Clinical Handbook
Bachelor of Nursing Program

2019-2020 Academic Year
Revised Fall 2019

umanitoba.ca/nursing
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INTRODUCTION

Clinical practice courses within the College of Nursing follow academic regulations and program requirements established by the University of Manitoba, program requirements delineated by the regulatory body, the College of Registered Nurses of Manitoba (CRNM) and College of Nursing, Rady Faculty of Health Sciences policies and practices related specifically to clinical education. This handbook will include:

- University of Manitoba academic regulations and program requirements.
- Program requirements identified by the CRNM for the preparation of registered nurses.
- College of Nursing policies and practices related to clinical education.

These regulations, requirements and policies support the preparation of registered nursing graduates who are able to meet the Entry Level Competencies for Registered Nurses in Manitoba.

OVERVIEW

The purposes of the Clinical Handbook is to describe the applicable policies and practices for the clinical practice courses (bolded below) within the College of Nursing.

CLINICAL PRACTICE AND SKILLS COURSES

Course Titles & Credit Hours

<table>
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Being a student at the College of Nursing involves having both rights and responsibilities. Policies related to the students’ academic progress at the University of Manitoba are set out in the Undergraduate
Calendar. It is the student’s responsibility to understand the academic regulations and requirements of the University of Manitoba. Students must also follow academic regulations and requirements of the College of Nursing.

Clinical courses include both traditional ‘hands on’ nursing practice in facilities/agencies, and Simulation. Simulation is a component of every clinical course and includes low, mid and high fidelity experiences, as well as the use of standardized patients. Simulation experiences are referred to as ‘practicum’ in Aurora and take place at the university in the Simulation Centre space. Each simulation experience is based on the International Nursing Association for Clinical Simulation and Learning (INACSL) standards and includes ‘student preparation’ and a ‘debriefing’ component. Each Simulation experience is aligned with the objectives of the clinical course and with concepts covered within the term.

The course syllabus will outline and describe the required components for each clinical course.

**ACADEMIC REGULATIONS RELATED TO CLINICAL PRACTICE IN THE COLLEGE OF NURSING**

All academic regulations can be found in the UManitoba Calendar, specifically 3.1 Regulations for the Bachelor of Nursing Program.

**REGULATIONS**

**Voluntary Withdrawal**

Students are allowed only one voluntary withdrawal per Nursing course in the College of Nursing.

Students who voluntarily withdraw from a Nursing course a subsequent time will have their withdrawal reversed and will be expected to complete the course. Students planning to withdraw from any course are advised to speak with a student advisor regarding the implications of this decision. Any financial implications will be the responsibility of the student.

Clinical course voluntary withdrawal dates are determined using the University of Manitoba policy for irregular courses. The voluntary withdrawal dates are specified in the course syllabus.

**Attendance**

Regular attendance at class is expected of all students in all courses. Attendance in on-line courses will be interpreted as regular and consistent participation in the course.

Attendance in the clinical practice/laboratory portions of Nursing courses is mandatory to enable the student to satisfy the evaluative criteria of the theoretical and practical components of courses. Students absent from class or practice due to illness may be required to present a certificate of illness. This certificate must be signed by a recognized health care provider **. Absence for compassionate reasons is considered on an individual basis. Where absence is involved, make-up time may be required.

A course leader may initiate procedures to debar a student from attending classes and from final examinations and/or from receiving credit where unexcused absences exceed those permitted by faculty regulations.
**New** For the 2019/2020 Academic Year, the College of Nursing is participating in a University of Manitoba initiative related to absence documentation referred to as a Declaration. Please refer to the College of Nursing Policies & Practices regarding Attendance and Declaration.

**Debarment Policy**

A student may be debarred from class, clinical practice, laboratories, and examinations by action of the Associate Dean, Undergraduate Programs for persistent non-attendance, unsafe clinical practice, and/or failure to produce assignments to the satisfaction of the instructor. Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is presently under investigation. Students so debarred will have failed that course.

**Failures in Nursing Courses**

Students will be permitted to repeat a nursing course only once following a failure. Withdrawal from the program will be required following a second failure in the same nursing course or any two clinical courses. Students who fail a Nursing course twice and are required to withdraw from the College of Nursing are ineligible for re-admission to the College of Nursing.

