July 4, 2019

Dear Student:

Congratulations on your acceptance to the Bachelor of Nursing (Collaborative) Program.

On behalf of the faculty and staff at the Centre for Nursing Studies (CNS), I welcome you to the nursing profession and to our School located at Southcott Hall, 100 Forest Road in the east end of St. John’s. It will be our goal to make the four years spent in the program a positive learning experience for you.

In addition to the Bachelor of Nursing (Collaborative) Program, the CNS offers several other nursing programs and courses. You will have many opportunities for interaction with your colleagues at Memorial University and here at the Centre for Nursing Studies.

Enclosed with this letter you will find important information that will help you prepare for September. Please review it thoroughly.

We look forward to meeting you as you embark on an exciting, rewarding and challenging nursing education program.

Sincerely,

Kathy L. Watkins, PhD, RN
Director, Centre for Nursing Studies
July 4, 2019

Dear First Year Student (Class of 2023):

The faculty and staff of the Centre for Nursing Studies (CNS) are looking forward to meeting you at the CNS on Tuesday September 3, 2019 at 08:00 a.m. for your orientation to the Centre for Nursing Studies. All students are required to attend this Orientation Session. Several important Pre-Clinical Placement Requirements will be completed during this time.

The enclosed information is intended to help you prepare for your orientation and the Fall Semester.

You will find enclosed:

1. Letter from the Director
2. Fall Semester Course Registration Information Memo
3. Concept Based Curriculum Memo
4. Program Course Sequence
5. Fall Semester Schedule
6. Personal Health Information Act (PHIA) Training, and Safety On-Line Training Information
8. Assessment Technologies Institute (ATI) Nursing Education Learning System Resources Memo
9. CNS Orientation Schedule is being conducted over two days at Southcott Hall, 100 Forest Road on Tuesday September 3rd starting at 08:00 a.m. and Thursday, September 5th starting at 09:00 a.m. All days are required. [Follow class schedule for Wednesday]
10. Centre for Nursing Studies (CNS) Registration Memo
11. Textbook List
12. Student Information Form [complete and submit to Tina Norman, Office 1111, 11th floor Southcott Hall]
13. HSPnet Information and Form [complete and submit to Denise, CNS Registrar's Office]
14. Meditech Form [complete and submit to Tina]
15. Long Term Care Access Form [complete and submit to Tina]
16. Letter from CNS Shinerama Coordinator
17. Shinerama Pledge Sheet
18. Student Pre-Clinical Requirements Booklet 2019 (available online at www.centrefornursingstudies.ca)

Should you require immediate information, please contact the CNS at either of the following telephone numbers: 709-777-8171 (Denise) or 709-777-8131 (Lorri).

As you review your information, please make a list of any other questions/concerns and we will address them during the orientation sessions.

Lorna Walsh, Years 1 & 2 Co-ordinator, BN (Collaborative) Program
Denise Waterman, CNS Registrar

*ALL THIS DOCUMENTATION WILL BE ON THE CNS WEBSITE: www.centrefornursingstudies.ca
MEMORANDUM

TO: Year 1 BN Students (Class 2023)

FROM: Denise Waterman, Registrar (Room 1132, Telephone 709-777-8171, email dwaterman@mun.ca)

DATE: July 4, 2019

RE: Fall Semester Course Registration

REGISTRATION

Congratulations on your acceptance to the Bachelor of Nursing (Collaborative) Program at the Centre for Nursing Studies. We look forward to seeing you in September.

This document has been compiled to assist you in the registration for Fall Semester.

Advance registration for fall commences July 16, 2019.

- Once you receive your Permit to Register Email from the Office of the Registrar at MUN, please review the registration procedure and the course offerings for the Centre for Nursing Studies. These are the time frames available to you. **Do not confuse the Centre for Nursing Studies course offerings with those for MUN Faculty of Nursing. The Campus code is “Centre for Nursing Studies” for your nursing courses. For non-nursing courses, the Campus code is “St. John’s”**.

- A Fall Semester Schedule has been enclosed to assist you in registering for your courses. The course registration number (CRN) is listed on the schedule for the lab session. When you register for ONE of the lab sessions, you will automatically be registered for the lecture sessions.

**IMPORTANT** PLEASE NOTE THE FOLLOWING SCHEDULING POINTS.

- To avoid problems with registration, please register for your nursing courses in the following order: 1) NURS 1002, 2) NURS 1004, 3) NURS 1003 and 4) NURS 1017. You must also register for three short in-service courses: 1) PHIA 1000 CRN# 56847, 2) SC1807 CRN# 63122 and 3) SC1808 CRN# 69678. Electives: 1) BIOC 1430 CRN# 49549 and 2) ENGL 1090 (or alternate CRW English course). [REGISTER ALL COURSES AS 1 UNIT TO YOUR WORKSHEET].
You are required to register for:

- NURS 1002: Anatomy & Physiology I: Consists of two lecture sessions (1 hr 15 min) per week on Monday and Wednesday and ONE lab session (1 hr 50 min) per week. Please note the A & P lab is held at the Medical School, MUN Campus.

- NURS 1003: Developing Therapeutic Relationships: Consists of two lecture sessions (1 hr 15 min) per week on Wednesday and Thursday and ONE lab session (1 hr 50 min) per week. The lab for this course is held at the Centre for Nursing Studies.

- NURS 1004: Nursing Foundations: Consists of two lecture sessions (1 hr 15 min) per week on Monday and Thursday. There is no lab linked with this course.

- NURS 1017: Fundamental Psychomotor Competencies: One (1) credit course consisting of one - 1 hour and 50 minute lab per week. A lab kit is required for purchase.

- PHIA 1000 CRN#56847: Personal Health Information Act. This must be completed before September 13th. [PRINT CERTIFICATE AND BRING TO OATH SIGNING] (Available after September 1, 2019).

- SC1807 Safety in the Science Lab CRN# 63122. This must be completed before September 6th and before attending science based labs. [PRINT PROOF OF COMPLETION AND SUBMIT TO REGISTRAR]

- SC1808 WHMIS CRN# 69678. This must be completed before September 6th and before attending science based labs. [PRINT PROOF OF COMPLETION AND SUBMIT TO REGISTRAR]

- NURS 1017 Fundamental Psychomotor Competencies labs begin the first week of classes (Thursday & Friday, September 5th & 6th).

- NURS 1002 Anatomy Lab is completed on MUN campus. All other course offerings for Fall Semester Year 1 are completed at the Centre for Nursing Studies at Southcott Hall, 100 Forest Road.

- PHIA 1000, SC1807 Safety in the Science Lab and SC1808 WHMIS sessions are completed on MUN's Self-Serve by logging into Brightspace. It may take 24-48 hours following registration to see these courses on Brightspace.

- If not completed previously, you must register for English 1090 (or alternate Critical Reading and Writing (CRW) designated English course) and Biochemistry 1430 081-49549. (Biochemistry 1430 is an online distance course.)

