



UNIVERSITY
of Prince Edward
ISLAND

Faculty of NURSING



NURSING

PASSPORT

upei.ca/nursing

WELCOME TO THE UPEI FACULTY 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 Faculty 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 Faculty 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 Faculty of Nursing and submitted to the Faculty 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 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 Faculty of Nursing and submitted to the Faculty 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 Faculty of Nursing.** If you fail to submit this information, you will not be permitted to participate in clinical practice.

Please note: All documentation outlined below needs to be submitted to the Faculty of Nursing Administrative Assistant, Health Sciences Building, Rm 109 or contact at 902-566-0733 with questions.

STUDENT CHECKLIST			
INFORMATION I HAVE TO SUBMIT TO THE FACULTY OF NURSING			
Item	Yes	No	Comment
Immunization record (see deadline date on form)			
CPR-Level Health Care Provider 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 Faculty 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. 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 Faculty of Nursing. These uniforms will be available for purchase in the UPEI Bookstore.
- **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**
- **Name tag** (provided by the UPEI Faculty of Nursing).



WHAT TO EXPECT AFTER ADMISSION

HOW TO MANAGE YOUR TIME

Time management is an important issue for Nursing students. Nursing students usually find their schedules to be very busy and challenging. 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 and science courses varies as you progress throughout the program
- **Nursing tutorial** (time varies depending on clinical course)
- **Clinical preparation** (time varies depending on clinical course)
- **Clinical experience** (a minimum of 1,650 clinical practice hours are required over the 4 years of the Nursing Program; your clinical time increases with each clinical course taken in the program.)
- And of course, **independent study time** to complete readings, course, and clinical assignments and prepare for exams

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.

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.

The Webster Centre offers support for effective reading, effective note taking, time management skills, and preparing for exams. Additional resources/ services are available on campus for students and are included as part of your fees include the W.A. Murphy Student Centre, the UPEI Chi-Wan Young Sports Centre, Bell Aliant Centre, and Robertson Library.

*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?

What about parking?

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

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.

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?

You start early in the first semester. The first clinical placement involves visiting older adults 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.

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

You will be required to travel to several clinical placements across Prince Edward Island throughout the program. For a full overview of possible sites for clinical experience, go to the UPEI Faculty 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 (beginning in September).

You will not need to purchase nursing uniforms until January in the second semester of the program. You will need to have a nursing uniform and a pair of white shoes for N1020. For a detailed description of our dress code, please read the UPEI Faculty of Nursing Professional Dress Policy found on the Faculty of Nursing website. http://files.upei.ca/nursing/professional_dress_policy.pdf

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

If you have the ability to purchase a stethoscope before enrollment, you may do that. This will guarantee you the opportunity to use your own stethoscope in the Learning Resource Center.

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. In addition, students will be required to purchase an NCLEX-RN Preparation Package. This is a one-time purchase in the first year of your program. More information will be provided in September.

What is the Learning Resource Centre? Is there extra time for practice?

You will come to the Learning Resource Centre every week to learn and practice nursing skills on mannequins. You can wear your street clothing when you come to lab.

You can also come to the lab for extra practice time. All you need to do is speak with the Learning Resource Centre staff to make the arrangements for additional lab time outside of your regularly scheduled lab time.

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

Yes, math is very important in Nursing and is used in the calculation of safe medication dosages and intravenous therapy. As a way to ensure students are competent in basic math skills required for medication administration, you will have five math exams throughout the program. Students must achieve 85% or greater to pass each math competency exam. ***Should a student fail more than two math competency exams throughout the program, this may be cause for dismissal from the program.*** Please read the UPEI Faculty of Nursing Math Competency Policy found on the Faculty of Nursing Website. http://files.upei.ca/nursing/mathematics_competency_policy.pdf

What is the passing grade for Nursing?

All nursing courses begin with the letter "N" (for example, N1010, N2230, 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 FACULTY OF NURSING**

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

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

Clinical and International coordinator: (902) 894-2871

Student Health Centre: (902) 566-0616

UPEI Bookstore: (902) 566-0625

Registrar's Office: (902) 566-0439



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FACULTY OF NURSING

Applied Human Sciences Building

University of Prince Edward Island

550 University Avenue, Charlottetown, PE

Canada C1A 4P3

tel: (902) 566-0733 | fax: (902) 566-0777

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