**Professional Unsuitability By-Law**

The Senate of the University has approved a by-law granting authority to the College to require a student to withdraw for reasons of professional unsuitability. A student may be required to withdraw from the College when, at any time, the College Council, through the Professional Unsuitability By-Law, believes the student to be unsuited for the profession of nursing, on general considerations of scholarship, professional fitness or professional conduct.

**Disciplinary Appeal**

Until the final disposition of a disciplinary appeal, students in the Bachelor of Nursing Program will not be permitted to attend clinical practice or the nursing skills laboratory. At the discretion of the Associate Dean, Undergraduate Programs, College of Nursing, students may be granted permission to attend the lecture component only of a nursing course(s) while awaiting a final disposition of an appeal currently in progress.

Copies of this by-law may be obtained from http://umanitoba.ca/faculties/nursing/undergrad/unsuitability-by-law.html See chapter, General Academic Regulations and Requirements.

**Clinical Practice**

Students enrolled in nursing courses with clinical practice components may not register for any other course during those designated clinical days. Nursing clinical practice may be scheduled during the morning, afternoon or evening. Weekends are also used for some sections in clinical courses.

All students must be registered in all clinical courses for both terms by the specified deadline. Failure to register by this date may prevent accommodation in a clinical course. Current deadlines are published in the Registration Information on the College of Nursing website.

Transportation costs to clinical practice settings are the responsibility of the student.

Every effort will be made to accommodate eligible students who register for clinical courses during the initial registration period. However, spaces in clinical courses are dependent upon the availability of
clinical sites, which are determined by health care agencies and the availability of clinical teachers. Therefore, the College cannot guarantee that all students who registered for the course can be accommodated.

Please refer to your Clinical Course Syllabus for further details.

**Clinical Absence**

Bachelor of Nursing Program students returning following one year or more absence from clinical courses must complete a mandatory demonstration of psychomotor skills competency in the skills lab. Competency must be demonstrated prior to clinical attendance. Students should consult with a student advisor for instructions. Testing must be completed prior to July 1.

**Failures in Clinical (Pass/Fail) Courses**

Students who fail a clinical course will be required to accept a supportive learning contract prior to being given permission to register in another clinical course.

In advance of repeating any clinical course, the student will be required to meet with the Director Clinical Education to determine a plan to proactively address the learning needs of the student. This plan will be communicated in writing to the student and appropriate College of Nursing faculty.

**Failures in Clinical Course Rotations**

Students who fail a rotation of a clinical course in which there are multiple rotations will be debarred from the course immediately following that rotation and will receive a final grade of “Fail”. These students will not be permitted to voluntarily withdraw from the course following receipt of the failed grade.

**Unsafe Clinical Practice Policy**

The debarment policy will be invoked when the student demonstrated unsafe clinical practice. Unsafe clinical practice involves actions or behaviours, which result in adverse effects or the risk of adverse effects to the health and well-being (psychological or physical) of the client, family, staff, faculty, or other students. Unsafe clinical practice is an occurrence, or a pattern of behaviour involving unacceptable risk.

**Clinical Agency Requirements**

The College of Nursing has contractual arrangements with the agencies in which students are placed for clinical practice. The contracts set out specific expectations regarding the preparation of students prior to their placement in any clinical site and their fitness to practice.

The College of Nursing assists the student to complete the following requirements and further information about how these requirements are met will be provided during Year 2 orientation or in the NURS 0500:

1. **The Personal Health Information Act (PHIA) Training**
   
   PHIA cards are required for clinical practice and will be checked at clinical sites.

2. **Non-Violent Crisis Intervention (NVCI) Workshop**
   
   Provided after admission.
3. Electronic Patient Record (EPR) Training

Provided after admission.

The following requirements are the responsibility of the student and must be completed independently, according to deadlines established by the College of Nursing. For newly admitted students, instructions about how to fulfill these requirements is set out in Section 3.1 Admission Requirements. Information set out below is for returning students only.

4. Immunizations

Once admitted to the College of Nursing, students are required to maintain an up-to-date immunization status. Deadlines for completion of required vaccines will be established for individual students as needed. Students should keep a copy of their immunization records and retrieve their immunization records from their files upon graduation.

Penalty for Non-Compliance with Immunization Policy

Returning students who do not comply with the deadlines for completion of their immunizations, will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar’s Office, attending clinical practice, and graduation.

5. Mandatory Annual Influenza Vaccination

All undergraduate students in the College of Nursing are required to obtain an annual influenza vaccination and submit documentation confirming the vaccination by the published deadline.

