July 12, 2016

Dear Student:

Congratulations on your acceptance to the Practical Nursing Program.

The faculty and staff at the Centre for Nursing Studies (CNS) welcome you to the profession and to our School location at Southcott Hall, 100 Forest Road in the east end of St. John’s. It will be our goal to make the 16 months spent in the program a very special experience for you.

In addition to the 16 month diploma Practical Nursing Program, the CNS offers other nursing programs. You will have many opportunities for interaction with your colleagues at the Centre.

Hopefully the information in the enclosed package will be helpful to you as you prepare for September.

We look forward to meeting you and working with you during the next 16 months to realize your dream.

Sincerely,

Kathy P. Watkins, PhD, RN
Director, Centre for Nursing Studies
To: Practical Nursing Program – Class 2017  
Date: July 12, 2016  
Re: Welcome  
From: The Practical Nursing Program  

The Centre for Nursing Studies Practical Nursing Program faculty and staff extend a warm welcome to you!!

**Site Orientation Reminder.** You are invited to attend the Site Orientation on Thursday, September 1st, 2016 from 1:00 – 3:00 p.m. in Room 104, 1st Floor, Southcott Hall. All are welcomed and encouraged to attend.

**Parking space is very limited.** Please consider carpooling, getting the bus or being dropped off.

Classes start on Tuesday, September 6, 2016 at 9 a.m. in Room 104, 1st floor, Southcott Hall. You will be on-site for the full day.

**Contact Numbers.**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNP Coordinator</td>
<td>Fran Abbott</td>
<td>777-8181</td>
</tr>
<tr>
<td>PNP Secretary</td>
<td>Carol Rice</td>
<td>777-8158</td>
</tr>
<tr>
<td>PNP Registrar</td>
<td>Linda Chaulk</td>
<td>777-8174</td>
</tr>
<tr>
<td>PNP Associate Director</td>
<td>Denise English</td>
<td>777-8173</td>
</tr>
<tr>
<td>Guidance Counsellor</td>
<td>Dawn Lanphear</td>
<td>777-8187</td>
</tr>
</tbody>
</table>

We look forward to seeing you on September 6th, 2016.
To: Practical Nursing Program – Class 2017

Date: July 12, 2016

Re: Mandatory pre-registration and important information

From: Denise Waterman, Acting Registrar & Carol Rice, Secretary

Your confirmation of acceptance and fee has been received. Please review the following information and follow-up on the activities described herein.

➢ Pre-Registration is MANDATORY.

Dates: Monday, August 22 – Thursday, August 25 between 9:00 a.m. – 3:00 p.m. daily.
Location: Business Office, 10th Floor Southcott Hall, Room 1032 or by calling (709) 777-6644

Semester I tuition and fees are payable upon pre-registration and can be paid in person or by telephone with a credit card.

SEMESTER 1: September 6 – December 18, 2016 (15 weeks). Tuition: $1500.00 (for non-funded students) + Administrative Fee: $100.00 + Canadian Nursing Student Association (CNSA) Assoc. Fee: $10.00 + CNS Nursing Society Fee: $5.00 = $1,615.00.

➢ Classes start on Tuesday, September 6, 2016 at 9 a.m., 1st floor, Southcott Hall. You will be on-site for the full day.

➢ Please notify Brenda Haines, Business Office if you are funded by Advanced Education & Skills of Newfoundland and Labrador or the Labor Market Development Agreement.

➢ To obtain a Program Cost Form, please contact Brenda Haines in the Business Office at (709) 777-6644 or bhaines@mun.ca. Your name and social insurance number may be required. The Business Officer can fax the completed form to the Student Aid Division.

➢ A Preclinical Placement Requirements checklist is included. Please submit all of the required documents on or before the dates indicated. As per policy 4.18, if the preclinical
requirements have not been submitted, students will not be permitted to begin a clinical placement.

- Students are permitted to park in the designated student parking lot and overflow without a permit on **September 6 – 9, 2016 only**. This parking lot is located to the right of the DVA Pavilion at the Miller Centre Site. A **limited** number of parking permits are available at a cost of **$10.00**. Please submit the completed parking permit request form to the Operations Officer, Mailroom, Ground Floor, Southcott Hall between September 6th – September 9th. Names will be selected randomly and posted on Friday, September 9th. For those selected, payment will be required on Friday, September 9th.