- The Schools of Nursing offer a limited opportunity for Challenge for Credit for LPNs within the BN (Collaborative) program. Memorial University’s Challenge for Credit regulation is found at www.mun.ca/regoff/calendar under Admission/Readmission to the University (Undergraduate). The regulation is 4.5.1, Challenge for Credit.
Students of the BN (Collaborative) Program who are also licensed practical nurses will be given the opportunity to **Challenge for Credit** NURS 1017 and NURS 1003 (NURS 1520 in winter semester). Students who choose to apply for the challenge for credit should follow the university regulation and arrange to meet with the Associate Director. **Applications are submitted to MUN Registrar’s Office and can take up to two weeks for approval.** This process must be completed prior to first day of class as the challenge will take place during the first 2 weeks of the course.

Additionally, such students will be advised of the fee associated with the challenge and the consequences of a failed challenge. **Students who fail the challenge will be given the opportunity to immediately register for the challenged course and to continue that course within the assigned group.** They will be responsible for paying the full tuition for that course AS WELL AS the fee associated with the failed challenge.

If you need further clarification or experience trouble with registration, please call the Help Line at the Office of the Registrar at MUN (864-4442, 864-4445) or the Centre for Nursing Studies – Denise Waterman, Registrar – 709-777-8171, email dwaterman@mun.ca.

*Thank you and have a wonderful summer!*
## CENTRE FOR NURSING STUDIES
### BACHELOR OF NURSING (COLLABORATIVE) PROGRAM
### EFFECTIVE FOR CLASS 2022 ONWARD

Suggested Sequencing for Courses (for course descriptions, please consult Memorial University Calendar)

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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</thead>
<tbody>
<tr>
<td><strong>1002</strong> Anatomy and Physiology I (Lab)</td>
<td><strong>1002</strong> Caring for the Childbearing Family : Theory</td>
<td><strong>3523</strong> Preceptorship (240 hrs)</td>
</tr>
<tr>
<td><strong>1003</strong> Developing Therapeutic Relationships (Lab)</td>
<td><strong>2002</strong> Caring for the Childbearing Family: Practice (48 hrs + lab)</td>
<td><strong>4512</strong> Community Health Practicum (240 hrs) -30 students</td>
</tr>
<tr>
<td><strong>1004</strong> Nursing Foundations</td>
<td><strong>2002</strong> Caring for the Childbearing Family: Theory</td>
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<tr>
<td><strong>1017</strong> Fundamental Psychomotor Competencies (Lab)</td>
<td><strong>2004</strong> Pharmacology (Lab)</td>
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<tr>
<td><strong>English</strong> (Critical Reading/Writing Course)</td>
<td><strong>2015</strong> Health Alterations I: Theory</td>
<td><strong>3523</strong> Preceptorship (240 hrs)</td>
</tr>
<tr>
<td><strong>Biochemistry</strong> 1430</td>
<td><strong>2515</strong> Health Alterations I: Practice (96 hrs + lab)</td>
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<tr>
<td><strong>2003</strong> Pathophysiology (Tutorial)</td>
<td><strong>3000</strong> Community Health: Theory (seminar)</td>
<td><strong>4516</strong> Consolidated Practicum (40 hours per week for 12 weeks)</td>
</tr>
<tr>
<td><strong>2004</strong> Pharmacology (Lab)</td>
<td><strong>3500</strong> Community Health: Practice (96 hrs)</td>
<td><strong>Award of BN Degree</strong></td>
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<td><strong>2015</strong> Health Alterations I: Theory</td>
<td><strong>3001</strong> Mental Health: Theory</td>
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<tr>
<td><strong>2515</strong> Health Alterations I: Practice (96 hrs + lab)</td>
<td><strong>3501</strong> Mental Health: Practice (96 hrs)</td>
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<tr>
<td><strong>Psychology</strong> 1000</td>
<td><strong>3104</strong> Nursing Research</td>
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<tr>
<td><strong>4100</strong> Advanced Concepts and Skills (Lab/Seminar)</td>
<td><strong>3104</strong> Nursing Research</td>
<td></td>
</tr>
<tr>
<td><strong>4103</strong> Professional Development II</td>
<td><strong>4100</strong> Advanced Concepts and Skills (Lab/Seminar)</td>
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<tr>
<td><strong>4512</strong> Community Health Practicum (240 hrs over 6 weeks)</td>
<td><strong>4103</strong> Professional Development II</td>
<td></td>
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<tr>
<td>*Elective</td>
<td><strong>4501</strong> Community Health Practicum (240 hrs)</td>
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**NOTE:** *An elective in the final year could be completed in the Spring or Fall – timing would allow for funding with at least 9 credit hours in that semester.

These courses will be offered during the same year at all sites, but the semester of course offering may vary with each site.

Students in the BN (Collaborative) Program will do all nursing courses at the Centre’s Forest Road Campus. Non-nursing courses are completed at the St. John’s Campus of Memorial University. Schedules are planned to keep commuting time between the two campuses to a minimum.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>09:00 – 10:50</td>
<td>08:30 – 10:20</td>
<td>09:00 – 10:50</td>
<td>08:30 – 10:20</td>
<td>09:00 – 10:50</td>
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<tr>
<td>NURS 1003 030 44097 Lab</td>
<td>NURS 1002 031 44094 Lab 032 44095 Lab (MUN Campus)</td>
<td>NURS 1003 032 44105 Lab</td>
<td>NURS 1002 030 44093 Lab (MUN Campus)</td>
<td>NURS 1003 031-44099 Lab</td>
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<tr>
<td>11:00 – 12:15</td>
<td>11:00-12:50</td>
<td>11:00 – 12:15</td>
<td>11:00 – 12:50</td>
<td>11:00 – 12:50</td>
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<tr>
<td>NURS 1002 Lec (all sections)</td>
<td>NURS 1002 033 44096 Lab (MUN Campus)</td>
<td>NURS 1002 Lec (all sections)</td>
<td>NURS 1017 033 68659 Lab (MUN Campus)</td>
<td>NURS 1003 033 44106 Lab</td>
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<tr>
<td>13:00 – 14:15</td>
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<td>14:30 – 15:45</td>
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<tr>
<td>NURS 1004 Lec 030 49636 031 49638 (both sections)</td>
<td>NURS 1003 Lec (all sections)</td>
<td>NURS 1003 Lec (all sections)</td>
<td>NURS 1004 Lec 030 49636 031 49638 (both sections)</td>
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</tbody>
</table>

**REMINDER:** Register for PHIA 1000 CRN #56847, SC1807 Safety in the Science Lab-001, CRN #63122 & SC1808 WHMIS CRN#69678

**Biochemistry 1430-081-CRN# 49549 - delivered online via distance.**

**English Course (ENGL1090 or any Critical Reading and Writing (CRW) designated course is acceptable).**
PHIA Training
(Personal Health Information Act)
(not accessible until September 1, 2019)

- Register for **PHIA 1000-030, CRN 56847**

- **Complete Track #2** - “PHIA training for those in direct contact with personal health information” (45 minute module).

