 **Toronto Metropolitan, Centennial, George Brown
Collaborative Nursing Degree Program**

Student Handbook 2022-2023

For Students in Year 4

**Toronto
Metropolitan
University**

**CENTENNIAL
COLLEGE**



Students are required to access their respective institutional learning management systems (D2L at Toronto Metropolitan and Centennial, and Blackboard at George Brown) on a regular basis (at least weekly) and are responsible for being aware of everything on these sites.

The information in this Handbook is specific to the Toronto Metropolitan, Centennial, and George Brown Collaborative Nursing Degree Program, **for students who enrolled in Year 1 of the program in 2019-20 or earlier.** Students are also required to adhere to the policies and procedures of the university/college. Information about these policies and procedures is available in the University and College Calendars and from relevant student organizations.

How to use the student handbook

Please review the handbook to familiarise yourself with the contents of this resource. It is important to revisit the handbook to locate information specific to questions that may arise throughout the term and academic year.

It is the student's responsibility to be familiar with and adhere to policies related to academic conduct, clinical practice and course management issues.

COMMUNICATION

Students must communicate with faculty and staff using their institutional email.

- Students in years 1 & 2 use their email address from the site to which they were admitted.
- Students in Year 3 & 4 use their TMU email address.

Students who choose to create an automated email signature should NOT include their student number in that signature, to protect their privacy. For Example:

Student name

Year x (*year in program*)

Toronto Metropolitan, Centennial, George Brown Collaborative Nursing Degree Program

Site name

Your Email address

The student number can be included in the text of the email when required for the communication. Use of an automated signature is not mandatory.

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THE COLLABORATIVE NURSING DEGREE PROGRAM

Vision and Mission

Vision. Innovators in nursing education. Inclusive practices and partnerships. Inspiring excellence.

Mission. To prepare socially responsive professional nurses to meet the diverse needs of populations across health care systems using evidence-informed, innovative, and inclusive approaches to care.

Commitment to Equity, Diversity and Inclusion

The Collaborative Nursing Degree Program is united in addressing equity, diversity and inclusion in teaching and learning, and is committed to meeting the expectations for nursing education set out in the Truth & Reconciliation Report. To that end, each site is guided by the following site-specific statements:

Daphne Cockwell School of Nursing at TMU

The DCSN is committed to cultivating an anti-racist, anti-colonial, anti-oppressive and welcoming school community that fosters safe, inclusive and collaborative environments for everyone to flourish. Our pedagogy emphasises 'learning with' oppressed groups rather than 'knowing about' their experiences. Thus, our teaching processes aim to inspire students' lifelong commitment to a nursing practice that is inclusive of and anti-oppressive to all groups.

Centennial College

Centennial College recognizes and affirms Diversity, Equity, and Inclusion, and Indigenous ways of knowing as central to the vibrancy and uniqueness of its learning and working academic mission. We strongly encourage applications from members of Indigenous communities and all equity-deserving groups including Women, Racialized, Persons with Disabilities, and LGBTQ+ communities.

We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.

George Brown College

George Brown College values the diversity of our students, employees, and community partners, and is committed to providing a learning environment where all people are safe and respected. Comments, behaviours, or interactions that are inconsistent with our values may be a violation of the following college policies: Sexual Assault and Sexual Violence, Human Rights Discrimination and Harassment, and the Prevention of Workplace Violence and Harassment. These types of actions or comments are not acceptable and will not be tolerated. The commitment and cooperation of all students and employees is required to maintain a welcoming environment in which to learn and work.

Overview of the Program

The four-year collaborative degree program is offered in partnership by Toronto Metropolitan University, Centennial College and George Brown College. Students admitted at each campus complete the same program. Students admitted to the Toronto Metropolitan campus of the program complete their four years at Toronto Metropolitan. Students admitted to a college campus complete the first two years of their studies at the college and the final two years of their studies at the Toronto Metropolitan campus with the teaching shared by university and college faculty in all years. The program is committed to preparing nursing leaders who are highly competent, knowledgeable and committed to playing an integral role in shaping our health care future. The program educates nurses to work with persons and communities of diverse backgrounds, ages, degrees of health and illness and in a variety of contexts.

The curriculum, based on a philosophical foundation of phenomenology and critical social theory, has five themes that serve to organise content and are reflected in all years of the program in varying degrees of depth. These themes are primary health care/health promotion, reflective practice/ critical thinking, meaningful relationships/ caring/ communication, political/ social justice and personal/ professional development. The curriculum is composed of professional nursing courses and a series of required and elective courses selected from other disciplines to enhance and support the broad knowledge base required of professional nurses. Students complete required professionally related courses in areas such as anatomy and physiology, nutrition, ethics, psychology and sociology. Students are also required to select courses from a variety of liberal studies and professionally related electives.

Learning is characterised as an interactive, lifelong process that involves the development of the learner as a person. Nursing students are recognized as adult learners responsible for their own learning. This learning is fostered by a caring collaborative student-teacher relationship based on mutual trust and respect, where both students and teachers are learners.

Curriculum Content Themes

Year I of the program focuses on knowledge of self in the context of health. The student develops a theoretical perspective from which to view practice and an appreciation of the cultural diversity within the social and political context of society. There is an emphasis on the development of effective communication abilities, and health assessment skills.

In **Year II**, the focus of the program shifts to knowledge of others in the context of illness, including physical and mental health problems. Students further develop their professional role in building therapeutic relationships with clients and families. They also acquire knowledge of research methods and the ability to critically evaluate research findings for their utility in nursing practice.

In **Year III** students further develop the theme of health with an emphasis on knowledge of community, in the context of primary health care. There is an emphasis on leadership, advocacy and social activism.

Year IV focuses on the integration of the professional self into the healthcare system. Students explore in depth issues related to professional practice and demonstrate leadership skills.

Collaborative Program Learning Outcomes

The graduate:

1. Demonstrates caring as it relates to self and others.
2. Determines meaning and significance in client/patient encounters.
3. Establishes meaningful connections with clients to facilitate therapeutic interactions.
4. Collaborates with clients and colleagues to ensure consistent, safe, effective care.
5. Uses personal knowledge and theory from nursing and related disciplines to determine an appropriate course of nursing action.
6. Demonstrates reflective, critical, and analytical thinking to inform a creative and flexible nursing practice.
7. Appraises research studies and critically utilises the findings as a basis for nursing practice.
8. Evaluates gaps in nursing knowledge and appropriate solutions to address them. Considers research possibilities, and participates in research activities where appropriate.
9. Analyses health and practice issues within the social/economic, political/global environment.
10. Practices nursing in a skillful, therapeutic, socially inclusive, and culturally sensitive manner.
11. Provides leadership within his/her own practice to facilitate clients' and colleagues' desired outcomes.
12. Interprets population health principles to plan, implement, and evaluate health promotion and disease prevention programs.
13. Works within the context of a multidisciplinary health care team to apply primary health care principles.
14. Participates in developing and implementing strategies for the improvement of the health environment through the use of the political process and the principles of social justice and equity, within an individual/community/global context.
15. Practices nursing within legal, ethical and professional guidelines; behaviour is consistent with academic integrity and social responsibility.
16. Is an active participant in their personal and professional development.
17. Demonstrates the ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.

An overview of the curriculum and list of courses are found in Appendix A. The total number of class and clinical hours (combined) is found at the bottom of each term/year. Course descriptions can be found in the [Toronto Metropolitan University Undergraduate Calendar](#).

For further detail about the program mission, vision, history, etc., please refer to Appendix A.

Definitions:

Instructor	Any full-time or sessional faculty member
Clinical Instructor	Teaches clinical courses for students in years 1 and 2, provides direct supervision to a group of students within the clinical setting
Faculty Advisor	Teaches clinical courses for students in years 3 and 4, provides indirect supervision of students within the clinical setting in collaboration with preceptors
Preceptors	Assigned to individual students in years 3 and 4, collaborate with the Faculty Advisors, supervise the development of students within the clinical setting

NURSING PRACTICE

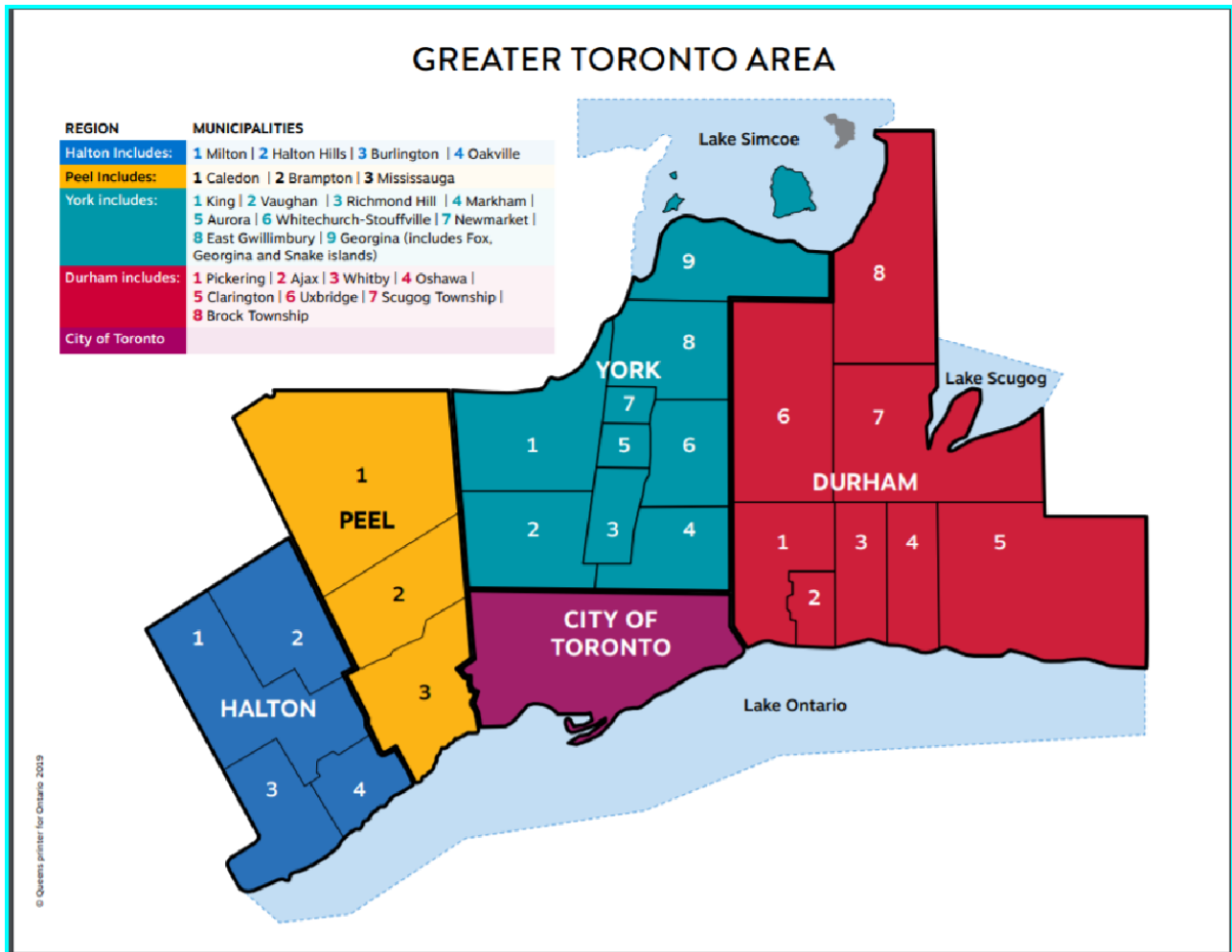
The purpose of nursing practice courses is to provide students with an opportunity to apply theory from the program courses in a practice setting.

The student in clinical practice shall:

- learn or review the knowledge, competencies, theory and judgement necessary for safe nursing practice prior to assuming responsibility for client care;
- be prepared to discuss the basis of practice, including the learning plan, with the faculty advisor, clinical instructor or preceptor;
- know (and operate) under the policies and procedures of the agency and the Collaborative Nursing Program;
- submit required evidence of nursing practice learning;
- document and report in accordance with professional and agency standards;
- maintain confidentiality (e.g. discussing clients only in appropriate places and with appropriate people).

Nursing Practice Learning Experiences

Nursing practice experiences begin in the first year of the program and expose students to a broad range of nursing practice settings and the multiplicity of nursing roles. Nursing experiences occur primarily in community settings and hospitals within and outside the Greater Toronto Area (GTA). Travel to various agencies throughout and outside the GTA is an expectation of clinical placement. Students are expected to plan their route and travel accordingly to ensure they arrive on time for their respective shifts. The Clinical Placement Office (CPO) may arrange a placement with travel time up to 90 minutes (determined using Google Maps). Please note: Outside of the GTA travel time may be higher. See map of Toronto and GTA below.



Students cannot arrange their own placements. All practice placements for the Collaborative Nursing Degree Program are organised through the CPO at Toronto Metropolitan University. The CPO has pre-existing relationships and affiliation agreements with partners (agencies/hospitals) throughout Ontario. These are legal binding agreements that are in place to ensure the safety and security of both parties involved. Agency partners will only host students who have placements arranged by the Central Placement Office.

Practice placement decisions and student assignments are based on a number of factors which are not exclusive to but may include: year of study, curriculum requirements, placement availability, past practice experience, interviews, faculty consultations, and geographical locations. Placement partners take into consideration a number of factors prior to confirming a student placement. These decisions may be based on preceptor staff availability and capacity, total number of students within the organisation, organisational changes an agency may be undergoing and/or specific organisational policies and guidelines specific to learners. Therefore, it is essential that the CPO be included in the process to secure placements and be able to advocate for student and program needs.

Please note: Toronto Metropolitan University, including the Daphne Cockwell School of Nursing, is supportive and inclusive to all people who experience barriers. Practice placement opportunities may involve working with diverse populations who experience barriers. Barriers may include but are not limited to literacy level, sexual orientation, language, culture, geography, social factors, religious practices, education, economic circumstances, mental and physical ability.

Students who are in nursing practice are not permitted to be absent (i.e. vacation) during the respective course. Clinical absence and lateness can jeopardise success in clinical courses. Punctuality in the clinical setting is a demonstration of accountability in all years of the program.

The number of hours and the level of complexity in student's placement will increase throughout the Collaborative Nursing Degree program. The number of clinical hours and the clinical practice schedule can be found in the syllabus for each clinical practice course.

Learning opportunities occur on a variety of shifts and days of the week (including weekends, nights and evenings). Student placements in years 1 and 2 are done within groups that are led by a clinical instructor. Students in year 3 and 4 work with a preceptor in the clinical setting and have the support of a faculty advisor. Any student in Year 3 attending clinical placement activities outside of their assigned clinical schedule must notify their faculty advisor prior to attending the activity. For students in Year 4, although practice days are indicated on individual timetables – this is for course scheduling purposes only, and it is expected that students will be flexible in planning their nursing practice time to follow their assigned preceptor's schedule – provided that scheduled classes are not being missed. It is anticipated that students and their preceptors will negotiate nursing practice time for optimal learning experiences.

Practice placement decisions and student assignments are based on some or all of the following, depending on the year of study: curriculum requirements, placement availability, past practice experience, interviews, faculty consultations, and home address.

Students who refuse a clinical placement for reasons not related to accommodations or for reasons not deemed adequate, cannot be guaranteed an alternate placement, and will be placed on a waiting list for the next school year.

Prerequisites for Nursing Practice Placement

Placement Information Record (PIR)

For students in Year 3 & 4 ONLY: All Students must complete and submit a PIR form by the due date posted on the CPO website. This information is necessary for the Placement Coordinator to request and confirm placements for all students

Practice Requirement Record (PRR) Standard

Ontario legislation specifies certain surveillance requirements for those entering into healthcare practice settings. The Collaborative Program protocol was developed in accordance with the communicable disease surveillance protocols, specified under the Public Hospitals Act, to meet the requirements of our students' placement settings. This process is necessary to ensure that our students protect their health and safety, and the health and safety of clients/patients, visitors, employees and other students. The completion of this information is not optional, and all sections must be completed as outlined. Our placement partners have the right to refuse students who have not met their specific placement requirements.

All nursing students enrolled in practice courses must have their PRR approved in order to attend clinical practice. . All required elements of the PRR must be met before the PRR will be approved. Students in Years 1 and 2 at Centennial and George Brown colleges submit to the placement office at their site.

All students in Years 3 and 4, and Toronto Metropolitan site students in years 1 and 2 submit their PRR to the placement office using Synergy Gateway. DCSN has engaged with Synergy Gateway to provide access to Verified, an external link. Students are expected to submit all PRR requirements as per the specific year and program. Students will receive an email from Synergy with an activation link to create an account in Verified, once the submission process opens for each semester. Students who already have an account can access their Synergy Dashboard.

Information about PRRs and forms for the current academic year can be found at:

Toronto Metropolitan University: [Central Placement Office- Collaborative Student Placement Forms](#)

Centennial College: [Health Studies Clinical and Field Placements](#)

George Brown College: [Full-Time Program Requisite Health Form Requirements](#)

When a student's PRR is incomplete (i.e. has one or more missing elements), the following steps will be taken:

1. The Central Placement Office will follow-up with the student to identify incomplete areas of the PRR according to the following timelines:
 - Year 1- prior to the end of the fall semester (before exams)
 - Year 2, 3, 4- by the last week of August
2. Two (2) weeks prior to the start of the practice placement, the Central Placement Office will provide a list of student names who have incomplete PRRs to Nursing Practice Course Leads and/or the Associate Director.
3. The Nursing Practice Course Leads will follow up directly with the student to inform them that there will be a delay in starting the practice placement until the PRR documents are complete. The student must submit all required documents to the placement office for approval prior to the start of placement. It is important to note that missed practice placement time may jeopardise success in the course.

Failure to submit missing PRR documents by week three (3) of the semester will result in a progression meeting with the Associate Director or Program Chair and may result in being withdrawn from the course.

Rationale:

The requirement for students to assume responsibility and accountability for current completion of their PRR at the beginning of each term in their Nursing program is clearly defined in all relevant documents and correspondences with the students.

However, each year some students still do not complete their PRRs according to the required timelines. Under our affiliation agreements with External (Agency) Placement Partners, we are obligated to ensure that Collaborative Program students enter their clinical/practice placements with required documentation, and that all of the required elements have been met. It is acknowledged that students' failure to have their PRR cleared and stamped jeopardises client safety and our clinical/practice partner affiliation agreements. In fairness to our partners, their clients, and other students, consistent application of this policy is expected.

Information about the COVID-19 Vaccine for Clinical Practice

COVID-19 Vaccines are developed to protect our communities, especially the most vulnerable patients in either the hospital, long-term, and/ or community healthcare settings. Once developed, a vaccine goes through rigorous scientific reviews for safety and efficacy before it is approved by Health Canada. Understanding that nursing students are an integral part of the healthcare system and are entrusted to provide safe care, the COVID-19 vaccine is mandatory for all students in the Collaborative Nursing Program prior to commencing a clinical experience. It is at the placement agency's discretion to pause or cancel a student placement based on agency policies and protocols. Students risk delay to their program of study if they are unable to attend their clinical placements due to not meeting the pre-placement practice requirements as per the placement agency.

For more information about COVID-19 and vaccination, we encourage all students to review the following resources for additional information:

- [19 to Zero](#)
- [Public Health Ontario](#)

Flu Shots

Placement partners require a mandatory yearly flu shot for all students for the winter semester placement throughout the entirety of the Nursing Program. Students are expected to provide proof of receiving the flu shot to the placement office in preparation for the winter semester. Agencies have the right to refuse/ remove students who have not received their flu shot.