- Please complete the Name Pin Application Form indicating the manner in which you prefer your name to be printed and submit to Carol Rice, Secretary, PN Program, 10th Floor, Room 1024. You are required to wear your official photo ID at all times; both in the classroom and in clinical. Photo IDs will be taken during the first week of class. The cost of the name pin and photo ID is included in your Administration Fee.

- **MUN Email** – If you currently have a MUN email address, please let us know as you will keep the same email address for the PN Program. Students who do **not** have MUN email will get one when classes start.

- Instructions for accessing online courses via Desire2Learn are enclosed.

- You are invited to attend the **Site Orientation** on **September 1st, 2016 from 1.00 – 3.00 p.m.** at Southcott Hall in Room 104. All are welcomed and encouraged to attend.

- Textbooks can be purchased from the bookstore at Memorial University of Newfoundland, University Centre, 2nd Floor, or online at Amazon, etc. Please ensure you get the correct edition.

We look forward to seeing you on September 6th.
Academic Year 2016 - 2017

Program start and end dates for the four semesters, along with dates for final exams are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Semester 1 2016</th>
<th>Semester 2 2017</th>
<th>Semester 3 2017</th>
<th>Semester 4 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Sept. 5</td>
<td>Jan. 3</td>
<td>April 24</td>
<td>Sept. 4</td>
</tr>
<tr>
<td>End Date</td>
<td>Dec. 16</td>
<td>April 14</td>
<td>August 4</td>
<td>Dec. 15</td>
</tr>
</tbody>
</table>

Semester One - 15 weeks: September 5 - December 16, 2016

- September 5: Labour Day
- September 6: Registration and fees payment 9 a. m.
- September 6: Program Orientation; Classes begin for Semester One
- September 16: Deadline for fees payment
- October 10: Thanksgiving Day Holiday
- October 10 and 11: Mid-term Break [MTB]
- October 12: Lectures Resume
- November 10: Final day for all lab testing
- November 11: Remembrance Day Holiday
- November 24: Classes end for Semester One
- November 28 – December 2: Final Exams
- December 5 – December 16: CN101 Clinical
- December 12 - 13: Supplementary Exams
- December 19: Christmas Break

Semester Two - 15 weeks: January 3 - April 14, 2017

- January 3: Classes begin for Semester Two
- January 12: CN201 Clinical begins
- January 17: Deadline for fees payment
- February 20, 21, 22: Mid-term Break [MTB]
- February 23: Lectures Resume
- March 17: CN201 Clinical ends
- March 24: Classes end for Semester Two
- March 24: Final day for all lab testing
- March 25: Good Friday
- March 27 - 31: Final Exams
- April 3 – April 13: CN206 Clinical
- April 10 - 11: Supplementary Exams
- April 14: Good Friday
- April 17 – April 21: Spring Break
**Semester Three - 15 Weeks: April 24 – August 4, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 24</td>
<td>Classes begin for Semester Three</td>
</tr>
<tr>
<td>May 4</td>
<td>Clinical courses begin</td>
</tr>
<tr>
<td>May 5</td>
<td>Deadline for Fees Payment</td>
</tr>
<tr>
<td>May 22</td>
<td>Victoria Day Holiday</td>
</tr>
<tr>
<td>June 20</td>
<td>Final day for all lab testing</td>
</tr>
<tr>
<td>June 28</td>
<td>Classes end for Semester Three</td>
</tr>
<tr>
<td>July 3</td>
<td>Canada Day Holiday</td>
</tr>
<tr>
<td>July 4, 5, 6, 7</td>
<td>Final Exams</td>
</tr>
<tr>
<td>July 17 - 18</td>
<td>Supplementary Exams</td>
</tr>
<tr>
<td>August 4</td>
<td>Clinical courses end</td>
</tr>
<tr>
<td>August 7 – September 4</td>
<td>Summer Break</td>
</tr>
<tr>
<td>June 20</td>
<td>Final day for all lab testing</td>
</tr>
<tr>
<td>June 28</td>
<td>Classes end for Semester Three</td>
</tr>
<tr>
<td>July 3</td>
<td>Canada Day Holiday</td>
</tr>
<tr>
<td>July 4, 5, 6, 7</td>
<td>Final Exams</td>
</tr>
<tr>
<td>July 17 - 18</td>
<td>Supplementary Exams</td>
</tr>
<tr>
<td>August 4</td>
<td>Clinical courses end</td>
</tr>
<tr>
<td>August 7 – September 4</td>
<td>Summer Break</td>
</tr>
</tbody>
</table>

