

**School of Health and Human Services**

**Nursing Program Policies**

**APPROVAL:**

1. Next Policy Review:	<i>April 2014</i>
2. Admissions & Standards Committee:	<i>September 2010, January 2012</i>
3. Education Council Committee:	<i>October 2010, March 2012</i>
4. Effective:	<i>September 2012</i>
5. Minor Revisions:	<i>Sept 2009, Jan 2012</i>
6. Archive Date:	<i>May 2004</i>

**PROGRAM OBJECTIVES**

**Nursing Core Courses refer to:** NURS 112, 116, 117, 119, 122, 126, 129, 130, 216, 217, 219, 222, 226, 229, 230, 316, 317, 319 BIOL 164, 165; AHSC 218, 228.

**University of Victoria Core Courses:** NURS 341, 350, 351, 342 360, 370, 430, 431, 470, 475, 491.

**Support Courses refer to:** All other courses in the published curriculum of the Nursing Program.

The following nursing core courses must normally be taken concurrently, for credit, in the semester in which they would normally occur:

<b>First Year</b>	Fall Term (Semester 1):	NURS 112, 116, 117, 119
	Winter Term (Semester 2):	NURS 122, 126, 129
	Spring Term:	NURS 130
<b>Second Year</b>	Fall Term (Semester 3):	NURS 216, 217, 219; AHSC 218
	Winter Term (Semester 4):	NURS 222, 226, 229; AHSC 228
	Spring Term:	NURS 230
<b>Third Year</b>	Fall Term (Semester 5):	NURS 316, 317, 319

**BSN – University of Victoria at Selkirk College**

**N.B. Nursing students in Semesters 6, 7, and 8 will be governed by University of Victoria policies.**

<b>Third Year</b>	Winter Term BSN (Semester 6):	NURS 341, 350, 351, 342
	Spring Term BSN:	NURS 370, 470
<b>Fourth Year</b>	Fall Term BSN (Semester 7):	NURS 360, 430, 431
	Winter Term BSN (Semester 8):	NURS 475, 491

Applied Health Sciences (AHSC) 218 and 228 must be taken concurrently with Year 2 nursing courses.

Biology (BIOL) 164 and 165 can be taken in year 1 Fall and Winter term or prior to entering the Nursing Program. English (ENGL) 110 may also be taken in year 1 Fall term or prior to entering the Nursing Program.

Students in the Nursing Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website.

**PART I: ADMISSIONS POLICIES** (Given to all applicants for entry into the Nursing Program.)

The School of Health and Human Services makes recommendations to the Registrar for admission and readmission of all students to the Nursing Program.

**A. ADMISSION REQUIREMENTS**1. Academic

- a) B.C. high school graduation (or equivalent).
- b) Specific Course Requirements  
A minimum grade of "C+" is required in each of the following courses (or equivalent):
  - (i) English 12
  - (ii) Principles of Math 11 or equivalent
  - (iii) Chemistry 11
  - (iv) Biology 12
  - (v) One of Biology 11, Physics 11 or 12, Chemistry 12 (Biology 11 recommended)

Notes:

- (i) Communications 12 will not be accepted as meeting the pre-requisite for the Nursing Program.
- (ii) A score equivalent to "C+" on the Language Proficiency Index (LPI) can be used in lieu of English 12.
- (iii) A minimum "C+" grade in a higher level high school or university transfer course in the same subject can be used in lieu of each course above. Courses selected may qualify as program requirements.
- (iv) Students who obtained the above requirements more than five years ago will be required to provide evidence of recent study. This evidence will consist of one course in academic upgrading or university transfer in one of the above subjects, with a minimum grade of "C+".

2. General

- a) Applicants are encouraged to review the document *Becoming a Registered Nurse in British Columbia: Requisite Skills and Abilities*, Publication # 464 of the College of Registered Nurses of British Columbia (CRNBC). This document provides information about the activities that nursing students need to perform and the general demands of registered nurse education. Applicants who have concerns about whether or not they have the required skills and abilities for progression through the program should contact the School Chair.
- b) References are required to provide evidence of the personal characteristics required by the Program: responsibility, maturity, good work and study habits, honesty, and stability.