Vulnerable Sector Screen

Nursing students often work directly with or in close proximity to children or other vulnerable clients/ patients during their clinical placements. To protect vulnerable clients/ patients, nursing students are required to obtain and submit a Vulnerable Sector Screen (VSS) prior to attending their placements. International or Visa students are required to provide a police certificate from the countries in which they have lived prior to the arrival for studies at Toronto Metropolitan University. Once a student has an established residence in Ontario for one academic cycle, the student will be required to provide a local VSS. All documentation must be presented in English, which may require documents to be translated and notarized. Please refer to the university or college placement office website for the process based on the region of residence.

VSS are required every 6 months and must be valid for the entire duration of each placement. Students are expected to pay all costs incurred to secure the VSS. Neither the University/College nor the DCSN pays for or reimburses students for costs associated with obtaining the VSS.

Mask Fit Test

Healthcare partners adopt infection control procedures which include wearing personal protective equipment. *Ontario Occupational Health and Safety Act (R.S.O. 1990, c. O.1)* guidelines require that all students entering a clinical placement are mask fit tested to determine the appropriate size of N95 respirator mask. This test is required to protect students when there is evidence of potential exposure to droplet and/or airborne infectious agents. Once a fit test is completed, students will receive a signed card stating the type and size of mask and the expiration date. A fit test must be completed every 2 years. Prior to completing the test, students **MUST FOLLOW THESE INSTRUCTIONS:**

- DO NOT: eat/ smoke/ drink or chew gum 20 mins before the appointment
- Ensure that the N95 Respirator Medical Questionnaire is completed and sent to the mask fit clinic prior to booking
- Students must be CLEAN SHAVEN to ensure a proper seal can be maintained during the test

To complete a mask fit test N95 Respirator Medical Questionnaire - Students must be completed and the instructions must be followed to book an appointment. Students are expected to pay all costs incurred to secure the mask fit testing. Neither the University/College nor the DCSN pays for or reimburses students for costs associated with obtaining the Mask Fit Testing.

Standard First Aid & CPR

Cardiopulmonary Resuscitation (CPR) Healthcare Professional (HCP) level for placement purposes. This certificate is renewed every year and must be valid for the entire duration of the placement.

Placement Injury & Accident Reporting

Workplace Safety and Insurance Board (WSIB)

The government of Ontario, through the Ministry of Colleges and Universities (MCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study. MCU also provides private insurance to students should their unpaid placement required by their program of study take place with an employer who is not covered under the Workplace Safety and Insurance Act.

In the event of a student accident or injury, requiring more than first aid, the student must submit the appropriate paperwork to the Workplace Safety and Insurance Board within three (3) working days from the incident. Students must retrieve the appropriate forms and follow the instructions outlined on the [CPO website](#)

In the event of an injury/incident while attending a practice placement, all students must:

- Notify Clinical Instructor or Preceptor or Faculty Advisor and follow agency's protocol
- Receive first aid treatment if required
- Complete required reporting documentation for the placement agency including WSIB, if applicable. Note: this form must be completed and submitted within 3 days of injury
- Complete the [Clinical Incident Reporting Tool](#) within 24 hours of the incident

Centennial College: The form obtained from your clinical instructor must be completed and submitted within 3 days of an incident to the Clinical Placement Administrative Officer in room 352 School of Community and Health Studies office: 'Work Placement Accident/Injury/Illness Report' [Centennial placement requirements](#)

George Brown College: All accidents must be reported as soon as possible to the first aid centre and the student's faculty representative (immediately) so that documentation can be submitted in a timely manner increasing the chance of the student's WSIB claim being approved and the College avoiding any possible fines.

Reporting Clinical Incidents Involving Patients

In the event of an incident involving a patient in the clinical setting, students are required to notify their clinical instructor or faculty advisor at the time of the event or as soon as possible after the event, They are also required to complete the [Clinical Incident Reporting Tool](#) within 24 hours of the incident. Reporting such incidents contributes to a culture of safety within the healthcare system.

Travelling during practice placement

Students may on occasion travel with their preceptor and a client to an appointment. The insurance does cover students when functioning in a role for their practice placement. The safety of the student and the safety of a client must be considered a priority. The student's own comfort level can be a guide and if the student is at all concerned, then that concern should be addressed with the Faculty Advisor and the preceptor.

Collaborative BScN Degree Program Professional Appearance and Dress Code Policy

Each student is expected to adhere to the Professional Appearance and Dress Code Policy. If a student is not appropriately attired or is unkempt, the instructor or the agency representative may refuse the student's admission to the unit or agency. Denied access to the unit or agency may jeopardise your clinical placement, which may ultimately jeopardise your ability to successfully progress in the Collaborative Nursing Degree Program.

Dress Code

Uniform

First year students are required to purchase one complete uniform and second year students are required to have no less than two complete uniforms.

Acceptable Alternatives

Some community placements may require attire other than scrubs or the school uniform. It is important to consider the unique nature of such placements. In such cases it is up to the student to discuss appropriate professional dress with the Faculty Advisor and the preceptor. The agreed upon clothing should respect the spirit of this document, take into account the unique nature of the placement and the expectation of its clients. Dress should help build client/patient trust and convey professionalism.

Uniform Responsibilities

The care and upkeep of the uniform is the responsibility of each student. Students must arrive at the clinical setting with a clean and wrinkle-free uniform. Uniforms must be laundered between clinical and laboratory settings. Socks or stockings must be of a neutral colour. In addition, only neutral, solid-colour tops may be worn under the uniform top. Students are to wear their uniform only in the clinical placement area and not while travelling to or from the clinical setting, or during unrelated practice hours. This requirement is based on infection control principles and to prevent any negative public perception of students and nurses.

Clinical Badges/Photo ID

Initial Photo IDs are ordered through the Toronto Metropolitan ONECARD Office and coordinated by the Practice Lead Faculty at each site. Photo ID Badges must be worn at all times and must be clearly visible and easily read when

interacting with clients. NOTE: Students who misplace their original Photo ID Badge are responsible for arranging a replacement Photo ID at their expense. If you misplace your Photo ID you may be denied access to clinical practice. Lost badges may be replaced through the One Card office at Toronto Metropolitan, for a fee of \$20.00. Please email the Central Placement Office (cpo@ryerson.ca) with the following information:

- First and last name
- Student number (from Toronto Metropolitan)

The CPO will then authorise the One Card office to print the replacement badge.

Footwear

Shoes must be in good condition and clean

- Solid upper covering
- No holes on the top or side of the shoe (including ventilation holes)
- No mesh on the shoes
- Holes for laces are permitted
- Shoe material must be impermeable to chemicals, hot liquids and sharps
- Closed toe and heel

All of the practice placement agencies have a safe footwear policy informed by the [Ontario Occupational Health and Safety Act for Health Care and Residential Facilities](#). An agency may require a student or clinical instructor who does not comply with the shoe policy to be removed from the practice site until such time as the requirements can be met. The student and/or clinical instructor is solely responsible for any fines incurred due to inappropriate footwear. Non-uniform shoes must meet standards of professionalism, occupational health standards and maximise safe practice.

NOTE: In addition to this policy, students must also comply with agency specific policy/guidelines regarding professional appearance and dress.

Professional Appearance

- Hair requirements: Hair that reaches the shoulder needs to be tied back to prevent interference with client care e.g. pony tails need to be contained in a bun for safety and infection control reasons. As per mask fit testing guidelines, men will be required to remove facial hair prior to mask fit testing and prior to donning a fitted mask in the clinical agency. Men with facial hair need to refer to these guidelines.
- Head Coverage: Students have the right to wear head coverings, such as wigs, hijab/scarf, and other head apparel that has religious significance. Religious head-coverings must be the same colour as the uniform or BLACK; they should be well-fitted and any loose fabric should be tucked in or tied back. Students are expected to follow infection control procedures/policies at the clinical placement at all times. Scrub/surgical caps worn for infection control purposes must be navy blue, to match the uniform.
- Jewellery: Students may wear a plain band ring and small studs in visible piercings. Rings with stones, sharp edges or grooves, hoops and dangling jewellery pose a safety and/or infection control risk and, therefore, are not permitted in clinical settings. Medical alert bracelets or break-away pendants may be worn when medically warranted.
- Nail Care: Students must have short/clipped fingernails. No artificial nails or nail polish can be worn during clinical experiences.
- Perfumes/Fragrances: Students are to avoid using scented products (e.g., perfumes, colognes, after shave, body wash, hair spray etc.) as some people have sensitivities or allergies to scented products.
- Personal Hygiene: Students have the responsibility for their own personal hygiene. Because of the close contact between the client/patient and the nursing student, scrupulous personal cleanliness is essential.

Equipment

The following equipment will be needed in nursing practice courses:

- watch with a second hand;
- stethoscope and BP cuff

Personal Health Information Privacy Act, 2004

Students must review the [PHIPA legislation](#) each semester prior to entering practice. The review is intended as a supportive document to ensure safe, effective and ethical care for the clients and their families in the practice setting.

Some reminders for practice:

1. **Students must not remove any documents from the agency with identifying or personal information about clients.**
This includes (but is not limited to) client names, initials, room numbers, birth dates or health card numbers.
2. Students must not give out any identifying information over the phone, unless the client has approved disclosure.
3. Students must not discuss client information outside of the unit.
4. Students must not use personal communication devices in the practice setting. Such devices may not be used to photograph information or persons. Cell phones may be used to access clinical apps **only**.
5. Students must not access social networking sites during practice time.

If you have a question or concern about privacy and the maintenance of your client's confidentiality, you should immediately discuss these concerns with your clinical instructor or Faculty Advisor and preceptor.

The School should be consulted about all research studies done at all clinical sites in which students are invited to participate as subjects. At any time, students have the right to refuse participation in research activities.

Signature and Initials on agency documents

Students must use their legal name when providing a signature for documentation, and the appropriate initials that reflect their legal name i.e. first initial, surname, followed by "Nursing Student, Year [X]".

When registering for and signing into electronic documentation systems, the student's legal name must be used.

Outbreaks/Infection Control

Student placements may be affected throughout the academic year as a result of outbreaks. This information is provided to the Central Placement Office by the placement practice agency and communicated to students, instructors and faculty via HSPNet. Students, instructors and faculty are to follow the agency's policy and procedures.

General Instructions for all Nursing Students

- Students should not attend placement practice if experiencing flu-like symptoms, symptoms of COVID or feeling unwell,
- It is important to report any illness to the Clinical Instructor (years 1 & 2) or Faculty Advisor and Preceptor (years 3 & 4). Students should also follow any instructions provided by the placement site regarding reporting of illness.

- In case of an outbreak at placement, all students are required to follow all policies and procedures implemented by the agency. This may include, but is not exclusive to, additional screening and testing, as appropriate.

Snow Day Guidelines for Students in Clinical Placement

These guidelines apply when Toronto Metropolitan University, Centennial College and/or George Brown College have officially announced a closure due to inclement weather (e.g. severe snowstorm).

Decisions regarding direct supervision clinical practice in years 1 & 2 will be site-specific. Students in Years 1 & 2 must check their site's website for information about closures. If their university/college is closed, they do not attend clinical placement. If the university/college closure is announced during the day when students are already at the clinical site, the clinical instructor will use their discretion to decide whether students should stay on the unit or go home, taking into consideration personal circumstances such as ability to travel home safely, responsibility for child care, etc.

Instructors must communicate with agency staff to ensure that students' departure does not jeopardise patient safety. Students cannot stay on the unit without a clinical instructor. There will be no penalty for clinical hours missed due to inclement weather.

Decisions regarding indirect supervision clinical practice in years 3 & 4 will be based on Toronto Metropolitan University's actions. Students must check the Toronto Metropolitan University website landing page for information about closures. If Toronto Metropolitan is closed, students do not attend clinical placement. The students with pre-scheduled shifts (as communicated in advance to their Faculty Advisor) will be given credit for those hours and will not need to make them up at a later date. Students who are at the clinical placement when the university closure announcement is posted, should remain at their clinical placement and complete their assigned shift. A decision to leave may be made based on personal circumstances (e.g. difficulty travelling home safely, responsibilities for child care, etc.) and must be discussed/negotiated with the preceptor to ensure the safety of patients. Faculty will be available to the student and/or preceptor by phone or email as is the regular practice during emergencies.

Exception: Clinical placement sites that are part of the intra/international placements program are not impacted by the university closures.

Nursing Practice Class and Lab Attendance Policy

Nursing practice hours provide diverse and complex experiences necessary to learning and development. These experiences, unique in context, cannot be replaced. Students in a professional nursing program must attend all nursing practice/lab practice sessions.

- Nursing is a practice discipline and, therefore, attendance at **all** nursing practice classes, and lab hours is essential.
- Nursing practice competencies are required to provide safe and competent care to clients.
- Situation based learning requires faculty to link the teaching skills to a variety of client situations in relation to the readiness (abilities) of the student.
- Students are accountable for maintaining and increasing their competency base as they progress through the program.

Therefore:

- students are accountable for their personal positive health maintenance and management practices as well as time management practices that support the required nursing practice/lab attendance.
- Absence from nursing practice hours will be considered under the "professional accountability" component of the practice performance assessment and can jeopardise your successful progress in the program.
- Students who miss practice hours will be required to provide a medical certificate and/or academic consideration documentation, in accordance with university/college processes at their site.
- Course specific attendance requirements are included in the course syllabus.
- Attendance and punctuality records will be provided to prospective employers on request.

In the event of absence from or lateness to nursing practice or lab practice the student must:

- For **Year 1 lab**, in NSE111 and NSE103, students must refer to the course syllabus and follow the described policy;
- For **Year 1 practice** (NSE121), when students realise that they are unable to attend or will be late, the student should notify the clinical instructor at least one hour prior to the commencement of nursing practice or as soon as possible;
- In **Year 2**, when a student realises that they are unable to attend or will be late for practice, lab or simulation, the student should notify the clinical instructor or lab/simulation instructor at least one hour prior to the commencement of nursing practice or the lab/simulation, or as soon as possible;
- In **Years 3 and 4**, the preceptor and the agency/unit must be notified of your absence as soon as possible. When calling the nursing practice area, clearly identify yourself as a Collaborative Program nursing student, identify the site where you are studying, your Faculty Advisor, and your preceptor;
- Initiate consultation with your Faculty Advisor as soon as possible in order to negotiate make-up activities appropriate to the year of clinical experience if required.

Accompanying clients

Permission for students to accompany clients to appointments is decided on a case by case basis. Insurance does cover students when functioning in a role for their practice placement. For example, students with a group of seniors on a mall walk would not be problematic. The safety of the student and the safety of a fragile client must be considered a priority. The student's own comfort level can be a guide and if the student is at all concerned, then that concern should be honoured.

Medication Administration

All nursing students are expected to follow the College of Nurses of Ontario "Medication Standard" during medication administration. Agency policies must be followed and may differ from statements below.

1. Students must prepare medications using the CNO principles of medication administration: authority, competence and safety.
2. At the beginning of each shift, the student will check the medication record to determine which medications are to be administered during the shift and the respective times of administration. Students must compare each medication on the Medication Administration Record (MAR) against the original prescriber's orders for all new medications. If the original physician or nurse practitioner orders are not available (i.e., long-term care agencies) then the previous MAR needs to be checked with the new MAR to validate the accuracy of the transcription.
3. The student must report any discrepancies to his/her Clinical instructor or preceptor before administration.

4. Medications will be prepared for administration within 60 minutes of the scheduled time of administration, except for extenuating circumstances (client off floor, client NPO, missing medications, etc). These extenuating circumstances must be documented.
5. Client name armbands must be checked prior to medication administration and compared with the client's medication MAR. Two client identifiers (check the name and hospital identification number) must be used to verify the client's identity.
6. Allergy armbands (when known allergies are identified) must be checked prior to medication administration and compared with the client's chart and MAR. If a client does not have an allergy armband even though it is required, the student is expected to obtain one and place it on the client. If allergy armbands are not routinely used in the setting, the student should consult with their preceptor.
7. Students are expected to demonstrate accuracy in medication maths calculations in the clinical agency. Calculations are to be double checked by the clinical instructor/preceptor after having been completed.

Note: According to the Institute for Safe Medication Practices (ISMP) (2018) List of High-Alert Medications, the following medications are to be double-checked prior to administration:

- a. Antithrombotic Agents
 - b. Chemotherapeutic Agents (parenteral and oral)
 - c. Epidural Medications
 - d. Hypoglycemic Agents (oral)
 - e. Narcotics/Opiates (IV, transdermal, and oral, including liquid concentrates, immediate and sustained-release formulations) must be checked by clinical instructor/preceptor (as per agency policy)
 - f. Insulin (subcutaneous and IV)
 - g. Paediatric doses
8. The student will be knowledgeable about:
 - a. Drug Action / Type: (Example: Antihypertensives - students are required to know which subclassification type of antihypertensive; such as ACE Inhibitor, Beta-Blocker or Calcium Channel Blocker).
 - b. Major side effects and incompatibilities.
 - c. The correct medication dosage, including but not limited to multiple, split tablets, multiple vials.
 - d. Assessment parameters, including normal drug levels and/or therapeutic levels and vital signs impacting administration of the drug.
 - e. Appropriate needle/syringe size, appropriate site selection, and medication volume allowable at each site.
 - f. Clinical areas where IV medications are administered:
 - i. Amount and appropriate dilution procedure for IV secondary medications.
 - ii. Correct IV drop rate or ml/hr.
 - iii. Correct IV pump rate for IV secondary medication.
 9. The student will have the following drug information available and be prepared to discuss it accordingly. **Failure to have the appropriate assessment parameter data available will be considered Unsatisfactory under the following CNO Standards: Knowledge and Application of Knowledge:**
 - a. BP and apical pulse taken by the STUDENT prior to medication administration of vasoactive drugs and/or drugs that affect heart rate and/or rhythm.
 - b. Appropriate laboratory values needed for specific medications (when available):
 10. The student will demonstrate proficiency in all medication administration techniques and procedures, including knowing appropriate injection sites and disposal of medications.

11. The student must be properly equipped for medication administration with a sweep-second-hand watch, drug cards/book, and stethoscope.
12. All medications must be documented immediately following administration.
13. Students cannot be responsible for narcotic keys until in the final semester if supported by agency policy.

NOTE: Any medication error, including near miss and delayed administration, must be reported to the nursing practice faculty advisor and preceptor immediately, and the [Clinical Incident Reporting Tool](#) must be submitted.

Accountability for Nursing Skills: Preceptored Nursing Students

Preceptored nursing students may have the opportunity to learn skills which are not included in their Collaborative Program curriculum.

The Collaborative Program curriculum cannot provide students with the theoretical or experiential knowledge for all the competencies they may require in their nursing practice. The opportunity to learn the competencies necessary to practice safely and ethically at a generalist level is an important part of a student nurse's professional practice learning.

The [Professional Standards \(Revised 2002\) for Registered Nurses and Registered Practical Nurses in Ontario](#) include statements in the Accountability, Leadership and Professional Relationships standards regarding nurses' accountability to share their knowledge with others. These statements are : "sharing nursing knowledge and expertise with others to meet client needs"; "providing direction to, collaborating with, and sharing knowledge and expertise with novices, students, and unregulated care providers"; and "sharing knowledge with others to promote the best possible outcome for clients". They include nurses' accountability for facilitating student learning. However, the nurse's primary responsibility is always to the client.