- Print a “Record of Achievement Certificate” to submit to the Commissioner of Oaths at time of Oath Signing. **Keep a photocopy for your records.**

- Print an “Oath of Confidentiality”. The “Oath” must be signed by a Commissioner of Oaths. We have arranged two sessions for this signing as follows:
  - Monday, September 16th @ 12:15 – 12:45 in Room 103
  - Wednesday, September 18th @ 12:15 – 12:45 in Room 103

Safety On-Line Training

- Register for **SC1807 Safety in the Science Lab 001, CRN 63122 and SC1808 WHMIS CRN# 69678.**

- Certificates are not provided for on-line training. You can print your on-line transcript for proof of training. Submit a copy to the Registrar, BN Program and **keep a photocopy for your records.**

***Please keep a copy of all documents with your Pre-Clinical Placement Booklet.***
MEMORANDUM

TO: Year 1 Students (Class 2023)

FROM: Anne Marie Tracey, Associate Director
       Lorna Walsh, Year 1 & 2 Coordinator
       Denise Waterman, Registrar

DATE: July 4, 2019

RE: General Guidelines/Information

One of our roles is to advise students on matters related to the academic program in nursing. Our offices are located on 11th floor of Southcott Hall, Rooms 1125 and 1121. To help prepare you for your first semester at the Centre for Nursing Studies, please read the following information and pay particular attention to matters that require action by you. Good luck and congratulations on being accepted into Nursing! We look forward to meeting all of you.

1. Academic Regulations: Memorial University Calendar & CNS Student Handbook

   Students should become familiar with the General University Academic Regulations (Undergraduate) and the Nursing Program Academic Standards and Promotions and other regulations. These are available online at www.mun.ca. As well, the CNS Student Handbook contains critical information that you will need to refer to on a regular basis. This Handbook will be available online at www.centrefornursingstudies.ca.

2. Verification of Enrollment Forms

   Please note that when BN students require letters to confirm their enrollment in the Program, they can be provided by the CNS Registrar, however, documents requiring the Memorial University seal must be obtained from the Registrar’s Office at Memorial University.

3. Pre-Clinical Placement Requirements

   As indicated in the enclosed Student Pre-Clinical Requirements booklet, these documents are to be returned by the date indicated. Students who do not submit their documents, as outlined in the attached Pre-Clinical Placement Booklet, will not be permitted to attend clinical learning experiences. This could interfere with subsequent progress in the program.

   Please note with the revised curriculum, students will be accessing clinical resources in November. Therefore, all pre-clinical placement requirements must be submitted by August 24, 2019.
4. **Student Identification**

Year 1 students will be required to purchase two items of identification:

a) **Photo ID**: Photo ID’s will be taken during orientation on Tuesday, September 3rd. They are to be purchased at the Centre at a cost of $5 per student. This ID is required for security purposes and must be worn at all times. Payment must be made during Registration.

b) **CNS Name Tag**: This name tag will have the CNS logo, your name and the designation Bachelor of Nursing Student. It must be purchased at the Centre at a cost of $10.

5. **CNS Parking Permits for the 2019-2020 Academic Year**

A limited number of parking permits will be made available to students in each year/program. A parking permit does not guarantee a parking place. These permits will be valid only for the student parking lot. The cost will be $10 and the permit will be valid from September 2019 – August 2020.

A permit application will be provided in September. You will need to provide the vehicle model, color and license plate number before a permit can be issued. A random draw will occur in September for available permits.

*Students are not permitted to park in any areas at the L.A. Miller Centre Site other than the Student Parking Lot. If you park in Staff Parking, 9E, 9C or Visitors’ parking areas, you will be ticketed by Security.*

The Student Parking Lot is situated to the far right of the DVA Pavilion, L.A. Miller Centre.

6. **Payment for Photo ID, CNS Nametag, Crests, Lanyard and Parking Permit**

Time has been allotted during the registration session on Tuesday, September 3rd for payment of these fees. See separate attachment for more information.

7. **Nursing Society Fees**

All students are members of the Nursing Society. A $5 Nursing Society Fee will be collected on Tuesday, September 3rd. Please note that this fee is different from the Student Union, Canadian Federation of Students’ and the Canadian Nursing Student Association fees which are included with your tuition costs. *All students are required to pay this fee.*

8. **Textbooks**

See attached book list or visit the MUN Bookstore Web Site [www.bookstore.mun.ca](http://www.bookstore.mun.ca).
9. **Lockers**

Students will need a locker at Southcott Hall as excess personal items are not permitted in the classrooms during testing and seminar/lab rooms during instruction. Additionally, they cannot be left unattended outside the classrooms, lab rooms, and conference rooms as they create a safety and fire hazard. There is no cost for a locker. Information related to requesting a locker will be provided during orientation.

10. **Travel and Vacation Plans (Important Dates, DO NOT book any trips during these times)**

   a) Students are reminded that final exams for the 2019-2020 academic year are scheduled as follows:

   - Fall 2019 Examinations begin on Wednesday, December 4th and end on Friday, December 13th.
   - Supplementary exams will take place on Friday, January 3rd, 2020. (Thursday, January 2nd if required)

   **STUDENTS SHOULD NOT MAKE TRAVEL OR VACATION PLANS THAT CONFLICT WITH THESE PROGRAM REQUIREMENTS.**

11. **Transportation**

   All nursing courses are onsite at Southcott Hall, 100 Forest Road in the East End of St. John’s. Non-nursing courses and Nursing 1002 labs will be held on the MUN Campus. Your Fall Semester Schedule has been planned to keep your commuting time between Southcott Hall and the MUN Campus to a minimum.

   As students in a nursing program, you also need to be aware of the fact that there will be costs associated with clinical placement. Clinical placements within St. John’s, Mount Pearl and the surrounding areas will mean travel costs for students.

   As you progress in the program, out of town clinical placements will result in both travel and living expenses.

12. **Lab Coat for Sciences Courses**

   Students taking Nursing 1002 and science courses with labs will be required to purchase a full-length lab coat to be worn during labs. Clinical lab coats/warm up jackets are not to be used for this purpose.

13. **Clinical Dress Code**

   Students are required to wear a standard clinical uniform consisting of navy blue pants and a white top. Please see “Clinical Dress Code” document included in this package.
The uniform is required for NURS 1017 labs during the Fall Semester.

14. **Food Service**

   Food service is available from the cafeteria located on the first floor of the Miller Centre. Vending machines are also available on ground floor of Southcott Hall.

   Looking forward to seeing you in September. Have a Safe and Happy Summer.

Anne Marie Tracey  
Associate Director  
(709) 777-8169  
anne.marie.tracey@mun.ca

Lorna Walsh  
Year 1 & 2 Co-ordinator  
(709) 777-8131  
lorna.walsh@mun.ca
5.16 CLINICAL DRESS CODE

The purpose of the clinical dress code is to assist the student to identify the boundaries for personal decision making regarding professional dress and grooming. These guidelines reflect recognition that clients’ perceptions of the profession of nursing are influenced in part by how nurses display a professional image in all practice settings. These guidelines also reflect the boundaries that are acceptable to agencies that provide clinical placements for students in the BN (Collaborative) Program. Students are also referred to ARNNL’s position statement “Professional Image of the RN in the Workplace” at www.arnnl.nf.ca.

Students who do not comply with the clinical dress code will be asked to leave the clinical setting.

A. Personal Grooming

In keeping with principles of infection control and a professional image, the following guidelines apply to personal grooming:

Hair

Hair must be neatly groomed. Hair longer than shoulder length must be tied back. Hair ornaments must be small and neutral in color. Whether short or long, hair should not hang in the face or over the eyes when leaning forward.