### 3. Criminal Records

- a) Applicants must complete an official criminal record search as part of the application process. Some kinds of criminal records may be unacceptable to clinical placement agencies and facilities. The School will not seek alternative clinical placements for any student denied a placement because of a criminal record deemed unacceptable to the facility or agency. Students who are denied a clinical placement will be required to withdraw from the Nursing Program.

### 4. Immunization

Students entering the Nursing Program must meet the requirements for immunization established for health care workers by the B.C. Ministry of Health prior to entering clinical practice settings.

### 5. Mature Student

- a) A mature student is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program.
- b) Mature students who lack high school graduation will normally be expected to complete the courses stipulated in 1.2 (above) plus at least one University Transfer level course (English 110 is recommended). A grade of (C+ ( or better in these upgrading and UT courses will be necessary to meet "fully qualified" admission criteria.
- c) In exceptional circumstances, mature students with reasonable potential for success on the basis of related work experience or other criteria will be judged as being "fully qualified", notwithstanding some deficiency in prior formal education.
- d) Mature students should apply at least one year in advance of the anticipated start date as academic upgrading may be necessary.

## B. SELECTION

1. Admission to the Nursing Program is limited to a specific number of students and not all qualified applicants may be accommodated. Applications are received during the 12-month period preceding the entry date. Early application is recommended.
2. Applications for the Nursing Program will be separated, as objectively as possible, into two levels, identified in Selkirk College Policy 8610 Admissions & Standards namely "Fully Qualified" and "Partially Qualified".
  - a) Fully Qualified  
The applicant meets all of the requirements stated in Part I.A. above.
  - b) Partially Qualified  
The applicant is deficient in meeting some or all of the admission requirements stated in Part I.A. above.
  - c) Order of Selection  
Since intake into the Nursing Program is limited, selection and acceptance of applicants will proceed in the following order:
    - (i) "Fully qualified" applicants: Within the fully qualified group, preference shall be given to those with earlier completed applications.
    - (ii) "Partially qualified" applicants: Within the partially qualified group, preference shall be given to those who are considered best qualified.

3. Applicants who have not met the above criteria (Part I.A.1) but who are in the process of doing so may be accepted into the Nursing Program on a conditional basis. A letter will be sent to the student by the School specifying the conditions of admission.
4. Once the class intake has been filled, applicants who meet admission requirements but have not been accepted for admission will be placed on a "waiting list". Individuals on the "waiting list" will be admitted if vacancies occur. Waiting lists are not carried over from year to year. Applicants must reapply for each entry.

#### C. APPLICATION PROCEDURE

1. Before an application is considered to be complete, the following must be received by the Admissions Office:
  - a) completed application form
  - b) official \*transcripts of high school grades (an interim statement of grades is acceptable if applicant is still attending school)
  - c) official \*transcripts of all other post-secondary education grades
  - d) three completed personal reference forms (examples may include current or previous teacher, counsellor, employer, etc.) Personal references should be submitted directly by the referee to the Admissions Office. (Photocopies are not acceptable.)
  - e) applicant information questionnaire
  - f) Criminal Record Search

\*Photocopies of transcripts are not acceptable unless notarized or submitted directly from the school.
2. Initial applications to the Registrar must be submitted by March 1 prior to the commencement of the Program.
3. Deadline for receiving completed applications (see point 1 above) is normally April 1 prior to the commencement of the Program.
4. Late applications will be accepted only if space is available.
5. Interviews may be arranged by the School when the applicant's file is complete. The purposes of the interview will be to provide the applicant with information about the Program, to respond to the applicant's questions, and to assist the Nursing Department in their application review process. Interview results are not used as criteria for admission.
6. All costs related to the application process will be borne by the applicant.

**D. ADVANCE CREDIT**

1. A student who has successfully completed any of the following college/university courses (or equivalent) may be given advance credit:
  - a) English 110 and up to three University Transfer electives in which a grade of "C" or better was achieved. Each course must be transferable to the University of Victoria for 1.5 units.
  - b) Biology 164/165, provided they were completed within the last three years with a grade of "C" or better.
2. To transfer credit from another institution, application must be made to and approval obtained from the Registrar.
3. Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy 8610. Course equivalency will be based upon assessment by the appropriate school.
4. A student who applies for advanced standing from another Nursing Program will be considered on an individual basis.
5. Application for advanced credit is to be made prior to entry into the Nursing Program.