**Semester Four - 15 Weeks: September 4, 2017 - December 15, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4</td>
<td>Labour Day</td>
</tr>
<tr>
<td>September 5 – 8: 11</td>
<td>N401</td>
</tr>
<tr>
<td>September 12</td>
<td>CN401 Clinical begins (192 hours)</td>
</tr>
<tr>
<td>September 19</td>
<td>Deadline for Fees Payment</td>
</tr>
<tr>
<td>October 9</td>
<td>Thanksgiving Day Holiday</td>
</tr>
<tr>
<td>TBA</td>
<td>CN401 Clinical ends</td>
</tr>
<tr>
<td>TBA</td>
<td>CN402 Clinical begins (320 hours)</td>
</tr>
<tr>
<td>TBA</td>
<td>CN402 Clinical ends</td>
</tr>
</tbody>
</table>

Licensure exam: TBD

Graduation Exercises: January 19, 2018 [subject to change]
Practical Nursing Program
Class 2016
Program Costs, Semester Start & End Dates
September 5, 2016 – December 15, 2017

The following pertains to Program costs and semester start and end dates (tentative) for the Practical Nursing Program Class 2016.

SEMESTER 1

September 5 – December 16, 2016 (15 weeks)
Tuition 1500.00
Books 1236.98 (approx.) Includes Lab Kit
Administrative Fee 100.00
Uniforms 250.00 (approx.)
Canadian Nursing Students’ Association Fee (CNSA) 10.00
Centre for Nursing Studies (CNS) Society Fee 5.00

SEMESTER 2

January 3 – April 14, 2017 (15 weeks)
Tuition 1500.00
Books 683.82 (approx.) Includes Lab Kit
Administrative Fee 100.00

SEMESTER 3

April 24 – August 4, 2017 (15 weeks)
Tuition 1500.00
Books 287.78 (approx.) Includes Lab Kit
Administrative Fee 100.00

SEMESTER 4

Sept. 4 - Dec. 15, 2017 (15 weeks)
Tuition 1500.00
Book 42.52 (approx.)
Administrative Fee 100.00
CLPNNL Licensure Exam 395.00 (payable in December)
Total cost of Books and Labs for all semesters = $2,251.10 (Approx.)

Students funded by Advanced Education & Skills (AE & S) should contact the Centre for Nursing Studies Business Office at (709) 777-6644 regarding tuition costs.
This information is accurate at the time of preparation and is therefore subject to change.
<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook(s)</th>
</tr>
</thead>
</table>
$66.95 + (5\% \text{ tax}) = $70.30  
$53.95 + (5\% \text{ tax}) = $56.65  
$155.00 + (5\% \text{ tax}) = $163.00  
$257.99 + (5\% \text{ tax}) = $270.89  
*LPN Competency Profile 2011*  
$25.00 (tax included) = $25.00 |
$84.95 + (5\% \text{ tax}) = $89.20 |
$94.95 + (5\% \text{ tax}) = $99.70 |
$80.95 + (5\% \text{ tax}) = $85.00 |
<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook(s)</th>
</tr>
</thead>
</table>
Keatings, M. & Smith, O. (2010). *Ethical & legal issues in Canadian nursing.* *(3rd ed.)*<br>Toronto: Mosby Elsevier.<br>**ISBN-13:** 978-1897422-09-0 *(2009)*<br>$75.95 + (5\% \text{ tax}) = $79.75  
Lab Kit (Footcare) = $12.00 |

Semester 1 Total = $1236.98
<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook(s)</th>
</tr>
</thead>
</table>
$109.95 + (5\% \text{ tax}) = 115.45$ |
Same Book as in Semester One |
$136.00 + (5\% \text{ tax}) = 143.00$  
Jarvis, C., MacDonald-Jenkins, J., McEwan, M. (2014)  
*Health assessment online for physical examination and health assessment (user guide and access code)*: (2nd Canadian ed.). Elsevier Canada  
$87.95 + (5\% \text{ tax}) = 92.35$  
$48.95 + (5\% \text{ tax}) = 51.40$ |
$169.95 + (5\% \text{ tax}) = 178.45$  
*Same Book as in N101 Introduction to Nursing  
Lab Kit for N206 = $37.00 (Approx.)
<table>
<thead>
<tr>
<th>Course</th>
<th>Text</th>
</tr>
</thead>
</table>
*Same Book as in Semester One  
*Same Book as in Semester One*  
*Same Book as in Semester One*  
Lab Kit = $66.17 |

