use
- MNSC to maintain clear signage regarding the use of medical air. Oxygen is not used within the NSC.
- MNSC, NSC staff, NSC CCD receive initial training re: use of medical air canisters and retraining as needed or as protocols change

Footwear

- NSC staff, at the beginning of the semester and each subsequent class, conduct a prebrief discussing footwear expectations

Psychological Safety

Many elements contribute to psychological safety; including a prebrief and debrief and the considerations of face sensitivities, sociality rights and obligations and interactional goals.

Prebrief.

This includes but is not limited to:

- Clarification of class identification to ensure students are in the correct NSC space. MNSC and NSC staff ensure there is clear signage at the NSC entrance and the MNSC/CCD/NSC CCD/DNSC include course identification in prebrief
- Introduction and role clarification of those working with students
- Identification of guests in the room and reason for their presence
- Organization of NSC session, i.e. rotation, no rotation
- Time allotted to session(s)
- Equipment safety practices
- Identification of use of recording equipment and purpose when used

- Closed circuit television cameras in use are monitored by security

Debrief

- What was accomplished in the session
- Learnings from the sessions
- Clarify confusions or misunderstandings (CCD to notify CD if there is a lack of continuity between class and NSC session).
- CD/CCD debrief simulations or non-scheduled sessions.
- CD/CCD follow a debriefing method that promotes good judgment

Face Sensitivities

- All who engage in the NSC must do so respecting themselves and others, honouring strengths, needs, and uniqueness, sharing information in a non-threatening, non-judgmental manner
- CD/CCD/NSC CCD/DNSC conduct prebriefing, activity or simulation, and debriefing in a positive manner that demonstrates interest in learner's needs.

Sociality Rights and Obligations

- Clear identification of roles and expectations of those involved in activity or simulation
- Clear identification of NSC norms and protocols during prebrief
- Clear identification of purpose of session, i.e., formative, summative, or other
- Fair access to resources and allotment of time for session
- Discussion of suspended disbelief when relevant

Interactional Goals

- CD/CCD/NSC CCD/DNSC are specific with feedback.
- CD/CCD/NSC CCD/DNSC explain feedback method in advance. Feedback is objective, inquisitive, student centred
- CD/CCD/NSC CCD/DNSC explicit with purpose of activity/simulation, prebrief and debrief

Absence of or Lapse in Safe Practices

Space

- Must be communicated immediately to MNSC, NSC staff, CCD, DNSC, or designate.
- MNSC, NSC staff, CCD, DNSC, or designate rectify unsafe space or attendees are immediately removed enacting appropriate York University (2018) Emergency protocols
- Equipment
- Broken or unsafe. Do not use and immediately reported to MNSC, NSC staff, CCD, DNSC, or designate.
- MNSC, NSC staff, CCD, DNSC, or designate remove unsafe equipment until it is repaired or replaced

Footwear

- Students who do not follow expectations, NSC staff notify CD. CD to follow up with students. Footwear must comply with the SoN Professional Appearance Dress Code Policy

Psychologically Unsafe

- Report immediately to CD/DNSC/UPD/Coordinator/CCD/NSC CCD or designate.
- CD/DNSC/UPD/Coordinator/CCD/NSC CCD or designate support student, and refer to appropriate resources
- CD and DNSC and MNSC discuss plan to prevent further occurrences

Injuries or Incident Reporting

- Students must report to the CCD and NSC staff
- CCD must report to Manager NPCO
- Visitors must report to organizer of event
- Person injured must be evaluated for further medical follow-up by most responsible faculty available or MNSC.
- MNSC ensures an incident report is completed immediately and that CD is notified by email. Incident report sent to NPCO manager and DNSC.