**E. PRIOR LEARNING ASSESSMENT (PLA) POLICY**

1. A student who wishes to prove mastery of all the course content without taking that course must submit an application for a Prior Learning Assessment to the Registrar (Prior Learning Assessment Policy B3002.3).
2. The School Chair, in consultation with the assigned instructor, will determine whether PLA credit is assigned.

**F. RE-ENTRY**

1. Readmission to the Nursing Program is permitted only when spaces become available due to attrition.
2. Students who fail to complete a semester successfully may apply to re-enter and repeat the incomplete semester when it is next offered. Normally, there is a waiting period of 12 months between offerings of the same course or semester.
3. Returning students will be required to successfully complete a "Directed Studies" course in Nursing prior to commencing the incomplete semester. The content and evaluation criteria for "Directed Studies" will be determined by the Facilitator for the student's program year, the instructor and the student to meet each individual student's needs.
4. The Directed Studies course (bridging) is labelled 149, 249 etc. There is a fee attached to this course and that fee is determined after the course is developed.
5. Students enrolled in the Directed Studies course are NOT enrolled in the Nursing Program.
6. Priority for readmission will be given as follows:
  - a) Students in good standing who interrupted their program for illness or other personal reasons.
  - b) Students who failed to meet program requirements for promotion.
  - c) Students transferring from another program within B.C.

- d) Where two or more applicants are from the same category, re-admission will be determined by the re-application date.
- 7. Normally, returning in two years or less will permit the student to maintain full credit for all courses successfully completed. After more than two year's absence, students may be required to update or repeat courses previously completed. A grade of at least "C" or "Credit Granted", in each repeated course, is required to qualify for re-entry.
- 8. Students must complete the entire BSN Program within 84 calendar months (7 years) of initial entry. Re-entry applicants who cannot meet this deadline will not be readmitted..

## **PART II: PROMOTION POLICIES** (Given to all students upon entry into the Nursing Program.)

### A. DEFINITIONS

Supplemental Examination: An examination which can provide a score that is used to replace the score of the final exam in calculating the final grade for a course.

### B. EVALUATION

#### 1. Grading

- a) Grading will be based on the categories defined in Selkirk College Policy 8610 Admissions & Standards with the exception that the following letter grades and percentages will be used for Nursing courses, excluding courses listed in Part II, B, 1.2:

A+	95 – 100%	B+	80 – 84%	C+	65 – 69%
A	90 – 94%	B	75 – 79%	C	60 – 64%
A –	85 – 89%	B –	70 – 74%	C –	50 – 59%
				F	0 – 49%

- b) The following Nursing practicum courses will be graded CRG/NCG as described in Policy 8610:
  - (i) NURS 119, 129, 130, 219, 229, 230, 319
  - (ii) For UVIC practicum courses consult the UVIC policies.

#### 2. Frequency of Evaluation

- a) Evaluative events will occur as specified in course outlines and will normally not be fewer than two events per course.

- b) In courses involving nursing practice (NURS 119, 129, 130, 219, 229, 230, 319, NURS (UVIC) 351, 431, 370, 470, 475, & 491) evaluation occurs on a continual basis. All activities in which students participate may be considered evaluative events. Informal verbal and/or written feedback is regularly provided by the instructor or preceptor. Formal, written performance appraisals are summaries of all evaluative events to date. Depending on the length of the course, there may be one or more performance appraisals.

### 3. Types of Evaluation

- a) In Nursing Theory courses, evaluative events will normally include assignments, projects, examinations, tests and quizzes. These will be specified in course outlines.
- b) In NURS 116, 126, 216, 226, and 316 evaluative events may also include performance testing of skills. Such testing will be as specified in the course outline.
- c) In Nursing Practice courses, formal written performance appraisals will be given, using an instrument which is based entirely on the stated performance criteria of the course for which the appraisal is being done. Student performance during the course will be assessed as "satisfactory" or "unsatisfactory".
- d) No single evaluative event can be worth more than 50% of the final grade in any course.