Semester 2 Total = $683.82
<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook(s)</th>
</tr>
</thead>
</table>
$117.00 + (5\% \text{ tax}) = 122.85  |
$122 + (5\% \text{ tax}) = 128.00  
Lab Kit Supplied by CNS       |
*Same Book as in Semester One  
*Same Book as in Semester One  
Lab Kit for N306 = $36.93 (Approx.) |
*Same Book as in Semester One  
Toronto: Mosby Elsevier.  
*Same Book as in Semester One  
Same Book as in N101 Introduction to Nursing |

Semester Three Total = 287.78
## Practical Nursing Program
### Textbook List
#### Semester Four – Class 2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook(s)</th>
</tr>
</thead>
</table>

Semester Four Total = $42.52

Total cost approximate for all four Semesters: $2251.10 (Approx.)
Accessing Online Courses Via Desire2Learn

Late August or early September, you will receive an e-mail from mun.helpdesk@online.mun.ca providing you with a username and instructions/link to set up a password prior to the start of classes. Enter your username and password (exactly as it appears) in the MUN login ID/username and password fields.

The email will be sent to the email address you provided on your application form. If you do not receive the email, please check your spam mail.

NOTE: If you are a returning student, you will use the same username previously assigned to you.

The Desire2Learn site is accessible from http://www.distance.mun.ca/. Click ‘Access your Web Course’ link to go to ‘Memorial@Home Courses’ page.

This takes you to My Home page for Desire2Learn. If you can view this page, you have successfully logged on to Desire2Learn. Click the course link to enter the course. Please follow the instructions on the opening page to access the videos.

If you encounter difficulties, you have technical support options available.
2. Visit technical support at Memorial University Distance Education website at www.distance.mun.ca to enter an inquiry or chat with an online support specialist in real-time through TechnicalSupport@Home.
3. Telephone technical support at (709) 737-8700 (option 3) or toll-free 1-866-435-1396.

Note: Remember to enter the username and password provided by the Centre for Innovation in Teaching and Learning (CITL) to access the course(s). Disregard the login process information provided on the Memorial@ Home courses page, as this is for Memorial University students only.
Please submit originals. **KEEP A COPY FOR YOUR RECORDS.**

Documents must be submitted to the Centre for Nursing Studies. If the preclinical requirements have not been submitted, students will not be permitted to begin a clinical placement.

### Non-Immunization Documents should be submitted no later than September 6, 2016:

- □ CPR for [Health Care Provider or equivalent](#) (To be renewed yearly).
- □ Standard First Aid certification (not Emergency).
- □ Certificate of Conduct with Vulnerable Sector Check completed after July 1, 2016 (original documents to be submitted).
- □ Signed Student Information Form.
- □ Personal Health Information Act (PHIA) Certificate. [https://nlchi.skillbuilder.ca/account/signin](https://nlchi.skillbuilder.ca/account/signin) *You have to complete the PHIA course online once you start it. You will receive your certificate at the end of the session. Please print off and submit.
- □ HSPnet Information & Consent Form – please review, sign and return to CNS.

### Immunization related documents should be submitted no later than September 6, 2016:

- □ Evidence of Childhood Immunizations - Diphtheria, Tetanus, & Accellular Pertussis (Tdap); Measles, Mumps & Rubella (MMR); Pneumococcal; Meningococcal; and Haemophilus Influenza B (hib).
- □ Varicella Titre or documentation of receiving 2 doses of the varicella vaccine (4 weeks waiting period between injections).
- □ Anti-HBs level required when all three Hep B shots are received.
- □ Evidence of having had Measles, Mumps & Rubella (MMR) vaccinations
- □ Tetanus, Diphtheria and accellular pertussis (Tdap) vaccine documentation within the past 10 years.
- □ Polio Vaccine documentation.
- □ TB Skin Test documentation [step 1 dated after Dec 6, 2015 and original step 2].
- □ Hepatitis B Vaccination documentation (series of three) (RECOMMENDED).