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Policy: Audio-Visual Recordings in the NSC: Retention and Access

Policy: Audio-Visual Recordings in the NSC: Retention and Access	
Review & Approval Date: November 2021; June 2019	<i>Executive Committee Date:</i> December 2021; October 2019
SON Council Decision Date: December 2021; November 2019	
Effective Date: January 2022; November 2019	Evaluation Period: Every 2 years
<p>Introduction and Rationale: This policy describes the mechanisms in place to identify retention time frames and ensure security, confidentiality and intended use of audio-visual (A-V) recordings created of student activities.* *Exceptions to this policy are A-V recordings made for research purposes. Principle investigators should follow REB expectations for A-V retention and access.</p>	
<p>Definitions/Criteria: Retention time frame: Identifies length of time AV recordings are stored. Student Activities: AV recordings made of students engaged in learning activities by Course Director (CD) or Clinical Course Director (CCD) whether formative or summative. Does not include students AV recording as part of self-assessment.</p>	
<p>Actions:</p> <p>Undergraduate Nursing Programs</p> <ol style="list-style-type: none"> 1. Activities may be A-V recorded for the purposes of review, debriefing, referral, review or summative assessments. 2. Each student is AV recorded separately with unique identifiers 3. Access to the AV recording requires a formal request between the student and the CCD/CD. 4. All AV recordings will be retained until the student graduates from the specific program. 5. The AV recordings will be destroyed once the student graduates from the program by the CD/CCD. 	
<p>Actions:</p> <p>Primary Health Care Nurse Practitioner Program (Graduate Studies)</p> <ol style="list-style-type: none"> 1. Students are AV recorded when completing their OSCEs exams for NURS 5830 and NURS 5840. The purpose of the taping is to facilitate a grade review if requested by a student and the request is deemed eligible by the PHCNP Program Coordinator. 2. Each student is AV recorded separately with unique identifiers 3. All recorded activities are stored on a secure server. 4. Access to the AV recording requires a formal petition and a request to the PHCNP Coordinator for a grade review (for NP students) by mutual agreement between the student and the CCD/CD for the purposes outlined in item #1. 5. Access and return of the specific recording is to be documented in a record kept by the PHCNP Program Coordinator. 	

6. For NP students the recording will be viewed by ONLY the designated second grader. The PHCNP Program Coordinator will provide and retrieve the recording of the specific student ONLY.
7. All AV recordings will be retained until the student graduates from the specific program.
8. The PHCNP Program Coordinator will erase the AV recordings once the student graduates from the program.

Resources/References/Appendix

York University. (2006). Records and information management (policy). Retrieved from:
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Guideline: Nursing Simulation Centre Clinical Course Director Priorities

Guideline: Nursing Simulation Centre Clinical Course Director Priorities	
UPC Review & Approval Date: July 2021; January 2019	Executive Committee Date: July 2021; February 2019
School Council Review & Approval Date: September 2021	
Effective Date: September 2021; February 2019	Evaluation Period: Every 2 years
<p>Introduction and Rationale Identify priorities for the Nursing Simulation Centre (NSC) Clinical Course Directors (CCD). Objective priorities must be established to provide guidance to the Director of the NSC (DNSC), Course Directors (CD), Clinical Course Directors (CCD), and NSC staff.</p>	
<p>Definitions Referral: Student is not meeting course outcomes and is on a progression plan Review: Student meeting course outcomes and needs some support</p>	
<p>Definition of NSC CCD Role Facilitate student learning in the NSC under the direction of the DNSC, CD and CCD. The following is a list of the activities that the NSC CCD may support throughout the academic terms of Summer, Fall and Winter</p> <ul style="list-style-type: none"> ▪ <i>Plan work activities, schedules, and resource utilization to meet course and student learning needs.</i> <ul style="list-style-type: none"> ○ Plan activities for CCD and clinical group in NSC when agency is not accessible ; ○ Develop or revise medication calculation tests; ○ Develop and revise skills sessions and scenarios, ensuring they reflect current practice. ▪ <i>Facilitate learning activities which enhances students' ability to meet course outcomes including, referral/remediation plans and schedules</i> <ul style="list-style-type: none"> ○ In NSC, cover for CCD's when they are not available for clinical practice, scheduled course NSC session or on campus clinical day; ○ Provide support for students who are off-track; ○ Organize and conduct referral or review sessions for students who are identified by CD or CCD as needing support ; ○ Conduct facilitated clinical practice sessions; ○ Grade medication calculation tests when course CCD unavailable; ○ Support Nursing Student Tutoring And Mentorship Program (NSTAMP) ▪ <i>Facilitate learning activities through the use of simulation and debriefing</i> <ul style="list-style-type: none"> ○ Support CCD and clinical group in NSC when agency is not accessible ▪ <i>Provide constructive formative and summative evaluation to students regarding their performance in the NSC, including course grading. Ongoing communication with UPD, CD and CCD with regards to students' progress and any serious concerns about students' performance so that timely success strategies can be implemented</i> <ul style="list-style-type: none"> ○ Conduct medication calculation test referral sessions; ○ Conduct review sessions for off-track students; ○ Support Objective Structured Clinical Exams. ▪ <i>Work collaboratively with NSC staff and faculty</i> 	