## C. PROMOTION

1. In order to progress from one semester to the following semester the following requirements must be met:
  - a) Satisfactory completion of all Nursing courses in the semester with a minimum grade of 60%.
  - b) Satisfactory completion of all non-nursing courses in the semester with a minimum grade of 60%. This includes BIOL 164/165, ENGL 110, AHSC 218 and 228 and Electives.
  - c) A minimum cumulative average of 65% (GPA of no less than 2.33) per each semester. All other admission criteria must continue to be met.
  - d) For failed courses (including failed practice courses), the grade of the failed course will still be calculated into the students cumulative grade point average. If the student subsequently successfully completes the course, both the failed grade and the subsequent passing grade will be included in the calculation of the cumulative GPA. For practice courses, the failed course will be assigned an "F" and calculated into the GPA as such, but if the same practice course is subsequently passed, the student will simply be assigned a "credit granted" and this will not be incorporated into the GPA.

A student who obtains a grade of less than 60% in English 110, Biology 164, Biology 165, Applied Health Sciences 218 or Applied Health Sciences 228, may re-enrol in that course and attempt to improve the grade before re-entering the Nursing Program (see Re-entry Policies, Part I, Section F). The right to make up a grade of less than 60% and re-enter the program expires after one calendar year.

2. In courses that include nursing skills or practice, students must demonstrate satisfactory achievement of performance criteria and pass any written examinations before a passing grade will be granted.
3. Students who have an Incomplete grade ("I") at the end of any semester may be allowed to proceed into the following semester on a "conditional" basis. Such "conditional promotion" status will normally be permitted to continue only for the specified period permitted for conversion of "I" grades as per Selkirk College Policy 8610.

4. All courses in the published curriculum of the Nursing Program, whether or not completed within the same semester, are included in the semester average percentage calculation for that semester, except Credit/No Credit courses.
5. Students are required to maintain a current CPR certificate (Health Care Providers Level) while enrolled in the Nursing Program, to be re-certified every two years.
6. In order to be considered a "full-time student" a student in the Nursing Program must be taking, in any given semester, all the "Nursing Core Courses" listed in the published Nursing Curriculum for that semester. (This restriction will not apply for purposes of awards, bursaries and scholarships.)

#### D. PROMOTION TO UNIVERSITY OF VICTORIA

1. If the student is applying to University of Victoria at semester 6, their cumulative GPA will be converted from Selkirk College's 4 point scale to University of Victoria's 9 point scale before the student's record of grades is sent.

#### E. PROBATION (See Policy 8610 Admissions and Standards)

##### 1. Purpose

Students may be placed on probation by the School. Probation is intended to provide a formal mechanism to assist students with unsatisfactory or marginal performance to improve their performance.

It must be emphasized that it is the student's responsibility to seek the required counselling or assistance in order to improve.

##### 2. Criteria for Placement on Academic Probation

- a) A student may only be placed on academic probation during the first two-thirds of a program term, under the following circumstances:
  - (i) Failure to meet course requirements at a satisfactory level in formative (interim) appraisals.
  - (ii) Inconsistent performance over a period of time.
  - (iii) Poor academic performance (failing to maintain a 2.00 GPA and/or failing course(s)).

##### 3. Criteria for Placement on Behavioural Probation

- a) A student may be placed on behavioural probation at any time during the term, if the student:
  - b) Compromises the safety of others.
  - c) Disrupts the learning opportunities of others.
  - d) Displays a level of absenteeism from learning experiences which results in the student being unprepared or compromising the safety or learning of others.
  - e) Behaves in threatening or blatantly uncooperative manner towards students, College employees or clinical staff.
  - f) Fails to adhere to the Canadian Nursing Association (CNA) Code of Ethics for Registered Nurses (2008) and/or College of Registered Nurses of British Columbia (CRNBC) Professional Standards for Nurses and Nurse Practitioners.

4. Criteria for Removal from Probation

- a) Conditions for removal from probation will be specified in the official written notification of probation.
- b) Students will be required to achieve a minimum semester average of 65% and a satisfactory evaluation of nursing practice performance by the end of the semester in which they were placed on probation.

5. Failure to Meet Conditions of Probation

- a) Students who fail to meet the specified conditions or stipulated standards, as outlined in their probation letter, will be required to withdraw from the Program.