Students who do not submit documentation of flu vaccination by the published deadline may not participate in clinical practice courses in Winter Term.

6. Criminal Record Search Certificate

Some clinical practice sites require that students complete a current or additional Criminal Record Search Certificate prior to the first clinical practice day.

Students charged with or convicted of a criminal offence are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report a criminal offence may result in dismissal from the program. Criminal offences will be reviewed by the College of Nursing Professional Unsuitability Committee for the implications of the conviction in view of the professional mandate to protect the public.

7. Child Abuse Registry

Some clinical practice sites require that students complete a current or additional Child Abuse Registry search check prior to the first clinical practice day.

Students listed on the Child Abuse Registry are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. A listing on the Child Abuse Registry or failure to report the listing will result in dismissal from the program.
8. Adult Abuse Registry

Some clinical practice sites require that students complete a current or additional Adult Abuse Registry search check prior to the first clinical practice day.

Students listed on the Adult Abuse Registry are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing.

9. Cardiopulmonary Resuscitation Certification (CPR)

All students are required to obtain certification in CPR at the Health Care Provider Level. Returning students, including those certified at the Instructor level, must recertify in April/May each year to ensure that their certification is valid for the entire academic year. Proof of re-certification must be submitted annually by June 1 to the Student Services Assistant or designate.

**Penalty for Non-Compliance with CPR Policy**

Returning students who do not comply with the deadlines for submission of the CPR re-certification, will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar’s Office, attending clinical practice and graduation.

10. Respirator Mask Fit Testing

Mask-fit test cards are required for clinical practice and will be checked at clinical sites.

**Attire for Clinical Practice**

All students are required to wear uniforms, name tags and crests during clinical courses, unless given specific instructions not to do so by the agency in which they are placed for clinical practice.

PROGRAM REQUIREMENTS: COLLEGE OF NURSING, RADY FACULTY OF HEALTH SCIENCES

The following are program requirements described in SECTION 4: Program and Graduation Requirements in the College of Nursing, Rady Faculty of Health Sciences, UManitoba academic calendar:

Reminder: It is the responsibility of the student to ensure that degree requirements are met. It is the responsibility of students to ensure all program requirements have been met before working as a graduate nurse and/or writing the NCLEX to become a Registered Nurse. In order to be eligible to work as a graduate nurse and/or write the NCLEX, students must meet all program requirements and requirements of the College of Registered Nurses of Manitoba.

**NURS 4580 Nursing Practice 7**

All other courses in the curriculum must be successfully completed and the grade posted prior to starting NURS 4580.
Any costs incurred in completing this course are the responsibility of the student. A student’s chosen area for completion of practicum experience must be approved by the College of Nursing. The location of the practicum must meet the approval of the University of Manitoba. The location of the practicum is subject to change in the event approval is not received. There may be organizations which require contractual arrangements with the student and/or University of Manitoba prior to permitting the student to enter into the practicum experience. There is no guarantee the University of Manitoba will enter into such contractual arrangements to permit the student to carry out practice at a particular agency or site. In such cases, the student should be prepared to choose an alternate agency or site.

**NURS 4560 Professional Foundations 7: Preparation for Nursing Practice 7**

NURS 4560 Professional Foundations 7: Preparation for Nursing Practice 7 must be completed in the term just prior to taking NURS 4580 Nursing Practice 7. Therefore, students who fail or withdraw from any of the following courses:

- NURS 4540 Health and Illness 8: Community and Population Health; or
- NURS 4550 Professional Foundations 6: Leadership and Change Management,

must also repeat NURS 4560 Professional Foundations 7: Preparation for Nursing Practice 7, even if it was successfully completed, in order that they are taking the course in the term just before NURS 4580 Nursing Practice 7.

In the instance where a student is required to repeat NURS 4560 Professional Foundations 7: Preparation for Nursing Practice 7, the requirement that the Professional Foundations 7 be completed as a co-requisite of Nursing Practice 6 will be waived.

**College of Registered Nurses of Manitoba**

The College of Registered Nurses of Manitoba has the mandate to develop, establish and maintain standards of academic achievement and qualification required for registration as a member and to monitor compliance with and enforce those standards. The Standards for Nursing Education Programs (Standards) are the benchmark used by the College in the education program review for approval process. The Standards are also one means to assure the public that graduates from Manitoba’s nursing education programs have achieved the competencies for practice in today’s health system and in the future (CRNM, 2018). Two key requirements related to clinical practice are identified:

**Attendance in Clinical Courses Prior to Senior Practicum**

The College of Registered Nurses of Manitoba (CRNM) requires each student to participate in a minimum of 1000 hours of practice in advance of senior practicum (NURS 4580).