<ul style="list-style-type: none"> ○ Conduct scheduled school tours & York Open House (usually a Saturday) ▪ <i>Orient students and faculty to the NSC ensuring that they are familiar with NSC resources and policies at the beginning of the course</i> <p>Actions</p> <ul style="list-style-type: none"> ▪ CD, CCD consult with DNSC to identify unique course needs ▪ DNSC uses listing below to support activity priority setting ▪ DNSC consults with NSC CCD's regarding needs and plans ▪ DNSC consults with the Manager NSC regarding space and equipment resources ▪ NSC CCD supports unique needs ▪ *If unique course needs unable to be supported DNSC informs CD and CCD and works with them to identify potential alternatives

Priority List by Month To Cover Fall/Winter/Summer

Priority	September/January/May Priorities
1	Orient students and faculty to the NSC ensuring that they are familiar with NSC resources and policies at the beginning of the course
2	Support on campus clinical sessions
3	Grade medication calculation tests when course CCD unavailable (4527 then other courses in Jan/May)
4	Conduct medication calculation test referral for NURS 4527 students (January and May)
5	Cover for absent CCD associated with scheduled NSC class*
6	Conduct medication calculation test referral all other course students
7	Organize and conduct referrals/reviews for students need support
8	Plan activities and support CCD and clinical group in NSC due to CCD issue or inability to access agency
9	Other

Priority	October/February/June Priorities
1	Plan activities and support CCD and clinical group in NSC due to CCD issue or inability to access agency
2	Organize and conduct referrals/reviews for students need support
3	Cover for absent CCD associated with scheduled NSC class
4	Conduct objective structured clinical exams
5	Conduct facilitated clinical practice sessions
6	Conduct reviews for students off-track
7	Develop medication calculation tests
8	Conduct school tours
9	Support mentorship program
10	Develop and revise skills sessions and scenarios, ensuring they reflect current practice
11	Other

Priority	November/December/March/April/July/August
1	Plan activities and support CCD and clinical group in NSC due to CCD issue or inability to access agency
2	Organize and conduct referrals/reviews for students need support
3	Conduct reviews for students off-track
4	Cover for absent CCD associated with scheduled NSC class*
5	Conduct facilitated clinical practice sessions
6	Support mentorship program
7	Conduct school tours
8	Develop medication calculation tests
9	Develop and revise skills sessions and scenarios, ensuring they reflect current practice
10	Other

Priority	December/April/August
1	Conduct reviews for students off-track
2	Conduct facilitated clinical practice sessions
3	Conduct school tours
4	Develop or revise medication calculation tests
5	Develop and revise skills sessions and scenarios, ensuring they reflect current practice
6	Other

