



UNIVERSITY
of Prince Edward
ISLAND

SCHOOL OF NURSING

PASSPORT



WELCOME TO THE UPEI SCHOOL OF NURSING

Now that you have been accepted into the Nursing Program, you will be starting a new and exciting stage in your life. Your years in the Nursing Program will be a significant and memorable part of your life—a time for both personal and professional development. You will meet new friends, expand your knowledge and skills, and make a difference to individuals, families, and communities. We are pleased that you have decided to come to UPEI and hope that your experiences at the School of Nursing will be challenging, informative, and enjoyable.

This booklet is your **“Passport to the Nursing Program”** and will guide you as you prepare to begin classes in September.

The passport includes:

- a list of responsibilities/requirements that you must meet in order to complete criteria for admission
- some basic information about the Nursing Program
- an overview of what you can expect after your admission is finalized.

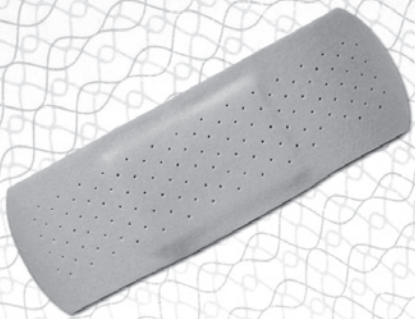
CONFIDENTIALITY

All information requested by the School of Nursing will be used solely for administrative purposes, for program planning, and for arranging clinical experiences. As stated in the University Calendar “UPEI is committed to taking every reasonable step to protect the confidentiality of the information contained in the records of students”. If you have any concerns/questions about the collection or use of personal information, please contact the Dean of Nursing.

CARDIOPULMONARY RESUSCITATION, FIRST AID, VULNERABLE SECTOR CHECK, AND CRIMINAL RECORD CHECK

You are required to successfully complete a **Cardiopulmonary Resuscitation (CPR) (Health Care Professional Level)** course and a **Standard First Aid** course. These must be done **within the 12 months prior to admission to the UPEI School of Nursing and submitted to the School of Nursing administrative assistant**. You will not be permitted to enter clinical practice until you have submitted proof of certification in CPR (HCP Level) and Standard First Aid. You can complete this certification through the Canadian Red Cross, St. John Ambulance, or Lifeline First Aid Training.

You are also required to obtain a certified **Criminal Record Check** and **Vulnerable Sector Check** from your “home-town” law enforcement agency (RCMP). This must be obtained within 3 months of the date of submission (NOTE: You should be aware it may take several weeks to process a Criminal Record Check and Vulnerable Sector Check). Most law enforcement agencies require two pieces of photocopied identification (one being picture ID). **Call your local law enforcement agency first to ensure you have the proper paperwork before going. You are responsible for the costs. The Criminal Record Check and Vulnerable Sector Check must be done prior to admission to the UPEI School of Nursing and submitted to the School of Nursing administrative assistant**. You will not be permitted to enter clinical practice until you have submitted proof of a certified Criminal Record Check and Vulnerable Sector Check..



IMMUNIZATION RECORD FOR APPLICANTS

The **Immunization Record for Applicants** is a form that is included in your acceptance package. This form is to be completed and signed by either the Public Health Nurse in your area where you received your immunizations or by your family physician. **You must submit a completed immunization record to the School of Nursing.** If you fail to submit this information, you will not be permitted to participate in clinical practice. For more information on your immunizations, please contact UPEI Student Health Centre (902) 566-0616 or email healthcentre@upei.ca.

Please note: The Student Health Centre is closed over the summer, but messages and emails will be checked periodically. Please leave a detailed message and someone will contact you.

STUDENT CHECKLIST

INFORMATION I HAVE TO SUBMIT TO THE SCHOOL OF NURSING

Item	Yes	No	Comment
Immunization record (see deadline date on form)			
CPR (HCP Level)			
Standard First Aid			
Criminal Record Check			
Vulnerable Sector Check			

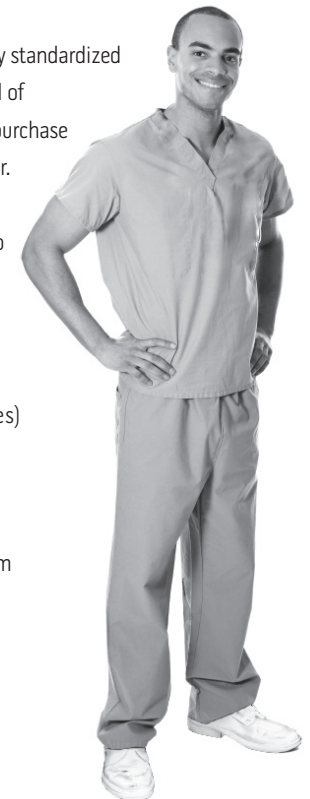
DRESS CODE FOR CLINICAL EXPERIENCE

A dress-code policy is necessary to convey a professional image and to help control the spread of infection. Given the impact of chemical scents on the health and comfort of individuals and families, the School of Nursing supports a scent-free environment, and requires students and faculty to use scent-free products when engaging in client-care activities, classes, and in all clinical settings.

In acute and continuing-care settings such as hospitals and long-term care facilities, you will be required to follow a uniform dress code. You will not need to purchase uniforms until after Christmas. Mental-health and community-health settings might have the option of a uniform or professional street clothing. Faculty will review the dress-code policy of the particular clinical setting with you prior to your clinical practice.