Make Up

An overall neutral look is permitted

Nails

Fingernails must be short and neatly groomed. Artificial nails, nail enhancements and nail polish are prohibited.

Jewelry

For purposes of infection control and student/client safety, the following guidelines apply:

- No rings are permitted.
- Small stud earrings, to a maximum of two per ear only, are permitted. **In relation to body piercing, no other visible jewelry is permitted. Neutral, solid spacers are permitted.**
- Wrist or brooch style watch is permitted. Wrist watches must be removed during client care and when handwashing.

Perfumes/Scents

Because of the increasing incidence of allergies within the general population, the use of scents is not permitted. This policy is strictly enforced
and is inclusive of perfume, aftershave, and scented products such as lotion, soap, hair spray, deodorant and powder. In the interest of clients and colleagues who experience allergic reactions, students are also asked to use non-scented products and to avoid offensive odors such as cigarette smoke on clothing.

B. Clinical Uniform Attire

Uniforms are required for clinical practice within a hospital or nursing home environment. Students are required to purchase their own uniforms. A minimum of two uniforms is needed to satisfy the usual requirements of most clinical courses. Uniform selection should be made in accordance with the following guidelines:

*Standard Uniform*

**Navy blue pants and a white top are required.** Warm up jackets must be white. Long-sleeved tee-shirts under the uniform are not permitted.

The uniform must accommodate the freedom of body movement needed to perform tasks in a manner that will prevent injury. It should be roomy and loose fitting. It should have pockets large enough to hold items such as a small note pad, pen, and scissors.

The clinical uniform must be standard uniform apparel and professional in appearance. Tops should extend beyond the top of the leg and provide full coverage during movement.

*Footwear*

Footwear is considered part of uniform attire. A standard “duty” shoe or footwear of a sports shoe / sneaker variety is required. Footwear must be primarily white. The shoe must be closed at the toe and heel. Clinical uniform footwear must **NOT** be worn outside the clinical area.

*Lab Coats/Warm-Up Jackets for Clinical Area*

Students are required to wear a lab coat or warm-up jacket when in client care areas and not in uniform. Under no circumstances are students to wear lab coats that are worn for Science-based lab courses.

C. Clinical Equipment (Required for Winter Semester Year 1)

All students must have their own:

- Bandage scissors
- Stethoscope
- Watch with second hand
D. Identification

Students must wear appropriate identification at all times when in the clinical setting. This includes the school name tag, a photo identification badge and on the upper left sleeve, the school crest. The student’s full name must be visible at all times in all clinical areas.

E. Non-Uniform Attire

When assigned to clinical practice in community agencies and within some hospital units, students may not be required to wear the standard uniform. Within these settings, certain types of street attire are appropriate. Faculty, during orientation, will advise students as to the appropriate attire.

Students should note that in the case of visits to clinical agencies to do patient research, the guidelines for casual attire should be followed:

*Casual Attire*

Within most community agencies the guidelines for suitable casual attire includes casual/dress pants, skirts knee length or longer, non-see-through blouses and casual/dress shirts.

Unsuitable attire includes clothing that is excessively tight, form fitting or excessively baggy. Low necklines are inappropriate. Any attire displaying pictures, names, slogans, logos or inappropriate expressions is not acceptable. Spandex, jeans, and sweatpants are unsuitable.

Suitable footwear includes casual shoes with enclosed toe and heels. Clogs, sandals or boots are not appropriate.

**STUDENTS WILL BE REQUIRED TO LEAVE THE CLINICAL AREA IF THEIR UNIFORM DOES NOT CONFORM TO THESE GUIDELINES.**
Memo

To: First Year Nursing Students
From: Associate Dean/Directors, Schools of Nursing
Date: June 24, 2019
Re: Required purchase in each year of the program - Preparation resources for NCLEX-RN- Exam

Students who successfully complete four years of the nursing program are required to write a licensure exam (NCLEX-RN Exam) in order to practice as a Registered Nurse. Please be advised that in order to prepare students for the NCLEX-RN Exam, the three Schools of Nursing (CNS, MUNSON, WRSON) have endorsed the Assessment Technologies Institute (ATI) Nursing Education Learning System resources. ATI, a Kansas-based company, specializes in e-learning products such as online assessments, tutorials and remediation tools designed to prepare nursing students for the NCLEX-RN Exam.

Specifically, the three Schools of Nursing will be utilizing ATI’s Comprehensive Assessment and Review Program. Please note that it is a program requirement for students to purchase these resources. ATI products have been chosen by the Provincial NCLEX Working Group to facilitate individual and school success following a comprehensive review of all available resources. ATI components will be integrated in the grading components of all courses across the BN (Collaborative) Program. The ATI packages also includes the comprehensive exam required at the end of the BN (Collaborative) Program prior to students being recommended to write the NCLEX-RN Exam (as per School of Nursing Section 4.1 Description of Programs in the Memorial University Calendar 2019-2020).

The cost of the ATI resources is approximately $172.50. In order to access the materials available, students must register with ATI. Registration information will be available to you at orientation. Students will require a credit card to purchase this product the first week of nursing school.

While we understand purchase of ATI resources is an additional program cost, we remain committed to providing students every opportunity for success.
TO: BN Students (Year I 4 year, LPN Bridging and Year I Accelerated)

FROM: Associate Deans/Directors, Schools of Nursing

DATE: June 24, 2019

RE: ATI Integration 2019 – 2020

In order to prepare students for the NCLEX-RN® Exam, the three Schools of Nursing (CNS, MUNSON & WRSON) have endorsed the Assessment Technologies Institute (ATI) Nursing Education Learning System resources. ATI, a Kansas-based company, specializes in e-learning products such as online assessments, tutorials and remediation tools designed to prepare nursing students for the NCLEX-RN® Exam. Specifically, the three Schools of Nursing will be utilizing ATI’s Comprehensive Assessment and Review Program.

Please note that it is mandatory for students to purchase these resources, as they include the comprehensive exam required at the end of the BN (Collaborative) program prior to students writing the NCLEX-RN® Exam (as per School of Nursing Section 4.1 General Regulations – in the memorial University Calendar 2019 – 2020). Failure to purchase these resources means that students will not be able to write the NCLEX-RN® Exam.

We recognize that the purchase of ATI resources is a “beyond tuition” program cost, however, we remain committed to providing students every opportunity for success and have been very satisfied with the success so far of students who have consistently used ATI.

Registration is now open. In order to access the materials available, students must register with ATI by September 16, 2019. Please note that students registering after this date will be charged a late registration fee of $35 US.

Registration information, payment codes and costs are available as a second attachment to this e-mail.
Your cohort has been set up to use ATI's online payment system. Use the following steps to make your payment for this semester.

2. Enter your Username and Password in the Sign-in Box on the right hand side of the screen. If you do not already have an ATI Username, click on 'Create an Account' below the password box.
3. On your My Account page, confirm the school you are attending is chosen under Institution Info. Your institution should be listed as Centre for Nursing Studies.
4. Click on the "My Purchases and Payments" tab on the top of your My Account page. Enter the Payment and Cohort Code shown below:
   Payment Code: 0131503
   Cohort Code: 0523
   Amount Due: $172.50

5. Payments must be made before midnight on September 18, 2019 (Eastern time zone) to avoid a late payment fee of $35.00. If you have missed the payment deadline you can still make your payment by following the steps above.