**Senior Practicum Required Hours (NURS 4580)**

The College of Registered Nurses of Manitoba (CRNM) requires each student to participate in a minimum of 450 hours of practice (excluding illness or absences) to complete senior practicum (NURS 4580).

**English Language Proficiency: New Policy - January 2020**

“The entry-level RN demonstrates English language proficiency (reading, writing, listening and speaking). Entry-level nurses have the ability to express and receive written, verbal or non-verbal information and the ability to interact with others in a clear, respectful and professional manner” (CRNM, 2019).

The CRNM is creating a new policy on English Language Proficiency that will have an impact on new graduates starting in January 2020. More details will be provided as they become available.
COLLEGE OF NURSING POLICIES & PRACTICES

The College of Nursing ("CoN") emerging policies and practices to meet the CRNM standards and promote excellence in nursing education.

POLICIES

Attendance in Clinical Practice Courses

Attendance in the clinical practice/simulation is mandatory to enable the student to satisfy the evaluative criteria of the theoretical and practical components of courses. The College of Registered Nurses of Manitoba (CRNM) requires each student to participate in a minimum of 1000 hours of practice in advance of senior practicum (NURS 4580). Consequently, absenteeism is closely documented and tracked during each clinical course. Lack of attendance may result in course failure and/or debarment (see Academic Regulations).

Absence in Clinical: Facility/Hospital/Community Agency

If a student is unable to attend clinical practice due to extenuating circumstance, the student must contact the CEF and site/agency ASAP. The CEF will notify the Clinical Course Leader. Students absent from clinical practice will be required to complete a Declaration and make-up time may be required. Absences will be assessed by the Clinical Course Leader in consultation with the Director, Clinical Education. Absenteeism may result in failure of the course due to the inability to meet the practice hour requirements and/or develop the expected level of clinical competence.

Absence in Simulation

If a student is unable to attend simulation due to extenuating circumstance, the student must contact the Clinical Course Leader ASAP. Students absent from simulation will be required to complete a Declaration and make-up time may be required. Absences will be assessed by the Clinical Course Leader in consultation with the Director Clinical Education. Absenteeism may result in failure of the course due to the inability to meet the practice hour requirements and/or develop the expected level of clinical competence. Please note that simulation hours are converted to clinical practice hours at a ratio of 1 simulation hour = 2 clinical hours.

PRACTICES

Declaration Process

Illness or other disruptive life circumstances can happen at any time. If the student is absent from simulation or clinical because of these circumstances, the student must make arrangements to notify appropriate course faculty and complete a Declaration.

Call or email your CEF, Agency and Clinical Course Leader ASAP if you are unable to attend clinical or simulation. The inability to attend should be communicated prior to the start of clinical or simulation.

Students in the Bachelor of Nursing Program will be asked to complete an electronic Declaration within 48 hours of the absence. A Declaration is an alternative way of providing documentation in situations where a doctor’s note is not available or not appropriate to the circumstances. Every absence will be recorded on the Clinical Evaluation Tool by the CEF/CCL. The Clinical Course Leader will electronically enter each absence in a College of Nursing database.
**Why do I Need a Declaration?**
The university has policies in place to preserve the integrity of its academic programs and evaluation procedures. The university also recognizes that illness or other disruptive circumstances can occur at any time. In cases where a student is absent or unable to meet their academic commitments due to these circumstances, the university will consider a Declaration in lieu of other documentation such as a doctor’s note.

**How do I Make a Declaration?**
Steps to complete an electronic declaration are located on the College of Nursing website. 

Absences from clinical practice courses will be monitored by the Clinical Course Leader in consultation with the Director, Clinical Education to proactively identify any necessary interventions/support necessary to promote student attendance.

**Participation in NURS 4580**
In accordance with CRNM program standards, students who do not meet the 1000 practice hour cannot begin senior practicum (NURS 4580). The student will be required to meet with the Director, Clinical Education to determine a student specific plan to address the shortfall in clinical practice hours.