For example, starting an IV is a controlled act authorised to nursing: "performing a prescribed procedure below the dermis or mucous membrane". While nursing students are not yet registered with CNO, they do have authority under RHPA to perform controlled acts "when, under the direct supervision or direction of a member of the profession, a student is learning to become a member of that profession and the performance of the procedure is within the scope of the profession's practice".

In teaching situations, accountability is shared among the student, preceptor, and Faculty Advisor. This means that all parties have certain responsibilities in relation to the student's practice, with the goal of client safety in mind. The [Supporting Learners page](#) on the CNO website, which provides guidance to nurses working with students, states that "nurses who are working with students are not accountable for the students' actions if they have fulfilled their responsibilities as outlined and if they had no way of knowing that the error was going to occur". As noted on this page, "Nursing students are accountable for their own actions to the patient, their educational institutions and placement organisation."

The Faculty Advisor is accountable for clearly communicating the objectives of the nursing practice experience, as well as the scope and limitations of the students' responsibilities, to the agency preceptor and administrator/manager. It would be important to discuss any policies in place, at the University/College or in the hospital/organisation, which affect the scope of the students' practice in the placement. The preceptor needs to be aware of any such limitations in order to make safe decisions about teaching additional competencies (those not covered in the collaborative program curriculum).

The preceptor who then, in collaboration with the student, decides that it is appropriate for the student to learn a specific additional competency, is accountable for his/her own actions and decisions. This includes the method and content of any teaching they provide, assessment of the students' competence, ensuring the student is aware of any parameters around performing the procedure, and monitoring the students' performance.

Client safety must always be the main consideration when planning learning experiences for students.

The learning process must ensure the student has the necessary knowledge, skill and judgement to provide safe and competent care. It would also be important to consider whether the student is likely to have sufficient opportunity to perform a professional practice competency, to develop and maintain competency, when deciding whether or not to teach a particular competency.

Clear communication, consultation and collaboration between faculty, agency, preceptor and student are the hallmarks of creating a successful experience for all.

Nursing Practice Progress

Monitoring Progress

The nursing practice progress of students will be monitored to reflect learning in relation to Collaborative Program Outcomes and the Professional Standards as outlined by the College of Nurses of Ontario 2002 (see Appendix D).

The approaches used to monitor progress, written documentation required, and the amount and type of faculty direction will vary according to the course, as well as individual learning and teaching styles. Specific nursing practice expectations will be negotiated and established during the first week of the nursing practice course. These expectations will be based on the year of the program, curriculum year theme, teaching team consensus, nursing practice faculty member interpretation, and student-faculty negotiation.

For the most part, the monitoring of progress is a mechanism to enhance and enrich the learning experience. When a student is not practising at a safe, competent level, she or he may be at risk of failing. In this event, the student will be given verbal and written notification that their performance is unsafe, incompetent and/or ineffective. The clinical instructor or Faculty Advisor, in consultation with the Course/Site lead (may also include the Year Lead) will give this notification when problems are identified. The student is responsible for developing a plan (see below) and initiating discussion of the strategies for completion of course outcomes in consultation with the faculty member. The student will be expected to incorporate current and past recommendations into a plan of action.

Year 1: Discussion with faculty, no formalised learning plan.

Year 2: A Performance Improvement Plan (PIP) is developed by the student and the clinical instructor. This plan identifies the criteria that the student must address in a satisfactory manner by a specific date in the semester. A student who does not successfully meet the identified criteria in the PIP by the designated date(s) will receive a failing grade in the course.

Years 3 and 4: A performance improvement Plan (PIP) is developed by the Faculty Advisor, usually but not necessarily, in consultation with the student. This plan identifies the criteria that the student must address in a satisfactory manner by the end of the semester. A student who does not successfully meet the identified criteria in the PIP by the designated date(s) will receive a failing grade.

Year 3: Any student who receives either a written evaluation at the mid-point of the Fall semester, or a failing evaluation at the end of the Fall semester, will also receive a written evaluation at the mid-point (weeks 5-8) of the Winter semester. In the year 3 year-long clinical course (NSE 32A/B), students with a PIP in the Fall semester will also receive a mid-point evaluation in the Winter semester.

Year 4: Any student who has been placed on a PIP and remains unsatisfactory at the end of NSE 417, will fail NSE 417 and will not be able to progress into NSE 418.

Definitions: “Unsafe practice” vs. “Failure to meet course objectives”

Unsafe practice

For the purposes of consistent implementation, “**unsafe practice**” refers to patterns of behaviour or an incident that puts self, client/patient and/or others at a risk that is both imminent and of a substantive nature.

In accordance with the Academic Variations Policy in the School of Nursing, “at any point during the academic year, the School of Nursing reserves the right to terminate a student’s experience in all nursing practice settings when patterns of behaviour place self, clients/patients and/or others at risk. This will result in the student receiving an F grade for the course.”

Failure to meet course objectives

The term “unsafe practice” does not refer to patterns of behaviour that demonstrate the student is unable to meet the objectives of the course at a given time within a given context, e.g., demonstrable lack of accountability. Nor does it refer to a student who is not demonstrating satisfactory progress towards meeting course objectives. A student who fails to meet the objectives of the course within the allotted time for course completion will receive an F grade. Failure to meet course objectives does not constitute “unsafe practice”.

When it is deemed that a student is not progressing toward the successful completion of course objectives at an appropriate pace during the academic term, the student, clinical instructor and clinical course lead (Years 1 & 2) or student, preceptor and Faculty Advisor (years 3 & 4) must meet to discuss the student’s performance to date and develop a remedial plan to address performance concerns. The discussion and plan must be documented and will be added to the student’s file. Unless the identified concerns meet the conditions specified above, failure to meet course objectives does not constitute unsafe practice.

Nursing practice agencies reserve the right to refuse a placement to any student whose:

- Performance does not meet the expected standards of practice for a student at that level of the course at that point in time; and/or
- Patterns of behaviour fail to demonstrate successful progress towards meeting the course objectives. This situation is not considered to be unsafe practice unless it refers to patterns of behaviour or an incident that puts self, client/patient and/or others at a risk that is both imminent and of a substantive nature, as noted above in the definition of “unsafe practice”.

If, after discussions between student, Clinical Instructor and clinical course lead (Years 1 & 2) or student, preceptor and Faculty Advisor (years 3 & 4) , it is determined that a student’s pattern of behaviour has resulted in the nursing practice agency terminating the placement, the student may be advised to drop the course or if the student is deemed to have jeopardised her/his opportunity to complete the objectives of the course she/he will receive an F grade. The agency is not obligated to meet with the student. The School of Nursing is under no obligation, in these cases, to find an alternative placement. Efforts will be made to collaboratively assess and manage each clinical situation on a case by basis.

Failure to meet course objectives within the allotted time for course completion (i.e., one or two semesters, depending on the course) will result in an F grade.

Final Review

Students in all years are referred to the course syllabi for details of the final grade calculation for nursing practice courses as there are variations between each year of the program. The Clinical Instructor/Faculty Advisor will determine the grade. To ensure consistency for summative progress reviews at the end of each nursing practice course, a standard format based on the College of Nurses of Ontario Professional Standards (2002) will be used.

Harassment and Abuse

The faculty of the Collaborative Nursing Program are committed to ensuring the safety of students during nursing practice. Faculty recognize that anyone may encounter situations involving abuse or harassment. The Ontario Human Rights Commission defines harassment as any unwanted comments or conduct based on a prohibited ground of discrimination by a person who knows or ought to reasonably know differently.

The Collaborative Program supports a zero tolerance for violence in all aspects of the program. Students who experience psychological, verbal, physical and/or sexual harassment/sexual violence in their placement, classes, or any aspect of their university experience are strongly encouraged to speak with a trusted individual in the school or at the university/college so that the appropriate supports and resources can be provided. In addition to faculty within the DCSN, resources available to assist you at Toronto Metropolitan include [Human Rights Services](#) (416 979-5349) and the [Office of Sexual Violence Support and Education](#) (416-979-5000 ext. 3596).

Students and faculty are responsible for becoming familiar with the individual policies and procedures of nursing practice agencies on abuse and harassment. The details of the Harassment Policies are available at each site.

Harassment or abuse in the nursing practice setting by anyone who is in control of his/her actions will not be tolerated. Although it may be more difficult to prevent harassment or abuse by someone who is physically or mentally incompetent, there are measures that can be taken to minimize the risk and to assist in protecting all involved.

If a student is in a position where they believe abuse or harassment has occurred, whether by a client, or other person, and regardless of the "health" of the individual involved, faculty are available to give support and advice to the student. Students may choose to speak with a faculty member, some other support person, or the resource persons in the Harassment services at each site.

Students and nurses must be aware that they may not direct any form of harassment or abuse toward clients or others. If situations involving such improprieties occur, the College of Nurses of Ontario may be informed about the offence.

Preventing harassment and abuse requires commitment of every member of the Collaborative Nursing Program. Students are encouraged to take the time to familiarise themselves with these rights and responsibilities. For concerns about harassment within the college or university, please go to the Site Director/Chair. If students have concerns about their Preceptors relating to harassment, they should first speak with their Faculty Advisor. Through consultation with appropriate individuals, the Faculty Advisor may assist with facilitating discussions at the placement site.

Latex Allergies

Allergies to latex gloves and other latex products are a growing problem, especially in the field of health care. Latex allergy is a condition in which sensitised individuals react in various ways when exposed to latex. Reactions to latex can be as mild as contact dermatitis or as severe as anaphylaxis.

Contact dermatitis is a non-allergic response involving cracking and redness of the skin. This may progress to a delayed hypersensitivity reaction that involves a rash or blistering as an immune response to the allergen (chemicals found in latex). The severity of this reaction usually worsens with repeated exposure to the allergen.

Hives and wheals may also develop, along with itching and burning. This response will also increase in severity with repeated exposure. More severe reactions include a systemic response characterised by shortness of breath, wheezing, tachycardia, urticaria, etc. This is a typical response to inhalation of powder from gloves. In this case, latex protein molecules are carried in the glove powder. With anaphylaxis these symptoms may progress to include hypotension and shock.

Latex allergies pose a serious health risk to increasing numbers of people, especially health care workers. If a student suspects that they may be allergic to latex, they must seek medical help right away. There is testing available for diagnostic purposes. Prevention of problems as always is the best treatment. Students will need to identify themselves as allergic in any and all school/work activities. Most agencies are prepared to take steps to help students deal with the issue.

Reference: Canadian Centre for Occupational Health. (2013). Latex allergies. Author. Retrieved from <http://www.ccohs.ca/oshanswers/diseases/latex.html>

Expectations

Pre-Placement Interviews and Orientations

At times, students in year 3 or 4 may be required to attend an interview prior to the placement accepting the student for the term. If a student is notified of the need for a pre-placement interview, the student is required to follow all directions provided by the placement coordinator. Failure to do so will jeopardise that placement and the student's progress through the program.

Privacy and confidentiality during an interview

Student grades and evaluative feedback (including practice course mid-term and final evaluations) are part of the student's academic record and are considered "Confidential" under university policy. However, students should be prepared to discuss their strengths and areas they wish to develop. If asked for evaluation information during the interview, the student may feel comfortable responding along these lines:

"While university policy maintains the confidentiality of my course evaluations, I would be pleased to identify my strengths and talk about my developmental areas that I would like to focus on during my placement."

Nursing Practice Placement Interviews, Placement Orientation and Computer Training

Students who do not attend the required placement interviews and/or who do not attend orientation and/or computer training may not be accepted by that agency and jeopardise any other placement in that course. Agency orientation and training is mandatory and will take precedence over class. Should there be a timetable conflict, your professor should be notified of your nursing practice orientation priority. Students who do not attend orientation to the practice setting will not be allowed to begin their practice experience and jeopardise their progress through the program.

Other expectations

Prior to placement, students in Years 3 & 4 must present their preceptors with the full name and contact information of their Faculty Advisor. Students must also provide their Faculty Advisor the full name and contact information of their preceptor.

Nursing Practice Roles

Student Practice role includes

- Being professionally responsible;
- orienting self to the practice environment;
- creating and supporting a healing environment;
- focusing on quality of life from the client's perspective;
- acquiring psychosocial & psychomotor competencies as per policy & procedure of the health care facility;
- critiquing the quality and integration of health sciences in the setting/community population;
- negotiating with the client their role and time spent in the situation;
- negotiating with the preceptor and faculty member regarding the nursing practice hours;
- negotiating within the client/nurse partnership including nursing practice hours;
- providing comprehensive, individualised care;
- using intuitive and critical analysis abilities to continually enhance practice.

Student Learner role includes

- applying knowledge/ theory to practice;
- building on one's own experience, personal knowledge and wisdom;
- contributing to and supporting the learning of others;
- developing critical thinking skills using the reflective process;
- capitalising on learning opportunities in the settings;
- developing personal learning plans related to Collaborative Nursing Degree Program Outcomes and placement goals/outcomes;
- developing professional relationships with the Faculty Advisor and the preceptor;
- generating questions and hunches in the search for excellence in nursing;
- integrating theory/ knowledge and practice during nursing practice conferences;
- partnering with peers to co-construct nursing expertise;
- working interdependently with others;
- submitting required evidence of nursing practice learning.

Year 3 and 4 - Faculty Advisor role includes

- providing sufficient information during orientation to facilitate student preparation for the nursing practice experience;

- assisting students to develop strategies to enter the nursing practice placement in a professional manner;
- discussing the preceptor role with other nursing practice setting staff;
- advocating for students to promote their learning in an environment free of discrimination;
- building on one's own experience, personal knowledge and wisdom;
- dialoguing with students to assist them in building on their strengths and addressing their practice limitations;
- generating questions in search of excellence in nursing and teaching/learning;
- monitoring and mediating interactions and concerns between staff/preceptor and students;
- promoting professional growth of self, students, and colleagues;
- providing on-going clarification of performance expectations and competencies of students with staff, preceptors, and colleagues;
- supervising the provision of safe care;
- supporting student progress in the program ;
- consulting with agency staff, preceptors about the appropriateness of learning plans and student practice;
- integrating agency staff, preceptor, and student feedback into the mid-term and final reviews;
- informing the preceptor of events of professional interest in the Collaborative Nursing Degree Program
- being available to agency staff and preceptors for support and discussion in the fulfilment of their role e.g. incorporating new teaching methodologies, adapting methods of feedback.

Faculty Advisor Availability

Faculty Advisors will endeavour to return calls or emails from students and preceptors promptly. In some circumstances (weekends or holidays), Faculty Advisors may take longer to return a call. You should review availability with your Faculty Advisor and preceptor at the beginning of each academic semester. Students are encouraged to communicate with faculty members in a professional and timely manner.

Year 3 and 4 - The Preceptor role includes (the word preceptor means “teacher” in the practice setting)

- promoting orientation to the practice setting;
- negotiating mutual role expectations;
- assisting the student to tailor the learning plan so that it is relevant and feasible within the nursing context of the setting;
- collaborating with the student 's Faculty Advisor about progress throughout the semester;
- assisting students to access resources and relevant experiences;
- supporting students to help increase their competence and confidence;
- sharing verbal and written feedback with both the student and the Faculty Advisor;
- contributing (in writing where possible) information for the student's final appraisal;
- immediately reporting concerns about unsafe nursing practice to both the student and the Faculty Advisor.

The preceptor role does not involve marking the written assignments that the students complete as part of their practice courses or assigning a final grade.

Preceptors are assigned or volunteer to work with students. A preceptor provides individualised teaching, as well as acting as role model, resource person, and facilitator. Two elements distinguish the preceptor/student relationship from the traditional faculty/student relationship. First, the preceptor/student ratio is small, usually one to one. Secondly, the student works only in the preceptor's area of nursing practice expertise. The preceptor must also integrate this additional responsibility for the student with her/his other roles or professional activities.

Ultimately, the preceptor has a positive influence on the student's adjustment to the profession. The preceptor approach is one of the most effective ways to prepare students to function and to feel more satisfied in their roles as practising professionals upon graduation.

Nursing Practice Conferences

Note: Nursing Practice Conferences are an integral part of nursing practice courses.

Responsibilities and accountability for nursing practice conferences/ seminars.

All students are expected to:

- attend all scheduled nursing practice conference/seminars;
- raise thoughtful and thought-provoking questions;
- expand on issues raised by peers;
- seek clarification of ideas from others in a positive manner;
- support group members with a constructive approach;
- share new information with groups;
- contribute positively to the emotional climate of the group;
- prepare for all conferences in order to be an effective participant;
- show sensitivity to ideas expressed by peers.

Accommodations and Skill Testing

Policy

No accommodations for extended time are permitted during skill testing, in alignment with the College of Nurses of Ontario standards of practice and professional expectations related to public safety. (Refer to [Requisite Skills and Abilities for Nursing Practice in Ontario](#)). **Where skills testing focuses on the ability of the student to demonstrate a particular nursing skill within a specified time limit, no special accommodation will be granted to any student.**

Rationale

It is professionally necessary for a nurse to be able to perform certain nursing skills in a timely fashion so as not to unduly or potentially harm a client to whom care is delivered (e.g. CPR must be initiated within 3-5 minutes, not 6-10 minutes, the latter having the potential to cause irreversible brain death to the client).

Application

Some courses in the curriculum require the evaluation of the student's ability to complete essential nursing skills in a timely fashion. Where skills testing focuses on the ability for the student to demonstrate a particular nursing skill within a specified time limit, no special accommodation will be granted to any student (i.e. as may be provided for written assignments/exams for students registered with the Access Centre).

In the event that the skills testing requires the evaluation of more than just the demonstration of a particular skill within a specified time limit (e.g. if it is necessary that the student provide verbal rationale as s/he works through the demonstration of the skill), the test will be split so that an accommodation may be considered (i.e. the skill must be performed within the specified time limits but the rationale can be verbally provided in line with the accommodations granted by the Access Centre-e.g. extra time).

Learning Plans

Students will develop a plan for their learning in all practice experiences. Students may think about objectives, resources/strategies, evidence of achievement, target dates and criteria for evaluation. Learning plans allow students to integrate their learning needs with Year Curriculum themes, program outcomes, and their career goals. Plans can be modified or renegotiated as circumstances dictate. Specifics for learning plans will be identified for each nursing practice course.

Reflective Practice

Throughout the program the students are required to write reflective analysis. During the reflective process faculty act as partners in learning. In writing reflections, students have the opportunity to:

1. Increase personal and professional agency.
2. Meet the College of Nurses of Ontario standards on reflective practice.
3. Engage in transformative learning as a developmental process that corresponds to year foci/content themes:

Year	Year 1	Year 2	Year 3	Year 4
Foci/Content Themes	Knowledge of self in Context of Health	Knowledge of others in Context of Illness	Knowledge of community in the Context of Primary Health Care	Integration of the Professional Self into the Health Care System
	Self Health	Self Health	Self Health	Self Health
		Other Illness	Other Illness	Other Illness
			Community Primary Health Care	Community Primary Health Care
				Professional Self Health Care System

4. Work collaboratively with peers, faculty/clinical instructors, clients, and health care professionals.
5. Develop leadership knowledge, competencies, and dispositions.
6. Express creativity through innovation.

The aim of reflective practice is to develop oneself as a reflective practitioner. This purpose requires ongoing dialogue between one's unique individual strengths and societal health care needs that pertain to nursing. Faculty colleagues will act as role models and advisors to assist in the students' development as reflective practitioners: "Reflection is learning from everyday experiences with the intent of realising desirable practice" (Johns, 2004, p. 24). Reflective practice enables the student to be authentic and to make a unique contribution to the nursing profession.

