

## Faculty of Health Disciplines

### Post LPN BN Professional Practice (Clinical) Preparation

Please ensure you read the following information completely, prior to planning for registration in professional practice courses, to ensure that you understand and are prepared to meet all the requirements for the Post LPN BN Professional Practices (clinicals).

**Students are responsible for meeting all deadlines: completing pre-requisite courses, submitting pre-requisite clinical placement documentation, reviewing Alberta Health Services (AHS) and other clinical placement agency modules, and for registering in professional practice courses prior to the deadline.**

#### Student Email Address:

**All students must setup their AU email accounts and update their AU student profile.** This is both a program requirement and an AHS requirement for clinical and IT access. All program related communication will only be sent to AU email addresses. For steps on how to create your AU email account, please refer to the “Student AU Email Process” document located in the Clinical Placement Preparation Moodle Course.

#### Pre-requisite Courses for Professional Practice Courses:

When planning your program, be sure and check each course syllabus for the necessary course pre-requisites. In order to receive approval to register in clinical courses, **all final grades for prerequisite courses must be processed (showing on transcript) by the following deadlines\*:**

- Winter semester – September 10<sup>th</sup>
- Spring/Summer semester – January 10<sup>th</sup>
- Fall semester – May 10<sup>th</sup>

\*Clinical courses in progress are the only exception to this deadline.

These dates have been selected in order to meet clinical agency request deadlines/release dates.



## Pre-requisite Clinical Placement Documentation:

The Pre-requisite Clinical Placement Documentation that **must be submitted for NURS 401, NURS 437 and NURS 441** are listed below and must be uploaded to the appropriate Clinical Placement Preparation Moodle dropbox for the correct term. (Note: Students are not required to submit Documentation for NURS 435).

### Deadlines to submit pre-requisite clinical placement documentation are:

- Winter semester – November 10<sup>th</sup>
- Spring/Summer semester – March 10<sup>th</sup>
- Fall semester – July 10<sup>th</sup>

It is a student's responsibility to be attentive to this documentation. We are managing clinical placements for hundreds of students each term and cannot send reminders. As we work through the submissions they will show as "marked" if they meet the requirements or returned for additional follow-up with instructions. Again, please refrain from emailing to ask whether we have checked documents, or to tell us that you have submitted/resubmitted specific documents. This allows us to focus on getting through the process in a timely manner.

Please pay attention to the instructions found in the text boxes after clicking the following links:

- **Immunizations:** Copies of records and/or bloodwork indicating immunity against the following (further information is also available in the Alberta Health Services Standard for Immunization of Post-Secondary Health Care Students and Students in Other High-Risk Occupational Programs, the Public Health Agency of Canada and the National Advisory Committee on Immunizations websites). Please note that agencies may not accept students if immunizations are not completed and they also reserve the right to cancel placements and/or end the experience prior to completion should an outbreak occur.
  - dTap - \*\*at least one dose after age 18 followed by Td boosters every 10 years
  - MMR – 2 documented doses for healthcare workers, regardless of year of birth; \*\*Rubella immunity is a legislated requirement in Alberta
  - Hepatitis B
  - Varicella
  - Influenza - \*\*Seasonal and Annual (submit separately to the Influenza Vaccine drop box)
  - TB skin test/chest x-ray after starting the LPN-BN program and dated within 5 years of the first clinical course.



It may take several months to secure appointments with health care providers so please plan accordingly.

- **Active Practice Registration with CLPNA:** Annual and dated in the current year of clinical. **For Winter placements only**, we accept submissions until the end of December, once you have renewed your license. Active registration is still required for students who complete the final NURS 441 course in Winter term outside Alberta. This is a program requirement.
- **Police Information Check with Vulnerable Sector Screening:** Must be dated within 90 days prior to first clinical term start date; valid for the remainder of the program as long as continually enrolled.
- **Network Questionnaire for IT Access:** Complete before first clinical in Alberta and update if changes in AHS/Covenant employment.
- **Health Care Provider CPR:** Current with expiration outside of clinical dates. If the card will expire during the specific clinical dates it is your responsibility to renew prior to that expiry date, and submit new card to the drop box.
- **N95 Respiratory Mask Fit Results:** Current with expiration outside of clinical dates (every 2 years) or within expiry date on card; whichever comes first.
- **Alberta Health Services Confidentiality Agreement:** Dated in the current year.
- **HSPnet Consent Form:** Prior to first clinical course and valid for the duration of the program as long as continually enrolled.
- **Athabasca University Photo ID:** Sticker must indicate current year during clinical. To renew your ID contact: Enrolment Services at: [registrar.athabascau.ca/enrolment/records/idcards.php](http://registrar.athabascau.ca/enrolment/records/idcards.php) or email: [idrequest@athabascau.ca](mailto:idrequest@athabascau.ca)
- **Athabasca University Student Oath of Confidentiality:** Dated in the current year.

**There will be no exceptions to meeting the course and documentation pre-requisites. Students will be removed from consideration if there are any outstanding requirements after the dates listed above (exception: CLPNA License for Winter term).**



## Pre-requisite AHS and Other Modules:

Students must complete the appropriate modules as assigned for each professional practice course and clinical placement location.