6. Limiting Number of Probation Periods

- a) Students will be limited to two probationary periods while enrolled in the Nursing Program. If a third probationary period should be recommended by the School Chair/Coordinator, the student will be required to withdraw from the Nursing Program.
- b) Exceptional cases will be considered on an individual basis.

F. REQUIRED WITHDRAWAL

- 1. A student may be required to withdraw (i.e., be excluded) from a class, a course or a program as specified in Admissions and Standards 8610.
- 2. An instructor may exclude a student from participating in a class, etc. if the student would not receive sufficient education benefit due to lateness, absences, etc. or if the student compromises the safety of others, is destructive to property or disrupts the learning opportunities of others. The instructor shall report in writing to the School Chair the circumstances giving rise to the exclusion.
- 3. An instructor may recommend to the School Chair that a student be completely excluded from a course if that student has missed instructional times or failed to complete assigned work to such a degree that he/she could not compensate sufficiently to pass the course in the time available, or if the student has compromised the safety of others, has been destructive to property, or has disrupted the learning opportunities of others.
- 4. A student denied a practice placement by a health care facility or agency because of a criminal record deemed unacceptable, will be required to withdraw from the Nursing Program. The School will not seek an alternative clinical placement.
- 5. There will be immediate dismissal from the program of any student who IN ANY WAY breaks confidentiality by allowing information regarding persons with whom he/she is in contact in his/her role as a nursing student to be known to others outside the professional sphere.
- 6. A student for whom a third probationary period is recommended by the School Chair (see d.4, above) will be required to withdraw from the Nursing Program.
- 7. A student recommended for exclusion from a course will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair.
- 8. A student who fails any practice course for a second time will be required to withdraw from the nursing program. This includes failing the same practice course twice, or failing a second practice course, after failing and subsequently passing any previous practice course.

## G. APPEAL

1. A student dissatisfied with a final grade or program decision (e.g., probation, compulsory withdrawal) may appeal the College's action by following this sequence:
  - a) Contact the course instructor in writing.
  - b) Contact the School Chair/Coordinator in writing.
  - c) Contact the Dean of School of Health and Human Services in writing.

**Note:** A student ombudsperson may be available for assistance in this process.

2. If the student has not resolved the issue after following the above three steps, the student may then choose to:
  - a) Appeal, in writing, to the Student Appeals Committee by contacting the College Registrar (Student Appeals Policy 8400).
3. Students have twenty working days from the time they are notified of their final grades to appeal a grade.
4. Students have two working days from the time of official College notification to appeal probationary status or compulsory withdrawal.
5. Students wishing to appeal disciplinary action may do so by following the Appeals procedures specified by Selkirk College.
6. Pending resolution of the Appeal a student will normally be permitted to attend classes except in cases where, in the judgement of the Nursing Program, the student has compromised the safety of others, has been destructive to property or has disrupted the learning opportunities of others.
7. Students who wish to remain enrolled in the Nursing Program must meet the appeal deadlines specified above.

## H. ATTENDANCE

1. Attendance at all scheduled lectures, laboratories, seminars, tutorials, nursing practice experiences, examinations and other learning experiences is mandatory.
2. Students absent from any Nursing course, for any reason, are responsible for the work they have missed. They must make up assignments as required.
3. Absence from learning experiences, for any reason, may preclude the student being able to meet the requirements for that course.
4. Students claiming illness or compassionate reasons for absence from learning experiences must contact the instructor concerned directly.
5. Students may be required to supply a doctor's certificate to substantiate claims of illness.
6. A student who must be absent from a nursing practice or simulated learning experience is responsible for notifying the agency and/or instructor at least one hour prior to the scheduled time for the experience to begin.
7. Normally, the School of Health and Human Services cannot undertake to provide substitute learning experiences in Nursing courses when students have been absent.

## I. ASSIGNMENTS

1. Term essays and assignments may be given a failing mark if they are noticeably deficient in English or if they do not comply with the Nursing Program – Guide to Information Resources: Guidelines for Scholarly Work.
2. Policy on Deferred Deadlines for Assignments – It is an expectation that students will submit each written assignment, including reflective practice narratives, on the date stated in the course outline and by the instructor. When a student is, for any reason, unable to meet with the stated deadline for an assignment, she or he must notify the instructor and request an extension prior to the due date. Extensions are granted at the discretion of the instructor in consultation with the individual student. Attention to details about deadlines, terms of extension, and communication with instructors in both theory and practice courses is considered an essential component of professional responsibility and accountability.