The description that follows is an adaptation of the LEARN process: it has an increased emphasis on critical thinking, change theory and aesthetic expression.

1. Look Back:
 - a. Recall and briefly outline a situation that is meaningful to you as a nurse.

2. Elaborate:

a. Objective Recall

- i. What did you see, hear, taste, touch, and smell?
- ii. Who was involved?
- iii. What interactions did you observe?
- iv. Are there ethical, cultural, spiritual, developmental, social or economic considerations to be taken into account?
- v. Are there health/illness considerations to be taken into account?

b. Subjective Recall:

- i. What did you think?
- ii. What did you feel?
- iii. What were your intuitions?
- iv. How did you think others felt?
- v. What are your values and/or beliefs in relation to this event?
- vi. Where do these values and beliefs arise and why?

3. Analyse:

- a. Is there a matter or issue that is unusual or unresolved?
- b. Formulate a hypothesis about key issues.
- c. Consider what you know from nursing and related courses, what you need to know and where you might find the information.
- d. Interpret the event according to what you have learned from the literature reviewed.
- e. Critically appraise the literature and explore how this relates to key issues, incorporating and citing significant findings from the literature. Include a reference list and a copy of each article to support your submission.
- f. Describe how your thinking changed about the key issue.

4. Revision:

Based on your expanded understanding of the situation:

- c. What practice should be preserved, how and why?
- d. What practice should be changed, how and why?
- e. Is there a creative/imaginative dimension to this change process?

5. New Perspective:

- a. If a similar situation arises again in your practice, what might you do differently?
- b. Based on your reflective learning, write a brief synthesis, formulate recommendations. Consider faculty and peer feedback and incorporate this into your analysis.

ACADEMIC POLICIES AND PROTOCOLS

Students should be aware of [University policies](#). The list of policies below has been assembled to provide useful reference. This is not intended to be a complete list, but rather a compilation of some frequently referenced policies.

Specific policies to review are:

[Policy 46 Undergraduate Grading, Promotion, and Academic Standing](#)

[Policy 60 Academic Integrity](#)

[Policy 61 Student Code of Non-Academic Conduct](#)

[Policy 162 Grade Reassessment and Grade Recalculation](#)

[Policy 167 Academic Consideration](#)

[Policy 168 Grade and Standing Appeals Policy 166 Course Management](#)

[Policy 135 Final Examinations](#)

[Policy 150 Accommodation of Student Religious, Aboriginal and Spiritual Observance](#)

[Policy 159 Academic Accommodation of Students with Disabilities](#)

For academic integrity and code of conduct policies for students in years 1 & 2 at college partner sites, see site specific web links:

[Centennial College Academic Integrity Policies](#)

[George Brown College Academic Integrity Policies](#)

Accommodation for Disability

1. Students who need academic accommodation support based on disability must register with Academic Accommodation Support (AAS). This can be for a disability that is already diagnosed or if a student thinks they may have a disability; both permanent and temporary disabilities can be accommodated. Once registered with AAS, the student must send an accommodation letter via the online system used by AAS to each of their instructors. The accommodation letter outlines their approved accommodation(s) for each course. This should be done as early as possible, prior to any graded assignment, test or exam. Please see [Policy 159 Academic Accommodation of Students with Disabilities](#).
 - To receive accommodation, a student must submit documentation for their disability from a registered health care professional. The health care professional performs an in-depth and thorough evaluation, and generates a formal recommendation on the type of accommodation best suited for the student.
 - Students at **Toronto Metropolitan** submit to the [Academic Accommodation Support](#) (AAS).
 - Students at **Centennial** submit to the [Centre for Accessible Learning and Counselling Services](#) (CALCS)
 - Students at **George Brown** submit to the [Accessible Learning Services](#).
2. Students who self-identify or who are identified as requiring an accommodation in courses that have a lab and/or clinical placement component will be encouraged to access the accommodations department at their site (see above) to make arrangements for **clinical practice and/or lab accommodations**. Please refer to the [Clinical/Lab Accommodations Process](#) document on the CPO website.
3. To receive accommodation for a mental health disability, the diagnosis does not need to be disclosed. The documentation is reviewed by one of the University's highly trained professional Facilitators, who puts in place an Accommodation Plan. Not all accommodation recommendations by the health care professional are accepted. Each accommodation is evaluated and only put in place when it meets the academic requirements of the course and upholds Toronto Metropolitan University's Academic Integrity standards.
4. In some cases, arrangements related to a student's accommodation needs may be made by the student's

Academic Accommodation Support Facilitator on behalf of the student. Students are not required to provide their personal health information or seek accommodation directly from their professors, Faculty Advisors or teaching assistants as it pertains to academic accommodation for disabilities.

5. Students who miss a scheduled test/exam booked in the Test Centre must obtain approval from their instructor for a date to reschedule the test/exam. Students cannot determine their re-scheduled test/exam date independently.
6. Students needing academic accommodations who are moving from a college to TMU for year 3 will be required to apply for Academic Accommodations at TMU, as academic accommodations are not transferred between sites. Students moving into Year 3 are encouraged to begin the academic accommodations process at TMU well in advance of the fall semester of year 3. College-site students can begin this process even as early as the end of year 2, using their TMU email address.

7. Clinical Skills Assignments/Testing

It is professionally necessary that a nurse be able to perform a number of nursing skills in a timely fashion so as not to unduly or potentially harm a client to whom care is delivered (e.g. CPR must be initiated within 3-5 minutes, not 6-10 minutes, the latter having the potential of causing irreversible brain death to the client).

If skills' testing focuses on the ability of the student to demonstrate a particular nursing skill within a specified time limit, accommodation for students with disabilities who are registered with Academic Accommodation Support (AAS) will be assessed on a case-by-case basis. The academic accommodation must assist the student in fulfilling their academic requirements without alteration in academic standards or essential learning outcomes. This applies in cases where skills testing requires the evaluation of more than just the demonstration of a particular skill within a specified time limit (e.g. if it is necessary that the student provide verbal rationale as they work through the demonstration of a skill).

ASSIGNMENTS

Turnitin

Turnitin, an electronic plagiarism detection service, will be used. Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternative arrangements. An alternative to the plagiarism detection service will be outlined by the faculty member, and this will involve the submission of two drafts of the work in progress. When a student has opted out of the plagiarism detection service, if the instructor has reason to suspect the individual piece of work has been plagiarised, the instructor is permitted to submit that work in a non-identifying way to any plagiarism detection service. It is the responsibility of the student to ensure that their assignment is uploaded properly to Turnitin. See the course syllabus for dates of submission for relevant assignments. All students must keep an electronic and hard copy of any assignment they produce in case of loss, failure to submit an assignment, or requests for extensions. You may be asked to produce your copy, rough work, and/or electronic submission. Failure to do so may result in a zero for that assignment. The Turnitin copy of the assignment will be used for grading.

The complete policy on academic integrity and use of turnitin.com can be found on the [Academic Integrity Office website](#)

Instructions for students using Turnitin can be found on the [Turnitin website](#). This site also offers a student video to assist in using this service. If you have questions about the use of Turnitin, please speak to your course faculty.

Guidelines for Annotated Bibliography

All articles used in an annotated bibliography must be directly related to the learning outcomes of the course and nursing practice focus. It is expected that bibliographic references include scholarly nursing literature.

- Give the full reference of the article that you are annotating. This should be in proper APA format, just as on a reference list.
- Summarise in one sentence what the article is about.
- Analyse, comment on the strengths and weaknesses of the article.
- State the author's professional perspective.
- Identify the target audience for the article (for whom is it written).
- Note biases, if evident.
- Discuss the relevance of this article for your nursing practice.
- 1/2 to 1 page.
- Hand in article with annotation.

Guidelines for Scholarly Work

Professional nurses must be able to communicate clearly in writing. As part of the learning process, and ultimately as a foundational component supporting the highest quality of practice, the effort to become independent, creative, self-motivated, and critical thinkers requires significant attention to the development of scholarly writing skills.

Students are expected to have the appropriate level of knowledge and skill regarding computer access and keyboarding to complete scholarly requirements.

Writing Style and Format

Writing style involves form and format. Form refers to syntax, grammar, spelling and punctuation. Format covers the typographic arrangement, expression of ideas, readability, citations, and reference sources.

The Toronto Metropolitan, Centennial, George Brown Collaborative Nursing Degree Program follows the conventions and rules outlined in the Publication manual of the American Psychological Association, known as "APA", for all assignments within the Program. **NOTE:** Check with your instructor regarding using the 6th or 7th edition of the APA manual.

Formatting requirements related to the title page, the body of the paper, and references are outlined in the APA Manual. Generally, the current guideline provided by the Toronto Metropolitan Writing Centre should be followed, but the particular expectations in each course, regarding adherence to APA standards, are provided in the course syllabi. The '[APA Writing Style Guide](#)' is a helpful resource. The Collaborative Program has determined that a student's NAME **AND** STUDENT NUMBER may appear on the title page of scholarly papers written for classroom courses.

Maintaining Academic Integrity

(Excerpts taken verbatim or summarized from [Academic Integrity Office website](#).)

What is Academic Misconduct?

Academic misconduct includes actions that have a negative effect on the integrity of the learning environment. Offences of this nature are unacceptable. Academic dishonesty is any deliberate attempt to gain advantage by deceiving faculty, placement managers/coordinators, preceptors or other professionals who are mentoring students, other students or the University administration. Academic dishonesty may involve an individual or a group, and includes but is not limited to the following offences. Academic misconduct can take many forms; the following examples are provided for descriptive purposes and are not intended to constitute an exhaustive list:

1. Plagiarism
2. Cheating
3. Misrepresentation of personal identity or performance
4. Submission of false information
5. Damaging or Tampering with the Scholarly Environment
6. Contributing to Academic Misconduct
7. Unauthorized Copying or Use of Copyrighted Materials
8. Violations of Departmental Policies on Professional Behaviour

Contributing to academic misconduct – knowingly assisting someone to commit any form of academic misconduct is itself academic misconduct. This may include, but is not limited to:

- offering, giving or selling essays or other assignments with the knowledge that these works will likely be subsequently submitted for assessment;
- allowing work to be copied during an examination, test or for other assignments;
- offering, giving or selling answers to tests or exams; or unauthorized sharing of examination questions and/or answers.

For further details, see Toronto Metropolitan University [Policy 60 – Academic Integrity](#)

Academic Integrity and Plagiarism

What is Plagiarism?

According to Toronto Metropolitan University's Academic Integrity Policy, plagiarism means claiming the words, ideas, artistry, drawings, images or data of another person as if they were your own (p.3). For a more detailed definition, please see the [Academic Integrity Policy](#).

You are probably aware that purchasing an essay or having someone else write it for you constitutes plagiarism, but there are other forms of plagiarism that may not be so obvious. In University, you will often be required to use outside sources like websites, books, articles, and textbooks, but in your written work or oral presentations, you must separate your ideas from those of others and **properly cite your sources**. Whether you are writing a research essay, a self-reflection paper, a lab report, a computer program, or an oral presentation you must always do your own work.

There are many different types of plagiarism, including:

- Copying and pasting material from a website
- Making minor changes to an author's words or style and then presenting the material as your own
- Taking text from published authors, your friend's paper, or work you've already handed in (in part or in full)
- Using a direct quotation but leaving out the quotation marks

- Paraphrasing too closely to the original
- Failing to cite sources or citing them incorrectly such that the work cannot be properly found
- Working with another student on a project but failing to put both names on the final product
- Having someone else re-write or heavily edit your paper.
- Sharing your individual assignment with another student

How to Avoid Plagiarism

Let's face it: you didn't struggle to get into University so you could cut and paste someone else's ideas from a website. You came to Toronto Metropolitan to learn the skills you need to succeed in your field. Being a student means struggling with concepts, assimilating new facts and approaches, and sometimes reconsidering the knowledge that you already possess. It is hard work! As a student, it is your responsibility to ask for help when you need it.

No one expects you to know everything when you start university—you will get the most out of your Toronto Metropolitan experience if you approach courses and assignments as learning experiences. If you don't understand an assignment or a concept from class, you should ask your professor to explain it again or seek out academic support services on campus. Above all, consider your reasons for being here and keep them in mind at busy times of the year. If you are crunched for time, get some help with time management from [Student Life and Learning Support](#). If you're struggling with concepts from class, talk to your professor during office hours or arrange to have a tutor.

Copying and Pasting

"Copy and Paste" plagiarism is exactly what it sounds like; anytime you take a sentence from an original source (a website, a journal article, or someone else's paper) and paste it into your own essay, you are guilty of bad scholarship. Copy and paste plagiarism is especially tempting when it comes to web sources or online journals.

Why should you retype a sentence or paragraph from a website if you know you're going to use it in your paper and when copying and pasting it is so much easier?

You should make a rule to NEVER copy and paste text because:

- It can become difficult to separate your text from the source text.
- It's much harder to write a good paraphrase of a source if the source text is on the screen in front of you.

This practice makes it far too easy to use source material: when you select a quote, THINK about it, make sure you understand it, and have clear reasons for using it in your paper. Copying and pasting text is just too easy—good scholarship takes time and effort.

Changing Words

What's the difference between these two sentences?

1. *Toronto's new green bin program not only prevents waste from going to Michigan landfill sites, but also helps people become more aware of the type and amount of waste they create on a daily basis; this program encourages people to take responsibility for the garbage they produce.*
2. *The new green bin program used in Toronto not only reduces the amount of garbage going to Michigan landfill sites, but also encourages citizens to become more aware of the waste they create on a regular basis; this program helps homeowners to take responsibility for the waste they produce.*

The second passage is almost identical to the first. Sure, the author has changed certain words, trading garbage for waste and people for citizens, but the structure and the content of both passages are almost identical. If you want to paraphrase a passage, you must PUT IT IN YOUR OWN WORDS, which means more than simply changing a few words.

To put something in your own words, read the passage and think about what it means. It may help you to circle key words. Make brief notes on a separate sheet of paper (think of it more like sketching the ideas than copying phrases-diagrams or symbols are helpful and don't lead to plagiarism). Then, turn the paper over or minimise the window and think about how you would explain what you just read if you were talking to another person. Take out a separate sheet of paper and write down the paraphrase, using your rough notes as necessary.

FYI-a good paraphrase of the example sentence you just looked at might read like this:

The green bin program has two distinct benefits: composting waste locally means less waste is going across the border to Michigan, and sorting household garbage makes Torontonians more conscious of the waste they create (Author, 2005).

Borrowing an Author's Style

Also be careful to avoid the type of plagiarism that involves borrowing an author's style or ideas. If the author has said something particularly well or has used a unique style or structure, you should quote directly. A passage that contains rich or striking language or that you consider to be beautiful or extremely well written deserves to be quoted directly. If you feel the passage would lose something in translation, preserve the original and put quotation marks around it and cite appropriately where the information came from.

Taking someone else's ideas

Don't rely on someone else's ideas! You have good ones of your own! Especially if you are in first year and doing your first big research project, you might get the feeling that everything has been said before and that the people who said it before probably said it better than you ever could. This is simply not true: you are just entering the field, so the learning curve may be steep at first, but you have something to contribute to discussions going on in your field. If you don't feel confident, talk to your professor or get help from the Learning Success Centre,

Here are some tips for how to avoid using other author's idea as a crutch:

- Do some hard thinking BEFORE you consult sources-if you have some ideas written down before you begin, you won't run as much risk of borrowing heavily from other people's ideas
- Take careful research notes-include a space to write down your own thoughts and questions as you go
- Update your research log on a regular basis.

If you are relying on other people's ideas, you need to tell your reader where those ideas came from. Whether you are presenting ideas that came from a paper you read during the course of your research or from a lecture you remember hearing in your first year Psychology class, as a scholar, you must follow up on those ideas and give your reader a sense of where those ideas came from.

Quoting and Paraphrasing

You will use sources in different ways in your paper. When you use a direct quotation, it means you have taken EXACTLY what the author said and put it into your paper. You must let your reader know that the material comes from another source by putting quotation marks around the passage. Be careful with the use of direct quotes and avoid the temptation to fill your paper with long stretches of direct quotations: these can really break up the flow of your ideas.

Use a direct quote when:

- The author has said something particularly well (i.e. the passage would lose something if it were translated into different words; the style is as important as the content)
- The original source contains a sentence or two that says exactly what you want to say
- You are quoting from a work of literature or an original historical document or the author is a famous person or a well known authority on the subject

Rather than using a direct quotation in your paper, you might consider **paraphrasing**. When you paraphrase, you put the author's ideas into your own words and use your own sentence structure. When you paraphrase, you must make sure you understand the original passage. The best thing about paraphrasing rather than quoting directly is that your paper won't be filled with long stretches of quotation. Rather, the source ideas you are using will be nicely integrated with your own thoughts.

Paraphrase when:

- There is nothing striking or unique about the way the author has phrased the passage. If the passage is mundane, it's better to paraphrase it-your words will do just fine.
- The passage is really long and full of details that don't really apply to your paper. Think about why you're using the quotation and "trim" it, or simply put it into your own words.

Using the Internet

Can you imagine being a student before the Internet? The Internet has obviously changed scholarship dramatically. It presents a challenge for researchers and students because the content found on the internet is often less reliable than information in books or articles, mostly due to the fact that online texts don't go through the same rigorous editing and fact checking procedures as traditional published texts. So, when you use the Internet, use it safely and wisely.

Here are some guidelines that will help you do that:

- Think before you search
- Keep a record of your searches
- Assess web sources carefully
- Print off a page from the website you're using in your essay
- Take accurate notes
- Don't have website windows open when you're writing your essay
- Never cut and paste directly from a website

Using "Paper mills"

Toronto Metropolitan's [Academic Integrity Policy](#) clearly states that "submitting stolen or purchased assignments or research" is a clear case of Academic Misconduct.

A number of websites market essays to students. Why not purchase your papers rather than writing them yourself?

- You don't learn anything from buying a paper
- Purchasing an essay undermines the academic community that you are part of and is against University policy
- Papers available on these sites are generally poorly written. You can produce far more interesting material on your own.

Making Multiple Submissions/ Duplicate Papers

Submitting the same work, in whole or in part, for credit in two or more courses, or in the same course more than once, without the prior written permission of the instructor(s) is a form of academic misconduct. When submitting work to be graded, the university expects the work to be original and created by you for the purpose specified in the assignment. The penalties vary from a "0" for the paper or for the course, up to suspension from the university. Please see the section in the Toronto Metropolitan and College Calendars for a full discussion on academic misconduct.

If you are uncertain about using a piece of work, clarify it with your professor!

All students are to keep copies of their rough work. Students may be required to produce evidence of their rough draft. Failure to do so may result in a zero for that assignment and a charge of academic misconduct.

Academic integrity policies for each site are available below:

[Toronto Metropolitan Academic Integrity Policies](#)

[Centennial College Academic Integrity Policies](#)

[George Brown College Academic Integrity Policies](#)

English Language Support

Even when plagiarism is unintentional, you are still responsible for the offence and liable for its consequences. Therefore, it is in all students' best interest to familiarise yourself with the rules governing plagiarism in order to be absolutely sure that you are not taking credit for material that is not fully your own. This can prove to be more challenging when English is not your first language or when you are from a culture that may not promote plagiarism as we define it in North America.