**Fitness to Practice**
Consistent with the academic regulation on clinical agency requirements, students who have experienced health issues may be required to provide documentation related to fitness to practice to participate in clinical practice courses. Agency policies may prevent a student from returning to the clinical practice area. For example, “no casts on arms” as per WRHA/Shared Health policy.

**Patient Safety – Medication Administration**
A number of practices have been established to ensure that patient safety is the priority in all clinical practice courses.

Medication administration by all routes must be delivered with strict adherence to the assessment of the **10 Rights**.

All medication to be administered by parenteral routes (e.g. IV, IM, Subcut., intradermal) **MUST** be supervised and co-checked by the CEF or a staff RN prior to and during administration in the following clinical rotations/experiences:

- All Year 2 clinical experiences
- Year 3 NURS 3540 (first clinical course Year 3)
- Year 4 all pediatric areas
- Other situations as specified by the CEF or Clinical Course Leader.

In addition, all relevant hospital policies and procedures regarding medication administration must be reviewed and followed (e.g. IV push medications, conscious sedation, and epidural administration/dose change/syringe change). The student needs to be aware where to find these policies. Students are **NOT** allowed to take verbal orders from physicians.

The CEF and student will need to check WRHA and hospital policies and procedures regarding the administration of “**HIGH ALERT**” medications and interventions which require a “two RN check policy”. This does not mean the CEF (RN) and the student. The “two RN check policy” would require the CEF, a
staff nurse, and the student to verify the medication. This includes narcotics, blood product, and subcutaneous injections such as Insulin injections. It is up to the CEF and the student to investigate the policy and adhere to the requirements. Patient safety is a priority.

Patient Safety – Medication Errors or Incidents

All medication errors and unusual incidents must be reported to the CEF, buddy nurse, unit manager/charge nurse and Clinical Course Leader. The agency’s documentation process must be completed upon discovery and in accordance with the agency policy. The Student is also required to complete a Medication/Incident Reflection (see course syllabus for details), and submit a copy to the CEF and Clinical Course Leader within 72 hours. All medication errors and incidents are electronically recorded by the Clinical Course Leader on a central database for quality assurance purposes.

Student Safety

Occurrences and Incidents

If an injury from a needle stick/sharp object or mucosal exposure to blood/body fluids occurs, the student must report immediately to their CEF and follow the agency protocol. This may involve assessment in the agency ER or assessment by the agency occupational health nurse. Once the agency protocol is followed, the CEF will notify the Clinical Course Leader to ensure agency incident report documents are completed as well as University of Manitoba Occupational Health requirements.

“Students or staff, who encounter a workplace injury must fill out a “GREEN CARD” (a notice of injury report), have their supervisor to sign it and FAX it to 204- 474-7629. The green cards are located on the EHSO website:


Additional university supports and services may also be accessed depending on the situation.

Clinical Preference Survey – UM Learn

Each student enrolled in a clinical practice course is provided the opportunity to identify their preference for placement by completion of a customized survey on the specific clinical course website on UM Learn. Students will be notified when the survey is active. It is the student’s responsibility to read, follow the survey instructions and rank site preferences for the clinical placement.

Clinical sites placements are limited and subject to change based on many factors. Health care transformation may impact the availability of sites so please review the options carefully. The Clinical Preference survey will be open for a limited time. It is the student’s responsibility to complete the survey.

Special considerations are a factor in site assignment and clinical groups. The survey will ask for the student to identify if a “special consideration” is required and must provide details in UM Learn Assignments. Car pooling and taking public transportation are not considered “special considerations”.

Every effort will be made to ensure that placements are distributed fairly and equitably amongst the cohort. Once students are placed changes are not allowed. The College of Nursing reserves the right to make the final determination concerning student placements.
Student Assessment in a Clinical Practice Course

Each clinical practice course is considered a Pass/Fail course. A Clinical Evaluation Tool or CET describes the performance indicators students must demonstrate to receive a PASS in the course. All tools are based on the Entry Level Competencies for Registered Nurses (May 2019). As a student progresses through the program, performance expectations increase in complexity commensurate with developing knowledge, skills and attributes of an emerging professional nurse. It is an expectation that “significant growth” and consistency be demonstrated as students move through the program prior to senior practicum (NURS 4580).

Each syllabus includes specific course details including policies, learning activities, simulation information and the Clinical Evaluation Tool. The UM Learn clinical course website also includes required information for the clinical course.