In the event of extenuating circumstances and prior to the published due date, the student may request an extension from the instructor(s) involved and may be required to provide evidence of the reason for the request for extension (e.g. doctor's note). Extenuating circumstances include serious illness, serious family crisis, or other unusual circumstances impacting completion of the assignment. It does not include other course demands, or heavy academic workloads.

When an extension has been granted, the student is expected to observe the negotiated due date, or to notify the instructor, in advance, if unable to adhere to the negotiated due date. Further extension of the deadline without penalty may or may not be permitted by the instructor.

When an extension has been granted for an assignment, the instructor will notify the Year Coordinator and, where deemed necessary other instructors teaching in that level. Extensions will be recorded and filed for future reference.

Ten percent (10%) of the total value of the assignment will be deducted for each calendar day for non-negotiated late assignments. For example, if an assignment worth 40% of the final course grade is given a mark of 32/40 and is two (2) days late, eight (8) marks will be deducted and the student will receive a mark of 24/40. Late submissions of Reflective Practice Narratives (RPNs) will be noted as "Needs Improvement" under the Professional Responsibility Domain of the Practice Appraisal Form (PAF).

3. Plagiarism includes the presentation or submission of the work or ideas of another person, without citation or credit, as the student's own work. Plagiarism on any assignment is unacceptable and will result in that assignment receiving a mark of zero. (See Section J – Student Behaviour.)

## J. EXAMINATIONS

Final examinations are held in most courses during the examination period at the end of each term. Date of the examination period is listed in the current issue of the College calendar. Examinations are scheduled by the Registrar in order to ensure elimination of conflict within the schedules of students. Normally, the examination schedule will be available at least two weeks prior to the beginning of the examination period. (See *Evaluation of Student Learning 8320*)

1. Individual or group requests for scheduling to accommodate personal plans cannot be accommodated.
2. Students who must be absent from an examination due to special circumstances such as illness, accident or family affliction may apply to the School Chair for permission to write a deferred examination. Students who do not apply for such permission and who fail to write a scheduled examination will receive a mark of zero on the examination in question.

3. Students guilty of the following, or similar, dishonest practices, shall be immediately dismissed from an examination and shall be liable to disciplinary action.
  - a) Making use of any books, notes or materials other than those authorized by the examiners;
  - b) Speaking or communicating with other candidates;
  - c) Copying from other candidates' papers;
  - d) Exposing written papers to the view of other candidates.

Disciplinary action would, at a minimum, result in the examination being given a grade of zero. Further action may be recommended by the Nursing Program if deemed to be indicated.

4. Smoking or eating will not be permitted in the examination room.
5. Students are expected to conduct themselves as quietly as possible, in consideration of others.
6. Students are expected to be punctual and will not be admitted to the examination room if they arrive after the scheduled starting time.
7. Students are expected to check papers carefully and to report any missing pages or other discrepancies to the invigilators immediately.
8. Students should read carefully and follow all written instructions on the examination paper or answer booklet. Questions should be directed immediately to the invigilator.
9. Students may ask the invigilator questions regarding supposed errors in the examination.
10. The foregoing will normally also apply to in-course examinations and tests.
11. Supplemental Examinations:
  - a) Supplemental examinations will not normally be given. Under extraordinary circumstances, a supplemental exam may be granted following consultation among Faculty and the School Chair. Students must have maintained an average grade of 60% or better in that specific course throughout the semester. Students must achieve 60% or better on the supplemental exam.
  - b) The result of the supplemental examination will replace that of the final examination in calculation of the final grade. The final grade for the course can be improved to a 65% grade only.
  - c) Supplemental examinations must be written within seven working days of the end of the final examination schedule for that semester.