## Placement Process:

**There are NO GUARANTEES that students will receive clinical placements in the term, location, dates or clinical agency of their choice. The Post LPN BN Program has more students requesting clinical placements each term than there is capacity through Alberta Health Services and out of province facilities.**

All clinical placements are arranged through Athabasca University's Post LPN BN Program's Clinical Coordination team. **Students are not authorized to contact clinical agencies directly**, as we are governed by Student Placement Agreements with clinical agencies that stipulate clinical placement requests are to be completed only by the educational institution on the student's behalf. Clinical agencies can stipulate that a particular student not be given a placement if he/she does not follow the process; for example, contacting clinical educators, managers or staff directly and asking about placements.

**All placement requests for NURS 401, 437 and 441 in Alberta are submitted only through an electronic system (BC also for NURS 441 only).** Only one request, per student, at a time, can be entered into the system. If a request is declined, only then can we enter another choice. Only one request, per student, at a time is the same process for NURS 441 in other provinces. All Student Placement Agreements have consistent messaging around this process.

## How to Request a Clinical Placement:

- For NURS 401, NURS 435 and NURS 437, students will need to sign-up to request a clinical placement, in the Moodle course, "Clinical Course Preparations", for the term in which you plan to enroll. **Each course will have a sign-up sheet and students can only add their name to one course.**
- **For NURS 441 requests, students will need to sign-up through the Moodle course "NURS 441 Placement Suggestion Process".**

The Clinical Request sign-up sheets will be available\*:

- Winter semester – September 1<sup>st</sup>
- Spring/Summer semester – January 2<sup>nd</sup>
- Fall semester – May 1<sup>st</sup>



\*These dates have been selected to ensure that all coursework has been completed so as to not disadvantage fellow students. There are potentially 48 clinical spaces in each course, based on agency capacity and CARNA designated instructor-student ratios, but this number is not guaranteed each semester.

**To reiterate, being on the sign-up list does not guarantee a placement. The number of confirmed placements is dependent on health care agency capacity and acceptance.**

Any students who are on a request sign-up list but did not receive a placement due to not all requests being accepted will be given priority for the next term. This step will be completed by the Program Assistant and these students will receive an email stating this has been done. Therefore, when a sign-up sheet opens some of the spaces may already be reserved for previous semester students. Names on the sign-up lists are not visible.

### **Confirmation of Approved Clinical Placement:**

Students will receive an email, to their AU student email address, notifying them of an APPROVED CLINICAL PLACEMENT. Once we receive the majority of approvals from the clinical agencies, this notification of placement confirmation will start to be sent; just prior to the semester registration deadline (December 10<sup>th</sup>, April 10<sup>th</sup>, or August 10<sup>th</sup>).

Please do not email asking about placement confirmation during this time. It is very time consuming to be responding to so many emails that take valuable time away from organizing the next term.

### **About the Professional Practice Courses:**

These courses are paced, meaning they are offered 3 times per year, over the 4 month term. **Only 1 clinical course can be taken per semester:**

- Winter semester: January – April
- Spring/Summer semester: May – August
- Fall semester: September – December

#### **NURS 401 – Professional Practice with Adults Experiencing Health Alterations**

- 4 week consecutive, instructor-led clinical in an acute care medical, surgical or medical/surgical combined unit
- Offered in Calgary and Edmonton area.
- All charting is to be signed with the designation NS, AU. This stands for Nursing Student, Athabasca University.



- All students must wear a plain, white nursing uniform top. Bottoms can be any colour of nursing uniform. This helps AHS staff, patients and other nursing students to recognize our group as Athabasca University students.

### **NURS 435 - Professional Practice in Community Mental Health Nursing**

- Paced, online instructor-led course
- Pre-requisite clinical documents are not required for this course.

### **NURS 437 – Professional Practice in Family Health Promotion**

- 4 week consecutive, preceptored clinical in a community-focused setting
- Offered in Calgary, Edmonton or surrounding rural areas
- Most sites require you to have your own vehicle for the duration of each clinical day, whether placed within or outside the city
- Driving distance to the clinical placement agency from your residence is typically under 125km
- All charting is to be signed with the designation NS, AU. This stands for Nursing Student, Athabasca University.

### **NURS 441 – Consolidated Professional Practice**

- The course starts on the first of the month and the clinical portion starts 2 – 3 weeks later.
- The required number of practice hours are 370 hours (equivalent to 10 weeks of 8hr shifts), preceptored by a Registered Nurse. We do our best to try and arrange this clinical according to students' clinical placement suggestions.
- Students are required to submit a completed *NURS441 Clinical Suggestion Form* via the drop box in the NURS 441 Placement Suggestion Process Course for the term they plan to enroll. **This must be done at least 4 months prior to the term they are planning on registering in NURS 441.** As mentioned above, the placement process guidelines stipulate that students not contact management, clinical educators or staff to request their own placements.
- Reminder: NURS 441 has a separate sign-up sheet in Moodle course: NURS 441 Placement Suggestion Process