The system will not allow you to access any ATI online materials or exams until the order is submitted.

This payment must be made via credit or debit card. ATI does not take your payment information over the phone. ATI does not offer returns, refunds or credits once the payment is made.

Please don't hesitate to contact our Customer Service Department at 800.667.7531 if you need additional information.

Thanks,
Assessment Technologies Institute®, LLC

This document is intended for instructors/Directors to hand out or email to students.
Product ID Student Handout

Date: 6/18/2019 8:42:22 AM
To: Centre for Nursing Studies
Cohort: 0523
Graduation Date: May 2023

The product ID below can be used to give your account access to all of the products associated with your cohort (shown above).

Product ID
CDN006933526

Before using the Product ID above, review the information in the header at the top of this document. **If it does not match the information for your class/cohort, do not activate this Product ID and contact your instructor immediately.** If you activate a Product ID for the wrong class/cohort, the wrong products will be assigned to your account.

If the class/cohort information is correct:

- Activate your Product ID by logging into the ATI Website and clicking on the +Add Product link located in the top right of your Home or My ATI page.

- In the Add Product window, enter the Product ID and then click the Continue button. You will be granted immediate access to all online practice assessments and tutorials that are associated with your class/cohort and have been enabled by your instructor.

- In addition, on proctored testing days, your proctored assessments will appear automatically under the Test tab on your My ATI page once a proctor is available. Simply click the Begin button on the assessment card front to begin your assessment.

- In future semesters, any new products associated with your class/cohort will be added automatically to your account.

# CENTRE FOR NURSING STUDIES
## BN (COLLABORATIVE) PROGRAM
### ORIENTATION
**Classroom G06, Ground Floor, Southcott Hall**
**Tuesday, September 3rd, 2019**

<table>
<thead>
<tr>
<th>Time</th>
<th>Presenter(s)</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 09:00</td>
<td></td>
<td><strong>Registration &amp; Payment of Fees</strong> (Ground Floor Lobby, Southcott Hall)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Purchase of Picture IDs, Name Tags, Crests &amp; CNS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Parking Permits, Nursing Society Fee</td>
</tr>
</tbody>
</table>
| 09:00 – 09:10 | Dr. Kathy Watkins  
Director  
Anne Marie Tracey  
Associate Director | **Land Acknowledgement**                                              |
|             |                                                   | **Welcome to the CNS and the BN (Collaborative) Program**            |
| 09:10 – 10:20 | Lorna Walsh  
Coordinator Year 1,2  
Sue Ann Mandville-Anstey  
Curriculum Lead, CNS  
Denise Waterman,  
CNS Admissions Officer/Registrar  
Operations Officer | **Miscellaneous**                                                   |
|             |                                                   | - Parking permits                                                   |
|             |                                                   | - Cafeteria, Lockers, Washrooms                                     |
|             |                                                   | - Completion / submission of forms (HSPnet, Student Information, Video Consent) |
|             |                                                   | **Introduction to the BN (Collaborative) Program**                  |
|             |                                                   | - Introduction of Concept Based Curriculum                           |
|             |                                                   | - Overview of Year 1 Program                                         |
|             |                                                   | - Fall Semester Courses & Start Dates for Lectures and Labs         |
|             |                                                   | - PHIA, Academic Integrity A/B, SC1807 & SC1808                      |
|             |                                                   | - Resources                                                         |
|             |                                                   | - Academic Information                                               |
|             |                                                   | - Clinical Requirements                                              |
|             |                                                   | - General Information                                                |
|             |                                                   | - Contact Information                                                |
| 10:20 – 10:45 | Colby Hurshman  
Nursing Society  
Emma McDonald / Kaitlyn Bishop  
Charity Ball  
Ashley O’Brien CNSA  
Meagan Campbell / Colby Hurshman  
MUNSU  
Rebecca Druken / Compton Rose ARNNL | **Student Government**                                               |
<p>|             |                                                   | - Nursing Society                                                   |
|             |                                                   | - Charity Ball                                                      |
|             |                                                   | - CNSA                                                              |
|             |                                                   | - MUNSU                                                             |
|             |                                                   | - ARNNL Student Representative                                      |</p>
<table>
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<tr>
<th>Time</th>
<th>Presenter(s)</th>
<th>Topic</th>
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<tbody>
<tr>
<td>10:45 – 11:15</td>
<td><em>Coffee Break</em></td>
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<tr>
<td>11:15 – 12:00</td>
<td>Jill Heighway</td>
<td><em>eBooks</em></td>
</tr>
<tr>
<td></td>
<td><em>Elsevier Book Representative</em></td>
<td><em>Nursing Concepts Online (NCO)</em></td>
</tr>
<tr>
<td>12:00 – 12:30</td>
<td>Year 2 and 3 Students</td>
<td><em>Tour of the CNS</em></td>
</tr>
<tr>
<td>12:30 – 13:00</td>
<td><em>Lunch</em></td>
<td></td>
</tr>
<tr>
<td>13:00 – 13:45</td>
<td>Cara Pardy</td>
<td><em>Fire Safety</em> (<em>This session is a pre-clinical requirement for all students doing clinical placements in Eastern Health. As such, attendance is mandatory. If you do not attend, progression in the program may not be possible)</em></td>
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<tr>
<td></td>
<td><em>Fire inspector, St. John’s Regional Fire Department</em></td>
<td></td>
</tr>
<tr>
<td>13:45 – 14:30</td>
<td>Michele Power</td>
<td><em>Emergency Preparedness</em></td>
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<td><em>Faculty</em></td>
<td><em>Disaster Management</em> (<em>This session is a pre-clinical requirement for all students doing clinical placements in Eastern Health. As such, attendance is mandatory. If you do not attend, progression in the program may not be possible)</em></td>
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**Thursday, September 5th, 2019**

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<th>Time</th>
<th>Presenter(s)</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>09:00 – 09:30</td>
<td>Madison Cahill</td>
<td><em>Overview of Shinerama / Student Involvement</em></td>
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<td><em>Coordinator, Shinerama</em></td>
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<td></td>
<td>John Bennett and Ryan Bennett</td>
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<td></td>
<td><em>Special Guests</em></td>
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<tr>
<td>09:30 – 09:45</td>
<td>Dawn Lanphear</td>
<td><em>Guidance/Counseling Program</em></td>
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<td><em>Guidance Counselor</em></td>
<td><em>Services Provided</em></td>
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<td></td>
<td><em>Accessing Services</em></td>
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<tr>
<td>09:45 – 10:00</td>
<td>Missy Power</td>
<td><em>Student Health Services</em></td>
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<td><em>Student Health, MUN</em></td>
<td><em>Immunizations</em></td>
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<td><em>Follow-up</em></td>
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<tr>
<td>10:00 – 10:45</td>
<td>Lorna Walsh, <em>Coordinator Year 1, 2</em></td>
<td><em>Introduction to the BN (Collaborative) Program cont.</em></td>
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<td></td>
<td><em>See outline for Tuesday 09:10</em></td>
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<td></td>
<td><em>Question and answer session (Lorna Walsh / Dawn Lanphear)</em></td>
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</tbody>
</table>

**NOTE:** *Classes Begin (NURS 1002 – Anatomy & Physiology) – Wednesday September 4th, at 11:00*

Karen Street (sections 030/031) – room G05
Elizabeth Hynes (sections 032/033) – room G06

**NOTE:** The Elsevier Book Representative will be on site *Wednesday, September 4th at 14:30*, Ground floor lobby, to address any questions or issues concerning purchasing / trouble shooting of resources e.g. online codes, used in the BN (Collaborative) Program
IMPORTANT NOTE

CNS Registration – Tuesday, September 3rd
08:00 – 09:00 Room G06, Southcott Hall

Collection of Miscellaneous Fees

The following summarizes the fees to be collected during the CNS Registration Session. Payment ($30.00) may be made by cash or cheque (payable to Centre for Nursing Studies). If paying by cash, exact change is required.