**K. STUDENT BEHAVIOUR (Please refer to Student Code of Conduct 3400)**

1. The standards and reputation of the Nursing Program are the shared responsibility of the faculty and students.
2. The Standards for Nursing Practice, defined by the College of Registered Nurses of B.C. (2006) apply to nursing students as well as Registered Nurses. Those six standards are:
  - a) **Responsibility and Accountability:** maintains standards of nursing practice and professional behaviour determined by the CRNBC and the practice setting.
  - b) **Specialized Body of Knowledge:** bases practice on nursing science and a related content from other sciences and humanities.
  - c) **Competent Application of Knowledge:** determines client status and responses to actual or potential health problems, plan interventions, performs planned interventions, and evaluates client outcomes.
  - d) **Code of Ethics:** adheres to the ethical standards of the nursing profession.
  - e) **Provision of a Service to the Public:** provides nursing services and collaborates with other members of the health care team in providing health care services.
  - f) **Self-Regulation:** assumes primary responsibility for maintaining competence, fitness to practice, and acquiring evidence-based knowledge and skills for professional nursing practice.
  - g) Students must meet these standards throughout the nursing program.
3. Cheating and Plagiarism Selkirk College Policy 8610

Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.

**CHEATING:** Cheating is defined as dishonest or deceptive conduct or attempt conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent their academic work, training and standards as other than their own.

**PLAGIARISM:** Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work, i.e., a group project, book, journal, electronic media, etc.

**MULTIPLE USE OF TERM PAPERS:** The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.

Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.

- a) For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.
- b) For a second offence, the student will be required to withdraw from the course.
- c) For any further offence, the student will be required to withdraw from the College.
- d) A record of the foregoing will be kept in the student(s) official record.

- e) Depending on the nature of the offence, steps a) and/or b) above may be by-passed, following consultation of instructor, School Chair, Dean and/or Registrar.

Incidents of cheating or plagiarism must be reported by the instructor who observed the incident to the Chair of the School of Health and Human Services as soon as possible after the alleged incident.

#### L. GENERAL

1. Students are expected to prepare for and demonstrate knowledge in their nursing practice performance. Instructors may refuse to permit students to continue in the clinical area if there is evidence in their performance of lack of preparation or lack of knowledge or if they compromise the safety or learning of others.
2. Students in nursing courses held in the Nursing Skills Learning Centre will be required to actively participate in the simulated learning experiences. In all practice situations students will require supervision until such time as the instructor has stated that they are competent in the skill. Students who practice skills unsupervised when they have not received such clearance are doing so at their own risk.
3. Under no circumstances is a student allowed to be in the clinical area as a nursing student except when accompanied by an instructor, or at such times as arranged for with the hospitals by the Nursing Program (e.g., family follow-through experiences, preceptorship or “nurses work” experiences, to research instructor – assigned records, or with the specific written permission of a Nursing instructor).
4. A student may withdraw from the nursing core courses, and hence from the Nursing Program, according to College policy and remain registered in the remaining academic support courses. However, he/she may not withdraw from one of the Nursing core courses and remain registered in the Nursing Program unless an alternative academic plan stipulating required studies in a set time period has been approved by the School Chair/Coordinator.
5. The School uniform policy will be followed in the clinical area at all times. Photo identification, including name and program year, must be worn while in the practice setting. (See program guidelines regarding expectations for uniforms.)
6. Selkirk College is a smoke-free facility: smoking is prohibited in all buildings. Eating or drinking in any College classroom is prohibited.
7. Students are subject to the policies of the clinical agency in which they are obtaining their practice experience, as well as to the policies of the Nursing Program.
8. Students in the Nursing Program are also subject to the relevant provisions of the Health Professions Act as it applies to students.
9. Students in the Nursing Program are required to meet the requirements for immunization established for “health care workers” by the B.C. Ministry of Health prior to entering clinical practice settings.

## M. GRADUATION

In order to qualify for graduation with a BSN, a student in the Nursing Program must meet the requirements as determined by the University of Victoria.

The following courses are required to complete the Nursing Curriculum BSN for those beginning in 2007 and after.