You are expected to have the following items prior to your clinical practice:

- **A standardized nursing uniform** (a mandatory standardized uniform has been adopted for the UPEI School of Nursing. These uniforms will be available for purchase from an approved company in early September. In order to ensure your uniform meets the standardized uniform requirements, please do not purchase uniforms prior to that time.)
- **Dress pants**
- **A pair of supportive, closed-toe-and-heel shoes** (white sneakers or white nursing shoes)
- **Lab coat**
- **Watch** with a second hand
- **Stethoscope** (This can also be purchased from an approved company in early September.)
- **Name tag** (provided by the UPEI School of Nursing).



WHAT TO EXPECT AFTER ADMISSION

HOW TO MANAGE YOUR TIME

Time management is an important issue for Nursing students. As well as the time you spend in class (approximately 15 hours per week for full-time students), you will need to allocate time each week for:

- **Lab time** for your Nursing course (approximately 2 hours)
- **Nursing tutorial** (approximately 2 hours)
- **Lab time** for your Biology course (approximately 3 hours)
- **Clinical preparation** (time varies)
- **Clinical experience** (one half-day per week for your first year; this time increases in subsequent years)
- **Study time.**

Nursing students usually find their schedules are very busy and challenging. Some students choose to work part-time while at university. If you plan to work part-time, you may want to wait until after classes begin and you are familiar with your class schedule before finalizing any work commitments. It is helpful to negotiate a flexible work schedule so that you can decrease your hours of work during busy times in the semester (e.g., times when assignments are due and during exams).

SERVICES AVAILABLE FOR STUDENTS

The Webster Centre for Teaching and Learning is located in the W.A. Murphy Student Centre. The Centre provides support and numerous resources to help students achieve academic success. For example, the Centre offers regular, free, one-hour workshops on topics such as effective reading, effective note-taking, time management skills, preparing for exams, etc. You may want to attend some of these sessions to help you “get started on the right foot” when you come to university.

FAQs

Are there student fees I have to pay in addition to my tuition?

For tuition, and any additional costs, please see the UPEI Accounting Office website (upei.ca/fees).

Please contact Accounting (902-566-0534) with questions you might have regarding those costs.

When do we start going to our clinical placements?

You start early in the first semester. The first clinical placement involves visiting seniors in their homes. REMEMBER: first aid and CPR training certificates, immunization record, and criminal record check all must be submitted before you will be permitted to go to your first clinical placement.

Is there parking available at UPEI?

Yes, there is parking available. You are responsible for purchasing your parking permit. For full information on parking at UPEI, visit the UPEI facilities management website (upei.ca/facilities/parking).

When do we start going to our clinical placements?

Where are the clinical sites and how do I get there?

Do I need to purchase uniforms?



Where are the clinical sites and how do I get there?

You will be required to travel to several clinical placements across the Island throughout the program. For a full overview of possible sites for clinical experience, go to the UPEI School of Nursing website (nursing.upei.ca/files/nursing/clinicalplacements_4yearprogram.pdf). You are responsible for arranging transportation to the clinical site and for the cost of your travel to the clinical sites. One way to minimize the cost of travel is to carpool with other Nursing students.

Do I need to purchase uniforms?

Throughout the Program, you will go to acute care and community placements. In some of the community placements, you will be expected to wear dress pants or a skirt, a shirt or blouse, and shoes that maintain a professional image. You will be going to your first community placement in N101 (which is your first Nursing course).

You will not need to purchase nursing uniforms until after Christmas. You will need to have a nursing uniform and white sneakers for N102 (this is your second Nursing course). For a detailed description of our dress code, see our Nursing Student Policy Manual on the School of Nursing website. (files.upei.ca/nursing/school_of_nursing_student_manual.pdf)

Can you tell me about UPEI residences?

Living in residence can be very exciting. You can find out all the information about residence life on the UPEI website (upei.ca/residence).

How do I find out what books to buy?

You will be informed of the books you will need to purchase on your first day of class. The books can be purchased at the UPEI Bookstore, which is located in the W.A. Murphy Student Centre.

I can't wait to buy my first stethoscope. When should I do this?

You will need a stethoscope early in the first semester. If you have the ability to purchase a stethoscope before enrolment, you may do that. This will guarantee you the opportunity to use your own stethoscope when you learn how to take blood pressure in the Nursing Skills lab. If you wish to wait until after enrolment to purchase your stethoscope, the Canadian Nursing Students' Association arranges for a representative from a Maritime medical supply company to come to the School of Nursing in September. They will show you a variety of stethoscopes and blood-pressure cuffs. You will need to purchase a stethoscope but the blood-pressure cuff is optional.

What do we do in the Nursing Skills lab? Is there extra time for practice?

You will come to the Nursing Skills lab every week (2–3 hours each time) to practice your newly learned skills on the mannequins. You can wear your street clothing when you come to lab.

You can also use the lab for extra practice time. All you have to do is talk with the lab instructors (they are very friendly) to make arrangements for lab time in addition to your regularly scheduled lab time.

I heard math is important in nursing. Is that true?

Yes, math is very important in nursing. Your math skills will be assessed frequently throughout the program.

What is the passing grade for Nursing?

All Nursing courses start with the letter "N" (for example, N101, N223, etc.) and have a passing grade of 60%. All non-Nursing courses have a passing grade of 50%.



**IMPORTANT PHONE NUMBERS ASSOCIATED WITH THE
UPEI SCHOOL OF NURSING**

School of Nursing: tel: (902) 566-0733; fax: (902) 566-0777

Dean's administrative assistant: (902) 566-0768

Clinical coordinator: (902) 894-2871

Student Health Centre: (902) 566-0616

UPEI Bookstore: (902) 566-0625

Registrar's Office: (902) 566-0439



**School of Nursing
Applied Human Sciences Building
University of Prince Edward Island
550 University Avenue
Charlottetown, PE
C1A 4P3**

tel: (902) 566-0733

fax: (902) 566-0777



UNIVERSITY
of Prince Edward
ISLAND

SCHOOL OF NURSING