**Submit to:**
Registrar, Practical Nursing Program
Centre for Nursing Studies
10th Floor Southcott Hall, Room 1007
100 Forest Road St. John’s, NL A1A 1E5
**IMMUNIZATION REQUIREMENTS**

The clinical agency requires proof of the following immunizations and **must** be completed & supporting documentation submitted **before** a student can begin a clinical placement. **You must submit all required documentation to the Centre for Nursing Studies on or before September 6, 2016.** If the preclinical requirements have not been submitted, students **will not** be permitted to begin a clinical placement. **There will be no exceptions to this policy.**

You may obtain this information from your local Health & Community Services Department or your family doctor.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Student Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus, Diphtheria and acellular pertussis (Tdap)</td>
<td>Your vaccination must be within the past 10 years. If you are due for a booster, one dose of Tdap vaccine is required if you have not previously received a dose of pertussis-containing vaccine in adulthood (18 years of age and older).</td>
</tr>
<tr>
<td>Polio Vaccine</td>
<td>You do not need an adult booster of polio for entry into the practical nursing program. However some agencies where you may wish to complete a clinical experience during your program may require documentation of having received a polio vaccine as a pre-placement requirement.</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>All students must have evidence of 2 doses of the MMR vaccine received after 1 year of age.</td>
</tr>
<tr>
<td>TB Skin Test (A 2-step [5-tu] Mantoux)</td>
<td>You are required to submit documentation and dates of both Step 1 and Step 2 of the TB skin test. Each step consists of an intradermal injection and skin reading for a total of 4 visits. Your Public Health Clinic can do this for you. This does not need to be ordered by a physician. This is a clinical agency requirement and you will NOT be permitted to enter the clinical setting without meeting the below requirements.</td>
</tr>
<tr>
<td>TB Skin Test (A 1-step [5-tu] Mantoux)</td>
<td>The following dates <strong>MUST</strong> be followed for TB Skin Testing. Students entering the:</td>
</tr>
<tr>
<td></td>
<td>• Practical nursing program students <strong>MUST</strong> complete the testing no earlier than <strong>Dec 6, 2015</strong>.</td>
</tr>
</tbody>
</table>

If you ever had a 2-step TB Skin test performed, you will need a 1 step done no earlier than the date mentioned above. In this case, you will need to provide documentation for both sets of testing. Some international students may have had TB exposure or have received a TB vaccine and this will cause the TB test to be positive. To prove that it is not an active form of TB, the student will need to submit a recent chest X-ray and quantiferon blood work result along with physician documentation within 12 months of the clinical start date.
**What is Hepatitis B?**

Hepatitis B is one of several viruses that can cause hepatitis. Hepatitis B is found mainly in the blood, vaginal secretions, semen and serous fluids of an infected person.

**How Can I Become Infected with Hepatitis B?**

Hepatitis B infection can be spread through having contact with the blood, semen, vaginal fluids, and other body fluids of someone who already has a hepatitis B infection.

**Who Is at Risk for Becoming Infected with Hepatitis B?**

Health care workers who will be repeatedly exposed to blood or blood products or to the risk of needle stick injury will be at risk for infection with the Hepatitis B virus.

The Canadian Immunization Guidelines (2012) recommend the following Hepatitis B immunization schedule:

1. Receive 3 doses of the Hepatitis B Vaccine.
   - 1 month between the 1st and 2nd dose and 5 months between 2nd and 3rd dose
2. After receiving 3 doses.
   - Check HBsAB or anti-HBs level 1 month after the 3rd dose, if value greater than 10 IU/L, immunity is confirmed.
3. What do I do if I am not immune after 3 doses?
   - If the value is less than 10 IU/L, the 3 dose series should be completed again, following the schedule outlined in # 1 and 2.


Submit documentation stating the dates that each of the required three immunizations was received. If you have not received this series of immunizations, it is recommended that you start the process.

**Varicella**

You are required to have blood work for a varicella titre. If your results indicate that you do not have protective immunity, you are required to obtain 2 doses of the varicella vaccine given 4 weeks apart. The two (2) dose varicella vaccine regimen has to be completed by the end of September.

You must submit all the above documentation to the Centre for Nursing Studies by the date indicated.
STANDARD FIRST AID AND CPR REQUIREMENTS

Standard First Aid and CPR (HCP) Certification is **required** for clinical placements throughout the program. The courses can be completed together or separately.