➤ Photo ID ($5 – required)
➤ CNS Name Tag ($10 – required)
➤ CNS Lanyard ($5 – required)
➤ Nursing Society fee ($5 – required)
➤ CNS Crests (2 for $5 – required)

The Centre for Nursing Studies offers online Visa and MasterCard payments. A non-refundable 1.75% convenience fee will be applied to credit card payments.

https://www.centreform nursingstudies.ca/PNTuitionFeesandCharges.php
Nursing and Core Textbook List – Year 1 (Class 2023)
Fall Semester 2019 & Winter Semester 2020

Textbooks are to be purchased at the MUN Bookstore, located on the second floor of the University Centre, Room UC2006. The University Centre is building 11 on the campus map and is in the same general area as the Engineering, Business and Earth Science Buildings.

If you do not have a current MUN Student ID card, then two pieces of identification will be required. Payment by Debit Card, Visa or Mastercard is accepted.

Textbooks for nursing courses offered at the Centre are labeled Centre for Nursing Studies.

Bookstore Hours

The bookstore is open Monday to Friday 08:30 – 16:45 and remains open during the lunch period. The bookstore is closed on Saturday, Sunday and all University holidays.

Extended hours are offered at the beginning of Fall and Winter Semesters. These hours of operation will be posted on their website.

Textbooks

Approximate cost for year one of the Program is $1,305.83.

Most of the first year textbooks for both the fall and winter semesters will be sold as an electronic package.

<table>
<thead>
<tr>
<th>ISBN</th>
<th>Title</th>
<th>Author (primary)</th>
<th>Edition No.</th>
<th>pkg price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9780323635882</td>
<td>Interpersonal Relationships - Elsevier eBook on VitalSource</td>
<td>Arnold, Elizabeth</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9781771720717</td>
<td>Reading Research - Elsevier eBook on VitalSource</td>
<td>Davies, Barbara</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>9780323376990</td>
<td>Concepts for Nursing Practice - Elsevier eBook on VitalSource</td>
<td>Giddens, Jean</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>9781771721561</td>
<td>Physical Examination and Health Assessment - Canada - Elsevier eBook on VitalSource</td>
<td>Jarvis, Carolyn</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>978177172094</td>
<td>Canadian Clinical Nursing Skills and Techniques - Elsevier eBook on VitalSource</td>
<td>Perry, Anne</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>9781771721158</td>
<td>Canadian Fundamentals of Nursing - Elsevier eBook on VitalSource</td>
<td>Potter, Patricia</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>9781771720908</td>
<td>Ebersole and Hess' Gerontological Nursing and Healthy Aging in Canada - Elsevier eBook on VitalSource</td>
<td>Touhy, Theris</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>9780323416757</td>
<td>Health Promotion Throughout the Life Span - Elsevier eBook on VitalSource</td>
<td>Edelman &amp; Kudzma</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>9780323077989</td>
<td>Mosby’s Nursing Video Skills: Physical Examination and Health Assessment</td>
<td>Mosby</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>9780323446433</td>
<td>Nursing Concepts Online for RN 2.0</td>
<td>Elsevier</td>
<td>2</td>
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<td>$1160.83</td>
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</tbody>
</table>
These required books are available to purchase in print format:

**Nursing Textbooks**

**NURS 1002 - Anatomy and Physiology - $200.00**  


**NURS 1017 – Fundamental Psychomotor Competencies (lab kits)**

Disposable Foot Care Kit Item #Pp16018 - $12.38 approx.  
Fundamental Psychomotor Comp Nfce25-B1-Pms - $17.45 approx.

**ATI Comprehensive Assessment and Review Program - $172.50 (as per memo enclosed)**

(Hard copy information of electronic texts on previous page - if preferred.)

**NURS 1003 - Developing Therapeutic Relationships - $54.95**  

**NURS 1004 - Introduction to Nursing - $70.95**  

**NURS 1014 – Health Assessment – Price included with electronic package ($1160.83)**  
Jarvis. *Student Laboratory manual for Physical Examination and Health Assessment, 3rd Canadian edition*

**Used Textbooks**

If you wish to purchase used textbooks, be careful to ensure that you have the correct edition of the text.

Visit the MUN Books:ore Website [www.bookstore.mun.ca](http://www.bookstore.mun.ca) for book prices and date of availability. Thank you,
BACHELOR OF NURSING (COLLABORATIVE) PROGRAM
STUDENT INFORMATION FORM

Name: _______________________________ Date of Birth: _____/_____/______
(First) (Middle) (Last) (Day) (Month) (Year)

Student Number: ____________________ Health Card Number (i.e., MCP, OHIP): ______________________

MUN Email Address: ________________________________________________________________

Permanent Address: ______________________________ Telephone: _______________________
________________________________________________________________________________

Local Address: __________________________ Telephone: _______________________
________________________________________________________________________________
Postal Code: ____________________________ Postal Code: _______________________

Person to be notified in case of emergency:
Name and Relationship: __________________________ Telephone: _______________________
________________________________________________________________________________

1. All nursing students must read the Association of Registered Nurses of Newfoundland and Labrador (ARNNL) document “Requisite Skills and Abilities for Entry-Level Registered Nurse Practice” to determine their ability to meet the requirements of the program. It is the student’s responsibility to disclose any information that may require accommodation during the completion of their program.

https://www.arnnl.ca/sites/default/files/RD_Guidelines_For_Requisite_Skills_And Abilities.pdf

This signature confirms you have read the above document:

Student Signature: __________________________ Date: ______________________

2. As applicable, students are accountable to inform faculty if they have:
   - Allergies to any drug and/or material such as penicillin and/or latex
   - Medical condition(s) that may require immediate treatment.

This signature confirms you have read the above statement:

Student Signature: __________________________ Date: ______________________

The Bachelor of Nursing (Collaborative) Program acknowledges and respects the privacy of individuals. The information on this form is collected under the authority of the Access to Information and Protection of Privacy Act, 2015 (SNL2015 Chapter A-1.2). This information is used for the purposes of administration and management of the program. Questions about this collection and use of this information may be directed to the Executive Assistant to the Director, at 709-777-8161.