The Clinical Education Facilitator (CEF) will provide teaching and feedback based on skills and practice performance, student prepared materials such as the clinical preparation guide/learning activities and post conference discussions. At midterm, the CEF will provide a written formative evaluation based on student performance through UM Learn. The student is expected to read and review the CET prior to the midterm meeting and both parties sign the CET. Following completion of all elements of the clinical course, a written summative CET will be provided to the student through UM Learn. The student will print a copy of the completed CET and the student specific Critical Reflection for final review and signature by CEF and student. All CETs will be reviewed and signed off by the Clinical Course Leader.

Supportive Learning Contract in a Clinical Practice Course

Occasionally, a student experiences difficulties meeting the performance expectations in the clinical practice setting. If a student requires constant supervision, the CEF or RN preceptor (in NURS 4580) may be unable to accommodate the student safely within the clinical setting. In these circumstances, the student is in jeopardy of failing the clinical practice course. A Supportive Learning Contract will be implemented to provide individualized direction, assistance and supports to assist the student in meeting course requirements. (See Appendix A).

Procedure for the Supportive Learning Contract:

1. The CEF and Clinical Course Leader will meet with the student to identify and discuss the clinical situation and performance issues.

2. The Clinical Course Leader, in collaboration with the CEF, will develop a Supportive Learning Contract which includes:
   - the reason that the performance has been unsatisfactory
   - a jointly developed action plan to assist the student to address the clinical difficulties, including a referral for remediation if needed
   - specific expectations for the students to achieve
   - a time frame to achieve the expectations.

3. The student will be given the opportunity to review the written contract and will be asked to meet with a Student Advisor.

4. All parties will sign the plan, thereby agreeing to the conditions outlined. If a student refuses to sign the written contract, the issue will be forwarded to the Director, Clinical Education for further action.
5. All parties (student, CEF and Clinical Course Leader) will receive a copy of the contract. The Director, Clinical Education will receive a copy for inclusion on the student’s file.

6. The terms and conditions of the Supportive Learning Contract will be implemented. Student performance will be reviewed and documented as per the terms and conditions delineated in the Supportive Learning Contract.

7. The time frame within the learning contract will be curtailed at the discretion of the Clinical Course Leader, CEF, and/or the Director, Clinical Education should student performance become unsafe.

8. If at any point the student considers voluntary withdrawal from the course, the student will be advised to meet with a Student Advisor.

9. If the student does not meet the clinical performance expectations, the student will fail the course. If student performance improves and performance expectations achieved, the student will pass the course.

10. Notwithstanding the above and the time frame set out in the Supportive Learning Contract, the debarment policy may be invoked at any time there is evidence of unsafe clinical practice.

**Remediation of Students in a Clinical Practice Course**

The Remediation Process is designed to assist students in the identification of strengths and areas requiring further development in a clinical practice. If a student is experiencing difficulty in clinical practice or has a Supportive Learning Contract, the student will be directed to contact the Director of Skills. A referral form – **Remediation Process (refer to Appendix B)** will be completed by the CEF/CCL to identify which skills/areas need practice (i.e. reconstitute IV medications and administer with secondary set via piggyback, sterile dressing change, management of an NG tube or professionalism issues, time management or communication/documentation) and a proposed date of completion. The Director of Skills will review and assess these referrals and meet or refer the student to a member of the Remediation Team. Remediation supports will be provided and student progress monitored. A written summary will be provided to the student, CEF and the Clinical Course Leader.

**Unsafe Clinical Practice Policy & Debarment Policy**

The debarment policy will be invoked when the student demonstrates unsafe clinical practice. Unsafe clinical practice involves actions or behaviours which result in adverse effects or the risk of adverse effects to the health and well-being (psychological or physical) of the client, family, staff, faculty, or other students. Unsafe clinical practice is an occurrence, or a pattern of behaviour involving unacceptable risk.

As per the academic regulations, a student may be debarred from laboratories, clinical practice (including simulation) by action of the Associate Dean for persistent non-attendance and/or unsafe clinical practice. Once the debarment policy has been initiated, the student will not be able to voluntarily withdraw from the course.

Students debarred from a clinical course will receive a Fail grade in the course.

**Evaluation of Clinical Practice Courses**

At the end of each clinical rotation, students are encouraged to provide feedback regarding their experience in clinical practice courses. The College of Nursing invites each student to complete an
anonymous survey to provide feedback regarding key elements of the clinical course. Course feedback with the Clinical Course Leader and CEFs is shared AFTER final grades for clinical courses are submitted. Feedback from clinical units and sites is requested annually.