The purpose of any academic paper is to show your own thinking. Developing critical thinking skills by questioning and evaluating are intricate parts of North American academic culture. What and how sources are documented varies widely around the world. English as a Second Language students' (ESL) need to become knowledgeable of North American documentation techniques.,

English language support is available through the Faculty of Community Services [Academic Support Centre](#),

The [Writing and Language Support](#) program, which is part of the Student Life and Learning Support services, offers students on-going help when their first academic language is not English. This website provides resources specifically for ESL students. If students need more help with English Language Support programs or services, they are encouraged to [make an appointment](#).

Some advice if English is not your first language:

1. Make sure that you understand the expectations of assignments early in the semester.
2. Remember that quoting should be done only sparingly; be sure that you have a good reason to include a direct quotation. In research papers, you should directly quote from a source:
 - To show that an authority supports your point;
 - To present a position or argument to critique or comment on;
 - To present a particularly well-stated passage whose meaning would be lost or changed if paraphrased or summarised.

3. Learn to paraphrase, or summarise, an author's viewpoint without resorting to direct quotations. You should summarise or paraphrase when what you want from the source is the idea expressed, and not the specific language used to express it. Remember, when paraphrasing, even though the words are yours, the idea belongs to someone else who must be given credit; failing to do so is plagiarism.

Steps for Paraphrasing

1. When reading a passage, try first to understand it as a whole, rather than pausing to write down specific ideas or phrases.
2. Think of what "your own words" would be if you were telling someone who is unfamiliar with your subject (your mother, your brother, a friend) what the original source said.
3. Look away from the source; then write the text in your own words.
4. Check back with the original text for accuracy and clarity.
5. Taking good notes is essential. Don't paste passages from web pages into your draft. As you read any text - online or on the page - summarise useful points in your own words. If you record a phrase or sentence you might want to quote, put quotation marks around it in your notes to remind yourself that you are copying the author's exact words.
6. Expose yourself to academic writing. Read academic journals and you will soon get used to the ways writers in your field refer to their sources.

GRADING

The requirements for scholarly papers, below, apply to all written assignments.

Guideline for Grading Written Assignments

PERCENTAGE	CATEGORY	DESCRIPTION
90 - 100 A+	EXCEPTIONAL	<p>Assignment demonstrates superior performance as evidenced by:</p> <ul style="list-style-type: none"> • Exceptional grasp of the subject matter • Exceptional capacity for originality, creativity, and critical thinking • Comprehensive review of literature and integration of relevant concepts • Superior ability to organise and present ideas logically and fluently • Superior ability to analyse, synthesise, and express ideas logically and fluently • Exceptional ability to make critical and insightful evaluation of relevant materials • Exceptional level of scholarly writing ability and correct use of APA guidelines.
80 – 89 A- to A	EXCELLENT	<p>Assignment demonstrates excellent performance as evidenced by:</p> <ul style="list-style-type: none"> • Excellent grasp of the subject matter • Excellent capacity for originality, creativity, and critical thinking • Comprehensive review of literature and integration of relevant concepts • Excellent ability to present ideas logically and fluently • Excellent ability to analyse, synthesise, and express ideas logically and fluently • Excellent ability to make critical and insightful evaluation of relevant materials • Excellent level of scholarly writing style and use of APA guidelines. Form and APA format are essentially correct.
70 – 79 B- to B+	GOOD	<p>Assignment demonstrates good performance as evidenced by:</p> <ul style="list-style-type: none"> • Good grasp of the subject matter • Good capacity for originality, creativity and critical thinking • Comprehensive review of literature and integration of relevant concepts. One or more key areas of research may not be addressed • Good ability to organise and present ideas logically and fluently • Good ability to analyse, synthesise, and express ideas logically and fluently • Good ability to make critical and insightful evaluation of relevant materials • Good level of ability in use of APA format and writing form. Occasional minor errors in form and format.

<p>63 - 69 C to C+</p>	<p>SATISFACTORY</p>	<p>Assignment demonstrates satisfactory performance as evidenced by:</p> <ul style="list-style-type: none"> • Satisfactory grasp of the subject matter • Adequate review of literature and integration of relevant concepts. One or more key concepts are not addressed • Satisfactory ability to analyse and synthesise concepts • Satisfactory ability in expressing ideas logically and fluently • Inconsistent presentation of arguments • Satisfactory ability to make critical and insightful evaluation of relevant materials • Satisfactory level of scholarly writing and use of APA guidelines. Some errors in form and format throughout.
<p>50 - 62 D- to C-</p>	<p>NOTE: A FINAL GRADE IN THIS CATEGORY FOR NURSING COURSES WILL RESULT IN A PROBATIONARY STATUS (SEE PROMOTION POLICY VARIATIONS) THE STUDENT MUST REPEAT THE COURSE AND ACHIEVE A GRADE OF 'C' OR BETTER AND REMAINS ON PROBATION UNTIL A 'C' IS ACCOMPLISHED.</p>	<p>Assignment demonstrates unacceptable performance, as evidenced by:</p> <ul style="list-style-type: none"> • Minimal familiarity with the subject matter • Minimal review of appropriate literature • Minimal ability to analyse and synthesise key concepts • Limited ability to problem solve • Poor organisation or lack of focus in the presentation of ideas • Poor ability to make critical and insightful evaluation of relevant materials • Minimally acceptable or inconsistent ability in demonstrating scholarly writing and use of APA guidelines. Occasional major errors in APA form and format.

Below 50 percent	FAILURE	<p>Assignment demonstrates unsatisfactory performance as evidenced by:</p> <ul style="list-style-type: none"> • Superficial treatment of the subject matter • Adopts a personal rather than a professional view of the subject matter • Absence of originality, creativity and critical thinking • Fails to identify and review appropriate literature • Lack of analysis and synthesis of key concepts • One or more major sections of the assignment is missing • Unacceptable writing style and/ or failure to use APA guidelines appropriately. Consistent gross errors in form and APA format.
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Revised and approved by Faculty May 2002

INC (Incomplete) - incomplete course work or a missed final examination due to documented medical or compassionate grounds*. An INC can be awarded only when some of the elements of the evaluation process in a course remains to be completed and when the completion of the outstanding work or an alternative final examination may result in a passing grade. If a student has not passed or completed sufficient elements of evaluation the request for an INC can be denied by the course instructor. An INC will be assigned to students who have not completed required Academic Integrity Tutorial(s) for educational purposes as defined in Policy 60, the Student Code of Academic Conduct. The outstanding work or alternative examination must be completed by a specified date within three months of the submission of the INC. The INC will be replaced by an official course grade when the work is completed. If the work is not completed by the deadline, the INC will become a grade of 'F'. The designation INC is not included in calculating the grade point average, nor is it counted as a course credit or failed course.

*Students must petition their instructor to receive an INC grade within three working days or as soon as reasonably possible of the missed final examination or final assignment deadline. Supporting documentation (i.e. [Toronto Metropolitan Health Certificate](#)) must be provided. Instructors awarding an INC grade must provide the student, within seven working days, with a written statement of outstanding work to be completed and the date by which it must be completed (or the date of the alternate final examination). The instructor must also file a copy of this documentation with the Chair/Director of the teaching department/school.

Grading Grid

GRADE	10%	15%	20%	25%	30%	35%	40%	45%	50%
A+ 90-100	9.5	14.3	19	23.8	28.5	33.3	38	42.8	47.5
A 85-89	8.7	13.1	17.4	21.8	26.1	30.5	34.8	39.2	43.5
A- 80-84	8.2	12.3	16.4	20.5	24.6	28.7	32.8	36.9	41
B+ 77-79	7.8	11.7	15.6	19.5	23.4	27.3	31.2	35.1	39
B 73-76	7.5	11.2	14.9	18.6	22.4	26.1	29.8	33.5	37.3
B- 70-72	7.1	10.7	14.2	17.8	21.3	24.9	28.4	32	35.5
C+ 67-69	6.8	10.2	13.6	17	20.4	23.8	27.2	30.6	34
C 63-66	6.5	9.7	12.9	16.1	19.4	22.6	25.8	29	32.3
C- 60-62	6.1	9.2	12.2	15.3	18.3	21.4	24.4	27.5	30.5
D+ 57-59	5.8	8.7	11.6	14.5	17.4	20.3	23.2	26.1	29
D 53-56	5.5	8.2	10.9	13.6	16.4	19.1	21.8	24.5	27.3
D- 50-52	5.1	7.7	10.2	12.8	15.3	17.9	20.4	23	25.5
F1 40-49	4.5	6.7	8.9	11.1	13.4	15.6	17.8	20	22.3
F2 30-39	3.5	5.2	6.9	8.6	10.4	12.1	13.8	15.5	17.3
F3 1-29	1.5	2.3	3.0	3.8	4.5	5.3	6.0	6.8	7.5
F4 0	0	0	0	0	0	0	0	0	0

STUDENTS MUST ACHIEVE A GRADE OF C OR ABOVE IN ALL NURSING THEORY COURSES AND NURSING PRACTICE COURSES IN ORDER TO BE ELIGIBLE TO REGISTER FOR NURSING COURSES IN FOLLOWING SEMESTERS. A PASSING GRADE IN A REQUIRED NURSING COURSE IS 63%.

Academic Consideration for Assignments, Tests & Exams

Attendance is compulsory for all scheduled tests and examinations, and all assignments must be submitted by the due date. It is the student's responsibility to submit all assignments directly to the instructor of the course on or before the specific due date and time, by the method identified by the instructor. Submission deadlines may pertain to both the submission of an assignment to Turnitin and to the instructor, as per the instructions outlined in specific courses. In such cases, a late penalty may be applied if either submission requirement is not met (see below for a description of the late penalty).

Exceptions to this rule may be considered for religious, compassionate or health reasons, in accordance with the policy of the University. If a student cannot submit an assignment or write a test/exam on the due date for any reason, they may request academic consideration to negotiate an extension/alternate date for the assignment or test/exam with the instructor, giving reasons for the delay. Students may be asked to show draft versions of their assignment.

Accommodation for Missed Test/Examination and/or Assignment: Religious, Aboriginal and Spiritual Observance

The request must be submitted within the first two weeks of the class or, for a final examination, within two weeks of the posting of the examination schedule. If the required absence occurs within the first two weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these requests should be submitted with as much lead time as possible in advance of the required absence.

Academic Consideration Submission Process:

- **Toronto Metropolitan:** Students (Years 1, 2, 3 & 4) must file the necessary forms for accommodation of religious, aboriginal or spiritual observance as required by [Policy 150 Accommodation of Student Religious, Aboriginal and Spiritual Observance](#). **This request is submitted through** the [Academic Consideration Request System](#).
- **Centennial:** Students in years 1 & 2 should follow the Religious Accommodation policy and procedure on the Centennial College site SL100-05-Student-Accommodation-Policy.pdf.
- **George Brown:** Students in years 1 & 2 are required to complete the [Toronto Metropolitan Student Request for Accommodation of Religious, Aboriginal and Spiritual Observance form](#) and submit it to Leon Johnson, the Student Coordinator at GBC.

Accommodation for Missed Test/Examination and/or Assignment: Health or Compassionate Reasons

Students requesting academic consideration for an assignment, test or exam due to extenuating circumstances (health or compassionate) follow the processes set out in [Policy 167](#). Students must follow the guidelines in Policy 167 regarding submission of documentation for their request.

Students shall inform their relevant instructor(s) (via email whenever possible) in advance when they will be missing an assignment deadline or test/exam for health or compassionate reasons. Communication regarding an extension should be initiated approximately a week ahead of the due date or test/exam date. When circumstances do not permit this, the student must inform the instructor(s) as soon as reasonably possible. Academic Consideration requests are to be submitted within three (3) working days of the missed work. In extraordinary circumstances, exceptions to the 3-day requirement to provide documentation can be granted if the illness, including documented mental health issues, prevents a student from seeking medical attention or documenting their illness in a timely fashion.

Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, normal employment commitments will not constitute grounds for academic consideration. However, changes to normal employment commitments as a result of a more complex issue may be part of a request for academic consideration.

Academic Consideration Submission Process:

- **Toronto Metropolitan (Years 1, 2, 3 & 4):** Online submission - Links to the online request form, Toronto Metropolitan Student Health Certificate and instructions for submission are available [under Online Academic Consideration Requests](#)
- **Centennial College (Year 1 & 2):** Submit the [Academic Consideration Request Form](#) and documentation to Academic Success Advisor/Year Coordinator. When documentation of a health issue is required, students must provide the [Toronto Metropolitan Student Health Certificate](#) or a letter on letterhead from a physician
- **George Brown College (Year 1 & 2):** Submit the [Academic Consideration Request Form](#) and documentation to the Student Support Coordinator. When documentation of a health issue is required, students must provide the [Toronto Metropolitan Student Health Certificate](#) or a letter on letterhead from a physician.

Please be advised that records of absence from tests/examinations may be kept in the student files.

See [Student Health Certificate Guidelines](#)

NOTE:

- ***It is the student's responsibility to follow up with the faculty member*** regarding missed, late or absent assignments, tests or exams.
- Faculty members have the right and obligation to make the final decision about course evaluation activities, noting that certain courses may have specific course policies. Please refer to the Course Syllabus for details.
- A medical note covers ALL courses including assignments and clinical work for the time period covered by the medical note i.e. if the student has a medical note excusing their attendance from class/clinical/assignments in one course then the student cannot attend clinical placement/class or submit assignments for any other course.

Late Assignment Penalties

Assignments submitted after the scheduled due date, or a negotiated extended due date, without a request for academic consideration, will be subject to the following penalties:

- up to one week late - one full grade reduction (e.g. B+ to C+)
- up to two weeks late - two full grade reduction (e.g. B+ to D+)
- over two weeks late – assignment is not accepted, and a grade of zero is applied

Course Management

The Collaborative Nursing Degree program follows TMU policies related to Course Management, including statements about group work and class participation. Please refer to [Policy 166 Course Management](#) and see course outlines.

Request For Regrading Of Work Or Recalculation By Instructor

Toronto Metropolitan Students (years 1, 2, 3, 4): Please refer to Policy [162 Grade Reassessment and Grade Recalculation](#) for detailed information regarding reassessment of work by the instructor or someone other than the instructor.

Centennial College Students (Years 1 & 2): The request for re-grading of tests/assignments in courses taught by college faculty falls under the appeals process at the Centennial site. Please see the [Grade Appeals Policy](#) and the [Grade Appeals Form](#). The request for re-grading of tests/assignments for courses taught by TMU faculty falls under TMU Policy 162 (see above).

George Brown Students (Years 1 & 2): For re-grading of tests/assignments for courses taught by college faculty, please see the George Brown College [Academic Appeals Policy](#). The request for re-grading of tests/assignments for courses taught by TMU faculty falls under TMU Policy 162 (see above).

Students who believe that an assignment, test or exam, either in whole or part, has not been appropriately graded, or that there has been a miscalculation of a grade due to an omission, improper addition, etc., must contact the instructor to resolve the issue within ten (10) working days of the date when the graded work is returned to the class or grades are posted on D2L. Grades not questioned within this period will not be recalculated at a later date.

Students may be required to submit a written request for regrading, stating why the work warrants a higher grade. The instructor must respond within ten (10) working days. A reassessment may result in the grade remaining the same, being raised or being lowered. Students must receive feedback that addresses their rationale for requesting a regrading of the work.

If there is a concern about work returned during the final week of classes, or a final paper or exam, there might not be an opportunity to review the grade with the instructor or to have the work remarked prior to the assignment of a final grade for the course. In that case, a meeting with the instructor should be scheduled as soon as possible.

Students shall be given supervised access to any graded work that has not been returned or to their final exams, and be permitted to use that work for a reasonable length of time in order to prepare the required explanation for the regrading request.

It is recognized that there are assignments that do not lend themselves to independent re-evaluation, such as presentations or performances. Therefore, these may not be reassessed.

Formal Regrading Of Work By Someone Other Than The Instructor

Students may request a formal regrading of their work if:

- they do not accept an instructor's regrading of the work; or
- the instructor has not responded to the student; or
- the instructor has not regraded the work within ten (10) working days; or
- they do not feel they can discuss the matter with the instructor.

To request formal regrading, students must submit reasons, in writing, to the Associate Director (TMU)/Academic Chair (CC)/Academic Director (GBC), as to why the original grade, and if applicable, the instructor's revised grade, was inappropriate, based on evidence from the course outline, course notes, textbooks, etc. (include documentation to support your argument). Asserting that the work deserves more marks or that the student disagrees with the mark is not sufficient support for the reassessment. The request for regrading may be denied if the rationale is not based upon the merit of the work.

If the request for regrading is accepted, the Associate Director (TMU)/Academic Chair (CC)/Academic Director (GBC) will follow the procedures outlined in the site-specific policies & procedures (see links to policies, above).

The work will be reassessed by a qualified instructor other than the original instructor as determined by the Associate Director (TMU)/Academic Chair (CC)/Academic Director (GBC). In this event, the course instructor will provide a copy of the grading/marking criteria and the student will provide the originally graded work and a "clean" copy of the work (with no personal identifying information on it) to the Associate Director (TMU)/Academic Chair (CC)/Academic Director (GBC). If the assignment is submitted via Turnitin the instructor will provide a clean copy of the assignment to the Associate Director (TMU)/Academic Chair (CC)/Academic Director (GBC) and will provide the Turnitin similarity report if relevant to the grading of the assignment. The reassessing instructor will receive: the expectations for the assignment, the marking/grading criteria, the "clean" copy of the work with the student's name and identifiers removed, Turnitin report (if applicable).

A regrading may result in the grade remaining the same, being raised or being lowered, and the reassessed grade becomes the official grade for that work. The revised grade cannot be subsequently appealed. If reassessment of the work was not done or has not been done in keeping with this policy, an appeal may be submitted on grounds of Procedural Error.

Supplemental Exams

Supplemental exams and retaking tests for nursing courses are not provided. Appeals that request a supplemental exam are dealt with on a case-by-case basis, and duly assessed according to the Appeals policy at the student's site (see information about academic appeals, below).

Grade Posting

The final percentage grade in a course will be rounded to an integer as per standard mathematical practice before converting to a letter grade. For example, 49.5% would be rounded to 50% and 49.3% would be rounded to 49%. Refer to Toronto Metropolitan Senate [Policy 46 Undergraduate Grading, Promotion, and Academic Standing](#)

Faculty may distribute assignment/test grades in class and/or post grades on D2L/Blackboard. Final grades are only released by RAMSS at the identified times each semester, in keeping with Toronto Metropolitan Policy. Faculty cannot provide final grades to students.

Students who have a concern about the calculation of released final grades are expected to contact their instructor within 10 business days of the release of grades and the instructor will respond to the concerns within 10 business days.

Test or exam review: Students have 10 working days to request a review of all tests or exams written during the school year, for all purposes.

Grading and Promotion

Due to the integrated program delivery model, the Collaborative Nursing Degree Program has adopted the promotion policy outlined in the current Toronto Metropolitan University Calendar. Grading at the Collaborative Program College sites will be done on a numeric basis and translated to Toronto Metropolitan Collaborative Program site letter grades when transferred to the Toronto Metropolitan site system. Each semester, grades awarded by the College sites will be communicated to the Toronto Metropolitan site. The letter grade translation of the numeric grades from the College sites will form the basis for academic standings.

Promotion Policy Variations for Nursing

1. Students must achieve a grade of 'C' or above in all nursing theory courses (all NSE, PPN, PAT courses) in order to be eligible to enrol in nursing courses in subsequent semesters. For practice courses, students must achieve a minimum of C in the written/online assignments AND a pass in the performance evaluations.
2. Students who earn a grade of 'C-' or below in any nursing theory course or a 'Fail' grade in a nursing practice course will be given a PROBATIONARY standing regardless of their overall GPA.