June 2019
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 [Program Name] 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 practice, fieldwork, or preceptorship) as required by your educational program;

- Use your student related personal information and personal health information relating to placement prerequisites, for 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 or withdrawal from your 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 your 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>披露的个人健康信息</th>
<th>使用个人健康信息和披露个人健康信息的背景信息</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Health Information in HSPNet</strong></td>
<td><strong>HSPNet 使用和披露的个人健康信息背景信息</strong></td>
</tr>
<tr>
<td><strong>Identified Purposes and Handling of</strong></td>
<td><strong>背景信息</strong></td>
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<tr>
<td><strong>Personal Information and Personal Health Information in HSPNet</strong></td>
<td><strong>背景信息</strong></td>
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**HSPNet** is a secure web-based system that is used by several provinces in Canada. The HSPNet System collects information from various sources and provides researchers with the ability to analyze data for better understanding of health-related issues.

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

The full policies can be viewed on the HSPNet website at www.hspnet.ca.

Updated: June 1, 2015

Health Sciences Policy Management

Personal Health Information in HSPNet

Personal Information and Handing of

Identified Purposes and Handling of

Health Sciences Policy Management
Openness, Access, and Challenge

The handling of patient information in the Hospital by obtaining a request in writing to the National Health Privacy Officer or Local Privacy Officer with their permission.

An individual may request a copy of their personal information or personal health information contained in the Hospital's or Local Privacy Officer, or a copy of their personal health information is available on the Hospital's website.

The purpose for which the information is needed can be made known in writing to the local Hospital Privacy Officer or Local Privacy Officer.

An individual can access their personal health information as well as a comprehensive description of the type of personal health information requested and what action was taken.

Security

The accuracy and completeness of personal information within the Hospital is maintained through the use of System logs such as mandatory fields and completing rules, and the access to these logs is limited to those authorized to access the information.

<table>
<thead>
<tr>
<th>Personal Health Information</th>
<th>Disclosure of Personal Health Information</th>
<th>Use of Personal Health Information</th>
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<tbody>
<tr>
<td></td>
<td>Information on Intellectuals' Sums, including the personal achievements and honors, such as testimonials, achievements, and recognitions, are used for the purpose of the Hospital's mission.</td>
<td>Information on the individual's education and training, and the qualifications and experience of the individual.</td>
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<td>Information on the individual's health and medical history is used for the purpose of the Hospital's mission.</td>
<td>Information on the individual's health and medical history is used for the purpose of the Hospital's mission.</td>
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Healthcare Technology and Data Management Computer Password

Please Print Clearly / (* = Required Field)

New User Access  Change of Access/Location  Add Access

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Keep Current Password:  Yes  No  Effective Date:  

Work Phone #EXT  Username  Ending Date:  

Work Email  Personal Email

Agreement
I recognize accepting a password gives me authorized access to confidential electronic information. I understand I am responsible for this information and the following constitutes a breach of security for which I will be held responsible.

- Disclosure of my password
- Use of another user’s password to access systems or information
- Abuse of authorized access according to the policies and procedures of Eastern Health
- Failure to log off when leaving a terminal or computer

*Employee Signature:  Date:  
*Authorized Signature:  Name:  Phone:  

Meditech and Application Access (tick all that apply)  Live System  Test System

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<thead>
<tr>
<th>Eastern Health Integrated Systems</th>
<th>Meditech</th>
<th>Local</th>
<th>Global</th>
<th>Other Applications</th>
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<tr>
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<td>CPA/Synoptic Reporting</td>
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<td>Point of Care (specify)</td>
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<td>AP (Accounts)</td>
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<td>MRI (Medical Records)</td>
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<td>OE (Order Entry)</td>
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<td>PP (Payroll)</td>
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*Providers Only*

Admitting Privileges:  Yes  No  
Provider #
Healthcare Technology and Data Management Access Form

Please Print Clearly (\* Required Field, \# = Department Code)

<table>
<thead>
<tr>
<th>New User Access</th>
<th>Student/Non-EH Employee</th>
<th>Change of Access/Location</th>
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</table>

**Laura**

**Laura**

2018.01.23

BN Year 4 Student

Employer Number

*Job Title & Status (Specify if you are Casual, Part Time, Non-Staff, Contract, Student)

Centre for Nursing Studies

*Site(s)/Office Location

Department(s)/Division

Computer or Device

Keep Current Password: \[ \]

No

Effective Date:

*Work Phone #

Username:

Ending Date:

Professional Credential(s) (e.g., MD, NP, Allied Health Professional, etc.)

\[
\text{Include credentials on electronic documentation} \quad \text{Yes} \quad \text{No}
\]

\[
\text{Referrer: Laura (Currey)}
\]

Date: 06/18/18

*Employee Signature:

Laura (Currey)

Date: 06/18/18

*Authorized Signature:

Name:

Phone:

Agreement

I recognize accepting a password gives me authorized access to confidential electronic information. I understand I am responsible for this information and the following constitutes as a breach of security for which I will be held responsible:

- Disclosure of my password
- Use of another user's password to access systems or information
- Abuse of authorized access according to the policies and procedures of Eastern Health
- Failure to log off when leaving a terminal or computer

*Employee Signature: Laura Currey

Date: 06/18/18

*Authorized Signature: 

Name:

Phone:

Meditech and Application Access (tick all that apply)

- Live System
- Test System

**Eastern Health Integrated Systems**

- Domain/PC Password
- Outlook/Exchange
- Outlook Public Folders (list)
- Home Folder
- Shared Folders (please provide path IE. Web-dept1/shared1)
- Cognos
- Manager Toolkit
- E People
- E Manager
- HRIS
- Intelligrated
- Remote Access - Personal Device
- Apple OSX
- Windows 7
- Windows 10
- SSO (OneSign)
- Linerfax
- Pyxis (please provide area)

**Modifich**

- Local
- Global

- ABS (Abstracting)
- ADM (Admissions)
- AP (Accounts)
- BAR
- ESS
- CDS
- Clinical Dictionaries
- Specify:
  - E-Sign
  - GI (Gen. Ledger)
- ITS
- LAB
- MOXIE: Email
- MM (Materials)
- MRI (Medical Records)
- MSM/Dendy
- NMI
- NUR
- NUR Staffing/SCI
- OE (Order Entry)
- PCI
- PPI (Payroll)
- PHS (Pharmacy)
- SCH (Scheduling)
- SP
- DR
- DR
- PP (Payroll)
- OR Manager
- Surgeon
- Anesthetologist
- Other
- RA
- SAS
- Cervical Screening Registry
- CSRS (management/turn Counts)
- OPIS
- OPIS 2000
- Medical Record Scanning System
- Walllist Access (provide type)

**Other Applications**

- 3M
- PACS
- Aria Hematology
- Pathview
- Aria RO
- Exacts
- Aria MO
- LEXICOMP
- NLCHI Telepathology
- CPA/Synoptic Reporting
- Point of Care (specify)

- OR Manager
- Surgeon
- Anesthetologist
- Other
- RA
- SAS
- Cervical Screening Registry
- CSRS (management/turn Counts)
- OPIS
- OPIS 2000
- Medical Record Scanning System
- Walllist Access (provide type)