**CEF Absence in Clinical Practice Course**

If the CEF is ill or cannot attend clinical due to unforeseen circumstances, the CEF will contact the site, clinical group and Clinical Course Leader ASAP. In consultation with the Clinical Course Leader, the CEF will need to “make-up” the clinical time which may include an evening or weekend shift.

**Uniform/Dress Code**

The College of Nursing provides further direction to the Uniform/Dress Code Policy. Refer to Uniform/Dress Code

**Process to address a Clinical Practice Concern**

As a general guideline, students are encouraged to discuss the issue and seek a resolution with the individual closest to the situation/issue. If an issue arises, students or faculty are encouraged to meet and discuss the situation outside of the clinical setting rather than during clinical time. Decisions and strategies identified will be communicated in writing to ensure all parties have a clear understanding of the resolution.

![Diagram](https://example.com/diagram.png)

At any time, students may discuss an issue with and/or seek advice from a College of Nursing Student Advisor (204-474-7452) or Student Advocacy (204-474-7423).
Appendix A

SUPPORTIVE LEARNING CONTRACT
University of Manitoba - College of Nursing

Part A
The purpose of this Supportive Learning Contract is to assist (student name and number) a nursing student in the College of Nursing, to meet the clinical objectives and competencies of nursing course NURS XXXX Clinical Practice in X term.

On (date), you met with (Clinical Education Facilitator) and (Clinical Course Leader) to review your clinical performance. At this point in the course you are not meeting/have not met the requirements of the clinical course for the following reasons:

Part B
In order to assist you to meet the requirements of the course to a PASS level, the following plan will be implemented:

1. You will contact a student advisor by X date to set up an appointment to discuss your academic options for current and future terms.

Part C
It is understood that by (date(s) – indicate a specific time frame from when the contract was signed/discussed), (student name) will have achieved the above level of safe performance in order to fulfill the requirements of the course at a PASS level.

I understand the terms and conditions of this Supportive Learning Contract.

Student ___________________________ Date ___________________________
Clinical Education Facilitator ___________________________ Date ___________________________
Clinical Course Leader ___________________________ Date ___________________________

Part D
This Supportive Learning Contract has been reviewed on ___________________________

Student ___________________________ Date ___________________________
Clinical Education Facilitator ___________________________ Date ___________________________
Clinical Course Leader ___________________________ Date ___________________________

(Revised September 2019)
# Remediaiton Process for Nursing Student Success

## University of Manitoba – College of Nursing

The College of Nursing has a variety of resources available for nursing students to improve their practice. Students can self-identify or be referred by clinical faculty if they require additional practice and confidence building with psychomotor skills, student knowledge base, prioritization, etc. (see below).

The Clinical Course Leader and Clinical Education Facilitator will develop a Supportive Learning Contract for a student who is not meeting the requirements in a clinical course. The purpose of the Remediaiton Process is to assist the student to identify strengths and areas requiring further development. The Remediaiton Process will allow the student to have the best opportunity to be successful in the clinical course and have the knowledge, skills and attitudes required for entry level competencies for professional nursing practice.

## Remediaiton/Supportive Learning Contract

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>CLINICAL COURSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINICAL FACULTY:</td>
<td>UNIT:</td>
</tr>
</tbody>
</table>

**REASON FOR REFERRAL (select all that apply):**

- [ ] Psychomotor Skills/Procedures/Equipment
- [ ] Knowledge Base/Priority of Care/Critical Thinking
- [ ] Organization/Time Management
- [ ] Communication/Documentation
- [ ] Physical Assessment
- [ ] Crisis Management/Prioritizing
- [ ] Medication Knowledge
- [ ] Professionalism
- [ ] Delegation
- Other: ________________________________

**DETAIL OF THE ISSUE(S) OR REFER TO THE SUPPORTIVE LEARNING CONTRACT:**

<table>
<thead>
<tr>
<th>STUDENT SIGNATURE:</th>
<th>FACULTY SIGNATURE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERRAL DATE:</td>
<td></td>
</tr>
</tbody>
</table>

A remediaiton summary will be emailed to the student, CEF and CCL.

September 2019 – Wotton/Goodwin – College of Nursing – University of Manitoba
 Adapted from Harford Community College Nursing Student Handbook – [www.harford.edu](http://www.harford.edu)