Students will remain on PROBATION until the nursing theory course and/or nursing practice course is successfully completed. The probationary period may be for the full academic year.

Students on PROBATION, as part of the probationary contract, will be required to repeat all Theory course(s) with a grade of 'C-' or below, and/or the Practice course(s) and may be required to repeat all the relevant course co-requisites (see #3).

Students who receive a PROBATIONARY standing and who have a GPA of 1.67 or lower may not continue into the subsequent nursing practice course.

Students on PROBATION who earn a grade of 'C-' or below in a nursing theory course other than the nursing theory course(s) in which they previously obtained a grade of 'C-' or below, or who receive a C- or below grade in a nursing practice course will be given a REQUIRED TO WITHDRAW status.

Students who receive a second grade of 'C-' or below in the same nursing theory course or who receive a second 'Fail' grade in any nursing practice course (either a repeated or subsequent practice course) will result in a PERMANENT PROGRAM WITHDRAWAL standing.

3. Students who have failed one or more nursing courses and have earned a grade of C+ or below on courses designated as co-requisite courses for the failed course(s) will be required, as part of the probationary contract, to repeat all failed courses and co-requisite courses in which the student has earned a grade of C+ or below in the subsequent semester. The student will also be required to repeat the co-requisite practice course. Students who have earned a B- or above in designated co-requisites will engage in self-study to ensure that their knowledge in the course(s) remains current in order to position themselves for success in future years of the program.
4. A second Fail grade (F) in a nursing practice course (either a repeated or subsequent practice course) will result in a PERMANENT PROGRAM WITHDRAWAL standing.
5. a) At any point during the academic term/year, the Collaborative Nursing Program reserves the right to

terminate a student's experience in a nursing practice setting, when patterns of behaviour place self, clients or others at risk. This will result in the student receiving a fail grade (F) for the course. In this circumstance, students shall have established rights of appeal; however, they cannot remain in the course while the appeal is underway. The appeal will be conducted promptly in order to protect student rights.b) The student may be assigned a PERMANENT PROGRAM WITHDRAWAL from the Nursing program for reasons of unprofessional behaviour or professional misconduct.

6. An Incomplete grade assigned to a nursing practice course must be cleared prior to the official start date of the subsequent nursing practice course.
7. Students who have taken a one year leave of absence for non-academic reasons (e.g. maternity leave, health leave) will engage in self-study, prior to proceeding to the next year of their program, to ensure current knowledge for each core nursing course completed the year prior to their leave. The self-study ensures that their knowledge in the course(s) remains current in order to position themselves for success in future years of the program.
8. Students who have not been registered in core nursing courses beyond one academic year (for either academic or non-academic reasons) may be required to repeat the core nursing courses from the last successfully completed year of the Collaborative Program.

Student Confidential Files

Student academic progress files are kept in the Home Site School of Nursing. They must be respected as a confidential file. Students may access their own file but MAY NOT remove any of the contents.

Academic Appeals

The details for appeals are outlined in the Toronto Metropolitan University Calendar, the Centennial College Student Dispute Guide and the George Brown Manual: Academic & Human Resources.

Nursing Students registered at Toronto Metropolitan in Years I-IV follow and adhere to the academic appeal policies and procedures of Toronto Met described in [Policy 168 Grade and Standing Appeals](#). Guidance on submitting an appeal at TMU can be found on the [Undergraduate Student Guide - Appeals](#) web page. Prior to submitting an appeal, students are expected to attempt to informally resolve grade issues with their instructor as "grade appeals are for issues related to final grades that could not be informally resolved." (Policy 168, sections 2.2, 5.2, 5.5)

Nursing Students registered at one of the Colleges in Year I and II, shall:

- For grade appeals in all courses taught by professors employed or retained by their Home Institution, and for academic standing appeals, follow and adhere to the academic appeals policies and processes of their respective Home Institution
 - o Centennial College: [Grade Appeals Policy and Procedures](#)
 - o George Brown College: [Academic Appeals Policy](#)
- For all courses taught by professors employed or retained by Toronto Metropolitan University, follow and adhere to the academic appeal policies and processes of Toronto Metropolitan described in [Policy 168 Grade and Standing Appeals](#).

Check the Appeal deadline at your site. Timing is key – appeal deadlines are strictly enforced and you must submit the correct documentation and evidence.

A nursing student registered at one of the College Sites may, only after exhausting all of the steps available in the academic appeal policies and processes of the student’s Home Institution as noted above, appeal to the Toronto Metropolitan University Academic Appeals Committee, provided that such an appeal is deemed to be at the final level of appeal set out in Toronto Metropolitan’s Appeal Policy. All appeals made to Toronto Metropolitan shall be governed by the Toronto Metropolitan University Appeal Policy. Medical documentation will be required when illness is cited as the reason for academic difficulty.

“Nurses are honest and practise with integrity in all of their professional interactions.” *Canadian Nurses Association, Code of Ethics for Registered Nurses, 2017, p.16.* Misrepresentation of any part or whole of the process or product in preparation of academic work (inclusive of clinical) is dishonest and demonstrates a lack of professional accountability.

Withdrawals

Course Drops

Students are held responsible for the payment of tuition fees for all courses in which they enrol. Students who find it necessary to withdraw from a course should ensure that they officially drop the course within the published [deadline dates](#). Failure to drop a course that is not completed results in a failed grade on the student’s official transcript. This grade will be included in all grade point average (GPA) calculations.

Official course drops are accepted in the following ways:

Toronto Metropolitan University (Years 1-4):

- online at my.ryerson.ca; Please see the tutorial “[How to Drop a Class](#)” for instructions.
- in person at ServiceHub, POD 150

Centennial College (Years 1 & 2): Students need to complete an 'add/drop' form & obtain their Academic Advisor signature in order to drop a course. Add/drop forms are available at Enrollment Services or online. Completed forms with the Academic Advisor signature are submitted by the student to Enrollment Services for processing.

Withdrawals: Students need to complete a withdrawal form & obtain their Academic Advisor signature in order to withdraw from the program. Withdrawal forms are available at Enrollment Services. Completed forms with the Academic Advisor signature are taken by the student to enrollment services for processing. Toronto Metropolitan forms are completed and sent to Enrollment Services at Toronto Metropolitan by the Academic Advisor.

Please check myCentennial for important dates related to course drops and program withdrawals.

George Brown College (Years 1 & 2): Students must make an appointment with the Academic Advisor.

Withdrawals: Students must complete a withdrawal form, obtained from and signed by their Academic Advisor, in order to withdraw from the program. Completed forms, which include the Academic Advisor’s signature, are submitted by the student to Student Services at George Brown College for processing. Toronto Metropolitan forms are sent to Enrollment Services at Toronto Metropolitan by the Academic Advisor.

Although, we strongly urge students to inform their instructors, as a courtesy, if they are planning to drop a course, notification to an instructor and non-attendance are not accepted as an official course drop.

CODES OF STUDENT CONDUCT

Code of Academic Conduct

Nursing Students shall follow and adhere to the academic conduct policies and processes of the Institution employing or retaining the Professor, Toronto Metropolitan Contract Lecturer, or College Instructor responsible for teaching the specific course that gives rise to the academic conduct issue in question.

Any Nursing Student registered at one of the College Sites may, after exhausting all of the steps available in the academic appeal policies and processes of his/her home Institution as noted above, appeal to the Toronto Metropolitan Site Discipline Committee, provided that the appeal is deemed to be at the final level of appeal described in Toronto Metropolitan's Code of Student Academic Conduct Policy. Any appeals made at the Toronto Metropolitan Site shall be governed by the Toronto Metropolitan University Appeal Policy.

Nursing Students may be represented at a Toronto Metropolitan Site final level appeal by a student association representative (or equivalent) of their Home Institution.

All information related to the penalty assigned to a Nursing Student at a College Site as a result of a violation of the Student Conduct Code must be provided to the Toronto Metropolitan Site prior to such Nursing Student beginning his/her Year III of the Collaborative Nursing Program. Such information is required in accordance with Toronto Metropolitan University policies (i.e., Central Registry).

Code of Non-Academic Conduct

Each Nursing Student will follow and adhere to the code of non-academic conduct of:

- his/her Home Institution while on the campus of the Home Institution; and
- of Toronto Metropolitan while on the Toronto Metropolitan campus.

All information related to the penalty assigned to a Nursing Student at a College Site as a result of a violation of the Student Conduct Code must be provided to the Toronto Metropolitan Site prior to such Nursing Student beginning his/her Year III of the Collaborative Nursing Program. Such information is required in accordance with Toronto Metropolitan University policies (i.e. Central Registry).

CNO Code of Conduct

The College of Nurses of Ontario (CNO) outlines the behaviours expected of all nurses in the Code of Conduct (Code) for the nursing profession. The Code sets the standards for professional and accountable nursing practice, and reflects the fundamental nursing values and principles core to the nursing profession. Students are expected to familiarise themselves with the [Code of Conduct](#).

Social Media

Social media are public spaces therefore students should not post anything that would not be said in a public gathering nor information that would not be suitable for anyone in the world to see. (University of Exeter)

Students are expected to uphold the privacy of colleagues and clients in accordance with:

- the policies related to the Government of Ontario [Personal Health Information Protection Act, 2004 \(PHIPA\)](#)
- the policies related to the Government of Ontario [Freedom of Information and Protection Privacy Act \(FIPPA\)](#)

Students who fail to adhere to the standards of professional practice in regards to FIPPA and PHIPA legislation will be charged with academic or non-academic misconduct (depending on the nature of the infraction) and are at risk of failing the course.

Students are expected to utilise social media sites in a responsible and professional manner at all times, and in accordance with:

- The policies for professional behaviour outlined in the Collaborative Nursing Degree Program Student Handbook
- The International Nurse Regulator Collaborative (includes the College of Nurses of Ontario), has developed a [Position Statement](#) on common expectations of nurses regarding social media use (August 2014-2015).
- An educational tool developed by the College of Nurses of Ontario related to the use of social media entitled [“Social Media: Reflect before you post”](#) (2013)

Students are prohibited from posting any information related to their clinical placement on any social media site. Students who do so will be charged with academic misconduct, will be removed from their clinical placement site and are at risk of failing the course.

Recommendations for using social media tools:

- protect your personal identity by using strict privacy settings
- create strong passwords and do not share them
- maintain privacy and confidentiality of fellow students’ information and report breaches to faculty
- maintain professional nurse-client boundaries and do not engage in social media relationships with clients
- do not post any client information or images unless related to the clinical agency’s expectation for client care
- never post unprofessional or negative comments about clients, staff or other students or employers
- avoid using social media sites to vent or discuss work/school-related events and comments on posts of this nature made by others
- maintain professionalism in postings, photos and videos
- keep school related social media activities separate from personal social media activities
- avoid giving health-related advice in response to posted comments or questions due to personal liability (College of Registered Nurses of Nova Scotia, (2012). Position Statement on Social Media, p. 3).

Intellectual Property

All course materials are the intellectual property of the instructor. Students must not photograph, post, publish, sell, or otherwise distribute course materials unless written consent has been obtained. Such materials include but are not limited to the following: lecture notes, lecture slides, class/lab activities, prepared video, or audio recordings, evaluation materials, case studies, et cetera. Students who violate this policy will be subject to academic penalty as outlined in the Academic Misconduct policy of the University or College.

OTHER UNIVERSITY PROCEDURES

Transfer Credits

Students may apply for credit for courses taken at another University; please see the [Transfer Credits website](#)

Letters of Permission

Collaborative Program nursing students may apply for a Letter of Permission (LOP) to take a course at another accredited post- secondary institution, and have the credit count toward meeting their Toronto Metropolitan degree program requirements. Approval is to be received prior to enrolling, to ensure that the course(s), if completed successfully, are credited towards the program of study. The application for a Letter of Permission is available on the [Curriculum Advising website](#).

Transfer of Students

The collaborative partners have agreed that they will not support nursing students wishing to change their home institution within the collaborative program. However, students do have the right to apply to transfer from the collaborative program to any other university program. Such applications will be considered by the receiving University subject to space availability.

Reference Requests

Students and graduates may ask specific faculty members for references for nursing practice performance and other professional characteristics. Employing agencies may, however, phone the year lead faculty member for a general professional reference. In order to protect students' privacy and rights, it is our policy to furnish both general references and individual faculty member references only on a student's written request and with his/her permission.

In order to facilitate this, students are asked to remember to tell agencies this fact and either sign a waiver with them (which can be sent to the School with a reference form) or write directly to the year lead faculty member authorising the reference's release. The Collaborative Program does not provide formal references for summer employment. If students need a reference for employment they should ask a faculty member if they would be willing to do so. The Collaborative Program will send references for graduating students only.

Transcripts

Students requiring "official" transcripts must obtain them from Toronto Metropolitan University.

Temporary Licence to Work

Fourth year students may get a temporary licence to work, pending their NCLEX exam and RN registration. Employers may ask students to provide them with a letter once they have successfully completed this program. However, these letters **CANNOT** be issued **before grades are submitted and then they are issued formally from the Registrar's Office**.

Suggestions for Course and Program Change

The Collaborative Program has a commitment to respond to students' suggestions, concerns, and/or complaints related to course or program changes. The following protocol has been devised for use within the Program.

During Term:

- Discuss with faculty involved.
- If unresolved, make an appointment with the Year Lead Faculty and/or Program Site Director.
- Attend and participate in scheduled Collaborative Student Check-ins

Following Course:

Written course and faculty evaluations are to be completed by all students. Summaries of student responses to the course evaluations are used in planning course revisions and are made available to the Year Coordinators.

After students have completed the above, and wish to propose formal changes, submit them in writing, with the rationale and an indication of the extent of class support. Submit the proposal to the Associate Director of the Collaborative Nursing Degree Program for consideration by the Curriculum Committee. Students must be prepared to discuss the proposal with the Curriculum Committee.

If students have followed the above protocol and still feel their concerns have not been adequately addressed, they may contact their student association. All changes must be approved by Toronto Metropolitan, Daphne Cockwell School of Nursing, and School Council.

SCHOLARLY RESEARCH AND CREATIVE ACTIVITIES

Faculty are committed to the development and enhancement of research and scholarly activities. Many faculty members are involved in research projects, scholarly activities or advanced education, and have varied expertise in nursing practice areas, educational approaches and research methodologies. They can be excellent resources for students interested in specific nursing practice or research topics. For Toronto Metropolitan Site students, specific faculty interest and expertise can be found in the [Daphne Cockwell School of Nursing Website](#).

Research and creative activities initiated by students are encouraged and are an essential component to many nursing practice and classroom assignments. It is possible that the student may be engaged in any level of the research process, from reviewing the literature, to collecting data and analysing it for the purposes of assisting in a research study. In such instances, students are expected to conduct themselves in a professional manner, with adherence to the ethical guidelines indicated below.

Research Ethics

All research conducted in a University or College setting (whether by faculty, staff or students) is guided by policies and procedures designed to protect study participants, the researcher, the University and the public. Toronto Metropolitan site policies and guidelines for ethical conduct of research can be found at: [Research Ethics Website](#)

These policies are in accordance with Canadian guidelines known as the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) established by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council, and the Social Sciences and Humanities Research Council. In order to ensure that research is consistent with these policies, all research with human subjects must be reviewed and approved by the Toronto Metropolitan University Research Ethics Board (REB).

Student Rights and Responsibilities Related to Research

Undergraduate students conducting research as part of their course work or class assignments must work closely with their faculty member to ensure that the project meets the requirements for ethical conduct. The Toronto Metropolitan Site has established [guidelines for undergraduate students conducting research](#) for class assignments that include data collection involving human participants.

Student **research** is different from information gathering that a student may do as part of a **professional practice experience**. Undergraduate student **research** is defined as “work done by an undergraduate student as a course assignment that entails data collection involving humans for the purpose of obtaining either primary or secondary data on research participants.” **Professional practice** is undertaken by students “when learning or doing the work of the profession. In general, professional practice for undergraduate students involves the development of skills which are considered standard practice within a profession or field and includes information-gathering processes that are typically a part of the normal relationship between a student in a field and the people the student interacts within that context.” Source: [Student Bill of Research Rights and Responsibilities](#)

Students may also be invited to participate in the research process as study participants. In such instances, students may wish to familiarise themselves with the [Guidelines for Student Research Participant Pools](#)

Note: The above standards are meant as guidelines or principles, and do not exhaust a researcher’s responsibility to be sensitive to the needs of subjects or to put those needs ahead of the need to acquire new knowledge. Any student or faculty member who has questions about the ethical standing of a particular project is encouraged to consult the [Toronto Metropolitan Research Ethics Board \(REB\)](#).

Conference Attendance Involving Missed Tests/Clinical Placement

This guideline applies to students requesting special consideration regarding attendance at a conference relevant to nursing that involves a pre-planned absence from core nursing classes and/or clinical placement.

Student qualifying for this consideration include those who:

1. Have a satisfactory achievement of learning objectives in the clinical placement to date.
2. Have obtained approval from their Clinical Instructor/Faculty Advisor for the core nursing courses.

Students exempt from this consideration include those who:

1. have scheduled tests or exams during the time frame of the planned absence
2. a cumulative grade <B (B=GPA3.0)

The student is accountable for meeting the deadlines for all other assignments that fall within the time period of the planned absence.

Students who have been approved for this consideration do not need to make up the clinical hours missed (Year 2 – 12 hours, Year 4 – 8 hours).

On return from the conference, students are responsible for engaging in learning activities that will bring them up to date with the material missed to ensure that they are able to meet course and clinical expectations. Additional clinical hours will not be granted or provided.

Procedure for obtaining approval

1. Well in advance of the conference, **and before travel plans are made**, the student will complete a form (Appendix E, submitted to site year lead) that identifies the following
 - a. Name, year, site
 - b. Current grade/CGPA
 - c. Name and date of conference
 - d. List Classes/clinical to be missed (by course number)
 - e. Signed approval from Instructor/Clinical Instructor/Faculty Advisor for the above classes/clinical (must get approval from all instructors)
 - f. Written justification demonstrating how the conference meets three course objectives.
2. Following the conference, the student is encouraged to contribute to a discussion concerning knowledge gained from the conference (e.g. report to Student Council).
3. Students who attend a conference without obtaining approval, will jeopardise approvals for future conferences.

INCIDENT REPORTING

For injuries and incidents related to **clinical/practice placements** please see “Placement Injury & Accident Reporting” in this handbook.

For **other types of injuries/incidents**: Contact the safety officer/security at your home site as follows:

Toronto Metropolitan University :

- Security at 416-979-5040 and/or Department of Environmental Health & Safety (EHS), 416-979- 5000 x 7096
- Refer to the following website - [Environmental Health & Safety - Facilities Management and Development - Toronto Metropolitan University](#)

Centennial College:

- The Security Office should be notified for all injuries.
- HP Science & Technology Centre (Room 234) 416-289-5000 #5340 or call the Emergency Help Line at 416-439-4357 (HELP). *This is a free call from your Cell Phone or any campus pay phone.* [Centennial College - Safety and Security](#)

George Brown College:

- The First Aid Attendant should be contacted between 8:00 am and 3:30pm at 416-415-5000, extension 5519 or extension 8000.
- Before and after these hours, Security will provide first aid at extension 8000.

ACADEMIC SUPPORTS

Each partner site offers a variety of services designed to facilitate student success, including achievement of your academic, professional, and personal goals.

