



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.

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) (Provider/HCP/BLS 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 completion in CPR (HCP Level) and Standard First Aid.

You are also required to obtain a **Criminal Record Check** and **Vulnerable Sector Check**. **The Criminal Record Check must be done prior to admission to the UPEI Faculty of Nursing and submitted to the Faculty of Nursing administrative assistant. The Vulnerable Sector Check will be required**, and depending on the agency, you may require a letter from the UPEI Faculty of Nursing requesting the vulnerable sector check. Please contact the Faculty of Nursing administrative assistant if you require a letter requesting the Vulnerable Sector Check. This must be obtained within 3 months of the date of submission, but some agencies will only provide it within two weeks of the date required (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.** No photocopy or scanned documents will be accepted. You must submit the **original document** for your Criminal Record Check. You will not be permitted to enter clinical practice until you have submitted proof of a Criminal Record Check and Vulnerable Sector Check.

***Accelerated Program:** Some students may have to take additional prerequisite courses prior to starting the program in January. Specific courses will be identified by the Registrar’s Office at the time when you receive your acceptance letter. If you choose to take these prerequisite courses at UPEI, your transcripts will be automatically forwarded to the Registrar’s Office upon completion of the courses. If you choose to take any outstanding prerequisite courses at another university, proof of successful completion, in the form of an official transcript, must be received by the Registrar’s Office prior to the first day of the Winter semester. **Completion of these courses is a condition of your acceptance into the program.**

IMMUNIZATION RECORD FOR APPLICANTS

The “UPEI Immunization Requirement for Applicants” is found on the student resource page [<https://www.upei.ca/nursing/student-resources>]. 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 do so, 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, fonadmin@upei.ca, with questions.

*UPEI Nursing Pre-Requisite Student Checklist

- UPEI Immunization Requirement Form
- CPR (Health Care Provider (HCP) or Basic Life Support (BLS) Equivalent)
- Standard First Aid
- Criminal Record Check
- Vulnerable Sector Check

DRESS CODE FOR CLINICAL EXPERIENCE

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

In acute and continuing care settings such as hospitals and long-term care facilities, you will be required to follow a professional dress code. Mental health and community health settings may have the option for uniform or professional street clothing. Faculty will review the professional dress code policy of the particular clinical setting with you prior to beginning your clinical practice.

[[upei.ca/nursing](https://www.upei.ca/nursing)]

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

- **Standardized Nursing Uniform(s)** (The standardized uniform includes a plain white scrub top or a white scrub top with minimal black piping with black scrub pants – please see Professional Dress Policy link below)
- **Dress pants**
- **Footwear that completely encloses the foot** (heel and toe) and is constructed of leather or another appropriate solid material
- **Lab coat**
- **Watch with a second hand**
- **Name tag** (provided by the UPEI Faculty of Nursing)
- **Stethoscope**



Nursing Professional Dress Policy:

https://files.upei.ca/nursing/professional_dress_policy.pdf

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. In addition to the time you spend in class lectures (approximately 15 hours per week for full-time students), you must also 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 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

SERVICES AVAILABLE FOR STUDENTS

The Webster Centre for Student Success is located in Student Affairs in Dalton Hall. 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 that 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.

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

For a full list of tuition costs and additional costs, please see the UPEI Accounting Office web page (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 from the UPEI Accounting Office. For full information on parking at UPEI, visit (<https://www.upei.ca/office-vice-president-administration-and-finance/security/parking-services/get-student-parking-permit>)

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 CRP training certificates, immunization record, and criminal record check all must be submitted before you will be permitted to go to your 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

[upei.ca/nursing]

(https://files.upei.ca/nursing/bscn_clinical_placements_four_year.pdf). You are responsible for arranging transportation 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 and equipment?

Throughout the Nursing Program you will be going to acute care and community placements. For 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 your first semester of the Nursing Program.

You will need to purchase nursing uniforms and appropriate footwear for your first winter semester of the program. For a detailed description of our dress code, see our Nursing Student Policy Manual on the Faculty of Nursing web page (https://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 Centre.

How do I find out what books to buy?

You will be informed of the books that 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 (LRC) every week to learn clinical skills, techniques, and procedures. You can wear your street clothing when you come to the LRC. Extra practice time is available and can be booked through an electronic booking system. Access to this system is provided once enrolled in the program.

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. There is significant and frequent remedial math support available to all students throughout the program. ***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. <https://www.upei.ca/nursing/nursing-policies>

What is the passing grade for Nursing?

All nursing courses begin with the letter “N” (for example, N1010/N1030X, N2230/N2230X, 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

UPEI Health & Wellness Centre: (902) 566-0616

UPEI Bookstore: (902) 566-0625

Registrar's Office: (902) 566-0439



UNIVERSITY
of Prince Edward
ISLAND

Faculty of NURSING

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

upei.ca/nursing