Guideline: Priority Use of the Nursing Simulation Centre

Guideline: Priority Use of the Nursing Simulation Centre	
UPC Review & Approval Date: July 2021; November 2018	Executive Committee Date: July 2021; December 2018
SON Council Decision Date: September 2021; January 2019	
Effective Date: September 2021; January 2019	Evaluation Period: Every 2 years
<p>Introduction and Rationale: Prioritize use of Nursing Simulation Centre (NSC) space and resources. To facilitate transparency in the booking of the activities occurring within the Nursing Simulation Centre (NSC) and when using the resources.</p>	
<p>Definitions Curricular: Course-based activities. Including, scheduled classes within students' timetables; On Campus Clinical Sessions; Alternative clinical experiences as a result of the clinical agency or Clinical Course Director (CCD) not available; Supplemental clinical experiences; Student referral or review; Other School of Nursing course activities.</p> <p>Non-curricular: Activities not associated with a course. Examples: Research, school tours, meetings, social events, or others not yet identified.</p>	
<p>Actions: Curricular in Order of Priority Scheduled Classes</p> <ul style="list-style-type: none"> ▪ Manager of Nursing Simulation Centre (MNSC) obtains a schedule of classes from the Administrative Assistant - Programs & Students Services (AAPSS). (Annual) ▪ MNSC books dates and times specific to scheduled sessions. ▪ If there is a conflict, notifies, AAPSS, DNSC, CCD's. <p>On Campus Clinical (OCC) Sessions</p> <ul style="list-style-type: none"> ▪ MNSC, Director Nursing Simulation Centre (DNSC) and Course Director (CD) discuss dates and times. Ideally OCC is scheduled each semester on first clinical day. <p>Alternative Clinical Experiences as a Result of the Clinical Agency or Clinical Course Director (CCD) Not Available</p> <ul style="list-style-type: none"> ▪ Manager, Nursing Practicum Coordination Office (MNPCO)/DNSC/CD or CCD notify others (MNPCO, DNSC, CD, MNSC, CCD) of need for a clinical group to attend NSC. ▪ MNPCO or CD notifies CCD and Students of change of clinical placement. <p>Supplement a Clinical Experience</p> <ul style="list-style-type: none"> ▪ CD meets with DNSC and MNSC to plan day. Presents learning objectives and scenarios. ▪ CD informs students and Clinical Course Directors (CCD). <p>Student Referral or Review</p> <ul style="list-style-type: none"> ▪ Referrals for students on progression plan. CD and CCD notify DNSC. DNSC book space*. ▪ Reviews (for students off track). DNSC books space based on availability. <p><u>Priority Scheduling of Space and Equipment</u> Curricular Activities</p> <ol style="list-style-type: none"> 1. Scheduled within students' timetables 2. On Campus Clinical 	

3. Alternative Clinical Experiences as a Result of the Clinical Agency or Clinical Course Director (CCD) Not Available
4. Student referral or review
5. Supplemental to a clinical experience
6. Other School of Nursing Course Activities (e.g. filming, guest speaker-outside of classroom)
7. Other York School/Student Requests
8. Facilitated Sessions (requires NSC CCD)
9. Mentor Program (requires NSC CCD)
10. Drop in sessions (self-directed)

Non-Curricular

1. CardioPulmonary Resuscitation (CPR) Classes
2. Mask Fit Testing
3. Faculty Research/Studies
4. High School Visitors
5. Filming for Non-Curricular Purposes
6. Social Events

Nursing Practicum Coordination Office Documents

Incident/Accident Report

<https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2021/02/AccidentIncident-involving-NON-Student-form.pdf>

Student Injury Form (Incident Report – Non Employee)

<https://www.yorku.ca/riskmanagement/wp-content/uploads/sites/65/2020/03/Incident-Report-Non-Employee.pdf>

Clinical Preparedness Permit (CPP)

<https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2022/06/ CPP-Form.pdf>

GEO Preference Form Sample

<https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2017/04/2nd-Entry-Questionnaire.pdf>

Student Declaration of Understanding for Students on Program Related Placements

<https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2021/02/Student-Declaration-2020.pdf>

HSPNET Disclosure of Student Information Form

<https://www.yorku.ca/health/nursing/wp-content/uploads/sites/402/2020/10/HSPnetStudentConsentFormFILLABLE2020-1.pdf>