**ONLINE COURSES ARE NOT ACCEPTABLE**

**Standard First Aid Certification Only (not Emergency)**

This is a two-day (16 hours) course. This course must have been taken within the 12 months prior to acceptance to the nursing program. The **only** acceptable courses are:

- St. John Ambulance: Standard First Aid course (16 hours)
- Red Cross: Standard First Aid (16 hours)
- Red Cross: Wilderness and Remote First Aid
- Red Cross: Marine Advanced First Aid
- Lifesaving Society: Aquatic Emergency Care

**CPR for Health Care Providers (HCP) or equivalent Only**

This is an 8-hour course for those enrolled for the first time; it is a 5-hour course for those requiring re-certification. **This course must have been taken within the 12 months** prior to admission to the Centre for Nursing Studies. It must be kept current throughout your enrollment in the program.

- St. John Ambulance: CPR Level HCP course (*Level A & C St. John’s Ambulance courses are not acceptable for nursing students*)
- Heart and Stroke: BLS for HCP(c) Course
- Red Cross: CPR/AED Level HCP course (*Level A & C Red Cross courses are not acceptable for nursing students*)

**Standard First Aid and CPR for Health Care Providers (Combined)**

- St. John Ambulance: Standard First Aid, Level HCP-CPR course
- Red Cross: Standard First Aid/AED/CPR-HCP course

The above documentation must be submitted to the Centre for Nursing Studies on or before September 6, 2016.
PRACTICAL NURSING PROGRAM
STUDENT INFORMATION FORM

(Complete and Return to the CNS)

Name: ____________________________________________________________
Date of Birth: ____________________________________________________

(First) (Middle) (Last) (d/m/yr)

Student Number: ____________________ Health Card Number (i.e., MCP, OHIP): ____________________
MUN Email Address: ____________________________

Permanent Address: ________________________________________________
Telephone: ____________________________
Postal Code: ____________________________

Local Address: ________________________________________________
Telephone: ____________________________
Postal Code: ____________________________

Person to be notified in case of emergency:
Name and Relationship: ________________________________________________
Address: ________________________________________________
Telephone: ____________________________

1. All practical nursing students must read the College for Licensed Practical Nurses documents entitled: “Entry-to-Practice Competencies for Licensed Practical Nurses” and “Becoming a Licensed Practical Nurse in Canada - Requisite Skills and Abilities” to determine their ability to meet the requirements of the program. It is the student’s responsibility to contact Fran Abbott, Program Coordinator at 709-777-8181 if academic accommodations are required during the completion of the program.


This signature confirms you have read the above documents.

Student Signature: ___________________________________________ Date: ____________________________

2. Do you have any allergies? □ Yes □ No If yes, please list: ________________________________________________

Students are accountable to inform faculty if they have allergies to any drug and/or material such as penicillin and/or latex.

Student Signature: ___________________________________________ Date: ____________________________

The CNS acknowledges and respects the privacy of individuals. The personal information included on this form is collected under the authority of Sections 32 and 33 of the Access to Information and Protection of Privacy Act and will be used for processing your application, the administration of student records, and coordinating your academic program. Contact information may be shared with other agencies as it pertains solely to the administration of the program/course for which you have applied or as authorized by law. If you have any questions about the collection, use, or disclosure of information on this form, please contact the Centre for Nursing Studies at 709-777-8160.
Personal Health Information Act Certificate

The Department of Health and Community Services has launched a **PHA Online Education Course** in support of the *Personal Health Information Act*. The Online Education Course was developed by the Centre for Health Information in conjunction with many people and organizations, including Eastern Health.

- The PHIA Online Education is **now a mandatory component of the Eastern Health's Privacy Training Program**. The course was developed with a clinical audience in mind. The material is very relevant to our organization, and will ensure that we all understand our obligations under PHIA. The course takes approximately 45 minutes, can be done anywhere with web access, and can be stopped and started at your convenience (with the exception of the test at the end).

- The Online Education can be accessed at:  [http://nlchi.skillbuilder.ca/home](http://nlchi.skillbuilder.ca/home).