**Providers Only**

Admitting Privileges:

- Yes
- No

Provider No:

08/14 2017/04
IDENTIFICATION/ACCESS CARD FORM
Incomplete requests will not be processed

Eastern Health

☐ New Card ☐ Add/Change Access ☐ Replacement Card: ☐ Lost ☐ Damaged
☐ Student Card ☐ End Date: ___________________________ ☐ Temporary Placement ☐ End Date: ___________________________
☐ Other, Specify: ___________________________ ☐ End Date: ___________________________

Surname: ___________________________ First Name: ___________________________ Middle Initial: ___________________________

Preferred Name: ___________________________ Job Title: ___________________________

Employee’s Number: ___________________________ Work E-Mail: ___________________________

Work Phone Number: ___________________________ Department: ___________________________

Work Mailing Address: ___________________________ Postal: ___________________________

Grant Access to:
Site: ___________________________ ___________________________
Group: ___________________________ ___________________________

• Are you an Occupational Health & Safety Representative? ☐ Yes ☐ No
• Is this a name change? ☐ Yes ☐ No If yes, previous name: ___________________________
• Have you ever had an Eastern Health ID? ☐ Yes ☐ No If yes, what site: ___________________________

Terms and Conditions:
• ID/Access Card will only be processed if form is fully completed.
• Authorized persons must wear their ID at all times while on Eastern Health property.
• First and last name required.
• Photo ID/Access Card is the property of Eastern Health, ID must be returned to Eastern Health upon end of employment.
• Authorized persons are to be in possession of IDs for current position(s); all other ID’s must be returned to security or audiovisual.
• Access will only be granted with manager’s original signature.
• Lost, stolen, defaced or abused photo ID/access cards are subject to replacement fee of $7.00. The fee will be deducted from the employee’s payroll.
• Eastern Health will replace at no charge, photo ID that is faulty or damaged (with reason) with the return of the original ID.
• ID/Access card will expire. Card will be replaced at no charge every 5 years.
• Old ID/Access cards must be returned before new card will be issued.
• For mailed ID/Access Cards it is the employees’ responsibility to get the access activated upon receiving their card.
• All temporary and non-EH staff are required to reactivate their access if exceeding their temporary end date.
• As per Policy OPS-SC-040 – Identification Badges.
• By signing this form, you agree to the terms and conditions.

Employee’s Signature: ___________________________ Date: ___________________________

Manager’s Name: ___________________________ Manager’s Signature: ___________________________

Send Form To:
Pleasantview Towers (PVT) - SILTCIDandACCESS@easternhealth.ca
LA Miller Centre - audiovisual.lmc@easternhealth.ca
Waterford - service.desk@easternhealth.ca or Fax 709-777-3424
St. Clare’s and St. John’s LTC except PVT - audiovisual.scn@easternhealth.ca
Health Sciences - HSCSecurity@easternhealth.ca
Carbonear Hospitals, Carbonear LTC and Grace Centre - idcardinquirycghltc@easternhealth.ca
Leased Sites fax 709-752-4920
All other sites - Fax 709-777-3424

Office use Only
Identity Verification: (example: Driver’s License)

☐ Card Produced ☐ Received by Employee: Date: ___________________________ Picture Number: ___________________________
Card Number: ___________________________ Produced By: ___________________________

059- 2017/06
Welcome First Year Nursing Students!

Congratulations on being accepted to the Centre for Nursing Studies! Each year Memorial University students participate in the largest university and college student fundraiser in the country – SHINERAMA! Shinerama is above and beyond the most rewarding event you will participate in during orientation week, not to mention the most fun! You will be one of over 35,000 students from coast to coast who will be participating in Shinerama in an effort to raise money for Cystic Fibrosis Canada. Last year, as a nation, we raised over one million dollars for this worthy cause.

Cystic Fibrosis (CF) is the most common fatal genetic disease affecting young Canadians today. In 1960 a child with CF rarely lived to attend kindergarten, let alone university. However, since Shinerama began in 1964, in Canada the current life expectancy is 52.7 years. Although there is no cure at present, there is great hope! It is very probable that within our lifetime a cure will be found which is what makes raising money for CF such a worthwhile cause.

Since 1987, Memorial University, MUN Faculty of Nursing, Western Regional School of Nursing and the Centre for Nursing Studies have partnered with Shinerama to raise thousands of dollars annually on “Shine Day”. This year our goal is to raise $10,000 to help reach our nation-wide goal of over 1 million dollars!

What can you do?

Early in September, specific date to be determined, we will be holding our annual “Shine Day” in St. John’s. Starting at 9 a.m., many students from our nursing school as well as MUN campus will hit the streets with one goal in mind – to raise awareness about CF in our community and to raise as much money as we can for Cystic Fibrosis Canada! Shine Day is also an excellent opportunity for all of our nursing students to get involved with a meaningful cause. As first year students coming from high school, MUN campus, and other university and college programs, participating in Shinerama is an excellent way to get to know your fellow students!

On Shine Day you will find us – your Shinerama Committee – at the University Centre on MUN campus. We will be there to motivate you for the day ahead, filling your tummies with yummy snacks and giving you all the information you need to SHINE! There are prizes to be
won for our dedicated volunteers. We will also be hosting a number of fundraisers throughout
the summer to contribute to our goal.

**Want to start early?**

Please like ‘Pocketful of MUNshine’ on Facebook. We are challenging our first year students to
begin fundraising even before the university year begins. Attached is a **Sponsor Sheet/Pledge Form** – which we request that you use to collect donations over the summer in aid of Shinerama
and Cystic Fibrosis Canada. The nursing student with the **MOST** sponsors will receive a prize!
We will be at the University Centre on orientation day to collect all funds raised! If you have
any questions or are interested in more information about **Shinerama**, feel free to contact me,
Madison Cahill, Shinerama Coordinator 2019.

As future nurses, you may one day encounter patients with this devastating disease. Imagine
how rewarding it will be to know that you have contributed to a cure – or at least effective
control – for this fatal disease. I hope that everyone will enthusiastically participate in this
wonderful event. **Believe me, it will be worth it!**

Have a safe and happy summer. Best of luck in your nursing program and I look forward to
seeing you all at **Shine Day** in September!

Madison Cahill
2019 Shinerama Coordinator
Centre for Nursing Studies
Email: mdc601@mun.ca
PLEDGE FORM

This is pledge form can be used to record and track cash or cheque donations not recorded on-line for receipting purposes from Cystic Fibrosis Canada.

NOTE: Information must be completed and legible to receive a receipt of $20 or more. Electronic receipts are available, provided an E-mail address is listed below along with complete mailing address. All other receipts will be issued upon request.

<table>
<thead>
<tr>
<th>Donor Name</th>
<th>Address (please include apt/suite #, city and province)</th>
<th>Postal Code</th>
<th>Phone Number</th>
<th>Amount Donated</th>
<th>E-receipt Requested (Y or N)</th>
<th>E-mail Address</th>
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Thank you for your support in our mission to find a cure for cystic fibrosis. Please submit this form along with cheque and cash to:

Cystic Fibrosis Canada, 2323 Yonge Street, Suite 800, Toronto, ON M4P 2C9