Toronto Metropolitan:

[Student Life and Learning Support \(SLLS\)](#)

Student Learning Support offers a range of services to all Toronto Metropolitan students who want to develop their academic skills. Through individual and group sessions/workshops, we offer support for writing, maths, English language, study skills, testing and academic accommodation. We have specialised support areas to assist you:

- Academic Accommodation Support
- English Language Support
- Maths Support
- Study Skills and Transition Support
- Test Centre Writing Support

Faculty of Community Services - Learning Strategists

The [Faculty of Community Services Academic Support and Resource Centre](#) provides students with relevant, timely, and immediate learning support through individual assistance and facilitated group activities. Offered throughout the year, these programs are designed to help students achieve their learning goals by enhancing their academic skills such as essay writing, course and time-management, note-taking, critical reading, assignment completion, and test/exam preparation.

Iram Khan, M.A., TESL: to make an appointment please email: iram.khan@ryerson.ca Chris Cachia, M.A., B.Ed.: to make an appointment please email: ccachia@ryerson.ca

Centennial:

[Student Services](#)

From peer tutoring to mentoring, from Aboriginal Education Services to Aboriginal Student Services, from Career Services & Co-operative Education to overall First Year Experiences, we will continue to consult with you regularly and continue to help you on your journey to success.

Joanne Dominico: Learning Strategist, to make an appointment, please email: jdominico@centennialcollege.ca

George Brown:

We have Academic Support that provides free tutoring services in English and maths at the [Tutoring and Learning Centre \(TLC\)](#) and peer tutoring for course specific help through [PeerConnect, a free](#) drop-in service unique to George Brown. These resources can help you discover your learning style, get study tips and attend workshops geared to help you excel in your studies. Our priority at the college is to make you feel safe and supported so you can focus on your goals. We provide Personal Support to help make your college experience positive. You can receive [free and confidential counselling](#) (to help with both academic and non-academic issues),

Additional services are also available at each site (refer to websites).

Academic Advising

Advisors will be available via phone, email and in-person to assist students with a range of decisions e.g. transfer credits, course selection, dropping and adding courses, appeals, etc.

Toronto Metropolitan Student Affairs Coordinators:

- **Collaborative Year 1 & 3:**
Hanaa Abubeker, hanaa.ab@ryerson.ca, 416-979-5000
- **Collaborative Years 2 & 4:**
Suran Mercer, suran.mercer1@ryerson.ca, 416-979-5000 x 556318
- **Post-Diploma:**
Ivone Alvarez, ialvarez@ryerson.ca, 416-979-5000 x556301

Centennial College Student Success Advisor:

Matthew Edwards, medwards@centennialcollege.ca 416 289-5000 x 8037

George Brown College Student Support Coordinator:

Leon Johnson, ljohnson@georgebrown.ca, 416-415-5000 x 3106
Nursing Mailbox: nursing@georgebrown.ca

Academic Accommodation Support

Toronto Metropolitan

As a part of Student Learning Support (SLS), Academic Accommodation Support facilitates on-campus and community support for students with disabilities. Register before classes begin to access a range of services and supports for students with disabilities – both in academic needs and in the physical environment on campus. Services include assistance with accommodations for tests and exams, access to adaptive technologies, and the **RU Noted** student note-taking program.

Student Learning Centre, 4th floor, 341 Yonge Street

By phone (voice): 416.598.5978

By email: aasadmin@ryerson.ca

Website: [Academic Accommodation Support](#)

Centennial

The [Centre for Accessible Learning and Counselling Services](#) (CALCS) provides a range of programs and services aimed to empower students in meeting their wellness goals, accommodation and disability-related needs, and creating a more accessible campus community.

George Brown

We offer services and support that meet your needs so that you can participate in all aspects of college life at our [three campuses](#) and at our Toronto Metropolitan location. George Brown has services to support students with many types of disabilities. If you are a student with a disability, your first step is to [register with Accessible Learning Services](#). One of [our consultants](#) will work with you to talk about [how to accommodate your learning needs](#).

Health and Wellness Supports

Toronto Metropolitan

Medical Centre: The [Medical Centre](#) provides a wide range of medical services that you would normally expect to receive from your family physician. Services include routine examinations, annual physical appointments, treatment of minor illnesses, treatment of sexual health issues, and mental health assessment. Most visits are covered by health care plans; students are required to have a Toronto Metropolitan OneCard to access services. Appointments are required.

Kerr Hall West, room KHW181, 379 Victoria Street

By phone: 416.979.5070

By email: medicalct@ryerson.ca

Website: Toronto Metropolitan [Medical Centre](#)

Counselling: The [Centre for Student Development and Counselling](#) (CSDC) provides consultations on crisis matters for students. All of the services are free, confidential, and delivered during regular business hours by highly qualified staff.

Jorgenson Hall, room JOR07, 350 Victoria Street

By phone: 416.979.5195

By email: csdc@ryerson.ca

Website: [Centre for Student Development and Counselling](#)

Centennial

To find a local walk-in clinic go to [Find a Walk-In Clinic](#). Or the [APPLETREE TELEMEDICINE CLINIC AT CENTENNIAL](#) Centennial College provides free, confidential [counselling services](#) to all students. We offer you a safe place to explore your thoughts and feelings. Our mandate is to work with you to:

- Identify and address stressors affecting your academic performance
- Support your general well-being and positive mental health
- Look at issues from a different perspective
- Explore possibilities and develop new coping skills
- Learn new ways of communicating and developing meaningful relationships

George Brown

Learn to solve problems and develop ways to attain your goals – in your education, career and life.

- **Counselling is free and confidential**, available for full-time students who are currently enrolled.
- You're welcome to explore **academic and non-academic** issues because they all affect your success.
- The counselling office provides **fast service**, usually within two business days of scheduling.
- **Workshops** help you to get more from your education and are **free to all** students, not just full-time.
- We can arrange **ongoing support** with a community referral if short-term counselling cannot address your concern.
- Ask about other services for assessing your [career strengths and skills](#). For a counselling session or advice about college policies, please contact the counselling office at your campus.
- How to schedule a counselling appointment:
Visit or phone the counselling office at your campus Waterfront: 51 Dockside Dr., Rm. 225 Phone: 416-415-5000 ext. 5370
- George Brown students at Toronto Metropolitan visit room JOR 07C
Or e-mail letstalk@georgebrown.ca (If you do not receive a timely reply, please phone.)

SCHOOL COUNCIL

The function of the School Council is to develop and recommend policy relevant to the School and its programs as it relates to the general policy of Toronto Metropolitan University. In accordance with the bylaws of the University, curriculum and major program policy matters are vetted through the Toronto Metropolitan Daphne Cockwell School of Nursing School Council.

School Council Composition

There shall be a School Council of the Toronto Metropolitan Daphne Cockwell School of Nursing which shall be composed as follows:

- the Director of the School
- all RFA faculty of the School
- Collaborative Program Site Director, Centennial College
- Collaborative Program Site Director, George Brown College
- Collaborative Program Year Lead/Coordinator Faculty, Centennial College
- Collaborative Program Year Lead/Coordinator Faculty, George Brown College
- one (1) member chosen by and from sessional and part-time Contract Lecturers of the School
- student representatives in the ratio of not less than one-third and not more than one-half (this is a requirement of Toronto Metropolitan's Academic Council policy and procedure re: School Councils) of the total faculty members on the Council, elected at the end of September each year by and from the student population as follows:
 - one (1) student from each of years 1 through 4 of the generic program, Toronto Metropolitan site
 - one (1) student from each of the years 1 and 2 of the generic program, Centennial site
 - one (1) student from each of the years 1 and 2 of the generic program, George Brown site
 - one (1) student from each year of the full-time post RN program
 - one (1) student from the part-time post RN program
 - one (1) Canadian Nursing Student Association official representative
 - one (1) Toronto Metropolitan Nursing Course Union official representative

Vacancy

In the event that an elected student representative should resign or otherwise cease to act during the term of office, the School Council shall appoint from the same program, as was represented by the member who has ceased to act, a replacement for the unexpired portion of that term.

Voting

Each member of Council shall represent one (1) vote on all issues related to the Collaborative Nursing Degree Program, including those related to policy/procedure. Only Toronto Metropolitan representatives shall vote on issues that relate exclusively to other programs or policy within the School.

Chair of the Council

The Director of the Daphne Cockwell School of Nursing (and, as such, Director of the Collaborative Nursing Program) and a Toronto Metropolitan student representative of Council elected from all the student representatives of Council shall act as co-chairs of the School Council. They will prepare the agendas jointly and be responsible for conducting meetings.

Notices of Council Meetings

A notice in writing of a meeting of the School Council shall be given by the secretary to each member of the Council two (2) weeks before the date of the meeting.

Meetings of the Council

The School Council shall meet at least two (2) times per academic year at such times and places as the Council may determine. Additional meetings of the Council may be held upon resolution of the Council or at the call of the co-chairs.

Quorum for Council Meetings

A quorum for a meeting of the School Council shall be not less than fifty percent (50%) of the total membership of the Council.

School Council Committees

The Standing Committees of the School Council shall be: a. the Curriculum Committee and b. the Evaluation Committee.

Special Committees may be appointed by the School Council at any time for any purpose (such purposes to include long term planning, financial matters, physical resources, etc.). The organisers of such committees shall be from the members of the School Council.

All *Ad Hoc Committees* established to determine School policy will form through the School Council.

A *Quorum for Committee Meetings* should not be less than fifty percent (50%) of the total membership of the committee.

Committee Chairs in conjunction with committee membership are responsible for:

- calling meetings
- establishing committee priorities (based on School need)
- reporting to the School Director
- reporting to the School Council when appropriate

Amendments

The School Council may revoke, amend or re-enact these bylaws provided that notice in writing is given to each member of the Council at least two (2) weeks before the next meeting of the Council. The revocation, amendment, or re-enactment shall not come into force until it is ratified by the Academic Council.

(Approved by School Council, April 2002) (Approved by Academic Council, October 2002)

STUDENT NURSING ORGANISATIONS

RNAO Provincial Nursing Student Interest Group (PNSIG)

The Provincial Nursing Student Interest Group is an interest group of the Registered Nurses' Association of Ontario (RNAO). Its aim is to address issues of particular importance to nursing students in Ontario.

Focus:

- To increase student awareness of RNAO's philosophy, mission, objectives, structure, programs and services.
- To encourage student participation in RNAO by focusing on involvement in local and provincial nursing student interest groups.
- To improve accessibility to RNAO for nursing students.
- To promote unity among Ontario nursing students through communication and collaboration with other nursing student organizations.
- To provide a forum which encourages the professional growth of nursing students.

Membership is open to all nursing students in Ontario who are members of the RNAO. This includes students from both colleges and universities, basic stream and post-RN.

The Toronto Metropolitan Nursing Course Union (NCU)

The Toronto Metropolitan Nursing Course Union is the student council for Toronto Metropolitan site nursing students. It is a body of nursing students, elected by the students. The NCU is an important connection to faculty, other students, and information.

The NCU is a division of RyeSAC (Toronto Metropolitan Student Academic Council) designed to represent the nursing student body at Toronto Metropolitan University. Our mandate is to provide support, guidance, social events, educational opportunities and political involvement for our students. We liaise with other Course Unions to provide you with social events that will link you to the Toronto Metropolitan Community at large.

Keep your eyes open for:

- Scrub and Equipment Sales; Lunchtime talks on various nursing careers; Social events
- Newsletters; Fundraisers; Elections in March for a NEW NCU Executive

We are available to respond to any of your questions and suggestions. We are here to help you make the most of your time at Toronto Metropolitan University's Daphne Cockwell School of Nursing. To get involved, email us at ncu@ryerson.ca

Canadian Nursing Students' Association (CNSA)

The Canadian Nursing Students' Association (CNSA) is the national voice of Canadian nursing students. Our aim is to increase the legal, ethical, professional, and educational aspects of the profession, which are an integral part of nursing. CNSA is committed to the active and positive promotion of nurses and the nursing profession as a whole, and promotes concepts such as professionalism, leadership, visibility, education and advocacy. CNSA represents, is run by, and is independently controlled by the nursing students that are our members. CNSA, while being dynamic, and responsive to the current issues and events, is guided by several underlying principles and objectives.

The objectives of the CNSA are:

- to provide a communication link among nursing students across Canada, recognizing the specific language needs of our bilingual country
- to act as the official voice of nursing students
- to provide a medium through which members can press their opinions on nursing issues
- to encourage participation in professional and liberal education
- to provide a liaison with other organizations concerned with nursing
- to increase the awareness of both the existence of and the need for nursing research

(Affiliate Student Group with RyeSAC)

E-mail: ryerson.cnsa.ca, centennial@cnsa.ca, georgebrown@cnsa.ca Website: www.cnsa.ca

Phone: 416-979-5000 ext. 6335 (Toronto Metropolitan Chapter)

APPENDIX A: OVERVIEW of the Toronto Metropolitan, Centennial, and George Brown Collaborative Nursing Program

Vision And Mission

Vision. Leading collaborative baccalaureate nursing education in Ontario. Leading the development and advancement of knowledge and research for practice and education.

Mission. We are committed to preparing nursing leaders who are highly competent, knowledgeable and who play an integral role in shaping our health care future. We are committed to building upon our reputation for excellence by creating and delivering innovative, accessible baccalaureate nursing, and advanced practice education. We support an environment that respects differences, encourages inquiry, promotes the discovery of the human lived experience, and champions social justice. We engage in the scholarship of teaching, discovery, integration, and application to further excellence in nursing practice, education and leadership.

Historical Perspective

In July 1996, the Nursing programs from Ryerson (now Toronto Metropolitan) University and Centennial and George Brown Colleges of Applied Arts and Technology began the development of a collaborative, integrated baccalaureate nursing program. This innovative venture was a response to the 1982 position taken by the Canadian Nurses Association that by the year 2000, a baccalaureate degree would be the educational requirement for entry to the practice of nursing. Changes in the health status of Canadians, the health care delivery system, technology, the nature of nursing practice and societal expectations have laid the groundwork for changes in nursing education. These changes necessitate that nurses function in a broader spectrum of practice than the traditional hospital environment. There is a need to educate beginning practitioners to provide and coordinate care for individuals, families, groups and communities, in a variety of settings. By building on the strengths of each partner institution, a collaborative program offers a creative and unique mode of nursing education that can develop the critical thinking skills and competencies required of future practitioners.

Program development work was undertaken by a Planning Group, composed of a faculty member from each institution, and a series of faculty Task Groups. While the Curriculum Task Group spearheaded curriculum development, there was continual consultation with a variety of stakeholders (i.e. Students, Faculty, Advisory Group) to reach agreement on a curriculum that reflects the values and beliefs of all. The collaborative program began in September 2001 with the admission of students at the three partner sites.

Philosophy And Theoretical Foundations Of The Curriculum

The purpose of the program is to educate nurses to work with persons and communities of diverse backgrounds, ages, degrees of health/illness and in a variety of contexts. Therefore, it is important that it has a philosophical foundation that addresses the unique way in which experiences inform our practice. Through their participation in the learning process as students, graduates will become active participants in the provision of care and achievement of health for all. The philosophical beliefs defined below form the foundation of the collaborative nursing program.

Optimal nursing care is advanced by using philosophical underpinnings and multiple methods of inquiry to address complex and diverse nursing questions. Within the empirical paradigm, for example, controlled trials are crucial in the establishment of effective interventions and best practices. Empiricism encompasses an array of research approaches ranging from randomised controlled trials to phenomenological studies. The constructivist paradigm, on

the other hand, enables nurses to make professional judgments that incorporate expert opinion and sensitivity to unique individuals within particular family and cultural contexts. Different inquiry methods are adopted by nurses according to the work to be accomplished. Interdisciplinary research is a continuing challenge for the nursing profession during the 21st Century because it serves to maximise the benefits of complementary health care services and resources.

Phenomenology

A central tenet of phenomenology is understanding the meaning of lived experience. Within the curriculum, phenomenology is actualized through the nurse-client relationship, with the primary focus being on the exploration of the meaning of clients' experiences of health and healing.

Critical Social Theory

Integral to critical social theory is a commitment to penetrate the world of objective appearances in order to expose the underlying social relationships that are often concealed. Within the curriculum, critical social theory addresses the unequal social, economic and power relations that often exist within health care and society. (Adapted from the University of Victoria Collaborative Nursing Program.)

The beliefs that underpin the nursing program are based on Phenomenology and Critical Social Theory and together they resonate with Toronto Metropolitan University's Mission to advance "applied knowledge and research to address societal need".

These beliefs provide the normative basis of the program:

1. The nurse understands health, well-being and quality of life from the client's perspective.
2. The nurse affirms that every human being deserves equal concern, respect and consideration and therefore challenges systems that oppress the health status of some people while privileging others.

In order to realise these normative beliefs, nurses pursue evidence through data-gathering processes that are used to inform professional nursing practice. However, the means of actualizing these beliefs remains broad and varied, ranging from works of art to scientific trials. The aims of this philosophy are to assist students to acquire the knowledge, skills and dispositions needed to enhance the health of the people in the global community, as well as to promote a progressive, dynamic and inclusive learning community for students, faculty and staff.

With these philosophical approaches underlying the foundation of the curriculum, five Program Themes have been identified. These themes serve to organise the content of the curriculum and are reflected in all years of the four-year program in varying degrees of depth.

- **Primary Health Care/Health Promotion** Primary Health Care encompasses a philosophy of care as well as the services provided. Incorporation of all aspects of the care necessary to achieve health for all, with appropriate nursing implications is a focus for each year.
- **Reflective Practice/Critical Thinking** Central to all aspects of a nurse's practice are the skills of reflection and critical thinking. These are central elements in the student's way of learning as well as an outcome for all graduates.
- **Meaningful Relationships/Caring/Communication** The nurse-patient relationship is one of understanding the other, communicating effectively, and emphasising the meaning of the experience from the client's/patient's perspective. Only through caring meaningful relationships with self and others can this be achieved.
- **Political/Social Justice** Knowledge of the political, social and economic context of health care is essential to the current study of the nursing profession. Awareness and understanding of the roles of the nurse in social and political arenas is a requirement of the graduate.

- **Personal/Professional Development** Students are self-directed learners in the pursuit of knowledge for personal and professional purposes. Personal perceptions and meaning-making as they relate to self and others are encouraged throughout the curriculum.

With this philosophy underlying the Toronto Metropolitan, Centennial and George Brown collaborative baccalaureate nursing program, the metaparadigm of the discipline can be described as follows:

Nursing

Nursing is a humanitarian and caring profession, guided by ethical and legal standards. It is viewed as a systematic, theory-based process, with its own body of knowledge, consisting of both independent and collaborative roles. Its members are held accountable for their professional competence and for the advocacy of clients, peers and the discipline itself.

Nursing is a social force within the total context of the health care system. As a practice discipline, nursing requires its members to have a strong professional identity, be politically informed and involved, and advance public policy that improves the health of individuals and society. Nursing acknowledges that political activities, consumerism and changing health/illness patterns influence health care policy and health care delivery patterns. The professional recognizes the value of innovative multidisciplinary relationships as an effective approach to health care.

Nursing is both a science and an art. The science of nursing examines the relationships among person, health and environment. The art of nursing is embedded in the caring relationship between nurse and client. Nurses work in partnership with clients, learning from them the personal meanings of their health situations. Client-specific situations and meanings direct the selection of a theoretical base to guide nursing practice with the goal being a fostering of client wellbeing. The art and science of nursing develop through, and are informed by, the dynamic interaction of theory, practice, education and research.