- The login page includes a login area on the right
  - Sign in / Sign Up -- select – Sign Up
  - Employee/Student ID --- skip --- select next
  - Email – input your email address, Name
  - Name – input your first name and last name
  - Group: Select Eastern Health
  - Password: Enter a password  (8-20 characters)
  - Confirm password and hit submit
  - Follow Confirmation Code Required Instructions

There are three versions of the course:

**Select – Direct Contact with Personal Health Information [enroll]**

- Please print off the course completion certificate after you pass the course and submit to the Registrar’s Office, 10th Floor Southcott Hall, Room 1007.
Consent Form for Use and Disclosure of Student Information

Student Number: __________________________________________ Educational Program: __________________________________________

First Name: ___________________________ Middle Initial: _____ Last Name: __________________________

1. Permission to Use and Disclose Your Student Related Personal Information and Personal Health Information
By signing this consent, you authorize your educational Program __________________________ to:
   • Collect, use and/or disclose your personal information (name and student profile information that is under the custody and control of your Program) to authorized staff of Receiving Agencies for the purpose of locating and coordinating an appropriate placement experience (e.g. clinical practica, fieldwork, or preceptorship) as required by your educational program;
   • Use your student related personal information and personal health information relating to placement prerequisites, or the purpose of tracking your compliance against Receiving Agency safety and infection control prerequisites for accepting students. Placement prerequisites that may be tracked include personal information such as CPR certification or criminal records check status, and personal health information such as immunity/immunization status of vaccine-preventable diseases. Placement prerequisite information is used only by staff involved with your educational program, and is never disclosed to users external to your educational program.
   • Disclose your personal information to the owner and administrator of the HSPnet system, namely Provincial Health Services Authority British Columbia (PHSA), to allow PHSA to indirectly collect your personal information to provide HSPnet student placement services.

2. Consent Period
This consent is effective immediately and shall remain valid for up to six years, or shall be voided upon your completion of the Program, your formal withdrawal from the Program, or upon written request as described below.

3. Your Rights With Respect to This Consent

3.1 Right to Refuse Consent - You have the right to refuse to sign this consent, and if you refuse your placement will be processed manually at the earliest convenience of the Program and Receiving Agency.

3.2 Right to Review Privacy & Security Policies - A copy of the document entitled Identified Purposes and Handling of Personal Information in HSPnet, which summarizes Privacy and Security policies relating to how we may use and disclose your personal information via HSPnet, is distributed with this Consent Form. You may wish to review the complete Privacy and Security Policies for HSPnet before signing this consent. The Privacy and Security Policies may be amended from time to time, and you may obtain an updated copy by contacting privacy@hspcanada.net.

3.3 Right to Request Restrictions on Use/Disclosure - You have the right to request that we restrict how we use and/or disclose your personal information or personal health information via HSPnet for the purpose of locating and coordinating a suitable placement experience. Such requests must be made in writing to the placement coordinator for your Program. If we agree to a restriction you have requested, we must restrict our use and/or disclosure of your personal information in the manner described in your request. If this restriction precludes our ability to coordinate your placement via HSPnet, then your placement will be processed manually at the earliest convenience of the placement coordinator and receiving agency.

3.4 Right to Revoke Consent - You have the right to revoke this consent at any time. Your revocation of this consent must be in writing to the placement coordinator for your Program. Note that your revocation of this consent, or the voiding of this consent upon your completion or withdrawal from the Program, would not be retroactive and would not affect uses or disclosures we have already made according to your prior consent.

3.5 Right to Receive a Copy of This Consent Form - You may request a copy of your signed consent form.

Collection of your personal information is done under the authority of the privacy legislation that applies to educational institutions in your province. For more information visit www.hspcanada.net/privacy/index.asp.

I hereby authorize my educational Program to use and/or disclose my personal information via HSPnet for the purpose of locating and coordinating appropriate student placement(s) as required by the curriculum.

______________________________  __________________________
Signature of Student            Date

Student Consent Basic - Form A - NO TRANSFER – June 20, 2011
<table>
<thead>
<tr>
<th>Disclosure of Personal Information</th>
<th>Uses of Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>To authorize users at the placement site</td>
<td></td>
</tr>
</tbody>
</table>

**Personal Health Information in HSPnet**

Personal health information includes identifiable health information and personal health information that is not otherwise identifiable information.

**Limited Purposes and Handling of Personal Health Information**

- For the purpose of training, education, or research.
- For the purpose of providing care.
- For the purpose of billing and payment.
- For the purpose of health care operations.

**Personal Health Information in HSPnet**

Personal health information is used and disclosed by authorized users of the HSPnet system.

**Collection, Use, and Disclosure of Personal Health Information in HSPnet**

The purpose of this policy is to ensure the protection and confidentiality of personal health information in HSPnet.

- Personal health information is used and disclosed only as permitted by law.
- Personal health information is protected from unauthorized access.
- Personal health information is used and disclosed only for the purposes and uses described in this policy.