Fall Semester	Winter Semester	Spring Semester
<b>SEMESTER 1 – YEAR 1</b> NURS 112 Professional Practice I (3-0-0-0) NURS 116 Health and Healing I (6-0-0-0) NURS 117 Relational Practice I (3-0-0-0) NURS 119 Nursing Practice I (0-0-0-3) BIOL 164 Anatomy & Physiology I (3-3-0-0) ENGL 110 College Composition (3-0-0-0)	<b>SEMESTER 2 – YEAR 1</b> NURS 122 Professional Practice II (3-0-0-0) NURS 126 Health and Healing II (6-0-0-0) NURS 129 Nursing Practice II (0-0-2-8) BIOL165 Anatomy & Physiology II (3-3-0-0) Non-nursing Elective (3-0-0-0)	<b>CONSOLIDATED PRACTICE EXPERIENCE (5 weeks)</b> NURS 130 (6-0-0-12) Consolidated Practice Experience I
<b>SEMESTER 3 – YEAR 2</b> NURS 216 Health and Healing III (6-0-0-0) NURS 217 Relational Practice II (3-0-0-0) NURS 219 Nursing Practice III (0-0-4-12) AHSC 218 Applied Health Science I (3-0-0-0)	<b>SEMESTER 4 - YEAR 2</b> NURS 222 Professional Practice III (3-0-0-0) NURS 226 Health and Healing IV (6-0-0-0) NURS 229 Nursing Practice IV (0-0-4-12) AHSC 228 Applied Health Science II (3-0-0-0)	<b>CONSOLIDATED PRACTICE EXPERIENCE (6 weeks)</b> NURS 230 CPE II (0-0-0-35)
<b>SEMESTER 5 – YEAR 3</b> NURS 316 Health and Healing V (3-0-0-0) NURS 317 Relational Practice II (3-0-0-0) NURS 319 Nursing Practice V (0-0-4-12) Non-nursing Elective (3-0-0-0)	<b>SEMESTER 6 (U.VIC AT SELKIRK) – YEAR 3</b> NURS 342: Health and Healing VI Global Health Issues (3-0-0-0) NURS 341 Professional Practice IV (3-0-0-0) NURS 350 Health & HealingVII (3-0-0-0) NURS 351 Nursing Practice VI (0-0-3-6) Non-nursing Elective (3-0-0-0)	<b>CONSOLIDATED PRACTICE EXPERIENCE (12 weeks) (UVIC at Selkirk)</b> NURS 370CPE III (0-0-0-35) NURS 470CPE IV (0-0-0-35)
<b>SEMESTER 7 (UVIC at Selkirk) – YEAR 4</b> NURS 360 Professional Practice VI (3-0-0-0) NURS 430 Professional Practice V (3-0-0-0) NURS 431 Nursing Practice VII (0-0-3-6) NURS Nursing Elective (3-0-0-0)	<b>SEMESTER 8 (UVIC AT SELKIRK) –YEAR 4</b> <b>CONSOLIDATED PRACTICE EXPERIENCE</b> NURS 475 CPE V (6 weeks) (0-0-0-35) NURS 491 Nursing Practice VIII (0-0-0-35)	

NOTE: The sequence and timing of UVIC courses from Semester 6 to the end of the BSN Program may be altered in accordance with UVIC requirements.

### PART III: TRANSFERABILITY POLICIES

Selkirk College belongs to the Collaboration for Academic Education in Nursing (CAEN), a partnership of nursing programs in BC and Northwest Territories which shares the same curriculum. Transferability is a core value of CAEN and the Schools of Nursing facilitate the student transfer between sites whenever possible. The guidelines for individual transfer include:

- There are better times within the curriculum for students to transfer and it is the student's responsibility to discuss the timing of transfer with faculty at their school and the receiving school before requesting a transfer.
- The student will be required by the receiving site to provide references from the program chair, transcripts, and practice appraisals related to their standing at the sending institution. Any institution has the right to refuse a student who is not in good standing.
- The potential for a student to transfer to another partner site is always dependent on seat availability at the receiving site.
- There is some variability between sites, particularly in practice experiences, that can affect transfer. Faculty at the receiving school will work with students on an individual basis to ascertain any potential difficulties and make a plan to ensure that the student does not miss any required learning experiences. It is the student's responsibility to be proactive in these transfer arrangements and engage with faculty to ensure a smooth transition between sites.
- There may be instances where it will not be possible to transfer after the variations and challenges have been taken into consideration.
- There are residency requirements and limits to the number of transfer credits each site will accept. It is the student's responsibility to check on residency requirements and transfer credit policies at their site and the receiving site before considering a transfer.
- Students are also bound by the policies and procedures of the institution they are applying to.