Health

Health is a concept that has multiple meanings. It is related to quality of life, is individually defined and is in dynamic interaction with the environment. Individuals, families, groups, communities and society share responsibility for health. The major principles of primary health care: health promotion, accessibility, public participation, appropriate use of technology and multi-disciplinary collaboration, are seen as fundamental in achieving health for all.

Person/Individual

Person is viewed as an individual, a family, group or community. Persons have their own subjective experiences of the world, the freedom to choose values and to develop potential and aspirations that give meaning to living and reflect well being.

Environment

Environment is the context within which an individual exists. It is integral with the person, comprehensive and unique.

Teaching-Learning Beliefs And Principles

Learning is an interactive, lifelong process, which involves the development of the learner as a person. Nursing students are adult learners, accountable for their own learning. Multiple teaching/learning approaches facilitate that process.

Learning comes from those interactions in personal and social situations that have continuity and connection to a person's unique experience in life. Learning also occurs in educational experiences where positive growth in personal, moral, ethical, aesthetic and professional aspects of life develop.

Learning is facilitated by a caring collaborative student-faculty member relationship based on mutual trust and respect, where both student and faculty members are learners. Both bring diverse capabilities and experiences to the learning environment and these are valued as enhancing learning for all. The environment reflects evolving equality through the fostering of interactive relationships, and the attributes of trust, self-awareness and dialogue. Strong collaborative relationships between nursing education and nursing practice also foster a rich learning environment.

The teaching/learning process is integral to providing a climate conducive to the development of intellectual pursuits. A supportive and challenging learning environment contributes to the development of a reflective practitioner, who is capable of creative and critical thought, sound problem solving and ethical decision-making.

Faculty involvement in scholarly activity and professional development is viewed as an important factor in enhancing the teaching/learning environment and maintaining teaching expertise. Scholarly activity includes nursing practice, research, publication and community involvement. The educational preparation and professional expertise of faculty members also enrich the learning environment.

Modes of Delivery

A variety of teaching methodologies are utilised within this curriculum. In addition to didactic presentations, students are taught through use of situation-based learning methods, case studies which use small group learning formats, and distributive learning modes. Critique and inquiry are enhanced through use of debates and presentations, with strong emphasis on the students' self-evaluation and reflection of their learning. Seminars enhance the in-depth discussion of a variety of nursing issues and are encouraged. Nursing practice and laboratory work develop professional practice competencies necessary to graduate. Students also have the opportunity in their third and fourth program years to

Nursing Practice Learning Opportunities

The nursing practice experiences are designed to reflect the philosophical beliefs of the curriculum and are levelled, based on the focus and progression of the students through each year of the program. Planned nursing practice experiences commence in the first year with well clients and in long term care facilities where students care for seniors. In all settings the focus is on health promotion and maintenance of health.

In the second year, the focus changes to illness and recovery; therefore practice experiences are institution-based in acute and rehabilitative care settings. In year three, the nursing practice experiences selected allow students to focus on the community aspect of health care, in keeping with the focus of the year.

Opportunities to develop and demonstrate leadership skills as a practising professional are a necessary component of nursing practice opportunities for the final year student. Students have the opportunity to develop increased depth and breadth of knowledge and skill application to the care of particular populations, and with a focus on their professional career goals.

Curriculum Content Themes

Year 1

Year 1 of the program focuses on **knowledge of self in the context of health**. At this time the learner increases his/her awareness of self, the importance of wellness, and the relationship of health promotion in supporting and maintaining wellness.

The individual also develops an appreciation of the cultural diversity within the social and political context of the existing society. Within this environment, meaningful relationships are established and demonstrated by effective communication and reflective practice. Students' practice experiences focus on the establishment of relationships with people who define themselves as healthy. Learning experiences are structured to facilitate interaction between the learner and the environment.

Year 2

Year 2 of the program continues to develop a health promotion perspective based on **knowledge of others in the context of illness**.

The student further develops his/her role as a professional in building a therapeutic relationship with clients and families as they deal with acute and chronic illness. The focus of illness during this year addresses medical-surgical health related problems and concepts related to the individual's illness management, in addition to learning the skills of therapeutic care. Skills with research methodology are developed and incorporated in theory and practice courses.

Students also gain an introductory understanding of the broad systems of health care delivery.

Year 3

Year 3 of the program further develops the theme of health with an emphasis on **knowledge of community in the context of Primary Health Care**.

The student continues to develop the professional role by developing leadership skills. The Primary Health Care approach facilitates the use of advocacy and social activism in an interdisciplinary milieu. Learning experiences are provided in community settings that further enhance communication skills in the professional role.

Year 4

Year 4 focuses on the **integration of the professional self into the health care system**. During this year the students explore a variety of ways in which they can influence and create their future as professionals. The students explore, in depth, issues related to professional practice and demonstrate leadership skills in the context of progressive advanced professional and therapeutic relationships.

The learning experiences foster the growth of the student as a professional nurse who is critically reflective and an active agent for change within nursing, health care and society at large. Nursing practice learning opportunities are enhanced through learning/teaching relationships with expert practitioners.

Program Conceptualization

Year/Foci Content Themes

Year 1	Year 2	Year 3	Year 4
Knowledge of Self in the Context of Health	Knowledge of Others in the Context of Illness	Knowledge of Community in the Context of Primary Health Care	Integration of the Professional Self into the Health Care System

TEACHING METHODS

PROGRAM THEMES

Experiential	↔	Primary Health Care/Health Promotion
Emancipatory	↔	Political/Social Justice
Reflective	↔	Reflective Practice/ Critical Thinking
Cooperative/Collaborative	↔	Meaningful Relationships/ Caring/Communication
Situation Based/Inquiry/Integrative Practice	↔	Personal/Professional Development

Collaborative Program Learning Outcomes

The Philosophy Statement developed for the Collaborative Program, the position statement on baccalaureate education of the Council of Ontario University Programs in Nursing (COUPN), and the College of Nurses of Ontario Standards of Practice were considered in the development of the learning outcomes for the collaborative program.

1. Demonstrates caring as it relates to self and others.
2. Determines meaning and significance in client encounters.
3. Establishes meaningful connections with clients to facilitate therapeutic interactions.
4. Collaborates with clients and colleagues to ensure consistent, safe, effective care.
5. Uses personal knowledge and theory from nursing and related disciplines to determine an appropriate course of nursing actions.
6. Demonstrates reflective, critical, and analytical thinking to inform a creative and flexible nursing practice.
7. Appraises research studies and critically utilises the findings as a basis for nursing practice.
8. Evaluates gaps in nursing knowledge and appropriate solutions to address them. Considers research possibilities, and participates in research activities where appropriate.
9. Analyses health and practice issues within the social/economic, political/global environment.
10. Practices nursing in a skillful, therapeutic, socially inclusive, and culturally sensitive manner.
11. Provides leadership within his/her own practice to facilitate clients' and colleagues' desired outcomes.
12. Interprets population health principles to plan, implement, and evaluate health promotion and disease prevention programs.
13. Works within the context of a multidisciplinary health care team to apply primary health care principles.
14. Participates in developing and implementing strategies for the improvement of the health environment through the use of the political process and the principles of social justice and equity, within an individual/community/global context.

15. Practices nursing within legal, ethical and professional guidelines; behaviour is consistent with academic integrity and social responsibility.
16. Is an active participant in his/her personal and professional development.
17. Demonstrates the ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.

Opportunities for Graduates

Graduates from this program are eligible for employment in a variety of settings, utilising a variety of skills developed through the curriculum. Nursing practice experiences in institutional and community based settings, acute and long term care, and primary and tertiary levels of prevention, will afford the graduate opportunities to develop a career path in many contexts. Graduates of baccalaureate nursing programs are engaged in community development, program planning, health teaching, leadership positions, research utilisation, policy evaluation and analysis, in addition to frontline practitioner roles.

The knowledge and skills gained through this program will provide opportunities for graduate study. Graduates of the four- year Collaborative Nursing Degree program are eligible for admission to programs leading to Master's degrees in Nursing, and other related fields. The potential for doctoral work is also available to our graduates who demonstrate advanced leadership, research and practice potential.

Toronto Metropolitan, Centennial, George Brown Collaborative Baccalaureate Nursing Program
Curriculum Overview (For students beginning the program in Fall 2019 or earlier)

Year 1		Year 2		Year 3		Year 4	
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
NSE 11 A/B Nursing: Theory I: Theoretical Foundations of Nursing 3 hr, 2 terms		NSE 21 A/B Nursing: Theory II: Concepts, Individual & Family 3 hr, 2 terms		NSE 31 A/B Nursing: Theory III: Community Nursing 3 hr, 2 terms		NSE 407 Professional Development III: Current & Future Perspectives 3 hr, 1 term	Professional Elective ♦ 3 hr, 1 term
NSE 12 A/B Nursing: Practice I: Introduction to Nursing Practice hr class, 2 terms;hr lab, 2 terms		NSE 22 A/B Nursing: Practice II: Acute & Chronic Care 14 hr, 2 terms		NSE 32 A/B Nursing: Practice III: Community Nursing 15 hr, 2 terms		NSE 417 Nursing: Practice IV 16 hr, 1 term	NSE 418 Nursing: Practice V 32 hr, 1 term
NSE 13 A/B Nursing: Assessment of the Healthy Individual 3 hr, 2 terms		PAT 20 A/B Nursing: Pathotherapeutics: Nursing Implications 3 hr, 2 terms		PHL 302 Philosophy: Ethics & Health Care 3 hr, 1 term	NSE 306 Professional Development II: Leadership & Management Concepts 3 hr, 1 term	Professionally-Related Elective 3 hr, 1 term	
BLG 10 A/B Human Anatomy & Physiology 3 hr, 2 terms		NUR 80 A/B Nursing: Nursing Research, Measurement & Applications 3 hr, 2 terms		Professionally-Related Elective 3 hr, 1 term	Professionally-Related Elective 3 hr, 1 term	Liberal Studies 3 hr, 1 term*	
FNN 111 Nutrition for Nursing Practice 3 hr, 1 term	NSE 112 Professional Development I: Social, Political & Economic Perspectives 3 hr, 1 term	PSY 402 Psychology: Adult Development 3 hr, 1 term	SOC 104 Sociology: Understanding Society 3 hr, 1 term	Liberal Studies 3 hr, 1 term*	Liberal Studies 3 hr, 1 term*	♦ Professional Electives: NUR 820 Gerontological & Geriatric Nursing; NUR 823 Acute Care & Traumatic Conditions; NUR 824 Women's Health; NUR 825 Family Health; NUR 826 Community Mental Health. NUR 827 End of Life Care NUR 828 Global Health	
PSY 102 Psychology: Introduction to Psychology I 3 hr, 1 term	PSY 302 Psychology: Child Development 3 hr, 1 term	Liberal Studies 3 hr, 1 term*	Liberal Studies 3 hr, 1 term*				
Liberal Studies 3 hr, 1 term*							
21 hours	18 hours	29 hours	29 hours	27 hours	27 hours	25 hours	35 hours

Version Date: June, 2017

APPENDIX B: Freedom of Information and Protection of Privacy Act [FIPPA]

FIPPA is a provincial statute which was previously applied to government agencies and colleges but as of June 10, 2006 is applied to universities.

There are two principles to FIPPA regarding the collection or use of personal information. First, **Transparency**, which means access to information. Second, Privacy, which assures that personal information and privacy must be protected.

This act is applied to records that include an individual's personal information that is requested of the individual by the University or held by the University. It applies to all recording means such as printed, electronic, film, email, blackberry messages. It does not include archival records, research and teaching materials. For research materials there must be disclosure of the subject and amount of research.

FIPPA requires that individuals must be notified of the University's legal authority to collect information, the purpose of the information collection, and a contact person who can answer questions about the collection. In the case of the Daphne Cockwell School of Nursing it is the Placement Manager.

Samples of forms requiring a FIPPA disclosure include health records, placement applications, collection of student phone numbers and emails. If you are collecting preceptor information you don't need to use FIPPA if a business address and contact information is collected. The use of home address or number would require a FIPPA statement. The statement that must be added to a form is as follows:

Protection of Privacy

The information on this form is collected under the authority of the Ryerson University Act and is needed to process your application for _____. The information will be used in connection with _____. If you have any questions about the collection, use and disclosure of this information by the University please contact the Central Placement Manager at (416) 979-5000, extension 6573.

Under this statute, any personal information collected must be kept for one year in order to comply with the access to information under the transparency principle. There is a process for access to information which is administered by Daphne Cockwell School of Nursing designated contact person, the Placement Manager.

For further or detailed information about procedures, a binder with information about FIPPA is available in the Placement Office.

APPENDIX C: Contact Information: Toronto Metropolitan, Centennial, George Brown Collaborative Nursing Degree Program

Nursing Course Leads/Coordinators

Course	Faculty	Site	Phone Number	E-Mail
PPN 101	Coralee McLaren	Toronto Met	(416) 979-5000 ext.556300	coralee.mclaren@ryerson.ca
PPN 102	Coralee McLaren	Toronto Met	(416) 979-5000 ext.556300	coralee.mclaren@ryerson.ca
NSE 111	Joyal Miranda	TorontoMet	(416)979-5000 ext. 557850	joyal.miranda@ryerson.ca
NSE 121	Diane MacEachern	Centennial	(416) 289-5000, ext. 8476	DMacEachern@centennialcollege.ca
NSE 101	Jennifer Lapum	Toronto Met	(416) 979-5000 ext. 556316	jlapum@ryerson.ca
NSE 103	Jennifer Lapum	Toronto Met	(416) 979-5000 ext. 556316	jlapum@ryerson.ca
PPN 201	Anita Jennings & Zeneth Myrie (co-leads)	George Brown	(416)415-5000. ext 6669 (416)415-5000 ext.5516	ajenning@georgebrown.ca Zeneth.Myrie@georgebrown.ca
PPN 202	TBD		(416)	
NSE 211	Suba Sivaramalingam	George Brown	416) 415-5000 ext. 3895	ssivaram@georgebrown.ca
NSE 221	Suba Sivaramalingam	George Brown	416) 415-5000 ext. 3895	ssivaram@georgebrown.ca
PAT 201	Angela Harrinanan	Centennial	416)289-5000, ext. 8245	AHarrinanan@centennialcollege.ca
PAT 202	Angela Harrinanan	Centennial	416)289-5000, ext.8245	AHarrinanan@centennialcollege.ca
NSE 212	Roya Haghiri-Vijeh	Centennial	(416) 289-5000, ext. 8150	RHaghiri-Vijeh@centennialcollege.ca
NSE 222	Roya Haghiri-Vijeh	Centennial	(416) 289-5000, ext. 8150	jRHaghiri-Vijeh@centennialcollege.ca
NSE 203	Shelly Phillips LaForest.	Centennial	(416) 289-5000	slafores@my.centennialcollege.ca
NSE 311	Barbara Chyzy	Toronto Met	416) 979-5000 ext.556326	barbara.chyzy@ryerson.ca
NSE 321	Barbara Chyzy	Toronto Met	(416) 979-5000 ext.556326	barbara.chyzy@ryerson.ca
PPN 301	Priscilla Boakye	Toronto Met	(416) 979-5000	pnboakye@ryerson.ca
PPN302	Barbara Chyzy (Acting Lead)	Toronto Met	(416) 979-5000 ext.556326	barbara.chyzy@ryerson.ca
PPN303	Rosanra Yoon	Toronto Met	(416) 979-5000	rosanra.yoon@ryerson.ca
NSE 407	Lori Schindel-Martin	Toronto Met	(416) 979-5000 ext.554257	lori.schindelmartin@ryerson.ca
NSE 417	Karen Legrow	Toronto Met	(416) 979-5000 ext. 556327	klegrow@ryerson.ca
NSE 418	Karen Legrow	Toronto Met	(416) 979-5000 ext.556327	klegrow@ryerson.ca

Year Leads/Coordinators

Toronto Metropolitan Site Year Leads			
Year 1	Jennifer Lapum	(416) 979-5000 ext. 556316	jlapum@ryerson.ca
Year 2	Kateryna Metersky	(416) 979-5000 ext. 544906	kateryna.metersky@ryerson.ca
Year 3	Barbara Chyzyy	(416) 979-5000 ext.556326	barbara.chyzyy@ryerson.ca
Year 4	Karen LeGrow	416) 979-5000 ext.556327	klegrow@ryerson.ca
Centennial Site Year Coordinators			
Year 1	Krista Kamstra-Cooper	(416) 289-5000 ext. 8330	kkamstra-cooper@centennialcollege.ca
Year 2	Michelle Connell	(416) 289-5000 ext. 8046	mconnell@centennialcollege.ca
Year 3	Janet Montague	(416) 289-5000 ext. 8015	jmontague@centennialcollege.ca
Year 4	Kimberley Mack	(416) 289-5000 ext. 8297	kmack@centennialcollee.ca
George Brown Year Coordinators			
Year 1	Paul Petrie	(416) 415-5000 ext. 3400	ppetrie@georgebrown.ca
Year 2	Christine Houston	(416) 415-5000 ext. 6667	chouston@georgebrown.ca
Year 3	Susan Ord-Lawson	(416) 415-5000 ext. 3950	sordlaws@georgebrown.ca
Year 4	Jane Mosely (F) Daniela Cahuas (W)	(416) 415-5000 ext.3782 (416) 415-5000 ext. 3736	jane.mosley@georgebrown.ca dcahuas@georgebrown.ca

Site Directors

Toronto Metropolitan	Daria Romaniuk	(416) 979-5000 ext. 556310	romaniuk@ryerson.ca
Centennial	Dorothy Ayela	(416) 415-5000 ext. 8074	dayela@centennialcollege.ca
George Brown	Wendy Ellis	(416) 289-5000	Wendy.Ellis@georgebrown.ca

Program Director

All Sites	Maher El-Masri	(416)979-5000 ext.	maher.elmasri@ryerson.ca
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APPENDIX D: College of Nurses of Ontario (CNO) Documents

[Decisions About Procedures and Authority \(2020\)](#)

[Professional standards, Revised 2002 \(updated 2018\)](#)

[Entry-to-Practice Competencies for Registered Nurses](#)

[Jurisprudence Examination Competencies](#)

[Requisite Skills and Abilities for Nursing Practice in Ontario](#)

All [CNO Standards and Guidelines](#) are available on the CNO website.

[2019 NCLEX – RN Detailed Test Plan](#)

“The purpose of this document is to provide more detailed information about the content areas tested in the NCLEX-RN® Examination than is provided in the basic NCLEX-RN Test Plan. This booklet contains the *2019 NCLEX-RN® Test Plan*; Information on testing requirements and sample examination questions (items); and References.”

This Test Plan is in effect until March 31, 2023. The new test plan will be available on the [NCSBN NCLEX Website](#), date TBA.

APPENDIX E: Conference Attendance Involving Missed Tests/Clinical Placement

 Toronto Metropolitan, Centennial, George Brown Collaborative Nursing Degree Program

CONFERENCE ATTENDANCE INVOLVING MISSED TESTS/CLINICAL PLACEMENT

Student Name	
Student Number	Site: (e.g. TMU/CC/GBC)
Email Address	
Current Year in Program (e.g. First year)	Current CGPA
Name and Date of Conference	

Complete the following for each missed class covered by the attached accommodation.

Course # and Section	Instructor	Instructor signature of approval	Date(s) missed	Work missed (e.g. test, lab, etc.)

Written justification demonstrating how the conference meets three course objectives:

Year Lead Signature: _____ Associate Director Signature: _____

Student's Signature: _____ Date Form Submitted: _____