**Background**

The Health Sciences Placement Network (HSPnet) is a secure web-based system that is used by several professions in Canada. The HSPnet system contains personal health information that is used for the purpose of placing students in positions that are appropriate for their training and education.
Openness, Access, and Challenging Compliance

Requests to the Information Officer of the National Health Privacy Officer.

Personal information on each student's academic records is available to students in accordance with their request, provided that the information is not sensitive or confidential and is not protected by law. The information includes:

- Name, date of birth, gender, address, contact information, and educational history.

Periodic audits of health records are conducted to ensure that the records are accurate and up-to-date. The information is used for educational purposes and for the assessment of student performance. The data is securely stored and access is restricted to authorized personnel.

The security and confidentiality of personal information within the health sector is maintained through the use of system tools such as mandatory fields and formatting rules.
OVERVIEW

**Student loan application** must include:

- Application Form (online)
- Canada Revenue Agency Form (original required)
- Student Declaration and Consent Form
- Income Confirmation Form (*submission the 1st day of classes, but no later than 8 weeks after the start of the semester*)

NOTE: Other forms may be required depending on individual circumstances.

*Please keep copies of all documents!*

Important Points

- Students must enroll in 80% of full course load to receive the provincial portion of the student loan and 60% for the federal portion. *(Exception: Student with Permanent Disability)*
- Deadline to apply - 8 weeks after the first day of classes.
- Written appeals should be done soon after receiving Notice of Assessment/Reassessment. However, the deadline to appeal is 8 weeks from the period of study end date for the applicable semester.
- Maximum loans/grants amounts: provincial loans - $60 per week plus $80 per week in non-repayable grants. Federal loans - $210 per week.

Receiving your Student Loan

A **Master Student Financial Assistance Agreement (MSFAA)** will be sent to you to complete. This agreement will only have to be completed once throughout your program. *(Some exceptions will apply)*

- Read this agreement carefully
- Complete the required sections
- Bring to a designated Canada Post Outlet ASAP. You also need to bring the following:
  - Social Insurance Card
  - Void cheque or bank, transit and account number
  - Official government issued photo ID

Canada Post will forward the agreement to the National Student Loan Service Centre (NSLSC).

Notice of your loan eligibility will be sent to your school using Electronic Confirmation of Enrolment. When processed during registration, fees owing to your school will automatically be taken out of the student loan. The remainder will be deposited your bank account.
Are you...

- considering changing your course load?
- considering withdrawing from your program?
- experiencing academic difficulty?

*This may impact your student loan eligibility!*

<table>
<thead>
<tr>
<th>Situation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st time you do not pass your courses, withdraw or are terminated</td>
<td>You will be placed on probation; future loan/grant eligibility will depend on you passing your courses.</td>
</tr>
<tr>
<td>2nd time you do not pass your courses, withdraw or are terminated</td>
<td>You will be restricted from receiving further loans/grants for a 12 month period.</td>
</tr>
<tr>
<td>3rd time you do not pass your courses, withdraw or are terminated</td>
<td>You will be restricted from receiving further loans/grants for a 36 month period.</td>
</tr>
</tbody>
</table>

**In addition... if you reduce your course load or withdraw/terminate in a semester:**

- your school will notify Student Aid and your file will be re-assessed.
- the re-assessment may result in overawards (i.e., loans/grants you were awarded but are no longer entitled to). Overawards will be reduced from your next entitlement.

**Need More Information?**
check out [www.gov.nl.ca/studentaid](http://www.gov.nl.ca/studentaid)
or discuss with your school representative!
The document contains a table with columns labeled "One Time Costs," "One Time Resources," and "Total Monthly Costs." The table includes various categories such as "Total Monthly Housing," "Total Monthly Resources," and "Total Monthly Income." The table also lists items like "Other," "Medical," "Insurance," "Loans," and "Personal." The document seems to be a budget worksheet for a student, focusing on costs and resources over a study period.

From the table, it appears that the document is used to calculate monthly expenses and income over a specific period. The student's budget is broken down into different categories, allowing for a detailed analysis of financial needs and resources.

The text mentions "Total Monthly Costs" and "Total Monthly Resources," indicating that the document is likely used for financial planning and budgeting purposes. The student is advised to consider all costs and resources to make informed decisions about their financial management.

The document is structured to help students organize their finances by listing all necessary expenses and income sources. This structured approach is crucial for effective budgeting and planning for a study period.